



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, July 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 Special 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

Staff present:

William Neal, General Manager

Jack McCarty, Office Manager

Bob Hunt, Crew Chief

Nick Morrison, Treatment Plant Operator

Others present:

Marla McGrew, Jenny Sheldon, Kathleen Olson, Joyce Benson, George Miller, Tia Crisifulli, Curt Stephens, Rich Makowski, Jeff Early, Glenn Ripley, Rachael McCarty, Marilyn Sheldon.

III. Adopt agenda:

Commissioner Sheldon made a motion to adopt the Agenda.

Commissioner Brake seconds the motion.

Commissioner Brake made a motion to restrict public comment to water quality, water service issues and billing.

Commissioner Williams seconded the motion.

Commissioner Williams calls for a vote on the motion to restrict public comments.

Yea – Commissioner Williams and Commissioner Brake.

Nay – Commissioner ~~Sheldon~~ **Sheldon**

Motion to restrict public comment passes.

Commissioner Brake made a motion to move public comment to after the General Manager's report.

Commissioner Sheldon seconds the motion

Commissioner Williams call for a vote on the motion to amend the agenda.

Motion to amend the agenda passed unanimously.

Commissioner Brake makes a motion to add an agenda item after the consideration of minutes to discuss the adoption of a policy to record action minutes only.

Commissioner Williams seconds the motion.

Discussion – Commissioner Sheldon and Commissioner Brake discussed the appropriateness of taking “actions only” minutes.

Commissioner Williams withdrew his second.

Motion fails for lack of a second.

Commissioner Williams calls for a vote to adopt the agenda.

Yea Commissioner Williams, Commissioner Brake

Nay Commissioner Sheldon

Motion to adopt the agenda passes.

IV. Action Items:

Commissioner Sheldon makes a motion to approve the minutes for the ~~July 16~~ ^{June 18}, 2012 regular meeting.

Commissioner Brake seconds the motion.

The motion passes unanimously.

Resolution 11-2012 report by General Manager.

The resolution will extend the management agreement for a period of one year. It will also provide for automatic extension each August. Either party can terminate the agreement with notice at any time. The agreement also extends the District's authority to expend funds on behalf Surfside with limits and under conditions. Surfside Homeowners Association has already signed the extension.

Commissioner Brake expressed concerns that the original agreement was not available for her to review.

Commissioner Sheldon stated that the only change is that the agreement will automatically renew each year.

Commissioner Brake moves to adopt Resolution 11-2012 – Extension of the Surfside Management Agreement.

Commissioner Sheldon seconds the motion

The motion passes unanimously.

The General Manager introduces Jack McCarty, the District's new Office Manager, to the Board of Directors. The General Manager reads a press release introducing Jack that will be printed in the Chinook Observer.

District Expenses report by General Manager.

We had another new hire in July – Jon Fleming, Water Operations Worker I

District Operations - \$33,741.67

District Payroll - \$33,216.94

District Capital Improvements - \$44,240.81

Total - \$111,199.42

Commissioner Sheldon moves to approve the District's expenses.

Commissioner Brake seconds the motion.

Motion passes unanimously.

Budget to Date report by General Manager.

John Powel has been working diligently to catch-up our records. I received the budget to date from John just 20 minutes ago. The budget to date is through May 2012. Not all of the allocations to the accounts are correct but the totals are. To date the District has expenses are running below budgeted amount to date. The cash increase looks very good. We budgeted to increase our cash by \$254,722. We are already at \$172,132 so we are already at 67% of our goal in May. If that continues we will be in good shape by the end of the year.

Commissioner Brake asked, can you review why the long delay in getting a budget to date?

William Neal answered that the reason for the delay has to do with recent turnover in employees.

Commissioner Brake asked, were there any errors, omissions, or losses?

John has assured me that he will have a full report on his findings for the August meeting.

Commissioner Brake asked was there anything inappropriate found.

William Neal answered; John has only found general entry errors to date. He has not found anything inappropriate so far.

Commissioner Williams asked the general manager to request the report from John be provided well enough in advance to allow the Commissioner to study it before the meeting.

V. Discussion Items:

Billing Issues:

General Manager reviewed his written report on how the cycle 4 bill did not get sent in April and measures taken to correct the error.

Dennis Hein – Did not show for his requested agenda presentation.

VI. General Managers Report

General Manager reviewed his written report. The General Manager included in his review a narrative of the history of the Municipal Water Law that was not in his written report.

Commissioner Brake asked if we have a backlog of work.

William Neal stated that we are not far behind on work at this point.

V. Executive Session:

- A. To receive and evaluate complaints or charges brought against a public officer or employee.**
- B. To consider the selection of a site or the acquisition of real estate.**

Commissioner Brake moved to amend the agenda to read that the executive session would be for 60 minutes.

Commissioner Sheldon seconded the motion.

The motion passed unanimously.

The Board of Commissioners adjourned into a 60-minute executive session at 1:20 p.m. The Board of Commissioners came out of executive session at 2:20 p.m. The Board of Commissioners went back into executive session at 2:20 p.m. for another 60 minutes to complete their work. The Board of Commissioner came out of executive session at 3:18 p.m.

VI. Report on Executive Session:

There will be a written response to all of the comments made at the May, 2012 and June, 2012 regular meetings.

Commissioner Brake moved to have the General Manager move forward on the property acquisition.

Commissioner Sheldon seconds the motion

Motion passes unanimously.

VII. Board member comments.

None

VIII. Future agenda items.

None

IX. Adjournment

Commissioner Williams declared the meeting adjourned at 3:24 p.m.



Brian Sheldon, Commissioner Position #1



Gwen Brake, Commissioner Position #2



Brian Sheldon, Commissioner Position #3

R.D. Williams

Respectfully submitted for review and approval, as
prepared by: 

William Neal, General Manager

Bear witness to reference the Commissioner's signatures
above, does hereby approve this set of Minutes to become
an Official Record of the North Beach Water District on:

Date: 8/20/12