

BEVERLY BEACH WATER DISTRICT MINUTES

DECEMBER 21, 2016

IN ATTENDANCE: Board President Jack Barbay, Board Members Gene Hogan, Shel Burnett, Tim Gross, and Leon Nelson; Water Operator Ted LePine.

Gene Hogan passed out copies of the minutes from the last meeting (November 16, 2016). An agenda for tonight's meeting was passed out by President Barbay, and he called the meeting to order at 7:05 p.m.

WATER OPERATOR'S REPORT: Operator Ted Lepine reported that the plant is now working well, and there are no new leaks in the system. There had been some "excitement" at the plant recently when the place where the alum used to be injected was actually eaten away by the aluminum. The metal had corroded in the old saddle. It is plugged for now as Ted put a new saddle and plug in. The alum now goes into the PVC before where it used to enter.

Ted said that water usage, at the moment, seems to be low to medium. The tank level is high right now.

Ted said that the legs on the gate in the creek need to be extended so that we can lift the gate higher. He said that over Thanksgiving it was high, and water actually overran the dam, but the level in the creek did not get high enough to flood the docks with the pumps on them. This was with the gate completely open! It has continued to hold up to this point. He says that Halco or some other company can add to the legs, raise the crossbar up, and put an eye on the crossbar. Tim said that he would check on the costs involved. Tim even suggested getting a stainless steel chain to replace the old one that lifts the gate, or possibly just replace the whole unit. Ted said it may just be the chain hoist that needs fixing and not the chain.

Ted was asked about the new house with lights that had been constructed (Mr. McBride's house), and whether it had required a new service connection. Ted said that it already had an existing connection.

Gene mentioned that one day while talking with Joe Howry that Joe had asked if the new hydrant at the intersection of Beverly Drive and Beverly Lane had been turned back on. Ted said that it has, in fact, been turned back on.

Jack said that, at present, when locates are called in they go straight to Ted's e-mail. He asked where we would like them to go once TCB answering service starts taking our calls. It was decided to use the plant telephone number for the answering service.

Ted stated that the DSL service we have comes and goes with the weather. He said it is up and running most times.

We are now running on PAC at the plant.

[Ted left the meeting at 7:14 p.m. as there were no other water topics to be discussed needing his input]

PAST MEETING MINUTES:

Jack asked if there were any corrections to the past month's minutes (November 16, 2016), and Leon Nelson said there were. He corrected his biographical information to show that he lives in Lebanon, not Salem, when not at the coast. He also stated that his job with the Navy consisted of being a mechanical operator, not in chemical operations. A motion was made by Gene to accept the minutes from November 16, 2016 with the aforementioned corrections, and this was seconded by Shel. In Favor: Jack, Gene, Shel, Tim, and Leon. Opposed: None. The motion carried, un-opposed, and the minutes for November 16, 2016 were accepted.

OLD BUSINESS:

TRANSITION TO NEW BOOKKEEPING SERVICE (4a ON AGENDA):

Jack said that Frances was receptive to the board's decision to begin using a new bookkeeper in her place. She gave us a report, and will close the books she handles on the 1st of January. It was decided she will deliver a zip or USB drive to Gene on the 2nd of January to enable Lurlyn Patrick to begin keeping our books. Lurlyn had previously asked what version of Quickbooks Frances has been using, and Jack found out it was "Version 7 Professional." This is OK with Lurlyn.

ENGAGEMENT LETTER/RECORDS REVIEW (4b ON AGENDA):

Jack said that Signe Grimstad has asked us for an engagement letter for her to perform our Records Review, which comes at a cost of \$4,000. Apparently this report needs to be into the state by December 31st, but we have a 30-day extension to the end of January. If we exceed \$150,000 we apparently have to have this review. Gene asked if this was the compilation that Grimstad normally does for us, but Jack was not sure. He said he would get an opinion from Lurlyn. In the meantime, it was decided that Jack should sign and submit the engagement letter. A motion was made by Tim to approve the engagement letter, and it's signature by Jack. The motion was seconded by Gene. In Favor: Jack, Gene, Shel, Tim, and Leon. Opposed: None. The motion passed unanimously. Gene mentioned that Jack might also want to ask Patti Frazier if that was in reference to the compilation, as she dealt with the budget for so many years.

ANSWERING SERVICE-TCB (4c ON AGENDA):

Jack stated that our new answering service company, TCB, was requesting contact information for all board members. He asked for phone numbers of all present, and said he would e-mail the numbers to us. He said TCB will bill us each month, and that credit card information was not necessary. He stated that the emergency call-out service would be based on the number

of calls received in a month. Normal cost is \$8/month. It was stated that we need to get contact phone numbers for all our customers for such an emergency call-out service. Jack will add that service too, and will do it next week if the board opts for it. A motion was put forward by Tim to sign up for both services with TCB (answering service and emergency call-out service). Jack seconded the motion. In Favor: Jack, Gene, Shel, Tim, and Leon. Opposed: None. The motion passed unanimously.

