



**Minutes of the Regular 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, November 16, 2015 at the office of North Beach Water District, 25902 Vernon Avenue, Suite D, Ocean Park, Washington.

I. Call to Order:

Commissioner Ripley 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:

Glenn Ripley, Gwen Brake

Staff present:

William Neal, general manager; Jack McCarty, office manager

Others present:

Roger Taylor, Janice Taylor

III. Adopt Agenda:

Commissioner Brake moved to adopt the agenda.

Commissioner Ripley seconded the motion.

Commissioner Brake moved to add Agenda Item 5e, Resolution 24-2015.

Commissioner Ripley seconded the motion.

Commissioner Ripley called for a vote.

The motion to add Agenda Item 5e, Resolution 24-2015 passed unanimously.

Commissioner Brake moved to adopt the agenda as amended.

Commissioner Ripley seconded the motion.

Commissioner Ripley called for a vote.

The motion to adopt the amended agenda passed unanimously.

iv. Public Comment

Roger Taylor asked if the Birch Place booster station project was still on track.

The general manager explained that a main line is in the process of being connected that should help with pressure and flow. He also stated that after the connection a hydraulic analysis will be conducted by an engineering firm to determine the best course of action or if further action is needed.

Janice Taylor stated that a member of the Sunset Sands Community Association has concerns over what appears to be an oily sheen that forms in his toilet.

The general manager stated that the oily sheen is caused by manganese and organics in the water. He informed Mrs. Taylor that when the south well field project is completed the District will be treating with carbon which should eliminate that problem. Finally he stressed that the appearance is in no way a health hazard and is only an aesthetic issue.

Janice Taylor asked if connecting an 8 inch pipe to a 6 inch pipe discussed earlier would over pressure the smaller pipe and cause it to break.

The general manager informed Mrs. Taylor that the flow would be increased but the pressure would not.

Glen Spears mailed a comment to the District to express dissatisfaction with having their service turned off.

The office manager informed the Board that the District had the wrong mailing address for Mr. Spears and because of that Mr. Spears did not receive his bills or shut off notice. He further explained that both himself and the billing clerk had spoken to Mr. Spears and apologized for the mix up. Finally he explained that all late fees and lock off fees were refunded to the customer back in September.

Commissioner Brake directs the office manager to write a letter of apology to the customer and let them know that the District will continue to do its best to provide the best service possible to Mr. Spears and all of the District's customers.

v. Action Items

A. 10-19-15 Regular Meeting Minutes

Commissioner Brake moved to approve the 10-19-15 Regular Meeting Minutes.

Commissioner Ripley seconded the motion.

Commissioner Ripley called for a vote.

The motion to approve 10-19-15 Regular Meeting Minutes passed unanimously.

B. Budget to Date

The general manager gave a presentation on the budget to date.

There was discussion on the current budget to date.

Commissioner Brake moved to receive and file the budget to date.

Commissioner Ripley seconded the motion.

Commissioner Ripley called for a vote.

The motion to receive and file the budget to date passed unanimously.

C. Financial Summary

The general manager gave a presentation on the financial summary.

There was discussion on the financial summary.

Commissioner Brake moved to receive and file the financial summary.

Commissioner Ripley seconded the motion.

Commissioner Ripley called for a vote.

The motion to receive and file the financial summary passed unanimously.

D. District Expenses

There was discussion on the district expenses.

Commissioner Brake moved to approve checks 1724 through 1780 in the amount of \$139,627.04.

Commissioner Ripley seconded the motion.

Commissioner Ripley called for a vote.

The motion passed unanimously.

Commissioner Brake moved to approve vouchers 2000 through 2010 in the amount of \$27,031.60.

Commissioner Ripley seconded the motion.

Commissioner Ripley called for a vote.

The motion passed unanimously.

Commissioner Brake moved to approve the monthly credit card and ACH processing fees in the amount of \$1,005.16.

Commissioner Ripley seconded the motion.

Commissioner Ripley called for a vote.

The motion passed unanimously.

E. Resolution 24-2015: Construction Change Order #1

The general manager gave a presentation on Resolution 24-2015.

There was discussion on Resolution 24-2015.

Commissioner Brake moved to adopt Resolution 24-2015.

Commissioner Ripley seconded the motion.

Commissioner Ripley called for a vote.

The motion to adopt the Resolution passed unanimously.

VI. Discussion of Action Items

A. Lien Report

The office manager gave a report on all of the liens claimed and released for the month of October 2015.

No action was taken.

B. Easements for the Emond Property

The general manager gave a presentation concerning the Emond property easements.

There was discussion between the general manager and the Board on the Emond property easements.

No action was taken.

C. 2016 BIAS Software Conference and Rally

The office manager gave a presentation on the benefits of attending the 2016 BIAS Software conference and rally.

There was discussion between the office manager and the Board on the 2016 BIAS Software conference and rally.

Commissioner Ripley makes a motion to approve reimbursement of reasonable and actual expenses for attendance of the 2016 BIAS Annual Conference for Jack McCarty.

Commissioner Brake seconded the motion.

Commissioner Ripley called for a vote.

The motion passed unanimously.

D. Draft 2016 Operations Budget

The general manager stated that there was nothing new to added to the previous draft budget and that the full budget will be reviewed at the upcoming special meeting on November 18, 2015.

No action was taken.

VII. General Managers Report

The general manager reported on (1) the use, sale, and loss of water, (2) the Drinking Water State Revolving Fund Loan Project progress, and (3) the Bond Construction Project status.

No action was taken.

VIII. Board Member Comments

None.

IX. Pending Items

A. General manager's performance evaluation policy

The general manager said that the general manager's performance evaluation policy is a work in progress and will be discussed further at a future meeting.

No action was taken.

B. Backflow Assembly Testing Policy

The general manager said that the backflow assembly testing policy progress has been suspended until a future date.

No action was taken.

C. Emergency Response Plan

No discussion.

No action was taken.

x. Future Agenda Items

None.

XI. Adjournment

Commissioner Ripley adjourned the meeting at 8:20 p.m.

Brian Sheldon, Commissioner
Position #1

Respectfully submitted for review
and approval by:

Gwen Brake, Commissioner
Position #2

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:

Glenn Ripley, Commissioner
Position #3

Date: _____