

**NORTH BEACH PUBLIC DEVELOPMENT AUTHORITY**

**REGULAR MEETING**

**March 12, 2007**

<u>Board Members:</u>	Ken Karch Tom Downer	Jim Hagen R.D. Williams
<u>Others:</u>	Phillip Leach Bob Haskins Chris Allen, Kleinfelder	Tia Crisifulli Mark Clemmens

RD opened the monthly board meeting at 6:02 PM at the Fire Hall. Tom Downer advised of the absence of Board Member Brad Weatherby who was excused.

**MOTION BY TOM DOWNER, SECONDED BY JIM HAGEN TO APPROVE THE MINUTES OF FEBRUARY 12, 2007 AS SUBMITTED.**

R.D. presented the expenditures for February. Jim Hagen inquired about item #366 to Traffic Safety Supply. RD commented that we purchased everything that we needed to cover safety issues, vests, signage, etc. The payment to DPR was discussed. It included work done to complete the loop on "K" Place and the installation of a fire hydrant at 280<sup>th</sup> and L; and repairs at Doc's Tavern. President Williams noted that Ocean Park Water Company had not paid property taxes of \$3,491.10 as part of the closing costs for the purchase of OPWC and were included in this request. It was noted that being tax exempt, there will still be future taxes due for flood, hospital and fire levies. **MOTION BY JIM HAGEN, SECONDED BY KEN KARCH TO APPROVE VOUCHERS FOR OPERATIONS, CAPITAL PROJECTS, AND PAYROLL IN THE AMOUNT OF \$81,140.36. MOTION CARRIED.**

President Williams presented the February financial statements. Jim Hagen expressed the desire to go through the report line item by line item at the next meeting. Ken suggested preparing a graphic display to more easily understand budget vs. actual, etc.

**Water District Formation** – Tom Downer announced that the North Peninsula Improvement Association (NPIA) has the petition for a November election. According to the RCW, the signers on the petition must be registered to vote in the District. We must have 10 percent of voters of the last general election.

**Emergency Plan** - Phillip advised that 20 pages are ready to be reviewed by Tom Downer. He will e-mail them to Tom. RD feels that this will be a "living" document, subject to change as needs present themselves.

**Employee Manual Update** – RD advised Phillip Leach that the Policies and Procedures Manual of the old Ocean Park Water Company will remain intact until the Employee Manual is complete. Tom Downer said he was comfortable with the new Employee Manual. After discussion, MOTION BY TOM DOWNER, SECONDED BY JIM HAGEN, TO ACCEPT THE EMPLOYEE MANUAL IN ITS PRESENT FORM. MOTION CARRIED.

RD expressed his delight to have it completed and accepted. It too should be a “living document” with changes made as the needs arise. Yet to be completed is a policy for employee compensation, reviews and step increases. A copy will be e-mailed to the Water office.

**Water Distribution Operator I/Meter Reader** - RD advised the Board that with the help of Brad Weatherby, he has hired Jason Crisifulli as the WDO I/ Meter Reader. No applications for the position of Financial Manager have been received. The advertisement for the position of **General Manager** has netted five strong applicants. The Board has been e-mailed copies of the applications. RD indicated that he was particularly interested in two people and with the approval of the Board will make contact with these two for further scrutiny and set up interviews.

**Medical Plan Update** – RD reviewed the information from our insurance carrier, which indicated an increase of 11 percent for the same coverage over last year. He provided other information from other carriers. MOTION BY JIM HAGEN, SECONDED BY TOM DOWNER TO KEEP THE SAME INSURER AND PAY THE ADDITIONAL AMOUNT FOR HEALTH INSURANCE, USING THE PREMIUM FOR THIS YEAR AS THE BENCHMARK FOR FUTURE ACTION. MOTION CARRIED. It was hoped that we would receive the information for next year’s premium at a time so that we can have employee input to look at options such as holding the cost and increasing employee copay. Ken Karch commented that they have had good success with that approach at Surfside.

**Billing Software** - RD submitted information from RVS Software and American Business Software. Presently our billing is on the old RVS DOS system and we desperately need to go to a Windows based system to be compatible with the new network, etc. MOTION; BY JIM HAGEN, SECONDED BY KEN KARCH, TO ACCEPT THE BID BY RVS SOFTWARE AS SUBMITTED. MOTION CARRIED.

With the absence of Board Member Weatherby, the office copier was tabled until our next regular meeting. Information on the Coastal Community Action Program will also be presented at that time.

**North Beach Water Report** – Phillip introduced Chris Allen of Kleinfelder who is working on rehabilitation of several of our wells. The work has started and a slide presentation was made by Chris, precipitating many questions and much interest. Well #1 has been out of operation for 12 years and it may be that it can be successfully

rehabilitated. Phillip was optimistic about what they have found and a full report will be made on the work at the April Board Meeting.

The meeting adjourned at 8:20 for executive session. The meeting resumed at 9:10 .  
MOTION BY JIM HAGEN, SECONDED BY TOM DOWNER, THAT WE ACCEPT APPLICATIONS FOR EMPLOYMENT FOR GIVEN POSITIONS AT ALL TIMES. MOTION CARRIED.

President Williams announced the desired resignation of Board Member Ken Karch with great reluctance and sincere gratitude for all Ken's hard work on the NBPDA Board. He asked Mr. Karch for reconsideration, for which Ken regrettably declined. With the Board's regret, President Williams accepted Ken's resignation, advising that he will notify Bud Cuffel and the County Commissioners of an opening on the Board and a list of candidates will be presented as soon as possible.

Meeting adjourned at 9:25 PM.

  
RD Williams, President

  
Celsa Johnson, Secretary