

Beverly Beach Water District

Board of Commissioners Meeting - Agenda

May 15, 2024, at 6:00 p.m.

Beverly Beach Water District Office

1. Call to Order
2. Review/Approval of Minutes
 - a. Minutes from April 17, 2024
3. Financial/Treasurers Report
 - a. Financials and Aging report
 - b. Approval of bills
 - i. Northwest Natural Water – March 2024 Inv. 2450 (\$5,205.54)
 - ii. Northwest Natural Water – April 2024 Inv. 2962 (\$4,700.00)
 - c. FY 24/25 budget preparation
4. Water Plant/Distribution System
 - i. Northwest Natural Water contract
5. Old Business
 - a. Painting of water plant building – schedule?
 - b. ECWAG Grant
6. New Business
7. Adjourn

	BEVERLY BEACH WATER DISTRICT				
	STATEMENT OF INCOME AND EXPENSES- ACCURAL BASIS				
	CURRENT AND YEAR TO DATE 2023/2024				
	April 2024	July 2023 - April 2024			
INCOME/EXPENSES	CURRENT PER	YEAR TO DAT	ANNUAL	BUDGET	% OF BUDGET
	ACTUAL	ACTUAL	BUDGET	BALANCE	
INCOME					
1-0401 Water Sales	\$ 10,234.29	\$ 102,683.52	\$ 120,298.75	\$ 17,615.23	85%
1-0402 Water Sales - Late fee	\$ -	\$ 281.40	\$ 300.00	\$ 18.60	94%
1-0403 Water Sales - Transfer of Service	\$ -	\$ 200.00	\$ 500.00	\$ 300.00	40%
1-0404 Water Sales - Service Disconnecting	\$ -	\$ 400.00	\$ 200.00	\$ (200.00)	200%
1-0405 Hookups	\$ -	\$ -	\$ 2,400.00	\$ 2,400.00	0%
				\$ -	
Total Water Sales & Hookups	\$ 10,234.29	\$ 103,564.92	\$ 123,698.75	\$ 20,133.83	84%
INTEREST INCOME					
1-0412 Oregon Coast Bank -SDC	\$ -	\$ 222.46	\$ 160.00	\$ (62.46)	139%
1-0414 Oregon Coast Bank - Dist Fund	\$ -	\$ 384.96	\$ 385.00	\$ 0.04	100%
1-0416 Oregon Coast Bank - Gen'l Fund	\$ 340.38	\$ 2,482.19	\$ 24.00	\$ (2,458.19)	10342%
Total Interest Income	\$ 340.38	\$ 3,089.61	\$ 569.00	\$ (2,520.61)	543%
1-0450 Property Taxes	\$ 237.99	\$ 63,547.29			
5010 Processing Fee - Credit Card	\$ 7.42	\$ 109.58	\$ 180.00	\$ 70.42	61%
Unapplied Cash Payments	\$ -	\$ -			

4999 - Uncategorized Income	\$ -	\$ 136.00				
5009 Returned Check Charges	\$ -	\$ 35.00				
TOTAL INCOME/GROSS PROFIT	\$ 10,820.08	\$ 170,482.40	\$ 124,447.75	\$ (46,034.65)	137%	
EXPENSES						
1-0700 Maintenance/Repair/Improvement						
0700.1 Water Plant Maint/Improvement	\$ -	\$ 5,711.66	\$ 3,621.04	\$ (2,090.62)	158%	
0700.10 District Office Manint/Repairs	\$ -	\$ -	\$ 3,550.44	\$ 3,550.44	0%	
0700.11 Customer Maintenance/Repairs	\$ 5,585.08	\$ 43,122.30	\$ 3,571.44	\$ (39,550.86)	1207%	
0700.2 Generator Building	\$ -	\$ 379.11	\$ 3,564.44	\$ 3,185.33	11%	
0700.20 Tools/Equipments	\$ -	\$ -	\$ 3,549.76	\$ 3,549.76	0%	
0700.3 Plant Equipment	\$ -	\$ -	\$ 3,571.44	\$ 3,571.44	0%	
0700.4 Tank Maintenance/Repairs	\$ -	\$ -	\$ 3,571.44	\$ 3,571.44	0%	
Total Maintenance/Repairs/Improvement	\$ 5,585.08	\$ 49,213.07	\$ 25,000.00	\$ (24,213.07)	197%	
1-0701 Plant Contractor-Hiland Water	\$ 4,700.00	\$ 37,600.00	\$ 50,000.00	\$ 12,400.00	75%	
1-0705 Office Expenses						
1-0706 Licenses & Fees	\$ -	\$ 864.41	\$ 1,300.00	\$ 435.59	66%	
1-0707 Membership Fees	\$ 63.00	\$ 936.85	\$ 600.00	\$ (336.85)	156%	
1-0709 US Postmaster	\$ -	\$ 446.00	\$ 800.00	\$ 354.00	56%	
1-0711 Office Supplies	\$ 167.07	\$ 278.30	\$ 450.00	\$ 171.70	62%	
1-0712 Office Equipment (BBWD cell phone)	\$ -	\$ -	\$ -	\$ -		
1-0716 Stramline (Web page)	\$ -	\$ 1,580.00	\$ 1,540.00	\$ (40.00)	103%	
Total Office Expenses	\$ 230.07	\$ 4,105.56	\$ 4,690.00	\$ 584.44	88%	

