



Minutes of the Regular 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, May 18, 2009 at the meeting room of Pacific County Fire Protection District #1, 26109 Ridge Avenue, 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:

Gwen Brake
Brian Sheldon
R.D. Williams

Staff present:

Michael Berlien, General Manager
Tia Crisifulli, Office Manager
Heather Reynolds, District Counsel (via telephone)

Others present:

Rob Richmond, Debbie Richmond, Marshall Tate, Debbie Moggio, Brad Weatherby

III. Adopt agenda:

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:

Mr. Richmond commented on the District's fees with regards to installation of new services. He urged the District to review the current fee schedule so as not to deter new connections to the system due to the costs.

Ms. Moggio discussed with the Commissioner's the possibility of installing a water main down 227th Lane and looping the main with existing main on 227th Street. The Commissioner's advised Ms. Moggio to contact the General Manager during business hours to further discuss this matter.

V. Action Items:

A. Approval of Minutes (March 16, 2009 and March 23, 2009 meetings).

Mr. Williams moved to approve the minutes of March 16, 2009 as presented. Mr. Sheldon seconded the motion.

Discussion: None

Ayes: Mr. Sheldon, Mr. Williams



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Nays: None
Abstain: Ms. Brake

Mr. Williams moved to approve the minutes of March 23, 2009 as presented. Mr. Sheldon seconded the motion.

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

B. District Expenses for April 2009.

Mr. Williams moved to approve District expenses in the amount of \$53,662.44. Mr. Sheldon seconded the motion.

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

VI. Discussion Items:

A. Financial Services.

Mr. Berlien advised that an RFP was pending from a local accounting firm. In addition, the District received three applications for the Financial Administrator position. Of the three applicants, one appeared to meet the minimum qualifications. Mr. Berlien advised that upon receipt of the RFP, he would distribute copies of the applications and schedule a special meeting for interviewing.

B. Sole source aquifer.

Mr. Berlien advised that he had nothing new to report at this time.

C. District newsletter.

Commissioners instructed staff to distribute first District newsletter with customer billing.

D. Update on 2007-08 NBPDA audit.

Mr. Berlien updated the Commissioners on the audit. Commissioners were advised that the auditors expressed concern regarding executive sessions. Adherence to length of executive sessions causes for executive session, and presence of legal counsel needed to improve. In addition, logos for vehicles need to be updated and a credit card use policy needs to be established.

E. Website.

Mr. Berlien requested Commissioners provide bios and a photograph.

F. Outstanding formation issues – comprehensive plan; water availability certificates; SEPA; and standard specifications for line extensions.

Mr. Berlien advised that the District needs to file a comprehensive plan with the County. In addition, the District needs to address issuance of water availability



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certificates, adopt the current version of SEPA, and establish standard specifications for water main installation.

VII. General Manager's Report.

Mr. Berlien notified the Commissioners that the VFDs at the South Well Field were up and running. However, there is a small glitch with the HMI (human machine interface) that the manufacturer is looking into. The ozone machine that was shipped out for repairs has been received back and staff is communicating with the manufacturer regarding recommendations for the control box.

Mr. Berlien advised that he had contacted Mr. Bish regarding his water quality issues. A new water service has been installed. Mr. Berlien request Commissioner input on whether the District would cover the expense of running new water lines on the property side of the meter. Commissioners advised Mr. Berlien to notify Mr. Bish that he would be responsible to run water line from the location of the new service to his house.

VIII. Board member comments.

None.

IX. Future agenda items.

Ms. Brake requested the next regular board meeting include discussion of the system buy-in fees.

X. Executive Session – Pursuant to RCW 42.30.110(1)(i)(A) – two cases, thirty minutes, action may be taken.

The Board of Commissioners adjourned into executive session at 6:50pm. Ms. Heather Reynolds, District legal counsel, joined via telephone. Commissioners came out of executive session at 7:06pm. No action was taken.

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

Ms. Brake moved to adopt Resolution 14-2009, pending review and approval by legal counsel. Mr. Sheldon seconded the motion.

Discussion: None

Ayes: Ms. Brake, Mr. Sheldon

Nays: None

Abstain: Mr. Williams

XII. Adjournment:

Mr. Sheldon moved to adjourn the special meeting of the Board of Commissioners of North Beach Water District at 7:13pm. Ms. Brake seconded the motion.

Discussion: None

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

Nays: None

Abstain: None



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Brian Sheldon

Brian Sheldon, President

R.D. Williams

R.D. Williams, Commissioner

Gwen Brake

Gwen Brake, Secretary