



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 6:02pm, Monday, March 23, 2009 at North Beach Water District Office, 25902 Vernon Avenue, Suite D, Ocean Park, Washington.

I. Call to order:

President Sheldon called the meeting to order at 6:02pm. A quorum was acknowledged

II. Roll call:

Commissioners present:

Gwen Brake
Brian Sheldon
R.D. Williams

Staff present:

Michael Berlien, General Manager
Tia Crisifulli, Office Manager

Others present:

None

III. Adopt agenda:

Mr. Sheldon added the mobile home at the North Well Field to the agenda under Discussion Items. Mr. Berlien added the 1983 Chevy service truck to the agenda under Discussion Items.

Mr. Sheldon moved to approve the agenda as amended. 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. Request for proposal for financial services

Mr. Berlien informed the Commissioners that the cost for financial services in 2007 was approximately \$35,000 and the cost for financial service in 2008 was approximately \$8,000. The budget for 2009 figures on approximately \$23,000 for financial services and includes the bi-annual financial audit by the Washington State Auditor's office and costs associated with the transfer of the utility from the North Beach Public Development Authority to North Beach Water District. Mr. Berlien advised that to date the Request for Proposal (RFP) had not been published. Mr. Williams wants the RFP to include both contract financial services and part time financial manager. Mr. Williams provide a financial manager job



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description that could be used as a guideline to be adjusted and adapted as the Commissioners saw fit. Ms. Brake instructed Ms. Crisifulli to provide a list of her current responsibilities that would receive assistance by the addition of a financial manager. In response to Mr. Sheldon questions regarding how a financial manager position would be advertised, Mr. Williams advised that he had drafted an advertisement and would email it to his fellow Commissioners. Further discussion led to the Commissioners directing Mr. Berlien to draft an advertisement for a financial/accounting specialist and to submit said draft to the Commissioners for review prior to publicizing. Publishing of the RFP for financial services is pending Board direction.

B. Request for proposal for District General Counsel

Mr. Berlien advised that the District received four responses to the Request for Proposal for legal counsel. Mr. Berlien distributed a draft set of interview questions for the Commissioners to review. Mr. Berlien recommended interviewing all four of the responders. Mr. Sheldon asked for clarification on the requirement for the RFP process, if the District was prohibited from hiring counsel based on the proposal received without going through the interview process. Mr. Berlien advised against skipping the interview process. After further discussion it was decided the Mr. Berlien would circulate an email tomorrow with suggested dates. Each Commissioner can review and respond with his or her own availability. The Commissioners discussed covering the cost of travel for each of the firms to be interviewed.

C. 1983 Chevy service truck transmission repair estimate

Mr. Berlien advised that A Round 2 It Service provided an estimate of approximate \$1,500 to replace the transmission with a rebuilt unit.

Mr. Williams moved to approve the expense of \$1,488 for the replace of the 1983 Chevy service truck transmission. Ms. Brake seconded the motion.

Discussion: None

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

Nays: None

Abstain: None

D. Mobile home at North Well Field

Mr. Sheldon expressed concern that the Commissioners approved a motion authorizing the General Manger to accept bids to demolishing this structure when it appears to be habitable and could potentially be a source of revenue. Mr. Sheldon suggested doing a cost benefit analysis.

Mr. Williams moved to declare the mobile home surplus and advertise for bids for removal; if no bids are received to proceed with removal via the small works roster per a motion made at the Monday, March 16, 2009 regular Board Meeting. Ms. Brake seconded the motion.

Discussion: Mr. Sheldon expressed concerns that if no bids are received the home would be automatically removed per the current motion. Ms. Brake clarified that motion made on March 16,



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2009 authorize the General Manager to get bids for the mobile home removal. These bids would have to be presented to the Commissioners before the home could be removed.

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

Nays: None

Abstain: None

E. Employee Policy and Procedures Manual

1. Commissioners discussed a policy on a smoke and drug free workplace. Mr. Berlien will consult the RCW and amend the manual accordingly.
2. Commissioners discussed the sick leave policy. After discussion, a consensus was reached with regards to the policy.
3. Commissioners discussed compassionate leave and required relationship. After discussion, the Board reached a consensus.
4. Commissioners discussed jury duty and pay. Board reached a consensus.
5. Commissioners discussed boot allowance and provision of shirts for field crew. After discussion, the Board reached a consensus.
6. Commissioners discussed health insurance and providing benefits for retirees after 20 years. After discussion, the Board reached a consensus.
7. Commissioners discussed life insurance. The Board directed staff to get quotes for life insurance.
8. Commissioners discussed Washington State Public Employees Retirement System. Mr. Berlien notified the Commissioners that the employees were polled and all were in favor of PERS. After discussion, the Board reaches a consensus.
9. Commissioners discussed Employee Use of District Vehicles and verification of employee driving record. Ms. Brake expressed a desire to check employee driving record annually. After discussion, a consensus was reached.
10. Commissioners discussed Employee Compensation, switching from an hourly to a monthly pay, and merit increases. After discussion, the Board reached a consensus.
11. Commissioners discussed Overtime Pay and On-Call-Pay. After discussion, the Board reached a consensus.
12. Commissioners discussed Certification Bonuses and merit increases. Mr. Berlien advised the Commissioners that he was currently working on establishing job descriptions and pay scales. After discussion, Ms. Brake



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requested additional information on the certification. Additional discussion ensued regarding reimbursement for certification and education.

13. Commissioners discussed Nondiscrimination and Anti-Harassment Policy. Mr. Berlien advised the Commissioners to leave the policy as is until general counsel is retained. At which point, Counsel should review the policy.

14. Commissioners discussed the Computer, Internet, and E-mail Policy. Mr. Sheldon expressed concern cost or liability to the District. No consensus was reached.

VI. Board member comments:

Ms. Brake expressed concern over current method of communication with regards to input on editing documents, etc. Ms. Brake asked that ground rules be established with regards to communications between commissioners and expressed interest in attending workshops on the Open Meetings Act. Mr. Berlien advised that clarity could be provided by counsel, once engaged.

Mr. Sheldon request that in the future meetings not be scheduled on the 4th Monday of the month if at all possible, since it presents a scheduling conflict for him.

VII. Future agenda items:

Mr. Berlien will include an update on the progress of the Sole Source Aquifer designation at the next regular meeting. A discussion of the permanent disconnection of services will be included on the agenda for the next regular meeting. Mr. Berlien will also include a resolution for enrollment in PERS and life insurance benefit quotes in the agenda.

VIII. Executive Session – Pursuant to RCW 42.30.110(1)(i)(B) – potential litigation, one case – fifteen minutes, no action to be taken.

The Board of Commissioners adjourned into executive session at 8:37pm. Executive session was to discuss potential litigation, pursuant to RCW 42.30.110(1)(i)(B). No action was taken. Commissioners came out of 8:48pm.

IX. Adjournment:

Ms. Brake moved to adjourn the special meeting of the Board of Commissioners of North Beach Water District at 8:50pm. Mr. Sheldon seconded the motion.

Discussion: None

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

Nays: None

Abstain: None



**Minutes of the Special Meeting of
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A handwritten signature in blue ink that reads "Brian Sheldon".

Brian Sheldon, President

A handwritten signature in blue ink that reads "R.D. Williams".

R.D. Williams, Commissioner

A handwritten signature in blue ink that reads "Gwen Brake".

Gwen Brake, Secretary