

**Birch Bay Incorporation Association  
Steering Committee Meeting Minutes for  
Thursday March 21, 2024 at North Bay CTK  
(Approved April 18, 2024)**

**1. Call to Order: 5:59 pm**

**2. Attendance:**

| Position             | Name                 | In Person                           | Via Zoom | Regrets                             |
|----------------------|----------------------|-------------------------------------|----------|-------------------------------------|
| Chair                | Matt Berry           | <input checked="" type="checkbox"/> |          |                                     |
| Vice Chair           | Lisa Guthrie         | <input checked="" type="checkbox"/> |          |                                     |
| Treasurer            | Sharman Burnam       | <input checked="" type="checkbox"/> |          |                                     |
| Secretary            | Vacant               |                                     |          |                                     |
| Chair Communications | Brian Bell           | <input checked="" type="checkbox"/> |          |                                     |
| Chair Research       | Chuck Kinzer         |                                     |          | <input checked="" type="checkbox"/> |
| Member               | Michael Stringam     | <input checked="" type="checkbox"/> |          |                                     |
| Member               | Caprice Pine         | <input checked="" type="checkbox"/> |          |                                     |
| Member               | Jonathan Mallahan    | <input checked="" type="checkbox"/> |          |                                     |
| Member               | Barney Yorkston      | <input checked="" type="checkbox"/> |          |                                     |
| Member               | Cecil Robinson       | <input checked="" type="checkbox"/> |          |                                     |
| Member               | Jason Polverari      | <input checked="" type="checkbox"/> |          |                                     |
| Member               | Patrick Alesse       | <input checked="" type="checkbox"/> |          |                                     |
| Member               | Wayne Kortlever      | <input checked="" type="checkbox"/> |          |                                     |
| Member               | James R. (Bob) Aiken |                                     |          | <input checked="" type="checkbox"/> |

**3. Approval of Minutes.**

Minutes from February 15, 2024 Quarterly Association Meeting were not available for ratification and were therefor postponed to April 2024 meeting.

**4. Executive Committee Report**

**a) Project Timeline:** Berry distributed results of survey of Steering Committee members to identify top 3 priorities of tasks or issues to be addressed in the course of the study. The Executive Committee will develop a Critical Path Method (CPM) to chart out the process and timeline to undertake the study tasks.

**b) Whatcom County Letter:** Berry distributed a draft letter to be sent to the County Executive as a formal notice of the Birch Bay Incorporation Association and the preliminary requests for funding of an update to the Feasibility Study for the Incorporation of Birch Bay, access to County information, and designation of a County liaison person.

**Motion 1.** That Sharman Burnam be authorized to prepare a final edit to the letter to the County Executive with input from the BBIA Executive Committee to be mailed in the next few weeks

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| <b>Moved by:</b><br>Caprice Pine | <b>Seconded by:</b><br>Jonathan Mallahan | <b>Vote:</b><br>Yea: 11 Nay: 1 Abstain: 0 |
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**c) Community Stakeholders Letter:** Berry distributed a draft letter to be sent to potential stakeholders in the Birch Bay community as an introduction to BBIA and an invitation to engage with the BBIA in the feasibility study of the potential incorporation. A list of about 60 potential stakeholders was also presented.

**Motion 2. That Matt Berry be authorized to distribute the Stakeholder letter to the current list and any others added to the list.**

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| <b>Moved by:</b><br>Lisa Guthrie | <b>Seconded by:</b><br>Cecil Robinson | <b>Vote:</b><br>Yea: 12   Nay: 0   Abstain: 0 |
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**d) Finance Committee:** Berry recommended that BBIA create a formal Finance Committee and he read a list of potential responsibilities for the committee, including signing authorities and monthly reports. The currently approved list of Steering Committee Officers and Duties provides for the Treasurer to Chair a Finance Committee. Aleese noted that the C-Shop would be making monthly contributions to the BBIA.

**Motion 3. That creation of the BBIA Finance Committee be adopted to be chaired by the Treasurer with written duties to be approved at the next Steering Committee meeting.**

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| <b>Moved by:</b><br>Caprice Pine | <b>Seconded by:</b><br>Jonathan Mallahan | <b>Vote:</b><br>Yea: 12   Nay: 0   Abstain: 0 |
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## 5. Communications Committee Report

Bell reported that the use of Social Media would be ramped up in the near future with Bell and Robinson collaborating on methods, media, and safeguards. The need for significant Social Media prior to the May Quarterly meeting was emphasized. Written committee reports (even just one-page of bullet points) were requested to be distributed prior to the Steering Committee meetings.

## 6. Research Committee Report.

Mallahan reported that the committee was working on developing models to update the possible revenues and expenses of the Birch Bay incorporation area. Discussions noted that the costs of potential ranges of services (eg. police services ranging from 2 officers to 12 officers) needed to be investigated to provide good information to area residents. Potential survey(s) of residents were discussed to determine what services and what levels of services people might want. A draft initial survey might be prepared for discussion at the Steering Committee meeting in April. Mallahan requested identification of personal contacts members might have at the County to expedite data collection. Written committee reports (even just one-page of bullet points) were requested to be distributed prior to the Steering Committee meetings.

## 7. Open Session.

Comments received from attendees:

- Possibly ask Police Chiefs from small towns (eg. Everson) about service levels and cost-sharing.
- Letters/e-mails from Tom Horton and Jane Barnes support continued neutrality of the BBIA during the feasibility studies.
- December 2025 is the new deadline for the revised County Comprehensive plan

- Potential speakers for the May Quarterly Meeting may include the County Executive, Sheriff's Office and local State representatives. It may be desirable to develop a list of questions for the speakers to address.

## 8. New Business.

### a) Election of Secretary of the BBIA Steering Committee:

**Motion 4.** That Michael Stringam be elected Secretary of the BBIA Steering Committee and immediately assume the duties as adopted on December 6, 2023.

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| <b><u>Nominated by:</u></b><br>Matt Berry | <b><u>Seconded by:</u></b><br>Caprice Pine | <b><u>Vote:</u></b><br>Yea: 11   Nay: 0   Abstain: 1 |
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## 9. Adjourn:      **Motion to Adjourn the meeting at 7:12 pm**

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| <b><u>Moved by:</u></b><br>Caprice Pine | <b><u>Seconded by:</u></b><br>Jonathan Mallahan | <b><u>Vote:</u></b><br>Yea: 12   Nay: 0   Abstain: 0 |
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