



PUD BOARD MEETING MINUTES

JULY 13, 2010

PRESENT: Tom Ashmore, Mike Elmore, Rod Peterson, Marla Skroch, Gene Tobie, Roger Prowell, Patsy Busick and Tom Peachey.

GUESTS: Mark Mauser and Larry Russ.

Meeting called to order at 6:30 pm by President Tom Ashmore.

Motion by Gene Tobie; second by Marla Skroch to approve the June 8, 2010 minutes and consent agenda. Motion approved 5 ayes, 0 nays.

PUBLIC COMMENTS: None.

FINANCIAL REPORT: Patsy Busick presented financial reports. With interest earned in June 30, 2010 of \$220.02 and money transfer from the CSB general checking account of \$15,000, less \$10.06 service charge, account balance was \$491,417.26. It was noted that an additional \$15,000 was transferred to LGIP from the CSB general checking account on July 12, 2010 bringing the balance to \$506,417.26. This last transfer brings the LGIP account into Board Policy minimum. As of June 30, 2010, Columbia State Bank account balance was \$32,555.73. The balances of the CSB SDC and Connections checking accounts are \$1,500. Financials were approved as presented.

ENGINEER OF RECORD REPORT: With the absence of Ben, Roger presented the Engineer of Record report in his behalf. Ben, in behalf of the District, provided a cost estimate of installation and SDC's to the potential vineyard developer for the property between Hwy. 30 and I-84 north of Chenowith Creek.. This was also related to the investigation discovery of the Hodges RV Parks waterline and hydrants.

Ben attended the funding meeting and system tour with Jeff Crowther, OAWU circuit rider. This generated additional discussion about attending the "one step meeting" in Salem to present a PowerPoint presentation to help in the communication process for seeking funding.

He also attended the meeting with Roger, Tom Ashmore, Mike Elmore and Tooley Water District's Board members regarding existing system condition, operation and annexation options.

Discussions, emails and hydraulic modeling information and data was sent to the developers and engineers working on the proposed addition to Sunrise Estates apartment complex.

Reviewed water right paperwork with Larry Toll received from OWRD and preparation of Curtiss Well cancellation notice.

A structural analysis of the Pomona shop mezzanine was performed with recommendation of strengthening the structure for specific weight limits.

Work on drafting, editing, emails and meeting related to the Water System Master Plan update. Review copy provided to the Board members for their review. With this review completed, Ben feels it is ready to submit to DWP to review. Mike Elmore asked what the next step is after review of the draft. Roger explained after making any recommended changes he would then request the Board to adopt at the next meeting.

Ben will be attending a city site team meeting this week regarding a proposal on the table for a Fred Meyer fuel stop on the corner of W 6th St. and Chenowith Loop Rd. He doesn't anticipate much water use potential and there is not a quick stop market in the proposal just a pay booth.

DISTRICT MANAGER'S REPORT: Roger presented his Manager's report:

Resolving the accounting process: The accounting difficulties have been pinpointed by the QB's consultant. The issue is the service deposits that new customers make when they sign for service. These deposits are technically not the District's funds. Traditionally, these deposits were merely placed into the main account. The solution is to establish a new checking account to isolated those funds. This amounts of about \$15K that will come from the CSB account and reduce available funds by that amount. On the upside, when deposits are returned, those monies will not come from the main checking account.

Lead and Copper results are in and we are well below any action level numbers.

We have documented, by letter from the Head of Region 10, EPA that we have 40/30 exemption for Disinfection by Products and no action is needed until 2013.

We have a new leak on Chenowith Rd. and Starlight Drive that we have called for locates and are organizing for attack. We will have to fill out another right of way form for the County and will not be a major traffic control event.

We have worked up a plan for the City of The Dalles to install a new hydrant at Astro Gas. We will not impact much of the pavement but anytime we dig in their right of way we have to communicate with their Professional Engineer. We took pictures of the area and used those to drive the communication.

Next major project is valve turning. This project will be much quicker this year due to previous work and do not have to count turns or do swing ties. We have a new electric valve turner machine as well.

