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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 October 20, 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

#### **Staff present:**

William Neal, General Manager

Jack McCarty, Office Manager

Robert Hunt, Field Superintendent

#### **Others present:**

None

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

Commissioner Ripley makes a motion to adopt the agenda.

Commissioner Brake seconds the motion.

Commissioner Ripley makes a motion to add item 6b to discuss authorizing the General Manager to contract new legal counsel.

Commissioner Brake seconds the motion.

Commissioner Brake calls for the vote on the motion.

The motion passes unanimously.

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

Commissioner Brake seconds the motion to adopt the agenda as amended.

Commissioner Brake calls for the vote on the motion.

The motion passes unanimously.

### **IV. Public Comment**

None.

**V. Action Items**

**A. Approval of the 9-17-2014 Special Meeting Minutes.**

Commissioner Ripley makes a motion to table the 9-17-2014 Special Meeting Minutes due to Commissioner Sheldon's absence.

Commissioner Brake seconds the motion.

Commissioner Brake calls for the vote on the motion.

The motion passes unanimously.

**B. Approval of the 9-22-2014 Regular Meeting Minutes.**

Commissioner Ripley makes a motion to approve the 9-22-2014 Regular Meeting Minutes.

Commissioner Brake seconds the motion.

Commissioner Brake calls for the vote on the motion.

The motion passes unanimously.

**C. Approval of the 10-16-2014 Special Meeting Minutes.**

Commissioner Ripley makes a motion to approve the 10-16-2014 Special Meeting Minutes.

Commissioner Brake seconds the motion.

Commissioner Brake calls for the vote on the motion.

The motion passes unanimously.

**D. Resolution 22-2014 Total Compensation & Job Description**

Commissioner Brake and Commissioner Ripley express concerns about taking action on resolution 22-2014 without the full Board of Commissioners in session.

Commissioner Ripley makes a motion to move this item to 8a so it can be discussed without action.

Commissioner Brake seconds the motion.

Commissioner Brake calls for the vote on the motion.

The motion passes unanimously.

**E. Resolution 23-2014 Contract With Washington MRSC**

The General Manager gives a presentation on Resolution 23-2014.

There is Discussion on Resolution 23-2014.

Commissioner Ripley makes a motion to adopt Resolution 23-2014

Commissioner Brake seconds the motion.

Commissioner Brake calls for the vote on the motion.

The motion passes unanimously.

**D. Resolution 24-2014 Authorization To Invest In Bonds**

The General Manager gives a presentation on Resolution 24-2014.

There is Discussion on Resolution 24-2014.

Commissioner Ripley makes a motion to adopt Resolution 24-2014

Commissioner Brake seconds the motion.

Commissioner Brake 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 1867 through 1919 in the amount of \$67,852.23.

Commissioner Brake seconds the motion.

Commissioner Brake calls for the vote on the motion.

The motion passes unanimously.

Commissioner Ripley makes a motion to approve vouchers 1786 through 1791 and 1793 through 1795 in the amount of \$23,255.49.

Commissioner Brake seconds the motion.

Commissioner Brake calls for the vote on the motion.

The motion passes unanimously.

Commissioner Ripley makes a motion to approve vouchers 1854 through 1860 in the amount of \$11,304.07.

Commissioner Brake seconds the motion.

Commissioner Brake 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 \$504.96.

Commissioner Brake seconds the motion.

Commissioner Brake 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 September 2014.

The General Manager commends the Office Manager on the revamping and current management of the District's lien program.

No action taken.

**B. Contracting With A New Attorney**

The General Manager makes a request to authorize him to contract with an additional legal firm of Bean, Gentry, and Wheeler Peternell PLLC.

The General Manager states that he has worked with this firm while with Arcadia Drilling and that Brent Dille of Bean, Gentry, and Wheeler Peternell PLLC is his personal attorney.

There is discussion between the General Manager and the Board on the need for an attorney who is proficient with legal contracts.

Commissioner Ripley makes a motion to authorize the General Manager to contract the services of Bean, Gentry, and Wheeler Peternell PLLC.

Commissioner Brake seconds the motion.

Commissioner Brake calls for the vote on the motion.

The motion passes unanimously.

**VII. Pending Items**

**A. General Manager's Performance Evaluation Policy**

The General Manager acknowledges that the General Manager's Performance Evaluation Policy is still something that is a work in progress and will be discussed further at a future meeting.

**B. Employee Manual**

The General Manager states that the Employee Manual is ready for review at a Special Meeting.

**C. Cross Connection Control Program**

The General Manager states that the Cross Connection Control Program is nearing completion and that a Special Meeting to review and approve it will be forthcoming

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 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.

**A. Discussion On Resolution 22-2014 Total Compensation & Job Description**

There is discussion between the General Manager & the Board on Resolution 22-2014 Total Compensation & Job Description.

No Action Taken.

**IX. Board Member Comments**

None.

**X. Future Agenda Items**

None.

**XI. Adjournment**

There being no further business, Commissioner Brake adjourned the meeting at 8:00 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: \_\_\_\_\_*