

**BEVERLY BEACH IMPROVEMENT CLUB**  
**Board of Trustees Meeting**  
**November 20, 2015**

The meeting was called to order at 1:10 pm at the home of Robin Charlwood.

Present:

Robin Charlwood, Gordy Frederickson, Linda Kemp, Jim Norman, John Barney, Trisha Brigham, David Demorest, Gina Truesdell and Cheryl Weisz.

Everyone was welcomed. Robin handed out an updated agenda.

Pertaining to review of the minutes of the August 2015 Annual Meeting, Board member terms were reviewed. It was noted that the terms of two members expire in the summer of 2016. Both members, Robin Charlwood who is currently serving the third and final year of his first term, and interim Trisha Brigham who is currently completing Fred Marshall's term, are eligible to serve an additional three-year term upon nomination and election at the 2016 annual meeting.

Responsibilities of some Board members and key items were reviewed:

- Gina has received and will maintain the BBIC master list and BBIC billing list. When Linda gets an update in the mail she will inform Gina via email of required changes to make in the lists. Gina will generate information from the lists for billing, directory, etc. when requested. David offered to answer questions when needed.
- David Demorest will continue to maintain the BBIC website and emailing.
- Trisha will perform duties related to the 2016 Annual meeting including booking a venue in January for the meeting in August 2016.
- John Horn will publish the BBIC directory.
- Jim Lightner will continue to read water meters once a month. It was noted that paperwork is needed defining Jim's duties as an Independent Contractor..
- Gordy will work on maintaining and caring for the water plant. John B. offered to help with this as needed.

Linda reported that the outcome of financial review by Terry was positive. She reported the financial status of BBIC accounts. One resident is past due paying BBIC bills: this situation will be reassessed after billing in January. Amber OBrien will issue quarterly Budget Status Reports for the Board. Q1 for the period August – October 2015 is being prepared and will be circulated to the Board asap.

It was made clear to Robin at a recent DOH sponsored Governance workshop that the BBIC Board is responsible for filing IRS Form 990. Form 990 is to be submitted by Dec 15 each year. Linda will follow up with Enrolled Agent Karen Franklin (<http://karenfranklintax.com/AboutUs.htm>) regarding questions about the 990 form, including "retained earnings" and "current board". Karen Franklin EA has recommended that BBIC continue filing with 501(c)(4) status. Further questions about the 990 should be directed to Linda.

After attending a Whidbey Island Water Systems Association's workshop on asset management, Robin and Gordy do not recommend a change in the BBIC Asset Management program at this time. It is believed the current \$240 yearly charge to BBIC residents for asset replacement (Capital Reserve fee) represents a reasonable "best estimate" for avoiding a levy or minimizing its cost in order to pay for large items replacement in the BBIC water system.

Welcome packets for new BBIC members will be assembled by Gina and will include minutes from the most recent Annual meeting, a list of owner responsibilities, and instructions for vacation water shut off, all of which are readily available on the BBIC website. A “pink sheet” stating communication preference and a member directory, which Gina will pick up from Linda, will also be included in the packet.

Former secretary Dianne Shiner is culling and organizing the BBIC hard copy files according to the Document Retention Policy. These hard copy files will soon be stored with Jim. David has generated an inventory of electronic documents and is examining options for secure “cloud storage”.

BBIC saw high water usage in the 3<sup>rd</sup> quarter, 2015.

Power outage: It was noted that only one of the two water tanks is in use during the winter months. This is to maintain circulation through the tank during decreased water consumption, and provides an opportunity for the second tank to be cleaned. So during a winter power outage, when the pump is not working, one tank provides about a week’s worth of water. Robin will remind residents to conserve water during power outages.

