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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 July 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 Sheldon makes a motion to add agenda item 7d. to discuss the District's bidding process.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on 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.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**IV. Public Comment**

None.

**V. Action Items**

**A. Approval of the 06-16-2014 Regular Meeting Minutes.**

Commissioner Brake makes a motion to approve the 06-16-2014 Regular Meeting Minutes.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**B. Approval of the 07-01-2014 Special Meeting Minutes.**

Commissioner Sheldon makes a motion to update item IV from:

"The Board of Commissioners selects The Driftmier Architect as the most qualified firm.

Commissioner Ripley makes a motion to authorize the General Manager to initiate negotiations with The Driftmier Architect and to accept an offer on the condition that the architectural fees are no more than 12.5 percent."

To:

"The Board of Commissioners selects The Driftmier Architect as the most qualified firm.

Commissioner Ripley makes a motion to authorize the General Manager to initiate negotiations with The Driftmier Architect and to accept an offer on the condition that the architectural fees are no more than 12.5 percent of the project cost."

Commissioner Ripley makes a motion to approve the 07-01-2014 Special Meeting Minutes as amended.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**C. Resolution 16-2014 Contracting With The Driftmier Architect, PS.**

The General Manager gives a presentation on Resolution 16-2014.

There is Discussion on Resolution 16-2014.

Commissioner Sheldon makes a motion to table resolution 16-2014 until the General Manager can gather more information.

Commissioner Brake seconds the motion to table the resolution.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**D. Resolution 17-2014 General Manager Performance Evaluation Policy.**

The General Manager gives a presentation on Resolution 17-2014.

There is Discussion on Resolution 17-2014.

Commissioner Sheldon makes a motion to table resolution 16-2014 until the General Manager can obtain more information.

Commissioner Brake seconds the motion to table the resolution.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**E. 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

**F. District Expenses**

There is discussion on the district expenses.

Commissioner Ripley makes a motion to approve checks 879 through 930 in the amount of \$166,814.76.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

Commissioner Ripley makes a motion to approve vouchers 1114 through 1121 in the amount of \$11,720.57.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

Commissioner Ripley makes a motion to approve vouchers 1178 through 1187 in the amount of \$23,385.33.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

Commissioner Ripley makes a motion to approve vouchers 1260 through 1267 in the amount of \$12,586.03.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on 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 \$593.42.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**VI. Discussion / Action Items**

**A. Lien Report**

The Office Manager gives a report on all of the liens claimed and released for the month of June 2014.

No action taken.

**B. 245<sup>th</sup> Water Main Intertie Project**

The General Manager gives a report on the current status of the 245th Water Main Intertie Project

There is discussion on the 245th Water Main Intertie Project.

Commissioner Sheldon makes a motion to direct the General Manager to send the project out for bid.



Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**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 and the Water System Plan Update.

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

No Action Taken.

There is discussion between the General Manager and the Board of Commissioners about the District's bidding process.

The commissioners encourage the General Manager to host a workshop for local contractors informing them on the rules and regulations the District has to follow as well as the bidding process as a whole.

No action taken

**VIII. Board Member Comments**

None.

**IX. Future Agenda Items**

None.

**X. Adjournment**

There being no further business, Commissioner Sheldon adjourned the meeting at 9:55 pm.



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: 8-18-14