



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 6:00pm, Monday, April 6, 2009 at the meeting room of North Beach Water District, 25902 Vernon Avenue Suite D, Ocean Park, Washington

I. Call to order:

President Sheldon called the meeting to order at 6:01pm. 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
Nancy Edmondson, Financial Consultant

Others present:

None

III. Adopt agenda:

Mr. Sheldon added a 5 minute executive session, with no action taken, to the agenda. Mr. Williams added fire-flow at the North and South Well Fields 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. 2008 Financials

Nancy Edmondson, the District Financial Consultant, presented a draft copy of the 2008 Financial Statements. Ms. Edmondson advised that the State Auditors would be here on May 4, 2009 for the biennial audit. Ms. Edmondson pointed out the highlights of the financial reports for 2007 and 2008. Mr. Sheldon expressed concern over the funding of Capital and Cash Reserves as prescribed in the Water Rates Study. Ms. Edmondson and Mr. Berlien will review the Water Rate Study and current District funds to verify that funding is taking place as set forth in the Water Rates Study. Board agreed to schedule a special meeting in May to



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review monthly financial worksheets. Ms. Edmondson will make changes to the draft Financial Statements and email out to the Board for the final for review. After which, the Board will need to adopt the Financial Statements at a Board Meeting.

B. Request for proposal/employee recruitment for financial services.

The Commissioners discussed the pros and cons of creating a financial position within the District versus a contracting with a CPA firm or consultant. Ms. Edmondson advised that whichever direction the Board chose to go it was critical that they have experience in government accounting and are able to do hands on work.

Mr. Berlien provided the Commissioners with a Request for Proposal for Financial Services. The Commissioners reviewed the document and requested changes to the requirements and desired requirements for the position. The Board of Commissioners gave approval to publish the RFP as amended.

Mr. Berlien provided the Commissioners with a job description for the Financial Administrator position. The Commissioners reviewed the document and requested changes to the requirements and desired requirements for the position and salary. The Board of Commissioners gave approval to publish the advertisement for the Financial Administrator position as amended.

C. Request for proposal for District General Counsel.

The Board of Commissioners reviewed the four (4) General Counsel proposals received. After in depth discussion, the Commissioners chose to interview Ms. Heather Reynolds, Attorney-at-Law. Each Commissioner will provide Mr. Berlien with dates and times that they are available to attend a Special Meeting in order to interview Ms. Reynolds.

D. Purchase of light-duty truck

Mr. Berlien advised that he had in the 2009 Budget the purchase of a light duty truck to add to the fleet. Mr. Williams suggested deferring the purchase of a light duty truck, use the 1983 Chevy service truck as a daily vehicle, and save to acquire a full size truck with the necessary apparatuses for pulling wells. The Commissioners directed Mr. Berlien to acquire the cost for the purchase of both a Ford Ranger and a Ford F150. Mr. Berlien will present this information at the next regular Board Meeting.

E. Fire-flow of North and South Well Fields.

Mr. Williams informed the Commissioners that he was approached by Fire Chief Brundage regarding the Water District charging the Fire Department for installation of water mains and hydrants. Mr. Williams advised that the Commissioners should be careful about stating policy and that the Water District has a good relationship with the Fire District that should be maintained.

VI. Board Member Comments.



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Mr. Williams expressed concern over the amount of vehicles being stored on the Ole King property and the use of the lean-to. Mr. Williams would like to review the letter from the District's Engineer, Tom Frare, regarding the Sanitary Survey and its suggestion that the Utility pursue a restrictive covenant with the owners of the property. Further discussion ensued regarding security at the South Well Field.

Mr. Williams expressed concern over the use of a large excavator on Mr. Emonds property. There are extensive water lines on Mr. Emonds property and Mr. Williams is concerned that the weight of the excavator could damage the lines. Further discussion ensued regarding locating the water lines and utility easements on Mr. Emonds property.

Mr. Williams advised that on March 28, 2009 the Charles Nelson Guest House, Dunes Restaurant, and Ocean Park Resort experienced discoloration for approximately an hour. Mr. Berlien advised that the discoloration was caused by the fire pumps at the South Well Field coming on due to high demand. Mr. Williams suggested it might be advisable to station a crew member at the South Well Field on busy weekends.

There was additional discussion regarding enclosing the carport at the North Well Field and removal of trees surrounding the pond at the South Well Field.

VII. Future agenda items.

None.

VII. Executive session - 5 minutes - no action to be taken.

The Board of Commissioner adjourned into Executive Session at 8:45pm. The Commissioners came out of executive session at 9:06pm. No action was taken.

VIII. Adjournment:

Mr. Sheldon moved to adjourn the special meeting of the Board of Commissioners of North Beach Water District at 9:07pm. Ms. Brake seconded the motion.

Discussion: None

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

Nays: None

Abstain: None

Handwritten signature of Brian Sheldon in blue ink.

Brian Sheldon, President

Handwritten signature of R.D. Williams in blue ink.

R.D. Williams, Commissioner

Handwritten signature of Gwen Brake in blue ink.

Gwen Brake, Secretary