

NORTH BEACH PUBLIC DEVELOPMENT AUTHORITY

REGULAR MEETING

August 20, 2007

<u>Board Members:</u>	Richard Schroeder R.D. Williams Brad Weatherby	Tom Downer Jim Hagen
<u>Others:</u>	Diana Thompson Carol Rike Randy Lavold	Edith M. Lapp Nancy Edmonson Marshall Tate

President Williams opened the monthly board meeting at 6:02 PM at the Fire Hall. He welcomed the public and invited anyone to speak if they chose. No one did so.

MOTION BY JIM HAGEN, SECONDED BY TOM DOWNER TO APPROVE THE MINUTES OF July 16, 2007. MOTION CARRIED.

Nancy Edmonson gave an overview of the Financial Report. She advised that she had requested an extension at the end of May to prepare for the state audit. On August 10, she was advised that the audit would be the week of September 4, 2007 by Assistant State Auditor Troy Niemeyer. She will be reporting on a cash basis. President Williams asked that we continue our meeting until Tuesday evening at 5 PM to discuss the Notes to the Financial Statement. The Board agreed that it would be expedient to do so.

President Williams presented **RESOLUTION 03-2007** authorizing the transfer of \$35,051 from the Operations fund for payment of the Water System Plan. **MOTION BY TOWN DOWNER, SECONDED BY JIM HAGEN, TO APPROVE RESOLUTION 03-2007 CALLING FOR THE TRANSFER OF \$35,051 FOR THE WATER SYSTEM PLAN. MOTION CARRIED.**

PUD #2 Request for deposit - President Williams presented the letter, which was mailed to all NBPDA Board Members from PUD Manager Doug Miller. In it, he requested a deposit of \$8,910 for electrical service for North Beach Water prior to accounts currently in the names of Pacific Water Company and Ocean Park Water Company to a special reserve fund. President Williams, in turn, drafted a letter requesting time to make a decision consistent with the best interest of our rate payers. This proposal was deemed unacceptable by PUD Commissioner Diana Thompson who was present at the meeting, stating that this action appeared to be a stalling tactic. After considerable discussion, President Williams presented two resolutions, one with a maturity date of April, 2008, representing two years of operations by North Beach Water; the other with a maturity date of August 20, 2009, which was requested by the PUD, giving no recognition to our 18 months of operations and good credit.. **MOTION BY BRAD WEATHERBY, SECONDED BY TOM DOWNER TO SET ASIDE \$8,910 IN FUNDS TO A SPECIAL**

RESERVE WITH A MATURITY DATE OF APRIL, 2008. BOARD MEMBERS HAGEN AND SCHROEDER VOTED NO; PRESIDENT WILLIAMS ABSTAINED; THE MOTION FAILED. A SECOND MOTION WITH THE AUGUST, 2009 MATURITY DATE ALSO FAILED. Brad Weatherby expressed concern that an impasse could cause problems by operating our system on generators and leave an unfavorable impression with the public with our upcoming Water District formation. After much discussion, MOTION BY TOM DOWNER, SECONDED BY BRAD WEATHERBY, AND AFFIRMED BY PRESIDENT WILLIAMS TO ACCEPT RESOLUTION 04-2007 WITH A MATURITY DATE OF AUGUST 20, 2009. MEMBERS HAGEN AND SCHROEDER VOTED NO. THE MOTION CARRIED.

Water District Formation – President Williams advised that 298 good signatures were delivered to the County Auditor’s Election Office; 232 signatures were required. The County Auditor advised that we were 8 days late to put the issue on the General Election ballot and the NPIA reluctantly agreed to take the election for February 19, 2008. Tom Downer thought that there would be a ballot measure of a school levy at that time too. Tom emphasized that IF the measure passes, the newly formed District would pay for the election costs; if the measure fails, the county would pick up the tab. He strongly recommended that we send a letter of record to keep the election on the “fast track.”

Employee Manual Update – RD advised that the Attorney Susan Michael, of Michael and Alexander, continues to work through the manual. She has about 20 pages yet to complete. She expects to have a draft for review later this week.

Emergency Plan/Water System Plan – President Williams asked Board Members to refer to the invoice prepared by Tom Frare as a tool to see where the Plan stands.

Executive Search – President Williams advised that Prothman has four applications for consideration. Closing date is September 9th.

Drug Testing – Tom Downer advised that on-line training is available to the person administering the test. It should be a person of authority, with sensitivity to confidentiality. He suggested that since we are a small organization, that we should have “blanket” testing and felt it would be wise to include all Board members. The kits are available. President Williams suggested that we table the issue until the Employee Manual is approved and the hiring of our new General Manager is complete. There was consensus.

