



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

A regular meeting of the Board of Commissioners of North Beach Water District was held at 6:00 p.m., Monday, August 15, 2011 at the office of North Beach Water District; 25902 Vernon Avenue, Suite D, Ocean Park, Washington.

I. Call to order:

Commissioner Brake 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:

Gwen Brake
Brian Sheldon
R.D. Williams

Commissioners absent:

None

Staff present:

William Neal, General Manager
Tia Crisifulli, Office Manager
Robert Hunt, Crew Leader

Others present:

Glenn Ripley, Gary Williams

III. Adopt agenda:

The agenda was amended to correct typographical errors regarding the minutes presented for approval.

No motion was made to adopt the agenda. Commissioner Brake called for a vote and it passed unanimously.

Aye: Commissioner Brake, Sheldon, and Williams

Nay: None

Abstain: None

Absent: None

IV. Public Comment.

No comments pertaining to North Beach Water District.

V. Action items:

A. Approval of meeting minutes – March 21, 2011 and April 18, 2011.

Commissioner Williams moved to accept the meeting minutes of March 21, 2011 and April 18, 2011 as presented. Commissioner Sheldon seconded the motion.

Aye: Commissioner Sheldon, and Williams

Nay: None

Abstain: Commissioner Brake

Absent: None



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B. District Expenses - \$88,494.41

Commissioner Williams moved to approve District expenses in the amount of \$88,494.41. There was no second made. Commissioner Brake called for a vote and it passed unanimously.

Aye: Commissioner Brake, Sheldon, and Williams
Nay: None
Abstain: None
Absent: None

C. Budget to date.

Commissioner Williams made a motion to receive and file the budget to date. Commissioner Sheldon seconded the motion. The Board has made an inquiry into a possible discrepancy in the capital reserve funds which will be address with agenda item 5A.

Aye: Commissioner Brake, Sheldon, and Williams
Nay: None
Abstain: None
Absent: None

D. WASWD Fall Conference.

Commissioner Brake made a motion to authorize attendance at the conference by Commissioner Williams and the General Manager. Commissioner Sheldon seconded the motion.

Aye: Commissioner Brake, Sheldon, and Williams
Nay: None
Abstain: None
Absent: None

VI. Discussion Items:

A. John Letter – Reserve Accounts

The General Manager recapped the letter provided by the District's account, John Powell and provided the Commissioners with a chart identifying the difference between projected and actual District revenue and District expenses.

B. Statement of Qualifications – Schedule Interviews (Target: August 25, 2011 a.m.)

The General Manager advised the Commissioners that there were only two responses to the RFQ for the treatment plant study. The Board of Commissioners instructed the General Manager to extend the closing date on the RFQ an additional two weeks.

C. Unidirectional Flushing Program – progress report.

The General Manager advised the Commissioners that Dan Sleeth was on site this month and worked with the crew to identify location of valves. He is approximately halfway complete.



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D. Surfside No. 1 Condominiums Owners Association LOSS Maintenance Agreement – progress report.

The General Manager met with the engineer designing the system and the current operator. At this time, the General Manager requests authorization from the Board to negotiate a contract with the current operator of the large onsite sewage system to continue to provide service for the system through the District and to negotiate a contract with Surfside No. 1 to provide the services.

Commissioner Sheldon stated that he could not support taking on the management of the sewage system without receiving authorization from the voters. The District was specifically formed as a water district with no mention of operating sewage systems.

The Board of Commissioners directed the General Manager to look into whether the District can enter into such an agreement based on the information presented to the voters within District boundaries. Also, the General Manager is to provide the Board of Commissioners with revenue and expense figures related to taking over the operations.

E. Mayer's Property – progress report.

The General Manager provided the Commissioners with updated figures on the cost of not acquiring the property owned by the Mayer property in comparison to the cost of acquiring the property. After discussion, it was decided to table further discussion until the next meeting.

F. RCAC – Skip Rand, Rate Study – progress report.

The General Manager advised the Board of Commissioners that Skip Rand was on vacation at this time so there was no new information to be presented.

G. Cross Connection Control Program – progress report.

The General Manager advised the Commissioners that he hoped to have a program to present to the Board next month. After discussion, the Commissioners advised the General Manager to draft the program with minimum requirements as outlined in the RCWs.

VII. General Manager's report.

The General Manager reviewed with the Board of Commissioners the written operations report.

VIII. Executive Session – in accordance with RCW 42.30.110(1)(g) – review of the performance of a District employee.

The Board of Commissioners adjourned into a 15 minute executive session at 8:05 p.m. to review the performance of a District employee. The Board of Commissioners came out of executive session at 8:17 p.m.

Following the executive session, the Board of Commissioners instructed the General Manager to proceed in accordance with the steps program established by the Board.



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IX. Board member comments.

Commissioner Williams requested to attend a forum on Washington State public funding. Commissioner Sheldon made a motion to approve Commissioner Williams attending the forum. Commissioner Brake seconded the motion.

Aye: Commissioner Brake, Sheldon, and Williams

Nay: None

Abstain: None

Absent: None

After discussion, the Board of Commissioner decided to move the date of the October regular meeting from Monday, October 17, 2011 to Wednesday, October 19, 2011.

X. Future agenda items.

Commissioner Sheldon

XI. Adjournment

Commissioner Sheldon moved to adjourn the regular meeting of the Commissioner of North Beach Water District at 8:20 p.m. Commissioner Brake seconded the motion.

Aye: Commissioner Brake, Sheldon, and Williams

Nay: None

Abstain: None

Absent: None

Handwritten signature of Brian Sheldon in blue ink.

Brian Sheldon, Commissioner

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

R.D. Williams, Commissioner

Handwritten signature of Gwen Brake in blue ink.

Gwen Brake, Commissioner