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**Minutes of the Special Meeting of the Board of  
Commissioners of North Beach Water District**

**These are the minutes of a Regular Meeting of the Board of Commissioners of North Beach Water District held at 6:00 p.m., Monday July 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 Regular Meeting of the Board of Commissioners of North Beach Water District 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, -  
Deverie Gorham, Billing Clerk

**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 amend the agenda by inserting new agenda item, "Resolution 15-2015 Awarding Septic System Installation Contract to Taft Plumbing", to item 5F.**

Commissioner Ripley seconds the motion to amend the agenda.

Commissioner Sheldon calls for a vote on the motion to amend the agenda.

The motion to amend the agenda passes unanimously.

**Commissioner Brake 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 to adopt the amended agenda passes unanimously.

**IV. Public Comment**

None

V. **Action Items**

A. **06-22-15 Regular Meeting Minutes:**

**Commissioner Ripley makes a motion to approve the 06-22-2015 Regular Meeting Minutes.**

Commissioner Sheldon seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion is put to a vote.

Commissioner Ripley - Aye.

Commissioner Sheldon - Aye.

Commissioner Brake - Abstain.

B. **06-26-15 Special Meeting Minutes**

**Commissioner Ripley makes a motion to approve the 06-26-2015 Special Meeting minutes.**

Commissioner Brake seconds the motion.

There is discussion on the minutes.

Commissioner Sheldon states that he does not see the directive the Board gave the General Manager concerning the HVAC system at the office and facilities building.

C. **Budget to Date**

The General Manager gives a presentation on the 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.

D. **Financial Summary**

The General Manager gives a presentation on the Financial Summary.

There is Discussion on the financial summary.

**Commissioner Ripley makes a motion to receive and file the Financial Summary.**

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**E. District Expenses**

There is discussion on the district expenses.

**Commissioner Ripley makes a motion to approve checks 1498 through 1551 in the amount of \$133,035.72.**

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 1176 through 1183 and 1185 through 1187 in the amount of \$24,758.56.**

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 1254 through 1262 in the amount of \$14,724.73.**

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 \$1,039.39.**

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**F. Resolution 15-2015 Awarding Septic System Installation**

General Manager Neal gives a presentation on Resolution 15-2015.

There is discussion on Resolution 15-2015.

**Commissioner Ripley makes a motion to approve Resolution 15-2015.**

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**VI. Discussion / Action Items**

**A. Lien Report**

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

No action taken.



General Manager Neal gives an update on the Crow's Nest which has been locked off since April 2014 and has had a lien on it since June 2014.

There is discussion between the Board and the General Manager concerning businesses operating without potable water.

The Board Directs the General Manager to call and speak to the appropriate county and state departments about the situation.

**B. Draft Surfside Management Contract Revision**

General Manager Neal informs the Board that he has been working on a draft revision to the Surfside management contract to adjust for inflation and change it from an interim agreement to a contract.

There is discussion between the General Manager and the commissioners.

**Commissioner Ripley makes a motion directing the General Manager to renegotiate the Surfside Management Contract per the draft Water System Management Agreement.**

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**C. Coliform Monitoring Plan**

The General Manager gives a presentation outlining the current Coliform Monitoring Plan.

General Manager Neal states that as part of the Coliform Monitoring Plan, the Board must decide if they want to voluntarily notify the rate payers when there is positive test for coliform prior to verifying the results of the tests.

There is discussion between the General Manager and the Board on the ramifications of trying to notify all rate payers prior to verifying if there is an actual problem.

Commissioner Sheldon states that he sees no benefit to notifying prior to verification due to the short turnaround time for repeat samples to confirm or deny the presence of E. coli bacteria in the water system. DOH has concluded the risk of dangerous E. coli being found in water is low, notifications are expensive and distressing to customers, and therefore confirmation of a single E. coli presence is a reasonable action before raising a public health alarm through public notification.

**Commissioner Ripley makes a motion to use the existing notification policy for coliform and e-coli presence water tests.**

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**D. Birch Place Booster Station Engineer RFP Evaluations**

General Manager Neal gives an overview of the three engineering firms that responded to the District's Request for Qualifications for the Birch Place Booster Station Project.

There is discussion between the General Manager and the Board concerning the three engineering firms and their ability to design the project.

**Commissioner Ripley makes a motion authorizing General Manager Neal to negotiate with Gibbs and Olsen on the design of the Birch Place Booster Station**

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**E. Oysterville Operation Support and Management Services**

General Manager Neal informs the Board on the current status of the proposed Oysterville Operation Support and Management Services Contract and the Grant available from the Department of Health.

There is discussion between the General Manager and the Board on the proposed Oysterville Operation Support and Management Services Contract.

The Board unanimously agrees that Oysterville water should be given the time to decide how they want to proceed and the District should facilitate, to the best of its ability, with the Department of Health, time extensions for the Grant Contract so that the Oysterville Board may come to a decision.

No action taken.

**F. Easements for Emond Property**

The General Manager informs the Board that there has been no change or advancements yet made concerning the Emond property easements.

There is a short discussion between the Board and the General Manager on the Emond property easement progress.

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 Bond Construction Project status

update.

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

No Action Taken.

**VIII. Board Member Comments**

None

**IX. Future Agenda Items**

None

**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. Backflow Assembly Testing Policy**

The General Manager states that the Backflow Assembly Testing Policy progress has been suspended until a future date.

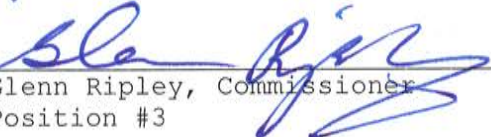
No Action Taken.

**XI. Adjournment**

There being no further business, Commissioner Sheldon adjourned the meeting at 8:50 pm.

  
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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, does hereby approve this set of Minutes to become an Official Record of North Beach Water District on:

Date: 8-17-15