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**Minutes of the Public Hearing / 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 March 16, 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 6:01 p.m.

**II. Roll Call:**

Commissioners Present:

Brian Sheldon, Glenn Ripley, Gwen Brake

Staff present:

William Neal, General Manager - Jack McCarty, Office Manager

Others present:

Lynda Cangemi, Janice Taylor, Roger Taylor, Jul Grandbois

**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 8-h, Resolution 07-2015.

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 Hearing - Water Use Efficiency**

**A. 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 Water Use Efficiency Plan.

**B. Presentation on Water Use Efficiency Plan:**

The General Manager gives a presentation on the Water Use Efficiency Plan to include the guidelines the District must follow as well as goals the District will implement to conserve water.

There is discussion between the General Manager and the Board on certain items within the Water Use Efficiency Plan.

**C. Public Comment on Water Use Efficiency Plan**

None.

**D. Board Member Comments on Water Use Efficiency Plan**

None.

**V. Close Public Hearing**

Being that there is no further questions or discussion on the proposed Water Use Efficiency Plan, Commissioner Sheldon closes the public hearing at 6:38 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 6:38 pm.

**VII. Public Comment**

None.

**VIII. Action Items**

**A. Approval of the 02-23-2015 Regular Meeting Minutes**

Commissioner Ripley Makes a motion to approve the 02-23-2015 Regular Meeting Minutes.

Commissioner Brake Seconds the motion.

Commissioner Sheldon recuses himself from voting on the motion as he did not attend the 02-23-2015 Regular Meeting.

Commissioner Sheldon puts the motion to a vote.

Commissioner Break - Yea.

Commissioner Ripley - Yea.

Commissioner Sheldon - Abstain.

**B. Approval of the 03-12-2015 Special Meeting Minutes**

Commissioner Ripley Makes a motion to approve the 03-12-2015 Special Meeting Minutes.

Commissioner Brake Seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion passes unanimously.

**C. Approval of Resolution 04-2015 - Amending Fiscal Policy**

The General Manager gives a presentation on Resolution 04-2015.

There is discussion on Resolution 04-2015.

Commissioner Brake makes a motion to approve Resolution 04-2015.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion passes unanimously.

**D. Approval of Resolution 05-2015 - Transferring of District Funds**

The General Manager gives a presentation on Resolution 05-2015.

There is discussion on Resolution 05-2015.

Commissioner Ripley makes a motion to approve Resolution 05-2015.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion passes unanimously.

**E. Resolution 06-2015 - Awarding Meter Replacement Material Bid**

The General Manager gives a presentation on Resolution 06-2015.

There is discussion on Resolution 06-2015.

Commissioner Brake makes a motion to approve Resolution 06-2015.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion passes unanimously.

**F. 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.

**G. District Expenses**

There is discussion on the district expenses.

Commissioner Ripley makes a motion to approve checks 1290 through 1333 in the amount of \$52,191.50.

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 360 through 369 in the amount of \$22,198.32.

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 \$638.78.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

#### **H. Resolution 07-2015 - Declaring Surplus Items**

The General Manager gives a presentation on Resolution 07-2015.

There is discussion on Resolution 07-2015.

Commissioner Brake makes a motion to approve Resolution 07-2015.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion passes unanimously.

### **IX. Discussion / Action Items**

#### **A. Lynda Cangemi, Customer Adjustment Request**

Linda Cangemi states that during the water outage caused by the flushing of the 245<sup>th</sup> Street water main, she lost \$50 worth of partially mixed cement and also had to pay \$20 for use of the dump to dispose of the hardened cement.

Linda Cangemi requests an adjustment to her bill to reimburse her for actual losses.

There is discussion between Lynda Cangemi and the Board.

Commissioner Ripley makes a motion to reimburse Lynda Cangemi half of her actual costs, \$35.

Commissioner Sheldon seconds the motion.

There is discussion between the Board Members.

After further extensive discussions Commissioner Ripley amends his motion to reimburse Lynda Cangemi the full amount of her February 2015 water bill, \$70.09.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for a 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 February 2015.

No action taken.

**C. January 1, 2011 through December 31, 2014 Audit.**

The General Manager gives a presentation on the January 1, 2011 through December 31, 2014 Audit.

There is discussion between the General Manager, Office Manager and Board on the January 1, 2011 through December 31, 2014 Audit.

No action taken.

**D. Drinking Water Infrastructure Needs Survey Assessment**

The General Manager gives a presentation on the Drinking Water Infrastructure Needs Survey Assessment.

There is discussion between the General Manager and Board on the Drinking Water Infrastructure Needs Survey Assessment.

No action taken.

**X. 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.

**XI. Board Member Comments**

Commissioner Sheldon expresses his displeasure with the cost of State Audits.

Commissioner Brake states that she would like to see easements put in the Pending Items.

**XII. Future Agenda Items**

A workshop for the Water System Plan is scheduled for April 16, 2015 at 1:00 pm

**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 and will be up for approval at the April 20, 2015 Regular Meeting.

No action taken.

**C. Backflow Assembly Testing Policy**

The General Manager states that the Backflow Assembly Testing Policy is still under review.

No Action Taken.

**XIV. Adjournment**

There being no further business, Commissioner Sheldon adjourned the meeting at 8:29 pm.

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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: \_\_\_\_\_