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## 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, December 21, 2015 at the office of North Beach Water District, 25902 Vernon Avenue Suite D, Ocean Park, Washington.

### **I. Call to Order Public Hearing:**

Commissioner Sheldon called the 2016 operating budget 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, Robert Hunt, field superintendent, Dennis Schweizer, treatment plant operator, Jonathan Fleming, water service worker II, Joshua Maxey, water service worker I, Charles Smith, water service worker I, Deverie Gorham, Billing Clerk

Others present:

None

### **III. Adopt Agenda:**

Commissioner Ripley moved to adopt the agenda.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to adopt the agenda passed unanimously.

### **IV. Public Hearing**

#### **A. Opening Statement from the President of the Board**

Commissioner Sheldon stated that after an in depth review of the proposed operating budget he felt that the budget looked good and is in line with current and future district objectives.

#### **B. Presentation on Proposed 2016 Budget**

The general manager gave a presentation on the proposed 2016 budget.

There was discussion between the general manager and the Board on the proposed 2016 budget.

No action was taken.

#### **C. Public Comment on the Proposed 2016 Budget**

None.

**D. Board Member Comments on the Proposed 2016 Budget**

Commissioner Brake stated that she supports the proposed 2016 budget and that the District is in a much better position than when the District was formed.

Commissioner Ripley stated that the District's debt to revenue ratio looks good.

Commissioner Sheldon restated that the budget looked good.

No action was taken.

**v. Close Public Hearing**

Commissioner Sheldon closed the public hearing at 6:29 p.m.

**vi. Call to Order Regular Meeting**

Commissioner Sheldon called the regular meeting to order at 6:29 p.m.

**vii. Action Items**

**A. 11-16-15 Regular Meeting Minutes**

Commissioner Ripley moved to approve the 11-16-15 regular meeting minutes.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

Commissioner Ripley voted aye.

Commissioner Brake voted aye.

Commissioner Sheldon abstained.

The motion to approve 11-16-15 regular meeting minutes passed by majority vote.

**B. 11-18-15 Special Meeting Minutes**

Commissioner Ripley moved to approve the 11-18-15 special meeting minutes.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to approve 11-18-15 special meeting minutes passed unanimously.

**C. Resolution 27-2015 Approving 2016 Budget**

The general manager gave a presentation on Resolution 27-2015.

There was discussion between the general manager and the Board on Resolution 27-2015.

Commissioner Ripley moved to approve Resolution 27-2017.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to approve Resolution 27-2015 passed unanimously.

**D. Resolution 28-2015 Approving COLA Increase**

The general manager gave a presentation on Resolution 28-2015.

There was discussion between the general manager and the Board on Resolution 28-2015.

Commissioner Brake moved to approve Resolution 28-2015 implementing a 2% COLA increase starting January 1, 2016.

Commissioner Ripley seconded the motion.

Commissioner Sheldon called for a vote.

The motion to approve Resolution 28-2015 passed unanimously.

**E. Resolution 29-2015 Adopting 2016 Regular Meeting Calendar**

The general manager gave a presentation on Resolution 29-2015.

There was discussion between the general manager and the Board on Resolution 29-2015.

Commissioner Ripley moved to approve Resolution 29-2017.

Commissioner Brake seconded the motion.

Commissioner Ripley moved to amend Resolution 28-2015 to change the January 2016 regular meeting from January 25, 2016 to January 20, 2015.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to amend resolution 29-2015 passed unanimously.

Commissioner Ripley moved to approve Resolution 29-2017 as amended.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to approve Resolution 29-2015 as amended passed unanimously.

**F. Resolution 30-2015 Amending GM Employee Agreement**

The general manager gave a presentation on Resolution 30-2015.

There was discussion between the general manager and the Board on Resolution 30-2015.

Commissioner Ripley moved to approve Resolution 30-2017.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to approve Resolution 30-2015 passed unanimously.

The Board expressed their appreciation to the general manager for the achievements the District has made with him as general manager and especially under difficult circumstances.

#### **G. Budget to Date**

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

There was discussion on the current budget to date.

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

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

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

#### **H. Financial Summary**

The general manager gave a presentation on the financial summary.

There was discussion on the financial summary.

Commissioner Ripley moved to receive and file the financial summary.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

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

#### **I. District Expenses**

There was discussion on the district expenses.

Commissioner Brake moved to approve checks 1781 through 1849 in the amount of \$140,972.75.

Commissioner Ripley seconded the motion.

Commissioner Sheldon called for a vote.

The motion passed unanimously.

Commissioner Brake moved to approve vouchers 2131 through 2139 in the amount of \$13,826.99.

Commissioner Ripley seconded the motion.

Commissioner Sheldon called for a vote.

The motion passed unanimously.

Commissioner Brake moved to approve vouchers 2197 through 2207 in the amount of \$31,826.99.

Commissioner Ripley seconded the motion.

Commissioner Sheldon called for a vote.

The motion passed unanimously.

Commissioner Brake moved to approve vouchers 2281 through 2289 in the amount of \$14,257.72.

Commissioner Ripley seconded the motion.

Commissioner Sheldon 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 \$976.67.

Commissioner Ripley seconded the motion.

Commissioner Sheldon called for a vote.

The motion passed unanimously.

## **VIII. 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 November 2015.

No action was taken.

### **B. Ratify Award of Reservoir Inspection & Cleaning Bid**

The general manager gave a presentation on the awarding of a cleaning and inspection contract to Reliable Diving.

There was discussion between the general manager and the Board on the contract.

Commissioner Ripley moved to ratify the contract with Reliable Diving.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to ratify the contract passed unanimously.

### **C. Customer Consideration Request**

The office manager gave a presentation on behalf of a customer that was requesting a leak adjustment due to theft.

There was discussion between the office manager and the Board.

Commissioner Ripley moved to allow a leak adjustment to be granted.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to grant a leak adjustment passed unanimously.

#### **D. Inslee Best Legal Services Rates for 2016 & 2017**

The general manager gave a presentation on the new service rates for the Inslee Best law firm for 2016 and 2017.

There was discussion between the general manager and the Board.

Commissioner Brake moved to accept the new legal services rates and authorize the Board President to sign the contract.

Commissioner Ripley seconded the motion.

Commissioner Sheldon called for a vote.

Commissioner Ripley voted aye.

Commissioner Brake voted aye.

Commissioner Sheldon abstained.

The motion to accept the new legal services rates and authorize the Board President to sign the contract passed by majority vote.

#### **E. Easements for the Emond Property**

The general manager reported that Brent Dillie, the District's attorney, would be visiting the district to complete the drafting of the revised easement and agreements with the Emond's heirs.

#### **IX. 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.

#### **X. Public Comment**

None.

#### **XI. Board Member Comments**

None.

#### **XII. 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.

**XIII. Future Agenda Items**

None.

**XIV. Adjournment**

Commissioner Ripley adjourned the meeting at 8:31 p.m.

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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:

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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: \_\_\_\_\_