

# **Beverly Beach Improvement Club**

## **Minutes of the Annual Meeting**

### **August 19, 2017**

The meeting was held at the Bayview Senior Center and called to order at 10:00 am by President Robin Charlwood. Robin welcomed members and new members. Around 45 members were in attendance providing a quorum. Robin thanked the board members, David Demorest, Jim Lightner, Gina Truesdell and John Horn for their continuing service to the community. Copies of an updated agenda (copy attached), safety committee report and financials update were handed out.

The minutes of the 2016 annual meeting as mailed and posted on the website was presented. A correction that the annual picnic will need a new committee head every year, was noted and the minutes were approved.

#### **Management Report**

Gordy Frederickson presented the 2016 Consumer Confidence Report.

This report was sent in the mailings and is posted on the website

<http://beverlybeachimprovementclub.com/>

Water manager, Joe Waldrup has given notice to BBIC and his last day is 12/31/2017.

Backflushing was discussed and will be addressed with the new water management company.

#### **Change in Water Management**

As of January 1, 2018 BBIC will use a new water management company. A group of board members interviewed potential water managers on the island. Robin Charlwood presented their findings to the membership. The Board recommended King Water Management. King is located in Coupeville and has been in business for over 20 years. They come well recommended by other water communities. After review the board felt they were best suited to the needs of BBIC. A question and answer discussion followed. Joel Wight moved to proceed with King Water Management and acknowledged our appreciation to Joe Waldrup for his excellent service to our water system. The motion was seconded and approved by the membership.

It is noted Joe is working to leave our system in topnotch condition.

#### **Treasurer's Report**

Linda Kemp shared the 2016/2017 financial report noting the improvement from last year. This financial improvement is mainly a result of the change in our insurance carrier.

#### **Planned Repairs and Protection of Assets**

Gordy Frederickson stated we are in line to get a new roof, gutters and downspouts on the pump house, and needed landscaping around the pump house in the fall. Exterior of water tanks have been washed.

#### **Insurance Update**

A committee conducted a review and found Douglas Insurance, a company in Seattle which specializes in covering water systems. They were recommended by WIWSA and Evergreen Rural Water Systems. The policy meets BBIC's needs and resulted in the savings as mentioned in the financial report.

### **2017/2018 Rate Structure**

Discussion of capital reserve formula (developed by DOH and RCAC) by board members resulted in staying with the current formula for 2017/2018. Robin Charlwood advised that a sample cash flow check indicated that the present annual contribution is reasonable. The Department of Health and WIWSA are currently reviewing the RCAC formula. The board will also review our formula with an expert and decide on whether to create a cap to the reserve fund.

The following rates for 2017/2018 were moved, seconded and approved:

**Annual membership dues:** \$57.00 reduced from \$100.00 last year due to change in insurance carrier.

**Operating Base Fee:** \$176.00 reduced from \$188.00 last year due to some replacement costs being funded from the capital reserve.

**Capital Reserve Fee:** \$262.00 increased from \$252.00 due to updated estimates of expected replacement costs relating to the service life of the water system and assets.

The total of all three fees is \$495.00 decreased from \$540.00 last year.

### **Emergency Preparedness Activity Update**

A handout which included results of Safety Committee was shared by Candy Charlwood. Members are encouraged to sign up for Community Emergency Response Team (CERT) training. If interested contact Joan Demorest.

### **Officers and Trustees**

It was moved, seconded and approved to accept the slate of officers and trustees as proposed by the board.

The 2017/2018 **Board of Trustees** is as follows: Robin Charlwood, President; Gordy Frederickson, Vice President; Trisha Brigham, Secretary; Linda Kemp, Treasurer; Jim Norman, Trustee; John Barney, Trustee; Ron Knox, Trustee.

### **Succession Planning for BBIC**

Ron Knox shared with the membership the importance of maintaining a smooth succession of boards members, the need for members to volunteer for board positions and be prepared to take on officer roles, so as to keep the community and the water system running efficiently.

