



---

## **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, October 17, 2016 at the office of North Beach Water District, 2212 272nd 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: Gwen Brake, Glen Ripley

Staff present: William Neal, general manager; Jack McCarty, office manager, John Bell, new hire.

Others present: None

### **III. Adopt Agenda:**

Commissioner Ripley moved to adopt the agenda.

Commissioner Brake seconded the motion.

The General Manager recommends that Consent Calendar Item A be removed from the Consent Calendar. Only one Commissioner is present who attended the meeting that the minutes represent. During other discussion the General Manger states that email correspondence between Commissioners dealing with agenda was close to deliberations. He reminds the Board that all email correspondence regarding agenda items should be sent to him without a copy to other Commissioners.

The motion passed unanimously.

### **IV. Public Comments**

None.

### **v. Consent Calendar**

**A. 9-19-16 Regular Meeting Minutes**

**B. Lien Report**

**C. Budget To Date**

**D. Financial Summary**

**E. District Expenses**

Commissioner Ripley moved to approve the consent calendar items B through E.

Commissioner Brake seconded the motion.

There is discussion on the consent calendar.

The motion to approve the consent calendar passed unanimously.

Commissioner Ripley moved to table consent calendar item A.

Commissioner Brake seconded the motion.

The motion to table consent calendar item A passed unanimously.

**VI. Old Business**

**A. Board Room Use Policy**

Commissioner Brake states she would like to have a workshop on the board room use policy.

No action taken.

**B. Office And Facilities Building Progress Report**

No Discussion.

No action was taken.

**C. Emond Property Easement**

No discussion.

No action was taken.

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

No discussion.

No action was taken.

**E. Emergency Response Plan**

No discussion.

No action was taken.

**F. B Backflow Assembly Testing Policy**

No discussion.

No action was taken.

**VII. New Business**

**A. Resolution 26-2016 Establishing Rules For The Conduct Of Business**

The general manager gave a presentation on Resolution 26-2016.

There was discussion between the general manager and the board on Resolution 26-2016 to include re-writing statements within the resolution.

Commissioner Ripley moved to table Resolution 26-2016.

Commissioner Brake seconded the motion.

The motion to table Resolution 26-2016 passed unanimously.

**B. Resolution 27-2016 Adjusting Debt Reserve Contribution**

The general manager gave a presentation on Resolution 27-2016.

There was discussion between the general manager and the board on Resolution 27-2016.

Commissioner Ripley moved to approve Resolution 27-2016.

Commissioner Brake seconded the motion.

The motion to approve Resolution 27-2016 passed unanimously.

**C. Resolution 28-2016 Adopting New Job Description & Amending Current Descriptions**

The general manager gave a presentation on Resolution 28-2016.

There was discussion between the general manager, office manager, and the board on Resolution 28-2016.

Commissioner Ripley moved to table Resolution 28-2016.

Commissioner Brake seconded the motion.

The motion to table Resolution 28-2016 passed unanimously.

After discussion on Resolution 28-2016, Commissioner Ripley moved to authorize the general manager to hire Justin Gilman as a temporary field employee at the Water Service Worker I Tier I rate of pay.

Commissioner Brake seconded the motion.

The motion to hire Justin Gilman passed unanimously.

**VIII. General Managers 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.

**IX. Board Member Comments**

None.

**x. Future Agenda Items**

None.

**xI. 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: \_\_\_\_\_