



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

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A regular meeting of the Board of Commissioners of North Beach Water District was held at 6:00pm, Monday, April 20, 2009 at the meeting room of Pacific County Fire Protection District #1, 26109 Ridge Ave, Ocean Park, Washington

### I. Call to order:

Commissioner Williams called the meeting to order at 6:00pm. A quorum was acknowledged. Mr. Williams advise those present that Ms. Brake had asked him to preside over the meeting.

### II. Roll call:

Commissioners present:

Gwen Brake  
R.D. Williams

Commissioners absent:

Brian Sheldon, excused absence

Staff present:

Michael Berlien, General Manager  
Tia Crisifulli, Office Manager

Others present:

Rob Richmond, Deb Richmond, Marshall Tate, Stephen Martell

### III. Adopt agenda:

Ms. Brake moved to approve the agenda as presented. Mr. Williams seconded the motion.

Discussion: None

Ayes: Ms. Brake, Mr. Williams

Nays: None

Abstain: None

### IV. Public Comment:

Mr. Martell discussed with the Commissioners the claim filed against the District by himself and his neighbors regarding the road repairs to 256<sup>th</sup> Place between R Street and U Street. Mr. Williams advised Mr. Martell the Board of Commissioners had 60 days to consider the claim and make a decision. The Commissioners thanked Mr. Martell for his comments.

### V. Action Items:

#### A. Approval of minutes (February 23, 2009 and March 16, 2009 meetings).

Approval of the March 16, 2009 was tabled until May 18, 2009 Regular Meeting.

Ms. Brake moved to approve the February 23, 2009 special meeting minutes as presented. Mr. Williams seconded the motion.

Discussion: None

Aye: Ms. Brake, Mr. Williams



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Nays: None  
Abstain: None

### **B. Consideration of bids for Trailer Home at North Well Field.**

Mr. Berlien opened the sealed bid that was received for the trailer home.

Bid: \$47.00 Mr. Dewey Duff

Ms. Brake moved to accept the bid by Mr. Dewey Duff in the amount of \$47.00 for the removal the of trailer home at the North Well Field. Mr. Williams seconded the motion.

Discussion: None  
Ayes: Ms. Brake, Mr. Williams  
Nays: None  
Abstain: None

### **C. Consideration of Resolution 10-2009 – Petty Cash Policy.**

Ms. Brake moved to adopt Resolution 10-2009 as presented. Mr. Williams seconded the motion.

Discussion: None  
Ayes: Ms. Brake, Mr. Williams  
Nays: None  
Abstain: None

### **D. Consideration of Resolution 11-2009 – Washington Public Employees Retirement Systems.**

Ms. Brake requested clarification of Resolution 11-2009 section 5. Mr. Berlien advised that this required an employee to pay both the employee and the employer contribution should they choose to purchase service credits for their employment time prior to the District becoming a member of PERS.

Mr. Williams moved to adopt Resolution 11-2009 as presented. Ms. Brake seconded the motion.

Discussion: Ms. Brake advised those present that if she could she would postpone the decision, she would because of the economy. However, she felt the North Beach Public Development Authority made a promise to the employees of the utility regarding enrollment. Although times are tough, she cannot deny enrollment.

Ayes: Ms. Brake, Mr. Williams  
Nays: None  
Abstain: None

### **E. Consideration of Resolution 12-2009 – Employee Policy and Procedure Manual.**

Mr. Berlien advised that Commissioners that included in the board packet was a redline draft version and final version of the North Beach Water District Employee



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Policy and Procedure Manual. Mr. Berlien highlighted changes that were made to the draft Employee Policy and Procedure Manual.

Ms. Brake moved to adopt Resolution 12-2009 as presented. Mr. Williams seconded the motion.

Discussion:

Ayes: Ms. Brake, Mr. Williams

Nays: None

Abstain: None

### **F. Consideration of Resolution 13-2009 – Funds Transfer.**

Ms. Brake moved to adopt Resolution 13-2009 as presented. Mr. Williams seconded the motion.

Discussion: None

Ayes: Ms. Brake, Mr. Williams

Nays: None

Abstain: None

### **G. Dental insurance renewal.**

Mr. Berlien advised that the renewal rate for the current dental plan had an increase of about 4%. Mr. Berlien recommended renewal of the dental plan currently in place.

Ms. Brake moved to renew the current dental insurance provided through BEST Health and Life. Mr. Williams seconded the motion.

Discussion: None

Ayes: Ms. Brake, Mr. Williams

Nays: None

Abstain: None

### **H. Purchase of truck.**

Mr. Berlien advised the Commissioner that there was currently no open contract for the purchase of a small pickup truck. Mr. Berlien recommended the District purchase a Ford F150 Regular Cab truck through the Washington State Purchas Pool contract. Mr. Williams expressed a desire to acquire a "green" vehicle for meter reading. Mr. Berlien informed the Commissioners that replacement of one of the Districts high mileage Ford Rangers would be in the budget next year. At that time, the Board of Commissioners might want to consider a more fuel efficient, "green" vehicle.