1-0750 Insurance					
1-0752 Property & Liability	\$ -	\$ 8,679.00	\$ 9,000.00	\$ 321.00	96%
1-0753 Bonding-Pres/Treas/Cleark	\$ -	\$ 258.00	\$ 600.00	\$ 342.00	43%
Total Insurance	\$ -	\$ 8,937.00	\$ 9,600.00	\$ 663.00	93%
1-0760 Utilities					
1-0761 Electric (Office)	\$ 111.15	\$ 735.33	\$ 1,099.92	\$ 364.59	67%
1-0762 Telephone	\$ 354.25	\$ 2,979.54	\$ 3,500.00	\$ 520.46	85%
1-0763 Electric (Plant)	\$ 507.93	\$ 5,477.12	\$ 6,200.00	\$ 722.88	88%
1-0764 Propane	\$ -	\$ -	\$ 500.08	\$ 500.08	0%
Total Utilities	\$ 973.33	\$ 9,191.99	\$ 11,300.00	\$ 2,108.01	81%
1-0770 Accounting					
1-0772 Grimstad	\$ -	\$ 8,300.00	\$ 5,200.00	\$ (3,100.00)	160%
1-0773 Accounting	\$ 990.00	\$ 11,940.00	\$ 9,500.00	\$ (2,440.00)	126%
Total Accounting	\$ 990.00	\$ 20,240.00	\$ 14,700.00	\$ (5,540.00)	138%
1-0775 Property Tax Expense	\$ -	\$ 18.19			
1-0785 Bank Charge					
1-0788 Facility Improvement Loan Interest (Bo	\$ -	\$ 28,144.00			
1-0789 Bank ACH Fees	\$ 25.00	\$ 200.00	\$ 300.00	\$ 100.00	67%
1-0790 Credit Card Fees + QB pmt fees	\$ 23.96	\$ 292.31	\$ 475.00	\$ 182.69	62%
1-0787 Other Charges (NSF ACH)	\$ 120.00	\$ 193.50		\$ (193.50)	
Total Bank Charge	\$ 168.96	\$ 28,829.81	\$ 775.00	\$ (28,054.81)	3720%

1-0795 Chemical & Testing					
1-0796 Chemicals	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0%
1-0797 Testing	\$ 120.00	\$ 2,302.00	\$ 6,000.00	\$ 3,698.00	38%
Total Chemical & Testing	\$ 120.00	\$ 2,302.00	\$ 7,000.00	\$ 4,698.00	33%
	\$ -	\$ -			
TOTAL EXPENSES	\$ 12,767.44	\$ 160,437.62	\$ 123,065.00	\$ (37,372.62)	130%
Other Expense - Reconciliation Discrepancy	\$ -	\$ 139.65			
OTHER INCOME					
1-0491 Miscellaneous Income (sale of equipmen	\$ -	\$ 200.00	\$ -	\$ -	
	0				
NET INCOME	\$(1,947.36)	\$ 10,384.43			
Note: Other Expense - Reconciliation Discrepancy					
CK 568042819 \$139.65 rec'd June applied to May & June 2023 inv. and					
didn't get deposited until August 30 2023. 11481 NE Coos					
Uncategorized Income- Unidentify ck 9230 rec'd 8/17/23 \$136.00					

Beverly Beach Water District

Profit and Loss

April 2024

	TOTAL
Income	
1-0401 Water Sales	10,234.29
1-0410 Interest Income	
1-0416 Oregon Coast Bank- Gen'l Fund	340.38
Total 1-0410 Interest Income	340.38
1-0450 Property Taxes	237.99
5010 Processing Fee - credit card	7.42
Total Income	\$10,820.08
GROSS PROFIT	\$10,820.08
Expenses	
1-0700 Maintenance/Repair/Improvement	
0700.11 Customer maintenance/repairs	5,585.08
Total 1-0700 Maintenance/Repair/Improvement	5,585.08
1-0701 Plant Contractor-Hiland Water	4,700.00
1-0705 Office Expense	
1-0707 Membership fees	63.00
1-0711 Office supplies	167.07
Total 1-0705 Office Expense	230.07
1-0760 Utilities	
1-0761 Electric(office)	111.15
1-0762 Telephone	354.25
1-0763 Electric (plant)	507.93
Total 1-0760 Utilities	973.33
1-0770 Accounting	
1-0773 Accounting	990.00
Total 1-0770 Accounting	990.00
1-0785 Bank Charges	
1-0786 Returned Check	0.00
1-0787 Other Charges	120.00
1-0789 Bank ACH Fee	25.00
1-0790 Credit Card Fees	23.96
Total 1-0785 Bank Charges	168.96
1-0795 Chemical & Testing	
1-0797 Testing	120.00
Total 1-0795 Chemical & Testing	120.00
Total Expenses	\$12,767.44
NET OPERATING INCOME	\$ -1,947.36
NET INCOME	\$ -1,947.36

