

Birch Bay Incorporation Association (BBIA)

BBIA Steering Committee Meeting Minutes (Approved) Thursday Dec.19, 2024 at North Bay Community Church

1. Call to Order

The Steering Committee Meeting was called to order at 6:02 pm.

2. Roll Call

Position	Name	In Person	Via Zoom	Regrets
Chair	Matt Berry	<input checked="" type="checkbox"/>		
Vice Chair / Communications	Lisa Guthrie	<input checked="" type="checkbox"/>		
Treasurer / Chair Finance	Sharman Burnam	<input checked="" type="checkbox"/>		
Secretary	Michael Stringam	<input checked="" type="checkbox"/>		
Co-Chair Research	Jonathan Mallahan		<input checked="" type="checkbox"/>	
Steering Committee Member	Caprice Pine	<input checked="" type="checkbox"/>		
Steering Committee Member	Jason Polverari	<input checked="" type="checkbox"/>		
Steering Committee Member	Patrick Alesse	<input checked="" type="checkbox"/>		
Steering Committee Member	Holly Hamilton	<input checked="" type="checkbox"/>		
Steering Committee Member	Yorkson Jeen	<input checked="" type="checkbox"/>		
Steering Committee Member	Jan Barnes	<input checked="" type="checkbox"/>		
Steering Committee Member	Michael Rutkowski	<input checked="" type="checkbox"/>		
Steering Committee Member	Pauline Nefcy	<input checked="" type="checkbox"/>		
Steering Committee Member	Lisa Black	<input checked="" type="checkbox"/>		
Steering Committee Member	Raymond Chladny			<input checked="" type="checkbox"/>
		<u>13</u>	<u>1</u>	<u>1</u>
General Association Attendance		8	0	
Total Attendance		21	1	

3. Approval of Minutes.

Minutes of the November 21st, 2024 Annual General Meeting were approved with one correction.

Moved: Lisa Guthrie	Second: Caprice Pine	Vote: Yea: 14 Nay: 0 Abstain: 0
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4. Committee Reports.

a) Communications Committee

No report.

b) Finance Committee

Sharman Burnam presented a Treasurer's report, noting that the BBIA bank account had a balance of \$4,322.52. The Finance Committee continues to pursue grants to fund outreach efforts as well as monthly contributions from stakeholders and a pledge commitment from members of the Steering Committee.

c) Research Committee

Jonathan Mallahan represented BBIA at interviews of Consultants by Whatcom County for the future Feasibility Study. He noted that all consultants would do very credible work but felt that the presentation by ECO really hit it out of the park. He expects that a decision will be made by the County in January, 2025

5. Open Session (Questions & Comments).

1. Concern about the flooding along Terrell Creek and who to approach to address the recurring issue.

6. Election of Steering Committee Officers

a) Chair

<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
Matt Berry	Michael Stringam	Caprice Pine	Yea: 14 Nay: 0 Abstain: 0

No other nominations were made.

b) Vice-Chair

<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
Lisa Guthrie	Sharman Burnam	Caprice Pine	Yea: 14 Nay: 0 Abstain: 0

No other nominations were made.

c) Treasurer

<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
Sharman Burnam	Lisa Guthrie	Caprice Pine	Yea: 14 Nay: 0 Abstain: 0

No other nominations were made.

d) Secretary

<u>Nominee:</u>	<u>Nominated by:</u>	<u>Seconded by:</u>	<u>Vote:</u>
Michael Stringam	Lisa Guthrie	Caprice Pine	Yea: 14 Nay: 0 Abstain: 0

No other nominations were made.

7. Discussion of Committees, Goals & Priorities for 2025

Matt Berry reviewed the structure and responsibilities of the four committees adopted in 2024:

- a) Executive Committee
- b) Communications Committee
- c) Research and Feasibility Committee
- d) Finance Committee

Discussion was held on whether any other Committees should be formed, including a Governance Committee that would investigate alternative forms of Municipal Government. It was generally agreed that new Committees could be formed throughout the year as work progressed, especially the County Feasibility Study.

