

Board Meeting February 9, 2010

Present: Roger Prowell, Tom Peachey, Ben Beseda, Marla Skroch, Rodney Peterson, Tom Ashmore, Mike Elmore, Gene Tobie, Lea Stephens

Guests: Jack Bartell

Meeting called to order at 6:30pm

Approval of January 12, 2010 minutes and consent agenda.

Public Comment: Jack Bartell attended the City of The Dalles meeting that adopted a new ordinance for sewer service in Chenoweth Water PUD's area. Jack's question was whether CWPUD would offer pertinent information or privacy act information to the City with this new ordinance. Roger took a copy of the ordinance and will contact Dave Anderson to discuss.

FINANCIALS:

Roger offered financials: The District took in approximately \$7K more in January 2010 than in January 2009.

The LGIP account is looking better this year than last year. Last year, within the first three months the District had to pull monies from the LGIP three different times. This year we were able to put money into LGIP. Per Lea's deposit from revenue today we will be depositing approx. \$8K tomorrow. Summary: Finances are in decent shape and looking good. Account balances in most of operating funds are less than 50% spent at this time in the budget year.

ENGINEER REPORT:

Nothing new development wise.

Ben is working on three matters for the District right now:

- 1) System Map upgrade
- 2) Water System Model: verifying pumps, well upgrades, hydrants, valves etc.
- 3) Master Plan

He is about ready to sit down and start reading and working on the Master Plan; greatly appreciated the data that the District has sent him and all the work in the field on hydrant flows and valve locations.

DISTRICT MANAGERS REPORT:

New hydrant in and up at 13th and Walnut. Staff made special effort to adhere to the safety regarding AC pipe including all the required Personal Protective Equipment/respirator/protective clothing. The cut out section was bagged and buried.

The guys are starting the process of color coding and numbering hydrants, based on flow rate. The guys are working with the Fire Dept. to make sure all tags will be color appropriate so at a glance one can instantly tell what the water flow will be at any given hydrant.

Aeration Basin done and ready. The crew laid epoxy – were very “safety conscience” during the process – now up and ready for water for the summer irrigation season on in the event of Well #4 failure.

The guys rebuilt the chlorinator at Well #5 as part of maintenance.

Maintenance on Allen Reservoir that will include moss removal, sealing and foundation cleaning.

The District will be getting a “portable meter tester” – should be here the end of this week. Hook it to a water spigot – meter reads x amount of gallons – will determine if meter is reading accurately or if the District is losing revenue due to inaccurate water flow. Meters are 10-11 years old – we will sample 10-15% of aged meters for percent of accuracy. Will fit meters into Ben’s Master Plan If the meters do not pass the percentage mark of accuracy.

We purchased rain gauges for customers to borrow – to educate themselves on water conservation, based on E.T. (Evapotranspiration) on turf grass – to determine if they’re watering too much or not watering enough.

Lea is working on data for the Master Plan; peak flows, average daily demand, average winter demand, average summer demand, many charts and graphs etc.

We had success in getting CCTP to pay nearly \$3K to bring accounts current, and have water turned back on.

Quickbooks and CUSI – getting balancing issue resolved. Depositing customer “service deposit” payments as separate transaction. Approximately 25 customers have deposits due them – we are working on a process to issue a credit to those customers, to apply directly to their water account. We will implement this process in a few months.

Water loss is at 23%. There are 4 possible reasons: leak, in-house data, meters slowing down and/or possible poaching.

We haven’t found signs of a poacher – nor have we found signs of a leak(s) however, water could be leaking and may never surface. We may be having issues with our compound meters or our older meters. We are working on looking into checking meters now. We researched the telemetry data and there doesn’t appear to be any discrepancy. There was approximately 3M gallons lost this month and roughly 1.5M is normal water loss.

When we do meter reads on February 22nd we will have data on handhelds, a written paper (hard) copy of the reads and will be inputting data on a spreadsheet for a triple check of the numbers. This redundant meter reading should tell us if we have issues with the billing software or lies in the distribution system.