Beverly Beach Water District

Profit and Loss

July 2023 - April 2024

	TOTAL
Income	
1-0401 Water Sales	102,683.52
1-0402 Water Sales-late fee	281.40
1-0403 Water Sales-Transfer of Service	200.00
1-0404 Water Sales-Service Disconnect	400.00
1-0410 Interest Income	
1-0412 Oregon Coast Bank - SDC	222.46
1-0414 Oregon Coast Bank - Dist. Fund	384.96
1-0416 Oregon Coast Bank- Gen'l Fund	2,482.19
Total 1-0410 Interest Income	3,089.61
1-0450 Property Taxes	63,547.29
4999 Uncategorized Income	136.00
5009 Returned Check Charges	35.00
5010 Processing Fee - credit card	109.58
Total Income	\$170,482.40
GROSS PROFIT	\$170,482.40
Expenses	
1-0700 Maintenance/Repair/Improvement	
0700.1 Water Plant Maint/Improvement	5,711.66
0700.11 Customer maintenance/repairs	43,122.30
0700.2 Generator Building	379.11
Total 1-0700 Maintenance/Repair/Improvement	49,213.07
1-0701 Plant Contractor-Hiland Water	37,600.00
1-0705 Office Expense	
1-0706 Licenses & fees	864.41
1-0707 Membership fees	936.85
1-0709 US Postmaster	446.00
1-0711 Office supplies	278.30
1-0716 Streamline (Web Page)	1,580.00
Total 1-0705 Office Expense	4,105.56
1-0750 Insurance	
1-0752 Property & Liability	8,679.00
1-0753 Bonding- Pres/Treas/Clerk	258.00
Total 1-0750 Insurance	8,937.00
1-0760 Utilities	
1-0761 Electric(office)	735.33
1-0762 Telephone	2,979.54
1-0763 Electric (plant)	5,477.12
Total 1-0760 Utilities	9,191.99

Beverly Beach Water District

Profit and Loss

July 2023 - April 2024

	TOTAL
1-0770 Accounting	
1-0772 Grimstad	8,300.00
1-0773 Accounting	11,940.00
Total 1-0770 Accounting	20,240.00
1-0775 Property Tax Expense	18.19
1-0785 Bank Charges	
1-0786 Returned Check	0.00
1-0787 Other Charges	193.50
1-0788 Facility Improve Loan Interest	28,144.00
1-0789 Bank ACH Fee	200.00
1-0790 Credit Card Fees	292.31
Total 1-0785 Bank Charges	28,829.81
1-0795 Chemical & Testing	
1-0797 Testing	2,302.00
Total 1-0795 Chemical & Testing	2,302.00
Total Expenses	\$160,437.62
NET OPERATING INCOME	\$10,044.78
Other Income	
1-0490 Other Income	
1-0491 Miscellaneous Income	200.00
Total 1-0490 Other Income	200.00
Total Other Income	\$200.00
Other Expenses	
Reconciliation Discrepancies	-139.65
Total Other Expenses	\$ -139.65
NET OTHER INCOME	\$339.65
NET INCOME	\$10,384.43

Beverly Beach Water District

1-0101 General Acct #1706019, Period Ending 04/30/2024

RECONCILIATION REPORT

Reconciled on: 05/03/2024

Reconciled by: Marina Khuon

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	53,587.03
Checks and payments cleared (20).....	-12,933.55
Deposits and other credits cleared (115).....	10,266.75
Statement ending balance.....	<u>50,920.23</u>

Register balance as of 04/30/2024.....	50,920.23
Cleared transactions after 04/30/2024.....	0.00
Uncleared transactions after 04/30/2024.....	-6,371.13
Register balance as of 05/03/2024.....	<u>44,549.10</u>

Details

Checks and payments cleared (20)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2024	Expense		QuickBooks Payments	-2.66
04/02/2024	Expense		QuickBooks Payments	-2.20
04/04/2024	Expense		Intuit	-167.07
04/05/2024	Expense		QuickBooks Payments	-8.72
04/07/2024	Expense		QuickBooks Payments	-2.94
04/08/2024	Expense			-120.00
04/08/2024	Check	4234	Bayvue Bookkeeping LLC	-1,053.00
04/08/2024	Check	4231	Analytical Lab & Consultants	-120.00
04/08/2024	Check	4232	TCB Security Services Inc.	-137.50
04/08/2024	Check	4233	NW Natural Water Services, L...	-10,285.08
04/12/2024	Expense			-25.00
04/15/2024	Expense			-73.50
04/15/2024	Expense			-73.50
04/17/2024	Expense		Central Lincoln PUD	-507.93
04/17/2024	Expense		QuickBooks Payments	-5.17
04/17/2024	Expense		Central Lincoln PUD	-111.15
04/21/2024	Expense		QuickBooks Payments	-2.27
04/22/2024	Expense		Century Link	-70.07
04/30/2024	Expense		Square	-19.11
04/30/2024	Expense		Century Link	-146.68

