



**Minutes of the Public Hearing / Regular Meeting of the
Board of Commissioners of North Beach Water District**

These are the minutes of a Public Hearing and Regular Meeting of the Board of Commissioners of North Beach Water District held at 6:00 p.m., Monday April 20, 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 Public Hearing to order at 6:00 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:

Roger Taylor, Janice Taylor, Tom Manning, Jul Grandbois, Carl Steuernagel, Sharon Burns, Tim Stillman, Daniel Mooney, Butch Mullenix, Sherry Mullenix, Bill Huisman, Sheron Huisman.

III. Adopt Agenda:

Commissioner Ripley makes a motion to adopt the agenda.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion passes unanimously.

IV. Public Hearing - Water System Plan DNS

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 System Plan DNS and gives the ground rules for commenting.

B. Determination of Non-Significance (DNS) Presentation - Bill Neal

General Manager Neal gives a presentation on the Water System Plan DNS to include how the determination is made and why such a determination is necessary.

C. Public Comment.

None.

D. Board Member Comments.

None.

V. Close Public Hearing

There being no further business, Commissioner Sheldon adjourned the public hearing at 6:13 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 6:13 p.m.

VII. Public comment

Roger Taylor - States that he and the rest of the meeting attendees are present because they are concerned about the water pressure in the Sunset Sands Community Organization and would like to try to get the proposed booster station project moved up if possible.

General Manager Neal - States that he will be meeting with an Engineer from Gray & Osborne to try to figure out the total cost of the project in an effort to evaluate the feasibility of moving the project up.

Janice Taylor - Asks if the engineer is aware of the failed fire flow tests at the hydrants.

Commissioner Sheldon - States that the engineer will be apprised of all information and issues affecting the Sunset Sands Community Organization.

Tom Manning - Asks if a booster pump would fix the fire hydrant problem.

General Manager Neal - States that fixing flow and pressure at the customers tap was the main goal and that improving fire flow and adding more hydrants is part of a long term plan.

Daniel Mooney - Asks when the project will be done.

General Manager Neal - States that the District is working on the engineering portion now and that the project can't go forward until the District has the funds and authorization from the Department of Health.

Daniel Mooney - States that there are new houses going up in Sunset Sands which will only make the problem worse.

Commissioner Sheldon - Asks if it is possible for the new

constructions to put in a private well until the booster station was installed.

Tom Manning - States that the lots are too small to have a private well.

Commissioner Brake - States that it is important that the members keep coming to the meetings and voicing their complaints.

Tom Manning - States that they have come to several meetings but the problem has not yet been corrected.

Jul Grandbois - States that there should be a fire hydrant within 1,000 feet of any given residence. She expresses concern on whether at 1,400 feet from the nearest hydrant the fire department will have enough hose to reach her house if she has a fire.

General Manager Neal - States that the Fire chief was involved in the Water System Plan and that there are plans to add more hydrants.

Jul Grandbois - Asks if the District is a member of the American Water Works Association (AWWA).

General Manager Neal - States that the district is a member.

Jul Grandbois - States that the AWWA has grants for small and underfunded Districts to help with the purchase of fire hydrants. She further states that she would be willing to help with research on the issue if the District was interested.

General Manager Neal - Asks Jul Grandbois to put a star next to her name on the sign in sheet and that he would be in contact with her on the issue.

Janice Taylor - Asks if the State was aware of the fire flow issue

General Manager Neal - States that they were due to it being in the Water System Plan.

Bill Huisman - States that July and August are particularly dry months and that if there is not a hydrant close enough, and the fire tanker truck runs out of water and has to leave to refill the results would be catastrophic.

General Manager Neal - States that Surfside Homeowners Association has a similar issue with fire hydrants and that they worked with the fire department and had dry hydrants installed on their lakes. He suggests that the same may be possible in Sunset Sands.

Dan Mooney - States that there is only one access to the lake so there could only be at most one dry hydrant installed.

Janice Taylor - States that the single access goes to the pond and not to the lake.

Commissioner Brake - States that the community needs to continue to work together and explore all options in an effort to help fix

the issues they are facing.

