

BEVERLY BEACH WATER DISTRICT MINUTES

MARCH 21, 2018

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

Gene passed out copies of the minutes from the previous two meetings (January 17, 2018 and February 21, 2018). Jack passed out copies of:

- (1) Profit & Loss Budget vs. Actual Report- February 2018
- (2) Profit & Loss Report- July 2017 through February 2018

Lurlyn Patrick passed out synopses of two potential billing companies whose services the district might like to investigate.

The meeting was called to order by President Barbay at 7:04 p.m.

ACCOUNTANT'S REPORT:

Lurlyn notified the board that we would not need to pay a fee for the automatic withdrawal program for paying bills that customers have opted to use. Enough people signed up to eliminate the fee.

Lurlyn said there are two programs from two different companies (for which she passed out leaflets) that the district may want to research for potential billing statements. The two companies are "Muni-Link" (from back east), and "El Dorado" (from California). These programs are not designed to replace "Quickbooks" but rather shows the billing aspect of things. Customers would be able to go online and pay by themselves. (Currently customers are having trouble understanding the statements generated by "Quickbooks"). "El Dorado's" program would cost \$995/year and would include unlimited upgrades and free training. "Muni-Link" would cost \$5,000 to start. The statements and invoices are all rolled into one with these programs.

Lurlyn asked the board if it wanted to initiate collections proceedings on Heather Palmer. The local collections agency takes 30% of the funds collected as opposed to 40% via legal collections, and 50% from out-of-state collections. Apparently we cannot collect from the owner of the rental she was in because the owners did not previously sign an agreement obligating them to pay unpaid water charges by tenants.

With regard to other previously unpaid bills, the district has since received the entire amount due from Mr. Hardcastle, and Tracy Goudy is still current.

Lurlyn explained that sometimes it takes quite a while to receive returned billing statements via the mail. She said that the ACH program in use by the district can be set up to notify us within 24 hours on returned billings as a comparison.

Returning to Heather Palmer, the board agreed to pursue collection of unpaid fees via CSO Financial. The agreement to activate the collection was given to Tim Gross to sign.

Lurlyn brought up the topic of OAWU grants that are available. She wondered if we could get a grant from them, and by using a tax lot map, perhaps have a student identify empty lots and those lots with structures. Maybe they could also map out where the water connections are with Ted's help. (The grant can't be used for maintenance or operations). Lurlyn said she would look into this for the board. Jack thought it would take approximately 200 hours to accomplish. Tim thought that would be more than enough. Tim mentioned that the board should look into getting a grant to get meters put in. Tim mentioned he would get the maps we already have in place and add overlays for the inclusion of structures.

Tim asked Lurlyn why on the "Profit & Loss Report-July 2017 through February 2018" the expenses are not as much as the income. Lurlyn said we are generating money. She has had to transfer funds twice from the general fund to get it down.

Discussion returned to meters when Tim asked Ted how many accounts are not metered. Ted responded about 20%. It was mentioned that it would probably be better just to replace the current ones in use while adding new ones. Ted stated that we are not losing water like we had been. Tim said that even though this may be what we refer to as "normal," the district could still be experiencing water leakage, but we are used to this "normal" rate of loss.

*****LURLYN LEFT THE MEETING AT 7:20 P.M.*****

WATER OPERATOR'S REPORT:

Discussion was had regarding meters. It was stated that you can read meters and add the data into a machine which can later be dropped onto a computer. Or the meters can be remotely read. There are no errors that way. Of course there are batteries necessary for meters. They can run for up to 20 years according to Tim. We would have water savings (via detecting leaks), and get more money from over-users, but then we would have the cost of meter maintenance, and reading meters and analyzing the data.

Ted said the plant is running very well. We are still on PAC (and have been since the fall). We no longer use polymer or pre-ash. We are just using soda ash at the post end of production.

We are currently using 1 ½ feet of water per day from the tank. The last two weeks there has been some extra turnover in water turbidity. This happens every year according to Ted. The water flow is good in the stream. The dam is currently closed.

