



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, December 20, 2010 at the meeting room of Pacific County Fire District #1, 26109 Ridge Ave, Ocean Park, Washington.

I. Call to order:

Commissioner Brake 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
Brian Sheldon
R.D. Williams

Commissioners absent:

None

Staff present:

Michael Berlien, General Manager
Tia Crisifulli, Office Manager
Robert Hunt, Crew Leader

Others present:

Glen Ripley

III. Adopt agenda:

Mr. Williams moved to adopt the agenda. Mr. Sheldon seconded the motion.

Discussion: Commissioners chose to add an executive session after the General Manager Report.

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

Nay: None

Abstain: None

Absent: None

IV. Public Hearing on proposed 2011 Budget.

A. Presentation on proposed 2011 Budget.

The public hearing on the proposed 2011 Budget opened at 6:02 p.m. Mr. Berlien made a presentation on the budget.

B. Public comment on proposed 2011 Budget.

Mr. Ripley had questions regarding COLA. Mr. Berlien explained that the Cost of Living Adjustment was based on the U.S. Department of the Interior Consumer Price Index for Western Urban Cities and that this was an across the board adjustment in salaries to account for inflation.

C. Board action on proposed 2011 Budget.



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Mr. Sheldon moved to adopt the 2011 Budget as presented. Mr. Williams seconded the motion.

Discussion: None

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

Nay: None

Abstain: None

Absent: None

The public hearing on the proposed 2011 budget was closed at 6:15 p.m.

V. Public comment:

None.

VI. Action Items:

A. Approval of minutes (November 15, 2010)

Mr. Williams moved to approve the minutes of the November 15, 2010 regular board meeting as presented by staff. Ms. Brake seconded the motion.

Discussion: Mr. Sheldon requested section 7D be revised to read: Mr. Sheldon is against providing leak adjustments to **absentee owner** customers with leaks caused by failure to winterize and would like to review the leak adjustment policy.

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

Nay: None

Abstain: None

Absent: None

B. Consideration of write-off of \$1,881.02 in uncollected fees and charges.

Mr. Williams moved to authorize the write of \$1,881.02 in uncollected water utility fees and charges as presented by staff. Ms. Brake seconded the motion.

Discussion: None

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

Nay: None

Abstain: None

Absent: None

C. Consideration of service agreement with Atlas Copco for compressor maintenance.

The compressor serves as part of oxygen supply for ozone treatment and is approximately three (3) years old. By entering into a service agreement with Atlas Copco the District will receive faster response times and a set rate for service calls.

Mr. Williams moved to enter into a service agreement with Atlas Copco for compressor maintenance for a period of one (1) year. Ms. Brake seconded the motion

Discussion: The Commissioners expressed concern over the cost of the maintenance agreement and directed staff to begin research on a new compressor.

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

Nay: None



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Abstain: None

Absent: None

D. Consideration of service agreement with E.C. Power Systems for generator maintenance.

By entering into a service agreement with E.C. Power Systems for generator maintenance the backup generators at the North and South Wellfields will receive yearly hourly maintenance and be load bank tested. E.C. Power Systems was the only respondent to the RFP. Mr. Williams moved to enter into a service agreement with E.C. Power Systems for generator maintenance. Ms. Brake seconded the motion.

Discussion: None

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

Nay: None

Abstain: None

Absent: None

E. District Expenses for November 2010.

Mr. Williams moved to approve payment of District expenses in the amount of \$57,514.14. Mr. Sheldon seconded the motion.

Discussion: None

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

Nay: None

Abstain: None

Absent: None

F. Budget-to-date.

Mr. Williams made a motion to receive and file the financial statements provided by staff. Mr. Sheldon seconded the motions.

Discussion: Staff was directed to look into reformatting the Water Rate Study report.

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

Nay: None

Abstain: None

Absent: None

VII. Discussion items:

A. General Manager position.

Discussion of this item was moved to after the General Manager's Report.

B. Water conservation displays and coupons.

Mr. Williams advised that a source had been found to supply low flow flushing conversion kits to local retailers. Mr. Berlien advised that the WAC prevents the use of District funds to provide an incentive for installation without first conducting a study on the savings. After additional discussion it was decided to table this item until a future meeting.



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C. Public use of District property.

Mr. Berlien provided the Board of Commissioners with a draft Public Use of District Property policy. The Commissioners were unsatisfied with the policy and chose to table this item until a future meeting.

D. Leak adjustment policy.

Commissioners chose to table this item until a future meeting.

E. Purchase of surplus equipment.

Staff was instructed research how the District could take advantage of purchasing of used equipment. Additional discussion of this item was tabled pending the research.

F. Change of regular meeting location.

Ms. Brake made a motion to move the regular meeting of the Board of Commissioners of North Beach Water District to the District office located at 25902 Vernon Ave, Suite D, Ocean Park, Washington. Mr. Sheldon seconded the motion.

Discussion: None

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

Nay: None

Abstain: None

Absent: None

G. Update on 264th Place and R Street pipeline project.

Mr. Berlien advised that all that was left to do was abandon the old mainline along 264th Place.

H. Kendall correspondence.

Mr. Williams recommended that staff mail the letter that was provided to the Commissioners for review. Ms. Brake called for a vote which passed 3/0 in favor of mailing the letter.

VIII. General Manager's report:

Mr. Berlien reported that parts for the North Wellfield booster pump were being brought in. Annual water quality complaints are down from the previous two years. The motor on Well 2 at the South Wellfield has failed again. The Commissioners decided to have Willie's More Power take a look at the issue with the Well 2 motor.

IX. General Manager position.

Mr. Berlien advised that his last day with the District will be January 14, 2011. License requirements for operating the system are Water Distribution Manager II and Water Treatment Plant Operator II. The Commissioner agreed to advertise for Interim General Manager. Ms. Brake asked Mr. Berlien to provide information on daily activities performed by the General Manager. Mr. Berlien was also asked to perform employee evaluations. Ms. Brake will perform an exit interview with Mr. Berlien. The Commissioners spoke with Mr. Hunt about testing for WTPO II certification. The Commissioners agreed to advertise for Interim General Manager and scheduled a



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special meeting for January 3, 2011 at 6:00 p.m. at the District office to review the applications.

X. Executive Session – Pursuant to RCW 42.03.110(?) – 15 minutes.

The Board of Commissioners adjourned into executive session at 7:50 p.m. The Board of Commissioners came out of executive session at 8:06 p.m.

XI. Board member comments.

This agenda item was skipped.

XII. Future agenda items.

This agenda item was skipped.

XI. Adjournment

Mr. Williams moved to adjourn the regular meeting of the Board of Commissioners of North Beach Water District at 8:06 p.m. Mr. Sheldon seconded the motion.

Discussion: None

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

Nay: None

Abstain: None

Absent: None

Handwritten signature of Brian Sheldon in blue ink.

Brian Sheldon, Commissioner

Handwritten signature of R.D. Williams in blue ink.

R.D. Williams, Commissioner

Gwen Brake, Commissioner