

**BEVERLY BEACH IMPROVEMENT CLUB  
Board of Trustees Meeting  
October 20, 2016**

The meeting was called to order at 10:00 am at 1842 Foliage St., Beverly Beach.

Present:

BBIC Board members present: Robin Charlwood, Gordy Frederickson, Linda Kemp, Jim Norman, John Barney, Trisha Brigham (part time).

Other BBIC members present included: Gina Koehler and Candy Charlwood (who took notes of the meeting)

Everyone was welcomed. Robin handed out a copy of the Agenda, the draft 2016 Annual Meeting Minutes, approved budget, the current financial status report, and the pumphouse trees assessment report.

Robin advised that Gina Truesdell, BBIC Secretary was unable to attend or continue being on the Board due to conflicting personal commitments and needs to resign. She offered to continue to maintain the master list. The rest of the job need new person. Trisha Brigham will help some but not take minutes. The Board recorded thanks to Gina for her excellent service to date. The Board will seek a replacement as soon as possible. The Bylaws say the Board can fill vacancies between annual meetings by a motion of the Board.

1) Approval of draft minutes of Annual Meeting, August 20, 2016:

Other business maybe should be broken apart, maybe by bullets. Robin will fix. Moved and approved by Board as corrected. Will be presented for approval by membership at the 2017 Annual Meeting

2) Financial status to September 30, 2016:

Linda explained not all have paid full dues. 2nd half not due until end of January, 2017. Now have approximately \$18k in operating checking account.

Everyone should have paid 1/2 by now but this does not happen. Linda sends reminders in February.

Noted that need to check out meter reading cost. Why more for first two months. Jim reread meters one month & charged \$50 for 2nd reading. Also Joe read the meters one time.

Need to clarify which expenses are capital and which operating. Linda and Robin will talk to Amber. Will do budget update status on a quarterly basis.

Noted that the well pump is close to life expectancy. Joe will check into what's needed to keep it alive. Replacement cost would be \$20k from capital reserve.

3) Tree Assessment at Pump House Lot:

Joe Waldrup had expressed concern about trees that may threaten the wellhead, tanks and pumphouse. After BBIC discussions with the property owner, Dewey Schurman, Certified Arborist Jim Fox carried out a comprehensive assessment of the trees that might possibly impact the wellhead, pumphouse and storage tanks and a report was prepared by John Barney and Robin with review and approval by Dewey and Jim Fox.

Based on this brief assessment of the health of the Douglas Fir Trees and Alder Tree to the east of the lot, it appears that the risk of one of these trees falling and hitting one of the tanks was judged by Jim Fox to be low. However, it is possible that one of these trees could damage the fence and possibly hit the wellhead or power pole. Jim initially recommended removal of these trees on account of their poor condition if BBIC wishes to reduce the risk to the fence and wellhead but considers that it is not necessary remove them to protect the tanks. In view of the relatively modest cost of fence or wellhead repairs compared to the cost of removal, removal of these is not recommended.

The most serious potential scenario identified was if the Douglas Fir Tree near the SW corner of the lot were to fall onto one or more of the two tanks or the pumphouse. However, this tree, and the Douglas Fir behind it, were judged by Jim Fox to be healthy and somewhat protected and have a low likelihood of failure. Therefore, it was not recommended at this time that either tree is removed.

In the event of damage to one or more tanks or the wellhead and power pole or the pumphouse and treatment system, the water supply could be interrupted for an indeterminate number of days. However, supply could be replaced with temporary arrangements but at considerable cost and inconvenience to BBIC users.

Removal of other fir trees around the lot was not recommended by Jim Fox at this time.

This assessment should be reviewed periodically in the future and particularly after any major wind storms. The Board accepted the recommendations of the Assessment Report. The above summarizes the recommendations. The full report will be made available upon request.

#### 4) Emergency Preparedness Activities:

The Committee of Randy Weisz, Robin Obada, Joanne Hund, Joan Demorest and Candy Charlwood is planning a Workshop on November 12, 2016 at the Senior Center.

Nancy Waddell, Eric Brooks, rusty Palmer all speakers. The cost of the hall will be \$120 plus \$35 set up. Committee will ask for donations to cover the costs incurred at event. Entire community will benefit from neighbours knowing what to do in emergency.

Gordy will write procedure for protection of water in the tanks in case of an earthquake damaging the pipelines of facilities leading to major water leakage. Procedure will involve quick shutdown of the valves at the tanks and inspection of the pipelines. Some members went over the process last year, now need it in writing and available at the pumphouse with easy but secure access to the valves and the valve tools.

#### 5). Pumphouse Fence Repair:

No trees came down in the recent storm, so Gordy will get ahead and get fence fixed to improve security of facilities. Gate also needs to be fixed. May have a dial pad lock or some variation for quick access for opening in an emergency.

#### 6). BBIC Insurance

A quote has been requested from Douglas Insurance who specialize in water district insurance. This may significantly reduce premiums. Gordy and Jim Norman will review the quote when received and recommend appropriate action.

#### 7). Independent Review of accounts and IRS 990 Submittal:

No one came forward after the Annual Meeting to review. Agreed that Chuck Edwards will be asked to perform a review of "Agreed upon procedures" for \$600, and then prepare the 990 for an additional \$600.

#### 8) Re-allocation of Board Member Duties

Gina Koehler volunteered to join the Board as Secretary. Motion passed unanimously accepting Gina Koehler as the new Secretary effective immediately.

Trisha Brigham and Gina will get together to go over responsibilities. Gina will have the use of the BBIC PC for BBIC business. Gina also offered to store the hard copy files in a 2 drawer file cabinet once they are sorted by Dianne Shiner.

#### 9) Other Business:

- Trisha will book the room at the Senior Center for the 2017 annual meeting on August 19, 2017.
- A picnic will be held on the same date and Gina, Horn's, Charlwood's volunteered to be on the picnic committee.
- Upgrade of notice board on corner of Beach & Alder. Trisha will ask Bill if he can help.
- Gordy discussed frequency of meetings. Suggested reduction of emails. Instead, save and have more regular meetings.

10) Next meeting scheduled for Thursday January 12, 2017 at 1842 Foliage St.

The Meeting adjourned at 11:55 am.

Submitted by Robin Charlwood