Ms. Brake moved to authorized staff to purchase a Ford F-150 Regular Cab truck in the amount of \$16,883.53. Mr. Williams seconded the motion.

Discussion: None

Ayes: Ms. Brake, Mr. Williams

Nays: None

Abstain: None

### **I. Consideration of Annual Report for North Beach Public Development Authority for Fiscal Years 2007 and 2008.**



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Mr. Berlien advised the Commissioner that they had received a final version of the Annual Report that reflected changes made per the Board's discussion at the April 6, 2009 Special Meeting. Staff reminded the Commissioners that the biennial state audit would take place the week of May 4, 2009. The Commissioners set up a Special Meeting for Monday, May 4, 2009 at 6:00pm at the meeting room of North Beach Water District, 25902 Vernon Avenue, Ocean Park, Washington.

Mr. Williams moved to approve the Annual Report for North Beach Public Development Authority for Fiscal Year 2007 and 2008 as presented. Ms. Brake seconded the motion.

Discussion: None

Ayes: Ms. Brake, Mr. Williams

Nays: None

Abstain: None

### **J. District Expenses for March 2009.**

Ms. Brake moved to approve District expense in the amount of \$65,709.20. Mr. Williams seconded the motion.

Discussion: None

Ayes: Ms. Brake, Mr. Williams

Nays: None

Abstain: None

## **VI. Discussion Items:**

### **A. Sole Source Aquifer designation.**

Mr. Berlien updated the Board of Commissioners that he was working with Ms. Ennes from USEPA Region 10. Ms. Ennes is reviewing the information on the aquifer.

### **B. Permanent disconnection of water service.**

Mr. Berlien advised the Board of Commissioner that they had received a memo addressing questions regarding the current District policy. Mr. Berlien stated that he felt the current policy was correct and sufficient at this time. The Commissioners discussed with Mr. Berlien the current policy as it pertains to current customers and infrastructure.

Mr. Williams moved to leave the current policy intact and not make any changes. The motion died for a lack of a second.

### **C. District Newsletter.**

Mr. Berlien informed the Commissioners that he would be preparing the first District newsletter and was soliciting suggestions from the Board. The Board provided input on the newsletter. Mr. Berlien will construct the newsletter and provided a draft for the Boards approval.

### **D. Life insurance quote.**



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Mr. Berlien recommended the Board approve enrollment in Standard Life and provide employees with \$20,000 in life insurance as defined in option 11 of the Life Insurance illustration attached to the memo to the Commissioners. Employee Benefit Planning provided a quote of \$35.40 per month for all seven employees.

Ms. Brake move to authorize staff to obtain \$20,000 in life insurance for the District Employees from Standard Insurance. Mr. Williams seconded the motion.

Discussion: Ms. Brake requested Mr. Berlien research the option of additional coverage that could be purchase by the employee.

Ayes: Ms. Brake, Mr. Williams

Nays: None

Abstain: None

### **E. Employee insurance benefit package.**

Discussion of the employee insurance benefit package was table until a future meeting of the Board of Commissioners of North Beach Water District.

### **F. Delinquent fire service timeline.**

Discussion of the delinquent fire service timeline was table until a future meeting of the Board of Commissioners of North Beach Water District.

## **VII. General Manager's report.**

Mr. Berlien reminded the Commissioner that a Special Meeting was scheduled for tomorrow, April 21, 2009, to interview a candidate for general counsel. The meeting is scheduled for 3:45pm at the meeting room of North Beach Water District, 25902 Vernon Avenue, Ocean Park, WA 98640.

Mr. Berlien informed the Commissioners that an ozone machine at the North Well Field stopped working. Staff has shipped the machine to the manufacturer for repairs.

Mr. Berlien notified the Commissioners that he would be on vacation next week. However, if needed, he could be reached on his cell phone.

## **VIII. Board member comments.**

Mr. Williams advised that the Charles Nelson Guest House was having problems with discolored water and recommended that staff consider moving the water service as previously considered by former staff.

Ms. Brake advised Mr. Berlien that the Commissioners were working on the General Manager's contract.

Mr. Williams reported that the Public Works Trust Fund would have very little funds available over the next two years since funds were being redirected to cover the state budget shortfall.

## **IX. Future agenda items.**



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None.

**X. Executive Session – fifteen minutes, action may be taken.**

The Board of Commissioners adjourned into executive session at 7:01pm. The Commissioners came out of executive session at 7:16pm. No action was taken.

**XI. Consideration of Resolution 14-2009 – Leach Settlement.**

Consideration of Resolution 14-2009 was table until the next scheduled meeting of the Board of Commissioner of North Beach Water District.

**XII. Adjournment:**

Mr. Williams moved to adjourn the regular meeting of the Board of Commissioners of North Beach Water District at 7:20pm. Ms. Brake seconded the motion.

Discussion: None


Ayes: Ms. Brake, 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