

BBWD Board of Commissioners, President's Report

Dated: August 16, 2025

Summary: Since July 1, I've been learning the ins and outs of how the District operates and prioritizing tasks based on deadlines and urgency. I'm hopeful that we'll soon settle into a solid framework, which will help us to serve the community within our mandates. I've made some website updates and really appreciate the ease of our Streamline-hosted site—thanks, Leon! I've been working closely with Roger on fiscal matters—he's taken on the important task of reviewing and reformatting our annual budget and expense reports to make them more user-friendly and easier to understand. On other fronts, I've been exploring digital tools, documenting current and future insurance needs, and beginning coordination with SDAO on risk management, Board training, and overall planning. On the water operations side, big thanks to Leo for his guidance and for handling after-hours calls this past month. Past President Tim Gross has been helpful in answering questions and generously volunteering his skills and time for some essential grounds and facility maintenance. I'm grateful to everyone, past and present, on the Board for being so responsive—there's a lot going on, and the teamwork has been fantastic! This report covers what I've been attending across the past month.

Insurances

- This past spring, the District was informed by the State of Oregon that we must increase financial theft coverage. Based on our current operations, we are required to carry coverage at least equal to our annual revenue. This requirement protects public funds in cases related to financial misconduct. Additionally, the coverage schedule must specifically list either the names of individuals or the titles of district positions that have access to district funds.
- Our current insurance provider, Brown & Brown, is assisting us with a solution (via a type of fidelity bond for \$250,000). This will then provide time for us to work with an agent for comprehensive insurance planning.
- Our other current insurance is an SDIS package for small districts. Insurance renewals begin to be processed in the fall and go into effect January 1 of each year.
- Following Brown & Brown's guidance, we plan to transition to a new insurance agency that is more local and has specialized experience working with public districts. Three agencies have been recommended. I will provide an update during the September Board meeting.
- In a related but separate notification, SDIS contacted the District (via our emails) on 8/15/2025 about upcoming on-site facility appraisals, which happen approximately every five years and for which we are

due. No date has yet been set, but will likely occur in September, October or November.

Website updates:

- Meeting minutes - - uploaded a couple missing from 2024 and most recent May-June 2025
- Board members: Now current. Stay tuned for requests for bio information so our customers can learn more about us.
- Consumer Confidence Report (CCR):
<https://www.beverlybeachwaterdistrict.org/water-quality-reports>
- Request to Board: Please let me know if you have ideas for website improvements - - resources that we'd like to see for easier access for our use (e.g., frequently used SDAO links),

Consumer Confidence Report (CCR)

- Marina will notify in next billing: "The annual Consumer Confidence Report (CCR) for Beverly Beach Water District drinking water system is now available at our website:
<https://www.beverlybeachwaterdistrict.org/water-quality-reports>"
- **To do's:**
 - Send via the listserve that's managed through our website
 - Complete our CCR distribution report to the state (due October 1)
 - Put deadlines on our calendar for next year: Must be distributed to customers by July 1; report to state due October 1.

Plant Operations and Management and Emergency Plan

- NW Natural is updating these Plans (as of this report)
- **To do's:** Once available, we can then upload to our website and print-out for both buildings.

Administrative Operating Procedures (Board)

- In development, with an aim for the first draft by October 15. This will be an internal reference document that will be updated frequently in FY26 with the goal for a procedural guide that would only need occasional (e.g, 1-2x per year) updates:
 - BBWD Calendar of administrative deadlines
 - SDAO Trainings
 - Summaries of our responsibilities for public meetings, funds management and appropriations, records retention, utility locates, after hours calls, insurances, etc.
 - Request to Board: Please let me know if there are specific operations that you'd like for me to include in this first draft.

- SDAO Consulting Services may become a motion for a future meeting. SDAO can assist with a review of our current procedures and make recommendations for any improvements.

Digital communications and file storage

- Business suite solutions are being investigated for our communications and file storage. CenturyLink is our current email provider for Board email addresses. A solution such as Microsoft would provide more flexibility and options.
- **To do's:** Compare Microsoft 365 for small government with CenturyLink costs. Recommend a solution for Board approval.

