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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 August 18, 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.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**IV. Public Comment**

None.

**V. Action Items**

**A. Approval of the 07-21-2014 Regular Meeting Minutes.**

Commissioner Brake makes a motion to approve the 07-21-2014 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 08-12-2014 Special Meeting Minutes.**

Commissioner Brake makes a motion to approve the 08-18-2014 Special Meeting Minutes.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**C. Resolution 18-2014 Contracting With PUD #2.**

The General Manager gives a presentation on Resolution 18-2014.

There is Discussion on Resolution 18-2014.

Commissioner Ripley makes a motion to adopt resolution 18-2014.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**D. Resolution 19-2014 Revision of the employee Manual.**

The General Manager gives a presentation on Resolution 19-2014.

There is Discussion on Resolution 19-2014.

After in depth discussions on particular areas and wording of the proposed employee manual, the board agrees to table the resolution until the October Regular Meeting.

**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 931 through 990 in the amount of \$185,119.99.

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 1382 through 1391 in the amount of \$23,979.32.

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 \$543.02.

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 July 2014.

There is discussion on the process of claiming and releasing a lien.

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 and the Water System Plan Update.

The General Manager gives his report detailing the status of the Z Street project.

The General Manager gives a progress report on the status of the Drinking Water State Revolving Fund Loan projects.

The General Manager gives an update on the status of the 2014 Water System Plan.

The General Manager gives an update on the status of the 2014 Rate Study.

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

No Action Taken.

**VIII. Board Member Comments**

Commissioner Sheldon states that the Board needs to give a clear request for action prior to staff taking action or moving forward on any issues they feel the Board may want accomplished.

Commissioner Sheldon advocates using a projector during the meetings instead of printing out extra board packets.

Commissioner Brake requests an "Old business items / Pending issues" item be added to future board meeting agendas.

**IX. Future Agenda Items**


None.

**X. Adjournment**

There being no further business, Commissioner Sheldon adjourned the meeting at 8:06 pm.

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Brian Sheldon, Commissioner  
Position #1

  
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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: 9-22-14*