

**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 19, 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:

Gwen Brake

Brian Sheldon

R.D. Williams

Staff present:

William Neal, General Manager

Others present:

Glenn Ripley, Marilyn Sheldon, Martin Hendrickson, Terry Richardson, Thomas Manning, Jeremy Richardson

III. Adopt Agenda:

Commissioner Brake makes a motion to adopt the agenda.

Commissioner Sheldon seconds the motion.

The motion passes unanimously.

IV. Jeremy Richardson - Customer request to address the Board of Commissioners

Mr. Richardson claims that the water pipes, meter and meter box were in place when he bought the property at 19409 U Place, Ocean Park, Washington 98640, and that he had seen them as recently as March 2012. He also claims that the meter and pipes were removed when he called to hook up service in October of

2012. He believes this was done so North Beach Water District could charge him the full new service installation fee. He feels this is unfair and would like the cost to install service reduced.

The General Manager and Board of Commissioners assured Mr. Richardson that this was not the case and that the meter and service was removed because the previous owner James Stacey had not paid his past due bills.

An agreement was made to waive the frontage fee so the total cost to install service would be \$1,893; all parties were satisfied with this amount.

V. Tom Manning - Sunset Sands Community Association - Request to address the Board of Commissioners

Mr. Manning expresses concern about the water line size and pressure to the Sunset Sands Community. He also expresses concern about the amount of fire flow to the community.

The General Manager describes the upgrades that are planned to the water system and how it will help increase pressure to the area Mr. Manning is concerned about.

VI. Public Comment

None.

VII. Action Items

A. Approval of Meeting Minutes

October 22, 2012 Regular Meeting

Commissioner Sheldon makes a motion to approve the minutes of the October 22, 2012 Regular Meeting.

Commissioner Brake seconds the motion.

The motion passes unanimously.

October 29, 2012 Special Meeting / Public Hearing

Commissioner Sheldon makes a motion to approve the minutes of the October 29, 2012 Special Meeting.

Commissioner Brake seconds the motion.

The motion passes unanimously.

November 12, 2012 Special Meeting

Commissioner Sheldon makes a motion to approve the minutes of the November 12, 2012 Special Meeting.

Commissioner Brake seconds the motion.

The motion passes unanimously.

B. Budget to Date

The General Manager gives a report to the Board on the Budget to Date.

There is discussion about individual items on the Budget to Date.

Commissioner Sheldon makes a motion to approve the Budget to Date.

Commissioner Brake seconds the motion.

The motion passes unanimously.

C. District Expenses

The General Manager gives a report to the Board on the District Expenses.

There is discussion about individual items on the District Expenses.

Commissioners Brake and Sheldon request that a future agenda item of training and conference expenses be added so all training and conferences are approved by the Board of Commissioners prior to taking place.

Commissioner Sheldon makes a motion to approve the District Expenses.

Commissioner Brake seconds the motion.

The motion passes unanimously.

VIII. Discussion / Action Items

A. Budget Request Items

BIAS Billing and Accounting Software

The General Manager gives a presentation on the BIAS Billing and Accounting Software and the perceived advantages over RVS.

Mark Felchlin gives a presentation on the BIAS Billing and Accounting Software.

There is discussion between the General Manager, Mark Felchlin and the Board of Commissioners about the software.

Commissioner Brake makes a motion to approve the purchase of the BIAS Billing and Accounting Software in January 2013.

Commissioner Sheldon Seconds the motion.

The motion passes unanimously.

Neptune Meter Reading Equipment - MRX920 Mobile Data Collector and Rugged Notebook

The General Manager gives a presentation on the requirement changes that will take place with the installation of more AMR meters and the need for a new mobile data collector and rugged notebook.

There is discussion between the General Manager and the Board of Commissioners about the equipment.

Commissioner Brake makes a motion to approve the purchase of the MRX920 Mobile Data Collector and Rugged Notebook in January 2013.

Commissioner Sheldon Seconds the motion.

The motion passes unanimously.

IX. General Managers Report

The General Manager gives his report detailing the use, sale and loss of water.

There is discussion between the General Manager and the Board of Commissioners about General Managers Report.

Commissioner Brake requests a more detailed field report.

X. Executive Session

RCW 42.30.110 (1) (b): To consider the selection of a site of the acquisition of real estate.

Enter - 8:35 p.m.

Exit - 8:45 p.m.

XI. Report on Executive Session

Commissioner Brake give the General Manager a directive to put together a package for the potential purchase of three separate properties.

XII. Board Member Comments

Commissioner Brake requests that all projects that are to be ^{Taken}undertook using the State Revolving Fund Loans are evaluated and rated by importance by both the General Manager and the Engineer on the project and put into writing.

Commissioner Williams expresses concern about the ability to acquire and maintain enough fuel to run the water plant backup generators in case of a power outage due to a storm.

Commissioner Williams gives the General Manager a directive to investigate a plan to transport fuel in the event of a storm that hinders normal transport routs.

XIII. Future Agenda Items

None

XIV. Adjournment

Commissioner Williams declares the meeting adjourned at 9:00 pm.

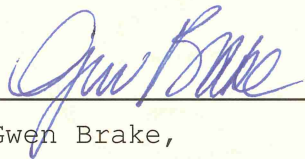


Brian Sheldon,
Commissioner Position#1

Respectfully submitted for review and approval, as prepared by:



William Neal, General Manager



Gwen Brake,
Commissioner Position #2

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:



RD Williams,
Commissioner Position #3

Date: 12/17/12