

NORTH BEACH PUBLIC DEVELOPMENT AUTHORITY

REGULAR MEETING

September 11, 2006

The meeting was called to order at 6:02 PM at the Fire District #1 Meeting Room by President RD Williams. Present were:

<u>Board Members:</u>	Brad Weatherby Ken Karch	Tom Downer Jim Hagen
<u>Others:</u>	Phillip Leach	Tia Crisifulli
<u>Public Present:</u>	Neal Emond Jim Bleckov	Peggy Bleckov Edith Lapp

RD asked for a moment of silence in memory of those who died on 9/11 and their families. He then opened the floor to the public to address their concerns. Edith Lapp stated that she was here because of the increase in rates. She is on a limited income and uses very little water. She would like to see the bills come monthly to make it easier for her to budget. Phillip advised her and the Board that there are two more routes to process into a monthly billing cycle.

Jim Bleckov addressed the Board. He is the owner of Blackwood Beach Cottages. He plans to sell the individual structures to private owners and each owner would pay their own water bill. He presented a map showing the property and the breakdown of the water lines. He wanted to make certain that his plans were workable. Tom Downer expressed concern about making a policy on the fly. If it is in the rate ordinance, that is how it should be charged. RD turned the proposal over to Phillip Leach to work with the owner and present a recommendation and a resolution to the Board if necessary. With that, the Bleckovs left the meeting and the agenda items were addressed.

MOTION BY TOM DOWNER, SECONDED BY JIM HAGEN TO APPROVE THE MINUTES OF AUGUST 14TH AS SUBMITTED. MOTION CARRIED.

MOTION BY JIM HAGEN , SECONDED BY TOM DOWNER TO APROVE VOUCHERS FOR OPERATIONS, CAPITAL PROJECTS AND PAYROLL IN THE AMOUNT OF \$66,938.20. MOTION CARRIED.

RD advised the Board they were sent a **Financial Update**. This is on an accrual basis because at some point, as we grow to a larger organization, we will be required to report on an accrual basis rather than a cash basis. Ocean Park Water is still not closed. RD asked the Board to look at the statements carefully and become familiar with them.

Water District Formation – A few copies of the petition are now available. Tom Downer expressed concern that the public may become confused and think that the issue should be on the upcoming ballot, especially with the new election process. This will be a totally separate election. Tom feels we should turn over the petitions to the NPIA to handle. RD reported that the NPIA has \$700 targeted for this campaign. By having NPIA handle the campaign, issues would be more clearly aligned with them and there would not appear to be a conflict of interest.

Retail service area – RD distributed the Municipal Water Law Discussion Paper #1. Comment period on the proposed law is closed. Ken recommends we read it and understand it. He has a video regarding the legal responsibilities of Boards and recommends we take the time to view this. A time will be set up for that purpose.

Emergency Plan - A plan should be drafted in house so that all employees know what to do in the event of an earthquake, a tsunami, a fire or even if a car goes through the front window of the office. Ready.gov website has a template to go through as a starting point. Phillip reported that there is a “quick sheet” on file with the state with names and numbers of responsible parties. Phillip was asked to have an outline of this plan at the next regular meeting.

Fire Flow Intertie – Engineering costs from TGF Engineering have been documented in letters submitted with the invoices. Phillip pulled these letters and made them available to the Board members at the meeting. Ken would like to see the original proposal on the billing so we can see how much was proposed vs. how much has been billed both on the current billing and to date.

Customer Confidence Report – MOTION BY TOM DOWNER, SECONDED BY KEN KARCH TO ACCEPT THE CUSTOMER CONFIDENCE REPORT TO BE MAILED TO OUR CUSTOMERS. RD questioned when this was normally prepared. Phillip explained that we have had the same person prepare the report for the last six years and it is a very routine thing. Ken assured Phillip that the intent of the Board was simply to know what is being mailed out to the customer. MOTION CARRIED.

Department of Health Sanitary Survey Report – There are six items we need to be aware of that will be covered as part of the Six Year Plan. We need to stay on top of them.

Employee Manual – Tom Downer feels we are very close to completing the manual. He would like to see a printed document with all the red items removed. The document can then be reviewed by the Board. Ken felt there were about 10 items to be revisited. The manual will be revised and sent to the Board and final approval should be made at the next meeting.

North Beach Water Report – Phillip presented the Board with a blue binder which will be used by Board members in the future. It included information on high water users

from Years 2000 to 2005 which is a key item for the preparation of the Comprehensive Plan. The data was sent to Tom Frare today.

RD again gave Edith Lapp an opportunity to speak. She has concerns for many in her area who are on very limited income. It was thought that Karen Klocke from the Department of Health may have some way to help those in need. Phillip assured Edith that the Board has struggled with the rates and that we are open to any ideas about how we can make the rate structure fair. Tom Downer asked Phillip to contact the Department of Health to see if there is any assistance on their level.

RD asked for clarification on the motion for the **new building at the reservoir site**. Jim explained that the intent of the motion was to allow RD to plan for whatever was needed.

Phillip presented a proposal for a new copier. Brad feels we should establish a need first. RD and Ken both reiterated that the need is definitely there. Jim cautioned that his experience with Ikon Office Solutions was an expensive one. The Board instructed Phillip to look at proposals from 3 suppliers for a decision at the next meeting.

Ken Karch reported that SHOA held a training workshop for Flagging. Two North Beach Water employees were present, as well as DPR Construction employees, SHOA staff and a representative from Chinook Water Company. Certificates were awarded at completion.

The meeting adjourned at 7:45 PM. Next regular meeting will be Monday, October 9, 2006 at the Fire Hall.


RD Williams, President


Celsa Johnson, Secretary


Ken Karch, Vice President and
Acting Chairman