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**Minutes of the Special Meeting of the Board of Commissioners  
of North Beach Water District**

These are the minutes of a special meeting of the Board of Commissioners of North Beach Water District held at 1:00 p.m., Monday June 13, 2016, at the office of North Beach Water District, 2212 272<sup>nd</sup> Street, Ocean Park, Washington.

**I. Call to Order:**

Commissioner Brake called the special meeting of the Board of Commissioners of North Beach Water District to order at 1:00 p.m.

**II. Roll Call:**

Commissioners Present:

Brian Sheldon, Gwen Brake, Glenn Ripley

Staff present:

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

Others present:

David E. Jensen & Pat Witherbee, DEJ Architect, Ryan Helligso, Helligso Construction,

**III. Adopt Agenda:**

Commissioner Sheldon moved to adopt the agenda.

Commissioner Ripley seconded the motion.

Commissioner Sheldon made a motion to move agenda item 7 up to agenda item 4, move agenda item 9 up to agenda item 5, and add agenda item 11, executive session to evaluate correspondence between the District and the District's lawyer.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to adopt the agenda as amended passed unanimously.

**IV. Minutes From the June 6, 2016 Construction Progress Meeting**

The general manager reads the minutes of the June 6, 2016 construction progress meeting, highlighting agreed upon change orders and savings.

No action was taken.

**v. Siding Condition**

The general manager gave a report detailing the finer points of the contract with the architect and the general contractor.

He continues by covering the problems with the siding on the building including the results of meetings between representatives from Hardy Siding as well as third party general contractors.

There is discussion between the Board, general manager, Ryan Helligso and David Jensen on the possible reasons for the poor condition of the siding as well as possible corrective measures.

The Board, general manager, office manager, Ryan Helligso, David Jensen, and Pat Witherbee left the conference room at 2:07 pm to perform a walk around the building to look at the siding.

During the walk around further discussion on possible fixes were discussed.

All parties re-entered the conference room at 2:37 pm.

After even further discussion between the Board, general manager, Ryan Helligso and David Jensen, Ryan Helligso agrees to work with David Jensen to come up with an official plan to correct the substandard siding.

Ryan Helligso further agrees to extend the warranty on the siding to a total of three years (36 months).

No action was taken.

**VI. Resolution 19-2016 Revision of change orders #4-#6**

The general manager gave a presentation on Resolution 19-2016.

There was discussion on Resolution 19-2016.

Commissioner Sheldon moved to adopt Resolution 19-2016.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to adopt the Resolution passed unanimously.

**VII. Resolution 20-2016 Construction Change Order #7**

The general manager gave a presentation on Resolution 20-2016.

There was discussion on Resolution 20-2016.

Commissioner Ripley moved to adopt Resolution 20-2016.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to adopt the Resolution passed unanimously.

**VIII. Resolution 21-2016 Construction Change Order #8**

The general manager gave a presentation on Resolution 21-2016.

There was discussion on Resolution 21-2016.

Commissioner Ripley moved to adopt Resolution 21-2016.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to adopt the Resolution passed unanimously.

**IX. Payment Request For Helligso Construction**

The General Manager introduced the pay request for Helligso Construction.

There was discussion on the pay request from Helligso construction.

Commissioner Sheldon moved to approve check #2138 in the amount of \$41,907.55

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

**x. Payment Request For David E Jensen**

The General Manager introduced the pay request for David E. Jensen.

There was discussion on the pay request from David E. Jensen including justification of fees over the original contract amount.

Commissioner Ripley moved to approve check #2137 in the amount of \$4,848.75

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion passed unanimously.

**XI. Executive Session To Discuss Confidential Correspondence From District Counsel**

In accordance with RCW 42.30.110 (i) Commissioner Brake put the Board into executive session at 3:41 pm.

Commissioner Brake brought the Board out of executive session at 3:51pm.

**XII. Report On Executive Session**

The Board directs the general manager to have the District’s counsel prepare a letter to send to Mr. Emond with multiple options concerning easement negotiations.

**XIII. Board Member Comments**

None.

**XIV. Adjournment**

Commissioner Brake adjourned the meeting at 4:04 p.m.

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Brian Sheldon, Commissioner  
Position #1

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Gwen Brake, Commissioner  
Position #2

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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: \_\_\_\_\_