

**Beverly Beach Water District Minutes
Board of Commissioners Meeting
September 17, 2025, at 6:00 p.m.
Beverly Beach Water District Office**

Call to Order 6:05 pm

The meeting was called to order by President Kristen Milligan.

In attendance were Kristen Milligan, Leo Newberg, Leon Nelson, and remotely by Roger Rees.

Welcome, Review and Approval of Minutes

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

President's Report 6:10 pm

Signature cards have been completed and Marina has the appropriate access.

Kristen has the 2 company cards which are in company name only.

Access list needs updating.

Insurance is in a holding pattern.

SDO training needs to be scheduled.

Web site needs to be kept up to date.

CCR report is up to date.

Grant period has been extended to Oct. 2, 2026 (County Commissioner's meeting?).

Tim needs to fill out and sign the Volunteer form.

Treasurer's Report 6:17 pm

Spread sheets are up to date.

NWN invoices are on the web site, questions concerning 20% service fee

Roger 1 st, Leon 2 nd, approved by all to pay NWN invoice: 6:34 pm

Kristen to check on contract and on service fee

NWN bill needs more work – operational reserves for extra work needs to be classified differently.

Marina has different codes for categories, etc.

May need to separate out more categories.

Where is the money for emergencies coming from? (Tim pulled from a slush fund).

Need a slush fund process for extras ?

NWN bill should have a separate section in their bill for repairs.

Should have separate codes for after hours with a call by call accounting.

Should we require estimates for big repairs?

NWN is not always knowledgeable enough for some repairs.

Water Plant/Distribution System Report 6:45 pm

NWN is okay for operating the the plant but not always knowledgeable enough for some repairs.

Should meet with NWN to discuss proper repairs.

Need for an alternative to NWN for repairs, Newport? Civil West?

Need expert overseer assistance for major repairs (Newport, Civil West, City Works?)

6:50 pm: Plant Operations Report from NWN

11813 Avery had a leak inside the house, Cody had difficulty finding the shutoff valve

Some difficulty with the remote owner (is it a rental?)

11555 Avery leak repair waiting on locate services

Is there a liability for slow maintenance and water shut off?

6:56: Should know and have access to all shut off valves.

News letter topic: owners need to know where their shut off valves are

7:00: Need a report from NWN on finding and accessing isolation and shut off valves

How much more needs to be done to find such valves?

If the valves can't be found, do we need to install new ones?

7:02 pm: Should we have a timeline for finding said valves?

7:03 pm: Does the ARPA Grant cover flushing? Kristen to investigate...

Does the fire department check and test fire hydrants for operation yearly?

Do they do it or require it to be done? Leo to investigate...

7:05 pm: New roofing installation put off until October

Leo to meet with NWN to review timing and coordination, walk through with Cody

7:08 pm: Tim will be doing doc repairs, Kristen to follow up with Tim

Community Engagement 7:17 pm

Leo suggested increasing community engagement with the BBWD building

Kendra will be working on news notice for a January meeting

Kristen will be working on a draft for a notice on the website and in the billintg

Adjourn 7:21 pm

Kristen moved, Leon second, approved by all.

