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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, July 17, 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, Nikkie Hall, billing clerk

Others present:

None

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

Commissioner Sheldon moved to adopt the agenda.

Commissioner Ripley seconded the motion.

Commissioner Sheldon moved to add agenda item 7.4, Resolution to approve purchase of North Wellfield Treatment Plant materials and agenda item 7.5, authorization to purchase new truck for general manager.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to amend the agenda passed unanimously.

Commissioner Ripley moved to adopt the agenda as amended.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to adopt the amended agenda passed unanimously.

### **IV. Public Comment**

Nikkie Hall, the newly hired billing clerk introduced herself to the board.

### **V. Consent Calendar**

#### **A. 6-19-17 Regular Meeting Minutes**

**B. Lien Report**

**C. Budget to Date**

**D. Financial Summary**

**E. District Expenses**

Commissioner Sheldon moved to approve the consent calendar.

Commissioner Ripley 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 was taken.

**VII. New Business**

**A. Resolution 09-2017 Revisions To The Employee Manual**

The general manager gave a presentation on Resolution 09-2017.

There was discussion between the general manager and the board on Resolution 09-2017.

Commissioner Ripley moved to approve Resolution 09-2017.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 09-2017 passed unanimously.

**B. Resolution 10-2017 Conference Room Rental Agreement**

The general manager gave a presentation on Resolution 10-2017.

There was discussion between the general manager and the board on Resolution 10-2017.

Commissioner Sheldon moved to approve Resolution 10-2017.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 10-2017 passed unanimously.

**C. Resolution 11-2017 Award Of Well Drilling Contract**

The general manager gave a presentation on Resolution 11-2017.

There was discussion between the general manager and the board on Resolution 11-2017.

Commissioner Ripley moved to approve Resolution 11-2017.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 11-2017 passed unanimously.

**D. Resolution 12-2017 Purchase Of North Wellfield Treatment Plant Material**

The general manager gave a presentation on Resolution 12-2017.

There was discussion between the general manager and the board on Resolution 12-2017.

Commissioner Sheldon moved to approve Resolution 12-2017.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to approve Resolution 12-2017 passed unanimously.

**E. Authorization To Purchase New Vehicle For General Manager**

The general manager gave a presentation on the condition of his District vehicle and the need for a replacement vehicle.

There was discussion between the general manager and the board on the new vehicle the general manager was requesting authorization to purchase.

Commissioner Ripley moved to authorize the general manager to purchase a new vehicle based on the specs the general manager provided the board.

Commissioner Sheldon seconded the motion.

Commissioner Brake called for a vote.

The motion to authorize the general manager to purchase a new vehicle based on the specs the general manager provided the board passed unanimously.

**VIII. General Managers Report**

**A. 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. Board Member Comments**

None.

**X. Future Agenda Items**

None.

**XI. Adjournment**

Commissioner Brake adjourned the meeting at 7:27 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: \_\_\_\_\_