ARPA Grant for Distribution Line Improvements:

- I've requested an extension to the grant expiration, which provides time for contractors to complete work. Awaiting confirmation from County legal.
- CivilWest Engineering Report for a redundant line system will start October, due to the timing of their projects.
- I requested information from SDAO consulting services about whether they could perform the proposed funding opportunities analysis, so we can map our capital planning and maintenance needs with available funding sources.
- **To do's:** Do line flushing and/or hydrant repairs (~\$5,000 available for distribution line work); finalize contacting for funding opportunity/need analysis.

Volunteers

- SDAO Risk Management provided two different volunteer forms, depending on whether we offer Workers' Comp for volunteers. I have asked our insurance agent about whether there are any concerns for using the volunteer form *without* Worker's Comp.
- Tim Gross has generously volunteered to fix the dock. Once he has signed the volunteer form, work can begin.
- **To do's:** Board discusses volunteer forms (August meeting) and decide which version to use; Implement volunteer agreement with Tim; Determine if we'd like to offer other volunteer positions to engage community members.

Miscellaneous:

- North Lincoln Sanitary Service: Marina is setting up an account for us. We will have a 32 Gallon bucket and a Recycling Bucket at the 11494 Beverly Drive building. Pick up is every other week, with the driver retrieving the buckets from where they are located. NW Natural will be

directed to bring garbage from WTP to this bucket. **To do's:** We should monitor the buckets to ensure lids are on and that no one else is using the garbage (other than District). We should consider a garbage bin shed, if we are having inappropriate usage or animal issues.

- Office building interior and WTP Office/Lab Space: This is a future action item for us to discuss and address (cleaning, organizing).
- Lincoln County Natural Hazard Planning: Is now available for public comment. Thanks for your reviews of BBWD Addendum draft before it went to public comment:
 - <https://www.co.lincoln.or.us/CivicAlerts.aspx?AID=305>
 - <https://www.co.lincoln.or.us/DocumentCenter/View/6933/Beverly-Beach-WD-NHMP-Addendum>
- GIS Mapping: In a future meeting, we'll decide whether to enlist services to fine-scale map the District, including locations of lines, hydrants, facilities. Leo has recommended a service, which would modernize how we and our operator access information about the district's water distribution.

Volunteer Agreement

A. In consideration for being permitted to perform the below-described activity(ies), the undersigned volunteer agrees to hold harmless _____, its officers, agents, and employees from and against all liability, claims, and demands, on account of injury, loss, or damage to volunteer, including without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, employment claims, workers' compensation claims, or any other loss of any kind whatsoever, which the volunteer may personally sustain during the course of performing his/her activities with the district.

B. Volunteer acknowledges that there is no workers' compensation coverage available to the volunteer for activities performed within this agreement.

C. Volunteer acknowledges that they are not a district employee and have no employment rights. Their acceptance and activities as a volunteer shall be at the discretion of the District, and such services may be discontinued at any time without cause.

D. Description of activity(ies) to be performed:

E. Period during which activity(ies) are to be performed: _____

Executed on this _____ day of _____, 2008 by _____
and the person whose name and signature appear below:

Agreed to by:

Volunteer signature

Agreed to by:

Printed name of signer

Date: _____

Parental/legal guardian signatures: (Each parent/legal guardian must complete the following if the volunteer is under 18 years of age.)

I am/we are the parent(s)/legal guardian(s) of the volunteer and by my/our signature, agree to be bound by and responsible for all of the provisions of this Release and Indemnification Agreement, on behalf of ourselves, the volunteer, and the successors, Representatives, heirs, executors, assigns, and transferees of ourselves and the volunteer. I/we consent to the execution of this Release and Indemnification Agreement and Participation in the above-described activity(ies).

By: _____

Date: _____

By: _____

Date: _____

Printed names of parent(s)/legal guardian(s)