Total -12,933.55

Deposits and other credits cleared (115)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/30/2024	Check	4227	NW Natural Water Services, L...	0.00
03/31/2024	Check	4228	Bayvue Bookkeeping LLC	0.00
04/01/2024	Check	4229	TCB Security Services Inc.	0.00
04/01/2024	Receive Payment	1478	11558 NE Benton St.:Lazerus, ...	73.50
04/01/2024	Receive Payment	840366634	12169 NE Benton St.:Hofeld, ...	136.00
04/01/2024	Deposit		11340 NE Coos St:Ford, Brett ...	75.97
04/01/2024	Check	4230	Analytical Lab & Consultants	0.00
04/01/2024	Receive Payment	29271313383	11580 NE Beverly Dr:Goudy, ...	200.00
04/02/2024	Deposit		11756 NE Beverly Dr., Paul S...	73.50
04/03/2024	Receive Payment	Receipt #jFkZ	124 NE 113th St:Nelson, Alan ...	75.97
04/03/2024	Receive Payment	Receipt #fDEv	12290 NE Coos St.:Sanders, ...	75.97
04/05/2024	Deposit			301.41
04/05/2024	Receive Payment	Receipt #NC8z	231 NE 122nd St.:Sherman, ...	75.97
04/07/2024	Deposit			147.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/08/2024	Receive Payment	840748816	133 NE 122nd St.:Price, Mary ...	136.00
04/08/2024	Receive Payment	4349	11608 NE Avery St.:Brinn, Laura	75.00
04/08/2024	Receive Payment	76570966	11408 NE Coos: Hart, Chris an...	73.50
04/08/2024	Receive Payment	29271314305	162 NE 113th St:Durrett, Suzan	147.00
04/08/2024	Receive Payment	1050	11735 NE Beverly Dr.:Alvarez,...	73.50
04/08/2024	Receive Payment	841384894	12055 NE Beverly Dr.:Riggs, ...	136.00
04/15/2024	Deposit		12287 NE Coos St.:Manser, R...	73.50
04/15/2024	Receive Payment	BBWDWATER 50388	12280 NE Benton St.:Davis, A...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11412 NE Coos St.:Underhill, ...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	116 NE 115th:Roberts, Allan	136.00
04/15/2024	Receive Payment	BBWDWATER50388	12225 NE Coos St.:Vaughan, ...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11419 NE Avery St:Bokosky, ...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	12242 NE Benton St.:Flores, ...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	280 NE 121St St.:Perez, Anto...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	180 NE 122nd St.:Root, Beatri...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	156 NE 115th St.:Martin, Carol	73.50
04/15/2024	Receive Payment	BBWDWATER50388	12164 NE Coos St.:Buck, Chri...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	12240 NE Coos St.:Gomes, C...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	12143 NE Coos St.:Martin, Ch...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	190 NE 121st St.:Davis, Clifton	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11626 NE Beverly Dr.:Shade, ...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	12087 NE Beverly Dr.:Gile, Dan	73.50
04/15/2024	Receive Payment	BBWDWATER50388	12130 NE Coos St.:Butler, Dan	73.50
04/15/2024	Receive Payment	BBWDWATER50388	12277 NE Benton St.:Trail, De...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11633 NE Benton St.:Roberts...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11549 NE Benton St.:Jones, ...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11450 NE Benton St.:Wood, D...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	12254 NE Benton St.:Phillips, ...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	266 NE 122nd St.:Blume, Mat...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	137 NE122nd St.:Collier, Fran...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11457 NE Avery:Lowry, Greta	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11606 NE Benton St.:Vargas, ...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	165 NE 122nd St.:Sawyer, Jim	136.00
04/15/2024	Receive Payment	BBWDWATER50388	255 NE 122nd St.:Rafferty, Mi...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11355 NE Coos St.:Henderson...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11429 NE Avery St:Lowry, Joh...	136.00
04/15/2024	Receive Payment	BBWDWATER50388	11416 NE Coos St:Anda, Jose...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11726 NE Beverly Dr.:Wehling...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	165 NE 121st St.:Strohmeier,...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11528 NE Avery St.	106.82
04/15/2024	Receive Payment	BBWDWATER50388	11525 NE Coos St.:Hogan, Kelly	73.50
04/15/2024	Receive Payment	BBWDWATER50388	250 NE 122nd St.:Kelly Lawre...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11412 NE Benton St.:Ganas, ...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11274 NE Coos St.:Milligan, A...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11773 NE Avery St.:Morrison, ...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	12214 NE Coos St.:Roderick, ...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11445 NE Avery St:Nash, Lucy	73.50
04/15/2024	Receive Payment	BBWDWATER50388	145 NE 122nd St.:Stevens, M...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11416 NE Avery St. Marlene J...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	130 NE 115th St.:Stecher, Mic...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	232 NE 122nd St.:Richardson...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11573 NE Avery St:Santos, Fe...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	W-Benton, N-122:Vorderstras...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	12011 NE Beverly Dr.:Lyon, Ri...	136.00
04/15/2024	Receive Payment	BBWDWATER50388	12155 NE Coos St.:Ellis, Ryan	73.50
04/15/2024	Receive Payment	BBWDWATER50388	12282 NE Coos St.:Weber, Sam	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11493 NE Avery:Sea Glass S...	136.00
04/15/2024	Receive Payment	BBWDWATER50388	12035 NE Beverly Dr.:Reynol...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11365 NE Benton St:Rubbert, ...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11723 NE Avery St.:Ladouceu...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11402 NE Coos St:Gross, Tim...	73.50
04/15/2024	Receive Payment	BBWDWATER50388	11345 NE Benton St:Burks, Ti...	73.50
04/15/2024	Receive Payment	38843617	11806 NE Beverly Dr.:McMilla...	73.50

