

NORTH BEACH PUBLIC DEVELOPMENT AUTHORITY

REGULAR MEETING

April 9, 2007

Board Members:

Jim Hagen
R.D. Williams

Tom Downer

Others:

Phillip Leach
Nancy Emondson
Chip Anderson
Debra Richmond
Marshall Tate

Tia Crisifulli
Rob Richmond
Bryan St. Clair
Willis Williams
Neal Emond

RD opened the monthly board meeting at 6:00 PM at the Fire Hall. He advised the Board of the absence of Board Member Brad Weatherby who would be late. He welcomed the public and invited anyone to speak if they chose. No response.

President Williams then introduced Bryan St. Clair from Waitsburg, WA and Chip Anderson from Bellingham, as candidates for the position of General Manager.

MOTION BY TOM DOWNERS, SECONDED BY JIM HAGEN, TO APPROVE THE MINUTES OF MARCH 12, 2007 AS SUBMITTED. MOTION CARRIED.

RD advised Board members of a request for payment from the IRS. Nancy advised that the final tax report from Ocean Park Water was late because of the acquisition by NBPDA. Julia Parker, the accountant for OPWC, was not available to advise us of the reason for this additional tax prior to the meeting. No detail was included with the request for \$19,024.50. This amount has been included in the monthly vouchers; however, Nancy will investigate, advise President Williams of her findings, and will then submit payment if appropriate. **MOTION BY JIM HAGEN, SECONDED BY TOM DOWNER, APPROVE THE PAYMENT OF VOUCHERS SUBMITTED IN THE AMOUNT OF \$170,179.51., INCLUDING THE IRS PAYMENT. MOTION CARRIED.** Nancy advised that the voucher for IRS will be voided if not appropriate.

President Williams introduced Nancy Edmondson who presented the March financial statements. As of the end of March, our financial position is sound, with the net income higher than originally projected at this time. This is in part due to the fact that we do not yet have a General Manager position filled and there is savings there. We still have not received the information for OPW accountant for asset acquisitions and depreciation.

Water District Formation – Tom Downer announced that Mark Scott, GIS officer for Pacific County, is working on combining the roster of registered voters with property owners. When this is received, North Peninsula Improvement Association (NPIA) will begin its work and mail information letters to voters.

Emergency Plan - Phillip advised that he has received a video for Emergency Planning that discusses the need for partnering with the Fire Department and Sheriff's Office. Tom Downer would like to have the entire Board review the video and document. A **Special Meeting/Workshop will be held on Monday, April 16, at 6PM to go over the information.** Tom Downer will invite PCFPD #1 Fire Chief Jacob Brundage; RD will advise the Sheriff's Office.

Employee Manual Update – MOTION BY TOM DOWNER, SECONDED BY JIM HAGEN, THAT WE FORWARD OUR EMPLOYEE MANUAL TO LEGAL COUNSEL FOR REVIEW. Tom felt that we have saved our ratepayers a tremendous amount of money by creating the document ourselves and then having it reviewed. RD will ask for review by WGEP counsel, which is available by virtue of our membership in that organization.

Water System Plan - Tom Frare reported that he hoped to submit the plan for a draft on May 15, but needs more data from Phillip. He will also submit a draft to the Board. DOH will review it within 90 days of submission. He feels we will not be able to meet the January 08 deadline. When the draft goes to the state, the neighboring utilities will be sent copies. The City of Long Beach has never submitted a copy of their plan to our utility. RD and Tom Downer will meet with Acting Mayor Ralph Moore of the City of Long Beach to suggest a friendly compliance agreement.

Fire Flow Intertie – A complete financial report on this project should be available next month. The electrical inspector has found some labeling issues and grounding issues. The generator is in place; the pump sled is ready to go with the exception of one connection. The interior walls are complete. The Lab/Office yet needs to be painted and then doors and a window hung. The exterior needs to be painted once the weather is favorable. This work is expected to be complete within the next two weeks. Once we “turn the key,” we should plan on an open house, contacting the media and informing the public regarding the completion of this key element of our operation.

Medical Plan Update – RD presented the numbers for dental coverage increases. We cover the employee only. No motion required, as this was covered in the last meeting.

Billing Software - Coastal Computers will begin work on the new network this week. RVS has supplied the new billing software along with the new cash drawer and receipt printer. Hope to have the network and billing software for testing for the next billing cycle.

With the absence of Board Member Weatherby, the office copier was tabled until our next regular meeting.

2007 Consumer Confidence Report - The outline for this report was sent to the Board before the meeting. The report must be mailed to all customers by July 1. The new candidates for General Manager reinforced the notion that this requirement must be met.

John's Custom Metal, North Well Field Proposal - MOTION BY JIM HAGEN, SECONDED BY TOM DOWNER, TO ACCEPT THE BID BY JOHNS CUSTOM METAL AS SUBMITTED. MOTION CARRIED.

Coastal Community Actio Program (CCAP); Project Help Program – So far, no funding source has been found to assist low-income seniors with their water bills. There is a new organization being formed whose primary purpose is to assist needy people on the peninsula. Tom Downer recommended that we wait until the “problems” come to us, in that we have had only one customer make any comment at the Board Meetings.

North Beach Water Report – RD reported that we have rehabbed five wells. All together before the work, they were pumping about 110 gpm; now they are about 450 gpm; a truly remarkable improvement. Well #SO-1 North had not been operating at all for about 12 years and now is pumping 150 gpm. Phillip reported that we are wrestling with back wash issues. Mapping is complete for the north well field. PUD is anxious to move all overhead electrical from our property at the north well field onto 272nd. PUD will cover the cost. **MOTION BY JIM HAGEN, SECONDED BY TOM DOWNER TO SPEND WHATEVER FUNDS MAY BE NECESSARY TO REMOVE THE TREES ON THE NORTH WELL FIELD THAT COULD POSE A PROBLEM. MOTION CARRIED.**

The meeting adjourned at 7:10 for executive session and final adjournment. The next meeting will be Special Meeting/Workshop on Monday April 16 at the North Beach Water Office at 6 PM. The next Regular Meeting will be on Monday, May 14 at 6 PM.


RD Williams, President


Celsa Johnson, Secretary