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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 January 26, 2015** 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 1:30 p.m.

**II. Roll Call:**

**Commissioners Present:** Brian Sheldon

Gwen Brake

Glenn Ripley

**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 Brake makes a motion to add change agenda item 3, Election of Officers and re-number the remaining items accordingly.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion passes unanimously.

Commissioner Brake makes a motion to adopt the agenda as amended

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion passes unanimously.

**IV. Election of Officers**

**A. President of the Board**

Commissioner Brake nominates commissioner Sheldon as President.

Commissioner Ripley seconds the nomination.

The nomination is put to a vote.

Commissioner Brake and Commissioner Ripley - Yea.  
Commissioner Sheldon - Abstain.

**B. Secretary of the Board**

Commissioner Ripley nominates commissioner Brake as Secretary.  
Commissioner Sheldon seconds the nomination.  
The nomination is put to a vote.  
Commissioner Sheldon and Commissioner Ripley - Yea.  
Commissioner Brake - Abstain.

**V. Public Comment**

None.

**VI. Action Items**

- A. Approval of the 12-15-2014 Special Meeting Minutes.**
- B. Approval of the 12-22-2014 Regular Meeting Minutes.**
- C. Approval of the 1-12-2015 Special Meeting Minutes.**

Being no discussion on any of the Special or Regular meeting minutes, Commissioner Brake makes a motion to approve the 12-15-2014 Special Meeting Minutes, the 12-22-2014 Regular Meeting Minutes, and the 1-12-2015 Special Meeting Minutes.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**D. Resolution 01-2015 - 2015 Meter Purchase Order**

General Manager Neal gives a presentation on Resolution 01-2015.

There is discussion on resolution 01-2015.

Commissioner Brake makes a motion to approve Resolution 01-2015.

Commissioner Ripley 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 1182 through 1231 in the amount of \$53,870.74.

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 2335 through 2342 and 2345 in the amount of \$26,152.57.

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 68 through 74 in the amount of \$11,538.65.

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 \$579.18.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

## **VII. Discussion / Action Items**

### **A. Lien Report**

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

No action taken.

### **B. WSDOT Tree Mitigation Agreement**

The General Manager gives a report on the WSDOT Tree Mitigation Agreement.

There is discussion between the General Manager and the Board on the on the WSDOT Tree Mitigation Agreement.

No action taken.

### **C. ERWOW Annual Conference and Trade Show**

The General Manager gives a report on the ERWOW Annual Conference and Trade Show to include his intention to have Robert Hunt attend.

There is discussion between the General Manager and the Board on the ERWOW Annual Conference and Trade Show.

No action taken.

### **D. WASWD 2015 Legislative Agenda**

The General Manager gives a report on the WASWD 2015 Legislative Agenda.

There is discussion between the General Manager and the Board on the WASWD 2015 Legislative Agenda.

No action taken.



**E. DOE Water Rights Change Application Cost Reimbursement Program**

The General Manager gives a report on the DOE Water Rights Change Application Cost Reimbursement Program.

There is discussion between the General Manager and the Board on the DOE Water Rights Change Application Cost Reimbursement Program.

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.

**IX. Board Member Comments**

Commissioner Sheldon states that he feels the district should stop printing out board packets for the public as they are thrown away unused most of the time. He proposes the use of the District laptop and projector as an alternative.

Commissioner Sheldon asks for clarification on liens and removal of water service.

General Manager Neal states that prior to his arrival the process was to remove service on properties that had a lien but that is no longer the case, service is only removed at the customer's request and for an established fee.

**X. 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 February 2015.

No Action Taken.

**D. Backflow Assembly Testing Policy**

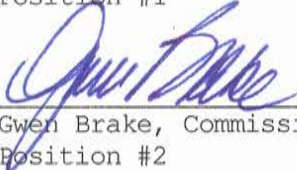
The General Manager states that he intends to have Jon Fleming certified as a backflow assembly tester and that a policy for testing is in the works.


No Action Taken.

**XI. Adjournment**

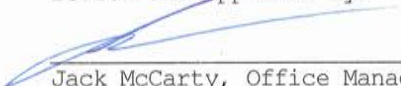
There being no further business, Commissioner Sheldon adjourned the meeting at 8:12 p.m.

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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: 2-23-15