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/15/2024	Receive Payment	38914521	11695 NE Avery St.:Strong, C...	73.50
04/15/2024	Receive Payment	895465	141 NE 121st St.:Mann, Devon	136.00
04/15/2024	Receive Payment	995879	11720 NE Beverly Dr.:Johnso...	75.00
04/15/2024	Receive Payment	5304	271 NE 121st St.:Case, Jalene	73.50
04/15/2024	Receive Payment	5051	11555 NE Avery St.:Hansell, T...	73.50
04/15/2024	Receive Payment	6377	11730 NE Beverly Dr.:Siegel, ...	73.50
04/15/2024	Receive Payment	1431	12265 NE Coos St.:Mackie, D...	73.50
04/15/2024	Receive Payment	1379	11465 NE Coos St.:Haynes, To...	73.50
04/15/2024	Receive Payment	1066	11735 NE Beverly Dr.:Alvarez,...	147.00
04/15/2024	Receive Payment	6294	149 NE 122nd St.:Vietor, Teresa	73.50
04/15/2024	Receive Payment	1386	11790 NE Beverly Dr.:Scheler,...	73.50
04/15/2024	Receive Payment	4184	11556 NE Benton St.:Licht, Jo	73.50
04/15/2024	Receive Payment	2858	12251 NE Benton St.:Frazier, ...	73.50
04/15/2024	Receive Payment	1569	11335 NE Coos St.:Cochran, K...	73.50
04/15/2024	Deposit		237 NE 121st St.:Shumate, Ja...	73.50
04/17/2024	Deposit			514.50
04/17/2024	Receive Payment	Receipt #J4SK	11567 NE Beverly Dr.:Newber...	75.97
04/18/2024	Receive Payment	Receipt #Z6PM	240 NE 115th St.:McMinn, Justin	140.30
04/18/2024	Receive Payment	Receipt #3FRm	11326 NE Coos St.:Holloway, ...	75.97
04/21/2024	Deposit		11577 NE Benton St.:Oxsen, ...	75.97
04/22/2024	Receive Payment	2252	11455 NE Benton St.:Stewart,...	73.50
04/22/2024	Receive Payment	6797	11570 NE Beverly Dr.:See, David	73.50
04/22/2024	Receive Payment	4777	217 NE 121st St.:King, Daniel...	73.50
04/22/2024	Receive Payment	732	141 NE 122nd St.:Dunton, Ly...	220.50
04/22/2024	Receive Payment	254	11607 NE Avery St.:VanCoele...	73.50
04/22/2024	Receive Payment	39846707	11528 NE Benton St.:Jespers...	73.50
04/22/2024	Receive Payment	995615	11511 NE Avery St.:Schakohl, ...	136.00
04/22/2024	Receive Payment	996328	11685 NE Avery St.:Geist, We...	73.50
04/22/2024	Receive Payment	010121	11458 NE Avery St.:Safety Electri...	136.00
04/22/2024	Receive Payment	1855	11752 NE Beverly Dr.:McBride...	73.50
04/29/2024	Receive Payment	156	11656 NE Beverly Dr.:Hassell,...	146.00
04/29/2024	Receive Payment	2311	270 NE 121st St.:Jones, Step...	147.00
04/29/2024	Receive Payment	1479	11558 NE Benton St.:Lazerus,...	73.50
04/29/2024	Receive Payment	1021	11964 NE Beverly Ln.:Schultze...	73.50
04/29/2024	Receive Payment	550598	12245 NE Benton St.:Confede...	73.50
04/29/2024	Receive Payment	3377223637	11625 NE Avery St.:Jackson, ...	136.00
04/29/2024	Receive Payment	9020	11664 NE Avery St.:Henry, Cy...	73.50
04/30/2024	Deposit			2.43
Total				10,266.75

Additional Information

Uncleared checks and payments after 04/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2024	Expense		QuickBooks Payments	-2.66
05/02/2024	Check	4235	Oregon Secretary of State	-150.00
05/02/2024	Check	4236	NW Natural Water Services, L...	-5,205.54
05/02/2024	Check	4237	Analytical Lab & Consultants	-305.00
05/02/2024	Check	4238	Bayvue Bookkeeping LLC	-783.90
Total				-6,447.10

Uncleared deposits and other credits after 04/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2024	Deposit		11340 NE Coos St.:Ford, Brett ...	75.97
Total				75.97

Beverly Beach Water District

1-1103 SDC Fund #- 1904499, Period Ending 04/30/2024

RECONCILIATION REPORT

Reconciled on: 05/03/2024

Reconciled by: Marina Khuon

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	64,672.04
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	70.87
Statement ending balance.....	<u>64,742.91</u>

Register balance as of 04/30/2024..... 64,742.91

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/30/2024	Deposit			70.87
Total				70.87

Beverly Beach Water District

1-0115 USDA Debt Svc Reserve Fund- Restricted 1912229, Period Ending 04/30/2024

RECONCILIATION REPORT

Reconciled on: 05/03/2024

Reconciled by: Marina Khuon

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	15,868.00
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	16.85
Statement ending balance.....	<u>15,884.85</u>

Register balance as of 04/30/2024.....15,884.85

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/30/2024	Deposit			16.85
Total				16.85

Beverly Beach Water District

1-0106 District Fund #2906428, Period Ending 04/30/2024

RECONCILIATION REPORT

Reconciled on: 05/03/2024

Reconciled by: Marina Khuon

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	74,350.36
Interest earned.....	81.48
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>74,431.84</u>

Register balance as of 04/30/2024.....	74,431.84
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Beverly Beach Water District

1-0114 Bond#2907053, Period Ending 04/30/2024

RECONCILIATION REPORT

Reconciled on: 05/03/2024

Reconciled by: Marina Khuon

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	153,795.37
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (2).....	406.74
Statement ending balance.....	<u>154,202.11</u>

Register balance as of 04/30/2024.....154,202.11

Details

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/30/2024	Deposit			237.99
04/30/2024	Deposit			168.75
Total				406.74

NW Natural Water Services, LLC
 PO Box 699
 Newberg, OR 97132 US
 (503) 554-8333
 devin@hilandwater.com

Invoice



BILL TO

Beverly Beach Water District
 PO Box 576
 Newport, OR 97365

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2450	03/31/2024	\$5,205.54	04/30/2024	Net 30	

DESCRIPTION	QTY	RATE	AMOUNT
Base fee for services provided in March 2024	1	4,700.00	4,700.00
			Subtotal: 4,700.00
T&M Charges			
03/27/2024 Walter Chuck - Reinstalled raw water pump.	1.50	90.00	135.00
03/27/2024 Cody Scott - Reinstalled raw water pump.	1.50	60.00	90.00
03/28/2024 Walter Chuck - Met with electrician to connect pump and test operations.	1.50	90.00	135.00
			Subtotal: 360.00
Reimbursable Expenses:			
Builders First Source - supplies	1	132.31	132.31
			Subtotal: 132.31
Markup - 10%	0.10	132.31	13.23

