



**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 5:00 p.m., Monday October 21, 2019 at the office of North Beach Water District, 2212 272nd Street, Ocean Park, Washington.

I. Call to Order Regular Meeting

Commissioner Ripley called the regular meeting to order at 5:01 p.m.

II. Roll Call:

Commissioners Present:

Glenn Ripley, Gwen Brake, Brian Sheldon

Staff present:

William Neal, general manager; John Bell, office manager

Others present:

None.

III. Adopt Agenda:

Commissioner Brake moved to adopt the agenda.

Commissioner Brake moved to amend the agenda and add item 6B “Commissioners Insurance”.

Commissioner Sheldon seconded the motion to amend the agenda.

Commissioner Ripley called for a vote.

The motion to amend agenda passed unanimously.

Commissioner Sheldon seconded the motion to approve the agenda.

Commissioner Ripley called for a vote.

The motion to approve the agenda passed unanimously.

IV. Public Comment

None.

v. Consent Calendar

A. 9-16-19 Regular Meeting Minutes

B. 9-25-19 Special Meeting Minutes

C. 10-6-19 Special Meeting Minutes

D. Lien Report

E. Budget To Date

F. Financial Summary

G. District Expenses

Commissioner Brake moved to approve the consent calendar.

Commissioner Sheldon seconded the motion.

There was discussion on the consent calendar.

Commissioner Ripley called for a vote.

The motion to approve the consent calendar passed unanimously.

VI. Old Business

A. Resolution 15-2019 – Approving a Proposal & Contract for Professional Engineering Services

The general manager gave a presentation to the board on Resolution 15-2019. The contract is with Gray and Osborne Inc. The scope of work is to provide a pilot test, predesign, and design work for continuous disinfection (chlorine) of the District’s water distribution system mechanical and electrical design both North and South Wellfields per DOH protocols described in the letter from Teresa Walker dated August 9, 2019. The estimated cost in the contract is \$36,000.

There was discussion between the general manager and the board on Resolution 15-2019.

Commissioner Sheldon moved to approve Resolution 15-2019.

Commissioner Brake seconded the motion.

Commissioner Ripley called for a vote.

The vote to approve Resolution 15-2019 passed unanimously.

B. Commissioner Insurance

Commissioner Brake inquired about the progress on getting commissioner insurance.

There was discussion between the general manager and the board on this issue.

The general manager will look into seeing what it will take to create a VEBA account and have someone come and present to the board and employees.

VII. New Business

A. AMR Meter Reading Software

The general manager gave a presentation on upgrading our meter reading software. The current meter reading software is no longer supported by the manufacture. The new software is Neptune® 360 Data Management Platform. The new software provides benefits that will save the District time and money, i.e. works on mobile devices such as smart phones. Meter reads will be stored in the cloud so they will be more accessible. Faster read times. Improved disaster recovery and data redundancy (no lost reads). The cost if the new software is \$16,218.75 which includes a three year subscription.

There was discussion between the general manager and the board on this.

Commissioner Sheldon made a motion to approve the upgrade to our meter reading software and to purchase the three year contract.

Commissioner Brake seconded the motion.

Commissioner Ripley called for a vote.

The vote to upgrade our meter reading software passed unanimously.

B. 2020 Budget – First Review

The general manager gave a presentation to the board on the 2020 budget.

There was discussion between the general manager and the board about the budget.

No action was taken.

C. 2020 through 2025 Rate Revision – First Review

The general manager gave a presentation to the board on the rate revision.

There was discussion between the general manager and the board on the rate revision.

D. Prothman’s Recruitment Proposal

The board wants to table the proposal until further notice.

VIII. General Managers Report

The general manager reported on (1) the use, sale, and loss of water and (2) the completion of the Emond Easement Main Improvement.

No action was taken.

IX. Executive Session

Per RCW 42.32.110 (2) Commissioner Ripley announced to convene into an executive session for 20 minute at 6:32 p.m.to evaluate the qualifications of an applicant for public employment.

Executive session ended at 6:50 p.m.

X. Report on Executive Session

No action was taken.

XI. Board Member Comments

Commissioner Sheldon made a motion to change the meeting times from 5:00 p.m. – 7:00 p.m.to 4:00 p.m. – 6:00 p.m. for all future meetings.

Commissioner Brake seconded the motion.

Commissioner Ripley called for a vote.

The vote to change the meeting time passed unanimously.

Commissioner Brake made a motion to change the pay range for the General Manager position to \$85,000 - \$125,000.

Commissioner Sheldon seconded that motion.

There was discussion amongst the board on this issue.

Commissioner Sheldon moved to amend motion to \$85,000 - \$120,000.

Commissioner Brake seconded the motion.

Commissioner Ripley called for a vote on the amended motion.

The vote to approve the amended motion to approve the new pay range passed unanimously.

XII. Future Agenda Items

None.

XIII. Adjournment

Commissioner Ripley adjourned the meeting at 6:58 p.m.

Brian Sheldon, Commissioner
Position #1

Gwen Brake, Commissioner
Position #2

Glenn Ripley, Commissioner
Position #3

Respectfully submitted for review and approval
by:

John Bell,
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: _____