

NORTH BEACH PUBLIC DEVELOPMENT AUTHORITY

REGULAR MEETING

July 16, 2007

Board Members:

Richard Schroeder
R.D. Williams

Tom Downer
Jim Hagen

Others:

Phillip Leach
Curt Stephens
Karen Klocke
Ed and Roseann Cox
Rob Richmond
Marshall Tate

Tia Crisifulli
Diana Thompson
Teresa Walker
John Robarge
Debbie Richmond

President Williams opened the monthly board meeting at 6:02 PM at the Fire Hall. He advised the Board of the absence of Board Member Brad Weatherby. He introduced and welcomed our new employee, John Robarge, to the North Beach Water family. Mr. Robarge left the meeting after his introduction.

He welcomed the public and invited anyone to speak if they chose. Roseann Cox made an inquiry to the Board regarding water service to her property at 26210 R Place and the need to have separate water meters for each of two livable structures. President Williams offered to go to the property the next day to look at the site and explain the rules governing water meters. The Cox's left the meeting at this time.

Secretary Celsa Johnson advised the Board of two minor additions to the minutes of June 25. MOTION BY JIM HAGEN, SECONDED BY RICHARD SCHROEDER TO APPROVE THE MINUTES OF BOTH JUNE 18 AND JUNE 25, 2007. MOTION CARRIED.

President Williams presented the vouchers for July. Tom Downer inquired about the payroll for two employees. After discussion, MOTION BY TOM DOWNER, SECONDED BY JIM HAGEN TO APPROVE THE VOUCHERS PRESENTED FOR \$88,190.48 AND TO ADD PAYROLL CHECKS FOR JULY TO THE THREE EMPLOYEES WHO HAD WORKED IN THE MONTH OF JULY, (INCLUDING THE NEW EMPLOYEE), BUT WERE NOT INCLUDED ON THE PAYROLL LISTING FOR JULY. MOTION CARRIED. A separate voucher log will be prepared and included in the record for this meeting.

Fire Flow Intertie – President Williams presented a listing of payments and descriptions of the work done on the fire flow intertie. The total to date is \$868,779.21 and the work is nearly complete.

Water District Formation - RD introduced Curt Stephens of the NPPIA. He reported that the NPPIA had sent out 1,285 letters to voters who had a post office box address. So far, fifty petitions had been returned to the NPPIA. The County Commissioners have been notified of the petition. A letter did appear in the Chinook Observer.

Employee Manual Update – RD advised that the Attorney Susan Michael, of Michael and Alexander, continues to work through the manual. Jim Hagen asked why we are re-inventing the wheel. RD advised that “our attorney will rip it apart and put it back together.”

Emergency Plan/Water System Plan - Phillip Leach advised that the Comprehensive Water System Plan has a component for an Emergency Response Plan. The Water System Plan is about 90% complete. Tom Frare needs to look at it; it will then go to Karen Klocke to review it. It will then be distributed to other entities. Teresa Walker offered to send a sample of a good emergency plan to Phillip. Phillip distributed a folder containing maps of the entire water system as well as a map of the valving system. He commented about how pleased he is with the work that has been done and how the pumps are working very well.

PUD #2 Hearing Update – RD advised the Board that after the hearing on July 3, we are still required to make a deposit of \$4,500 for electrical service. When we become a political subdivision (water district) that deposit would be returned except for \$200. Diana Thompson, PUD Commissioner, explained that their Board was concerned that making an exception for one customer would set a precedent for others to expect the same. Curt Stephens assisted in the discussion. RD suggested that they check with the Grays Harbor PUD to see if they required a deposit for the Satsop Public Development Authority, as that would be as close a situation of a PDA/PUD requirement as we could find, except that Satsop is not a water utility. RD advised that he has made an inquiry to the State Auditor’s Office, but has not heard from them yet. Jim Hagen made a motion to make notice to the PUD that the North Beach Water will NOT be paying the deposit. The vote created a deadlock and the entire issue was tabled until next month. (Diana Thompson then left the meeting.)

New Vehicle Purchase/Komatsu Lease – President Williams distributed the purchase order for the new Ford vehicle, supplied by Columbia Ford in Longview. He then presented the documents for the lease of the Komatsu WB146 Loader Backhoe. Rob Richmond of DPR explained that small companies are able to purchase large pieces of equipment with the “Rent to Own” types of contracts, which is to our advantage to have.

A Round 2 It Services/Vehicle Repairs – RD presented a proposal from A Round 2 It Services to repair our vehicles. MOTION BY JIM HAGEN, SECONDED BY TOM DOWNER TO REPAIR OUR CURRENT VEHICLES AS PROPOSED ON THE SERVICE ESTIMATES. MOTION CARRIED.

RD reported that a garage door is in need of repair at the north well site. Tom Downer advised that he has a surplus door that would probably do nicely as a replacement. Tom and RD will look in to the feasibility of the replacement.

Bid for Completion of Painting – RD presented the Board with a proposal from Washington Coast Painters to complete the painting of the exterior of the new building at the south well site. Total cost estimated at \$2,400. MOTION BY RICHARD SCHROEDER, SECONDED BY TOM DOWNER TO ACCEPT THE BID BY WASHINGTON COAST PAINTERS TO COMPLETE THE EXTERIOR PAINT OF THE BUILDING. MOTION CARRIED.

Some discussion followed regarding the need for a vehicle for the meter reader. An electric vehicle would be practical. They can go up to 25 miles per day and are can be licensed for the street. Tom Downer felt that was no need to have doors on the vehicle. More discussion will follow.

Drug Testing – RD discussed the need to have a random drug testing program for all employees. Rob Richmond of DPR advised that he physically takes a random employee from the workplace to Astoria and that that process takes two people (the supervisor and the employee to be tested) as many as four hours. This is not practicable. Tom Downer advised that Jack's Country Store uses a random testing program that can be administered at the work site on all employees and is an oral swab. It costs \$10 per person and takes about five minutes per employee to administer. Tom will provide more information about this program.

New Services – RD distributed a worksheet on the requests for new water services. Tom Downer felt that we do not need to approve these requests, as they are routine work. RD will present the list of new services requested as a part of the agenda but no motion required.

North Beach Water Report - Phillip Leach reported that Neville would like to come in for a consultation to offer a better solution for our ozinators. 03 Oxidation Systems of Seattle could be another resource. Tom Frare thought that the Templin Foundation could help in funding for any improvements. The system was built in 1996 and the state of the art has improved over the last 12 years. It is possible that one machine could be used for all our units. Oxiginators are used to remove iron and manganese from our water. Theresa Walker said that using ozone is a good choice for purifying water. We need to look at all technologies and the entire picture before making a change.

State Auditor Notification – While we are required to use BARS/GAAP, we can use a cash basis for our accounting. We will be making the conversion to the cash basis before the audit by the State.

Pacific County Water System Plan - Karen Klocke and Teresa Walker concurred with the Board that it is very important that all entities have a mutual understanding of the water system plan for the entire peninsula.

The meeting adjourned at 9:01 PM into Executive Session, requested by RD to discuss personnel matters.

At 8:20, the meeting resumed with a MOTION BY TOM DOWNER, SECONDED BY JIM HAGEN TO RETAIN PROTHMAN TO SECURE A GENERAL MANAGER.
MOTION CARRIED.

The meeting adjourned at 8:22 PM.

The next Regular Meeting will be on Monday, August 20, 2007 at 6 PM at the Pacific County Fire Protection District #1 Meeting Room.


RD Williams, President

Celsa Johnson, Secretary