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## **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., **Tuesday, January 21, 2014** 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:**

Glenn Ripley

Gwen Brake

Brian Sheldon

#### **Staff present:**

William Neal, General Manager

Jack McCarty, Office Manager

#### **Others present:**

Bob Hill

George Miller

### **III. Election of Officers**

#### **A President of the Board**

Commissioner Brake nominates commissioner Sheldon as President.

Commissioner Ripley seconds the nomination.

The nomination is put to a vote.

Commissioner Brake and Commissioner Ripley - Yea.

Commissioner Sheldon - Abstain.

#### **B Secretary of the Board**

Commissioner Sheldon nominates commissioner Brake as Secretary.

Commissioner Ripley seconds the nomination.

The nomination is put to a vote.

Commissioner Sheldon and Commissioner Ripley - Yea.

Commissioner Brake - Abstain.

**IV. Adopt Agenda:**

Commissioner Brake makes a motion to adopt the agenda.

Commissioner Sheldon makes a motion to amend the agenda by striking Agenda Item 6D, adding a 20 minute executive session to discuss the purchase of real estate after Agenda Item 8 and adding a 10 minute executive session to review employee performance following that.

Commissioner Brake makes a motion to adopt the agenda as amended. Commissioner Ripley seconds the motion to adopt the agenda as amended.

The motion passes unanimously.

**V. Public Comment**

Bob Hill asks a question concerning the cost of the Water System Plan with Gray & Osborne.

Commissioner Sheldon and General Manager Neal address and answer Mr. Hill's concerns.

Bob Hill asks a question concerning the cost of Live Taps.

Commissioner Brake and General Manager Neal address and answer Mr. Hill's concerns.

**VI. Action Items**

**A. Approval of the 12-16-2013 Regular Meeting Minutes.**

Commissioner Brake makes a motion to approve the 12-16-2013 Regular Meeting Minutes.

Commissioner Sheldon seconds the motion to approve the minutes.

The motion is put to a vote.

Commissioner Sheldon and Commissioner Brake - Yea.

Commissioner Ripley - Abstain.

**B. Resolution 01-2014 Accepting County Franchise Agreement.**

There is Discussion on Resolution 01-2014.

Commissioner Ripley makes a motion to approve Resolution 01-2014.

Commissioner Brake seconds the motion.

The motion passes unanimously.

**C. Resolution 02-2014 Transferring of District Funds from Operations Reserve to Debt Reserve.**

There is Discussion on Resolution 02-2014.

Commissioner Brake makes a motion to adopt resolution 02-2014.

Commissioner Brake requests Resolution 02-2014 be changed from "Directs the General Manager to transfer \$258,000." to "Directs the Pacific County Treasurer to transfer \$258,000."

Commissioner Ripley seconds the motion to adopt Resolution 02-2014 as amended.

The motion passes unanimously.

**D. Resolution 04-2014 Approval of Contract with Gray & Osborne.**

There is Discussion on Resolution 04-2014.

Commissioner Brake makes a motion to approve Resolution 04-2014.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

**E. Budget to Date.**

There is discussion on the current budget to date.

Commissioner Brake makes a motion to receive and file the budget to date.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

**F. District Expenses**

There is discussion on the district expenses.

Commissioner Brake makes a motion to approve vouchers 93 through 107, 109 through 151 and 156 in the amount of \$191,301.15.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to approve vouchers 1738 through 1745 in the amount of \$13,342.68.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to approve vouchers 1799 through 1808 in the amount of \$24,168.74.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to approve vouchers 74 through 81 in the amount of \$11,993.84.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to approve vouchers the monthly credit card and ACH processing fee in the amount of \$457.71.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

**VII. Discussion / Action Items**

**A. Lien Report.**

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

No action taken.

**B. Cross Connection Control Program Workshop.**

The General Manager gives a presentation on the Cross Connection Control Program Workshop.

There is discussion between the General Manager and the Board on the Cross Connection Control Program Workshop.

No action taken.

**VIII. General Managers Report**

The General Manager gives his report detailing the use, sale and loss of water as well as a Drinking Water State Revolving Fund Loan Project progress update.

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

No Action Taken.

Joseph Turi petitioned the Board to have the interest fee associated with his Lien forgiven.

There is Discussion on the Lien and it is determined that Mr. Turi has made a good faith effort to pay off the lien by making multiple monthly payments on a bill that was left by a tenant.

Commissioner Brake makes a motion to forgive the interest on the lien in the amount of \$348.12.

Commissioner Ripley Seconds the motion.

The motion passes unanimously.

**IX. Executive Session (20 Minutes) to Consider the Acquisition of Real Estate by Purchase Pursuant to RCW 42.30.110 (1b).**

**X. Executive Session (10 Minutes) to Review the Performance of a Public Employee Pursuant to RCW 42.30.110 (1g).**

Enter into executive session at 8:16 p.m.

Exit Executive Session at 8:45 p.m.

Enter into executive session at 8:45 p.m.

Exit Executive Session at 8:50 p.m.

**XI. Report on Executive Session.**

None.

**XII. Board Member Comments**

Commissioner Brake notes that she has a presentation on January 25, 2014 at Fire District #1 concerning local non-profit organizations.

Commissioner Ripley states that he is happy to be part of the board and looks forward to working with North Beach Water District.

**XIII. Future Agenda Items**

Commissioner Sheldon states he would like to address the Rate Study, Employee Handbook, Contract Awarding Process and the Coordinated Water System Plan at upcoming Board Meetings.

**XIV. Adjournment**

There being no further business, Commissioner Sheldon adjourned the meeting at 9:03 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:*

\_\_\_\_\_  
Glenn Ripley, Commissioner  
Position #3

*Date: \_\_\_\_\_*