



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, Monday, March 16, 2009 at the meeting room of Pacific County Fire Protection District #1, 26109 Ridge Ave, Ocean Park, Washington.

I. Call to order:

President Sheldon called the meeting to order at 6:00pm. A quorum was acknowledged

II. Roll call:

Commissioners present:

Brian Sheldon

R.D. Williams

Commissioners absent:

Gwen Brake, excused absence

Staff present:

Michael Berlien, General Manager

Tia Crisifulli, Office Manager

Others present:

George Tillery, Karla Felton, Rob Richmond, Brad Weatherby

III. Adopt agenda:

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

Discussion: None

Ayes: Mr. Sheldon, Mr. Williams

Nays: None

Abstain: None

IV. Public Comment:

Ms. Felton expressed concern about water charges on her current bill. Mr. Tillery also felt his water charges for the current billing period were incorrect. Mr. Berlien committed to reviewing the charges on Ms. Felton and Mr. Tillery's account the following day at the office. Ms. Felton also reiterated her concerns expressed at the February 17, 2009 regular Board Meeting with regards to water quality and damages to her personal property. Board advised Ms. Felton and Mr. Tillery of steps being taken to improve water quality.

V. Action items:

A. Approval of minutes

Mr. Williams moved to approve the February 17, 2009 regular meeting minutes as presented. Mr. Sheldon seconded the motion.

Discussion: None

Ayes: Mr. Sheldon, Mr. Williams

Nays: None



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

Abstain: None

B. Resolution 10-2009 – Petty Cash

Mr. Williams moved to approve Resolution 10-2009 as presented. Motion died for a lack of a second.

Mr. Sheldon recommended lowering petty cash funds to \$200 and wanted resolution to include procedures for management of petty cash. Resolution was tabled until the April 20, 2009 regular meeting.

C. Resolution 11-2009 – Washington Public Employees Retirement System

Mr. Berlien informed the Commissioners that public employees are not eligible for a 401K plan. However, they are eligible for a 457B plan. The 457B limits annual contributions to \$16,500 per employee per year. The amount of participation by employee and employer could vary based upon policies established by the Board of Commissioners and provided the annual contribution per employee did not exceed \$16,500.

Mr. Berlien advised the Commissioners that the employer contribution to PERS had increased to 8.31%. The employer contribution would vary yearly. Board directed Mr. Berlien to anonymously pole employees with regards to participation.

Mr. Williams moved to table this Resolution 11-2009 until the March 23, 2009 special meeting. Mr. Sheldon seconded the motion.

Discussion: None

Ayes: Mr. Sheldon, Mr. Williams

Nays: None

Abstain: None

D. Employee health insurance renewal

Mr. Berlien advised the Commissioner that a decision regard the health insurance plan was need by Friday, March 20, 2009.

Mr. Williams moved to approved Option 1-Regence BlueShield Innova for medical premium renewal as presented by Employees Benefits Planning, LLC.

Mr. Sheldon seconded the motion.

Discussion: Mr. Sheldon clarified that Option 1 included vision coverage but not life insurance. Mr. Sheldon would like to review possible employee contribution towards medical benefits.

Ayes: Mr. Sheldon, Mr. Williams

Nays: None

Abstain: None

E. District expenses for February 2009

Mr. Williams moved to approve the expense for February 2009 in the amount of \$56,857.40. Mr. Sheldon seconded the motion.



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

Discussion: Mr. Williams verified spelling and pronunciation of employee
Arroa Scott's first name.

Ayes: Mr. Sheldon, Mr. Williams

Nays: None

Abstain: None

VI. Discussion items:

A. Sole Source Aquifer designation

Mr. Sheldon summarized the purpose of the petition is to provide protection to drinking water supply by requiring EPA to review certain proposed projects that might impact the aquifer. All projects that receive federal funds would be subject to review. Mr. Berlien clarified that the aquifer, per available data from the 1970's, runs almost the length of the peninsula. Since Long Beach, Seaview, and Ilwaco's potable water is supplied by surface water; the requirement of a 50% drinking water extraction might not be met. Mr. Williams feels this coincides with the Coordinated Water System Plan for the Peninsula since the plan address protection of the aquifer. Mr. Williams would like to see the District address the Coordinated Water System Plan. The Board directed the General Manager find out steps need to be taken and what information is required in order to have the aquifer designated a sole source aquifer. The Board directed the General Manager to distribute copies of the Coordinated Water System Plan.

B. VFDs (variable frequency drive) for South Well Field booster station

Mr. Williams expressed concern that VFDs were considered when the pump sled was originally designed but were deemed unnecessary. Both Mr. Williams and Mr. Sheldon express a desire to know what cause the two small pumps to quit working. Currently, data is not available that allows staff to determine cause. Access to better data will be address with a SCADA system contemplated in the Water System Plan.

