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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., **Monday, March 17, 2014** at the office of North Beach Water District; 25902 Vernon Avenue, Suite D, Ocean Park, Washington.

### **I. Call to Order:**

Commissioner Sheldon 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  
Brian Sheldon  
Gwen Brake

#### **Staff present:**

William Neal, General Manager  
Jack McCarty, Office Manager  
Lisa Larcom, Billing Clerk

#### **Others present:**

Dick Sheldon  
Marilyn Sheldon

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

Commissioner Sheldon makes a motion to add item 6d, Mischarged Account.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

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.

### **IV. Public Comment**

None

**V. Action Items**

**A. Approval of the 02-24-2014 Adjourned Regular Meeting Minutes.**

Commissioner Ripley makes a motion to approve the 01-21-2014 Regular Meeting Minutes.

Commissioner Sheldon seconds the motion.

The motion is put to a vote.

Commissioner Sheldon - Yea.

Commissioner Ripley - Yea.

Commissioner Brake - Abstain.

**B. Resolution 07-2014 FCS Group Rate Study Contract.**

General Manager Neal gives a presentation on Resolution 07-2014.

There is Discussion on Resolution 07-2014.

Commissioner Brake makes a motion to approve Resolution 07-2014.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

**C. Resolution 08-2014 Transfer of \$67,000 from Operations Reserve to Capital Reserve.**

There is Discussion on Resolution 08-2014.

Commissioner Brake makes a motion to adopt resolution 08-2014.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

**D. Budget to Date.**

There is discussion on the current budget to date.

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

Commissioner Brake seconds the motion.

The motion passes unanimously.

**E. District Expenses**

There is discussion on the district expenses.

Commissioner Ripley makes a motion to approve checks 678 through 726 in the amount of \$196,894.06.

Commissioner Brake seconds the motion.

The motion passes unanimously.

Commissioner Ripley makes a motion to approve vouchers 394 through 402 in the amount of \$21,006.10.

Commissioner Brake seconds the motion.

The motion passes unanimously.

Commissioner Ripley makes a motion to approve the monthly credit card and ACH processing fee in the amount of \$543.14.

Commissioner Brake 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. Surplus Equipment Declaration Request.**

The General Manager gives a presentation on current items the District would like to sell as surplus.

There is discussion between the General Manager and the Board on the surplus items.

Commissioner Brake makes a motion to approve the sale of surplus items.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

**C. March 22, 2014 Special Meeting Preview.**

The General Manager gives a presentation March 22, 2014 Special Meeting.

There is discussion between the General Manager and the Board on the March 22, 2014 Special Meeting.

No action taken.

**D. Mischarged Account.**

The Office Manager gives a presentation the mischarged account.

There is discussion between the General Manager, Office Manager and the Board on the mischarged account.

No action taken.

**VII. 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. He also discusses the state of the Billing Clerk position.

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

No Action Taken.

**VIII. Board Member Comments**

None.

**IX. Future Agenda Items**

Commissioner Brake requests the proposed Billing Clerk pay scale be presented at the next meeting.

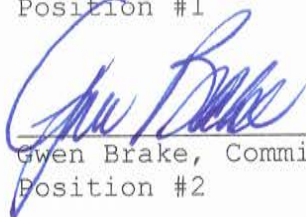
Commissioner Sheldon requests an update on the the Cross Contamination Control program

**X. Adjournment**

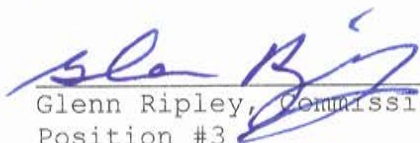
There being no further business, Commissioner Sheldon adjourned the meeting at 7:54 pm.



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Brian Sheldon, Commissioner  
Position #1



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Gwen Brake, Commissioner  
Position #2



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Glenn Ripley, 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: 4-21-14