2026 BBWD APPROVED Budget for FY26 (July 1, 2025 to June 30, 2026) FY25-26

ACCT #		Actuals for FY2025	BUDGET
INCOME			
INCOME from OPERATIONS			
1-0401	Water Sales	\$ 122,206	\$ 123,090
1-0402	Water Sales Late Fees	\$ 169	\$ 300
1-0403	Transfer of Service	\$ -	\$ 100
1-0404	Service Disconnects	\$ -	\$ 100
1-0405	Hookups	\$ -	\$ 600
INTEREST INCOME			
1-0412	Interest OSB SDC	\$ 2	\$ -
1-0414	Interest OCB District Fund	\$ 584	\$ 594
1-0416	Interest OCB General Fund	\$ 3,039	\$ 1,612
OTHER INCOME			
5010	Credit Card Fees	\$ 214	\$ 250
	Uncategorized income	\$ 525	\$ -
5009	Returned check charges	\$ 210	\$ -
	Other	\$ -	\$ -
TOTAL OPERATING INCOME		\$ 126,950	\$ 126,646
OTHER INCOME SOURCES			
1-0450	Property Tax Income	\$ 59,406	\$ 60,594
	AWSD-6 Grant Income	\$ 38,100	
TOTAL OTHER INCOME		\$ 97,506	\$ 60,594
OPERATING EXPENSES			
PLANT EXPENSE			
1-0700	Maintenance/Repair/Improvement		
0700.1	Water Plant Maintence	\$ 17,688	\$ 7,500
0700.10	District Office maintenance	\$ 64	\$ 7,500
0700.11	Customer maintenance/repairs	\$ 5,183	
0700.20	Tools/Equipment	\$ 95	
0700.4	Tank maintenance/repair	\$ 9,360	\$ 5,400
	Total Maintenance/Repair/Improvement	\$ 32,390	\$ 20,400
1-0701	Plant Contractor Hiland-NW Natural Water	\$ 63,850	\$ 59,400
TOTAL PLANT EXPENSE		\$ 96,240	\$ 79,800
OFFICE EXPENSE			
1-0705	Licenses & Fees	\$ 1,029	\$ 1,326
1-0706	Membership Fees	\$ 1,140	\$ 1,020
1-0709	USPS	\$ 256	\$ 663
1-0711	Office Supplies	\$ 340	\$ 459
	Office Equipment	\$ -	\$ -
1-0716	Streamline (web page)	\$ 1,080	\$ 1,632
TOTAL OFFICE EXPENSE		\$ 3,845	\$ 5,100
INSURANCE			
1-0752	Property & Liability	\$ 10,031	\$ 10,432
1-0753	Bonding (Pres / Treas / Clerk)	\$ 180	\$ 1,000
TOTAL INSURANCE		\$ 10,211	\$ 11,432

UTILITIES			
1-0761	Electric (office)	\$ 1,553	\$ 1,466
1-0762	Telephone	\$ 3,515	\$ 3,727
1-0763	Electric (Plant)	\$ 3,793	\$ 3,681
1-0764	Propane	\$ 203	\$ 282
	Garbage & Recycling Service	\$ -	\$ 360
TOTAL UTILITIES		\$ 9,064	\$ 9,516

ACCOUNTING			
1-0772	Grimstad (Audit)	\$ 2,192	\$ 5,000
1-0773	Accounting	\$ 10,193	\$ 14,400
TOTAL ACCOUNTING		\$ 12,385	\$ 19,400

BANK CHARGES			
1-0785	NSF/ACH Returned Check	\$ -	\$ 300
1-0786	Other Charges	\$ 207	\$ 200
1-0787	Facility Improve Loan Interest (91-07 & 91-09)	\$ 25,408	\$ 24,331
1-0788	Bank ACH Fees	\$ 150	
1-0789	Credit Card Fees	\$ 580	\$ 650
1-0790			
TOTAL BANK CHARGES		\$ 26,345	\$ 25,481

CHEMICALS & TESTING			
1-0795	Chemicals	\$ -	\$ 1,000
1-0797	Testing	\$ 5,384	\$ 6,000
TOTAL CHEMICALS & TESTING		\$ 5,384	\$ 7,000

TOTAL OPERATING EXPENSES		\$ 163,474	\$ 157,729
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NET OPERATING INCOME		\$ (36,525)	\$ (31,083)
NET INCOME		\$ 60,982	\$ 29,511
Principal Debt Servicing		\$ 26,869	\$ 27,946
BALANCE SHEET CHANGE		\$ 34,113	\$ 1,565

CAPITAL IMPROVEMENTS			
Water Plant Maint/Improvement (Capital)			\$ 23,950
District Office maint/improvement (Capital)			\$ 20,150
TOTAL CAPITAL IMPROVEMENTS		\$ -	\$ 44,100

AWSE-6 GRANT			
Opportunity Analysis and Engineering Report			\$ 30,000
Accounting Services			\$ 3,600
System Flushing & Distribution Line Evaluation			\$ 4,500
AWSE-6 GRANT TOTAL		\$ -	\$ 38,100

