



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 21, 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 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
Heather Reynolds, Legal Counsel (via telephone)

Others present:

Neal Emond

III. Adopt agenda:

Mr. Sheldon moved to adopt 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:

None

V. Action items:

A. Approval of minutes (November 16, 2009 meeting).

Mr. Williams moved to approve the minutes of November 16, 2009 as presented.

Mr. Sheldon seconded the motion.

Discussion: Ms. Brake requested clarification on low flow flushing and subsequent discoloration of the water. Mr. Berlien provided Ms. Brake with an explanation.

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

Nay: None

Abstain: None



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B. Consideration of approval of liens against properties with delinquent accounts and/or satisfaction of liens.

Mr. Williams moved to approve the recording of the presented satisfaction of lien.

Mr. Sheldon seconded the motion.

Discussion: None

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

Nay: None

Abstain: None

C. Consideration of adoption of the proposed 2010 Budget.

Mr. Sheldon moved to adopt the 2010 Budget for North Beach Water District. Ms. Brake seconded the motion.

Discussion: Mr. Williams expressed concern over the garaging of District equipment and requested staff starts considering budgeting for construction of a new storage. Mr. Berlien advised the Commissioners the reserves were being built so that issues such as this could be addressed in the future. Ms. Brake questioned whether more funds should be allocated to the meter replacement program, expressly the installation of AMR (automated meter reading) equipment. No amendments were made to the budget as a result of these discussions.

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

Nay: None

Abstain: None

D. Consideration of award of bid for North Wellfield Electrical Feeder.

Commissioners discussed available options with regards to providing auxiliary power to wells, booster pumps, and treatment plants at both the North and South wellfields.

Ms. Brake moved to rewire the electrical feeder to the Katolight generator and look into possible insurance reimbursement to rebuild or repair the Cat generator to provide power to South Well #2. Mr. Sheldon seconded the motion.

Discussion: Mr. Williams' suggested that since there was no established plan with regards to providing South Well #2 with auxiliary power Commissioners should defer taking action on this matter until staff researches the possibility of insurance reimbursement for the Cat generator. Mr. Berlien advised that he did not feel delaying the decision another month would be detrimental.

After discussion, Mr. Sheldon withdrew his second of Mrs. Brake's motion. Subsequently, Mrs. Brake withdrew her motion. Staff was instructed to contact the District's insurance carrier regarding the damage generator and present information at the next regular board meeting.

E. Consideration of award of bid for replacement of North Wellfield Treatment Plant roofs.



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Mr. Berlien advised the District's insurance carrier has agreed to cover \$6,156.88 for costs of repairs to the west exposure of the roof. DPR Builders and Developers provided a bid to replace the entirety of both roofs on the North Wellfield Treatment Plant for \$7589.12. The District's expense would be \$1,432.24 (including \$1,000 insurance deductible). Mr. Berlien recommended awarding the bid to DPR Builders and Developers for the replacement of the entirety of both roofs on the North Wellfield Treatment Plant.

Mr. Williams moved to award the bid to replace the North Wellfield Treatment Plant roofs that were damaged in the November 2009 windstorm to DPR Builders and Developers. Ms. Brake seconded the motion.

Discussion: Ms. Brake questioned whether the District was obligated to put the job out for bid. Mr. Berlien advised that he had contacted the State Auditor's Office and was informed that the District was not so obligated. Mr. Berlien informed the Commissioners the District's Small Works Roster was utilized in the process. DPR Builders and Developers is currently the only firm that applied under the category of Roofing/Gutters. Commissioners confirmed that materials used were rated for 100 mph winds with a 50 year warranty.

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

Nay: None

Abstain: None

F. Consideration of agreement with Official Payment Corporation to accept credit card payments on behalf of the District and charge a fee for service.

Mr. Williams moved to accept the agreement with Official Payment Corporation to accept credit card payments on behalf of the District and charge a fee for service. Ms. Brake seconded the motion.

Discussion: Mr. Berlien advised that the District's legal counsel reviewed the contract.

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

Nay: None

Abstain: None

G. Consideration of award of bid for truck replacement.

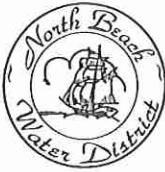
Mr. Williams move to approve the purchase of a 2010 Ford Ranger regular cab pickup truck. Ms. Brake seconded the motion.

Discussion: Mr. Berlien confirmed that the bid was provided for a regular cab pickup.

After discussion, Ms. Brake withdrew her second of Mr. Williams' motion. Subsequently, Mr. Williams withdrew his motion. Staff was instructed to price out the cost of an extended cab Ford Ranger.

H. District Expenses for November 2009.

Mr. Berlien recommended Commissioners postpone consideration of District expenses until after Executive Session.



