

BEVERLY BEACH WATER DISTRICT MINUTES

JUNE 21, 2017

IN ATTENDANCE: Board President Jack Barbay, Board Members Gene Hogan, Tim Gross, and Leon Nelson (Board Member Kendra Holloway absent); Water Operator Ted LePine; District Accountant Lurlyn Patrick; and guests Lillian and Charles Myers.

Gene Hogan passed out copies of the minutes from the meeting on May 17, 2017. Jack Barbay passed out copies of the Agenda for tonight's meeting. The meeting was called to order at 7:35 p.m.

PAST MEETING MINUTES: Jack Barbay allowed time to read the minutes from the previous meeting (May 17, 2017), and discussion ensued over some of the items therein. Jack asked Leon if the phone numbers listed for the district on the website had been corrected, and he responded that they had. Jack mentioned that we should try in the next couple of months to dig up the USDA document from when the new plant was built, and peruse it.

We actually have 128 water customers.

Lillian Myers asked if other residents in Beverly Beach had received letters from the Lincoln County Sheriff's Office regarding vacation rentals. Apparently she got a letter informing her that there was a home nearby hers that was being used as a vacation rental. Lurlyn said that everyone that has a vacation rental in close proximity to their homes is receiving them due to the new requirement by the county that those businesses register with the county. Tim looked at the Myers' letter, and said it stated that they were within 250 feet of a vacation rental.

Tim made a motion that the board approve the minutes from the meeting of May 17, 2017, which was seconded by Leon. In Favor: Jack, Gene, Tim, and Leon. Opposed: None. approval of the minutes passed unanimously.

WATER OPERATOR'S REPORT:

Ted said that everything is doing well. There have been no surprise leaks in the system. The plant is functioning correctly, and the pneumatics are all good. He said we are back on PAC at the moment: it has been 12-13 degrees in the creek. He said we get 10,000 gallons more per run on the PAC. We are currently getting 40,000-50,000 gallons total per run. He is not having to do a run every day. Currently there is 38 feet in the tank, which is great without leaks. He said he is doing runs about four times a week, but is not chancing "not doing" a run over a weekend, at least not during summer use. Flushing is not necessary yet. He has been checking the chlorine concentration to make sure it is not too high.

Apparently we had a break in at the plant through a window. Ted has arranged to have Bruce Kay, from Kay Radiators, put bars in the windows to prevent this in the future. The burglars took the speakers off the computer and a socket set from the toolbox in the shop. They exited via the door. There was a sheriff's report filed.

Production is good by having slowed down the clay valve (this way we don't get a "water hammer"), and also by fixing the leaks we had.

Ted left the meeting at this point (7:47 p.m.) as we had discussed all water operations

TREASURER'S REPORT:

Jack again brought up the fact that the accumulated chemicals & testing costs had gone down instead of the same or more. The board decided to leave the \$11,000 entry for Chemicals and Testing in the proposed budget just to play safe.

Lurlyn said she can put the proposed budget amounts in at the beginning of the fiscal year, and that as she does reports during the year it will show how much of what we had budgeted is being used. "Quickbooks" can also forecast from month to month what to expect throughout the year. Tim confirmed that this past year we were "guessing" a lot. Lurlyn said we have to be on an "accrual" method, but that we can always check things on a "cash basis" at any time to see where we lie at that moment.

After looking at her laptop during the meeting, Lurlyn said she thinks the dip in the Chemical and Testing entry was due to her inadvertently place some of those costs in Maintenance and Repairs. Therefore Chemicals and Testing amounts were understated, and Maintenance and Repairs were overstated.

Lurlyn said that Central Lincoln PUD bills were on autopay as of yesterday, so that's why the same amount has been showing under "building electrical" in the budget (as per item 4ii on the agenda).

OLD BUSINESS:

Apparently Tracy Goudy has not complied with the agreement to pay her bills that she and Lurlyn arrived at. She will be sent a disconnect notice. This will be attached to her bill by Lurlyn. Apparently there are four other customers who were sent disconnect notices at the first of the month; two have since paid, but the following have not:

11555 NW Avery- Gary Lowe
11457 NW Avery- Heather Palmer

Lurlyn showed the board how she sends out bills on those who don't pay; she showed us specific bills and receipts.

With regard to item 5b on the agenda, Jack asked Leon to post a "Notice of Change to Service" in the forms section of the website. Lurlyn showed the board the form she is currently using for "Change to Service."

Jack stated that the answering service is not forwarding texts to individual board members. An example of this is that a customer, Dan Mackie, had recently tried to contact the board regarding his bill for \$56 when he claimed he is entitled to only pay \$10.

*****At this point (8:18 p.m.) Mr. and Mrs. Myers left the meeting*****

Returning to Mr. Mackie's situation, apparently he did pay an SDC fee of \$5500 on May 27, 2008. The board decided to kick this down the road till next month. In the meantime, Jack asked Lurlyn to inform Mr. Mackie that according to our bylaws he is responsible for paying \$56/month. The last time he paid was September of 2016!

Tim said that he would look up the "Change of Service" form that the City of Newport uses. Lurlyn said she would e-mail Tim her form for him to possibly "tweak."

Lurlyn asked if we want to charge a "set-up" fee for any new accounts (like other businesses in Newport do).

It was stated that if a tenant does not pay a water bill we will bill the owner of the residence.

Regarding the residence that Jeff Peterson formerly owned, Gene explained what Jeff had told him about the bank foreclosing on it after they changed the terms of the loan he had with them so that it was impossible to pay it off. The board discussed filing a lien and attaching the outstanding bill to the escrow account. Jack wondered how we do this, and Gene suggested contacting SDAO. Jack said he would do that. Lurlyn said the title company did collect on one property.

Item 5c on the agenda, "Reviewing the Rental Agreement for the District Office Building", was post-poned till next month's meeting.

Item 5d on the agenda, "Choosing a Date for an Open House for District Office Building": It was agreed to go with the date of August 19, 2017 for an open house, and an announcement will be put on the August water bill as such.

Item 6a on the agenda: Jack said he will prepare a revised budget and send it to Lurlyn for inclusion in the water bills, and will send one to Leon for inclusion on the website. He would also like to see a brief note on both stating that we will be having a bylaws revision meeting. This will satisfy the public notice requirement rather than having to post it in the newspaper. (Jack said he would e-mail the document to us that states that this is allowable).

Item 6b on the agenda: Jack said that he would e-mail the board the final LB Forms for our inspection. Some of the LB Forms are required to be submitted on July 15, 2017; others can be submitted in September.

Leon went to the Water Resources Partnership meetings today representing Beverly Beach Water District. There are two more tomorrow. Tim thanked him for attending.

Tim made a motion that we adjourn the meeting, which was seconded by Leon. In Favor: Jack, Gene, Tim, and Leon. Opposed: None. The meeting was adjourned at 8:40 p.m.

Signed and respectfully submitted _____
Gene Hogan, Sec. Beverly Beach Water District- June 22, 2017