FOR THE COUNTY BUDGET RESOLUTION DOCUMENT		FY 2025	FY 2026
<i>Bond Debt Service Fund Entry on County Resolution Document</i>		<i>\$ 52,277</i>	<i>\$ 52,277</i>
<i>Capital Outlay</i>		<i>\$ -</i>	<i>\$ 44,100</i>
<i>Total Material and Services for County Resolution Document</i>		<i>\$ 138,066</i>	<i>\$ 133,398</i>
<i>AWSE-6 Grant</i>		<i>\$ -</i>	<i>\$ 38,100</i>
TOTAL ADOPTED BUDGET		\$ 190,343	\$ 267,875

For
reference
only

NW Natural Water Services, LLC

PO Box 699

Newberg, OR 97132 US

5035548333

accountsreceivable@nwnaturalwaterservices.com

Invoice



BILL TO
Beverly Beach Water District
PO Box 576
Newport, OR 97365

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
7138	06/30/2025	\$8,028.97	07/30/2025	Net 30	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Operations base fee	1	4,950.00	4,950.00
	T&M Charges			
				Subtotal: 4,950.00
06/02/2025	Cody Scott - Troubleshoot soda ash pump.	1	60.00	60.00
06/02/2025	Sterling Buckley - Troubleshoot soda ash pump.	1.25	50.00	62.50
06/04/2025	Cody Scott - Marked locate at 11458 NE Avery St.	0.50	60.00	30.00
06/08/2025	Cody Scott - Checked for leak at 149 115th St.	1	60.00	60.00
06/09/2025	Cody Scott - Marked locates at 149 122nd St.	0.75	60.00	45.00
06/13/2025	Curtis Olson - Coordinated leak repair.	0.50	100.00	50.00
06/13/2025	Garrett Ashenfelter - Leak repair at 149 NE 122nd.	11	50.00	550.00
06/13/2025	Mileage	217	0.70	151.90
06/13/2025	Service Truck	11	20.00	220.00
06/13/2025	Vac Trailer	8	60.00	480.00
06/13/2025	Cody Scott - Searched for meter at 180 122nd St.	0.75	60.00	45.00
06/14/2025	Cody Scott - Spoke with home owner regarding leak at 149 122nd.	2.25	60.00	135.00
06/14/2025	Mileage	51	0.70	35.70
06/14/2025	Sterling Buckley - Checked on leak.	0.50	50.00	25.00
06/16/2025	Cody Scott - Repaired service at 149 NE 122nd.	4	60.00	240.00
06/16/2025	Cody Scott - Searched for meter at 180 122nd.	2	60.00	120.00
06/16/2025	Mileage	54	0.70	37.80
06/18/2025	Cody Scott - Worked on leak at 149 122nd.	2.25	60.00	135.00
06/18/2025	Sterling Buckley - Assisted with leak.	1.25	50.00	62.50
06/19/2025	Cody Scott - Responded to leak at 162 NE 113th St. Repaired leak at 141 NE 121st.	2.25	60.00	135.00
06/23/2025	Cody Scott - Sanitary survey.	1.50	60.00	90.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
06/23/2025	Sterling Buckley - Sanitary survey.	1.50	50.00	75.00
	Reimbursable Expenses:			Subtotal: 2,845.40
	Chlorine	6	3.75	22.50
	Soda Ash	1	85.00	85.00
06/30/2025	Wal-Mart - cleaning supplies for pumphouse.			29.42
06/30/2025	Barrelhead Supply - Parts for service line, teflon tape and hose clamp.			75.42
	Service Fee - 10%	0.10	212.34	21.23
				Subtotal: 212.34
				21.23
				\$8,028.97
				BALANCE DUE

Pay invoice



Operations Report July 2025

Base Operations

Coming September 2025

Distribution Overview (July 2025)

Coming September 2025



Compliance Analysis

Samples Collected: 1 of 1

07/15 – Monthly Routine Bacteria Test

Chlorine levels (Coming September 2025)



Additional Services

1. 07/19 – Courtesy water shut off at 11577 NE Benton St.
2. 07/28 – Reached out to Wedeco and TAG to troubleshoot remote access and UV system.

Recommended Maintenance

1. The access docks to the raw water intake are in poor condition. They will need to be rebuilt or rehabilitated for safety concerns.
2. Several of the fire hydrants through the system are in poor condition. The valves are hard to operate and risk breaking. In addition, the system should authorize a flushing plan (each year at minimum) to keep the hydrants clear of iron and oiled properly.

