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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 January 24, 2022 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 4:00 p.m.

**II. Roll Call:**

Commissioners present:

Brian Sheldon, Glenn Ripley, Gwen Brake

Staff present:

Rick Gray, general manager, John Bell, office manager

Others present:

None.

**III. Adopt Agenda:**

Commissioner Ripley moved to adopt the agenda.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote on the agenda.

The motion to adopt the agenda passed unanimously.

**IV. Election of Officers**

**A. Election of Board President**

Commissioner Brake nominated Commissioner Sheldon for President of the Board.

Commissioner Ripley seconded that nomination.

Commissioner Sheldon called for a vote.

Commissioner Sheldon was unanimously voted President of the Board.

**B. Election of Secretary of the Board**

Commissioner Ripley nominated Commissioner Brake for Secretary of the Board.

Commissioner Sheldon seconded that nomination.

Commissioner Sheldon called for a vote.

Commissioner Brake was unanimously voted Secretary of the Board.

**V. Public Comment:**

None.

- VI. Consent Calendar:**
  - A. 12-20-21 Regular Meeting Minutes**
  - B. Lien Report**
  - C. Budget To Date**
  - D. Financial Summary**
  - E. District Expenses**

Commissioner Ripley moved to approve the consent calendar.

Commissioner Brake 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.

**VII. Old Business:**

None.

**VIII. New Business:**

**A. Lien Report**

There was discussion between the board and the office manager on the detailed lien report.

The board recommended that the total amount of outstanding liens in dollars be added to the monthly lien report.

**IX. General Managers Report:**

The general manager reported on (1) the use, sale, and loss of water, (2) the rented generator from Peterson Cat, and (3) four small line breaks.

**X. Executive Session:**

Per RCW 42.32.110 (2) Commissioner Sheldon convened into an executive session for 20 minutes to evaluate the performance of a public employee.

Commissioner Sheldon put the board into executive session at 5:10 p.m.

Commissioner Sheldon brought the board out of executive session at 5:25 p.m.

**XI. Report on Executive Session:**

After the executive session Commissioner Brake made a motion to grant Rick Gray a \$5,000 a year salary increase. Moving his salary from \$90,000 to \$95,000 a year.

Commissioner Ripley seconded the motion.

Commissioner Sheldon called for a vote.

The motion passed unanimously.

**XII. Board Member Comments:**

Commissioner Brake wanted to remind the other commissioners to file their F1 statements by April.

Commissioner Sheldon asked how our data here at the office is backed up. Wants us to contact our IT contact to check on how secure all the information is. The office manager will follow up on this issue.

**XIII. Future Agenda Items:**

Commissioner Brake wants to see the Emergency Management Plan on the agenda as old business.

**XIV. Adjournment:**

Commissioner Sheldon adjourned the meeting at 5:35 p.m.

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Brian Sheldon, Commissioner  
Position #1

Respectfully submitted for review and approval  
by:

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John Bell,  
Office Manager

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Gwen Brake, Commissioner  
Position #2

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: \_\_\_\_\_

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Glenn Ripley, Commissioner  
Position #3