Mr. Williams moved to authorize the General Manager to spending \$13,516 acquiring two VFDs from Paco Pumps for the pump sled at the South Well Field. The motion was seconded by Mr. Sheldon.

Discussion: None

Ayes: Mr. Sheldon, Mr. Williams

Nays: None

Abstain: None

C. District logo

The Commissioners review 8 sample logos submitted by staff. Mr. Williams moved to accept logo 5 as the District logo. Motion died for a lack of a second. Commissioners chose the sail ship that was part of the Ocean Park Water Company Logo. Staff was directed to change font to better match the concept and lines of the picture.

D. Request for Proposal for District legal counsel



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

RFPs are due on Friday, March 20, 2009. A meeting date for reviewing the RFPs will be scheduled per agenda item VI.K.

E. Request for Proposal for financial services

Mr. Williams proposed considering hiring a part time financial manager. Mr. Williams presented the Commissioners with a financial manager job description that was developed by the Board of Directors of North Beach Public Development Authority (NBPDA). Mr. Sheldon request the 2008 annual cost for financial services from Ms. Edmondson. Commissioners tabled this agenda item until the March 23, 2009 special meeting.

F. Monthly fire service charge protest

Mr. Berlien stated that Mr. Kaseguma had been in contact with the attorney for Sunset View Resort and that said attorney was going to be speaking with his client. We have not heard anything with regards to the results of that conversation. Mr. Berlien recommended further discussion be done in closed session as anticipated litigation. Commissioners agreed to include an executive session at the March 23, 2009 special meeting to further discuss this issue.

G. Employee Policy and Procedures Manual

Mr. Berlien stated that a redline version had been emailed to each Commissioner. The Employee Policy and Procedures Manual will be further reviewed at the March 23, 2009 special meeting.

H. Website update

Mr. Berlien informed the Commissioners that the website was being updated to reflect the change from North Beach Public Development Authority to North Beach Water District. Mr. Berlien requested each Commissioner provide a photo and a short biography for the site.

I. Service truck maintenance issue

Mr. Berlien notified that Commissioners that the 1983 Chevy service truck is stuck in second gear. The budget does not allow for replacing the truck. The Commissioners directed staff to have A Round 2 It Service provide an estimate for making repairs.

J. Mobile home at North Well Field

Mr. Berlien presented a couple of options to the Commissioner for consideration:

1. Declare it surplus and see if any bids are received
2. Demolish and haul to dump.

Mr. Richmond suggested the Commissioners allow the Fire District to use it for a practice burn. Mr. Weatherby with the Fire District listed some of the requirements for a practice burn and advised the Commissioners to speak with Mr. Karvia if they wanted to pursue that option.

Mr. Williams moved to authorize staff to utilize the small works roster and get bids for demolition and removal of the mobile home. Removal will include mobile



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home and all additions but not the concrete pads. Mr. Sheldon seconded the motion.

Discussion: None

Ayes: Mr. Sheldon, Mr. Williams

Nays: None

Abstain: None

K. Special Meeting dates for 2008 fiscal review, counsel review, and personnel manual review

Mr. Berlien recommended scheduling a special meeting to review RFPs, select candidates to interview, and develop a list of questions for the candidates. A continued review of the Employee Policy and Procedures Manual should also be included on the agenda. The Board of Commissioners called for a special meeting on March 23, 2009 at 6:00pm to be held at the North Beach Water District Office located at 25902 Vernon Avenue, Suite D in Ocean Park, Washington.

Mr. Berlien recommended scheduling a special meeting to review the 2008 Financial Statements with the Board's financial consultant, Nancy Edmondson. The Board of Commissioners called for a special meeting on April 6, 2009 at 6:00pm to be held at the North Beach Water District Office located at 25902 Vernon Avenue, Suite D in Ocean Park, Washington.

VII. General Manager's report:

Mr. Berlien notified the Commissioners that South Well #2 should be back in service March 20, 2009. A 5hp 3-phase motor was purchased for the well. This is a down grade from a 7.5hp motor. Mr. Berlien also reported that the annual preventative system flushing was scheduled for late April 2009.

VIII. Board member comments:

None

IX. Future agenda items:

Mr. Sheldon requested an update on the Sole Source Aquifer petition and requested a copy of the Coordinated Water System Plan be emailed to the Commissioners.

X. Executive Session:

The Commissioners adjourned into executive session at 7:34pm. No action was taken. Commissioners came out of executive session at 7:39pm.

XI. Adjournment:

Mr. Williams moved to adjourn the regular meeting of the Board of Commissioners of North Beach Water District at 7:40pm. Mr. Sheldon seconded the motion.

Discussion: None

Ayes: Mr. Sheldon, Mr. Williams

Nays: None

Abstain: None



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A handwritten signature in blue ink, appearing to read "Brian Sheldon".

Brian Sheldon, President

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

R.D. Williams, Commissioner

Gwen Brake, Secretary