

BEVERLY BEACH IMPROVEMENT CLUB
Board of Trustees Meeting
April 25, 2016

The meeting was called to order at 9:00 am at 1842 Foliage St., Beverly Beach.

Present:

All BBIC Board members were present: Robin Charlwood, Gordy Frederickson, Linda Kemp, Jim Norman, John Barney, Trisha Brigham, and Gina Truesdell. Joe Waldrup was a guest speaker.

Everyone was welcomed. Robin handed out two reports from the bookkeeper current to April 15, 2016: (1) balance sheet, and (2) Profit and Loss Budget vs. Actual.

The financial status of BBIC accounts was reviewed. Both the Profit and Loss Budget vs. Actual sheet and the Balance Sheet were studied. It was noted that BBIC still has some bills to pay near the end of the current fiscal year including insurance and this is reflected in the Profit and Loss Budget vs. Actual. Linda noted that the numbers from the bookkeeper are aligned with her register except that BBIC has paid a few additional bills since the balance sheet had been prepared. Linda noted there are three over-due accounts and reported the collection status of each. The recent expenditures for purchases of spare PRVs and meters will be transferred to the Capital Reserve account from the annual operating account as these are budgeted there. After that transfer, the Board does not anticipate any large deviation from the operating budget to year end and will thus continue along the current financial management plan for the remainder of the fiscal year.

BBIC's water manager Joe Waldrup was a guest speaker and reviewed water quality standards. Joe mentioned that Washington State requires at least a trace amount of chlorine be detected in our water system. He said BBIC has three chlorine pumps. He said drinking water in Island County has the highest number of hits for bacterial Coliform than any other county in Washington State. Coliform bacteria are an indicator of sanitary quality of food and water. He discussed BBIC's sampling schedule for Coliform bacteria (the tap water in three homes of full time BBIC residents is tested once per month) and Washington State's new Revised Total Coliform Rule which took effect April 1, 2016. He said BBIC has newer lead free pipes and connectors so there is no lead or copper exposure within BBIC's main water system (distribution system up to water meters) though lead solder could be present on the copper pipes in older houses. BBIC's water is due to be tested for lead and copper later in 2016. He said it is the Board Secretary's responsibility to notify residents if their water tests above the State standard for lead or copper.

The Board continues to formulate a policy regarding who pays for repairs to damaged water meters, pressure relief valves, and shut off valves. When applicable, the cost for replacement parts should be paid out of the Capital Reserve Fund in order to work within the budget structure.

The plan and budget for a number of outstanding actions was discussed:

1. BBIC's insurance carrier requires that a warning sign for water activities be placed at each beach access. Gordy gave examples of how these signs may look and will follow up on having the signs made and installed. The Board will install the signs on BBIC property.
2. Drainage work at the pump house is being completed by Joe Waldrup.
3. The fence around the pump house and tank is falling down and needs repaired or replaced. This cost was budgeted for 2015/16 but, in view of other unexpected repair expenditures, may be held over and budgeted in the next fiscal year.

4. In the event of an earthquake or other emergency situation, the required Emergency Response Plan (ERP) has been updated and the contact numbers verified. The ERP includes instructions for closing the two tank outlet valves at the pumphouse to protect water in the tanks while an inspection of the entire system is completed. The ERP will be posted in the pump house. Gordy will get a lock box for the pump house fence and building keys. A meeting will be arranged asap with the pump house emergency response team members who will be given a copy of the ERP and the code and review the procedures.
5. The wire fence on the west side of the Foliage Beach access is in need of repair and is unsightly. Board could not determine the current function of the fence and it was suggested that it could be removed in order to beautify the space. It was noted that if the fence is replaced then it will need to be done to current County standards. It was decided to leave it as is for the time being while we find out what would be required for a repair.
6. A plan was announced to repair the steps at the North End Gully beach access by a BBIC volunteer work party. [\[RC1\]](#)
7. It was agreed we need to encourage members to protect their meter boxes by placing large rocks or other items to prevent them being run over.

Robin briefly touched on concepts from the WIWSA Workshop including the Updated Coliform Rule, the Cross Connection Control Plan (CCCP), the Emergency Response Plan update, and Service agreements. Robin noted we need further clarification on the CCCP as it appears to require Board signatures.

Robin encourages community action around forming a group that can lead the community on Emergency Preparedness. Some members were involved in the Community Emergency Response Training (CERT) program three years ago. It would be helpful to organize a CERT session for BBIC residents sometime soon. Is there a BBIC resident interested and willing to pick up and run with the concept of Emergency Preparedness?

It was noted that Board members should begin looking ahead at preparations for the 2016 annual meeting which takes place Saturday, August 20, 2016. Robin will circulate a list of required actions.

Submitted by Gina Truesdell, Secretary