



## 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., **Monday, June 17, 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:

RD Williams

Gwen Brake

Brian Sheldon

Staff present:

William Neal, General Manager

Jack McCarty, Office Manager

Robert Hunt, Filed Supervisor

Nicholas Morrison, Treatment Plant Operator

Others present:

Karen Stephens

Curt Stephens

Glenn Ripley

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

Commissioner Brake makes a motion to adopt the agenda.

Commissioner Sheldon seconds the motion.

The motion passes unanimously.

**IV. Public Comment**

Karen Stephens comments that she appreciates that she receives notification when she has an unusually high water usage.

**V. Action Items**

**A. Approval of the 4-22-2013 Regular Meeting Minutes.**

Commissioner Brake makes a motion to approve the 4-22-2013 Regular Meeting Minutes.

Commissioner Sheldon seconds the motion.

The motion passes unanimously.

**B. Approval of the 5-20-2013 Regular Meeting Minutes.**

Commissioner Brake makes a motion to approve the 5-20-2013 Regular Meeting Minutes.

Commissioner Williams seconds the motion.

The motion passes unanimously.

**C. Approval of the 6-13-2013 Special Meeting Minutes.**

Commissioner Brake makes a motion to approve the 6-13-2013 Special Meeting Minutes.

Commissioner Sheldon seconds the motion.

The motion passes unanimously.

**D. Resolution 14-2013 Commissioner Reimbursement Policy / Requested by Commissioner Sheldon.**

There is Discussion on Resolution 14-2013.

Commissioner Sheldon makes a motion to approve Resolution 14-2013.

Commissioner Brake seconds the motion.

There is further discussion on Resolution 14-2013.

The motion is put to a vote.

Commissioner Sheldon - Yea.

Commissioner Brake - Nay.

Commissioner Williams - Nay.

The Motion is defeated 2-1.

**E. Budget to Date.**

There is discussion on the budget to date.

The current and future Budget to Date reports are generated by BIAS software.

The changes in appearance and minor differences between the old format and current format are discussed and explained.

Commissioner Williams makes a motion to receive and file the Budget to Date.

Commissioner Brake seconds the motion.

The motion passes unanimously.

**F. District Expenses**

There is discussion on the district expenses.

The current and future District Expense reports are generated by BIAS software.

The changes in appearance and minor differences between the old format and current format are discussed and explained.

Commissioner Brake makes a motion to approve vouchers 308 through 366 in the amount of \$106,376.27.

Commissioner Sheldon seconds the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to approve warrants 416 through 425 in the amount of \$20,528.10.

Commissioner Sheldon seconds the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to approve warrants 439 through 447 in the amount of \$12,447.36.

Commissioner Sheldon seconds the motion.

The motion passes unanimously.

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

### **A. Lien Report**

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

No action taken.

### **B. Audit Report**

The General Manager gives a report on the recent State Auditor Report.

There is discussion about the recent State Audit and subsequent report.

Commissioner Williams makes a motion to receive and file the Audit Report.

Commissioner Brake seconds the motion.

The motion passes unanimously.

### **C. Press Releases**

The General Manager presents two possible press releases concerning District business.

There is discussion on the press releases.

Commissioner Brake makes a motion to approve the publishing of both press releases.

Commissioner Sheldon seconds the motion.

The motion passes unanimously.

## **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 General Managers Report.

No Action Taken

## **VIII. Board Member Comments**

Commissioner Williams states that the District received a letter from their insurance company (Enduris of Washington)

stating that a legal matter involving the District has been settled and is now closed.

Commissioner Brake and Commissioner Sheldon further discuss the reimbursement of commissioner expenses.

No action taken

**IX. Future Agenda Items**

None.

**X. Adjournment**

There being no further business, Commissioner Williams adjourned the meeting at 7:35 pm.

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

*Respectfully submitted for review and approval by:*

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