



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 November 17, 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

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 makes a motion to add a 10 minute executive session to discuss an employee issue.

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. Public Comment

None.

V. Action Items

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

Commissioner Sheldon makes a motion to approve the 9-17-2014 Special Meeting Minutes.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

Commissioner Sheldon - Yea.

Commissioner Ripley - Yea.

Commissioner Brake - Abstain.

The motion passes by majority approval.

B. Approval of the 10-20-2014 Regular Meeting Minutes.

Commissioner Ripley makes a motion to approve the 10-20-2014 Regular Meeting Minutes.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

Commissioner Brake - Yea.

Commissioner Ripley - Yea.

Commissioner Abstain - Abstain.

The motion passes by majority approval.

C. Approval of the 10-29-2014 Special Meeting Minutes.

Commissioner Ripley makes a motion to approve the 10-29-2014 Special Meeting Minutes.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

D. Approval of the 11-04-2014 Special Meeting Minutes.

Commissioner Ripley makes a motion to table the 11-04-2014 Special Meeting Minutes until further review and clarification on the direction the Board gave David E. Jensen, Architect.

Commissioner Brake seconds the motion.

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 1091 through 1131 in the amount of \$43,638.09.

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 1973 through 1781 in the amount of \$22,823.58.

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 \$596.06.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

VI. Discussion / Action Items

A. 2015 BIAS Conference

The Office Manager gives a presentation on the 2015 BIAS Annual Conference and the benefits to the District gained by his attendance.

Commissioner Brake makes a motion approve reimbursement of reasonable and actual expenses for attendance of the 2015 BIAS Annual Conference for Jack McCarty.

Commissioner Ripley Seconds the Motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

B. Lien Report

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

No action taken.

C. Sandra Nielson

The General Manager presents a letter to the Board per the request of a rate payer, Sandra Nielson.

Sandra Neilson is requesting relief on a water bill due to believed theft by a neighbor.

There is discussion on the possible actions.

The Board agrees to remove the usage fee if the customer agrees to install a control valve.

D. Cross Connection Control Program Update

The General Manager gives a presentation on the status of the Cross Connection Control Program.

There is discussion on the Cross Connection Control Program.

No action taken.

E. 2015 Budget Presentation

The General Manager gives a presentation on the status of the 2015 Operating Budget.

There is discussion on the 2015 Operating Budget.

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.

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

No Action Taken.

VIII. 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.

No action taken.

B. Rate Study

The General Manager states that the rate study is nearly completed and a workshop is scheduled.

No action taken.

C. Water System Plan

The General Manager states that the Water System Plan is nearly complete.

No action taken.

D. Water Use Efficiency Hearing

The General Manager states that the Water Use Efficiency Hearing is still set for January 2015.

No Action Taken.

IX. Executive Session

The Board enters into Executive Session at 8:30 p.m.

The Board comes out of Executive Session at 8:39 p.m.

X. Report On Executive Session

None.

XI. Board Member Comments

None.

XII. Future Agenda Items

None.

XIII. Adjournment

There being no further business, Commissioner Sheldon adjourned the meeting at 8:45 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: _____