

BEVERLY BEACH WATER DISTRICT MINUTES

JANUARY 18, 2017

IN ATTENDANCE: Board President Jack Barbay, Board Members Gene Hogan and Leon Nelson; Water Operator Ted LePine; and District Accountant Lurlyn Patrick. Board Member Tim Gross was absent due to sickness.

Gene Hogan passed out copies of the minutes from the last meeting (December 21, 2016). President Barbay called the meeting to order at 7:27 p.m.

ACCOUNTANT'S REPORT:

Lurlyn had some information about invoices for water payments. She said that we should inform customers that they can do some online bill pay. She thought the bank might also allow customers to do automatic payments from their accounts.

With regard to late fees charged for late payment of customers bills, the board opted to get back to her regarding what to charge. It was determined that bills should be sent out on the fifth day of each month, and that customers would have twenty days in which to pay their bills. Late fees would begin to be charged after the 24th day of the month. Lurlyn said that she would e-mail us a prototype of the invoice for approval. It was also determined that the invoices should contain information regarding when the board holds its regular meetings, and the contact numbers for the District.

A call to the District telephone number should be answered by TCB. According to Jack, Century Link tested it, and Lurlyn called it at the meeting just to confirm it was answered by TCB, and it was. She said (541)-265-2083 will be on each invoice for emergencies and questions, as well as e-mail addresses for contacts.

Lurlyn asked how Ted has been paid in the past, and Jack explained that his paydays were usually mid-month. He would send in his hours on the 1st or 2nd of the month and Frances would cut the check and send it to him by mid-month. Lurlyn said she would send Ted a form to enter his work hours on each time he submits them. He would give daily totals at \$20/hr.

The Bond File came up in conversation, and Lurlyn asked if the bond records were kept separate. Jack said that at least the bond fund was. We are on a fixed year (July1-June 30) system and accrual basis.

Lurlyn asked what to do in terms of: (1) Budget Reporting, (2) Tax Reporting, and (3) DEQ or EPA reporting.

****Lurlyn Patrick left the meeting at 7:43 p.m., as all the accountant business was completed****

WATER OPERATOR'S REPORT:

Ted explained that the water system has been only partially functioning as normal the last few weeks. He has been rebuilding the infrastructure to the pumps (for raw water) and some pipes must have cracked because we have been experiencing a loss of suction. Also Ted was ill for a while. Both pumps are in service. We are going to raise the pumps out of the creek with a one foot pedestal (Larry Whitehurst from Coast Range Equipment will help).

We are still on PAC (poly aluminum chloride). The temperatures in the creek are still low, so we need to use the PAC.

The water level is in the low 30's in the tank. 35,000 gallons of water were produced yesterday, but until we stop the suction problem in the cracked intake pipes, we will have trouble catching up.

One "filter to waste valve" will not open on command, but opens when it feels like it. It may be a chip failure. It starts to open, then gets stuck. We need a seal kit to repair it. They usually last about five years, which is where we're at with these.

There is a leak across from Patti Frazier's house. As soon as Ted repairs the pipe at the plant, he will work on the leak- the service box is filled and accumulating.

Ted mentioned that there are two trees leaning toward the plant that could possibly hit the dam structure. We probably don't own the property the trees are on. We need to find out how to get the owner's to respond to protect our facilities.

Ted will have two years under his belt with the district this coming May. He may have to test in Washington State to get dual credit for time in, then transfer his credentials. Oregon separates hours for each certificate he needs, so he would not get dual benefits for his hours in Oregon.

*****Ted left the meeting at 7:58 p.m. after all water operation business was complete*****

ACCOUNTING REVIEW REPORT:

Jack presented the board with Signe Grimstad's Accounting Review Report. Included is a letter from them stating that they are not held accountable for any information furnished to them by the District. There was a motion by Jack that the Board should instruct the Board President to sign and submit the "Independent Accountant's Review Report" dated June 30, 2016. The motion was seconded by Gene. In Favor: Jack, Gene, and Leon. Opposed: None. The motion passed unanimously.