Administrative Comments

1. Curtis Olson met with the board on 07/28 and agreed to clear the drain line in front of the district building free of charge. Work to be scheduled in August.

**Beverly Beach Water District Minutes
Board of Commissioners Meeting
July 16, 2025, at 6:00 p.m.
Beverly Beach Water District Office**

1. Call to Order 6:04 pm

The meeting was called to order by President Kristen Milligan.
In attendance were Kristen Milligan, Leo Newberg, Leon Nelson and new member Roger Rees.
Introductions all around and position clarifications.

3. Review/Approval of Minutes 6:16 pm

Minutes from June were reviewed: Kristen 1st, Leo 2nd and approved by all

3. Financial/Treasurers Report 6:18 pm

Northwest Natural Water bill for June not available yet.
Financial and Aging report reports reviewed.
Discussion concerning Treasury Report format with new changes.
Kristen to work with Marina to clarify and modify reports.
Leo suggested having an abbreviated report for quick review with a full report available on the web site when necessary. Kristen moved Leon second approved by all to have an abbreviated report. 6:23 pm
Kristen needs to contact the county to make sure the budget report meets county requirements.
Grimms. Requested a simple audit for insurance purposes.
Kristen moved, Roger second, approved by all. 6:32 pm

4. Water Plant/Distribution System 6:33 pm

The 2023 CCR was released by mistake. The 2024 CCR is needed, Leo to follow up with NWN
6:35 pm: Discussion concerning NWN using BBWD property inappropriately.
Leo summarized: NWN dumping refuse on our property on the wetlands area.
Water back-flowing up through parking lot drain, settling tank discharge not flowing properly.
6:42 pm: discussion concerning NWN using BBWD warehouse inappropriately.
6:50 pm: need to consult with SDAO concerning NWN.
7:03 pm: Need to formalized a usage agreement with NWN
Discussions concerning possible need for no dumping signs, logging gate to keep out campers may need to install cameras hooked up to the internet...

5. Old Business 7:08 pm

Sanitary Survey needs to be rescheduled
Tim is continuing to work on fire-hydrants.
Leo will pursue GIS mapping of our system.

6. New Business 7:18 pm

Board Positions discussed and defined.
Kristen: President; Roger: Finance; Leon: Secretary;
Leo: operations; Kendra: community relations
7:29 pm: Leo first, Roger second, approved by all.
Kristen will be looking into an emergency plan.
7:34 pm: \$19,000.00 deposit for roofing contract: Kristen first, Leo Second, approved by all.
Work to begin in September.
7:36 pm: Kendra will be checking into garbage service
7:41 pm: Discussed options for Leo to attend August meeting remotely.
7:46 pm: Discussed SDAO training sessions
7:47 pm: Leon to set up email accounts with Charter.net for officers
General discussion concerning possibility of running out of water and future possibility of interlocking water systems with other districts.

