



**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, April 18, 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:

Joe Plahuta, Gray & Osborne

III. Adopt Agenda:

Commissioner Sheldon moved to adopt the agenda.

Commissioner Ripley seconded the motion.

Commissioner Brake moved to move items 7a and 7b up to items 5f and 5g, strike item 7c, and add item 6e, emergency response plan.

Commissioner Ripley Seconded the Motion

Commissioner Brake called for a vote.

The motion passed unanimously.

IV. Public Comments

None

V. Consent Calendar

A. 3-21-16 Regular Meeting Minutes

Commissioner Ripley moved to approve the 3-21-16 regular meeting minutes.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to approve the 3-21-16 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 March 2016.

No action was taken.

C. 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.

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 2028 through 2081 in the amount of \$184,248.96.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

Commissioner Sheldon moved to approve vouchers 610 through 620 in the amount of \$30,347.48.

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 \$771.07.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

F. Resolution 11-2016 Awarding The Supply & Treatment Project Contract

The general manager gave a presentation on Resolution 11-2016.

There was discussion between the general manager, Joe Plahuta, and the Board on Resolution 11-2016.

Commissioner Ripley moved to approve Resolution 11-2016.

Commissioner Sheldon seconded the motion.

During further discussion, Commissioner Sheldon states that his approval is contingent on Gray & Osborne being able to execute a change order with the contractor at the time of the contract signing which will remove \$114,000 from the total contract cost.

Commissioner Brake called for a vote.

The motion to approve Resolution 11-2016 passed unanimously.

G. Resolution 13-2016 Amending Construction Management Contract With Gray & Osborne

The general manager gave a presentation on Resolution 13-2016.

There was discussion between the general manager, Joe Plahuta, and the Board on Resolution 13-2016.

Commissioner Ripley moved to approve Resolution 13-2016 with the request that Gray & Osborne provide a detailed monthly billing showing hourly billing for each category.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 13-2016 passed unanimously.

VI. Old Business

A. Office And Facilities Building Progress Report

The general manager gave a presentation on the current status of construction on the new office and facilities building, to include remaining items that require completion as well as projected move in dates.

There was discussion between the board and the general manager on the current status of construction on the new office and facilities building.

By consensus, an open house is scheduled for June 20, 2016 from 4:00 pm to 6:00 pm to allow the public a chance to see the District's new office and facilities building.

B. General Manager's Performance Evaluation Policy

C. Backflow Assembly Testing Policy

D. Emond Property 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.

E. Emergency Response Plan

There was discussion on the emergency response plan.

There was further discussion on the recent water main breaks and response.

By consensus, a lessons learned workshop was scheduled for May 23, 2016 at 1:00 pm.

VII. 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

The board directed the general manager to produce a report on the Paradise Pizza drain field and its approval by the county to be presented to the board at the May 16, 2016 regular meeting.

x. Adjournment

Commissioner Brake adjourned the meeting at 8:36 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: 5-16-16