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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, May 16, 2016** at the office of North Beach Water District, 2212 272<sup>nd</sup> Street, 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:

Glenn Ripley, Gwen Brake, Brian

Sheldon absent (excused)

Staff present:

William Neal, general manager; Jack McCarty, office manager.

Others present:

Pam Reynolds

**III. Adopt Agenda:**

Commissioner Ripley moved to adopt the agenda.

Commissioner Brake seconded the motion.

Commissioner Ripley moved to add items 6f review of potential dump trucks and 7b discussion on the set up of the District website..

Commissioner Ripley Seconded the Motion

Commissioner Brake called for a vote.

The motion passed unanimously.

**IV. Public Comments**

Pam Reynolds asks about the status of the proposed loop underneath Loomis Lake to improve pressure in Sunset Sands.

The general manager states that he has not received a quote back from Gibbs & Olson so he has spoken with Gray & Osborne in order to get an estimate from them.

**v. Consent Calendar**

**A. 4-14-16 Special Meeting Minutes**

Commissioner Ripley moved to table the 4-14-16 special meeting minutes.

Commissioner Brake seconded the motion.

Commissioner Brake called for a vote.

The motion to table the 4-14-16 special meeting minutes passed unanimously

**B. 4-18-16 Regular Meeting Minutes**

Commissioner Ripley moved to approve the 4-18-16 regular meeting minutes.

Commissioner Brake seconded the motion.

Commissioner Brake called for a vote.

The motion to approve the 4-18-16 regular meeting minutes passed unanimously.

**C. 4-21-16 Special Meeting Minutes**

Commissioner Ripley moved to approve the 4-21-16 special meeting minutes.

Commissioner Brake seconded the motion.

Commissioner Brake called for a vote.

The motion to approve the 4-21-16 special 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 April 2016.

Commissioner Brake requests the total number of open liens be added to all future reports.

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 Ripley moved to receive and file the budget to date.

Commissioner Brake 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 Brake 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 Ripley moved to approve checks 2082 through 2134 in the amount of \$66,955.40.

Commissioner Brake seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

Commissioner Ripley moved to approve vouchers 762 through 770 in the amount of \$15,484.38.

Commissioner Brake seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

Commissioner Ripley moved to approve vouchers 813 through 823 in the amount of \$26,915.85.

Commissioner Brake seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

Commissioner Ripley moved to approve vouchers 878 through 886 in the amount of \$14,659.64.

Commissioner Brake 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 \$830.40.

Commissioner Brake seconded the motion.

Commissioner Brake called for a vote.

The motion 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 prior to project completion.

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

There was further discussion on the open house scheduled for June 20, 2016 at 4:00 pm.

No action was taken.

**B. General Manager's Performance Evaluation Policy**

No discussion.

No action was taken

**C. Emergency Response Plan**

No discussion.

No action was taken

**D. Backflow Assembly Testing Policy**

No discussion.

No action was taken

**E. 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.

**VII. New Business**

**A. Resolution 16-2016 Contract with Xpress Bill Pay**

The office manager gave a presentation on Resolution 16-2016.

There was discussion between the general manager, office manager, and the Board on Resolution 16-2016.

Commissioner Ripley moved to approve Resolution 09-2016.

Commissioner Brake seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 16-2016 passed unanimously.

**B. North Beach Water District Website**

There was discussion between the general manager, office manager and the Board on the North Beach Water District website.

Commissioner Brake requests that an archive of past board meeting packets be added to the commissioner page.

No action was taken.

**VIII. Board Member Comments**

Commissioner Brake asks about the possibility of commissioner purchasing medical or dental insurance through the District.

The general manager states that he will look into it to see if that is possible.

No action was taken.

**IX. Future Agenda Items**

None.

**x. Adjournment**

Commissioner Brake adjourned the meeting at 8:15 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: \_\_\_\_\_