



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

These are the minutes of a regular meeting of the Board of Commissioners of North Beach Water District held at 6:00 p.m., Monday, October 19, 2015 at the office of North Beach Water District, 25902 Vernon Avenue, Suite D, Ocean Park, Washington.

I. Call to Order:

Commissioner Sheldon 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:

Brian Sheldon, Glenn Ripley, Gwen Brake

Staff present:

William Neal, general manager; Jack McCarty, office manager; Deverie Gorham, billing clerk

Others present:

Mark Scott, Cartomation Inc.

III. Adopt Agenda:

Commissioner Ripley moved to adopt the agenda.

Commissioner Brake seconded the motion.

Commissioner Brake moved to add Agenda Item 9c, Emergency Response Plan.

Commissioner Ripley seconded the motion.

Commissioner Sheldon called for a vote.

The motion to add Agenda Item 9c, Emergency Response Plan passed unanimously.

Commissioner Ripley moved to adopt the agenda as amended.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to adopt the amended agenda passed unanimously.

IV. Public Comment

None

v. Action Items

A. 9-30-15 Adjourned Meeting Minutes.

B. 10-6-15 Special Meeting Minutes

Because no discussion is required, Commissioner Ripley moved to approve the 9-30-15 Adjourned Meeting Minutes and the 10-6-15 Special Meeting Minutes.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to approve the 9-30-15 Adjourned Meeting Minutes and the 10-6-15 Special Meeting Minutes passed unanimously.

C. Resolution 22-2015: Surfside Water System Management Agreement

The general manager gave a presentation on Resolution 22-2015.

There was discussion on Resolution 22-2015.

Commissioner Ripley moved to adopt Resolution 22-2015.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to adopt the Resolution passed unanimously.

D. Resolution 23-2015: Contract with Desco AV

The general manager gave a presentation on Resolution 23-2015.

There was discussion on Resolution 22-2015.

Commissioner Ripley moved to adopt Resolution 23-2015.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to adopt the Resolution passed unanimously.

E. Budget to Date

The general manager gave a presentation on the budget to date.

There was discussion on the current budget to date.

Commissioner Ripley moved to receive and file the budget to date.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to receive and file the budget to date passed unanimously.

F. Financial Summary

The general manager gave a presentation on the financial summary.

There was discussion on the financial summary.

Commissioner Ripley moved to receive and file the financial summary.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion to receive and file the financial summary passed unanimously.

G. District Expenses

There was discussion on the district expenses.

Commissioner Ripley moved to approve checks 1670 through 1723 in the amount of \$136,105.28.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion passed unanimously.

Commissioner Ripley moved to approve vouchers 1793 through 1803 in the amount of \$28,752.06.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion passed unanimously.

Commissioner Ripley moved to approve vouchers 1884 through 1982 in the amount of \$13,775.85.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion passed unanimously.

Commissioner Ripley moved to approve the monthly credit card and ACH processing fees in the amount of \$917.66.

Commissioner Brake seconded the motion.

Commissioner Sheldon called for a vote.

The motion passed unanimously.

VI. Discussion of Action Items

A. Raynell Aaron Report

The office manager gave a presentation on a complaint lodged by a Water District ratepayer named Raynell Aaron regarding her bill and the way she was treated by District staff.

There was discussion between the office manager, general manager, billing clerk and Board on the complaint.

The Board determined that staff followed District policies and procedures and acted appropriately regarding this incident. The Board did not authorize any adjustments, reduction, or time extensions for the account. The Board did encourage staff to use all means within District policy to assist the ratepayer to achieve a current account status.

B. GIS Project Update

Mark Scott gave a presentation on the progress of the North Beach Water GIS project.

He showed the Board the current capabilities and plans for future expansion.

There was discussion between Mark Scott and the Board.

No action was taken.

C. Lien Report

The office manager gave a report on all of the liens claimed and released for the month of September 2015.

No action was taken.

D. Easements for the Emond Property

The general manager gave a presentation concerning the Emond property easements.

There was discussion between the general manager and the Board on the Emond Property Easements.

No action was taken.

E. Revised Total Coliform Rule

The general manager gave a presentation on the upcoming Department of Health changes to the Total Coliform Rule.

There was discussion between the general manager and the Board on the upcoming Department of Health changes to the Total Coliform Rule.

No Action Taken.

F. Draft 2016 Operations Budget

The general manager gave a brief presentation on the Draft 2016 Operations Budget.

There was discussion between the general manager and the Board on the Draft 2016 Operations Budget.

A Special Meeting was set for November 18, 2015, at 9:00 a.m. to further discuss the proposed 2016 Operations Budget.

VII. General Managers Report

The general manager reported on (1) the use, sale, and loss of water, (2) the Drinking Water State Revolving Fund Loan Project progress, and (3) the Bond Construction Project status.

No action was taken.

VIII. Board Member Comments

None.

IX. Pending Items

A. General Manager’s performance evaluation policy

The general manager said that the general manager’s performance evaluation policy is a work in progress and will be discussed further at a future meeting.

No action was taken.

B. Backflow Assembly Testing Policy

The general manager said that the backflow assembly testing policy progress has been suspended until a future date.

No action was taken.

C. Emergency Response Plan

No discussion.

No action was taken.

X. Future Agenda Items

None.

XI. Adjournment

Commissioner Sheldon adjourned the meeting at 8:44 a.m.

Brian Sheldon, Commissioner
Position #1

Gwen Brake, Commissioner
Position #2

Glenn Ripley, Commissioner
Position #3

Respectfully submitted for review
and approval by:

Jack McCarty,
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: _____