

## **Birch Bay Incorporation Association (BBIA)**

### **Approved BBIA Quarterly Association Meeting Minutes for Thursday May 15, 2025 at North Bay Community Church**

#### **1. Call to Order**

The Meeting of the Association was called to order at **6:06 pm**.

#### **2. Opening Presentation.**

Matt Berry presented a slide show on the history of Birch Bay, including:

- 1992 Incorporation Process and Outcome
- Birch Bay Urban Growth Area (UGA) in 2004
- Community Development Plan (2004)
- 2008 Feasibility Study and recession leading to no second Incorporation Process
- 2023 formation of the Birch Bay Incorporation Association
- 2025 Feasibility Study Update by Whatcom County

#### **3. Roll Call**

<b>Position</b>	<b>Name</b>	<b>In Person</b>	<b>Via Zoom</b>	<b>Regrets</b>
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"/>
		<b><u>12</u></b>	<b><u>0</u></b>	<b><u>3</u></b>
Invited Guests	Bob Jean	1		
General Association Attendance		18	5	
<b>Total Attendance</b>		<b>31</b>	<b>5</b>	

#### **4. Approval of Minutes.**

Minutes of the April 17<sup>th</sup>, 2025 Steering Committee Meeting were approved.

Moved: Lisa Guthrie	Second: Caprice Pine	Vote: Yea: 12    Nay: 0    Abstain: 0
------------------------	-------------------------	--

## **5. Open Session (Questions & Comments).**

There were no questions/comments.

## **6. Executive Committee Report**

Matt Berry presented a one-page report including:

- Planning for August 21 Quarterly Association Meeting as a BBQ at the Heron Center.
- Speakers at monthly Steering Committee Meetings
- Development of a “Logic Model” (critical path and timeline) to plan and schedule meetings up to the results of the 2025 Feasibility Study and further steps on the basis of the study results
- Status of the 2025 Feasibility Study Update (no schedule or completion date).

## **7. Communications Committee**

Lisa Guthrie presented a one-page report including:

- ***“Sound Bites #1 through #4*** were available distributed at the meeting.
- ***HOA Presentations*** have been completed for three Associations with two more scheduled over the next 30 days.
- ***BBIA Booth at Community Events*** for the Kite Festival and the Sandcastle/Rollback Weekend. Volunteers are needed to take shifts at these events.
- ***Newsletter #1*** was distributed to 10,000 households as an insert in the Northern Light.
- ***Website*** is being continually updated to add new information and make it easier to navigate.

## **8. Finance Committee**

Sharman Burnam presented a three-page report including:

- ***Treasurer’s Report*** for Apr. 17 to May 14, 2025 showing a balance of \$2,154.28
- ***2025 First quarter Fiscal Report*** recording revenues and expenditures according to the Adopted Budget.
- Update on a grant application.
- The ***“BBIA Pledge Card”*** for BBIA members and friends to donate to support the work of the Association.

## **9. Research Committee**

Jonathan Mallahan presented a five-page report including:

- Comparative Police Levels of Service
- Police Affordability in Birch Bay
- Property Taxes in Cities compared to Counties
- Property Taxes in Recently Incorporated Cities
- Potential Revenue Sources for Birch Bay
- Birch Bay Property Tax Estimate
- Birch Bay Sales Tax Estimate
- Birch Bay Real Estate Excise Tax Estimate
- Birch Bay State Shared Revenue Estimate

## **8. Special Guest – Bob Jean**

Matt Berry introduced Bob Jean who has 35 years of experience in successfully assisting incorporations of five cities in Washington State and two that were not successful. He was the City Manager of two other newly incorporated cities from their inception.

Mr. Jean made some introductory remarks and advised that the three key reasons for incorporation were:

- Local control (elected City Council)
- Control of growth management that will occur in any event because of the UGA designation
- Improved Public Safety with shorter response times and more local officers

He also noted that the first five years of new cities were incremental in ramping up to provide services; for example, police services might start with just a few officers before growing to the desired level of perhaps 10 officers. The first six months will be critical and a new city should partner and contract for services (such as policing, public works, permitting) as it decides what levels of service residents want. Newly incorporated cities often have lower tax rates because older cities must carry “legacy” costs such as pensions and benefits for retired employees.

Mr. Jean answered questions from the audience:

- Do County roads within the new City limits become the responsibility of the new City.
- Could an HOA contract with the new City for road maintenance.
- How would a new City get financing in the transition period.
- How would a new City get a bank loan.
- Why do local cities currently have deficit finances.
- What is the difference between a “resort community” and a “regular” city.

Matt Berry and the audience thanked Bob Jean for his presentation and were able to talk to him after adjournment.

## **10. Adjournment**

The meeting was adjourned at **7:55 pm**.

Moved: Caprice Pine	Second: Sharman Burnam	Vote: Yea: 12    Nay: 0    Abstain: 0
------------------------	---------------------------	--