7. Adjourn at 7:54 pm

Kristen first, Leon second and approved by all

Respectfully submitted,

Leon Nelson

2026 BBWD APPROVED Budget for FY26 (July 1, 2025 to June 30, 2026) FY25-26

Month Num = 7

7/31/2025

YTD

ACCT #		Actuals for FY2025		BUDGET		7/31/2025		YTD	
		Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan
INCOME									
INCOME from OPERATIONS									
1-0401	Water Sales	\$ 122,206	\$ 123,090			9699.94		9699.94	
1-0402	Water Sales Late Fees	\$ 169	\$ 300						
1-0403	Transfer of Service	\$ -	\$ 100						
1-0404	Service Disconnects	\$ -	\$ 100						
1-0405	Hookups	\$ -	\$ 600						
INTEREST INCOME									
1-0412	Interest OSB SDC	\$ 2	\$ -						
1-0414	Interest OCB District Fund	\$ 584	\$ 594						
1-0416	Interest OCB General Fund	\$ 3,039	\$ 1,612			337.56		337.56	
OTHER INCOME									
5010	Credit Card Fees	\$ 214	\$ 250			5.75		5.75	
	Uncategorized income	\$ 525	\$ -			735.53		735.53	
5009	Returned check charges	\$ 210	\$ -						
	Other	\$ -	\$ -						
TOTAL OPERATING INCOME		\$ 126,950	\$ 126,646			\$ 10,779	\$ 10,554	\$ 10,779	\$ 10,554
OTHER INCOME SOURCES									
1-0450	Property Tax Income	\$ 59,406	\$ 60,594			412.62		412.61	
	AWSD-6 Grant Income	\$ 38,100							
TOTAL OTHER INCOME		\$ 97,506	\$ 60,594			\$ 413	\$ 5,050	\$ 413	\$ 5,050
OPERATING EXPENSES									
PLANT EXPENSE									
1-0700	Maintenance/Repair/Improvement								
0700.1	Water Plant Maintenance	\$ 17,688	\$ 7,500			13078.97		13078.97	
0700.10	District Office maintenance	\$ 64	\$ 7,500			9017.52		9017.52	
0700.11	Customer maintenance/repairs	\$ 5,183							
0700.20	Tools/Equipment	\$ 95							
0700.4	Tank maintenance/repair	\$ 9,360	\$ 5,400						
	Total Maintenance/Repair/Improvement	\$ 32,390	\$ 20,400						
1-0701	Plant Contractor Hiland-NW Natural Water	\$ 63,850	\$ 59,400			4950		4950	
TOTAL PLANT EXPENSE		\$ 96,240	\$ 79,800			\$ 27,046	\$ 6,650	\$ 27,046	\$ 6,650
OFFICE EXPENSE									
1-0705	Licenses & Fees	\$ 1,029	\$ 1,326						
1-0706	Membership Fees	\$ 1,140	\$ 1,020						
1-0709	USPS	\$ 256	\$ 663						

1-0711	Office Supplies	\$ 340	\$ 459
	Office Equipment	\$ -	\$ -
1-0716	Streamline (web page)	\$ 1,080	\$ 1,632
	TOTAL OFFICE EXPENSE	\$ 3,845	\$ 5,100

	1560		1560
\$	1,560	\$ 425	\$ 1,560 \$ 425

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1-0752	Property & Liability	\$ 10,031	\$ 10,432
1-0753	Bonding (Pres / Treas / Clerk)	\$ 180	\$ 1,000
	TOTAL INSURANCE	\$ 10,211	\$ 11,432

\$	-	\$ 953	\$ - \$ 953

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1-0764	Propane	\$ 203	\$ 282
	Garbage & Recycling Service	\$ -	\$ 360
	TOTAL UTILITIES	\$ 9,064	\$ 9,516

	95.9		95.9
	570.68		570.68
	434.14		434.14
\$	1,101	\$ 793	\$ 1,101 \$ 793

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1-0773	Accounting	\$ 10,193	\$ 14,400
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	Total Material and Services for County Resolution Document	\$ 138,066	\$ 133,398
	AWSE-6 Grant	\$ -	\$ 38,100
	TOTAL ADOPTED BUDGET	\$ 190,343	\$ 267,875

For
reference
only

	832.5		832.5
\$	833	\$ 1,617	\$ 833 \$ 1,617

	9		9
		\$ -	\$ -
	25		25
	28.49		28.49
\$	62	\$ 96	\$ 62 \$ 96

	340		340
\$	340	\$ 583	\$ 340 \$ 583

\$	30,942	\$ 13,144	\$ 30,942 \$ 13,144
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	\$ -		\$ -
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\$	-	\$	-

\$	-	\$	-

NW Natural Water Services, LLC
 PO Box 699
 Newberg, OR 97132 US
 5035548333
 accountsreceivable@nwnaturalwaterservices.com

Invoice



BILL TO

Beverly Beach Water District
 PO Box 576
 Newport, OR 97365

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
7494	07/31/2025	\$5,860.92	08/30/2025	Net 30	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Operations base fee	1	4,550.00	4,550.00
				Subtotal: 4,550.00
	T&M Charges			
07/07/2025	Operator 1 - Reset VFDs in pumphouse	0.50	71.00	35.50
07/07/2025	Mileage	3	0.70	2.10
07/19/2025	Operator 1 - Courtesy water shut off/turn on at 11577 NE Benton St	0.25	71.00	17.75
07/28/2025	Operator 1 - Contacted Wedeco regarding UV system and TAG to schedule them to install 2 keys and troubleshoot tablet for remote access	1	71.00	71.00
				Subtotal: 126.35
	Reimbursable Expenses:			
	Chlorine	5	3.75	18.75
	Soda Ash	1	14.00	14.00
07/17/2025	OHA - Annual Fee			175.00
				Subtotal: 207.75
	Service Fee - 20%	0.20	4,884.10	976.82

BALANCE DUE

\$5,860.92

Pay invoice