

Beverly Beach Improvement Club
Board of Trustees Meeting
October 30, 2018

The meeting was held at 4084 Alder Ave., Beverly Beach and called to order at 2:00 pm by President Robin Charlwood.

BBIC Board Members Present:

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

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

1). Introductions:

Robin introduced and welcomed our new board members Laura Lahm and Randy Weisz. Ron suggested this is a good time to review the Roles and Responsibility Booklet. Ron will oversee reviewing the booklet and bring it back to the board at a future meeting.

2). Conflict of Interest Policy:

It was agreed that all Board members should read and sign the policy. Gordy will set up the document and distribute it for board members to sign electronically.

3). Adjunct Volunteers:

A motion by Ron Knox was made to approve the concept of Adjunct Volunteers. John Barney seconded the motion. All members approved. The volunteers who came forward at the annual meeting to serve in this role are: Alex Wagner, Cheryl Weisz and Deborah Shibley.

4). Financial & Budget Status:

Laura Lahm reviewed the Profit and Loss Budget Status Report with the members. As of this date 71% of the annual dues have been collected.

5). IRS 990:

The board briefly discussed the confirmation by IRS of BBIC's status as a 501-c4. Laura will request that Chuck Edwards files this year's 990 as a 501-c4.

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

Robin reviewed the capital reserve plan with Kelly Wynn of Water and Wastewater Services in July 2018 in order to update the RCAC spreadsheet. A working group consisting of Robin, Laura, Randy and Ron will meet to review the numbers on this spreadsheet and consider other means of determining appropriate Capital Reserve Fees and recommend a process establishing fees for future FYs..

7). Insurance Renewal:

The statement of values for the insurance renewal was updated by Robin, recognizing the higher estimate of replacement costs on the reserve spreadsheet. It was agreed that these values should be used and it was accepted that this will lead to a modest increase in premium.

8). Water and Wastewater Services Contract Renewal Terms:

Robin and Ron will negotiate Water and Wastewater Services November 1, 2018 contract renewal with consideration to monthly fees and markups on disbursements.

9). Well Site Drains and Cleanup:

Gordy reported that after work by Allen Septic began, it was noted that a few changes needed to be made to the original plan. Gordy will coordinate this with Allen Septic. The work is still slated for fall completion.

10). Pump Replacement Status:

Ron Knox made the motion to accept the bid by WWS to engage Aquatech for pump replacement after clarification of prices and sales tax on the quote. The cost estimate was approximately \$30,000. The motion was seconded by Laura Lahm. All members approved.

11). New Faucets at Tanks:

The board discussed the proposal to install faucets on the outlet lines from the storage tanks to allow withdrawal of water in emergency situations. The Board asked for clarification on the size of the faucets and placement before putting it to a vote.

12). Back Up Generator:

After some discussion the board determined that a backup generator is something to consider after current pump replacement and pumphouse electrical systems work is complete.

13). Electrical Systems Upgrade:

Gordy and Dylan will work together to move unused/obsolete equipment from the pump house.

14). Contract for Garvin:

Robin will write a new contract for Garvin that will include mowing, clearing at valves and hydrants. Also, a W9 will be provided for him to sign.

15). Access Stewards:

Stewards will check accesses and help coordinate maintenance. Randy Weisz will contact stewards and discuss the expectations for each site.

16). Hookup Policy:

The Board agreed the current policy of payment before the water hookup is installed is acceptable. The board can/will sign a water availability permit before payment when necessary for a building permit.

17). Bylaw Changes:

Ron Knox will review the proposed Bylaw amendment to incorporate the approved hookup policy changes and consider any other needed bylaw changes. Once reviewed the Bylaw changes will go to the membership for a vote. If approved Trisha Brigham will coordinate with Ron to record the Bylaw Amendment with Island County.

18). Directory Update and Distribution:

The 2018 update of the BBIC Directory created by John Horn is ready for distribution. The directory will be hand delivered to full time residents and mailed to the rest of the community.

19). Hard Copy File Retention:

The hard copy historical files will be kept with the board Secretary. Currently the files are housed at Trisha Brigham's home. Much thanks to Dianne Shiner for sorting and organizing years of BBIC paperwork.

20). File Retention of Financial Documents:

Currently all files are digital and will be kept in accordance with the File Retention Policy. The Board is using Dropbox for these files. Laura will review the existing files and propose a file structure. A periodic hard drive backup of the Dropbox files has been arranged by Randy Weisz.

21). Website Upgrade:

The board agrees with the suggested website upgrade and appreciates the outstanding job David Demorest does in maintaining the website for our community. It was also agreed we would like to get dedicated separate BBIC email addresses for Board members which can be transferred to new Board members when changes occur. This will allow us digitally file board email correspondence. Laura and Robin agreed to work together to organize the digital files on Dropbox

22). Backup Person for David Demorest's Website Management:

The board discussed and recognized the need to identify a backup person for David Demorest in regards to the BBIC website. Ron will work with David and other Board members to seek possible candidates.

23). Need for a Long-term BBIC Strategic Plan:

The question of the need for a long-term strategic plan was presented to the board for discussion. The members agreed to give this more thought and discussion, but felt that long-term needs are currently being adequately considered and acted on.

24). Other Business:

Ron will consult with Kip McKenzie and others to identify and recommend higher yield investments for BBIC Capital Reserve funds.

The meeting was adjourned at 4:45 pm

Respectfully submitted by Trisha Brigham, Secretary BBIC



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BBIC Board Meeting

Tuesday October 30, 2018

2:00 until 4:00 pm

Laura Lahm Residence, 4084 Alder Ave, Beverly Beach, Freeland, WA.

Proposed Agenda

1. Welcome to new members. Roles and responsibilities – Robin
2. BBIC Conflict of Interest Policy –Robin/ Ron
3. Ex officio members? - Ron
4. Financial & Budget Status – Laura
5. IRS 990 submission – Robin/Laura
6. Update of Asset Management & capital Reserve Plan
7. Insurance renewal – Robin/Ron
8. WWS Contract renewal terms – Nov 1 – Robin & Ron
9. Well site drains & cleanup – Gordy and Bill Brigham
10. Pump replacement status - Gordy
11. New faucets at tanks - Robin
12. Backup generator – Gordy
13. Electrical systems upgrade? - Gordy
14. Garvin contract for mowing and clearing at valves and hydrants – Robin
15. Access stewards - work party at gully access? - Randy
16. Hookup policy - review recent request and arrange for bylaw change - Robin
17. Any other bylaw changes required? - Ron
18. Directory update distribution – Trisha
19. Hard copy file retention - Trisha
20. File retention of financial docs - Laura
21. BBIC website upgrade, emails and digital records – Laura/David
22. Backup person for David and his data collection / web site management projects – Robin/Laura
23. Need for a long term BBIC Strategic Plan?- Robin/Ron
24. Other business