CENTURY LINK E-MAIL SERVICE (4d ON AGENDA):

Jack said he has repeatedly tried to contact Century Link regarding our e-mail service with them. He said the account manager still has not responded. We should be getting centralized e-mail service through our DSL service so that personal e-mails are avoided being used. The home page should have a place for documents included.

MAIL CHUTE AT DISTRICT BUILDING (4e ON AGENDA):

Jack said he has not yet sealed off the mail chute in the building where residents used to pay their water bills. Jack said he will do it tomorrow by putting a board over it.

POND SITUATION WITH ODOT (4f ON AGENDA):

Jack said he still has not gotten a reply to our demand letter to the state regarding their pumping of the pond at the intersection of Beverly Drive and 121st Street. They are apparently still pumping water out of the pond. Jack said he will try to call Christine Hildebrands and that if that doesn't work, we will contact our attorney Dennis Bartoldus as a last resort for action.

NEW BILLING RATES FOR RENTAL UNITS (4g ON AGENDA):

This topic was tabled till January's meeting. The board was not sure when the mandatory start date was for rental residences to register with Lincoln County.

SERVICES WITH NO STRUCTURES ON SITE (4h ON AGENDA):

This topic was tabled till January's meeting. Tim agreed to come up with a rate structure for water rates based on definitions for various situations the district is experiencing.

BARRETT BUSINESS SERVICES (NOT ON AGENDA):

The board had previously discussed possibly using Barrett Business Services to do our payroll. Jack hasn't talked with them yet, but apparently there is a 4% charge. Tim made a motion to engage Barrett Business Services as our payroll agency. Shel seconded the motion. In Favor: Jack, Gene, Shel, Tim, and Leon. Opposed: None. The motion carried unanimously. They may require a weekly timesheet signed by the employee, according to Tim. A question arose as to whether we need Frances to do Ted's W2 for the end of 2016. (It should be in the stuff Frances will drop off at the conclusion of her tenure as our accountant).

TREASURER'S REPORT (5 ON AGENDA):

Jack passed out copies of the "Beverly Beach Water District Income and Expense Budget 2016-2016." We are still \$12,435.92 in the red. The sheet was discussed with definitions and explanations by Jack. There were questions by Tim on how the numbers were achieved. The board could not see where the SDC Revenues Account was listed. It was noted that maintenance and repairs were running higher than anticipated. The new hydrant alone was responsible for \$2300-\$2400 in parts with \$3800 for Howry's excavation. Utilities were higher, partly due to delayed charges for the DSL installed in January/February 2016. It should have actually gone into last year's expenses. Re-filling the gas tank recently also added to utility costs.

NEW BUSINESS:

BACK FLUSH SYSTEM (6a ON AGENDA):

Apparently we are not sure if we have received a proposal for a back flush design for our plant since no one has been picking up the district mail since Patti resigned as Treasurer and completely from the board. Gene asked Jack if he could have Patti prepare a resignation notice dated for the time she resigned (which was prior to the board's voting Leon Nelson in as a new board member to fill her vacancy). Apparently Kendra Siegel is interested in a position on our water board, so perhaps she can fill a future vacancy. Jack said he would get the district keys in Patti's possession.

MEETING NIGHTS:

The board decided to keep the meeting night on Wednesdays for now, as it was hard for Tim to come on Tuesdays. The next meeting night is scheduled for Wednesday, January 18, 2017.

NEW BOARD TREASURER:

Tim volunteered to be the Treasurer for the board. The board discussed getting an extra P.O. Box key for our new accountant Lurlyn to use to gather payments and bills from our mailbox. She will leave other correspondence in the box for district members to attend to. Jack made a motion nominating Tim Gross as the new Beverly Beach Water Board Treasurer. Gene seconded the motion. In Favor: Jack, Gene, Shel, Tim, and Leon. Opposed: None. The motion carried un-opposed.

WATER RESOURCES MEETING:

Tim reminded the board that the "Place-Based Planning Meeting" was scheduled for January 25th at the Rogue Brewery in Newport, 4-7 o'clock p.m. He said to also stay tuned for a smaller district sub-committee group that may be in the works for topics more in line with our needs.

BOARD RESIGNATION:

Shel Burnett announced that she is planning on resigning from the board since she no longer has enough time to devote to it. Tim reiterated that Kendra Siegel wants to be on the board. Shel relinquished her district keys to Leon, who did not have any yet.

HIRING OF NEW ACCOUNTANT:

Gene mentioned that the board had not "officially, for the record" voted on the hiring of our new accountant, Lurlyn Patrick. Previous to tonight it had only been approved in Executive Session. Jack made a motion, on record, to hire Lurlyn Patrick as the new accountant for the district as per a previous Executive Session, and for the salary discussed therein, to be effective January 1, 2017. The motion was seconded by Shel. In Favor: Jack, Gene, Shel, Tim, and Leon. Opposed: None. The motion carried unanimously.

Shel made a motion to adjourn the meeting, which was seconded by Tim. In Favor: Jack, Gene, Shel, Tim, and Leon. Opposed: None. The motion carried un-opposed and the meeting was adjourned at 8:04 p.m.

Signed and respectfully submitted _____
Gene Hogan, Sec. Beverly Beach Water District- December 22, 2016