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

These are the minutes of a regular meeting of the Board of Commissioners of North Beach Water District held at 5:00 p.m., Monday February 26, 2018 at the office of North Beach Water District, 2212 272<sup>nd</sup> Street, Ocean Park, Washington.

### **I. Call to Order Regular Meeting**

Commissioner Brake called the regular meeting to order at 5:00 p.m.

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

Commissioners Present:

Glenn Ripley, Gwen Brake, Brian Sheldon

Staff present:

William Neal, general manager; Jack McCarty, office manager

Others present:

None.

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

Commissioner Sheldon moved to adopt the agenda.

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to adopt the agenda passed unanimously.

### **IV. Public Comment**

None.

### **V. Consent Calendar**

#### **A. 1-22-17 Regular Meeting Minutes**

#### **B. Lien Report**

#### **C. Budget To Date**

#### **D. Financial Summary**

#### **E. District Expenses**

Commissioner Sheldon moved to approve the consent calendar.

Commissioner Ripley seconded the motion.

There was discussion on the consent calendar.

Commissioner Brake called for a vote.

The motion to approve the consent calendar passed unanimously.

**VI. Old Business**

**A. Emergency Response Plan**

There was discussion between the Board and the general manager on the emergency response plan.

No action was taken.

**VII. New Business**

**A. Resolution To Amend Employee Manual**

The general manager gave a presentation on the resolution to amend the employee manual.

There was discussion on the resolution to amend the employee manual.

Commissioner Sheldon moved to approve the resolution to amend the employee manual

Commissioner Ripley seconded the motion.

Commissioner Brake called for a vote.

The motion to approve the resolution to amend the employee manual passed unanimously.

**B. Customer Bill Dispute**

The office manager presented a customer request for a billing adjustment due to very high usage.

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

The board agreed to allow the customer to seek a leak adjustment.

**VIII. General Managers Report**

The office manager reported on (1) the use, sale, and loss of water, (2) the Drinking Water State Revolving Fund Loan Project progress, and (3) the possibility of contracting a main line replacement.

No action was taken.

**IX. Board Member Comments**

Commissioner Sheldon asked the current status of a customer concern about usage.

The general manager stated he would speak to the customer.

Commissioner Brake commented on the usage of the meeting room for her Saturday science academy.

**X. Future Agenda Items**

None.

**XI. Adjournment**

Commissioner Brake adjourned the meeting at 7:38 p.m.

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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, 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