

**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 reserve fund).

Need a reserve 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