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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, March 21, 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:

Jacob Brundage, fire chief, David Jensen, architect, Roger Taylor, rate payer

**III. Adopt Agenda:**

Commissioner Ripley moved to adopt the agenda.

Commissioner Brake seconded the motion.

Commissioner Brake moved to move items 7a and 6a up to items 5a and 5b and move 5a down to 5c.

Commissioner Ripley Seconded the Motion

Commissioner Brake called for a vote.

The motion passed unanimously.

Commissioner Brake moved to add agenda item 7b, Resolution 10-2016.

Commissioner Ripley seconded the motion.

The motion to adopt the agenda passed unanimously.

Commissioner Ripley moved to adopt the agenda as amended.

Commissioner Brake seconded the motion.

The motion to adopt the amended agenda passed unanimously.

#### **IV. Public Comments**

Roger Taylor stated that he appreciated the general manager attending their homeowner's association meeting and that after hearing all proposals to improve flow, Sunset Sands is ready to proceed with a plan that would include boring under Loomis Lake to complete a loop.

#### **V. Consent Calendar**

##### **A. Fire Protection Classification**

Chief Brundage gave a presentation detailing the results of the recent Washington Surveying and Rating Bureau in which Fire District 1 improved their protection class rating from 7 to 5.

Chief Brundage stated that a big part of the upgrade was the improvements made by the water district including the addition of several fire hydrants.

##### **B. Office and Facilities Building Progress Report**

David Jensen gave a presentation on the status of the office and facilities building construction project including the delays, costs and potential completion and move in dates and scenarios.

There was discussion between David Jensen, the general manager, and the Board on the status of the office and facilities building construction project.

Commissioner Sheldon expresses his dissatisfaction with the delays and reasons given for delays from the contractor.

No action was taken.

##### **C. 2-22-16 Regular Meeting Minutes**

Commissioner Ripley moved to approve the 2-22-16 regular meeting minutes.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to approve the 2-22-16 regular meeting minutes passed unanimously.

**D. Lien Report**

The office manager gave a report on all of the liens claimed and released for the month of February 2016.

No action was taken.

**E. Budget To Date**

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

There was discussion on the 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.

**F. 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.

**G. District Expenses**

There was discussion on the district expenses.

Commissioner Sheldon moved to approve checks 1970 through 2027 in the amount of \$171,908.27.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

Commissioner Sheldon moved to approve vouchers 403 through 413 in the amount of \$27,671.56.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

Commissioner Sheldon moved to approve vouchers 487 through 495 in the amount of \$15,280.62.

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 \$1,009.62.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

## **VI. Old Business**

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

No discussion.

No action was taken.

Backflow Assembly Testing Policy

No Discussion.

No action was taken.

### **B. Emond Property Easement**

The general manager gave a presentation on the status of the Emond property easement and the lack of progress on getting a contract due to Mr. Emond retracting an earlier verbal agreement.

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

Commissioner Ripley moved to authorize the general manager to direct the District's lawyer draft a letter to Mr. Emond detailing the need for an agreement with the District and the consequences of not negotiating.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion authorize a letter to be sent to Mr. Emond passed unanimously.

**VII. New Business**

**A. Resolution 09-2016 Authorization to Purchase Work Trucks**

The general manager gave a presentation on Resolution 09-2016.

There was discussion between the general manager and the Board on Resolution 09-2016.

Commissioner Ripley moved to approve Resolution 09-2016.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 09-2016 passed unanimously.

**B. Resolution 10-2016 Water Main Extension**

The general manager gave a presentation on Resolution 10-2016.

There was discussion between the general manager and the Board on Resolution 10-2016.

Commissioner Ripley moved to approve Resolution 10-2016.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 10-2016 passed unanimously.

**C. Emergency Response Plan**

Commissioner Brake moved to table the emergency response plan until the April regular meeting.

Commissioner Sheldon seconded the motion.

The motion to table the emergency response plan passed unanimously

**D. 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 8:54 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

4-18-2016  
\_\_\_\_\_  
Date