

Beverly Beach Improvement Club
Minutes of the Annual Meeting
August 18, 2018

The meeting was held at Bayview Senior Center and called to order at 10:00 am by President Robin Charlwood. Robin welcomed the members and introduced our new members. He thanked everyone for taking the time to attend the 2018 Annual Meeting. Thanks was also given to the Board members, WWS for their professional approach to managing the water, David Demorest for all the web work he provides to the community, Gina Truesdell for keeping the BBIC Master List updated and Jim Lightner for meter reading, checking leaks, etc.

We had 51 attendees, of whom 35 were voting members plus 7 proxies returned. Robin stated we have a quorum and the meeting can proceed.

The minutes of the 2017 Annual Meeting, as mailed and posted on the website was presented to the membership.

Motion: Kip McKenzie moved we accept the minutes as presented. Deborah Shibley seconded it. The motion was passed to accept the 2017 Annual Meeting minutes.

Treasurer's Report

Linda Kemp presented the 2017/2018 financial report. Linda noted our financial situation is sound, and there is very little change from the prior year. Robin and members thanked Linda for her 6 years of service as the BBIC's Treasurer. Laura Lahm will take over her role as treasurer.

Water Systems Operation

Kelly Wynn and Dylan Herndon from Water and Wastewater Services, LLC (WWS) spent time with the membership discussing the quality of our water system and the care of the system on a daily basis. The BBIC water system is operating well and has met all WA State requirements for testing all year. It was stated our water quality is excellent. In regards to new water hookups Kelly shared "The Developer Extension Manual" which will be used to define the process for new hookup or other system projects. Questions were asked about the Spruce St. hookup, and drainage from the heavy rains. Kelly said he would follow up on those questions. Dylan stated all fire hydrants are now working properly except for one which is in process, waiting for a part to finish repair. The board and membership agreed we are pleased with our working relationship with Water and Wastewater Services, LLC (WWS).

Motion: Joel Wight moved we renew the contract with WWS. David Demorest seconded it and the motion was passed to renew the WWS contract.

The membership was reminded to be smart water users as high summer usage has the most impact on our system.

Hookup Policy Update

Robin Charlwood reported on the updated BBIC Hookup Policy which was circulated to members by email and will be effective August 19, 2018. This hookup policy update replaces the rules presented in BBIC's letter to members dated August 7, 2006. The board

had previously approved the updated policy by email ballot and will amend the bylaws to suit the policy with a mailed paper ballot. The Hookup Policy Update document is available on the BBIC website.

Planned Repairs and Protection of Assets

Gordy Frederickson stated that the new roof and gutters for the pump house have been completed. The drainage around the pump house will be completed by fall of 2018.

BBIC's well pump is at the end of its life cycle and needs to be replaced. Dylan from Water and Wastewater Services, LLC (WWS) explained to members the need for a soft start controller and pump. WWS has received a quote from Aquatech and is soliciting another quote and will recommend the preferred supplier. The money for the controller and pump will be taken from the capital reserve account.

Motion: Randy Weisz moved to authorize the Board to accept the bid from the preferred supplier for the replacement of the pump with funds to be taken from the capital reserve account and not to exceed \$30,000.00. Joel Wight seconded, and the membership approved the motion. Replacement is expected in the fall of 2018.

Meter Reading and Lot Maintenance Contracts

Jim Lightner will continue his contract for reading Beverly Beach water meters and WWS will serve as backup when necessary.

Garvin Hagen will continue his contract for the pump house lot maintenance. This contract will be extended to include periodic clearance around the fire hydrants and gate valves to maintain required accessibility.

Insurance Update

Last year BBIC moved our insurance plan to Douglas Insurance in Seattle. It is noted that Douglas is changing our carrier. The rates will remain the same as the previous year.

Website Records and Management

Dianne Shiner is finishing up with the hard copy BBIC records and will turn them over to board secretary Trisha Brigham. The board is currently discussing digital records. The board currently uses Dropbox for all documents and is looking for a way to organize and archive emails. A member suggested the board look at the possibility of scanning old records for digital storage.

Water Systems Emergency Action Plan

Robin shared that BBIC has a current updated emergency plan. The major earthquake response plan has been rehearsed by a group of six individuals. The primary objective is to protect the water in the tanks and then check the distribution system for leaks. It is planned to hold another rehearsal soon. A member asked about a plan in case of fire. Robin noted this issue will be taken up with the fire chief and discussed with the board.

Proposed Update of Rate Structure

Last year's budget was reviewed by Linda Kemp, Laura Lahm and Robin Charlwood. A new budget has been developed as the basis for the proposed rate structure and income

and expenses monitoring. These rates are based on the best estimate for the cost of the coming year.

Annual Membership Dues: \$57.00, Operating Base Fee: \$227.00, Capital Reserve Fee: \$272.00. Total for one active hookup \$556.00

Motion: David Demorest moved to approve the 2017/2018 rate structure. Deborah Shibley seconded the motion. The motion was approved by the members.

