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## **Minutes of the Special Meeting of the Board of Commissioners of North Beach Water District**

A Special Meeting of the Board of Commissioners of North Beach Water District was held at 12:00 p.m., **Tuesday November 4, 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 Special Meeting of the Board of Commissioners of North Beach Water District to order at 12:01 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:**

David E. Jensen

### **III. Adopt Agenda**

Commissioner Ripley makes a motion to adopt the agenda.

Commissioner Brake seconds the motion.

Commissioner Ripley makes a motion to swap Agenda Items IV and V.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion passes unanimously.

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

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion passes unanimously.

### **IV. Discussion / Action Items**

#### **A. Resolution 25-2014 Amending Job Descriptions**

The General Manager gives a presentation on Resolution 26-2014.

There is discussion on Resolution 26-2014.

Commissioner Ripley makes a motion to table Resolution 26-2014 for later discussion.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**B. Resolution 27-2014 Employee Policy and Procedure Manual**

The General Manager gives a presentation on Resolution 27-2014.

There is discussion on Resolution 27-2014.

Commissioner Brake makes a motion to adopt Resolution 27-2014.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**V. Review and Approve Floor Plan and Site Plan.**

There is discussion between David E. Jensen, the General Manager, the Office Manager and the Board of Commissioners on the floor and site plans.

Included in these discussion are building and roofing materials as well as siding materials and parking set up.

The Board directs David E. Jensen to continue on the floor plan assuming a wood framed building, metal siding and metal roof for the equipment side.

The Board further directs David E. Jensen to bring siding samples to help determine the desired siding for the office portion of the building.

**VI. Board Member Comments**

None

**VII. Adjournment**

There being no further business, Commissioner Sheldon adjourned the meeting at 2:23 p.m.

  
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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: 12-22-14