

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OF BIRCH BAY WATER AND SEWER DISTRICT
HELD April 9, 2015

Board President Don Montfort called the meeting to order at 4:30 pm. Other persons present included Commissioner Pat Alesse, Commissioner Carl Reichhardt, General Manager Roger Brown, Assistant General Manager Dan Eisses, Attorney Bob Carmichael and Conservation Program Coordinator Emily Hagin.

Public Input: None

Agenda additions/changes: None

Consent agenda included:

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| 2. | Minutes of March 26, 2015 Meeting | |
| 3. | March 2015 Payroll | \$158,942.95 |
| | Checks #3056300028-32, Direct Deposits #10154-10169 and Taxes | |
| 4. | March 2015 Utility Billing Adjustments | \$ 1,720.87 |

Mr. Reichhardt moved to approve the consent agenda. The motion was seconded by Mr. Alesse. The motion was carried and passed unanimously.

Finance Report: Mr. Eisses informed the Board that Sandi McMillan, District Finance Director, will have a report regarding the Blaine Wholesale agreement at the next Board meeting. Mr. Montfort mentioned he has an appointment with Mrs. McMillan to discuss finance reporting. Mr. Montfort said he would like to see more management summary level rather than full financial statement reports.

City of Blaine (COB) Coordination: Mr. Eisses updated the Board on the recent coordination efforts. The monitoring well bid opening has been postponed to 10 am on 4/10/2015. Mr. Eisses is anticipating two bids for the project. The successful bidder must begin the drilling by May 15th and once drilling starts it is a continuous process. Mr. Eisses is hoping to have well operating statistics to report on by the end of June.

Mr. Brown updated the Board about the funding requests. Not much progress has been made. Mr. Brown inquired about a new grant available that deals with stream flow levels. There is a priority being given to drought prevention due to low snow pack by the DOE. Mr. Brown sent the project proposal to DOE's Drought Coordinator to keep awareness on the District and City monitoring well project.

Coordinated Water System Plan (CWSP) Meeting: Mr. Eisses reported on the progress of the CWSP meeting. RH2 sent out a list of water right applications in Whatcom County to be an appendix in the report. Mr. Eisses asked to include a disclaimer with the list.

Mr. Eisses also raised questions regarding how the BP service area is defined in the CWSP. It was initially designated as BP's water service area with the District providing an interruptible supply. BP is currently deemed inactive by DOH, but Mr. Eisses views it as an active Class A system. The contract with BP is renewable every 10 years with a three year out. Mr. Eisses is going to follow up to get clarity and resolution to the issue. Mr. Reichhardt asked the question about revisiting the BP contract and making it permanent versus temporary. Mr. Eisses will be meeting with BP in two weeks to discuss the contract and will ask the questions raised by the Board.

WRIA 1 Watershed Planning: Mr. Brown updated the Board on the progress of the WRIA 1 planning process. It is moving into the direction of committees and planning workshops. Mr. Eisses did have a discussion with Steve Jilk about working together to have a better solution for meeting the requests of County Council. Mr. Jilk was in agreement with Mr. Eisses to work out a solution. The County Council will hold a Surface Water

Work Session on April 21st. The Planning Unit will be coming back to give a progress report on the response to Council Resolution 2015-004, which communicated Council priorities. Mr. Eisses requested the Planning Unit work together prior to the work session to create a unified message for the presentation.

Mr. Brown reviewed the WRIA 1 Planning Unit meeting agenda topics for its April 29th meeting. Topics included low impact development, the Lower Nooksack Strategy and the Instream Flow Action Plan.

Accounts Payable: Mr. Eisses presented the details for Accounts Payable as \$78,648.50. Checks numbered 44510-44545 and vouchers 1927, 1929-1987. Mr. Reichhardt moved that the Accounts Payable be approved as presented. Mr. Alesse seconded the motion. The motion was carried and passed unanimously.

Customer Accounts: Mr. Eisses reviewed the account #120027800. Mr. Eisses proposed revisiting the check approval policy to address issues that arise from miss-entries with electronic bill pay. Mr. Eisses proposed a one-time approval for this particular account. Mr. Reichhardt moved for Mrs. McMillan and Mr. Brown to write a refund check to the customer. Mr. Alesse seconded. The motion was carried and passed unanimously.

Aeration Basin: Mr. Eisses reported that he had not made progress on this item since the last Board meeting..

Developer Extensions: Mr. Eisses updated the board on the Lincoln Road plat. The developer came back with a cost estimate of \$119,000 to extend the water service on East Road. Mr. Eisses will continue working with the developer to see if the water line can be constructed on Blaine Rd rather than East Rd. The connection fees for sewer are \$90,000 and water \$63,000 for a total of \$153,000 for 22 platted lots.

Executive session: Mr. Brown announced an Executive session to discuss a personnel issue. He said the session is estimated to last 30 minutes until 6:30 pm.

The Board came out of executive session at 6:24 PM and unanimously agreed to set a special meeting for Monday, April 13, 2015 at 11:30 AM. The agenda for the meeting is 'Short term planning, personnel Issue and professional negotiations.' The meeting will be held at the offices of Carmichael Clark law firm and may include an executive session.

The meeting adjourned at 6:25 PM.

COMMISSIONER

COMMISSIONER

COMMISSIONER

THIS IS TO CERTIFY that the above is a true and correct copy of the minutes for the regular meeting of the Board of Commissioners of Birch Bay Water and Sewer District, Whatcom County, Washington, held **April 9, 2015**.

BOARD SECRETARY