BALANCE DUE

\$5,205.54

NW Natural Water Services, LLC
PO Box 699
Newberg, OR 97132 US
(503) 554-8333
devin@hilandwater.com

Invoice



BILL TO

Beverly Beach Water District
PO Box 576
Newport, OR 97365

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2962	04/30/2024	\$4,700.00	05/30/2024	Net 30	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Base fee for services provided in April 2024	1	4,700.00	4,700.00
				Subtotal: 4,700.00

BALANCE DUE

\$4,700.00

WATER SYSTEM MANAGEMENT AND SERVICES AGREEMENT

THIS WATER SYSTEM MANAGEMENT AND SERVICES AGREEMENT (this “Agreement”), effective July 1, 2024 (“Effective Date”), is between NW Natural Water Services, LLC (“NWNWS”) and Beverly Beach Water District (“Owner”). NWNWS and Owner are each a “Party” and collectively the “Parties.”

RECITALS

WHEREAS, Owner operates a water system in Lincoln County, Oregon; and

WHEREAS, Owner wishes to contract with NWNWS to exclusively operate its water system, and NWNWS wishes to operate Owner’s water system, under the terms of this Agreement.

NOW THEREFORE, the Parties agree as follows:

AGREEMENT

Section 1 Exclusive Right to Operate; Performance of Services; Owner Cooperation

(a) Owner grants NWNWS the exclusive right to operate Owner’s water system (“Water System”) described in the attached Exhibit A. During the term of this Agreement, Owner will not grant any rights to operate the Water System to any other party.

(b) NWNWS will operate the Water System (the “Services”) in accordance with the terms of the attached Exhibit B.

(c) NWNWS may with Owner’s consent (which will not be unreasonably withheld) hire engineers, contractors, and other third parties to assist NWNWS in the performance of the Services.

(d) Owner will cooperate with NWNWS and take all actions that are reasonable or necessary for NWNWS to perform its obligations under this Agreement, including but not limited to providing all approvals and consents required by public agencies, applicable law, or Owner’s corporate requirements.

Section 2 Term

The term of this Agreement will commence on the Effective Date and end on June 30, 2025 (“Initial Term”) unless extended in accordance with this Section 2. The Initial Term will automatically extend for successive periods of one year each (each, an “Extended Term”) to commence upon the expiration of the current term, unless either Party gives the other Party notice of termination of this Agreement no later than 60 days before expiration of the current term. No later than 90 days before expiration of a term, each Party will notify the other Party of any changes it wishes to propose to this Agreement for the succeeding term.

Section 3 Services Fee; Payment

(a) For performance of the Services, Owner will pay NWNWS all fees and time and materials charges in accordance with the rates described in the attached Exhibit C (“Services Fee”).

(b) Owner will pay NWNWS on a monthly basis. Payments under this Agreement will be due 30 days after Owner’s receipt of an invoice from NWNWS.

Section 4 Records

NWNWS will maintain reasonable records of Water System operations (the “Water System Records”). With reasonable notice, NWNWS will make the Water System Records available for Owner’s review. The terms of this Section 4 do not apply to the internal composition of the Services Fee or any lump sum, fixed rate, or percentage mark-up.

Section 5 Indemnity

(a) NWNWS will defend, indemnify, and hold harmless Owner and its officers, directors, employees, and affiliates, for, from and against any claims, liability, loss, damages, costs, and attorney fees (collectively, “Claims”) to the extent arising from the negligence or willful misconduct of NWNWS.

(b) Owner will defend, indemnify, and hold harmless NWNWS and its officers, directors, employees, and affiliates, for, from and against Claims to the extent arising from the negligence or intentional misconduct of Owner.

Section 6 Suspension; Termination; Close-Out

(a) If Owner fails to perform any material obligation under this Agreement, including but not limited to the making of timely payments, NWNWS may, upon 7 days’ written notice, suspend the Services until Owner’s obligation has been fully performed. If the Services resume after such suspension, NWNWS’s compensation and the Services schedule will be revised to reflect the effects of the suspension. If Owner fails to perform within 15 days of when NWNWS’s notice is first given, NWNWS may terminate this Agreement without further notice.

(b) If NWNWS fails to perform any material obligation under this Agreement, Owner may within 7 days of discovering the failure, give written notice to NWNWS. NWNWS will then have either (1) 15 days to cure the failure or (2) if the failure cannot reasonably be cured within that time, to commence cure of the failure within 15 days of receipt of notice and proceed reasonably to cure the failure. Owner may terminate this Agreement without further notice if NWNWS fails to comply with either parts (1) or (2) of this Section 6(b), whichever is applicable.

(c) Upon expiration of the Term or termination of this Agreement, the Parties will take reasonable steps to transfer operation of the Water System from NWNWS to Owner.

Section 8 Liability Limits

(a) TO THE FULLEST EXTENT ALLOWED BY LAW, NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY FOR ANY LOSS, DAMAGE OR OTHER LIABILITY FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE OR SPECIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER SUCH LIABILITY ARISES IN CONTRACT (INCLUDING BREACH, INDEMNITY OR WARRANTY), TORT (INCLUDING FAULT, NEGLIGENCE OR STRICT LIABILITY), OR OTHERWISE, INCLUDING BUT NOT LIMITED TO ANY LOSS OF PROFITS, LOSS OF REVENUE, LOSS OF USE, LOSS OF OPPORTUNITY OR GOODWILL, COST OF CAPITAL, CLAIMS OF CUSTOMERS FOR SUCH DAMAGES, AND ANY GOVERNMENTAL FINES, PENALTIES OR SANCTIONS IMPOSED.

