



Minutes of the Regular Meeting of The Board of Commissioners of North Beach Water District

The **Regular Meeting** of the Board of Commissioners of North Beach Water District was held at 6:00 p.m., **Monday, April 16, 2012** at the office of North Beach Water District; 25902 Vernon Avenue, Suite D, Ocean Park, Washington.

I. Call to Order:

Commissioner Williams called the Regular Meeting of the Board of Commissioners of North Beach Water District to order at 6:00 p.m.

II. Roll Call:

Commissioners Present:

R.D. Williams
Brian Sheldon
Gwen Brake

Staff Present:

William Neal, General Manager
Tami Herman, Office Manager
Robert Hunt, Crew Leader
Nick Morrison, Crew Member

Others Present:

Glenn Ripley, Keith & Kathy Krueger, Bill Herman, Roy & Marilyn Sampsel, Curt Stephens & Don & Jenny Sheldon

III. Adopt Agenda:

Commissioner Brake made a motion to adopt the Agenda as presented; discussion Followed

Commissioner Sheldon requested more information regarding the Executive Session and why it was on the Agenda.

Statement for the Record - Commissioner Sheldon

GM Neal stated that there is not a concern related to a performance issue or District policy.

Commissioner Williams seconded the Motion.

Commissioner Williams did not call for a vote:

Aye:	0
Nay:	0
Abstain:	0
Absent:	0

IV. Public Comment.

No one in attendance presented comments.

V. Keith & Kathy Krueger

GM Neal presented documents regarding Krueger account and charges for damages to their meter and water service.



Minutes of the Regular Meeting of The Board of Commissioners of North Beach Water District

Kruger presented their position as to why the charges should not be their responsibility. Discussion followed. Consensus by the Board that the charges would not be waived. A vote was not called for.

Aye:	0	None
Nay:	0	None
Abstain:	0	None
Absent:	0	None

VI. Action Items:

A. Consideration of Lien Satisfaction Filing

None to consider

B. Approval of Meeting Minutes – January 11, 2012 and March 19, 2012

Commissioner Sheldon moved to accept the Special Meeting Minutes- Cross Connection Workshop- of January 11, 2012 as presented. Commissioner Brake seconded the Motion.

Aye:	3	All
Nay:	0	None
Abstain:	0	None
Absent:	0	None

Commissioner Brake moved to accept the Regular Meeting Minutes of March 19, 2012 with changes (state reason for abstained votes). Commissioner Sheldon seconded the Motion.

Aye:	3	All
Nay:	0	None
Abstain:	0	None
Absent:	0	None

C. Resolution 10-2012 – Meter & Appurtenances Purchase

Presentation of Resolution 10-2012. Discussion followed, Commissioner's request Tabled this Resolution, further discussion followed

Commissioner Sheldon moved to approve Resolution 10-2012 with changes as discussed and directed. Commissioner Williams seconded the Motion.

Aye:	3	All
Nay:	0	None
Abstain:	0	None
Absent:	0	None

D. Resolution 11-2012 – Replacement Tractor Purchase

Presentation of Resolution 11-2012. Discussion followed.



Minutes of the Regular Meeting of The Board of Commissioners of North Beach Water District

Commissioner Brake moved to approve Resolution 11-2012, Commissioner Sheldon seconded the Motion.

Aye:	3	All
Nay:	0	None
Abstain:	0	None
Absent:	0	None

E: District Expenses

Commissioner Brake moved to pay the District's monthly expenses totaling \$63,094.20. Commissioner Sheldon seconded the Motion.

Aye:	3	All
Nay:	0	None
Abstain:	0	None
Absent:	0	None

VII. Discussion Items:

A. Gray and Osborne Contact Scope Extension

The findings and final review of the Gray & Osborne report with a request to approve the extension to continue the review for the North Well Field. Discussion followed. Commissioner Brake moved to approve the extension, Commissioner Sheldon seconded the Motion.

Aye:	3	All
Nay:	0	None
Abstain:	0	None
Absent:	0	None

B. 2012 Unidirectional Flushing Report

GM Neal presented the results of the 2012 Flushing Project as directed by Robert Hunt, Crew Leader. Hunt's efforts were acknowledged by GM Neal and the Board of Commissioners.

C. Commissioners Electronic Communications Options

Tabled

Aye:	0	None
Nay:	0	None
Abstain:	0	None
Absent:	0	None

***Procedural Change:** Commissioner Brake made a motion that the Agenda be further amended, moving Item 10 – General Manager's Report and Item 11 – Budget to Date up, before Item 8 – Executive Session. Commissioner Sheldon seconded.



Minutes of the Regular Meeting of The Board of Commissioners of North Beach Water District

Aye:	3	All
Nay:	0	None
Abstain:	0	None
Absent:	0	None

VIII. General Manager's Report:

GM Neal presented copies of the Department of Health DWSRF with preliminary results that may allow low interest loans to be awarded to NBWD.

GM Neal made recommendations to the Board to consider planning the next Rate Study and synchronize with the WSP.

GM Neal commented on his progress with the Procurement Policy.

GM Neal explained he is working from a template on the revised Employee Manual.

GM Neal is investigating the directive of changing the payroll procedure from paying ahead to using a lag period as required by law.

IX. Budget to Date:

A written Budget to Date cannot be created due while the prior years' records are being researched and audited.

X. Executive Session:

Commissioner Williams called for adjournment at 8:20 p.m. to enter into Executive Session for 20 minutes. Commissioners exited Executive Session at 8:40 and reentered Executive Session for 20 minutes. Commissioner's exited Executive Session at 8:57, declaring no action was taken and nothing to report.

XI. Board Member Comments:

- A. Commissioner Sheldon would like to have an Agenda that breaks out "Old Business" Action Items and "New Business" Items and directed GM Neal to investigate further.
- B. Commissioner Brake stated she would like to have a *Board Member Replacement Policy* and asked GM Neal to research the details and process when a Commissioner resigns their seat prior to election.
- C. Commissioner Williams handed out copies of the Public Disclosure interpretation of



Minutes of the Regular Meeting of The Board of Commissioners of North Beach Water District

Elected official's information to the other Board Members and GM Neal for review regarding workplace misconduct.

XII. Future Agenda Items:
None were stated

XII. Adjournment:
Commissioner Brake moved for adjournment. Commissioner Williams declared the meeting adjourned at 9:01 PM without a vote.

Handwritten signature of Brian Sheldon in blue ink.

Brian Sheldon, Commissioner

Handwritten signature of Gwen Brake in blue ink.

Gwen Brake, Commissioner

Handwritten signature of R.D. Williams in blue ink.

R.D. Williams, Commissioner