

## BEVERLY BEACH WATER DISTRICT MINUTES

JANUARY 17, 2018

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

Gene passed out copies of the minutes from the previous meeting (December 20, 2017). Jack passed out a copy of the agenda for tonight's meeting as well as:

- (1) BBWD Profit and Loss Report (July through December 2017)
- (2) BBWD Profit and Loss-Budget vs. Actual Report (July through December 2017)
- (3) Letter from Oregon Public Health Division re: Epichlorohydrin & Acrylamide Usage

Lurlyn passed out a copy of the "Recurring ACH Payment Authorization Form" that water customers can submit to have payments for water taken from their bank accounts automatically.

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

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### WATER OPERATOR'S REPORT:

Ted stated that he is no longer using pre-ash or polymer soda ash prior to running the plant, and the plant is running great. He said he had been doing it because the former Water Superintendent Ted Dykstra had always done it. Ted said he has been using PAC (Poly Aluminum Chloride) since mid-summer, which is a slightly more charged version of alum. He said the only ash mix used now is in post treatment, and it is working great. He used to use polymer in conjunction with alum (polymer was supposed to coat the filter to work better).

He is currently only running the plant 2-3 times a week. He mentioned that there is a lot less leakage and breakage in the system since the clay valve was adjusted to slower.

With regard to a backflush tank, he said Cascade had dropped the ball, and had not yet come up with an engineering design for such a tank. Coming up with a separate backflush tank would eliminate the use of treated water to perform a backflush. Apparently Cascade had problems with the electrical setup. Ted said we are using 3800 (+ or - 200) gallons of water for flushing. He stated that 1500 gallons for 3 minutes is all that should be needed. Tim asked why we couldn't just build a "bypass." (Apparently there are two water lines that run up the road from the plant, a 4-inch line that is not in use anymore but in place, and a 6-inch line). We could get a 4500 gallon tank for backflush purposes, but again, Ted said we only need a 1500 gallon tank. This would use 500 gallons per minute for 3 minutes total. He said a poly tank is all that is needed, plus a pump, a control part, and plumbing. Ted stated that Cascade said they would probably just ask TAG to do this for us. Western States is also available.

Ted reiterated that the plant is running well. He said that he would be putting in an order for chemicals tomorrow for PAC and chlorine from Univar. He also re-stated that he is running the plant 2-3 times a week, and that the water reservoir level was in the mid-30's (feet). He stated that water usage was about the same, and that there are no new leaks.

Gene asked about the leak that had been fixed at 115<sup>th</sup> Street and Benton Street, and if Ted had found the pipe he needed to enclose the shutoff valve yet. Ted said he had not been able to locate what he needed, and was planning on just filling in the hole around the shutoff to get it back to normal.

Ted said he currently had the gate up on the creek with the amounts of rain we had recently incurred and that supposedly we were supposed to get more on Friday.

Lurlyn asked if there was a way to tell if the water was shutoff inside the fore-closed house at 165 NE 121<sup>st</sup> Street (which was Mike Miller's place). Miller has not been there since October. Ted said that he knows where the outside shutoff is, and can shut it off. Lurlyn stated that she spent 4 hours trying to determine who's responsible for this place for billing purposes. Ted said he would shut off the service. Lurlyn asked if the \$200 disconnect fee should be attached, and Jack answered "Yes."

Lurlyn said we may have some disconnects next month due to non-payment of bills for the following:

- (1) Tracy Goudy
- (2) Lois Shultze
- (3) Shannon Hofeld
- (4) Susan Armstrong- Seaview Homes

When asked if Ted had sent in his application to take the Water Certification Testing, he replied that he had not yet done so.

Regarding the letter from the Oregon Health Authority asking us to submit a form stating our use of epichlorohydrin and acrylamide, Ted said that he sent it to Darrel for him to sign.

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Ted left the meeting at this point (7:22 p.m.) since all water operation business was discussed.

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PAST MEETING MINUTES: The board read the minutes from the previous month's meeting (December 20, 2018). There was a motion from Kendra that we accept the minutes from December 20, 2018 which was seconded by Leon. In Favor: Jack, Gene, Tim, Leon, and Kendra. Opposed: None. The motion carried unanimously.

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TREASURER'S REPORT AND ACCOUNTANT'S REPORT:

The board looked at the financial reports passed out earlier. There was a question on transferring \$20,000 from the General Fund( which has \$36,000) to a money market where it could accumulate interest. Gene asked when we make the payments on our loans (which is usually before we get monies from the county taxes). Apparently it is in November of each year. Lurlyn showed us a chart for the last 5-6 years, on a monthly basis, what we have in fact received from the county in the way of tax monies (this is the chart Lurlyn has already sent to board members).

Lurlyn corrected the amount in the SDC account that was in question at the least meeting. The \$6500 remains in that account, and \$1200 was placed under hookups.

The board was informed that "office supplies" included \$348 that was spent on supplies for picnic items used at the open house we hosted this past summer. She said she will specify more categories under "Office Expenses" in the future.

