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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 December 22, 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:**

Janice Taylor

Roger Taylor

Jul Grandbois

Penny Neal

**III. Adopt Agenda:**

Commissioner Brake makes a motion to adopt the agenda.

Commissioner Ripley seconds the motion.

Commissioner Brake makes a motion to add change agenda item 7J, 2015 Board Meeting Calendar and re-letter the remaining items accordingly.

Commissioner Ripley 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 Hearing - Proposed 2015 Budget**

##### **Opening Statement from the President of the Board - Brian Sheldon.**

Commissioner Sheldon informs the public of the nature of the public hearing. He then states that each member will have a chance to comment on the budget and that they are to limit their comment to three minutes and to keep all comments respectful.

##### **Presentation on Proposed 2015 Budget.**

The General Manager gives a presentation on the proposed 2015 Budget detailing revenues, expenses, and debt service.

There is discussion between the General Manager and the Board on certain items within the proposed budget.

##### **Public Comment on Proposed 2015 Budget.**

Roger Taylor asks how long the District has remaining on its various debt service.

General Manager Neal informs Mr. Taylor that there are 13 years remaining on the original Public Works Trust Fund loans and 19 years remaining on the 2013 Water Revenue Bond.

Roger Taylor asks if the District plans on hiring new field employees in the foreseeable future.

General Manager Neal states that the hiring of new employees would be contingent on the level of District involvement in finishing capital improvement projects stated in the water system plan.

Board Member Comments on Proposed 2015 Budget.

Commissioner Sheldon states that he is very proud of what the district has been able to accomplish in 2014, specifically the large-scale projects such as water main extensions and installations.

Commissioner Ripley states that he appreciates how well the Commissioners have worked together to accomplish District goals.

Commissioner Brake echoes the sentiments of the other commissioners. She then states that most of the agenda items have been vigorously reviewed at previous board meetings and do not require much more time to discuss during the current Board meeting.

#### **V. Close Public Hearing**

Being that there is no further questions or discussion on the proposed 2015 budget, Commissioner Sheldon closes the public hearing at 6:54 pm.

#### **VI. Call To Order Regular Meeting**

Commissioner Sheldon called the Regular Meeting of the Board of Commissioners of North Beach Water District to order at 6:54 pm.

#### **VII. Action Items**

**A. Approval of the 11-04-2014 Special Meeting Minutes.**

**B. Approval of the 11-17-2014 Regular Meeting Minutes.**

**C. Approval of the 11-26-2014 Special Meeting Minutes.**

**D. Approval of the 12-11-2014 Special Meeting Minutes.**

Being no discussion on any of the Special or Regular meeting minutes, Commissioner Brake makes a motion to approve the 11-04-2014 Special Meeting Minutes, the 11-17-2014 Regular Meeting Minutes, the 11-26-2014 Special Meeting Minutes and the 12-11-2014 Special Meeting Minutes.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**E. Resolution 28-2014 - 2015 Operating Budget**

Being no further discussion on the proposed operating budget Commissioner Brake makes a motion to adopt Resolution 28-2014.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**F. Resolution 29-2014 - Cross Connection Control Program**

General Manager Neal gives a presentation on Resolution 29-2014.

General Manager Neal reads aloud the verbatim the wording of Resolution 29-2014.

There is discussion on resolution 29-2014.

Commissioner Brake makes a motion to approve Resolution 29-2014.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**G. Resolution 30-2014 - Rules, Regulations and Rates**

General Manager Neal gives a presentation on Resolution 30-2014.

General Manager Neal reads aloud the verbatim the wording of Resolution 30-2014.

There is discussion on resolution 30-2014.

Commissioner Brake makes a motion to approve Resolution 30-2014.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**H. Resolution 31-2014 - Amending Terms and Conditions of DWSRF Loan 121**

General Manager Neal gives a presentation on Resolution 31-2014.

There is discussion on resolution 31-2014.

Commissioner Ripley makes a motion to approve Resolution 31-2014.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**I. Resolution 32-2014 - Renewing Lease on Ricoh Copy Machine**

The Office Manager gives a presentation on Resolution 32-2014.

There is discussion on resolution 32-2014.

Commissioner Ripley makes a motion to approve Resolution 32-2014.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**J. Resolution 33-2014 - 2015 Board Meeting Calendar**

General Manager Neal gives a presentation on Resolution 33-2014.

There is discussion on resolution 33-2014.

Commissioner Ripley makes a motion to approve Resolution 33-2014.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**K. Budget to Date.**

There is Discussion on the current Budget to Date.

Commissioner Brake makes a motion to receive and file the Budget to Date.

Commissioner Ripley seconds the motion.

The motion passes unanimously.

**L. District Expenses**

There is discussion on the district expenses.

Commissioner Brake makes a motion to approve checks 1132 through 1181 in the amount of \$52,325.93.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to approve vouchers 2091 through 2097 in the amount of \$10,660.47.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to approve vouchers 2136 through 2144 in the amount of \$20,538.21.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to approve vouchers 2224 through 2231 in the amount of \$10,940.51

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to approve the monthly credit card and ACH processing fee in the amount of \$630.02.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

#### **VIII. Discussion / Action Items**

**A. Lien Report**

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

No action taken.

**IX. 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.

**X. Public Comment**

None.

**XI. Board Member Comments**

Commissioner Sheldon wishes all in attendance a Merry Christmas and a Happy New Year.

Commissioner Sheldon requests that an amendment to the newly adopted Rules, Regulations and rates, concerning the fees for out of District Backflow Assembly Testing be added to future agenda items.

Commissioner Brake states that she is thrilled with the accomplishments of the District in 2014.

Commissioner Ripley wishes everyone a Merry Christmas.

Commissioner Sheldon states that even though the District has a lot of upcoming projects that the focus needs to remain on water quality.

**XII. Future Agenda Items**

None.

**XIII. 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. Water System Plan

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

No action taken.

C. Water Use Efficiency Hearing

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

No Action Taken.

**XIV. Adjournment**

There being no further business, Commissioner Sheldon adjourned the meeting at 8:13 pm.

\_\_\_\_\_  
Brian Sheldon, Commissioner  
Position #1

Respectfully submitted for  
review and approval by:

\_\_\_\_\_  
Jack McCarty, Office Manager

\_\_\_\_\_  
Gwen Brake, Commissioner  
Position #2

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:

\_\_\_\_\_  
Glenn Ripley, Commissioner  
Position #3

\_\_\_\_\_  
Date: