



**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., Wednesday, January 20, 2016 at the office of North Beach Water District, 25902 Vernon Avenue, Suite D, Ocean Park, Washington.

I. Call to Order Regular Meeting

Commissioner Sheldon called the regular meeting 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:

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. Election of Officers

Commissioner Sheldon nominated Commissioner Brake for President of the Board.

Commissioner Ripley seconded the nomination.

Commissioner Brake accepted the nomination.

Commissioner Sheldon called for a vote.

Commissioner Brake unanimously elected Board President.

Commissioner Brake nominated Commissioner Ripley for Secretary of the Board.

Commissioner Sheldon seconded the nomination.

Commissioner Ripley accepted the nomination.

Commissioner Brake called for a vote.

Commissioner Ripley unanimously elected Board Secretary.

v. Public Comments

None

vi. Consent Calendar

A. 12-21-15 Regular Meeting Minutes & 1-11-16 Special Meeting Minutes

Commissioner Ripley moved to approve the 12-21-15 regular meeting minutes and the 1-11-16 special meeting minutes.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to approve the 12-21-15 regular meeting minutes and the 1-11-16 special meeting minutes passed unanimously.

B. Lien Report

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

No action was taken.

C. Budget To Date

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

There was discussion on the current budget to date.

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

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

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

D. 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 Sheldon seconded the motion.

Commissioner Brake called for a vote.

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

E. District Expenses

There was discussion on the district expenses.

Commissioner Sheldon moved to approve checks 1850 through 1907 in the amount of \$149,858.16.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

Commissioner Sheldon moved to approve vouchers 2410 through 2420 in the amount of

\$13,826.99.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

Commissioner Sheldon moved to approve the monthly credit card and ACH processing fees in the amount of \$990.00.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

vii. Old Business

A. General Manager’s Performance Evaluation Policy

See Backflow Assembly Testing Policy below.

B. Backflow Assembly Testing Policy

There was discussion on the general manager’s performance evaluation policy and the backflow assembly testing policy.

Commissioner Ripley moved to table the general manager’s performance evaluation policy and the backflow assembly testing policy for approximately six months.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote

The motion to table the general manager’s performance evaluation policy and the backflow assembly testing policy passed unanimously

viii. New Business

A. Resolution 03-2016 Small Works Roster Revision

The general manager gave a presentation on Resolution 03-2016.

There was discussion between the general manager and the Board on Resolution 03-2016.

Commissioner Sheldon moved to approve Resolution 03-2016.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 03-2016 passed unanimously.

B. Resolution 04-2016 Transfer of District Funds

The general manager gave a presentation on Resolution 04-2016.

There was discussion between the general manager and the Board on Resolution 04-2016.

Commissioner Ripley moved to approve Resolution 04-2016.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 04-2016 passed unanimously.

C. Resolution 05-2016 New Building Construction Change Order #6

The general manager gave a presentation on Resolution 05-2016.

There was discussion between the general manager and the Board on Resolution 05-2016.

Commissioner Sheldon moved to approve Resolution 05-2016.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 05-2016 passed unanimously.

D. Resolution 06-2016 Water Use Efficiency Goals

The general manager gave a presentation on Resolution 06-2016.

There was discussion between the general manager and the Board on Resolution 06-2016.

Commissioner Sheldon moved to approve Resolution 06-2016.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 06-2016 passed unanimously.

E. Resolution 07-2016 Water System Plan Adoption

The general manager gave a presentation on Resolution 07-2016.

There was discussion between the general manager and the Board on Resolution 07-2016.

Commissioner Ripley moved to approve Resolution 07-2016.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 07-2016 passed unanimously.

F. 08-2016 Rejecting All Supply & Treatment Project Bids

The general manager gave a presentation on Resolution 08-2016.

There was discussion between the general manager and the Board on Resolution 08-2016.

Commissioner Ripley moved to approve Resolution 08-2016.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 08-2016 passed unanimously

G. Emond Easement

The general manager gave a presentation on the status of the Emond easement contract.

There was discussion between the general manager and the Board on the status of the Emond easement contract.

Commissioner Ripley moved to authorize the general manager to present an easement contract to the Edmond's.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to authorize the general manager to present an easement contract to the Edmond's passed unanimously.

H. General Manager's 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.

ix. Board Member Comments

None.

x. Future Agenda Items

Commissioner Brake requests the addition of an emergency response plan to next month's agenda.

xi. Adjournment

Commissioner Brake adjourned the meeting at 8:17 p.m.

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: _____