

Beverly Beach Improvement Club  
Board of Trustees Meeting  
May 30, 2019

The meeting was held at 1842 Foliage St., Beverly Beach and called to order at 10:00 am by President Robin Charwood.

BBIC Board Members Present:

Robin Charwood, Gordy Frederickson, Laura Lahm, Ron Knox, John Barney, Randy Weisz and Trisha Brigham.

Everyone was welcomed and Robin handed out copies of the agenda.

1.) Approval of Meeting Minutes:

Ron moved to approve the minutes of the February 28, 2019 board meeting.

2.) Financial and Budget Status:

Laura shared the P&L Report. We are currently on budget and this should continue through the remaining fiscal year. There are currently 3 owners with outstanding dues. A note needs to be included about the importance of paying dues on time.

3.) Status of Investment of Capital Reserve Funds:

Laura reported the Vanguard account has been opened and money moved into the account. The money in this account will generate interest income and if appropriate, it will be considered to reduce the Capital Reserve Fund dues.

4.) Accounting treatment of water rights fees:

Laura discussed with the board the need to add a sub account within the Capital Reserve Fund. This account will be for new hook up water fees.

5.) Update of Asset Management and Capital Reserve Plan:

Robin, Ron and Randy will meet and propose a fee structure for 2019/2020.

6.) Consumer Confidence Report for 2018 and Submittal to DOH:

The CCR for 2018 has been reviewed by Robin and submitted by WWS to the Department of Health. It is understood by the board that WWS monitors the test results as performed. The CCR states BBIC water is in compliance with the 2018 standards.

7.) Operations and Review of estimates of monthly unaccounted for water by WWS:

Randy and Dylan monitor the unaccounted-for water. The results vary between to less than 1% to 9% a month if the well pump meter values are corrected by the estimated error of 16%. The accuracy of the well pump meter will be tested during the installation of the new pump. This should help improve our understanding of the unaccounted-for water estimates and support a decision on installing a new well pump meter.

8.) Decision on installation of new well pump meter:

We will wait until the new pump is installed and the results of meter testing and then determine whether we need to replace our current pump meter.

9.) Well site drains & cleanup:

Gordy spoke with Alan and we are on his schedule to do the work at the pump house after the pump is replaced.

10.) Arrangement for fence removal and access, well pump replacement, (and new meter if required):

Gordy will arrange the preparations for the pump replacement. The community will be informed and asked to use water carefully during this week. The date to be announced.

11.) New faucets at tanks:

New faucets at the tanks will be installed sometime after installation of the new pump.

12.) Backup generator and electrical systems upgrade:

After the pump and electrical have been installed the board will revisit a backup generator requirements and cost. The board will determine our needs and look at all options.

13.) Hookup policy:

Amended bylaws to address the updated water hookup policy will be proposed for approval at the annual meeting.

14.) Any other bylaw changes required:

Ron will draft language to change the current bylaw to a "category of spending" with no minimum dollar spending amount.

15.) Clarification of well site easement:

Subject to be discussed further due to limited meeting time.

16.) Update of 811 notice filing:

We currently have all the information to file the 811. Trisha will call and take care of the filing.

17.) Review of the status of the Trail between Lots 142 and 143:

The survey for Lot 143 is complete and the stakes are in place. The owners will be reminded that BBIC reserves the right to require any items in designated trail space be removed if the Community decides at any time to activate the Trail.

18.) Discussion of options for maintenance of the Gully Beach Access including tree removal:

It was agreed that major work is needed to maintain the Gully Beach Access and there is concern about liability in case of accidents on the path. The Trail and adjacent lot

boundary needs to be surveyed and the leaning tree removed. Randy will create a committee and develop a plan and report back to the board. It is hoped to be able to present options to membership at the Annual Meeting.

19.) Beach access maintenance & steward status:

The board is reviewing all three accesses and will determine what needs to be done at each access.

20.) Hydrant and isolation valve vegetation management by Garvin:

Garvin is doing a good job maintaining these areas.

21.) Need to modify certain deep user meters to improve readability:

The board agrees with Jim Lightner's plan to use PVC piping rings to protect meters for easier reading.

22.) BBIC website upgrade, emails, digital records:

A review of Website upgrade options is still in progress. We are also still looking into dedicated BBIC Board emails and the storage of emails.

23.) BBIC Master List

The board must find a replacement for Gina Truesdell as she cannot continue managing the BBIC Master List.

24.) Backup person for data collection / website management projects:

Robin and Laura are still exploring options.

25.) Arrangements for Annual Meeting August 10, 2019:

The meeting room is scheduled. Trisha, John and Randy will take care of refreshments. The board will meet July 2, 2019 to finalize information to be mailed and emailed to the members before July 10.

26.) Nominations for the board 2019/ 2020:

One trustee position is open.

Ron and Randy will approach some members about serving on the board. They will also accept nominations by email. Members are invited to let them know if they or someone you know is interested in serving on the board.

27.) Other business:

Our next Board Meeting is Tuesday, July 2, 2019 at 10:00 am at Robin Charwood's home.

The meeting was adjourned at 12:35 pm.

Respectfully submitted by Trisha Brigham



**BEVERLY BEACH IMPROVEMENT CLUB  
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**AGENDA**

**BBIC Board Meeting**

10 am to Noon, Thursday May 30, 2019  
1842 Foliage St, Beverly Beach, Freeland, WA.



**Agenda**

1. Approval of Minutes of February 28, 2019 Meeting
2. Financial & Budget Status – Laura
3. Status of investment of Capital Reserve funds – Laura
4. Accounting treatment of water rights fees - Laura
5. Update of Asset Management & Capital Reserve Plan – Robin
6. Consumer Confidence Report for 2018 and submittal to DOH - Robin
7. Operations and review of estimates of monthly unaccounted for water by WWS – Robin & Randy
8. Decision on installation of new well pump meter – Robin & Randy
9. Well site drains & cleanup – Gordy and Bill Brigham
10. Arrangement for fence removal and access, well pump replacement (and new meter if required) – Gordy
11. New faucets at tanks - Robin
12. Backup generator and electrical systems upgrade - Gordy
13. Hookup policy - arrange for bylaw change - Ron
14. Any other bylaw changes required? – Ron
15. Clarification of status of well site easement - Ron
16. Update of 811 Notice filing - Trisha
17. Review of the status of the Trail between Lots 142 and 143 (Arnetts) - Robin
18. Discussion of options for maintenance of the Gully Beach Access incl tree removal – Robin
19. Beach access maintenance & stewards status – Randy
20. Hydrant and isolation valve vegetation management by Garvin - Robin
21. Need to modify certain deep user meters to improve readability - Robin
22. BBIC website upgrade, emails and digital records – Laura/David
23. Backup person for data collection / web site management projects – Robin/Laura
24. Arrangements for Annual Meeting August 10, 2019 - Trisha
25. Nominations for Board for 2019/2020 - Ron
26. Other business