REVIEW OF FINANCIAL STATEMENT:

There was a motion by Gene to have the Board President sign the "Review of Financial Statement" submitted by Grimstad. The motion was seconded by Leon. In Favor: Jack, Gene, and Leon. Opposed: None. The motion passed unopposed.

PAST MEETING MINUTES:

Jack made a motion to accept the minutes for the last meeting (December 21, 2016). The motion was seconded by Leon. In Favor: Jack, Gene, and Leon. Opposed: None. The motion carried unanimously.

BBSI (BARRETT BUSINESS SERVICES INC.):

Jack brought up the topic of potentially signing up with Barrett's to do our payroll. They prepare payroll and annual tax information for 0-10 employees. Cost for the service is \$1200/year (\$100/month). Apparently there was no mention of whether we would still have to pay worker's compensation, but it is suspected we will still have to do so. Ted would submit his hours to BBSI after approval by a board member. The District would probably incur an equivalent cost if we opted to have Lurlyn do our payroll due to an additional \$500 Quickbooks fee plus her hours, plus workers compensation fees. We can opt out of BBSI at any time. Workhours would be entered online by Ted, and a board member would have to log on to approve them. They prefer to do direct deposit with an e-mail pay stub. They can also prepare reports for us. They will calculate and deposit taxes, and will complete year end tax filing stuff (W2's, etc.)

Ted has been using about 66 hours/month.

Gene made a motion to have the District sign up with Barrett's Business Services, Inc. to do our payroll. The motion was seconded by Jack. In Favor: Jack, Gene, and Leon. Opposed: None. The motion passed unopposed.

WATER RATE STRUCTURE:

This item was postponed again as we have not seen Tim's workup on a rate structure to be used by the District.

POND SITUATION:

There was no update on the situation at the pond at the intersection of Beverly Drive and 121st Street. ODOT is still pumping water out of the pond, according to Leon, even though the water levels seem higher.

CENTURY LINK E-MAIL SERVICE:

The e-mail service available through Century Link for use by the water district employees and board members is now finally set up for use.

DISTRICT WEB PAGE:

Jack said that the District web page was still under construction. He said he had not had the time to devote to building the page, and had asked Patti and Shel to help do it. Now that they are no longer board members it has been postponed. He said it will require someone to go to the Site Builder page. There are files to be uploaded, and things like meeting minutes, contact information, services information, emergency information, water analysis information, etc. Jack said he would separate the information in an e-mail to Leon to access the site to work on the web page. Leon agreed to look at it. This service doesn't cost us extra; it is part of the Century Link.gov rate.

BUDGET INCOME AND EXPENSE REPORT:

The Budget Income and Expense Report was tabled until next month when we get Lurlyn's updated report.

MAIL CHUTE AT DISTRICT BUILDING:

The mail chute formerly used by customers to drop off bill payments at the district office is leaking rainwater. There have been no bills deposited. Jack will permanently close and seal it.

DISTRICT FILE DROP-OFF:

Gene mentioned that Frances had dropped off the boxes of district documents she had in her possession today prior to the meeting. There were also transfer files and account records for Lurlyn. Lurlyn stated she would get new bank signature cards started at Oregon Coast Bank. Gene stated that he had to sign a statement prepared by Frances saying he had accepted the boxes of files into his possession.

RESIGNATION LETTERS:

Jack said he has received the official resignation letters from Patti Frazier and Shel Burnett, and that he would scan them and forward them to Gene.

There was a motion by Gene to adjourn the meeting, which was seconded by Jack. In Favor: Jack, Gene, and Leon. Opposed: None. The motion passed unopposed, and the meeting was adjourned at 8:35 p.m.

Signed and respectfully submitted

Gene Hogan, Sec. Beverly Beach Water District- January 19, 2017
