

# **Minutes of the Special Meeting of The Board of Commissioners of North Beach Water District**

---

A special meeting of the Board of Commissioners of North Beach Water District was held at 6:00pm, Monday, January 19, 2009 at the meeting room of Pacific County Fire Protection District #1, 26109 Ridge Ave, Ocean Park, Washington.

**I. Meeting called to order:**

President Sheldon called the meeting to order at 6:02pm. A quorum was acknowledged.

**II. Commissioners present:**

Gwen Brake, Secretary  
Brian Sheldon, President  
R.D. Williams, Commissioner

**Staff present:**

Michael Berlien, General Manager  
Tia Crisifulli, Office Manager

**Others present:**

North Beach Public Development Authority Board members: Marshall Tate, John Adams, Bill Grennan, and Mike McNatt; Nancy Bell; Diana Thompson; Rob Richmond and Debbie Richmond

**III. Agenda:**

**Ms. Brake asked that** approval of December 8, 2008 special meeting minutes be added to agenda.

Mr. Sheldon moved to adopt the agenda for the January 19, 2009 special Board meeting as changed. Ms. Brake seconded the motion.

Discussion: None

Ayes: Ms. Brake, Mr. Sheldon, Mr. Williams

Nays: None

Abstain: None

**Other:**

Mr. Sheldon recognized Marshall Tate, President of North Beach Public Development Authority. At 6:04pm Mr. Sheldon turned the meeting over to Mr. Tate in order to call to order the regular meeting of the North Beach Public Development Authority. North Beach Public Development Authority's meeting adjourned at 6:23pm.

**IV. Public Comment:**

None

**V. Action Items**

**A. Approval of Minutes**

Mr. Williams moved to approve the minutes of the December 8, 2008 special meeting. The motion was seconded by Ms. Brake.

Discussion: None

Ayes: Ms. Brake, Mr. Sheldon, Mr. Williams

# **Minutes of the Special Meeting of The Board of Commissioners of North Beach Water District**

---

Nays: None  
Abstain: None

Mr. Williams moved to approve the minutes from the January 5, 2009 regular Board meeting. Ms. Brake seconded the motion.

Discussion: None  
Ayes: Ms. Brake, Mr. Sheldon, Mr. Williams  
Nays: None  
Abstain: None

## **B. District Expenses**

Mr. Berlien informed the commissioners that in addition to the regular operating expenses there were significant expenses related to the water District formation. Mr. Berlien recommended that the Board approve the expenses as presented.

Mr. Williams moved to approve the December 2008 expenses in the amount of \$75,999.04. Mr. Sheldon seconded the motion.

Discussion: Mr. Sheldon informed the other commissioners that he reviewed Mr. Kaseguma's bill for legal service and that it seemed correct.  
Ayes: Ms. Brake, Mr. Sheldon, Mr. Williams  
Nays: None  
Abstain: None

## **VI. Discussion Items**

### **A. Title Insurance**

Mr. Williams moved to approve the additional title insurance cost of approximately \$1,100.00. Ms. Brake seconded the motion.

Discussion: Mr. Sheldon stated he was unsure if this is holding up the closing process for the transfer of the utility.  
Ayes: Ms. Brake, Mr. Sheldon, Mr. Williams  
Nays: None  
Abstain: None

### **B. Cashmere/PWTF loan transfers**

Mr. Tate informed the Water District Commissioners that he had signed the loan assignment for the Komatsu backhoe. Mr. Berlien informed the commissioners that staff had received signed copies of the PWTF and Cashmere loan assignment agreements.

### **C. District seal/logo/letterhead**

Ms. Brake informed the Board that a District seal had already been approved. Mr. Sheldon stated his desire to have the logo reflect an area map of the peninsula.

Mr. Williams made a motion to instruct staff to amend current letterhead to reflect North Beach Water District. The motion was seconded by Mr. Sheldon.

Discussion: None  
Ayes: Mr. Sheldon, Mr. Williams

# **Minutes of the Special Meeting of The Board of Commissioners of North Beach Water District**

---

Nays: Ms. Brake

Abstain: None

## **D. PUD deposit**

Mr. Berlien will forward the NBPDA dissolution resolution to the PUD.

Commissioners instructed Mr. Berlien to draft a resolution directing the Pacific County Treasurer to transfer the funds previously held as a security deposit into the District's cash reserve account.

## **E. District legal counsel**

Mr. Berlien recommended that the District hire general counsel. Staff was directed to draft a request for proposal for legal services.

## **F. Professional services contracts**

Mr. Berlien informed the commissioners that Ms. Edmondson – the current financial consultant for the water utility – was willing to contract with the District for financial services through June 2009. Commissioners directed staff to issue a request for proposal for financial services.

Commissioners directed staff to review legal requirement with regards to contracting professional services, i.e. engineering. Issue will be revisited at the February 16, 2009 regular meeting.

## **G. 2008 fiscal audit**

Staff was directed to contact Ms. Edmondson regarding closeout report for NBPDA. Commissioners desire a presentation from Ms. Edmondson on the NBPDA closeout. Mr. Berlien confirmed that the state audit would take place in May of 2009.

## **H. Monthly fire service charge protest**

Mr. Berlien informed the commissioners that Mr. Kaseguma was still working on the issue.

## **I. Delinquent/unpaid accounts**

Mr. Williams moved to write off \$5,194.05 of bad debt that was carried over from the NBPDA. Motion was seconded by Ms. Brake.

