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**Minutes of the Regular Meeting of the Board of Commissioners  
of North Beach Water District**

These are the minutes of the regular meeting of the Board of Commissioners of North Beach Water District held at 4:00 p.m., Monday July 19, 2021 at the office of North Beach Water District, 2212 272<sup>nd</sup> Street, Ocean Park, Washington.

**I. Call to Order:**

Commissioner Sheldon called the regular meeting to order at 4:02 p.m.

**II. Roll Call:**

Commissioners present:

Glenn Ripley, Gwen Brake, Brian Sheldon

Staff present:

John Bell, office manager

Others present:

None.

**III. Adopt Agenda:**

Commissioner Brake moved to adopt the agenda.

Commissioner Ripley moved to remove the Emergency Response Plan from Old Business and add past due and lien reports for discussion. Commissioner Sheldon moved to add a discussion on the current Covid policy for North Beach Water.

Commissioner Ripley moved to approve the amended agenda.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to adopt the agenda passed unanimously.

**IV. Public Comment:**

None.

**v. Consent Calendar:**

**A. 6-21-21 Regular Meeting Minutes**

**B. Lien Report**

**C. Budget To Date**

**D. Financial Summary**

**E. District Expenses**

Commissioner Brake moved to approve the consent calendar.

Commissioner Ripley seconded the motion.

There was discussion on the consent calendar.

Commissioner Sheldon called for a vote.

The motion to approve the consent calendar passed unanimously.

**VI. Old Business:**

**A. Past Due & Lien Reports**

There was discussion between the Board and the office manager on the two reports showing the past due and the lien accounts. There were questions about how we are going to collect on those accounts. Governor Inslee's moratorium ends on September 30<sup>th</sup> and at that time we will be able to charge late fees, lock customers off for non-payment and put liens on accounts. For the next two months customers will be made aware of this with bill inserts as well as past due reminders.

**VII. New Business:**

**A. Covid Policy**

There was discussion between the board and office manager on the current policy for North Beach Water. The policy is that if employees are fully vaccinated then they do not have to wear a mask. All non-vaccinated employees must wear a mask when they are in the office or around other employees or customers.

**VIII. General Managers Report:**

The board looked over the report and had questions, so they agreed to discuss this with the general manager at the Special Meeting scheduled for August 4<sup>th</sup>.

**IX. Executive Session:**

None.

**X. Report on Executive Session:**

**XI. Board Member Comments:**

Commissioners asked that we investigate purchasing a camera for the conference room so that during virtual meetings the board room can be viewed by online customers or by board members that cannot attend in person.

**XII. Future Agenda Items:**

**XIII. Adjournment:**

Commissioner Sheldon adjourned the meeting at 5:10 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:

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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: \_\_\_\_\_