



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 6:00 p.m., Monday, October 17, 2011 at the office of North Beach Water District; 25902 Vernon Avenue, Suite D, Ocean Park, Washington. Since all Commissioners were absent from the regular meeting it was adjourned until Monday, October 24, 2011 the same time and place.

I. Call to order:

Commissioner Sheldon called the adjourned regular meeting of the Board of Commissioners of North Beach Water District to order at 6:02 p.m.

II. Roll call:

Commissioners present:

Brian Sheldon
R.D. Williams

Commissioners absent:

Gwen Brake

Staff present:

William Neal, General Manager
Tia Crisifulli, Office Manager
Robert Hunt, Crew Leader

Others present:

Skip Rand, RCAC; Curt Stephens; Karen Stephens; Glen Ripley; Lori Burke

III. Adopt agenda:

Commissioner Williams made a motion to adopt the agenda. Commissioner Sheldon seconded the motion.

Aye: Commissioner Sheldon and Williams

Nay: None

Abstain: None

Absent: Commissioner Brake

IV. Public comment.

Karen Stephens said a special thank you to District crew member Brian LeRoux for the notification of a potential leak.

V. Presentations – Skip Rand, formerly of RCAC – Water Rate Study.

Skip Rand presented his spreadsheets on the District's water rates and structure. His conclusion was that the District was "in excellent as far as (its) revenue stream against (its) projections". However, the District's "rate structure is essentially base rate driven which means the low water users are subsidizing the larger water users".

VI. Action items:

A. Approval of meeting minutes – August 15, 2011 Regular Meeting; September 15, 2011 Special Meeting.



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Commissioner Williams made a motion to accept the meeting minutes of August 15, 2011 as presented. There was no second to the motion. After discussion, staff was instructed to make a few amendments and resubmit the August 15th and September 15th minutes at the next regular board meeting.

B. Resolution 15-2011 – Memorandum of Agreement – Olympic Agency on Aging.

After discussion, Commissioner Williams made a motion to adopt Resolution 15-2011. Commissioner Sheldon seconded the motion.

Aye: Commissioner Sheldon and Williams

Nay: None

Abstain: None

Absent: Commissioner Brake

C. Resolution 16-2011 – Web Site Agreement (Beach Dog).

After discussion, Commissioner Williams made a motion to adopt Resolution 16-2011. Following additional discussion, Commissioner Williams withdrew his motion and it was decided to table this item until a future meeting.

D. Approval of liens against properties with delinquent accounts and/or satisfactions of liens.

Commissioner Williams made a motion to approve the filing of the liens and/or satisfaction of liens as presented by staff. Commissioner Sheldon seconded the motion.

Aye: Commissioner Sheldon and Williams

Nay: None

Abstain: None

Absent: Commissioner Brake

E. District Expenses

Commissioner Williams made a motion to approve District expenses in the amount of \$77,361.71. Commissioner Sheldon seconded the motions.

Aye: Commissioner Sheldon and Williams

Nay: None

Abstain: None

Absent: Commissioner Brake

F. Budget to Date.

Commissioner Williams made a motion to receive and file the Budget to Date as presented by staff. Commissioner Sheldon seconded the motion.

Aye: Commissioner Sheldon and Williams

Nay: None

Abstain: None

Absent: Commissioner Brake

VII. Discussion Items:

A. Statement of Qualifications – Panel Recommended Engineer.



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The General Manager advised that the engineering firms had been interviewed and he recommends Gray and Osborne. After discussion, Commissioner Williams made a motion to work with Gray and Osborne for the treatment plant evaluation. Commissioner Sheldon seconded the motion.

Aye: Commissioner Sheldon and Williams
Nay: None
Abstain: None
Absent: Commissioner Brake

B. Unidirectional flushing program progress report.

The General Manager advised the Commissioners that the District performed its first flush under the new flushing program and showed a video of the flush. The water system has been divided into sections for the flushing. To implement the program the District will need to install some blow-offs and valves. The General Manager advised the Board of Commissioners that he extended the contract with H2O Maintenance in order to have them number all the system valves.

C. Robert Hill Jr. Easement update.

The General Manager provided the Commissioners with the comments from Heather Reynolds, the District's legal counsel, on the easement issue. In addition, a quote of approximately \$65k to relocate the line in question was provided by Tom Frare, the District's engineer. The Board of Commissioners instructed the General Manager to notify Mr. Hill that while it is in the District's plan to relocate the pipe it has to be in line with the Water System Plan and that timing hasn't been defined yet and that the easement with Beach Baron's will be removed from his easement.

D. Pacific County Ordinance No. 8 meeting update.

The General Manager advised the Board of Commissioners of the proceedings at the forum held on Pacific County Ordinance No. 8. He also provided the Commissioners with his written suggested revisions. Commissioner Sheldon expressed concerns that revisions had not been presented to the Board of Commissioners for review and approval. Since he opposes several of the revisions, Commissioner Sheldon will be contacting the County and voicing his position on the revisions. Commissioner Sheldon expressed further concern that Commissioner Williams at the forum was believed to be in the capacity of a representative of North Beach Water District when this had not been authorized by the Board.

E. PayClix – Online Bill Paying / Electronic Billing

Staff presented the information on PayClix to the Board of Commissioners. After discussion, Commissioner Williams made a motion that, contingent on Commissioner Brake's agreement, the District move forward with the contracts with Beach Dog and PayClix. Commissioner Sheldon seconded the motion.

Aye: Commissioner Sheldon and Williams
Nay: None
Abstain: None
Absent: Commissioner Brake

F. WASWD proposed legislation.



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The General Manager presented a letter from WASWD on proposed legislation to allow special purpose districts to be their own treasurer. Both Commissioner Sheldon and Williams in agreement that North Beach Water District should respond affirmatively to being able to be their own treasurer.

VIII. General Manager's report.

The General Manager reviewed with the Board of Commissioners the written operations report that was provided in the board meeting packet.

IX. Executive Session – Pursuant to RCW 42.30.110(1)(f) – to evaluate the complaints or charges brought against a public officer or employee.

The Board of Commissioners adjourned into a thirty (30) minute executive session at 8:57 p.m. to evaluate complaints or charges brought against a public officer or employee. The Board of Commissioners came out of executive session at 9:17 p.m.

A. Report on executive session, if necessary.

The Commissioners had nothing to report on the executive session.

B. Action on executive session, if necessary.

Commissioner Sheldon reported that there was no action to be taken.

X. Board member comments.

Commissioner Williams reported on the IACC conference he attended. He handed out a summary of grant and loan programs for drinking water and waste water and he also distributed a proposal to dismantle the Public Works Board as a funding agency streamlining the process.

XI. Future agenda items.

Commissioner Sheldon asked to revisit the permanent disconnect fee structure and also to look at the policy on transferring services to tenants.

XII. Adjournment

Commissioner Williams made a motion to adjourn the regular meeting of the Commissioner of North Beach Water District at 9:22 p.m. Commissioner Sheldon seconded the motion.

Aye: Commissioner Sheldon and Williams

Nay: None

Abstain: None

Absent: Commissioner Brake

Brian Sheldon, Commissioner

R.D. Williams, Commissioner

Gwen Brake, Commissioner