

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, February 8, 2010 at the office of North Beach Water District, 25902 Vernon Avenue, Suite D, Ocean Park, Washington

I. Call to order:

Commissioner Sheldon 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
Brian Sheldon
R.D. Williams

Commissioners absent:

None

Staff present:

Michael Berlien, General Manager
Tia Crisifulli, Office Manager

Others present:

None

III. Reorganization of officers of the Board of Commissioners:

A. President

Mr. Sheldon nominated Ms. Brake to serve as President of the Board of Commissioners of North Beach Water District. Ms. Brake seconded the nomination. There were no other nominations.

Discussion: None

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

Nay: None

Abstain: None

Absent: None

Upon being appointed President of the Board, Ms. Brake took over chairing the meeting from former President of the Board, Mr. Sheldon.

B. Secretary

Mr. Williams nominated Mr. Sheldon to serve as Secretary of the Board of Commissioners of North Beach Water District. Ms. Brake seconded the nomination. There were no other nominations.

Discussion: None

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

Nay: None

Abstain: None

Absent: None



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IV. Adopt agenda:

Mr. Williams requested the agenda be amended to reflect the correct start time of 6:00pm. Mr. Williams move to adopt the agenda as amended. Ms. Brake seconded the motion.

Discussion: None

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

Nay: None

Abstain: None

Absent: None

V. Public comment:

None

VI. Discussion items:

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

Mr. Berlien advised that this was an item that was carried over from the January 19, 2010 board meeting per the Commissioner's request. Mr. Berlien provided the commissioners with a salary history as per Ms. Brake's request. Aside from this addition, no changes had been made to the information that was provided at the previous meeting.

Mr. Sheldon posed questions regarding the job titles, pay comparison with other local utilities, and the salary scales. Mr. Berlien advised that the job titles were in line with industry standards however the job levels did not correspond with state certification levels. While Mr. Berlien did not do a pay comparison with the other local utilities, he did check the pay levels with the job listing on the AWWA and other water utility association sites. With regards to the salary steps, advancement in salary would be contingent on performance and annual reviews.

Ms. Brake expressed concerns over the generosity of the salaries. Ms. Brake handed out the salary schedule for the Astoria School District as negotiated by the staffs union and which is not performance based. Ms. Brake feels the Water Districts pay scales should be extended from 5 years to 9 years.

Mr. Williams and Mr. Sheldon concurred that the pay steps should be increase from 5 years to 9 years as suggested by Ms. Brake. Mr. Berlien will adjust the pay scale as directed and bring the revisions back to the commissioners at the next board meeting.

Additional discussion ensued on annual employee evaluations. Mr. Williams requested clarification of the organizational chart, in particular with regards to the crew leader. Mr. Berlien advised that input would be received from the crew leader regarding employee performance but the actual evaluation would be done by the General Manager. With regards to the hierarchy, the crew leader reports directly to the General Manager. The position of water production operator, water service worker I, and water service worker II would receive direction in part from the crew



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leader but also from the General Manager. Mr. Williams expressed concerns with the clarity of the organizational chart regarding oversight. After discussion, it was decided to leave the organizational chart as presented.

Mr. Berlien will make the recommended changes to the pay scales and present the job descriptions, pay scales, and organizational chart for approval at the next board meeting.

B. Update on February 5, 2010 leak.

Mr. Berlien advised on February 5th at about 3:00am the Cla-Val control valve that regulates the system pressure quit operating properly causing the system pressure to jump from 58 psi to approximately 80 psi. System pressure stayed at 80 psi until around 4:15am when the 6" water main at the NW corner of Bay Avenue and N Place broke. The main broke where there was a 2" tap for the main line that runs north on N Place. The nearby storm culverts prevented the water from flooding the neighborhood. However, there was minor damage to Sweet Williams that will be repaired by the crew. The water system operated as designed, meeting the system demand which peaked at 1,800 gallons per minute until the reservoir at the South Well Field was drained. It was at that time that the calls regarding low pressure and the location of the break began coming in. Mr. Berlien is going to get quotes on purchase and installation of an auto-dialer for the booster pump station. This unit will interface with the PLC at the booster pump station and automatically call a designated number when the fire pumps kick on, providing staff with some advance warning. Mr. Sheldon complimented the staff on resolving the issue quickly.

VII. Board member comments.

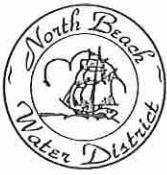
Mr. Sheldon advised that he would not be available to attend any meetings next week as he would be out of town.

Mr. Williams inquired about the generator. Mr. Berlien advised that correspondence with the insurance company indicates they may cover the damage. Mr. Berlien recently contacted an authorized dealer of Caterpillar generators to acquire a price quote on repairing/rebuilding the generator.

Mr. Williams advised that he had a schedule conflict with the February 16, 2010 regular board meeting and asked that the meeting be held on Monday February 15, 2010. After discussion, it was decided that a special meeting would be held on Monday, February 15, 2010 to conduct the District's regular monthly business. The special meeting will be held at the Pacific County Fire District meeting room at 6:00pm pending any scheduling conflicts.

Ms. Brake requested permission to attend the WASWD Small District Committee meeting on March 3, 2010 at SeaTac, WA. Mr. Berlien advised that he would place the request on the February 15th meeting agenda.

VIII. Future agenda items



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Ms. Brake requested an update on the December freeze. She would like the total number of breaks, total number of leak adjustments, and the dollar amount of the adjustment.

Mr. Sheldon as that an employee incentive program for cost savings be added to the agenda. Mr. Sheldon would also like to discuss a program whereby the District, at the expense of the property owner, installs a shut off valve as part of our meter replacement program. In addition, Mr. Sheldon pointed out that the School District was once again considering connected the Ocean Park Elementary School fire system to the water system. Mr. Berlien advised that he had been in contact with the maintenance supervisor and that the connection was tentatively scheduled for the week of March 29th through April 2nd.

Ms. Brake inquired into the progress of a low income assistance program. Mr. Berlien advised that he was attempting to make arrangements to meet with F.I.S.H. who would oversee the program.

IX. Adjournment

Mr. Williams moved to adjourn the special meeting of the Board of Commissioners of North Beach Water District at 7:30pm. Mr. Sheldon seconded the motion.

Discussion: None

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

Nay: None

Abstain: None

Absent: None

Handwritten signature of Brian Sheldon in blue ink.

Brian Sheldon, Commissioner

Handwritten signature of R.D. Williams in blue ink.

R.D. Williams, Commissioner

Handwritten signature of Gwen Brake in blue ink.

Gwen Brake, Commissioner