



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

A regular meeting of the Board of Commissioners of North Beach Water District was held at 6:00pm, Monday, September 21, 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 regular meeting of the Board of Commissioners of North Beach Water District to order at 6:00pm.

II. Roll call:

Commissioners present:

Gwen Brake

R.D. Williams

Commissioners absent:

Brian Sheldon

Staff present:

Michael Berlien, General Manager

Tia Crisifulli, Office Manager

Others present:

Neal Emond; Robert Hill, Sr.; Brad Weatherby; Rob Richmond; Debbie Richmond

III. Adopt agenda:

Ms. Brake requested a review of the WASWD 2009 Fall Conference and Trade Show be added to the agenda. It was decided that this could be covered under Board Member Comments. Mr. Williams requested a discussion of commissioner compensation be added to the agenda. This was added as item "D" under Discussion Items.

Mr. Williams moved to adopt the agenda as amended. Ms. Brake seconded the motion.

Discussion: None

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

IV. Public Comment:

Mr. Hill discussed with the Commissioners the relocation of a water main that crosses his son's property and associated easements. Mr. Williams advised Mr. Hill that the Commissioners would take his request under consideration.

V. Public hearing on Resolution 23-2009 adopting agency State Environmental Policy Act (SEPA) procedures.

Mr. Williams opened the public hearing on Resolution 23-2009 adopting District's State Environmental Policy Act (SEPA) procedures at 6:05pm. Mr. Berlien advised the Commissioners that the District is required to adopt a plan to comply with the State Environmental Policy Act. After discussion with the Commissioners, the floor was open to public comment. As there was no public comment, the hearing was closed at 6:08pm.



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VI. Action items:

A. Approval of minutes (August 17, 2009 meeting).

Ms. Brake moved to approve the minutes of August 17, 2009 as presented. Mr. Williams seconded the motion.

Discussion: None

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

B. Consideration of approval of liens against properties with delinquent accounts.

Mr. Williams moved to approve the recording of the presented lien against the property. Ms. Brake seconded the motion.

Discussion: None

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

C. Consideration of Resolution 21-2009 regarding participation in the Washington Purchase Cooperative VISA credit card program.

Mr. Williams moved to adopt Resolution 21-2009 as presented. Ms. Brake seconded the motion.

Discussion: None

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

D. Consideration of Resolution 22-2009 thanking Nancy Edmondson for her years of service to the District.

Mr. Williams read the resolution aloud. Afterwards, Ms. Brake moved to adopt Resolution 22-2009 as presented. Mr. Williams seconded the motion.

Discussion: None

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

E. Consideration of Resolution 23-2009 adopting agency SEPA procedures.

Mr. Williams moved to adopt Resolution 23-2009 as presented. Ms. Brake seconded the motion.

Discussion: None

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

F. District Expenses for August 2009.



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Mr. Williams moved to approve District expenses in the amount of \$84,411.17. Ms. Brake seconded the motions.

Discussion: None

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

VII. Discussion items:

A. Water System Plan projects.

Mr. Berlien discussed with the Commissioners the background of the Water System Plan (WSP), the available funds for capital projects contemplated in the WSP, what criteria to use in decided on projects to fund, and lastly his recommended projects. Further discussion ensued on details of individual capital projects. Afterwards, Mr. Berlien advised that the Commissioners were not required to take any action at this time. Provided the basic concept is acceptable to the Commissioners, projects will be included as part of the annual budget process. As projects are scheduled, they will be reviewed and approved by the Commissioners at that time.

B. Staffing matrix.

Mr. Berlien provided the Commissioners with an organizational chart along with job descriptions for all employees. Following approval of the organizational chart and job descriptions, salary assessments will need to be done. Mr. Berlien did a brief overview of each of the job descriptions. No action was taken to approve the organizational chart or job descriptions.

C. Disposition of trailer home at North Well Field.

Mr. Berlien updated the Commissioners on the removal by Mr. Duff of the manufactured home at the North Well Field. Mr. Berlien advised the Commissioners that he spoke with Mr. Duff a couple of weeks ago. At that time, Mr. Duff had no definite time as to when the home would be removed. Mr. Berlien recommended the Commissioners authorize staff to dispose of the manufactured home.

Mr. Williams moved to authorize staff to dispose of the manufactured home at the North Well Field. Ms. Brake seconded the motion.

Discussion: None

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

D. Commissioner compensation

Mr. Williams requested an internal fund be established to help seniors who are adversely affected by the District's rate increases. Mr. Williams announced that he would contribute his board meeting compensation to the fund each month. Mr. Berlien recommended the Commissioners have staff develop a policy to be presented to the Board for approval. Mrs. Brake expressed interest in establishing a conservation program that would help lower the monthly water cost.



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VIII. General Manager's report.

Mr. Berlien advised the Commissioners that water quality complaints were down from this time last year. Labor Day and Rod Run weekend passed with no water supply concerns. In addition, there were no customer service call outs for those weekends. Mr. Berlien advised that a blow off was installed near the corner of Bay Avenue and Sandridge. This, in addition to a planned 2" line down Sandridge, should help address discolored water issues for customers near that intersection. Mrs. Brake requested a yearend report to summarize what was accomplished. Three field crew members and Mr. Berlien attended and passed a Washington State Flaggers Certification class.

IX. Board member comments.

Ms. Brake presented a written overview of the Washington Association of Sewer and Water Districts (WASWD) 2009 Fall Conference and Trade Show. Ms. Brake then reviewed the highlights of the Conference.

X. Future agenda items

None

XI. Adjournment

Ms. Brake moved to adjourn the regular meeting of the Board of Commissioners of North Beach Water District at 7:52pm. Mr. Williams seconded the motion.

Discussion: None

Aye: Ms. Brake, Mr. Williams

Nay: None

Abstain: None

Brian Sheldon, Commissioner



R.D. Williams, Commissioner



Gwen Brake, Commissioner