WGEP Annual Premium – MOTION BY JIM HAGEN, SECONDED BY RICHARD SCHROEDER, TO PAY THE ANNUAL PREMIUM FOR THE INSURANCE POOL IN THE AMOUNT OF \$20,207 LESS A \$1,980 CREDIT FOR A TOTAL OF \$19,227. MOTION CARRIED.

Naselle Rock and Asphalt – MOTION BY RICHARD SCHROEDER, SECONDED BY JIM HAGEN TO PAY THE NASELLE ROCK AND ASPHALT INVOICE OF \$3,200 FOR BLACKTOP REPAIRS. MOTION CARRIED.

United Rental: Wagner Jumpin Jack Compactor – RD explained that we can purchase cold patch in fifty pound bags which cover an area of four and a half feet square feet by one inch thick. With the purchase of the “Jumpin Jack” to compact pipeline placement in dry sand during the summer, we can now do our own blacktop repairs more economically. MOTION BY JIM HAGEN, SECONDED BY TOM DOWNER, TO PURCHASE A JUMPIN JACK COMPACTOR FOR \$2,750. MOTION CARRIED.

WSARP Application for Ocean Park Retreat Center – President Williams advised that the Department of Health wants us to look at the acquisition of the water system at Ocean Park Retreat Center, using the 2007 Water System Acquisition and Rehabilitation Program funding currently available. Jurisdictions can obtain up to \$680,000 of matching grant funds for this type of acquisition. The DOH considers this a high priority and the likelihood we can obtain funding is strong. We would have to extend a 12-inch line north on Vernon for approximately 4,000 feet to Joe Johns Road with an 8-inch line looped through Retreat Center property to connect their well site; then continue north to Joe Johns Road. The cost of the project is estimated to be \$650,000. Water quality is a driving issue. Tom inquired if there would actually be water rights to be obtained. The DOH indicates there is an exempt well on site with a water right of 6.5 acre feet per year, or a 5,000 gal/day draw, which we would gain. MOTION BY JIM HAGEN, SECONDED BY TOM DOWNER TO PERSUE THE AVAILABILITY OF GRANTS, ETC FOR POSSIBLE ACQUISITION OF THE WATER SYSTEM AT OCEAN PARK RETREAT CENTER. MOTION CARRIED.

Payment of Vouchers – After some discussion regarding the TGF & Associates billing and gasoline expenses, MOTION BY BRAD WEATHERBY, SECONDED BY JIM HAGEN, TO PAY THE VOUCHERS IN THE AMOUNT OF \$98,414.26. MOTION CARRIED.

The meeting adjourned at 7:55 PM into Executive Session, requested by RD to discuss personnel matters.

At 8:20, the meeting resumed and continued until Tuesday evening at 5 PM to discuss the Notes to the Financial Statements which will be sent via e-mail to all Board members. The meeting adjourned at 8:22 PM.

The continuation of Monday’s Board Meeting was convened at 5:02 pm with all Board members present.

The letter to accompany Resolution #04-2007 to the PUD was reviewed and with a consensus to approve signed by all.

Lorraine Ripley was recognized for her one year service as a Permanent Part Time employee. Lorraine currently works 32.5 hours and would like to work an additional hour per day. MOTION BY JIM HAGEN, SECONDED BY TOM DOWNER TO ELEVATE LORAIN RIPLEY TO A FULL TIME EMPLOYEE WORKING LESS THAN 40

HOURS PER WEEK, TO BE EFFECTIVVE OCTOBER 1, 2007 AND LORAIN
WOULD BE ELIGIBLE FOR 100% OF HER MEDICAL, VACATION AND SICK
LEAVE. MOTION CARRIED.

For the next hour a full discussion on the footnotes to the Financial Statements for the upcoming State Audit, scheduled for September 4th, were reviewed and revised.
MOTION BY TOM DOWNER, SECONDED BY JIM HAGEN, TO APPROVE THE
FOOTNOTES TO THE FINANCIAL STATEMENTS TO INCLUDE ALL THE
RECOMMENDED CHANGES AND CORRECTIONS FOR THE UPCOMING
AUDIT. MOTION CARRIED.

The meeting adjourned at 6:20 PM.

The next Regular Meeting will be on Monday, September 17, 2007 at 6:00 PM at the Pacific County Fire Protection District #1 Meeting Room.



RD Williams, President



Celsa Johnson, Secretary