



**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, February 22, 2016 at the office of North Beach Water District, 25902 Vernon Avenue, Suite D, Ocean Park, Washington.

I. Call to Order Regular Meeting

Commissioner Brake 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 Sheldon moved to adopt the agenda.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to adopt the agenda passed unanimously.

IV. Public Comments

None

V. Consent Calendar

A. 1-20-16 Regular Meeting Minutes

Commissioner Sheldon moved to approve the 1-20-16 regular meeting minutes.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to approve the 12-21-15 regular 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

D. Financial Summary

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

There was discussion on the financial summary.

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

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

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

E. District Expenses

There was discussion on the district expenses.

Commissioner Ripley moved to approve checks 1908 through 1968 in the amount of \$168,184.82.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

Commissioner Ripley moved to approve vouchers 138 through 146 in the amount of \$14,852.11.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

Commissioner Ripley moved to approve vouchers 193 through 200 and 202 through 204 in the amount of \$27,261.45.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

Commissioner Ripley moved to approve vouchers 269 through 277 in the amount of \$14,756.67.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

Commissioner Ripley moved to approve the monthly credit card and ACH processing fees in the amount of \$1,034.38.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

VI. Old Business

A. General Manager's Performance Evaluation Policy

B. Backflow Assembly Testing Policy

C. Emergency Response Plan

There was discussion on the general manager's performance evaluation policy, the backflow assembly testing policy and the emergency response plan.

Commissioner Brake requests the general manager move the emergency response plan from old business to new business for the March Regular meeting. Commissioner's Sheldon and Ripley concur.

VII. New Business

A. 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 to include the current status of financial negotiations.

No action was taken.

B. Gibbs & Olson Project Report

The general manager gave a report on the status of the Gibbs and Olson project to improve pressure and flow in Sunset Sands.

There was discussion between the general manager and the Board on the Gibbs and Olson project.

No action was taken.

C. 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.

VIII. Board Member Comments

None.

IX. Future Agenda Items

None.

x. Adjournment

Commissioner Brake adjourned the meeting at 8:33 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: 3-21-2016