



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, November 21, 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, Business Manager
Robert Hunt, Crew Leader

Others present:

Glen Ripley

III. Adopt agenda:

Commissioner Williams made a motion to adopt the agenda. Commissioner Sheldon seconded the motion.

Aye: Commissioner Brake, Sheldon, and Williams

Nay: None

Abstain: None

Absent: None

IV. Public comment.

Commissioner Sheldon expressed concern that public comment was taking place as general discussion throughout the meeting causing a lot of wander off topic and asked that it be limited to the designated agenda item and/or moved to the end of the agenda or the Board's discussion of an item.

V. Action items:

A. Approval of meeting minutes – August 15, 2011 Regular Meeting; September 15, 2011 Special Meeting, and October 24, 2011 Regular Meeting.

Commissioner Williams made a motion to approve the meeting minutes of August 15, 2011 as presented. Commissioner Brake seconded the motion.

Aye: Commissioner Brake, Sheldon, and Williams

Nay: None

Abstain: None

Absent: None



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Commissioner Brake made a motion to adopt the meeting minutes of September 15, 2011 as presented. Commissioner Sheldon seconded the motion.

Discussion: Commissioner Sheldon voiced concern that the American Express card was issued to the Business Manager and that this certainly would not have been his intent and that he couldn't believe this went by the Business Manager through the Board. He feels there was a miscommunication. Commissioner Brake stated that the Board of Commissioners had an issue with this and would like to add it to the next meeting agenda.

Aye: Commissioner Brake and Sheldon

Nay: None

Abstain: Commissioner Williams

Absent: None

Commissioner Williams made a motion to accept the meeting minutes of October 24, 2011 as presented. Commissioner Sheldon seconded the motion.

Discussion: Commissioner Williams requested clarification on the PayClix/Beachdog motion. Staff confirmed that the motion made covered Resolution 16-2011 and the PayClix agreement. Clarification was provided on meeting adjournment.

Aye: Commissioner Sheldon and Williams

Nay: None

Abstain: Commissioner Brake

Absent: None

B. Approval of liens against properties with delinquent accounts and/or satisfactions of liens.

Commissioner Williams made a motion to approve the filing of the satisfaction of liens as presented by staff. Commissioner Sheldon seconded the motion.

Aye: Commissioner Brake, Sheldon, and Williams

Nay: None

Abstain: None

Absent: None

C. Resolution 19-2011 Contract for Engineering Services Gray & Osborne.

Commissioner Williams made a motion to adopt Resolution 19-2011 adopting a contract for engineering services by Gray & Osborne. Commissioner Brake seconded the motion.

Discussion: Commissioner Sheldon expressed that he was frustrated that the Department of Health (DOH) was requiring the District to spend the money for this engineering study. The General Manager advised that DOH is requiring this study be performed and that the District hire a civil engineer with expertise in the area of water treatment. Commissioner Williams called for a question.

Aye: Commissioner Brake, Sheldon, and Williams



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Nay: None
Abstain: None
Absent: None

D. District Expenses

The General Manager advised the Board of Commissioners on an EFT payment submitted by the Business Manager that violated State and District's policies. Per the General Manager, the payment was stopped at a cost of \$27 to the District. The Business Manager advised that the stop payment expense had already been reimbursed. Commissioner Williams made a motion to approve District expenses in the amount of \$57,126.67. Commissioner Sheldon seconded the motions.

Aye: Commissioner Brake, Sheldon, and Williams

Nay: None
Abstain: None
Absent: None

E. Budget to Date.

Commissioner Williams made a motion to receive and file the Budget to Date as presented by staff. Commissioner Sheldon seconded the motion.

Aye: Commissioner Brake, Sheldon, and Williams

Nay: None
Abstain: None
Absent: None

VI. Discussion Items:

A. Unidirectional flushing program progress report.

The General Manager advised the Commissioners that all documents would be delivered next week. Once documents were received staff would meet to discuss the program and logistics.

B. Meter Reading RFP – motion needed.

The General Manager asked that the Commissioners consider publishing the RFP to outsource the District's meter reading. District expense currently allocated to meter reading is estimate at \$52,000 per year. Based on input, an outside company would be able to perform the same task for a cost of approximately \$24,000 per year. Outsourcing the meter reading would free up District staff for other projects. In addition, meters would be read at the beginning of each month thereby providing a more accurate figure for water pumped, sold, and lost. Commissioner Brake stated that she won't support this because she feels the District needs to hire locally, keeping the meter reading in house.

Commissioner Williams made a motion to move forward with the request for proposal. Commissioner Sheldon seconded the motion.

Aye: Commissioner Sheldon and Williams

Nay: Commissioner Brake
Abstain: None
Absent: None

VII. General Manager's report.



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The General Manager reviewed with the Board of Commissioners the written operations report that was provided in the board meeting packet. The General Manager updated the Board of Commissioners on Well #2 at the South Well Field. After discussion, the Board of Commissioners approved bringing in a VFD (variable frequency drive) at an estimated cost of \$800 for Well #2.

VIII. Board member comments.

Commissioner Brake requested that Commissioners not copy each other on emails since this could violate the Open Public Meeting Act. Rod Kaseguma will be providing input on this matter.

The General Manager received direction on sending out the board meeting packets. Staff updated the Commissioners on the Social Security Referendum 218 process.

IX. Future agenda items.

The General Manager will review the meeting minutes for any open business and bring these back to the Board.

Discussion of the District's Credit Card Policy will be included on the agenda for the November 28, 2011 special meeting.

X. Executive Session – Pursuant to RCW 42.30.110(1)(f) – to evaluate the complaints or charges brought against a public officer or employee.

The Board of Commissioners adjourned into a ten (10) minute executive session at 8:10 p.m. to evaluate complaints or charges brought against a public officer or employee. The Board of Commissioners came out of executive session at 8:24 p.m.

XI. Report on executive session, if necessary.

Commissioner Brake reported that the Board of Commissioners approved the action of sending out employee letters on a personnel issue pending a last review by the attorney thereby wrapping up the findings of a personnel investigation.

XII. Adjournment

Commissioner Williams made a motion to adjourn the regular meeting of North Beach Water District at 8:27 p.m. Commissioner Sheldon seconded the motion.

Aye: Commissioner Brake, Sheldon, and Williams

Nay: None

Abstain: None


Absent: None



Brian Sheldon, Commissioner



R.D. Williams, Commissioner



Gwen Brake, Commissioner