

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

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A special meeting of the Board of Commissioners of North Beach Water District was held at 6:00pm, Monday, February 15, 2010 at the meeting room of Pacific County Fire District #1, 26109 Ridge Ave, Ocean Park, Washington

**I. Call to order:**

Commissioner Brake called the special 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:

Debbie Moggio

**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. Public comment:**

Ms. Moggio had questions regarding a low income payment plan for water main line extensions. Mr. Berlien advised that wording in the District's Rules and Regulations and the RCW allowed for such. After discussion, Mr. Berlien was directed to consult with Rod Kaseguma on the matter.

**V. Action items:**

**A. Approval of minutes (January 19, 2010 meeting).**

Mr. Williams moved to approve the minutes of January 19, 2010 as presented. Ms. Brake seconded the motion.

Discussion: None

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

Absent: Mr. Sheldon



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### **B. Participation in WASWD Small District Committee, Wednesday, March 3, 2010 in SeaTac, WA.**

Mr. Williams moved to approve Ms. Brake's attendance at the committee meeting. Ms. Brake seconded the motion.

Discussion: Ms. Brake desires to attend in order to keep informed of what is happening and to insure the District's eligibility for a free pass for attendance at the conference this spring in Ocean Shores.

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

Absent: Mr. Sheldon

### **C. Consideration of employee job descriptions, restructuring, and pay scales.**

Mr. Berlien advised that he had made the adjustment per the Commissioner's direction at the February 8, 2010 board meeting. Mr. Williams made a motion to adopt the job descriptions, pay scales, and organizational chart as presented. Ms. Brake seconded the motion.

Discussion: Ms. Brake wondered why it was requested the job description and pay be effective March 1, 2010. Mr. Berlien explained that it allowed the General Manager time to have individual meetings with staff to apprise them of the changes and go over their job descriptions. Additionally, it would prevent complications with payroll.

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

Absent: Mr. Sheldon

### **D. District Expenses for February 2010.**

Mr. Williams moved to approve District expenses in the amount of \$58,690.61. Ms. Brake seconded the motion.

Discussion: Ms. Brake had questions regarding the electrical bills. Mr. Berlien advised that the District had multiple services and that the largest electrical bill was for the NWF booster pump station. Ms. Brake also asked about the payment to Department of Health and was advised that this was the District's yearly certification and operating permit.

Aye: Ms. Brake, Mr. Williams

Nay: None

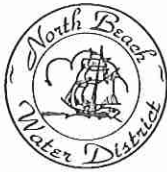
Abstain: None

Absent: Mr. Sheldon

## **VI. Discussion items:**

### **A. Installation of drain valves for winterizing homes.**

Mr. Williams suggested this item be tabled until a future meeting since it was requested to be on the agenda by Mr. Sheldon.



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### **B. Request for proposal for Professional Services for Vulnerability Assessment and Hazard Mitigation Plan.**

Mr. Williams made a motion to authorize staff to issue a request for proposal for a Vulnerability Assessment and Hazard Mitigation Plan. Ms. Brake seconded the motion.

Discussion: Ms. Brake questioned who would be answering the request and how the request would be issued. Mr. Berlien advised that there are general engineering firms handle this but there are also firms that specialize in hazard mitigation. The request would be emailed to firms in the District's small works roster, WASWD affiliate members, along with a few additional firms such as the one that Pacific County is currently using to prepare the regional plan.

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

Absent: Mr. Sheldon

### **C. Employee incentive program.**

Ms. Brake suggested this item be tabled until a future meeting since it was requested to be on the agenda by Mr. Sheldon. Upon questioning from Mr. Williams, Mr. Berlien advised that he had not contact the District's legal counsel on this matter as he is waiting for clarification from Mr. Sheldon.

### **D. Employee health insurance renewal.**

Mr. Berlien advised that the commissioners had been sent an email containing the renewal information. At this time the commissioners need to review the information and be prepared to discuss it at the March 15, 2010 regular board meeting.

### **E. Supplemental employee funded health insurance (AFLAC).**

Mr. Berlien advised that Aflac had contacted him regarding providing supplemental insurance. Mr. Berlien feels some staff members would be interested in joining. As this is completely employee funded, there would be no cost to the District. The Commissioners provided Mr. Berlien with approval to pursue participation in the program.

### **VII. General Manager's report:**

Mr. Berlien advised that the booster pump meter was installed but there are some problems with the remote display the will be correct. The final number for the December freeze came in at 55 leak adjustment forms issued. Of those, 32 had been returned and processed with an additional 7 pending documentation of repairs. Mr. Berlien advised that the connection of the schools fire suppression system to the water system was progressing. Mr. Williams questioned the production from South Well # 1. Mr. Berlien advised that a new meter is on order but it could very well just be a 40 gallon per minute well. Ms. Brake questioned whether the insurance would be covering the generator. Mr. Berlien said that it this point it looked like the insurance would cover the cost to replace the generator.



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### VIII. Board member comments.

Mr. Williams requested he be the representative on record with the Ocean Park Area Chamber of Commerce. After discussion, Ms. Brake felt this was prudent.

### IX. Future agenda items

None.

### X. Adjournment

Mr. Williams moved to adjourn the special meeting of the Board of Commissioners of North Beach Water District at 6:30pm. 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



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R.D. Williams, Commissioner



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Gwen Brake, Commissioner