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Mr. Sheldon made a motion to move agenda item 5H - District Expenses - to item 11 thereby moving Adjournment to item 12. Ms. Brake seconded the motion.

Discussion: None

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

Nay: None

Abstain: None

VI. Discussion items:

A. Debriefing on Water Conservation Advisory.

Mr. Berlien updated the Commissioners on conditions of the water system following the December freeze. Staff and volunteers located approximately 90 leaks. Staff will begin working on compiling the necessary data for implementing reverse 911 should the District need to utilize this resource in the future. Staff will adhere to the current policy regarding leak adjustments. Mr. Sheldon expressed an interest in seeing the District take a more proactive approach to encouraging winterization of properties occupied on a transient basis.

Mr. Williams recommended a letter be included with the next billing that detailed the events leading up to water shortage and resulting action taken by the District, what a customer's responsibility is, and actions recommended by the District to prevent a similar situation in the future. In addition, Mr. Williams encouraged the development of an Emergency Response Plan that addresses multiple emergency scenarios and detailed steps to be taken for each. Better communication with local establishments who can aid in providing information to customers was also suggested by Mr. Williams.

X. Executive Session – Pursuant to RCW 42.30.110(i)(A) – two cases, thirty minutes, action may be taken. (Martell v. NBWD) (Johnson claim)

The Board of Commissioners of North Beach Water District adjourned into executive session at 7:08pm. The District's legal counsel, Ms. Heather Reynolds, joined via telephone. Commissioners came out of executive session at 7:13pm.

Mr. Sheldon moved to accept the judgment awarded to Mr. Martell by Pacific County South Pacific District Court in the amount of \$2024. Ms. Brake seconded the motion.

Discussion: None

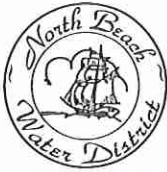
Aye: Ms. Brake, Mr. Sheldon

Nay: Mr. Williams

Abstain: None

Mr. Sheldon moved to accept the \$300 claim filed against the District by Keith and Lisa Johnson for damages sustained to their personal property by discolored water. Ms. Brake seconded the motion.

Discussion: Mr. Williams inquired into the number of claims related to damages by discolored water that the District has settled. Mr. Berlien advised that previous claims were settled under North Beach Public Development Authority. Mr. Berlien



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advised that since each claim had to come before the Board
no precedent was being set.

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

Nay: Mr. Williams

Abstain: None

XI. District Expenses for November 2009.

Mr. Sheldon moved to approve District expenses in the amount of \$79,618.53. Ms. Brake seconded the motion.

Discussion: Ms. Brake asked about the charges for accounting services received by Powell, Seiler, and Company. Staff advised that the higher charges included review of the 2010 Budget.

Aye: Ms. Brake, Mr. Sheldon

Nay: None

Abstain: Mr. Williams

VI. Discussion items:

B. Voluntary contributions to assist low-income customers.

Mr. Berlien advised the Commissioners that he had spoken with Ms. Ede who runs F.I.S.H. Emergency Services. She requested that the District put together a program for her to review and approach her in February 2010.

C. Conservation Programs.

Mr. Berlien advised that he sent out an email via Washington Association of Sewer and Water Districts. The two of the responses received back referred to the State program. The other response came from a public utility district that had established a rebate program for washing machines.

D. Mainline Extension agreement.

Commissioners were provided a draft of an updated Mainline Extension Agreement. The agreement was updated to comply with the RCWs. Mr. Berlien inquired as to whether the Commissioners wanted to provide authority to the General Manager to execute Mainline Extension Agreements. Commissioners agreed that the General Manager could execute the agreement but requested that the Commissioners be kept informed.

Additional discussion ensued regarding front footage charges for existing mainlines. This issue will be further reviewed as the District updates its Rules and Regulation to meet the current RCWs.

VII. General Manager's report.

Mr. Berlien advised that Bromate sampling at the North Wellfield came back high. As a result staff will be sampling individual wells, prior to treatment, to determine if a particular well had high Bromide. Nightly flushing was curtailed due to the water shortage. There are no plans to resume the night flushing at this time since it would require newspaper notification. South Well #1 is losing production. Staff will be pulling that well to determine cause.



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VIII. Board member comments.

Ms. Brake asked about meeting with Pacific County Fire Protection District #1 Chief as the District establishes it's Emergency Response Plan. Mr. Berlien advised that dialogue with emergency personnel would definitely be a part of establishing an emergency plan.

IX. Future agenda items

None.

XII. Adjournment

Mr. Williams moved to adjourn the regular meeting of the Board of Commissioners of North Beach Water District at 7:53pm. Ms. Brake seconded the motion.

Discussion: None

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

Nay: None

Abstain: None

Brian Sheldon, Commissioner

R.D. Williams, Commissioner

Gwen Brake, Commissioner