



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

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An Adjourned Regular Meeting of the Board of Commissioners of North Beach Water District was held at 7:00 p.m., **Wednesday, January 23, 2013**, at the office of North Beach Water District; 25902 Vernon Avenue, Suite D, Ocean Park, Washington.

**I. Call to Order:**

Commissioner Williams called the Adjourned Regular Meeting of the Board of Commissioners of North Beach Water District to order at 7:00 p.m.

**II. Roll Call:**

Commissioners Present:

Gwen Brake

R.D. Williams

Staff present:

William Neal, General Manager

Jack McCarty, Office Manager

Jon Fleming, Water Worker Position #1

Others present:

Glenn Ripley

**III. Election of Board of Commissioners President and Secretary:**

Commissioner Brake nominates Commissioner Williams for position of North Beach Water District Board President.

Commissioner Williams seconds the nomination.

Commissioner Williams is unanimously elected as North Beach Water District Board President.

Commissioner Williams nominates Commissioner Brake for position of North Beach Water District Board Secretary.

Commissioner Brake seconds the nomination.

Commissioner Brake is unanimously elected as North Beach Water District Board Secretary.

**IV. Adopt Agenda:**

Commissioner Williams discusses changing the agenda to only pay current liabilities and to table the rest of the agenda until the February 19th Regular Meeting.

General Manager Neal makes it a matter of public record that Commissioner Sheldon requested that Resolution 01-2013 be tabled until the February 19th Regular Meeting to enable all three commissioners to be present for discussions on the resolution.

General manager Neal notes the importance of resolutions 02-2013 and 03-2013 play in getting into compliance with the Pacific County Auditor for payroll.

Commissioner Brake makes a motion to change the Executive from 15 minutes to 5 minutes.

Commissioner Williams seconds the motion.

The motion to amend the agenda passes unanimously.

Commissioner Brake makes a motion to adopt the agenda as amended.

Commissioner Williams seconds the motion

The motion to adopt the agenda as amended passes unanimously.

**V. Public Comment:**

None.

**VI. Action Items**

**A. Approval of Meeting Minutes - December 17, 2012 Regular Meeting**

Commissioner Brake makes a motion to approve the minutes of the December 17, 2012 Regular Meeting.

Commissioner Williams calls for a discussion.

Commissioner Williams requests that the December 17, 2012 Regular Meeting minutes Action Item D be amended to state that "Commissioner Williams requests clarification from council for when a scheduled board meeting falls on a holiday."

Commissioner Williams makes a motion to move the approval of the December 17, 2012 Regular Meeting minutes to the February 19<sup>th</sup> Regular Meeting.

Commissioner Brake seconds the motion.

The motion passes unanimously.

**B. Resolution 01-2013 / Policy Regarding Reimbursement of Commissioners' Expenses**

There is discussion between Commissioner Brake and Commissioner Williams concerning Commissioner Sheldon's request as presented through General Manager Neal. Commissioner Brake makes a motion to approve resolution 01-2013.

Commissioner Williams seconds the motion.

The motion passes unanimously.

**C. Resolution 02-2013 / Approving the Issuance of Warrants by a District Auditing Officer**

There is discussion on Resolution 02-2013.

Commissioner Brake request the deletion of the second sentence under Section 1, Paragraph 4, which reads "In making a cost of living determination, the Board of Commissioners shall consider the Bureau of Labor Statistics Seattle-Tacoma-Bremerton area Consumer Price Index's October report and local conditions."

Commissioner Brake makes a motion to approve Resolution 02-2013 as amended.

Commissioner Williams seconds the motion.

The motion passes unanimously.

**D. Resolution 03-2013 / Amending Section 6(A) of the Employee Policy and Procedure Manual Relating to Employee Compensation and Pay Periods**

There is discussion on Resolution 03-2013.

Commissioner Brake makes a motion to approve Resolution 03-2013.

Commissioner Williams seconds the motion.

The motion passes unanimously.

**F. Budget to Date**

The General Manger reports to the Board that the Budget to Date shows that the District exceeded budgeted cash increase by 113%. The increased cash was due to receiving a refund from the IRS for Social Security overpayments and fewer repairs of infrastructure than in previous years.

Commissioner Brake makes a motion to receive and file the Budget to Date.

Commissioner Williams 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 Brake makes a motion to approve the District Expenses.

Commissioner Williams seconds the motion.

The motion passes unanimously.

**VII. Discussion / Action Items**

**A. Lien Report**

Nothing to Report for January.

Commissioner Brake requests an update on the status of the lien procedure document.

General Manager Neal states that the document is still in the process of being amended.

**B. Tsunami Training Event**

There is discussion on Tsunami Training Event.

Commissioner Williams makes a motion to direct General Manager Neal to attend the Tsunami Train the Trainer event in Ilwaco Washington on February 14, 2013 and to include a report on the materials covered in his March General Manager's Report to the Board of Commissioners  
No action taken.

Commissioner Brake seconds the motion.

The motion passes unanimously.

**C. Report on Washington Association of Water and Sewer Districts 2013 Spring Conference**

There is discussion on Washington Association of Water and Sewer Districts 2013 Spring Conference.

Commissioner Williams makes a motion requesting that all commissioners of the North Beach Water District attend the 2013 Spring Washington Association of Water and Sewer Districts Meeting.

General Manager Recommends the motion be amended to state that all commissioners are pre-approved to be reimbursement for reasonable and actual expenses for attendance of the seminar.

Commissioner Brake seconds the motion.

Commissioner Brake moves to amend Commissioner William's motion to state that all commissioners who attend the Washington Association of Water & Sewer District's 2013 Spring Conference are pre-approved for reimbursement of reasonable and actual expenses for attendance of the seminar.

The motion passes unanimously as amended.

**D. Report on Citizens Groundwater Concern**

There is discussion Report on Citizens Groundwater Concern. Commissioner Brake asks if the District should initiate a public education effort concerning shallow wells and drainfield hazards. The Board decides that the public may not receive the information favorably from the District.

No Action Taken.

**E. Report on Competent Person Training**

There is discussion on Competent Person Training.

Commissioner Brake Makes a motion to send Robert Hunt to competent person training offered by D2000 Safety on April 9<sup>th</sup> and 10<sup>th</sup> in Kennewick Washington.

Commissioner Williams seconds the motion.

The motion passes unanimously.

Commissioner Williams expresses concern about the lack of a shoring device.

**F. Report on 35<sup>th</sup> Annual Washington Operators Workshop**

There is discussion on 35th Annual Washington Operators Workshop.

Commissioner Brake Makes a motion to send William Neal and Nicholas Morrison to the 2013 Washington Operators Workshop on march 25-28 2013 in Vancouver Washington

Commissioner Williams seconds the motion.

The motion passes unanimously.

**VIII. 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.

**IX. Executive Session**

In accordance With RCW 42.30.110(b), the Board of Commissioners enters Executive Session to discuss the acquisition of real estate.

Enter - 8:55 pm.

Exit - 9:01 pm.

Resumed - 9:01 pm.

Exit - 9:06 pm.

Resumed - 9:06 pm.

Exit - 9:08 pm.

**X. Report on Executive Session**

Commissioner Williams requests that staff perform a Request for Qualification (RQFL) on North Beach Water District's bond rating and to bring that information to the February 19th Regular Meeting.

**XI. Board Member Comments**

None

**XII. Future Agenda Items**

None.

**XIII. Adjournment**

There being no further business, Commissioner Williams adjourned the meeting at 9:11 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: \_\_\_\_\_*