Presented to Board were:

1. **Second Year Anniversary Highlights**

a. **Hardware side:**

- i. **Master Plan.**
- ii. **Hydraulic Model.**
- iii. **Water Rights. Great progress and some certifications in hand. Still have to do some flow measurement and will have Larry Toll document the certifications of well production.**
- iv. **Valves and Hydraulics are square.**
- v. **Telemetry and control are smooth.**

b. **Software side:**

- i. **All crew is either Certified or Certifications upgraded.**
- ii. **Better understanding of hydraulics in the system.**
- iii. **Crew is cohesive and team centered.**
- iv. **Budget is settled and on time and looks to the future.**
- v. **Good CCR (Consumer Confidence Report).**
- vi. **No on-the-job injuries.**

First year focus was source water/controls/hardware and wells and redundancy.

Second year focus was certifications, hydraulics and getting smooth in the field. This year will be to build first rate loan package/ PR/ information show; backflow program modeled after the City of The Dalles when its ordinance passed; get supervisory program in place; get the employee policy handbook updated and combined with new supervisory process; WMCP (a cut and paste show); smaller projects lined out and rolling; get Sunrise Estates negotiations process engaged; maintenance on facilities such as paint, roofing, etc.

OLD BUSINESS: Grants and loans update: Roger informed the Board that he and Ben will be attending a "one stop meeting" in Salem on August 10th.

Water Rights Updates: Roger explained to the Board in order to acquire a water rights cancellation for the Curtiss Well, an affidavit needs to be signed and notarized then mailed to the

Water Resources Department with a copy of the approved minutes approving the cancellation. Motion by Mike Elmore; second by Rod Peterson to direct Roger Prowell as District Manager to sign the "Affidavit For The Cancellation Of An Entire Water Right Certificate". Motion approved 5 ayes, 0 nays.

Tooley Water District Discussion: A meeting was held with Roger, Mike Elmore, Tom Ashmore, Ben Beseda and the Board of Directors of Tooley Water District in attendance. The topic of discussion was the options facing Tooley Water District to continue the operation of the water system. The recommendations that resulted from this meeting were presented at this time by Roger. Mike Elmore commented on the options ultimately concluding that the only option that Chenowith Water District could entertain would be to assist and lend resources to Tooley Water District in the event of a major problem with their system as part of the brotherhood of public water purveyors to maintain water quality and public health. Larry Russ, Board member of Tooley Water District thanked the Board of Chenowith Water and Roger for the time and efforts providing them with options and looking into the future. The other options that the District Manager presented were not cost effective.

NEW BUSINESS: Delinquency Policy revision: Roger explained to the Board that changes need to be made to the Delinquency and Shut Off Policy due to the fact that there is confusion in the due date of the water bills when the 20th of the month falls on a weekend. With the Policy revision this would clarify any misunderstandings. Motion by Mike Elmore; second by Marla Skroch to modify policy to read "Payment required by the 20th of each month to avoid late charge penalties. If the 20th falls on a weekend, the due date will be extended to no later than 3 PM, on the first business day following the weekend. Past Dues Notices are processed on the 20th after close of business and mailed on the 21st of each month or the first business day following the weekend, with balance due by last working day of the month to avoid further penalties. Door tags are delivered on the 4th working day of the month and enforceable by 1 pm on the 6th business day on the month. Owner will be responsible if tenant fails to pay water bill." Motion approved 5 ayes, 0 nays.

Hydrant Use Policy: Discussion was held in implementing a policy to provide water from a hydrant where water service has not yet been established or is not available. One example is when a contractor needs water for the construction of concrete foundations and another example being to fill the swimming pool at the fitness center. Mike Elmore recommended Roger check into other policies that are in place with the City of The Dalles and other agencies with same scenarios. Roger will present a draft of policy at next Board meeting for review and approval.

TRAINING SEMINARS & CLASSES: Nathan Pope and Sam Bishop will be attending a Mueller Co. hydrant training school in Portland on July 21st.

BOARD COMMENTS: Rod Peterson thanked Roger for putting together meeting with Tooley Water District's Board members and offering them some thought for resolutions to their issues. The Board as a whole commended Roger in a job well done on the Consumer Confidence Reports. They also congratulated Roger for his 2 years with the District and expressed their pleasure with his performance.

With no further business, motion by Gene Tobie; second by Marla Skroch to adjourn meeting. Motion approved 5 ayes, 0 nays.

Meeting adjourned at 7:39 pm.

Submitted By: _____
Patsy Busick, Admin./Human Resources

Approved as to content at regular meeting held August 10, 2010.

By: _____
Tom Ashmore, President
Board of Directors