It’s hard to determine how long a leak has been flowing and at what velocity. If it is determined to be a leak, we will be working a “midnight shift” while usage will be at a minimum to zero. If it’s in the software, it will be a much easier fix.

Roger has an appointment with Barrett Agency to inquire about part-time help in the office in the event the ladies are gone. Having a part time person would free up Nate or other field crew for

duties and work on the system. This part time person could free up Lea's time to work on long range project with Roger such as the Water Management and Conservation Plan.

RE: Unaccounted for water – Roger asked Tom A. if it was possible to get a monthly report from the Fire Department showing Chenoweth Water PUD water usage by the Fire Dept. – Tom A. will help to get process started. It was also stated that we have a plan of attack for finding out why our unaccounted for water is high these last couple months.

OLD BUSINESS:

Grants and Loans – Roger, Tom A and Marla S attended the SDAO Conference in Seaside. All agreed there were some great classes, wonderful speakers and superb talent!

A few good points:

- 1) There's still money out there for projects
- 2) Congress has not passed the 2010 nor the 2011 budget yet – monies tied up until budget passes
- 3) Pitch grants
- 4) Success in getting grants comes from the level of detail, charts, graphs and a good story of what we want to do and how it will improve the nation.
 - a. Evidence based grant: do the same thing that's been done 8,000 times
 - b. Demonstration grant: demonstrate problem of national concern – “want to throw \$'s on this problem and “this is what we think it is,” “this is what we will do,” and “we think this will work” sort of philosophy ---
 - i. Reservoir with lead based paint – a great project to begin with

It was stated at the conference “grant” class that there is more money for Demonstration grants than Evidence based grants. Also noted was the fact that the application is limited to 80 pages. Data to have for the application: local history, geology, and topography data – find out who will read your grant app – do your research! Also needed is a great mission statement – focusing on the mission, not the process.

NEW BUSINESS:

Marla noted the opening speaker at the SDAO conference stated that you shouldn't automatically say “we can't afford it” – what project do we want to do - look at the process – write it out on paper – look at the numbers – look at the grants available – what would it look like if we did it

She also noted that there will be a “revised” 801 Form for Workman's Comp out April 2010. She learned that you don't sign the form unless you see a doctor or need emergency care. An incident report was fine unless medical treatment was required. SDAO will be sending out packets to all members.

Tom Ashmore noted he'd taken the Internal Control class and one thing he learned was that the auditors should not be doing the journal entries – an outside person, board member or someone who knows how to do journal entries should be the one doing it.

Roger and Counsel discussed new leak policy for customers, with the Board. Policy attached. Marla made motion to adopt new policy – Mike 2nd to approve new Resolution #2010-01 – CWPUD Board of Directors Adopting Customer Leakage Policy.

RE Columbia River Bank becoming Columbia State Bank (CSB): Roger looked into local banks and credit unions for services offered. None of the banks and credit unions could offer what CSB offers – and since it has been a smooth transition, Chenoweth Water PUD will remain at CSB.

May have updated policy for next Board Meeting: SDC and meter hook up charges – when fees will be due. Purpose of the policy is to require all fees paid in full before water gets turned on.

TRAINING & SEMINARS:

OAWU: Sam and Nate will be attending the OAWU Conference in Bend. This is their first conference – they are both looking forward to going. Roger will be presenting his “Water Wolves” power point presentation here at the office March 2nd for the employees and again in March during the conference.

BOARD MEMBER COMMENTS:

Marla and Tom both noted they enjoyed the SDAO Conference and that it was wonderful to meet Susan Prowell!

Mike E asked if we’d had any comments from PMHA – Roger stated we had not, and that we may be doing some “dark of night” water studies and we would be notifying tenants at PMHA when the time comes.

With no further business, Marla made a motion to adjourn – Gene 2nd

Meeting adjourned at 7:40pm

Board Meeting minutes submitted

By: _____

Lea Stephens, Data Management

Approved as to content at regular meeting held March 9, 2010

By: _____

Tom Ashmore, President, Board of Directors