Respectfully submitted,

Leon Nelson

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

ACCT #	INCOME	Actuals for FY2025		BUDGET		Month Ending 9/30/25		Month Num = 9		Year to Date		Variance	%
		Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan				
	INCOME												
	INCOME from OPERATIONS												
1-0401	Water Sales	\$ 122,206	\$ 123,090	\$ 10,214	\$ 29,805								
1-0402	Water Sales Late Fees	\$ 169	\$ 300	\$ -	\$ 5								
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	\$ 327	\$ 1,004								
	OTHER INCOME												
5010	Credit Card Fees	\$ 214	\$ 250	\$ 17	\$ 28								
	Uncategorized income	\$ 525	\$ -	\$ (519)	\$ (56)								
5009	Returned check charges	\$ 210	\$ -	\$ -	\$ -								
	Other	\$ -	\$ -	\$ -	\$ -								
	TOTAL OPERATING INCOME	\$ 126,950	\$ 126,646	\$ 10,038	\$ 10,554	\$ 30,786	\$ 31,662	(\$876)	-2.8%				
	OTHER INCOME SOURCES												
1-0450	Property Tax Income	\$ 59,406	\$ 60,594	\$ 215	\$ 881								
	AWSD-6 Grant Income	\$ 38,100	\$ -	\$ -	\$ -								
	TOTAL OTHER INCOME	\$ 97,506	\$ 60,594	\$ 215	\$ 299	\$ 881	\$ 2,100	(\$1,220)	-58.1%				
	OPERATING EXPENSES												
	PLANT EXPENSE												
1-0700	Maintenance/Repair/Improvement												
0700.1	Water Plant Maintenance	\$ 17,688	\$ 7,500	\$ -	\$ 4,390								
0700.10	District Office maintenance	\$ 64	\$ 7,500	\$ -	\$ 18								
0700.11	Customer maintenance/repairs	\$ 5,183	\$ -	\$ 5,719	\$ 5,719								
0700.20	Tools/Equipment	\$ 95	\$ -	\$ -	\$ -								
0700.4	Tank maintenance/repair	\$ 9,360	\$ 5,400	\$ -	\$ -								
	Total Maintenance/Repair/Improvement	\$ 32,390	\$ 20,400	\$ 4,550	\$ 14,050								
1-0701	Plant Contractor Hiland-NW Natural Water	\$ 63,850	\$ 59,400	\$ 10,269	\$ 6,650	\$ 24,177	\$ 19,950	(\$4,227)	-21.2%				
	TOTAL PLANT EXPENSE	\$ 96,240	\$ 79,800	\$ 10,269	\$ 6,650	\$ 24,177	\$ 19,950	(\$4,227)	-21.2%				
	OFFICE EXPENSE												
1-0705	Licenses & Fees	\$ 1,029	\$ 1,326	\$ 150	\$ 262								
1-0706	Membership Fees	\$ 1,140	\$ 1,020	\$ 105	\$ 345								
1-0709	USPS	\$ 256	\$ 663	\$ 73	\$ 219								
1-0711	Office Supplies	\$ 340	\$ 459	\$ -	\$ -								
	Office Equipment	\$ -	\$ -	\$ -	\$ -								
1-0716	Streamline (web page)	\$ 1,080	\$ 1,632	\$ -	\$ 1,560								
	TOTAL OFFICE EXPENSE	\$ 3,845	\$ 5,100	\$ 328	\$ 289	\$ 2,386	\$ 2,499	\$113	4.5%				
	INSURANCE												
1-0752	Property & Liability	\$ 10,031	\$ 10,432	\$ -	\$ 820								
1-0753	Bonding (Pres / Treas / Clerk)	\$ 180	\$ 1,000	\$ -	\$ -								
	TOTAL INSURANCE	\$ 10,211	\$ 11,432	\$ -	\$ 820	\$ 820	\$ -	(\$820)					
	UTILITIES												
1-0761	Electric (office)	\$ 1,553	\$ 1,466	\$ 40	\$ 184								
1-0762	Telephone	\$ 3,515	\$ 3,727	\$ 264	\$ 1,174								
1-0763	Electric (Plant)	\$ 3,793	\$ 3,681	\$ 276	\$ 1,011								
1-0764	Propane	\$ 203	\$ 282	\$ -	\$ -								
	Garbage & Recycling Service	\$ -	\$ 360	\$ 14	\$ 14								
	TOTAL UTILITIES	\$ 9,064	\$ 9,516	\$ 593	\$ 793	\$ 2,383	\$ 2,379	(\$4)	-0.1%				

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

	Actuals for FY2025	BUDGET
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
1-0788 Facility Improve Loan Interest (91-07 & 91-09)	\$ 25,408	\$ 24,331
1-0789 Bank ACH Fees	\$ 150	\$ -
1-0790 Credit Card Fees	\$ 580	\$ 650
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
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

Month Ending		Month Num = 9		Year to Date		Variance	%
Actual	Plan	Actual	Plan	Actual	Plan		
9/30/25							
\$ 2,000		\$ 2,000		\$ 8,600	\$ 3,180		37.0%
\$ 1,935		\$ 3,420					
\$ 3,935	\$ 6,200	\$ 5,420					
\$ -		\$ -		\$ 288	\$ 80		27.9%
\$ 9		\$ 27					
\$ -		\$ -					
\$ 25		\$ 75					
\$ 43		\$ 105					
\$ 77	\$ 96	\$ 207					
\$ -		\$ -					
\$ 167		\$ 653		\$ 1,750	\$ 1,097		62.7%
\$ 167	\$ 583	\$ 653					
\$ 15,369	\$ 14,611	\$ 36,045		\$ 35,466	\$ (580)		-1.6%
\$ -	\$ -	\$ -		\$ -	\$ 0		
\$ -		\$ 10,000					
\$ -		\$ 9,000		\$ 19,845	\$ 845		4.3%
\$ -		\$ -					
\$ -		\$ -					
\$ -		\$ -		\$ -	\$ 0		

NET OPERATING INCOME	(\$5,330)	(\$24,259)	Plan	Variance	%
NET OTHER INCOME	\$215	\$881			
NET INCOME	(\$5,115.54)	(\$23,378)	(\$21,549)	(\$1,830)	-8.5%

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

NOTE: Monthly net income should always match the change in Monthly bank balances!