### **Other Business**

The Board is looking for volunteers to fix up/build the community bulletin board located at the bottom of the hill where Beach Drive meets Alder.

Deanna Johnson will pull a group together and work on the annual picnic for 2018.

Jim Lightner notes we are using lots of water this summer due to drought. Check your hose bibs, house faucets and toilets for leaks. PSE will send out free shower heads to help cut water usage.

Members were reminded to update contact sheets.

Members and guests were invited to the community picnic held after the meeting.

The meeting was adjourned at 12:00 pm.

### **The 2018 Meeting will be held Saturday, August 18, 2018**

Respectfully submitted by Trisha Brigham, Secretary

Attachments:

1. Agenda
2. Cash flow analysis of capital reserve



**BEVERLY BEACH IMPROVEMENT CLUB**  
**P.O. Box 12. Freeland, WA 98249-0012**

[www.beverlybeachimprovementclub.com](http://www.beverlybeachimprovementclub.com)



**2017 ANNUAL MEETING**

Saturday, August 19, 2017

The annual meeting will be held at the Senior Services Center at Bayview located across SR525 from Sebo's and The Goose. Coffee and refreshments will be served at 9:30 am and the meeting will convene at 10:00 am until 12:00 noon.

**AGENDA**

1. Introductions – Robin Charlwood & Gordy Frederickson
2. Minutes of 2016 Annual Meeting – Gina Truesdell
3. Water Management Report - Joe Waldrup/Gordy Frederickson
4. Change in Water Manager on January 1, 2018 – Robin Charlwood
5. Treasurer's Report – Linda Kemp
6. Planned Repairs & Protection of Assets – Gordy Frederickson
7. Insurance Update – Robin Charlwood & Linda Kemp
8. Proposed Update of the Rate Structure – Robin Charlwood
  - a) Annual Membership Dues \$57 (last year \$100)
  - b) Operating Base Fee \$176 (last year \$188)
  - c) Capital Reserve Fee \$262 (last year was \$252)
  - d) Total for one active hookup \$495 (last year was \$540)
9. Emergency Preparedness Activity Update – Report from Randy Weisz & Robin Obata
10. Nomination/Election of Officers and Board of Trustees for 2017-18– Robin Charlwood
  - President - Robin Charlwood (2<sup>nd</sup> year of 2<sup>nd</sup> term to 2019)
  - Vice President - Gordy Frederickson (elect to 1<sup>st</sup> year of 2<sup>nd</sup> term to 2020)
  - Secretary - Trisha Brigham (3<sup>rd</sup> year of 1<sup>st</sup> term to 2018)
  - Treasurer - Linda Kemp (3<sup>rd</sup> year of 2<sup>nd</sup> term to 2018)
  - Trustee - Jim Norman (3<sup>rd</sup> year of 1<sup>st</sup> term to 2018)
  - Trustee - John Barney (3<sup>rd</sup> year of 1<sup>st</sup> term to 2018)
  - Trustee – Ron Knox (elect to 1<sup>st</sup> year of 1<sup>st</sup> term to 2020)
11. Succession Planning for BBIC – Ron Knox
12. Other Business:
  - Community bulletin board refurbishment
  - Picnic next year
  - Other items?

**HANDOUTS**

Financial Reports for 2016/17 (Please bring copies of documents mailed or emailed before)

**POTLUCK PICNIC**

After the meeting BBIC Members and Guests are invited to a Potluck Picnic starting at 1:00 pm arranged this year by the Horns, Barneys and Charlwoods at the entrance to the Community beach at the foot of Foliage Street off Beach Drive. Bring your own food and drink and chairs if you can. We will provide hotdogs and buns.