- Current Committee Chairs will schedule and convene an organizational meeting for each Committee in January.
- The Executive Committee is composed of the elected officers and the Chairs of the other Committees.
- The Treasurer is the designated Chair of the Finance Committee.

- Other Committees will elect a Chair (who must be a member of the Steering Committee) at their organizational meetings, along with any other task leaders or officers that they approve.
- The Committees will be responsible for setting out a work program and to be prepared to report to the Steering Committee every month and to present a key summary report at the Quarterly Association Meetings.

Discussion was held on some ideas for goals and priorities that Committees should consider included:

1. Improved hybrid meeting equipment (Meeting Owl 3)
2. More Round Table Meetings with Association (focus on issues)
3. Review of proposed boundaries for incorporation
4. Increasing community involvement and awareness
5. Review of data from other Washington cities with similar demographics
6. Quarterly Newsletter
7. Updating Website
8. Simplifying data into “bites” for community outreach
9. Detailed comparison of 2025 property taxes paid by County residents vs. City (Blaine, Lynden, Ferndale)
10. Outreach to HOA’s (with presentations)
11. Speakers Group to present at HOA’s and other stakeholder opportunities
12. Pledge cards for Steering Committee members and other association members
13. Survey to gauge preferred municipal services using Survey Monkey
14. Calendar of Community events for Information Booth
15. List of potential sources for Financial Grants
16. Potential of using Social Media (pros/cons)

Each Steering Committee Member identified which Committee they would be willing to join and work on:

Steering Committee Member	Research Committee	Communications Committee	Finance Committee
Matt Berry	Ad-hoc	Ad-hoc	Ad-hoc
Lisa Guthrie		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sharman Burnam		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michael Stringam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jonathan Mallahan	<input checked="" type="checkbox"/>		
Caprice Pine	<input checked="" type="checkbox"/>		
Jason Polverari	n/a	n/a	n/a
Patrick Alesse	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Holly Hamilton	<input checked="" type="checkbox"/> (GIS)		
Yorkson Jeen		<input checked="" type="checkbox"/> (Website)	
Jan Barnes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michael Rutkowski	<input checked="" type="checkbox"/>		
Pauline Nefcy	<input checked="" type="checkbox"/>		
Lisa Black		<input checked="" type="checkbox"/> (Events)	<input checked="" type="checkbox"/>
Raymond Chladny	n/a	n/a	n/a

8. New Business

a) Birch Point Annexation

Patrick Alesse noted that the City of Blaine had proposed new annexations west and south of Semiahmoo which broke a long-held agreement that they would not annex in the Birch Point area south of a westerly extension of Lincoln Road. Several residents of Birch Bay have attended Blaine Council meetings to protest the proposed annexation. It was agreed that the BBIA should not take a position on the proposed annexation to protect the neutral position of investigating the feasibility of incorporation. However, individual members of BBIA, including Steering Committee Members, should be able to take a position on the proposed annexation without having a conflict of interest.

Birch Bay Community Advisory Committee

Discussion was also engaged on representatives to the new Birch Bay Community Advisory Committee (BBCAC) recently adopted by County Council and representations to the current update of the Whatcom County Comprehensive Plan. It was agreed that the BBIA should not take a position on these issues to protect the neutral position of investigating the feasibility of incorporation, but individual members of BBIA, including Steering Committee Members, should be able to take personal positions including being a member on the BBCAC without having a conflict of interest.

b) Boundary Change

Matt Berry proposed that the Preliminary Boundaries of Incorporation should revert from the 2008 boundaries of the UGA to the current Birch Bay UGA boundaries. After some discussion, it was agreed that the issue would be considered later in the year when the Feasibility Study is completed which hopefully could consider the impacts within both boundaries for evaluation.

c) City Hall

Matt Berry noted that it had been suggested that the building at 8097 Harborview Rd. (Birch Bay Family Medicine) could be considered for a Birch Bay City Hall. The idea was considered premature since a decision on potential Birch Bay Incorporation has not been made.

10. Adjournment

Motion to adjourn at 7:30 pm

Moved: Caprice Pine	Second: Sharman Burnam	Vote: Verbal agreement
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