Lurlyn stated that the \$20,085.00 listed under "Interest Income" and "Property taxes" was incorrectly placed there, and that that amount is what was transferred from the bond account in December of 2016.

The board discussed keeping only \$10,000 in the General Fund and moving approximately \$30,000 from there to a money market fund.

Kendra made a motion to retain a maximum of \$10,000 in our General Fund, and give Lurlyn authorization to put funds exceeding that amount into a money market to accumulate interest. The motion was seconded by Tim. In Favor: Jack, Gene, Tim, Leon, and Kendra. Opposed: None. The motion carried unanimously.

Gene asked if we did finally deduct the \$140.00 from Darrel's paycheck due to our cost to have the water quality report prepared through OAWU. Jack said that it had, in fact, been taken out of his pay.

Lurlyn said the 1099's for Ted, Darrel, Frances, and herself had gone out yesterday.

The board was curious if the propane tank had been filled. Lurlyn had called to get it filled, but the room seemed cold for our meeting. Tim went outside to check and confirmed that the tank was empty. If they had filled it, it could not have already run out as the heat has been turned off. Lurlyn said she would re-call to get the tank filled.

Lurlyn asked if we would like to track expenses to TCB (our answering service) in a separate account, to which Jack replied "Yes." These expenses are less than \$100/month. She stated that our costs for Barret's is under "Payroll Expenses."

Lurlyn asked if the reports she prepares are OK, and the board responded "Yes." She asked if we would like any additional reported to which the board said "No."

Lurlyn said she doesn't understand the LB50 budget form. Jack said he will get it for her. He said it is split into what gets paid into the debt, and the other part goes into the general fund. That's where the \$20,085.00 on Lurlyn's financial report tonight came from- so it should be moved.

Lurlyn said the bond account will now be maintenance fee-free. The fee used to be \$3.00. This is because Lurlyn set us up for online statements.

Jack asked if people get nasty with her in regards to water bill issues. She said things are OK, and that she will refer any that go ballistic on her to board members.

Lurlyn explained the use of the ACH Payment Authorization (which allows people to have water bill payments directly withdrawn from their bank accounts). She said the 25+ people who would probably use this would pay for our service fees to use this program (which is a \$25 flat fee plus 25 cents per entry completed). She would still have to acknowledge receipt of the funds from the customer, but wouldn't have to do billing for those customers. This can be used for both residential and commercial customers. Tim made a motion to approve the authorization for Lurlyn to set up this program for ACH payments on a trial basis. The motion was seconded by Leon. In Favor: Jack, Gene, Tim, Leon, and Kendra. Opposed: None. The motion passed Un-opposed. Lurlyn said she would send out the application request to customers in the next bill, and also ask for up-dated customer account information.

Lurlyn said she makes copies of all checks that are sent in for water bill payment.

Tim said we should advertise in the water bill for future board members.

Lurlyn explained how she comes up with customer account numbers. They are mainly based on the physical address of the property being supplied with water. To get credit for payment customers need to either send in the stub on the bottom of the bill they receive, or at least put their address on their payment.

Lurlyn said she is OK with answering questions on houses in the community and regarding water hookups.

Jack stated that he had called back the Otter Rock Water Board member who had questions about our bond and how we did it.

Roger Reed had questions for the board regarding water permits. We have an application for that, but he needs to get a permit from the county.

All the necessary items that Grimstad & Associates needed have been sent in (a week after Christmas). It had to be in by December 31<sup>st</sup>. Jack asked if they would please send us an engagement letter prior to their work, in the future. Lurlyn said (in their defense) that they did send out a letter.

Lurlyn said that she would be sending out invoices for March's billing early cause she will be out of town from the 3<sup>rd</sup>-7<sup>th</sup>. They are headed to Disneyland.

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Lurlyn left the meeting at 8:15 p.m. as all accounting and financial matters had been discussed.

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#### OLD BUSINESS:

#### RATE CHANGE:

We have not sent in any of the documented vacation rental identifications to the county yet to substantiate our billing at the commercial water rate for those addresses. The board went over photos and address identification from Kendra for places that need to be submitted to Lincoln County for purposes of identifying local vacation rentals.

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NEW BUSINESS:

BONUSES:

Jack asked the board about the possibility that we might to give a bonus or stipend to Ted and/or Lurlyn for all their hard work. We are currently paying Lurlyn about \$500/month. The board agreed that bonuses were in order for both Ted and Lurlyn. Tim made a motion that we give a \$250 bonus to both Ted and Lurlyn. Leon seconded the motion. In Favor: Jack, Gene, Tim, Leon, and Kendra. Opposed: None. The motion passed un-opposed.

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Gene made a motion that we adjourn the meeting, which was seconded by Tim. In Favor: Jack, Gene, Tim, Leon, and Kendra. Opposed: None. The motion carried un-opposed. The meeting was adjourned at 8:26 p.m.

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Signed and respectfully submitted \_\_\_\_\_  
Gene Hogan, Sec. Beverly Beach Water District- January 18, 2018