Roger Taylor - States that community understands the limitations the District is facing and that they understand not all of the issues can be fixed all at once right away. He states that they would like have the pressure issue fixed first and to work on the hydrant issues in the future. He further states the community would like to see the booster station project moved up from 2017 to 2016.

Commissioner Brake - States that the community needs to send a representative to each meeting to obtain updates on the progress of the project.

Roger Taylor - Gives the General Manager a signed copy of the letter he presented earlier in the day on behalf of the Sunset Sands Community.

Sheron Huisman - Asks what the Water System Plan is.

General Manager Neal - Gives a brief explanation of what the Water System Plan is and how it works.

Sheron Huisman - Asks if any of the Commissioners or General Manager has been to Sunset Sands.

General Manager Neal - States that he has been in the community several times.

General Manager Neal - States that while it may not completely fix the problem, low flow shower heads will help the issue.

Sharon Burns - States that sometimes the water just trickles out and when she calls to find out why she is told it is because of flushing. She asks if it is possible to notify people of the flushing ahead of time.

General Manager Neal - States that if there is flushing going on during the day it is because of an emergency situation that was not planned for. He further states that the scheduled annual flushing is performed at night between 10:00 pm and 6:00 am to reduce the impact on the ratepayers. He states that when scheduled flushing takes place that there is plenty of notification given regarding the areas, dates and times.

Sharon Burns - States that sometimes the water has sand in it.

Commissioner Brake - States that it sounds like an individual service issue and to call the office when such a situation arises.

Commissioner Sheldon - States that he appreciates everyone attending and presenting their problems. He states that the District is aware of the problems facing Sunset Sands and how important it is to get these issues resolved. He further states

that the District is doing what it can to improve the situation and that the project may be moved up if it is possible and feasible. Because of time constraints Commissioner Sheldon again thanks everyone for their input and closes the public comment portion of the meeting.

VIII. Action Items

A. Approval of the 3-16-2015 Regular Meeting Minutes.

B. Approval of the 4-16-2015 Special Meeting Minutes.

Being no discussion on the Special or Regular Meeting minutes, Commissioner Ripley makes a motion to approve the 3-16-2015 Regular Meeting Minutes and the 4-16-2015 Special Meeting Minutes.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

C. Resolution 09-2015 - SEPA DNS

General Manager Neal gives a presentation on Resolution 09-2015.

There is discussion on resolution 09-2015.

Commissioner Ripley makes a motion to approve Resolution 09-2015.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

D. Resolution 10-2015 Transfer of District Funds

General Manager Neal gives a presentation on Resolution 10-2015.

There is discussion on resolution 10-2015.

Commissioner Brake makes a motion to approve Resolution 10-2015.

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.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

F. District Expenses

There is discussion on the district expenses.

Commissioner Ripley makes a motion to approve checks 1334 through 1391 in the amount of \$455,428.80.

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 485 through 493 in the amount of \$13,260.83.

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 553 through 563 in the amount of \$27,213.58.

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 vouchers 651 through 659 in the amount of \$13,996.20.

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 \$613.75.

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

IX. Discussion / Action Items

A. Lien Report

The Office Manager gives a report on all of the liens claimed and released for the month of March 2015.

No action taken.

B. 2015-16 Legislative Report

General Manager Neal gives a presentation on legislature that was passed as well as legislature that did not pass for the current legislative year.

There is discussion between the General Manager and the commissioners.

No Action Taken.

C. Travel Credit Cards for Employees

The Office Manager gives a presentation on the potential benefits of obtaining travel cards for each of the Field Crew employees to cover travel costs and incidentals.

He states that the cards would only be issued for work related travel and would be collected and stored after travel was complete.

There is discussion between the Office Manager, General Manager and commissioners.

Commissioner Sheldon requests setting the issue aside until further information on the District Credit Card Policy can be evaluated.

No action Taken

D Schedule a Water System Plan Workshop

There is discussion on the best time to schedule a Water System Plan workshop.

A workshop is scheduled for Monday May 4, 2015 at 4:00 pm.

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 Brake states she would like to see the easements for the new Wellfield in the Pending Items.

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. 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.

XIV. Adjournment

There being no further business, Commissioner Sheldon adjourned the meeting at 8:37 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, does
hereby approve this set of
Minutes to become an Official
Record of North Beach Water
District on:

Date: 5-18-15