

BEVERLY BEACH IMPROVEMENT CLUB
Board of Trustees Meeting
July 14, 2015

The meeting was called to order at noon at the home of Robin Charlwood.

Present: Trustees Joel Wight, Linda Kemp, Dianne Shiner, Robin Charlwood, Fred Marshall, Gordy Frederickson, Jim Norman, and nominees Gina Truesdell, John Barney, and Trisha Brigham. A full house!

Email Decision regarding Joe's contract

Since last meeting, Robin negotiated a 3 year renewal of Joe Waldrup's management contract including an annual increase of \$1,000. **All Board members approved the agreement by email and signed the contract on July 1 (effective August 1).**

Financial Report

Treasurer Linda Kemp reported that we currently have \$6,917 in our checking, \$8,484 in savings (contingency fund), and \$150,029 in the high-yield account (capital reserve). Four owners are past due on their accounts for a total of \$885 outstanding. Individual Board members agreed to contact each overdue household to help generate the fees before the end of the year.

Linda also reported \$2,950 in the Memorial Bench Fund to be transferred before July 31 so BBIC does not carry this money over from one fiscal year to the next. A \$2000 cashier's check will be made to Pat McVay for the completion of the project and the balance paid to Joel to obtain the plaque and to distribute for installation expenses.

Bench Dedication and Picnic

To allow for time at home after the annual meeting, it was decided to begin the potluck in the driveway area of the Maurer home at 1:00 pm with a simple bench dedication program at 1:30. Joel and Dianne will work on the ceremony, and volunteers will be needed to help set up tables in advance. Robin will contact Pat McVay regarding the installation and convene volunteers to complete site preparation in early Aug.

Budget Recommendations

Robin, Linda, and Dianne worked on budget comparisons and anticipated yearend expenses, as well as additional expenses for the new FY 2015-16. A nearly \$2,000 deficit is projected for the current year, primarily because of an unforeseen need to purchase 2 Hach chlorine colorimeters. This will be recouped in the 2015-16 budget based on current expenses plus anticipated increases such as Joe's contract, digital storage, insurance inflation, etc. Dianne presented the spreadsheet and the recommendations from the committee to continue member dues at \$80, the reserve fee at \$240, and an increase in the water base from \$188 to \$235. This will be reviewed when we have yearend actuals at the beginning of August.

Robin is updating the asset inventory with Joe and David to clarify that \$240 should remain the reserve assessment. Dianne will draft the annual rate report and circulate it among Trustees before preparing the meeting mailing.

Meter Replacement Costs

Extensive discussion took place regarding who is responsible for the expense of replacing damaged/worn out water meters, particularly when there may be some negligence on the part of the owner. According to the Washington WAC's, "(3) Meters must be selected, installed, operated, calibrated, and maintained following generally accepted industry standards and information from the manufacturer" (as the responsibility of the water system). Some felt this could be differently interpreted as owner responsibility if there was a failure to protect the meter from damage. It was **moved, seconded, and unanimously decided for BBIC to pay the \$415 cost incurred in a recent incident.** Future incidents will be handled on case by case basis as this decision is not intended to establish precedent. The responsibility of owners to reasonably protect their meters will be brought to membership attention through the annual mailing and meeting.

Record Retention Policy

Dianne presented the slightly revised draft of a record retention policy. It was **moved, seconded and unanimously adopted.** This will help guide the disposal of files in the upcoming Board transition. Issues of the method of digital storage are unresolved.

Hookup Fees

Joel raised the issue of whether BBIC should facilitate the sale of water rights already purchased, but not utilized, by current members (14 at the present time; these are not attached to a particular property). Income for those rights was already received by BBIC AND spent in earlier years when hookup fees were treated as part of operating income. When BBIC actually incurs the expenses for those hookups, it will be an operating cost that will have to be absorbed so we have an interest in selling rights as BBIC. We will neither encourage or discourage private member sales. Gordy recommended that in the future, BBIC hookup fees should be held in a separate and clearly designated account. BBIC is approved for 174 hookups, and 120 are owned.

Annual Meeting Agenda and Mailing

Joel reviewed the agenda for the August 22 meeting, and assigned responsibilities for presentation. Robin will contact Joe regarding his brief report to the membership (right after the approval of the minutes). Dianne will prepare material for the meeting packets and send to David for email distribution on August 6. Thanks to David for preparing mailing labels for those who either have not responded or have requested snail mail. **The mailing party will be at Dianne's at 9 am on Thursday Aug 6.**

Other

Thanks to David Demorest for completing the MASTER LIST and adding several features (such as water account numbers) that will be of great use to all.

submitted by Dianne Shiner, Secretary