Discussion: Staff informed the commissioners that a record of the debt write off would be kept. Any person whose debt to us was written off would be required to pay that debt should they wish to establish water service with us again.

Ayes: Ms. Brake, Mr. Sheldon, Mr. Williams

Nays: None

Abstain: None

## **J. Board officers**

Ms. Brake nominated Mr. Brian Sheldon as Board President. Mr. Sheldon seconded the motion.

Discussion: Ms. Brake feels that Mr. Sheldon should be allowed to be president with an actual utility to operate.

## **Minutes of the Special Meeting of The Board of Commissioners of North Beach Water District**

---

Ayes: Ms. Brake, Mr. Sheldon

Nays: Mr. Williams

Abstain: None

Mr. Williams nominated Ms. Gwen Brake as Board Secretary. Mr. Sheldon seconded the motion.

Discussion:

Ayes: Ms. Brake, Mr. Sheldon, Mr. Williams

Nays: None

Abstain: None

### **K. Board compensation**

Mr. Williams moved that in the spirit of community service Board members waive the compensation for 2008. Motion died for lack of a second.

Ms. Brake brought up the issue of compensation for secretarial service. Ms. Brake submitted a request for reimbursement to Mr. Berlien for her secretarial services and incidental costs incurred as secretary.

### **L. Employee cost of living adjustment**

Mr. Berlien recommended the Board of commissioners approve COLA in the amount of 3.5%.

Mr. Williams moved to approve 2009 COLA of 3.5% retroactive to January 1, 2009.

Mr. Sheldon seconded the motion.

Discussion: Mr. Berlien confirmed that the COLA was included in the 2009 budget.

Ayes: Ms. Brake, Mr. Sheldon, Mr. Williams

Nays: None

Abstain: None

### **M. Washington Public Employees Retirement System enrollment**

Commissioners instructed staff to acquire additional information on probationary period and vesting. Mr. Berlien confirmed that the 2009 budget factors in PERS.

### **N. Ozone machine at South Well Field**

Mr. Berlien presented a request to purchase a new Dell ozone machine for the South Well Field. Currently, the South Well Field is operating on a machine borrowed from the North Well Field. This machine needs to be returned to the North Well Field in order to meet summer demands. The new Dell ozone machine will be used for wells 1 & 2 at the South Well Field. At this time, the treatment train at the South Well Field is not able to handle the addition of well 4.

Mr. Sheldon made a motion to authorize Mr. Berlien to purchase the new Dell ozone machine. Motion died for lack of second.

Mr. Williams inquired how the new ozone machine would work with future enhancements at the South Well Field. Mr. Berlien confirmed that we would stick

## **Minutes of the Special Meeting of The Board of Commissioners of North Beach Water District**

---

with similar self-contained units as we built out the South Well Field. Due to the low flow at the South Well Field, a standalone oxygen concentrator would not have a good return on investment. Mr. Berlien sees the lifespan of the new Dell machine to be 10 years.

Mr. Williams moved to approve the purchase of a new Dell ozone machine as recommended by Mr. Berlien. Mr. Sheldon seconded the motion.

Discussion: Ms. Brake inquired as to the capacity of the Dell machine. Mr. Berlien verified that the Dell machine would handle the output from wells 1 & 2 at the South Well Field. Mr. Williams inquired about the cost of the new Dell machine. Mr. Berlien estimates that with some minor installation cost the machine will be about \$10,000.

Ayes: Ms. Brake, Mr. Sheldon, Mr. Williams

Nays: None

Abstain: None

### **O. Small Works Roster**

Mr. Williams recommended just notifying those who applied under the advertisement of a Small Works Roster by North Beach Public Development Authority. Mr. Sheldon felt that since the utility was being operated by a new entity we should re-advertise.

Commissioners referred matter to staff. Staff will look into legal requirements and proceed from there.

### **VII. General Manager's Report**

Ms. Brake requested reason for dirty water reports. Mr. Berlien explained that discolored water can occur during periods of heavy demand. However, in this instance, most of the complaints were caused by a leak that required the main line to be shut down for repairs. Depressurizing a water line can result in sediment buildup breaking loose. When the pipe is re-pressurized the sediment becomes mixed in with the water consequently resulting in complaints of discoloration.

Ms. Bell complimented staff for a job well done on the repair of mains in Pacific Shores.

### **VIII. Board Member Comments**

Ms. Brake apologized to Mr. Grennan for the misspelling of his name in the Chinook Observer.

### **IX. Future Agenda Items**

Mr. Sheldon would like to have the Columbia Land Trust make a presentation. Mr. Berlien will include it on the next agenda in order to discuss and possibly schedule a special meeting.

### **X. Executive Session**

Commissioners adjourned into executive session at 8:12pm. No action was taken. Commissioners came out of executive session at 8:35pm.

**Minutes of the Special Meeting of  
The Board of Commissioners of  
North Beach Water District**

---

**XI. Adjournment**

Mr. Sheldon moved to adjourn the special meeting of the Board of Commissioners of North Beach Water District at 8:35pm. Ms. Brake seconded the motion.

Discussion: None

Ayes: Ms. Brake, Mr. Sheldon, Mr. Williams

Nays: None

Abstain: None



Brian Sheldon, President



R.D. Williams, Commissioner



Gwen Brake, Secretary