Succession Planning for BBIC Board

Ron Knox explained to members the need for volunteers to serve on the BBIC Board. It is important to maintain a strong water system and community. The board would like to recruit some non-voting members to attend board meetings, and learn about the management of the system with the possibility of serving on the board as positions become available. Members Alex Wagner, Deborah Shibley and Cheryl Weisz volunteered to serve in this role as a non-voting member.

Nomination/Election of Officers and Board of Trustees for 2017/2018

Changes to the board are as follows: Jim Norman will leave and Randy Weisz will fill his trustee position. Laura Lahm will replace Linda Kemp as the new treasurer.

Motion: It was moved by Joel Wight, seconded by Kirk Johnson to accept the slate of officers and trustees as proposed by the board. The motion was approved by the members.

The 2018/2019 Board of Trustees is as follows:

Robin Charlwood, President; Gordy Frederickson, Vice President; Trisha Brigham, Secretary; Laura Lahm, Treasurer; John Barney, Trustee; Ron Knox, Trustee; Randy Weisz, Trustee.

Other Business:

Safety Committee

Randy Weisz gave an overview and shared several handouts in regards to handling an emergency situation. For a community manual and emergency meeting location information members can check in with one of the following committee members: Candy Charlwood, Joan Demorest, Joanne Hund, Randy Weisz and Robin Obata.

Randy will get a map of emergency meeting locations to David Demorest so he can post it on the BBIC website. Another Community Emergency Response Training (CERT) class will be held at the Freeland Fire Station on Cameron Street in early November. Members are encouraged to attend.

Bulletin Board

The board is looking for someone to refurbish the BBIC community bulletin board. If you are interested contact a board member.

Directory Update

John Horn publishes the BBIC Directory. The 2018 directory will be printed in September. Members were asked to look at their entry and make changes, if needed. Directory information is optional, but all members must be on the master BBIC list.

Beachcomber

Ann Posner has volunteered to be the new editor/publisher of the Beachcomber.

Mailing List

The board is encouraging members to opt to receive their BBIC information electronically through email. The board will draft a letter stating that all correspondences will be sent electronically unless the member opts out. This letter will be sent to all members through the postal system.

Site Stewards

The board asked for members to volunteer as site stewards at the 3 beach accesses, The Gulley, Foliage St. and Arella Pl.

Volunteers Include:

The Gulley - Jim Lightner

Foliage St. - Kip Mckenzie

Arella Pl. - Bill and Trisha Brigham

Alex Wagner volunteered to assist wherever he is needed and Berit Bardarson volunteered to help with Arella Pl. as needed.

Site Stewards will maintain accesses in regards to safety and accessibility for the 2018/2019 year.

The **annual potluck picnic** will be held following the meeting at 1:00pm. All members and guests are invited to attend.

The meeting was adjourned at 12:00 pm

The 2019 Annual Meeting will be held Saturday, August 10th, 2019

Respectfully submitted by Trisha Brigham, Secretary



BEVERLY BEACH IMPROVEMENT CLUB
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2018 ANNUAL MEETING

Saturday, August 18, 2018

The annual meeting will be held at the Senior Services Center at Bayview located across SR525 from Sebo's and next to the County Road Shops. 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 2017 Annual Meeting – Trisha Brigham
3. Treasurer's Report – Linda Kemp & Laura Lahm
4. Water System Operations – Robin Charlwood, Kelly Wynn & Dylan Herndon (WWSVC)
5. Hookup Policy Update – Robin Charlwood & Kelly Wynn (WWSVC)
6. Planned Repairs & Protection of Assets – Gordy Frederickson & Kelly Wynn (WWSVC)
7. Meter Reading and Lot Maintenance Contracts – Robin Charlwood
8. Insurance Update – Robin Charlwood
9. Website & Records Management – Robin Charlwood
10. Water System Emergency Action Plan – Robin Charlwood
11. Proposed Update of the Rate Structure – Robin Charlwood & Laura Lahm
 - Annual Membership Dues \$57 (last year \$57)
 - Operating Base Fee \$227 (last year \$176)
 - Capital Reserve Fee \$272 (last year \$262)
 - Total for one active hookup \$556 (last year \$495)
12. Succession Planning for BBIC Board – Ron Knox
13. Nomination/Election of Officers and Board of Trustees for 2018-19 – Robin Charlwood
 - President - Robin Charlwood (3rd year of 2nd term to 2019)
 - Vice President - Gordy Frederickson (2nd year of 2nd term to 2020)
 - Secretary - Trisha Brigham (elect to 1st year of 2nd term to 2021)
 - Treasurer – Laura Lahm (elect to 1st year of 1st term to 2021)
 - Trustee - John Barney (elect to 1st year of 2nd term to 2021)
 - Trustee – Ron Knox (2nd year of 1st term to 2020)
 - Trustee – Randy Weisz (elect to 1st year of 1st term to 2021)

Nominations may be made from the floor at the Annual Meeting
14. Other Business:
 - Community Safety Committee Report - Randy Weisz/Robin Obata
 - Community bulletin board refurbishment
 - Directory Update,
 - Mailing List,
 - Work Parties & Site Stewards for Community Beaches & Accesses
 - Potluck Picnic
 - Other items?