



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

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A Regular Meeting of the Board of Commissioners of North Beach Water District was held at 6:00 p.m., **Monday, December 17, 2012**, at the office of North Beach Water District; 25902 Vernon Avenue, Suite D, Ocean Park, Washington.

### **I. Call to Order:**

Commissioner Williams called the Regular Meeting of the Board of Commissioners of North Beach Water District to order at 6:00 p.m.

### **II. Roll Call:**

Commissioners Present:

Gwen Brake  
Brian Sheldon  
R.D. Williams

Staff present:

William Neal, General Manager  
Jack McCarty, Office Manager  
Robert Hunt, Crew Supervisor  
Nicholas Morrison, Treatment Plant Operator

Others present:

Glenn Ripley, Penny Neal, Melany Bliss, Don Littlejohn,  
Betty Littlejohn

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

Commissioner Sheldon makes a motion to adopt the agenda.

Commissioner Brake seconds the motion.

Commissioner Brake makes a motion to add "Evaluation of General Manager" to agenda item 8-C.

The motion to amend the agenda passes unanimously.

Commissioner Sheldon makes a motion to add an update on overtime hours worked to the General Manager's Report.

The motion to amend the agenda passes unanimously.

The motion to adopt the agenda as amended passes unanimously.

**Public Hearing - North Beach Water District 2013 Operating Budget**

**IV. Presentation - William Neal**

General Manager Neal gives a presentation on the 2013 Operating Budget.

There is discussion between the General Manager and the Board of Commissioners concerning specific Items in the 2013 Operating Budget.

**V. Public Comment**

Glen Ripley asks what the current balance of the Cashmere Valley Bank Loan is.

General Manager Neal states that the current balance of the Cashmere Valley Bank Loan is \$2,765,807.

**VI. Resolution 17-2012 Adoption of the 2013 Operating Budget**

Commissioner Brake makes a motion to adopt resolution 17-2012.

Commissioner Sheldon seconds the motion.

The motion passes unanimously.

**Regular Meeting**

**VII. Action Items**

**A. Approval of Meeting Minutes - November 19, 2012 Regular Meeting**

Commissioner Sheldon makes a motion to approve the minutes of the November 19, 2012 Regular Meeting.

Commissioner Brake seconds the motion.

The motion passes unanimously.

**B. Resolution 18-2012 / Accident Prevention Program**

Commissioner Sheldon makes a motion to approve Resolution 18-2012.

Commissioner Brake seconds the motion.

The motion passes unanimously.

**C. Resolution 19-2012 / 2013 Cost of Living Adjustment**

There is discussion on the 2013 Cost of Living Adjustment.

Commissioner Sheldon makes a motion to approve Resolution 19-2012.

Commissioner Brake seconds the motion.

The motion passes unanimously.

**D. Resolution 20-2012 / Regular Meeting Dates, Times and Places**

There is discussion on Resolution 20-2012.

Commissioner Williams instructs the general manager to seek clarification from legal counsel pertaining to scheduled board meetings that fall on a holiday.

Commissioner Sheldon makes a motion to approve Resolution 20-2012.

Commissioner Brake seconds the motion.

The motion passes unanimously.

**E. Resolution 21-2012 / 2013 Regular Meeting Calendar**

There is discussion on Resolution 21-2012.

Commissioner Sheldon makes a motion to approve Resolution 21-2012.

Commissioner Brake seconds the motion.

The motion passes unanimously.

**F. Budget to Date**

There is discussion on the Budget to Date.

Commissioner Sheldon makes a motion to approve and file the Budget to Date.

Commissioner Brake seconds the motion.

The motion passes unanimously.

There is a request that Jack McCarty be able to have the district pay for family dental coverage in lieu of having the district pay for his medical coverage.

Commissioner Brake makes a motion to approve the request.

Commissioner Sheldon seconds the motion.

The motion passes unanimously.

**G. District Expenses**

The General Manager gives a report to the Board on the District Expenses.

There is discussion about individual items on the District Expenses.

Commissioner Sheldon makes a motion to approve the District Expenses.

Commissioner Brake seconds the motion.

The motion passes unanimously.

**VIII. Discussion / Action Items**

**A. Lien Report**

The Office Manager gives a presentation on currently released and added liens including the repayment of Barton Stephens.

There is discussion on the current lien policy. Commissioner Brake requests that a Lien Policy be created and presented to the Board of Commissioners for review.

Commissioner Brake moves to "refund Barton Stephens \$630.96 that was collected from him for release of lien# 3133843 on December 31, 2011".

Commissioner Sheldon seconds the motion.

The motion passes unanimously.

**B. Review of Resolution 16-2009 / Commissioners' Expense**

There is discussion among the General Manager and the Board of Commissioners concerning Resolution 16-2009. Commissioner Sheldon requests that the General Manager provides an updated resolution concerning Commissioners' Expenses.

No action taken.

**C. General Manager Performance Review**

There is discussion among the General Manager and the Board of Commissioners concerning a course of action for evaluating the General Manger performance.

No Action Taken

**IX. General Managers Report**

The General Manager gives his report detailing the use, sale and loss of water.

There is discussion between the General Manager and the Board of Commissioners about General Managers Report.

Commissioner Brake makes a point of order at 8:30 to note that the scheduled adjournment time had come.

**X. Public Comment**

None.

**XI. Board Member Comments**

Commissioner Brake comments on the importance of knowing why each commissioner has chosen to become a commissioner.

Commissioner Williams gives information on upcoming conferences.

**XII. Future Agenda Items**

Evaluating the possibility of a standby rate for vacant lot and RV lot customers.

**XIII. Adjournment**

There being no further business, Commissioner Williams adjourned the meeting at 8:45 pm.

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Brian Sheldon, Commissioner  
Position #1

*Respectfully submitted for review and approval by:*

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*Jack McCarty, Office Manager*

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Gwen Brake, Commissioner  
Position #2

*Bear witness to reference the Commissioner's signatures above, does hereby approve this set of Minutes to become an Official Record of the North Beach Water District on:*

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RD Williams, Commissioner  
Position #3

*Date: \_\_\_\_\_*