



---

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 22, 2017 at the office of North Beach Water District, 2122 272<sup>nd</sup> Street, Ocean Park, Washington.

**I. Call to Order:**

Commissioner Brake called the regular meeting to order at 6:00 p.m.

**II. Roll Call:**

Commissioners Present:

Gwen Brake, Glenn Ripley, Brian Sheldon

Staff present:

William Neal, general manager; Jack McCarty, office manager

Others present:

Jean Steiner

**III. Adopt Agenda:**

Commissioner Sheldon moved to adopt the agenda.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to adopt the agenda passed unanimously.

**IV. Public Comment**

Jean Steiner requested an adjustment on her bill due to a faucet left on for three days without her knowledge.

There was discussion between the board and Jean Steiner.

Commissioner Sheldon moved to forgive 50% of the usage charge and to authorize the customer to enter into a payment plan if she chooses.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to forgive 50% of the usage charge passed unanimously.

**V. Consent Calendar**

**A. 3-20-17 Regular Meeting Minutes**

**B. 4-17-17 Regular Meeting Minutes**

**C. Lien Report**

**D. Budget to Date**

**E. Financial Summary**

**F. District Expenses**

Commissioner Ripley moved to approve the consent calendar.

Commissioner Sheldon seconded the motion.

There is brief discussion on the consent calendar.

Commissioner Brake called for a vote.

The motion to approve the consent calendar passed unanimously.

**VI. Old Business**

**A. Emergency Management Plan Update**

No discussion.

No action taken.

**VII. New Business**

**A. Resolution 03-2017 Contract With Robinson Noble**

The general manager gave a presentation on Resolution 03-2017.

There was discussion between the general manager and the board on Resolution 03-2017.

Commissioner Sheldon moved to approve Resolution 03-2017.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 03-2017 passed unanimously.

**B. Resolution 04-2017 Emond Easement Agreement**

The general manager gave a presentation on Resolution 04-2017.

There was discussion between the general manager and the board on Resolution 04-2017.

Commissioner Ripley moved to approve Resolution 04-2017.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 04-2017 passed unanimously.

**VIII. General Managers Report**

**A. Water Main Break Incident**

The general manager gave a report on the main breaks and repairs that occurred on May 11, 2017.

The report included probable causes as well as corrective action, lessons learned and future plans to reduce both the amount of incidents and the time it takes to repair breaks.

There was discussion between the board and the general manager.

No action was taken.

**B. Water System Report**

The general manager reported on (1) the use, sale, and loss of water, (2) the Drinking Water State Revolving Fund Loan Project progress.

**IX. Executive Session**

Commissioner Sheldon made a motion to enter into a 30 minute executive session per RCW 42.32.110 (2) to discuss a personnel issue.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to enter into executive session passed unanimously.

Commissioner Brake put the board into executive session at 8:04 pm.

Commissioner Brake brought the board out of executive session at 8:34 pm.

Commissioner Brake put the board back into executive session at 8:34 pm.

Commissioner Brake brought the board out of executive session at 8:39 pm.

**X. Report On Executive Session**

No action was taken.

**XI. Board Member Comments**

Commissioner Sheldon requested a workshop to look at the board room policy.

After discussion between the board and general manager there was agreement to meet at 5:00 pm on Monday June 19, 2017 to discuss the board room use policy.

**XII. Future Agenda Items**

None.

**XIII. Adjournment**

Commissioner Brake adjourned the meeting at 9:10 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: 6-19-17