(b) TO THE FULLEST EXTENT ALLOWED BY LAW, OWNER AGREES THAT IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THE WORK, NWNWS'S AGGREGATE JOINT, SEVERAL, AND INDIVIDUAL LIABILITY, WHETHER FOR BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, PROFESSIONAL MALPRACTICE OR STRICT LIABILITY WILL BE LIMITED TO THE AMOUNT PAID OR PAYABLE TO NWNWS.

(c) Notwithstanding the terms of parts (a) and (b) of this Section 8, there will be no limitation on a Party's liability under this Agreement for damages caused by the Party's fraud or intentional misconduct.

Section 9 Miscellaneous Terms

(a) **Assignment.** Neither Party will assign or transfer any of its interest in this Agreement, in whole or in part, without the prior written consent of the other Party.

(b) **Successors and Assigns.** The provisions of this Agreement will be binding upon and will inure to the benefit of the Parties and their respective successors and permitted assigns.

(c) **Waiver.** No waiver, consent, modification or change of terms of this Agreement will bind either Party unless in writing and signed by the Parties. Such waiver, consent, modification or change, if made, will be effective only in the specific instance and for the specific purpose given.

(d) **Notices.** Any notice or other communication regarding this Agreement will be served by personal delivery or delivery by courier or messenger service that maintains records of its deliveries, to the following addresses:

To Owner:

Beverly Beach Water District
Attn: Chair of Board
11494 NE Beverly Dr.
Newport, OR 97365

Email: <bbwd.office@gmail.com>

To NWNWS:

NW Natural Water Services
PO Box 699
Newberg, OR 97132
Attention: Silas Olson, Director
Email: silas.olson@nwnatural.com

Each Party may change its address for notices upon notice to the other Party.

(e) **Applicable Law/Venue.** The laws of the State of Oregon will govern this Agreement. Any dispute related to this Agreement will be resolved in Portland, Oregon.

(f) **Force Majeure.** If the performance of this Agreement by a Party, or of any obligation under this Agreement, is prevented, restricted, or interfered with by reason of war, terrorism, revolution, civil commotion, acts of public enemies, blockade, embargo, national strikes, pandemics, or any other act whatsoever, whether similar or dissimilar to those referred to in this paragraph, that is beyond the reasonable control of the Party affected, then the Party so affected will, upon giving written notice to the other Party, be excused from such performance to the extent of such prevention, restriction, or interference, but the Party so affected will use commercially reasonable efforts to avoid or remove such causes of nonperformance, and will continue performance hereunder whenever such causes are removed.

(g) **Severability.** If any term or provision of this Agreement is determined to be illegal, in conflict with any law, void or otherwise unenforceable, and provided the terms and provisions thereof that are essential to the interests of the Parties remain substantially in effect, then the validity of the remaining terms and provisions will not be affected and the offending provision will be given the fullest meaning and effect allowed by law.

(h) **Survival of Terms.** Any provision of this Agreement that expressly or by its nature provides for rights, obligations, or remedies that extend after the Term, will survive and continue in full force and effect following the termination of this Agreement.

(i) **Entire Agreement.** This Agreement constitutes the entire, legally-binding contract between the Parties regarding the subject matter thereof. This Agreement supersedes any and all prior or contemporaneous understandings, agreements, or representations, whether oral or written, not specified herein. No documents referenced, referred to, or incorporated into any exhibit to this Agreement is incorporated into this Agreement unless specifically referenced in this Agreement and included herein.

(j) **Counterparts.** This Agreement may be executed in several counterparts, each of which will be an original, all of which will constitute one and the same instrument. A PDF or other electronic signature will be considered an original. The individuals signing this Agreement certify that they are authorized to execute this on behalf of Owner and NWNWS, respectively.

BEVERLY BEACH WATER DISTRICT:

Signature: _____

By: _____

Title: _____

Date: _____

NW NATURAL WATER SERVICES, LLC:

Signature: Jeffrey Olson

By: Jeffrey Olson _____

Title: Business Manager _____

Date: 05/07/2024 _____

EXHIBIT A

WATER SYSTEM

Description of System

General

- a) Classification: Community System ID# OR41-00568
- b) Sources: Wade Creek
- c) Storage tank(s) type/size: 100,000 gallon steel bolted reservoir and 50,000 gallon steel bolted reservoir
- d) Pump(s): Booster pump at Treatment plant approximately 80 gpm
- e) Mainline Material: Exclusively PVC
- f) # of service connections: 162
- g) Treatment, if applicable: Westech Conventional filtration system, Alum (coagulant), UV (disinfection), hypo-chlorination (disinfection).

