



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

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A Regular Meeting of the Board of Commissioners of North Beach Water District was held at 6:00 p.m., **Tuesday, February 19, 2013**, 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:

Brian Sheldon

R.D. Williams

Gwen Brake absent

Staff present:

William Neal, General Manager

Jack McCarty, Office Manager

Robert Hunt, Crew Leader

Others present:

Glen Ripley

Marilyn Sheldon

### **III. Adopt Agenda:**

Commissioner Sheldon makes a motion to adopt the agenda.

Commissioner Sheldon makes a motion to amend the agenda to add discussion item (6 E), discussion on resolution 01-2013.

Commissioner Williams make a note that the district expenses are as follows:

Operations - \$44,079.16.

Payroll - \$41,379.41.

Capital - \$64,371.00.

Commissioner Sheldon makes a motion to adopt the agenda as amended.

Commissioner Williams seconds the motion.

The motion passes unanimously.

#### **IV. Public Comment**

Glen Ripley asks if anyone is working on an article for the Chinook Observer.

Commissioner Williams states that Commissioner Brake might be working on the project.

Commissioner Williams also states that he felt the letter to the editor that Mr. Ripley wrote for the Chinook Observer was very well done and covered most of the topics of concern.

#### **V. Action Items**

##### **A. Approval of Meeting Minutes - December 17, 2012 Regular Meeting**

Commissioner Sheldon makes a motion to approve the minutes of the December 17, 2012 Regular Meeting.

Commissioner Williams seconds the motion.

The motion passes unanimously.

##### **B. Approval of Meeting Minutes - January 23, 2013 Regular Meeting**

Due to the absence of Commissioner Brake, the minutes for the adjourned regular meeting held 7:00 P.M. January 23, was tabled until both Commissioner Williams and Commissioner Brake could approve them.

##### **C. Approval of Meeting Minutes - January 23, 2013 Regular Meeting**

Commissioner Sheldon makes a motion to approve the minutes of the February 6, 2013 Special Meeting.

Commissioner Williams seconds the motion.

The motion passes unanimously.

##### **D. Resolution 04-2013 / Declaring Koraleen a sole source.**

There is discussion on Resolution 04-2013.

General Manager Neal gives a presentation on the sampling stations provided by Koraleen.

Commissioner Sheldon makes a motion to approve Resolution 04-2013.

Commissioner Williams seconds the motion.

The motion passes unanimously.

**E. Resolution 05-2013 / Purchase of the Agnes Mayers Property**

There is brief discussion on Resolution 05-2013.

Commissioner Sheldon makes a motion to approve Resolution 05-2013.

Commissioner Williams seconds the motion.

The motion passes unanimously.

Commissioner Sheldon makes a motion instructing General Manager Neal to put out a small works roster bid to decommission the drain field and to contact Fire Department #1 to perform a controlled burn of the residence.

Commissioner Williams seconds the motion.

The motion passes unanimously.

**F. Budget to Date**

There is brief discussion on the Budget to Date.

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

Commissioner Williams seconds the motion.

The motion passes unanimously.

**G. District Expenses**

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

There is brief discussion about some of the items on the District Expenses.

Commissioner Sheldon makes a motion to approve the District Expenses.

Commissioner Williams seconds the motion.

The motion passes unanimously.

The General Manager gives a brief report on the status of

implementing Resolutions 02-2013 and 30-2013 regarding the new the District payroll policy and procedure.

There is discussion on the role the Pacific County Auditor and Treasurer in the District's issuance of warrants.

## **VI. Discussion / Action Items**

### **A. Review Proposals from Financial Advisory Firms**

The General Manager gives a presentation three proposals from three financial firms concerning the selling of the Cashmere Valley Debt as Bonds.

There is discussion on the proposals.

Commissioner Sheldon makes a motion directing General Manager Neal to work on an agreement with Martin Nelson.

Commissioner Williams Seconds the motion.

The motion passes unanimously.

### **B. Lien Report**

The Office Manager gives a presentation on currently added and released liens.

The Office Manager gives a report on the lien process from start to finish.

No action taken.

### **C. Tsunami Training Event Report**

The Office Manager gives a brief report on the Tsunami "Train the Trainer" Event sponsored by Pacific County.

### **D. Discussion on resolution 01-2013**

Commissioner Sheldon states that he has concerns with resolution 01-2013 / Reimbursement of commissioner expenses.

Commissioner Sheldon also states that he was troubled that his request to table the issue was not honored.

Commissioner Sheldon also states that he would like to re-address the resolution again at a future meeting.

No action taken.

**VII. 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 items included in the General Managers Report. The report on the State Auditor's Office audit included a discussion on the invoice for \$4,383.98 from the State Auditor's Office in February 2013 to the District. The invoice was for work the State Auditor's Office performed in their investigation of allegations of wrongdoing on the part of the General Manager and the Board of Commissioners from former employees.

Commissioners Sheldon and Williams asked the General Manager to calculate the cost to the District in professional fees to respond to allegations of wrongdoing by former employees. Commissioner Sheldon states that he would like to see an overtime report for the month.

General Manager Neal states that he will include the February and March overtime reports at the March Regular Meeting.

No Action Taken

**VIII. Board Member Comments**

Commissioner Williams asks if there has been any investigation into or action taken on the possibility of billing individuals who live inside North Beach Water District but are not on the District water system if the Fire District #1 responds to a fire at their residence.

General Manager Neal states that he has not actively researched that possibility.

**IX. Future Agenda Items**

Commissioner Sheldon reiterates that he would like to see a monthly overtime statement.

**X. Adjournment**

There being no further business, Commissioner Williams adjourned the meeting at 7:25 pm.

\_\_\_\_\_  
Brian Sheldon, Commissioner  
Position #1

\_\_\_\_\_  
Gwen Brake, Commissioner  
Position #2

\_\_\_\_\_  
RD Williams, Commissioner  
Position #3

*Respectfully submitted for review and approval by:*

\_\_\_\_\_  
*Jack McCarty, Office 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:* \_\_\_\_\_