



## 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, June 15, 2009 at the meeting room of Pacific County Fire Protection District #1, 26109 Ridge Ave, Ocean Park, Washington

**I. Call to order:**

Commissioner 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

Commissioners absent:

None

Staff present:

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

Others present:

Neal Emond, Marshall Tate

**III. Adopt agenda:**

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

Discussion: None

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

Nay: None

Abstain: None

**IV. Public Comment:**

Mr. Emond spoke with the Commissioners regarding the telephone line at the South Well Field.

**V. Action Items:**

**A. Approval of minutes (April 6, 2009; April 20, 2009; April 21, 2009; and May 4, 2009 meetings).**

Ms. Brake moved to approve as presented the April 6, 2009 special meeting minutes. Mr. Williams seconded the motion.

Discussion: None

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

Nay: None

Abstain: None



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Discussion: Mr. Berlien advised the Commissioners that the State of Washington now requires electronic payment of the excise tax and failure to comply would result in penalties.

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

Nay: None

Abstain: None

### **E. District Expenses for May 2009.**

Mr. Williams moved to approve District expense in the amount of \$53,469.49. Mr. Sheldon seconded the motion.

Discussion: None

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

Nay: None

Abstain: None

### **VI. Discussion Items:**

#### **A. Billing dispute, Account # 2143, 21603 "O" Lane, Ocean Park.**

Mr. Berlien recapped the Peninsula Senior Center's disputed bill and actions taken by staff to date as advised in the memo to the Board of Commissioners. Commissioners agreed that due diligence was exercised. Any additional action will be pending approval of a billing dispute policy.

#### **B. Insurance coverage.**

Mr. Berlien notified the Commissioners that the District insurance policy is up for renewal in September. The Commissioners requested Mr. Berlien provide a comparison of the District's current policy verses a policy quote from Douglas Insurance Group. Further discussion will be held at the June 22, 2009 special meeting.

#### **C. Policy regarding Commissioners' expenses.**

Commissioners discussed draft Commissioner expense policy and recommended changes.

Mr. Williams moved to adopt the Commissioner Expense policy with the inclusion of the expense report. Ms. Brake seconded the motion

Discussion: Ms. Brake questioned whether the policy should be adopted without being presented as a resolution. Mr. Williams recommended adopting the policy then having it presented as a resolution at the next board meeting. Mr. Sheldon expressed concern over the cancellation policy which Mr. Berlien clarified.

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

Nay: None

Abstain: None

#### **D. Policy regarding credit card usage.**

Commissioners discussed draft credit card usage policy. Commissioners discussed spending limits and settled on a \$5,000 credit limit per card issued. Mr. Sheldon



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requested the policy state that any rewards associated with the credit card are the property of the District. Mr. Berlien will make changes to the policy and present it as a resolution at the next regular board meeting.

### **E. Policy regarding billing disputes.**

Commissioners discussed draft billing dispute policy and recommended changes. Mr. Sheldon recommend including the option to appeal the decision to the Board of Commissioners.

Mr. Sheldon moved to instruct staff to present the policy as amended in the form of a resolution at the next regular board meeting. Ms. Brake seconded the motion.

Discussion: None

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

Nay: None

Abstain: None

### **F. Letter from Cashmere Valley Bank regarding bond interest rate increase.**

Mr. Williams moved for approval of the interest rate increase from 4.25% to 4.42% on the Cashmere Valley Revenue Bond. Ms. Brake seconded the motion.

Discussion: Mr. Williams advised that legal counsel feels this is a favorable rate. Mr. Sheldon asked Mr. Berlien to look into renegotiating the interest rate.

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

Nay: None

Abstain: None

### **G. Water bill payment by credit card.**

Mr. Berlien notified that Commissioners that District customers were requesting the option to pay their water bills by credit card. Commissioners agreed that any charges related with credit card payment be passed on to the customers utilizing the convenience of credit card payment. Commissioners instructed staff to move forward on implementing payment by credit card.

### **H. Lien filings for unpaid water bills.**

Mr. Berlien advised the Commissioners that the District was now able to place liens on property for delinquent water bills. Mr. Berlien requested the Board decide on the procedure to be follow with regards to notifying the Commissioners. After discussion, the Commissioner agreed that they would like to be notified prior to placing the lien. The Commissioners agreed to authorize the liens. However, the General Manager will implement the lien. Mr. Berlien will present a policy to the Commissioners at the next regular board meeting.

### **I. Sunset Sands.**

Mr. Williams explained that he wished to understand the agreement between Ocean Park Water Company and Sunset Sands Board of Director with regards to the acquisition of Sunset Sands water distribution system since this could affect how the District charges for new services in that area. Mr. Sheldon requested more



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information on how the cost for new service connection was established. Mr. Berlien will do research and report to the Board.

**J. Sunset View Resort status report.**

Mr. Berlien advised that the delinquent fire service charge had been paid in full.

**K. Sole Source Aquifer program.**

Mr. Berlien advised that communications were progressing slowly.

Mr. Sheldon made a motion to instruct staff to beginning compiling information necessary to make the petition for a Sole Source Aquifer designation. Ms. Brake seconded the motion.

Discussion:

Aye: Ms. Brake, Mr. Sheldon

Nay: None

Abstain: Mr. Williams

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

Mr. Berlien advised that water quality complaints were down from this time last year. The VFDs are operational and test results are promising. Discussion ensued regarding removal of abandoned services.

**VIII. Board member comments.**

Mr. Williams inquired about the relocation of the Charles Nelson Guest House water service. Mr. Berlien advised that he was in contact with Mr. Bish.

Mr. Sheldon reiterated his position that the District abide by the Water Rate Study with regards to capital funds.

**IX. Future agenda items.**

Mr. Sheldon requested that the next agenda include a discussion of water fluoridation and establishing a skill matrix, particularly with regards to the crew. Ms. Brake requested an update on the Leach settlement be included on the next agenda.

**X. Executive Session – Pursuant to RCW 42.30.110(4)(b) – one case, thirty minutes, action may be taken.**

The Board of Commissioners adjourned into executive session at 8:11pm. Ms. Heather Reynolds, legal counsel, joined via telephone. The Commissioner came out of executive session at 8:23pm. No action was taken.

**XI. Executive Session – Pursuant to RCW 42.30.110(4)(a) – one case, thirty minutes, action may be taken.**

The Board of Commissioners adjourned into executive session at 8:23pm. The Commissioner came out of executive session at 9:03pm. No action was taken.

**XII. Adjournment:**

Ms. Brake moved to adjourn the regular meeting of the Board of Commissioners of North Beach Water District at 9:03pm. Mr. Williams seconded the motion.



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Discussion: None  
Aye: Ms. Brake, Mr. Sheldon, Mr. Williams  
Nay: None  
Abstain: None

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

A handwritten signature in blue ink, appearing to read "Gwen Brake".

Gwen Brake, Secretary