EXHIBIT B

DESCRIPTION OF SERVICES

1. OPERATION BASE FEE SERVICES

- A. NWNWS will operate the Owners' treatment plant and perform all regular routine maintenance tasks necessary to produce potable water. These tasks include those that occur on a daily, weekly, or monthly basis as part of the normal operation of the water plant and distribution system such as checking the chlorine residual at the reservoir and treatment facility, operating the filtration system, determining coagulant levels needed and dosing accordingly, cleaning of the UV tubes, and any other maintenance as determined by NWNWS. Any irregular tasks, as determined by NWNWS, will be charged on a Time and Material (T&M) basis as outlined in Exhibit C.
- B. Receive and respond to Owner customer service calls and inquiries.
 - a. NWNWS's office hours shall be maintained on a Monday through Friday basis from 9:00 am to 4:00 pm. Please direct phone calls to the Hiland Water Services branch in Oregon during office hours.
 - b. NWNWS emergency on-call personnel will be available at all times to respond to emergencies pertaining to Owner's water system. In the event NWNWS staff are called upon to address an emergency, the operator will be selected based on availability at the time and the experience best suited for the response. T&M will be charged in accordance with the emergency rate schedule provided in this agreement. For the purposes of this agreement, an emergency is defined as an event that requires an immediate dispatch of NWNWS staff or a dispatch of NWNWS staff before 8:00 AM on the following business day.
- C. Conduct routine water quality sampling, monitoring and reporting as necessary to the Oregon Health Authority ("OHA"). Routine sampling includes the labor for coliform sampling and delivery to State accredited lab (lab costs not included). All non-routine sampling will be billed on a T&M basis.
- D. Read the meters on a bi-monthly basis.
- E. Provide a Certified Water Operator to serve as DRC for Oregon Drinking Water Program (DWP). The system is currently certified as a Distribution Level 1, Treatment Level 2 with Filter Endorsement.
- F. NWNWS will complete and submit to the Oregon DWP the monthly Turbidity Monitoring Report Form, Surface Water Quality Data Form, and the Corrosion Control report by the 10th of the month following the monitoring period. Additionally, NWNWS staff will record all entry point and distribution samples required by the Oregon DWP for reporting and submit results to the Oregon DWP. NWNWS will have all signatory authority for reports and other documents, as required under Oregon State drinking water rules.

2. COMMUNICATION PROTOCOL

NWNWS will provide a primary point of contact to act as liaison. The point of contact will inform Owner, or a designated individual, of any findings and/or concerns that need to be addressed. This communication will be via email or telephone call, depending on the urgency of the concern, as determined by NWNWS. In addition, Owner should use this person as their primary contact to schedule requested T&M duties, meetings, or to answer questions. All after-hours communication via phone, both urgent and non-urgent, should be directed to the main office phone, which is answered by an answering service outside of business hours. All after-hours emergency services are handled by NWNWS on-call staff.

3. OTHER SERVICES – Subject to T&M rates in Exhibit C

These tasks can include, but are not limited to:

- A. Air compressor rebuilding/repair
- B. Pneumatic valve replacement/rebuilding
- C. Chemical injection pump replacement/rebuilding, chemical line replacement
- D. Filter media replacement
- E. Support of subcontractors both onsite and in communications
- F. Generator maintenance
- G. Raw water pump rebuilds/replacements.
- H. Maintain the Operation and Maintenance (O&M) manual, Emergency Response Plan (ERP), and Coliform Sampling Plan.
- I. Be on site to facilitate Sanitary Surveys, Source Water Assessments, and other visits conducted by regulatory agencies.
- J. Consult with the Owner's Board of Directors as required to discuss questions and system recommendations.
- K. Respond to field customer service requests.
- L. Respond to after-hours calls.
- M. Repair water service and mainline leaks.
- N. Install new services.
- O. Mark waterlines for locates and emergency locates (accuracy not guaranteed).
- P. Conduct inspection of repairs, new connections and system improvements.
- Q. Follow-up on insurance claims resulting from damage to or by the water system.
- R. Review of waterline requirements for any water service system improvement required for new development.
- S. Administer and conduct a valve maintenance program, which includes main flushing.
- T. Generate, print, and/or distribute Annual Water Quality Report (Consumer Confidence Report).
- U. Complete and submit the Cross Connection Annual Summary Report (ASR) to DWP.

EXHIBIT C

COMPENSATION

<u>Category</u>	<u>Rates</u>		<u>Emergency Rates</u>
Operations Base Fee	\$4,950.00/month		N/A
Executive	\$170.00		\$204.00
Upper Management	\$132.00		\$158.00
Mid-Level Management	\$113.00		\$136.00
Area Supervisor	\$108.00		\$130.00
Utility III	\$87.00		\$104.00
Utility II	\$75.00		\$90.00
Utility I	\$64.00		\$77.00
Office	\$62.00		\$74.00
Equipment & Expenses			
Item	Category	Rate	Emergency Rate
9,200 lb. Excavator	Equipment	\$500.00/day	\$500.00/day
5-yard Dump Truck	Equipment	\$70.00	\$70.00
Vacuum Excavation	Equipment	\$60.00	\$60.00
5kW Towable Light Tower	Equipment	\$35.00	\$35.00
Service Truck	Truck	\$25.00	\$25.00
Backflow Testing	Backflow	\$40.00/test	N/A
Direct Expenses	Expenses	Cost + 10%	Cost + 10%
Subcontractor	Expenses	Cost + 10%	Cost + 10%
Mileage	Expenses	IRS Rate	IRS Rate

All rates are hourly unless otherwise indicated. All time associated with fulfilling service requests will be billable, including drive time and time spent offsite preparing or cleaning up.

Except where Emergency Rates are applicable, the Operations Base Fee will include each of the areas of service detailed under “Operation Base Fee Services” in Exhibit B.

NW Natural Water Services, LLC
PO Box 699
Newberg, OR 97132 US
(503) 554-8333
devin@hilandwater.com

Invoice



BILL TO

Beverly Beach Water District
PO Box 576
Newport, OR 97365

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2962	04/30/2024	\$4,700.00	05/30/2024	Net 30	

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Base fee for services provided in April 2024	1	4,700.00	4,700.00
				Subtotal: 4,700.00

BALANCE DUE

\$4,700.00