BBIC is compliant with WA Dept of Health (DOH) water quality requirements. Joe and John use two different types of colorimeters to test for residual chlorine in BBIC water on different days and locations. There has been some variability in measured values during the last few months. A calibration test was done with the two colorimeters and their accuracy confirmed against a standard solution supplied by Hach at the 0.16 mg/l level. It was noted by Hach that results above 0.20 mg/l and below 0.02 mg/l may be unreliable. However, the key DOH requirement is that there a level of 0.20 mg/l is maintained at the tanks and “trace” amounts of chlorine are present at user locations. These criteria have been maintained by replacement of the chlorine feed pumps and regular flushing. The Board will continue to closely monitor these tests.

Robin encouraged everyone to learn about new *E. coli* regulations by attending a Water Regulations, Coliforms and *E. coli* Events class hosted by American Water Works in Bellevue on December 10, 2015. The cost is \$90.

Robin encouraged everyone to attend meetings and workshops of the Whidbey Island Water Systems Association (<http://www.whidbeywatersystems.org/>) of which BBIC is a member. Asset management was the topic of the last meeting and the round table discussion at the end of the meeting was particularly informative.

In response to a concern that was brought to the Board about the number of gallons used for flushing of the BBIC water system, the feasibility of purchasing and installing a circulating pump was re-visited. It was noted that BBIC water is a precious resource for us all. A BBIC document “Report to BBIC Membership Regarding Flushing of Water Mains” that was distributed at the August 2015 Annual Meeting, was handed out and reviewed. This report discusses the pros and cons of flushing versus installing a recirculation pump. After further discussion including a cost comparison between the cost of a pump purchase, installation, operation and maintenance (about \$40,000) verses the avoided cost of flushed water (about 7% of our operating costs of \$20,000, that is \$1,400 annually), it was agreed that, at this time, flushing has been effective and remains the best alternative to maintain water quality. Robin will respond to the person’s concern via email.

A drain is being installed at the BBIC pumphouse to help keep the pumphouse floor dry with a budget of \$500. \$500 has also been budgeted to repair the fence. Gordy will check on progress and budget status of these repairs. If necessary, to remain within this year's budget, we will postpone the fence repair.

Several BBIC residents have been trained by Joe Waldrup on emergency procedures at the pumphouse in the event of a major earthquake, landslide or other disruptive event. The key principle is that if after an event there is concern for main line breaks then the tank will be isolated asap while the lines are checked for leaks. Gordy will prepare an Emergency Manual to be placed at the pumphouse. During a winter power outage it is estimated BBIC would have about a week's worth of water stored and available to residents. During a summer power outage more water would generally be available since both tanks are used. When considering the option of buying a generator to pump water from the well into the system during a power outage, there are two options: purchasing a 40kW generator, that would run the pump unattended, to the tune of around \$27,000 plus the cost of preparation and permits; or purchasing a lower cost 10-20 kW portable generator that could be shared with other associations and used to periodically fill a tank on demand. Gordy will further research the lower price option.

The Board acknowledged Bill Brigham for donating his time, expertise, and materials rehabilitating the Beverly Beach signs.

Gordy will begin keeping a log of incidents, complaints and actions concerning BBIC water (eg. leaks, bad taste). The log will include who paid for any repairs. David will give Gordy the incident records he has kept.

The Board continues to formulate a policy regarding who pays for repairs to damaged water meters, pressure relief valves, and shut off valves.

Since the last meeting the Board agreed by email to respond to insurance inquiries about beach risk exposure with the following statement: We will install signs at each beach to the effect that anyone swims or boats at their own risk, there is no lifeguard on duty, children under age 16 must be accompanied by an adult. The Board is waiting to hear a response from our insurance agents.

Cheryl Weisz proposed creating a BBIC newsletter for community residents. David offered to email the first newsletter to BBIC residents giving them the option of whether they would like to receive future mailings. The newsletter would not be a function of the BBIC Board.

Robin encouraged the reactivation of a community group for earthquake preparedness and coordination with the Island emergency management organizations.

The next meeting will take place late January or February, date to be determined.

submitted by Gina Truesdell, Secretary