

NORTH BEACH PUBLIC DEVELOPMENT AUTHORITY

REGULAR MEETING

September 17, 2007

Board Members:

Richard Schroeder
R.D. Williams
Brad Weatherby

Tom Downer
Jim Hagen

Others:

Diana Thompson
Renee Goodin
Debbie Richmond
Mike McNatt

Marshall Tate
Pat Gardner
Rob Richmond
Curt Stephens

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 August 20/21 and September 4, 2007. MOTION CARRIED.

President Williams reported to the Board on the findings presented by the State Auditor. The Secretary needs to be careful that the minutes properly reflect any move to Executive Session and resumption of the meeting after Executive Session. They also commented on our lack of paying prevailing wage on a contract for the work on 256th. Since we obtained the contract with the purchase of Pacific Water Company, we thought we would have been exempt from that requirement. We did pay prevailing wage on subsequent contracts. The years 2004, 2005 and 2006 were audited and overall the auditors appeared to be pleased with the process. The State Auditor's report will be sent to us in 4 to 6 weeks.

Water District Formation – President Williams invited Pacific County Auditor, Pat Gardner, to make a presentation with regard to the Water District Formation. Presently, the election is scheduled for February 19, 2008. She presented a map of the current precincts and explained that for the first election, the ballots for residents eligible to vote for the Water District would have to be carefully “hand pulled.” Once the District is formed, the Auditor's Office would add our district boundary to the Pacific County Voters Data Base for future elections, so that any initiative the Water District would put forward to the voters could be easily mailed. The filing date for at-large Commissioners for the Water District is December 10 to 14 and can be done at either the Long Beach Office or South Bend Auditor's Office. . A timetable for all activities required for the election will be distributed to the Board once the dates are updated . Ms. Gardner then advised the Board of a new voucher system that will be implemented January 1, 2008 for all entities utilizing the Auditor's Office for payments.

ACH Billing/Bank of Pacific – President Williams asked Renee Goodin, Pacific County Treasurer to assist the Board in understanding the letter from the Bank of Pacific. The Bank of Pacific notified the Pacific County Treasurer effective September 30, 2007, the Bank would no longer facilitate automatic payments to the Water Company from customers' accounts. She has been working closely with the Prosecuting Attorney, the State Auditor's Office and the Bank of Pacific to see what can be done to clarify all requirements to continue the use of ACH payments to North Beach Water. The current contract does not facilitate a third party agreement. She will seek an extension and will advise us of any resolution of the situation.

Employee Manual Update – Legal Counsel has completed review of our proposed Employee Manual, which was distributed to all Board members. Jim Hagen expressed concern that the Employee Manual appears to be about half the size of what we submitted. There was consensus that we need to have a special meeting to review changes and deletions after we have all had an opportunity to go through the document.

Water System Plan – President Williams advised the Board that the Plan is 90% complete and should be ready for review by the Board by the end of the month. Planned capital improvements could go as high as \$6 million over the next six years. The Plan will be presented to the Board in October or at a Special Meeting prior to the regular October Board Meeting.

Executive Search/Prothman – President Williams advised that Prothman has received 13 applications for the General Manager position. Six have been selected for serious consideration and will be contacted by Prothman to narrow the search with the top three to be considered for interview. The others candidates will remain on file. RD will meet with Prothman in Seattle on September 28 to review their findings. They have had our General Manager's job description to work from.

Drug Testing – The Secretary reminded the Board that the decision was made to wait for the hire of the new General Manager before implementing the drug testing.

WSARP Application for Acquisition of Ocean Park Retreat Center – President Williams advised the Board that the total project to go north from 276th on Vernon to Joe Johns Road, and west to K Place with a loop west of Vernon and then north to Joe Johns through the Ocean Park Methodist Camp would cost roughly \$600,000. The Retreat Center has been advised of the cost and is looking at capital improvement projects to include some new buildings. A grant would be available for half the cost if they can incorporate the \$300,000 into their other projects. As it stands right now, it does not appear that we will be going forward with this project.

Washington Coast Painters - The payment for painting the new building in the amount of \$2,371.60 is included in the listing of vouchers for the month. A separate motion is not necessary.

Certificate of Cancellation, Ocean Park Acquisitions LLC, – On 3/13/06, the NBPDA Board approved Resolution 04-2006 creating Ocean Park Acquisitions LLC. All matters pertinent to the acquisition have been resolved and it is now necessary to cancel the LLC. Jim Hagen asked for assurances that all water rights had been secured with this action. MOTION BY JIM HAGEN, SECONDED BY BRAD WEATHERBY TO CANCEL THE LIMITED LIABILITY COMPANY, OCEAN PARK ACQUISITIONS, LLC.
MOTION CARRIED.

North Beach Water Report – Board Member Jim Hagen asked that the record reflect that Phillip Leach was not in attendance at the meeting. No report was made, nor was one made for the month of August.

Payment of Vouchers – MOTION BY JIM HAGEN, SECONDED BY BRAD WEATHERBY, TO PAY THE VOUCHERS IN THE AMOUNT OF \$72,575.48.
MOTION CARRIED.

At 6:45 PM a request was made by President Williams to determine if there was any other business to come before the Board. Seeing none, President Williams asked that the Board move into Executive Session for the purpose of discussing personnel matters with a proposed time limit of 20 minutes. The guests attending the Regular Meeting were thanked for their attendance and dismissed at that time.

At 7:05, the Regular Meeting reconvened. No action was required as a result of the Executive Session.

A special meeting will be held to go over the Employee Manual and the Water System Plan, dates and times to be announced. No further business was taken and the Regular Meeting adjourned at 7:07 PM.

The next Regular Meeting will be on Monday, October 15, 2007 at 6:00 PM at the Pacific County Fire Protection District #1 Meeting Room.


RD Williams, President


Celsa Johnson, Secretary