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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, December 19, 2016 at the office of North Beach Water District, 2122 272<sup>nd</sup> Street, Ocean Park, Washington.

### **I. Call to Order Public Hearing:**

Commissioner Brake called the 2017 Operating Budget public hearing to order at 6:00 p.m.

### **II. Roll Call:**

Commissioners Present:

Glenn Ripley, Gwen Brake

Staff present:

William Neal, general manager; Jack McCarty, office manager

Others present:

Janice Taylor, Roger Taylor, Mike Porter, Pam Reynolds, Larry Ramer

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

Commissioner Ripley moved to adopt the agenda.

Commissioner Brake seconded the motion.

Commissioner Brake called for a vote.

The motion to adopt the agenda passed unanimously.

### **IV. Public Hearing**

#### **A. Opening Statement from the President of the Board**

Commissioner Brake stated welcomed everyone to the meeting and expressed her pleasure to hear from the District's rate payers.

#### **B. Presentation on 2017 Operating Budget**

The general manager gave a presentation on the 2017 Operating Budget.

There was discussion between the general manager and the Board on the 2017 Operating Budget.

No action was taken.

#### **C. Public Comment on the 2017 Operating Budget**

Roger Taylor asked the general manager what the District does as part of their management agreement with the Surfside Homeowners Association. The general manager stated that he provides project management and budgeting for the water section of the homeowners association.

Mike Porter stated that he was very pleased with the way the District's handled his questions when he was first joining the system and how the field crew installed his service within the agreed time period.

**D. Board Member Comments on the Proposed 2017 Budget**

Commissioner Brake stated that she was pleased that the 2017 operating budget was a balanced budget and that she looks forward to completing the capital improvement projects within it.

**v. Close Public Hearing**

Commissioner Brake closed the public hearing at 6:26 p.m.

**VI. Call to Order Regular Meeting**

Commissioner Brake called the regular meeting to order at 6:26 p.m.

**VII. Public Comment**

Janice Taylor told the board that she has been encouraging members of the Sunset Sands community to attend more District meetings.

**VIII. Consent Calendar**

**A. 11-21-16 Regular Meeting Minutes**

**B. 12-8-16 Special Meeting Minutes**

**C. Lien Report**

**D. Budget To Date**

**E. Financial Summary**

**F. District Expenses**

Commissioner Ripley moved to approve the consent calendar items A through F.

Commissioner Brake seconded the motion.

There was brief discussion on the consent calendar.

Commissioner Brake called for a vote.

The motion to approve the consent calendar passed unanimously.

**IX. Old Business**

**A. Emond Property Easement**

The general manager gave a presentation on the status of the Emond property easement.

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

No action was taken.

**B. Emergency Response Plan**

Commissioner Brake stated that she would like to start moving forward on an emergency response plan starting in 2017. The general manager gave a presentation on the Washington State

emergency response plan for water systems and states that he would like to use it as a template and guide to build the District's plan. There was further discussion between the general manager and the board on the emergency response plan. The general manager recommended monthly meetings for preparing an emergency comprehensive plan be scheduled for 2017.

No action was taken.

**x. New Business**

**A. Resolution 36-2016 Adopting The 2017 Operating Budget**

The general manager gave a brief presentation on Resolution 36-2016.

There was discussion between the general manager and the board on Resolution 36-2016.

Commissioner Ripley moved to approve Resolution 36-2016.

Commissioner Brake seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 36-2016 passed unanimously.

**B. Resolution 37-2016 DWSRF Loan Change Order #2**

The general manager gave a brief presentation on Resolution 37-2016.

There was discussion between the general manager and the board on Resolution 37-2016.

Commissioner Ripley moved to approve Resolution 37-2016.

Commissioner Brake seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 37-2016 passed unanimously.

**C. Customer Request For Bill Reduction**

The general manager presented a request by a customer who would like to disconnect from the water system but does not want to pay for the time he has been on it as he has been using a well instead. There was discussion between the board and the general manager on the issue. The board asked the general manager to waive any fees he feels are appropriate.

No action was taken

**XI. 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.

**XII. Board Member Comments**

Commissioner Brake asked the office manager if he followed up on Commissioner Sheldon's request to speak with the answering service about his call that was inappropriately handled.

The office manager stated that he had spoken with the answering service and was told the mistake was made by a new employee and that their manager was going to conduct additional training to

ensure that all calls were properly handled and appropriately routed.

**XIII. Future Agenda Items**

None.

**XIV. Adjournment**

Commissioner Brake adjourned the meeting at 7:45 p.m.

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Brian Sheldon, Commissioner  
Position #1

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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: \_\_\_\_\_