

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

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A regular meeting of the Board of Commissioners of North Beach Water District was held at 6:00pm, Tuesday, January 19, 2010 at the office of North Beach Water District, 25902 Vernon Avenue, Suite D, Ocean Park, Washington

**I. Call to order:**

Commissioner Williams called the regular meeting of the Board of Commissioners of North Beach Water District to order at 6:00pm.

**II. Roll call:**

Commissioners present:

Gwen Brake

R.D. Williams

Commissioners absent:

Brian Sheldon

Staff present:

Michael Berlien, General Manager

Tia Crisifulli, Office Manager

Others present:

Neal Emond

**III. Adopt agenda:**

Mr. Williams moved to adopt the agenda as presented. Ms. Brake seconded the motion.

Discussion: None

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

Absent: Mr. Sheldon

**IV. Reorganization of officers of the Board of Commissioners:**

Ms. Brake requested that this item be tabled until the next meeting when all commissioners are present. After discussion on the requirements to reorganizing, this item was tabled.

**V. Public comment:**

None

**VI. Action items:**

**A. Approval of minutes (December 15, 2009 and December 21, 2009 meeting).**

Ms. Brake moved to approve the minutes of December 15, 2009 and December 21, 2009 as presented. Mr. Williams seconded the motion.

Discussion: None

Aye: Ms. Brake, Mr. Williams

Nay: None



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Abstain: None  
Absent: Mr. Sheldon

**B. Consideration of approval of liens against properties with delinquent accounts and/or satisfaction of liens.**

Ms. Brake moved to approve the recording of the presented liens. Mr. Williams seconded the motion.

Discussion: None  
Aye: Ms. Brake, Mr. Williams  
Nay: None  
Abstain: None  
Absent: Mr. Sheldon

**C. Consideration of award of bid for North Wellfield Electrical Feeder**

Commissioners decided to table this discussion until the next regular meeting, pending a response from the District's insurance carrier.

**D. Consideration of award of bid for truck replacement.**

Mr. Berlien advised that per the Commissioners direction, he priced an extended cab Ford Ranger. The quote received from purchasing pool came in about \$30 more expensive than the regular cab.

Ms. Brake moved to authorize the purchase of a 2010 Ford Ranger 2 door extended cab pickup truck for the quoted price of \$14,498.65. Mr. Williams seconded the motion.

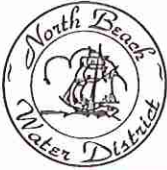
Discussion: None  
Aye: Ms. Brake, Mr. Williams  
Nay: None  
Abstain: None  
Absent: Mr. Sheldon

**E. Consideration of Resolution 01-2010 – Rules and Regulations update (mainline extension agreement and credit card payment).**

Ms. Brake moved to adopt Resolution 01-2010 updating the District's Rules and Regulations regarding mainline extension agreement and credit card payments. Mr. Williams seconded the motion.

Discussion: Ms. Brake expressed concern of the requirement for the owner to keep the District updated every two years on their current contact information. Mr. Berlien advised that this language is the same as that of the cited RCW. While it is the owner's responsibility to keep the District informed on their contact information, staff would exercise due diligence in attempting to contact an owner with an active mainline extension agreement.

Aye: Ms. Brake, Mr. Williams  
Nay: None  
Abstain: None  
Absent: Mr. Sheldon



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### **F. District Expenses for December 2009.**

Ms. Brake moved to approve District expenses in the amount of \$63,910.16. Mr. Williams seconded the motion.

Discussion: Mr. Berlien advised that the current expenses include costs to repair the damaged North Wellfield Treatment Plant roof and that the District had received the recovery monies from insurance.

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

Absent: Mr. Sheldon

### **VII. Discussion items:**

#### **A. Employee job descriptions, restructuring, and pay scales.**

Mr. Berlien advised that changes mostly involve field personnel. At this time there is no chain of command with the field crew. Mr. Berlien proposes to establish a field crew leader position and a water production operator position. Draft salary schedules are closely based on the current pay rates. Performance reviews will still be handled by the General Manager with input from supervisors.

In discussion, Ms. Brake expressed concern over the automatic promotion of Water Service Worker I to Water Service Worker II. Mr. Berlien advised that the promotion was contingent on certification, length of service, and performance. Ms. Brake requested history of positions and salary.

#### **VI. General Manager's report.**

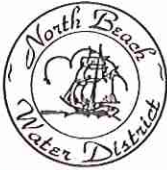
Mr. Berlien informed the Commissioners that the final count on broken pipes during the December freeze was 115. A draft letter regarding winterization of homes was provided for the Commissioners review and approval. Ms. Brake will edit the letter and make it more "customer" friendly.

Mr. Berlien advised that a motor protector was purchased for South Well #2 that will shut down the motor if it experiences problems. This will hopefully alleviate the need to replace the motor every 8 – 9 months as has become the custom over the last 2 years.

Ms. Brake inquired about the high Bromate testing results. Mr. Berlien advised that each well had been individually sampled for Bromide (Bromide converts to Bromate during ozone treatment). Currently, we remain in compliance because the State uses a rolling annual average. Staff will keep the Commissioners apprised of the situation.

#### **VII. Board member comments.**

Mr. Williams advised that the installation of a cellular tower on the ridge near South Well #2 was in the initial planning phases. It would be prudent for the District to look into working with the company installing the tower to bring in 3-phase power to the well site. In addition, the District has late-comers agreement for the installation of the conduit with the PUD. Mr. Williams will continue to monitor the development.



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The Commissioners directed Mr. Berlien to schedule a workshop for review of the organizational chart, job descriptions, and salary schedules presented.

### **VIII. Future agenda items**

Ms. Brake requested that emergency preparedness stay on the agenda.

### **XI. Adjournment**

Mr. Williams moved to adjourn the regular meeting of the Board of Commissioners of North Beach Water District at 6:53pm. Ms. Brake seconded the motion.

Discussion: None

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

Absent: Mr. Sheldon

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Brian Sheldon, Commissioner

A handwritten signature in blue ink, appearing to read "R.D. Williams".

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R.D. Williams, Commissioner

A handwritten signature in blue ink, appearing to read "Gwen Brake".

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Gwen Brake, Commissioner