

**Beverly Beach Water District Minutes
Board of Commissioners Meeting
August 20, 2025, at 6:00 p.m.
Beverly Beach Water District Office**

Call to Order 6:01 pm

The meeting was called to order by President Kristen Milligan.

In attendance were Kristen Milligan, Kendra Holloway, Roger Rees and Leon Nelson.

Review/Approval of Minutes 6:03 pm

Minutes from July were reviewed and approved with changes: Kendra 1st, Roger 2nd and approved by all.

Change “dumping refuse” to “depositing sediment” in third line of fourth item.

Strike the words “on the wetlands area” in third line of fourth item.

Changed “Grims” To “Grimstead”.

President’s Report 6:08 pm

Kristen presented more in depth information concerning the 2 types of insurance: Liability and Fidelity Bonds. Our Liability is current but our Fidelity wasn’t. A temporary Fidelity was purchased to cover the rest of the year. Fidelity Bond coverage is for \$250K at a cost of \$950.00 per year

Issues concerning emergencies, trouble calls and locate requests were discussed.

First level calls should go to NWNW, including locate requests.

Second level calls and after-hours calls should go to TCB who might transfer them to NWNW.

Need to check with Leo.

6:15 pm: Topics for the next meeting include the ARPA grant and to extend use-date beyond Oct. 3rd, also concerning other funding that might be available.

6:17 pm: Information concerning SDAO services. 8 hours free consulting per year and 1.5 hours for board training. Kristen will be investigating.

6:20 pm: discussion concerning draft volunteer agreement finding it agreeable.

Motion: Kendra first, Roger second, approved by all pending Insurance approval.

Financial/Treasurers Report 6:22 pm (Roger reporting)

Streamline is getting paid annually, needs to be added to the spreadsheet which will need some time-wise adjustments.

The work on the roofs need to be categorized as a Capital Expense.

Motion (6:28 pm): Pay Northwest Natural Water bills; Invoice #7138 for \$8,028.97 for 06/30/2025 and Invoice #7494 for \$5,860.92 for 07/31/2025.

Kendra first, Kristen second, approved by all.

Motion (6:33 pm): Remove Tim Gross from all District Oregon Coast Bank accounts and replace with Roger Rees as new signatory to all District Oregon Coast Bank accounts
Kendra first, Leon second, approved by all.

Motion (6:36 pm): Remove Bayvue Bookkeeping Signatory from all District accounts
Kristen first, Roger second and approved by all.

Motion (6:40): Replace Bayvue Bookkeeping access with special permissions for necessary online banking services, such as transfers between accounts
Kristen first, Kendra second, approved by all

Motion (6:43): Special permissions for Bayvue Bookkeeping to be determined by the President and the Treasurer.

Kristen first, Kendra second, approved by all.

LB50 has been corrected by Roger, the County Treasurer has okay-ed and will send us a new version.

Water Plant/Distribution System Report 6:48 pm

NWMW is required to report monthly and will do so on the 10th of every month

Tim is working on the fire hydrants and needs to sign the volunteer agreement

NWNW should be conducting yearly flushing

Motion: Distribution lines should be flushed by the end of the year (in Nov. or Dec.)

Kendra first, Kristen second, approved by all.

Kristen and Leo will be overseeing sediment distribution with NWNW

NWNW should remove some of the sediment and fix the drainpipe for free

Continuing and New Business 6:56 pm

BBWD building and plant roofs are scheduled to be repaired in September

Dock repairs are to be conducted by Tim Gross

Need to continue working with SDAO training schedules

Community Engagement 6:57 pm (Kendra Reporting)

An accurate email distribution list needs to be put together

Updating mission statement

7:02 pm: Need to create a news letter with water tips, etc.

provide feedback to Kendra with ideas...

Working on neighborhood and community outreach

Notes 7:10pm

Roger mentioned that there is a small group doing emergency preparedness

which we should be participating with \

Kristen and Roger discussing NWNW providing leak, check and repair request forms.

Adjourn at 7:14 pm

Kristen first, Kendra second and approved by all

Respectfully submitted,

Leon Nelson