

BEVERLY BEACH WATER DISTRICT MINUTES

DECEMBER 20, 2017

IN ATTENDANCE: Board President Jack Barbay, Board Members Gene Hogan and Leon Nelson; and Water Operator Ted LePine. Board Members Tim Gross and Kendra Holloway were absent.

Gene Hogan passed out copies of the minutes from the previous meeting (November 15, 2017), and Jack Barbay handed out three financial documents: (1) "Profit & Loss Budget vs. Actual- November, 2017," (2) "Profit & Loss- July through November, 2017," and (3) "Profit & Loss Budget vs. Actual- July through November, 2017."

The meeting was called to order by President Barbay at 7:02 p.m.

WATER OPERATOR'S REPORT:

Ted said that everything is looking good. The leak at Benton and 115th Street has been fixed, and the water system seems to be holding water well. He said that he was running the plant about 1-2 times a week, and that the tank had water levels in the mid-30's (feet). Currently we have 33 feet and are aiming for 36 feet. He mentioned that we are required to store at least 25 feet of water in the tank for adequate fire protection. He stated that there were no issues resulting from the recent rain storms.

He said the leak at Benton and 115th Street was on the customer's side of the property line, and that the owner had it repaired. Ted is still trying to find some 8-inch pipe to extend the service housing so it is not so buried. He said he may just put a traffic-rated box over it to bring it up to street level.

The paving is done on 121st Street. Tim and Ted put new valve cans in the street after they serviced the valves, and then the pavers paved over them. Jack asked Ted to mark where they are, and asked him to let Kyle know. They should be able to cut out the locations and coldpatch around it.

Ted said the creek level was high yesterday morning. He had opened the dam two days earlier, so he was prepared. Ted opens and closes it as needed to keep the optimum levels in the creek (so the equipment doesn't have to suck so hard).

Ted said he had not yet sent in his application for his water certification test.

****TED LEFT THE MEETING AT THIS POINT (7:09 P.M.) AS ALL WATER ISSUES WERE DISCUSSED****

PAST MEETING MINUTES:

The board read the minutes from last meeting. A motion was made by Leon to accept the minutes as presented for November 15, 2017. Jack seconded the motion. In Favor: Jack, Gene, and Leon. Opposed: None. The motion passed un-opposed.

FINANCIALS:

The board went over the financial documents handed out by Jack. Jack said office expenses seemed high, but thought maybe the program Lurlyn needs to do accounting may have increased those costs for now. So far this year we look like we are digging ourselves out of a hole; it is still early in the winter season, however. Items
highlighted specifically were as follows:

On the "Profit & Loss Budget vs. Actual-July through November, 2017 Report":

- (1) The SDC Payments amount is showing a total of \$7,700.00. It should actually be \$6500.00 and should be corrected by Lurlyn.
- (2) The board is uncertain why the net income amount is a negative number (-\$7,137.4)

On the "Profit & Loss-July through November, 2017 Report":

- (1) The Water Sales amount of \$37,775.52 was noted as good.
 - (2) The total of Employee Expenses (\$11,661.99) was regarded as good.
 - (3) Accounting Expenses of \$5,227.50 were noted as good.
 - (4) Expenditures for Chemicals and Testing (\$2,458.63) were regarded as good.
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OREGON HEALTH AUTHORITY LETTER:

The board discussed a letter sent to Ted from the Oregon Health Authority. For some reason they are under the impression we have never filed a form indicating who our DRC (Direct Responsible Charge) is, i.e. who operates our system. Jack said this is not true, as he DID respond to the form asking for this information. Apparently they did not receive it, and Jack will send a new letter to let them know we have indeed processed the form.

REIMBURSEMENT OF COST OF OAWU WATER QUALITY REPORT:

Gene asked if the cost of the Water Quality Report (\$140.00) that we had prepared by OAWU had been deducted from Darrel Lockard's pay yet. (The board had previously approved deducting the cost for this service from Mr. Lockard's paycheck since it is part of his required duties as Water Supervisor, and it was not completed by him). Jack said he would check with Lurlyn to see if it had been done yet.

LETTER FROM SHANNON HOFELD:

A letter sent to the board by Shannon Hofeld states that she feels she should not have to pay commercial rates for her residence, but residential rates instead. She is listed by the county as being a vacation rental, and has, in fact, rented to vacationers. She now maintains that she is not renting it, or very sporadically, and would like us to monitor her actual usage or just charge her residential rates. Tim has responded to her letters, and informed her that until such time as she can prove to us that the county has removed her from the list of Vacation Rentals for Lincoln County, our bylaws require her to be charged commercial rates, and even then, she will not be able to rent out her place without resumption of the commercial rates. Jack agreed with Tim's response, and said we have no way of validating actual water usage without the use of meters. He said, "You're either in or out as a Vacation Rental." He said he has seen (4) cars in the driveway there, so he feels they are not using just a small amount of water as she maintains. The board wondered if she could just go in and tell the county that she was no longer a Vacation Rental, and they would drop her name from the list? Would we, at that point, have to monitor its use and inform the county of any use as a vacation rental, and subsequently resume charging commercial rates?

LINCOLN COUNTY SHARING SESSION:

Leon said he had recently attended the sharing session hosted by Lincoln County for special districts, and other government agencies in the county. He said there was a lot of repetition of information gained from the SDAO conference recently attended by him and Gene. He has some additional handouts from this event. Some of the things discussed were the fact that board members are required to not do board business via e-mails; that executive session minutes are to be taken, but kept under lock and key; and voting decisions from executive sessions need to be made public in the body of the regular meeting.

FUTURE RESIGNATION OF JACK BARBAY:

Jack announced that he would be leaving the board in May. He is relocating to Portland.

Leon made a motion to adjourn the meeting, which was seconded by Jack. In Favor: Jack, Gene, and Leon. Opposed: None. The motion carried unanimously and the meeting was adjourned at 7:40 p.m.

Signed and respectfully submitted _____

Gene Hogan, Sec. Beverly Beach Water District- December 21, 2017

