

## 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 23, 2009 at the 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 6:01pm. A quorum was acknowledged.

**II. Roll call:**

Commissioners present:

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

Staff present:

Michael Berlien, General Manager  
Tia Crisifulli, Office Manager

Others present:

None

**III. Adopt agenda:**

Mr. Sheldon moved to adopt the agenda for the February 23, 2009 special 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:**

None

**V. Discussion items:**

**A. Employee Policy and Procedures Manual**

Mr. Berlien advised the Board that the current approved but undistributed Employee Manual had several conflicts. Hence, Mr. Berlien is presenting a new draft manual for Board review.

1. Board discussed hire date for employment with regards to vacation time; whether employee hire date would be based on date of hire by Ocean Park Water Company, at transfer to North Beach Public Development Authority, or at transfer to North Beach Water District. Board reach a consensus that with regards to vacation time the employee years of service would be based on their date of hire by Ocean Park Water Company.



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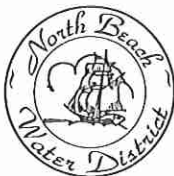
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2. Board discussed vacation compensation and how long vacation time can be accrued. Mr. Williams advised that the NBPDA's original intent was to present an attractive enough benefit package that employees would not feel the need to bring in representation. After discussion, Board came to a consensus with regards to vacation time based on years of service and how long vacation can be accrued.
3. Board discussed which federal holidays should be paid by the District and whether there should be floating holidays. After discussion, the Board reached a consensus.
4. Board discussed sick leave compensation and how long sick leave can be accrued. Mr. Berlien recommended allowing employees to accumulate vacation up to 400 hours in order to compensation for the fact that there is no long term or short term disability coverage.
5. Board discussed leave of absence. Mr. Berlien recommended implementing a leave of absence policy that would allow an employee to request a leave of absence without pay. The policy would require the employee to submit a written request for time off without pay and that said time off would require approval by the General Manager. After discussion, Board reached a consensus.
6. Board discussed compassionate leave and required relationship to employee. After discussion, Board reached a consensus.
7. Board discussed jury duty and pay. Board requested rewording in order to clarify. After discussion, Board reached a consensus.
8. Board discussed clothing allowance and provision of clothing to field crew. Board chose to table this discussion.

Board decided to table remaining review of the Employee Policy and Procedures Manual until a future meeting. Mr. Sheldon requested Mr. Berlien provided alternative options to PER and to present options with regards to life insurance and disability insurance.

### **B. "Shovel Ready" projects**

Mr. Berlien presented the Board with three shovel ready projects that will be submitted for consideration for federal stimulus funds. These projects include a pipeline project between 256<sup>th</sup> and Bay Avenue on "U" Street, a pipeline project from Bay Avenue to 270<sup>th</sup> on "Z" Street, and finally SCADA (Supervisory Control And Data Acquisition). Mr. Sheldon inquired if any of these projects would remedy the discolored water in the area of 253<sup>rd</sup> and Ridge. Mr. Berlien advised that the installation of pipeline between 256<sup>th</sup> and Bay Avenue on "U" Street would provide another means of moving water from the South Well Field to distribution to the south end of the system. Currently, to feed the south end of the



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system with water from the South Well Field, the water must flow through the 12" main that runs from the well field across 256<sup>th</sup> and connects to the 8" main on Pacific Way.

**VI. Board Member Comments:**

Mr. Sheldon inquired into the variable speed pumps discussed at the February 17, 2009 regular Meeting. Mr. Berlien had no information at this time.

**VII. Future Agenda Items:**

None

**VIII. Executive Session:**

The Commissioners adjourned into executive session at 6:58pm to discuss personnel issues. No action was taken. Commissioners came out of executive session at 7:09pm.

**IX. Adjournment:**

Mr. Williams moved to adjourn the special meeting of the Board of Commissioners of North Beach Water District at 7:10pm. Mr. Sheldon seconded the motion.

Discussion: None

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

Nays: None

Abstain: None


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Brian Sheldon, President



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R.D. Williams, Commissioner



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Gwen Brake, Secretary