



**Minutes of the Adjourned Regular Meeting of the Board of  
Commissioners of North Beach Water District**

These are the minutes of an **Adjourned Regular Meeting** of the Board of Commissioners of North Beach Water District held at **10:00 a.m.**, **Wednesday September 30, 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 10:00 a.m.

**II. Roll Call:**

**Commissioners Present:**

Brian Sheldon, Glenn Ripley, Gwen Brake

**Staff present:**

Jack McCarty, Office Manager

**Others present:**

None.

**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 to adopt the agenda passes unanimously.

**IV. Public Comment**

None

**V. Action Items**

**A. 08-17-15 Regular Meeting Minutes**

**Commissioner Ripley makes a motion to approve the 08-17-15 Regular Meeting Minutes.**

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion to approve the 08-17-15 Minutes passes unanimously.

**B. Resolution 18-2015 Contract with Xpress Bill Pay**

The Office Manager gives a presentation on Resolution 18-2015.

There is discussion on Resolution 18-2015.

**Commissioner Ripley makes a motion to adopt Resolution 18-2015.**

Commissioner Brake seconds the motion.

There is further discussion on Resolution 18-2015.

**Commissioner Ripley withdraws the motion.**

Resolution 18-2015 is tabled.

No further action taken.

**C. Resolution 19-2015 Contract with Hill & Son**

The Office Manager gives a presentation on Resolution 19-2015.

There is discussion on Resolution 19-2015.

**Commissioner Brake makes a motion to adopt Resolution 19-2015.**

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion to adopt the Resolution passes unanimously.

**D. Resolution 20-2015 Materials Contract with H.B. Jaeger**

The Office Manager gives a presentation on Resolution 20-2015.

There is discussion on Resolution 20-2015.

**Commissioner Brake makes a motion to adopt Resolution 20-2015.**

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion to adopt the Resolution passes unanimously.

**E. Budget to Date**

The Office 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.

**F. Financial Summary**

The Office 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.

**G. District Expenses**

There is discussion on the district expenses.

**Commissioner Ripley makes a motion to approve checks 1605 through 1669 in the amount of \$130,200.38.**

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 1517 through 1525 in the amount of \$13,696.03.**

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 1587 through 1597 in the amount of \$27,932.41.**

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 1668 through 1676 in the amount of \$15,778.98.**

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 \$949.68.**

Commissioner Brake seconds the motion.

Commissioner Sheldon calls for the vote on the motion.

The motion passes unanimously.

**H. Resolution 21-2015 Accepting Bison Public Works Contract**

The Office Manager gives a presentation on Resolution 21-2015.

There is discussion on Resolution 21-2015.

Commissioner Brake makes a motion to adopt Resolution 21-2015.

Commissioner Ripley seconds the motion.

Commissioner Sheldon calls for a vote on the motion.

The motion to adopt the Resolution 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 July 2015.

No action taken.

**B. Easements for Emond Property**

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

No Action Taken.

**VII. General Managers Report**

The General Managers report is tabled until the General Manager returns and can give a presentation on the report.

No Further Action Taken.

**VIII. Board Member Comments**

Commissioner Brake states that she recently attended the annual WASWD conference in Wenatchee Washington and found it greatly

beneficial.

Commissioners Ripley and Sheldon second the sentiment.

**IX. Future Agenda Items**

Commissioner Brake states that she would like to have time on the next meeting agenda to fully discuss the WASWD Conference.

Commissioner Sheldon states that he would like an update on the GIS project implementation.

Commissioner Sheldon further states that he wants to make sure the District receives a high quality, architectural grade roof on the new office and facilities building.

**X. Pending Items**

**A. General Manager's Performance Evaluation Policy**

It is acknowledged 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 Office 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 11:45 am.

*Brian Sheldon*

Brian Sheldon, Commissioner  
Position #1

*Gwen Brake*

Gwen Brake, Commissioner  
Position #2

*Glenn Ripley*

Glenn Ripley, Commissioner  
Position #3

Respectfully submitted for review  
and approval by:

*Jack McCarty*

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: 10-19-15