The board pondered how much the Central Lincoln PUD project in Finesteere will impact our water district. Ted said some valve cans will need to be raised to road level. Ted said that this weekend he will open all the cans to see which are open. Ed, the foreman for PUD who is

doing the transformer upgrade, will be up here with a vac machine. Ted said he would see if he might be willing to help with the cans. Ted said that the PUD project did break a service line on Benton Street in Finesteere. He thought that might be leverage to get them to help vac out the cans. Some of the cans are cast iron, and some are PVC. Maybe they can be twisted out with a spanner. Central Coast Heating could do this for us. W.W. Construction might also be willing to do it, but they are not as reliable, according to Tim. Jack asked Ted to ask Central Coast for an estimate.

As a side note, Kyle Humphry was not selected as the excavator for the PUD project. They selected W.W. Construction.

Cascade and TAG are still apparently at work devising a backflush system for our plant. A backflush would reduce pressure in the system, but without a backflush it "scours" out the system.

Ted said he had contacted Joe Howry about the cost of fixing the pot holes on the road into the plant. He gave Ted a quote of \$1500 for the road repair. Jack made a motion to hire Joe Howry to repair the road into the plant for a fee of \$1500, and Tim seconded the motion. In Favor: Jack, Gene, Tim, and Leon. Opposed: None. The motion passed un-opposed, and Ted was okayed to arrange for the repair. Ted said this was good, because the freight trucks have been afraid to deliver freight to the plant on the road.

Mention was made that there is still a lot of water on Beverly Drive near the bottom of the hill.

Ted said the water level in the water tank is staying where it needs to be.

Jack said he will send the CCR's to Lurlyn to distribute to customers in their water bills.

PUD should be done with the project in Finesteere by the end of May. According to Ted, right now PUD is just replacing transformers, etc. W.W. Construction will come in later to replace primaries. Secondaries (customer services) are staying in place. Only the primary lines are being replaced. W.W. Constuction will start their part of the project half of the way through April. Ted has a good bead on where all the water services are located in Finesteere.

TED LEFT THE MEETING AT 7:50 P.M. AS ALL WATER BUSINESS WAS DISCUSSED

PAST MEETING MINUTES:

Two sets of minutes were distributed by Gene earlier at tonight's meeting. The meeting on January 17, 2018 was conducted with a quorum, however the meeting on February 21, 2018 did not have a quorum. Normally the meeting in February would have been cancelled with no minutes, but since quests were in attendance, a meeting transpired and minutes were taken, although no voting occurred. After the board read both sets of minutes, Leon made a motion that the minutes from January 17, 2018 and February 21, 2018 be accepted as presented. Tim seconded the motion. In Favor: Jack, Gene, Tim, and Leon. Opposed: None. The motion passed unanimously, and both sets of minutes were accepted as written.

FINANCIALS:

The board did a review of the reports. Jack stated that he had forgotten to print a copy of the consolidated report.

In "Maintenance Repairs, and Improvements" we have spent \$1600 so far this year. We budgeted \$20,000 for the year, so we are doing well so far.

Jack restated that we DID, in fact, collect the money from Darrel Lockard's pay to reimburse the district for the CCR report it had to have professionally prepared due to his neglect to do so.

Overall we are doing well in the budget. We are roughly \$20,000 ahead for now.

At our next meeting Jack or Tim will bring the budget proposal for this coming year so we can have it ready by May.

JACK'S UPCOMING RESIGNATION: Jack reminded the board that next month is Jack's last month as President and Board Member. He is transferring to the Portland area. Tim thinks we should advertise for board members. Tim is thinking that the new residents (next to Tina's house) might be good candidates as the woman is a chemical engineer.

OLD BUSINESS:

CISTERN:

Ted said that the district probably did not need to consider putting in a cistern to accumulate water prior to entering the plant as turbidity is so infrequent anymore. Plus Ted feels confident about tweaking the system at times that it does occur.

Tim made a motion to adjourn the meeting and Leon seconded the motion. In Favor: Jack, Gene, Tim, and Leon. Opposed: None. The motion passed unanimously, and the meeting was adjourned at 8:05 p.m.

Signed and respectfully submitted _____
Gene Hogan, Sec. Beverly Beach Water District- March 22, 2018

