



**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 November 21, 2022 at the office of North Beach Water District, 2212 272nd 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 made a motion to pull the HRA VEBA out of executive session and add it to new business as item A-1.

Commissioner Brake moved to adopt the amended agenda.

Commissioner Ripley seconded the amended motion.

Commissioner Sheldon called for a vote on the amended agenda.

The motion to adopt the amended agenda passed unanimously.

IV. Public Comment:

None

V. Consent Calendar:

A. 10-17-22 Regular Meeting Minutes

B. 11-16-22 Special Meeting Minutes

C. Lien Report

D. Budget To Date

E. Financial Summary

F. 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. Emergency Response Plan

The general manager discussed the 911 calling system and how it worked for the last main break.

There was discussion on how we can get more customers to sign up for this so that they would be informed by phone of a main break.

VII. New Business:

A. Review Proposed 2023 Operation Budget – 2nd Review

The office manager presented the 2023 Proposed Operating Budget.

There was discussion between the board, office manager and general manager on the budget.

The board asked the general manager to start making a list of projects that can be worked on during the year and come up with a dollar amount for those projects. Get a few possibly added to the budget for final approval in December.

A. 1. HRA VEBA Discussion

There was discussion between the board and the general manager regarding the original policy that was passed in January of 2020.

There was discussion between the board and the general manager on this topic. The general manager informed the board that he had found out that the amount of money deposited into the commissioners account and the employees accounts do not have to be the same.

Commissioner Brake made a motion to increase the employee contribution to \$200.00 per employee per month while leaving the commissioner contribution at \$1,000.00.

Commissioner Ripley seconded the motion.

Commissioner Sheldon called for a vote on the motion.

The motion to change the HRA VEBA contribution starting in January 2023 passed unanimously.

B. Resolution 6-2022 – Approving a Cost of Living Adjustment for 2023

There was discussion between the board and the general manager regarding a cost of living adjustment for 2023.

Commissioner Brake made a motion for a 4.5% cost of living adjustment.

Commissioner Ripley seconded the motion.

Commissioner Sheldon called for a vote on the cost of living adjustment and to approve Resolution 6-2022.

The vote to approve the motion and Resolution 6-2022 passed unanimously.

C. Resolution 7-2022 – Adopting 2023 Regular Meeting Calendar

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

Commissioner Brake mentioned an RCW that states if the meeting date falls on a holiday then the meeting must be scheduled for the next business day.

The general manager will look into the RCW.

The commissioners tabled Resolution 7-2022 for the December meeting.

VIII. General Managers Report:

The office manager reported on (1) the use, sale, and loss of water, (2) the main breaks on 273rd and Sandridge, and (3) the number of new services that have been installed.

IX. Executive Session:

Commissioner Sheldon entered into a 15-minute executive session per RCW 42.32.110 to discuss property that lies between the South Wellfield and the South Treatment Plant and an employee issue.

Commissioner Sheldon entered into executive session at 5:31 pm.

Commissioner Sheldon brought the board out of executive session at 5: pm.

X. Report on Executive Session:

Commissioner Ripley made a motion to increase the general manager’s salary to \$106,000.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote on the salary increase.

The vote to approve the salary increase passed unanimously.

XI. Board Member Comments:

Commissioner Brake mentioned that because of the open public meeting act that the district needs to be careful when communicating through email.

XII. Future Agenda Items:

None.

XIII. Adjournment:

Commissioner Brake adjourned the meeting at 5:56 p.m.

Brian Sheldon, Commissioner
Position #1

Respectfully submitted for review and approval
by:

John Bell,
Office Manager

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: _____

Glenn Ripley, Commissioner
Position #3