**Capital Reserve Cash Flow based on FIRST REPLACEMENT ONLY & \$262/MEMBER CONSTANT ANNUAL CONTRIBUTION**

Asset Based on original service life estimates and replacement costs	Inventory Item #	Install Date	Estimated Service Life	Estimated Replace dates	PV Replace Cost 2017\$	Escalated Replace Cost Future\$	Accumulated Escalated Replace Cost Future\$	Annual Fund Contribution per RCAC 2016 Calc	Accumlatd Reserve Fund Contributions	Reserve Fund Replace Date
					ESC =>	2.0%				
1 120 gpm well pump		1995	22	2017	\$17,000	\$17,000	\$17,000	\$31,440	\$203,086	\$186,086
17 4 chemical feed pumps - \$500 each		2015	5	2020	\$2,000	\$2,122	\$19,122	\$31,440	\$297,406	\$278,284
2 Div 1 Beach Drive 1584' 6" PVC Main \$33/ft		1992	30	2022	\$52,272	\$57,713	\$76,835	\$31,440	\$360,286	\$283,451
3 Div 2 Maple-Beach 2112' 6" PVC Main \$33/ft		1994	30	2024	\$69,696	\$80,059	\$156,894	\$31,440	\$423,166	\$266,272
4 Div 2 Basswood-Maple 528' 6" PVC feeder Main \$33/ft		1994	30	2024	\$17,424	\$20,015	\$176,908	\$31,440	\$423,166	\$246,258
14 108 X Customer Hookups, Pipe Valve, Pressure Reg, f		2009	15	2024	\$70,200	\$80,638	\$257,546	\$31,440	\$423,166	\$165,620
6 Div 2 Basswood 2112' 6" PVC Main \$33/ft		1995	30	2025	\$69,696	\$81,660	\$339,206	\$31,440	\$454,606	\$115,400
11 Atec Water Treatment System resupply \$72,000 and ir		2006	20	2026	\$92,000	\$109,949	\$449,155	\$31,440	\$486,046	\$36,891
7 Div 1 Brainers 528' 6" PVC Main \$33/ft		1997	30	2027	\$17,424	\$21,240	\$470,394	\$31,440	\$517,486	\$47,092
8 10 X Fire Hydrants, Gate Valves and Main Tap \$4,500/hydrant		2000	30	2030	\$45,000	\$58,212	\$528,607	\$31,440	\$611,806	\$83,199
9 15 X 6" Gate valves on the 6" Mains @\$1,500/valve		2000	30	2030	\$22,500	\$29,106	\$557,713	\$31,440	\$611,806	\$54,093
15 3 X Flow meters at the well site (1-pump vol, 1-backwa		2006	25	2031	\$2,000	\$2,639	\$560,352	\$31,440	\$643,246	\$82,894
12 Div 1 Alder-Basswood 1848' 6" PVC Main \$33/ft		2007	30	2037	\$60,984	\$90,619	\$650,971	\$31,440	\$831,886	\$180,915
13 Div 1 Fir 600' 4" PVC Main \$24/ft		2007	30	2037	\$14,400	\$21,398	\$672,368	\$31,440	\$831,886	\$159,518
18 Pumphouse Building		1995	50	2045	\$20,000	\$34,820	\$707,189	\$31,440	\$1,083,406	\$376,217
19 Pumphouse Fence		1995	50	2045	\$10,000	\$17,410	\$724,599	\$31,440	\$1,083,406	\$358,807
5 1584' 8" Ductil Iron Feeder pipe \$96/ft		1995	60	2055	\$152,064	\$322,725	\$1,047,324	\$31,440	\$1,397,806	\$350,482
10 268' 8" Well		1995	60	2055	\$21,440	\$45,502	\$1,092,827	\$31,440	\$1,397,806	\$304,979
16 2 X 80000 gal concrete tanks demolition \$20,000, engi		1995	75	2070	\$180,000	\$514,140	\$1,606,967	\$31,440	\$1,869,406	\$262,439
					\$936,100	\$1,606,967				