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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, April 21, 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

#### **Others present:**

None

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

Commissioner Brake makes a motion to adopt the agenda.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

### **IV. Public Comment**

None

### **V. Action Items**

#### **Approval of the 03-17-2014 Regular Meeting Minutes.**

Commissioner Ripley makes a motion to approve the 03-17-2014 Regular Meeting Minutes.

Commissioner Brake seconds the motion.

The motion passes unanimously.

**Approval of the 03-22-2014 Special Meeting Minutes.**

Commissioner Brake makes a motion to approve the 03-22-2014 Special Meeting Minutes.

Commissioner Ripley seconds the motion.

There is discussion of the contents of the 03-22-2014 Special Meeting Minutes.

Commissioner Brake withdraws the motion to approve the 03-22-2014 Special Meeting Minutes.

Commissioner Ripley withdraws the second.

Commissioner Brake requests the approval of the 03-22-2014 Special Meeting Minutes be tabled until the contents can be verified.

The Board by unanimous consent approves the request to table the 03-22-2014 Special Meeting Minutes.

**Resolution 09-2014 Accepting the 227<sup>th</sup> Water Main Project.**

The General Manager gives a presentation on Resolution 09-2014.

Commissioner Brake makes a motion to adopt resolution 09-2014.

Commissioner Ripley seconds the motion.

There is Discussion on Resolution 09-2014.

Commissioner Sheldon calls for the vote on Resolution 09-2014 Accepting the 227<sup>th</sup> Water Main Project.

The motion passes unanimously.

General Manager Neal requests a five minute recess to print additional Board documents.

The Board by mutual consent recess the meeting at 6:35 pm.

Commissioner Sheldon calls the meeting to order at 6:41 pm.

**Resolution 10-2014 Amending Resolution 18-2013 Customer Generated Infrastructure Policy.**

The General Manager gives a presentation on Resolution 10-2014.

There is discussion on Resolution 10-2014.

Commissioner Sheldon requests section six be amended to read, "*...the Board, at its discretion, will award the contract by motion at a regular or special meeting.*"

Commissioner Brake makes a motion to adopt Resolution 10-2014 as amended by Commissioner Sheldon.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

**Resolution 11-2014 Authorizing the Purchase of AMR Meters and Appurtenances.**

The General Manager gives a presentation on Resolution 11-2014.

Commissioner Brake makes a motion to adopt resolution 11-2014.

Commissioner Ripley seconds the motion.

There is Discussion on Resolution 11-2014.

The motion passes unanimously.

**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.

**District Expenses**

There is discussion on the district expenses.

Commissioner Brake makes a motion to approve checks 727 through 782 in the amount of \$194,808.29.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to approve vouchers 514 through 520 in the amount of \$11,019.20.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to approve vouchers 579 through 588 in the amount of \$23,438.32.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to approve vouchers 670 through 677 in the amount of \$12,181.25.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to approve the monthly credit card and ACH processing fee in the amount of \$478.23.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

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

### **Lien Report.**

The Office Manager gives a presentation on currently added and released liens. No action taken.

### **Bill Printing, Postage and Handling Report.**

The Office Manager gives a presentation on bill printing, postage and handling.

The Office Manager and General Manager request permission to pursue outsourcing of printing and mailing of monthly billing statements.

The Board is generally in favor of saving time and money on postage printing and handling costs but did express concerns about looking for local vendors first.

Commissioner Sheldon advises the Office Manager to gather information on outsourcing of printing and mailing of monthly billing statements and report back to the Board at a future meeting.

### **Surplus Property Sale Report.**

The Office Manager gives a presentation on recently sold surplus items.

There was discussion on the advertising options and the use of multimedia for greater advertising exposure, lessons learned, and better practices for future surplus property sales.

No action taken.

### **Billing Clerk Job Description**

The General Manager gives a presentation on the current and proposed Billing Clerk Job Description and pay scale.

There is discussion on the current and proposed Billing Clerk Job Description and pay scale.

Commissioner Brake makes a motion to approve the Billing Clerk Job Description dated April 21, 2014 that includes a revised compensation schedule.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

### **Bond Project Report.**

The General Manager gives a presentation the current state of the bond project and the customer input received.

There is discussion between the General Manager and the Board on the Bond Project status.

The General Manager informed the Board that the report, NBWD Business Office Plan, will be presented at the May 19, 2014 regular meeting the Board of Commissioners. The General Manager indicated the report would address all of the concerns expressed at the special meeting and in correspondence received by the District related to the location of the Business Office. 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.

There is discussion between the General Manager and the Board of Commissioners about General Managers Report. No Action Taken.

**VIII. Board Member Comments**

Commissioner Brake states that she would like the District to take a Utility Self-Assessment.

Commissioner Ripley requests that a facilities plan be part of the 2014 Water System Plan.


Commissioner Ripley states that he would prefer the board packets be printed in Black and White to save money, Commissioners Sheldon and Brake echo that sentiment.


**IX. Future Agenda Items**


Commissioner Sheldon requests an update on the Cross Contamination Control program

**X. Adjournment**

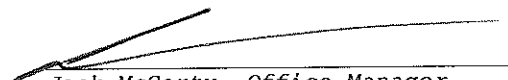
There being no further business, Commissioner Sheldon adjourned the meeting at 8:54 pm.

  
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Brian Sheldon, Commissioner  
Position #1

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

  
\_\_\_\_\_  
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: 5-20-14