

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

A regular meeting of the Board of Commissioners of North Beach Water District was held at 6:00pm, Tuesday, February 17, 2009 at North Beach Water District Office, 25902 Vernon Ave, Ste D, Ocean Park, Washington.

I. Meeting called to order:

President Sheldon called the meeting to order at 6:03pm. 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:

Karla Felton, George Tillery, Carole Tillery

III. Adopt agenda:

Mr. Sheldon moved to adopt the agenda for the February 17, 2009 regular Board meeting as presented. Ms. Brake seconded the motion.

Discussion: None

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

Nays: None

Abstain: None

IV. Public Comment:

Mr. and Mrs. Tillery commented on the poor water quality at their property located at 1712 253rd Place, Ocean Park, WA 98640. Ms. Felton also commented on the poor water quality in that area. Ms. Felton's property is located at 1711 253rd Place, Ocean Park, WA 98640. The Board discussed with Mr. Tillery, Mrs. Tillery, and Ms. Felton possible causes of the discolored water and means of improving the quality. The Board of Commissioners directed the General Manager to look into possible solutions. The General Manager will report back to the Board.

V. Action Items:

A. Approval of minutes

Ms. Brake moved to approve the minutes of January 19, 2009 as presented. Brian Sheldon seconded the motion.

Discussion: None

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

Nays: None

Abstain: None

B. Resolution 05-2009 – Small Works Roster

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Mr. Williams moved to adopt Resolution 05-2009 as presented. The Board requested clarification of Section 9. Mr. Berlien informed that the allowance for the general manager to award public works contracts under \$10,000 was for emergency situations. The Board of Commissioners would need to ratify the General Manager's approval at the next scheduled board meeting. Mr. Berlien clarified that although 3 bids might not be received for a project, solicitation of 3 bids would meet the requirements of the roster. Ms. Brake seconded Mr. Williams' motion to adopt the resolution.

Discussion: None

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

Nays: None

Abstain: None

C. Resolution 06-2009 – Government Purchase Pool

Mr. Sheldon moved to adopt Resolution 06-2009 as presented. Ms. Brake seconded the motion.

Discussion: None

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

Nays: None

Abstain: None

D. Resolution 07-2009 – Delinquent Accounts

Mr. Berlien stated that the resolution clarified that a premise was responsible to pay the monthly service fee regardless of whether there is water usage. The resolution makes provisions for properties to be permanently removed from the water system, thus lowering the utilities liability.

Mr. Williams moved to adopt Resolution 07-2009. Mr. Sheldon seconded the motion.

Discussion: Mr. Berlien clarified time line for placing liens on a property. Ms. Brake requested correction of clerical errors.

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

Nays: None

Abstain: None

E. Resolution 08-2009 – Fund Transfer

This resolution was tabled until the March 16, 2009 Board meeting.

F. Resolution 09-2009 – Damage Claims

Mr. Sheldon feels that it is imprudent to establish a policy that is already covered by RCW 4.96.020. Resolution died without a motion.

G. Engineering services contract

Board changed the agreement year to 2009.

Mr. Williams moved to approve entering into a professional services contract with TJF & Associates.

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Mr. Berlien clarified that Mr. Frare would be working as a consultant. Actual projects would be award based on a request for proposal and would address penalties for failure to complete the project within the designated time. Board discussed the relevance of Section 10 subsection A in the engineering consultant agreement.

Mr. Sheldon seconded the motion.

Discussion: None

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

Nays: None

Abstain: None

H. Accounting services contract

Mr. Williams moved to approve entering into a professional services contract with Ms. Nancy Edmondson.

Mr. Berlien stated that he would present a RFP (request for proposal) at the next board meeting for approval.

Mr. Sheldon seconded the motion.

Discussion: None

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

Nays: None

Abstain: None

I. District Expenses for January 2009

Mr. Williams moved to approve the expense for January 2009 in the amount of \$70,570.12. Mr. Sheldon seconded the motion.

Discussion: Mr. Berlien brought to the attention of the Board changes that were made after distributing the expense report to the Board.

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

Nays: None

Abstain: None

VI. Discussion Items:

Mr. Berlien recommended tabling most of the discussion items until a future meeting.

A. District Logo

This discussion item was tabled until March 16, 2009 Board meeting.

B. Request for Proposal for District legal counsel

Mr. Williams moved to direct the general manager to publish a request for proposal for legal counsel. Mr. Sheldon seconded the motion.

Discussion: None

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

Nays: None

Abstain: None

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C. Monthly fire service charge protest

Mr. Berlien reported that he had mailed a letter to Mr. Coffin regarding Mr. Kaseguma's findings. Since then Mr. Coffin has contacted Mr. Berlien stating that he desires not to pay the monthly fire service charge until the matter is resolved. The Board directed staff to notify Mr. Coffin that the Board feels the matter is resolved and if his account is not brought current within thirty (30) days the account will be viewed as delinquent.

D. Washington Public Employees Retirement System enrollment

Mr. Berlien updated the Board on Washington PERS policy with regards to a waiting period for new employee enrollment and the use of the employer's contribution when employment is terminated. Board directed the general manager to draft a resolution to join PERS and present it at the next board meeting.

E. Employee Policy and Procedures Manual

The Board of Commissioners called for a special meeting on February 23, 2009 at 6:00pm at the North Beach Water District office located at 25902 Vernon Avenue, Ste D, Ocean Park, WA 98640. The purpose of this meeting will be to review the draft copy of the new employee manual.

F. Website update

This discussion item was tabled until the March 16, 2009 Board meeting.

G. "Shovel Ready" projects

Mr. Berlien requested okay from Board to use projects listed in the Water System Plan for any application for funds provided through the Stimulus Package.

H. County Assessor tax on District property

Mr. Williams requested clarification on this item. Mr. Berlien stated that per current information the District is liable to pay Pacific County property tax and Washington State Combined Excise tax. Staff will submit a letter to Washington State Department of Revenue to verify accuracy of this information.

VII. General Manager's report

Mr. Berlien informed the Board that the Cla-Val valves at the North Well Field were serviced. The new Dell ozone generator was installed and is running with no problems. The

VIII. Board member comments

Mr. Williams discussed Washington State Department of Transportation new standard with regards to depth of pipe. Mr. Williams also discussed new regulations with regards to flood plains and funding.

IX. Future agenda items

There are no future agenda items.

X. Executive Session

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The Commissioners adjourned into executive session at 8:32pm. No action was taken. Commissioners came out of executive session at 8:40pm.

XI. Adjournment

Mr. Sheldon moved to adjourn the regular meeting of the Board of Commissioners of North Beach Water District at 8:41pm. Mr. Williams 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