

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

Acting Board President Carl Reichhardt called the meeting to order at 4:30 pm. Other persons present included Commissioner Pat Alesse, General Manager Dan Eisses, Attorney Bob Carmichael, and Finance Director Sandi McMillan.

**Public Input:**

**Agenda additions/changes:**

**Consent agenda included:**

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| 2. Minutes June 25, 2015                          |              |
| 3. June 2015 Payroll                              | \$133,521.63 |
| 4. June 2015 Utility Billing Adjustments          | \$ 2,248.31  |
| 5. June 2015 Manual Check Batch #34 Checks 96-100 | \$ 11,823.03 |
| 6. Q2 2015 Financial Reports                      |              |

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

**Blaine Coordination:** Mr. Eisses informed the Board that the new highest water use day for the District is over 2 mg. He also mentioned the system delivery is still okay even with the Portal Way section of pipeline being offline. Mr. Eisses also talked about customer usage being higher all times of the day including the night.

Mr. Eisses talked about the press release from City of Blaine and mentioned in the future it would be nice to do a Whatcom County wide coordinated release in an effort toward better messaging to all residents. Mr. Eisses updated the Board on the exploration well drilling and said it was at about 900 feet deep and the types of soils noticed are consistent with other areas where water had been located.

Mr. Eisses updated the Board on the cell phone provider tower progress on the second site and how the zoning needs to be reclassified to public. Commissioners gave a nod to the District staff to proceed with the letter of request to the City of Blaine Planning Department for a land use change.

**Blaine Road Waterline Project:** Mr. Eisses brought the Board information on decisions around the Blaine Road project analysis. He detailed a worksheet that compared the different sized pipe and the associated gpm capacity. He said the main question concerns the District future growth and whether a 14" pipe and the cost associated with that is really needed. He shared that slip lining a pipe through the existing one may be justified. Mr. Eisses said that a wetland assessment will be needed regardless of the project pipe size. He showed a Phase 1 comparison on the expenses of the two wetland consultants as Cantrell Associates at \$15,835 and Widener at \$19,594. The Phase 2 comparison of both consultants was Widener at \$24,782 and Cantrell at \$22,729. He requested entering into a contract with Widener and associates for wetland and archeological services. Mr. Reichhardt suggested asking CHS if the mapping that Widener does is compatible with CHS. Mr. Reichhardt also mentioned that WRS is using drones to produce mapping. Mr. Alesse moved to have Mr. Eisses sign the contract with Widener. Mr. Reichhardt seconded the motion. The motion was carried and passed unanimously.

**Comprehensive Plan Update:** Mr. Eisses indicated the comprehensive planning resource coordination with staff and CHS has occurred for the recent two months. He highlighted a summary update of progress from CHS.

**CWSP:** Mr. Eisses said the two summer meetings were canceled.

**Finance Report:** Mrs. McMillan discussed progress on the 2016-17 budget preparations as including labor negotiation preparation work. She said that she and Mr. Eisses have drafted an edited version of the labor contract. She informed the Board of costs associated with customers making payments to the District and showed a graph on credit card volume of transactions with the associated total fees for those credit card payments. She mentioned cost containment was her priority in order to keep rates low.

**WRIA 1 Watershed Planning:** Mr. Eisses said the first committee meeting occurred today on governance and funding. He said that the county "water resources plan" should be updated and most at the committee agreed with that priority.

Mr. Eisses highlighted the "Instream Flow Committee" meeting agenda that is scheduled for tomorrow. Mr. Eisses indicated the briefing paper from the Water District caucus concerning the Instream Flow Committee. He said that he is focused on the surface water work session presentation and questions that need to be brought rather than focusing on the briefing paper which is more long term.

**Accounts Payable:** Mrs. McMillan presented the details for Accounts Payable as \$84,709.85. Checks numbered 44725-44755 and vouchers 2329-2382. Mr. Alesse moved that the Accounts Payable be approved as presented. Mr. Reichhardt seconded the motion. The motion was carried and passed unanimously.

**Customer Accounts:** Mrs. McMillan explained the leak credit request on account #120023700. Mr. Reichhardt moved to approve the leak credit on account #120023700 for \$1,062.00.

Mr. Eisses mentioned there was a recent meter tampering situation as the only time it has occurred after the fee was raised as a deterrent.

Mr. Eisses also brought to the attention of the Board the credit to a certain commercial account that will be stopped until the account can provide a system as-built per the District code.

**Developer Extensions (DE):** Mr. Alessee inquired regarding a previous DE that involved no sewer.

The meeting adjourned at 6:16 pm.

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COMMISSIONER

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COMMISSIONER

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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 **July 9, 2015**.

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BOARD SECRETARY