



PUD BOARD MEETING MINUTES

MAY 10, 2011

PRESENT: Tom Ashmore, Mike Elmore, Marla Skroch, Gene Tobie, Rod Peterson, Roger Prowell, Patsy Busick, Tom Peachey and Ben Beseda Jeb Miller and Lea Stephens.

GUESTS: None.

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

Motion by Mike Elmore; second by Marla Skroch to approve the April 12, 2011 minutes and consent agenda. Motion approved 5 ayes, 0 nays.

PUBLIC COMMENTS: None.

FINANCIAL REPORT: Patsy Busick presented financial reports. With interest earned in April 30, 2011 of \$249.90, deposit of \$25,000 less \$10.16 service charge, the LGIP account balance was \$625,836.51. As of April 30, 2011, Columbia State Bank account balance was \$38,719.58. The balance of the CSB SDC checking account as of April 30, 2011 is \$12,208.98 and Connections checking account is \$9,008.07. The balance of the CSB Service Deposits account as of April 30, 2011 was \$16,805.42. Financials were approved as presented.

ENGINEER OF RECORD REPORT: Ben Beseda presented his Engineer of Record report.

He reported no new developments in the District.

Sunrise Estates Apartments Addition: Ben reported there has been some forward movement at the city planning office in the last couple weeks. The planner believes this may come up for building permit in the next month. They will keep the District in the approval loop. No permit will be issued without our concurrence.

Sagotech: This tech company is reopening their interest in the old Westgate Market. Ben has heard they intend to tear down the existing building and rebuild. It is suppose to involve 100-150 new jobs when complete and operating. No schedule at this time.

Second Street Project: Field survey work has been essentially completed. Ben is now working on the first run of the design. He anticipates review of the initial design with the District staff in the next couple of weeks. Also Ben met with ODOT permit representative regarding exploratory dig for Sixth Street end of Snipes Street I-84 cased crossing. There will be no problem with permit issuance. It may require minor traffic control on I-84 and will depend on the location of the casing end. Digging will first be outside of ODOT jurisdiction.

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

The highlight of the month was the Sanitary Survey/inspection that occurred on May 5th. The inspector was Michelle Byrd as most competent and professional person. I have been involved in 9 surveys during my time as a water manager and can say that this inspection was the most thorough inspection. She came equipped with a camera and flashlight and poked and looked into every aspect of our system. Highlights include:

- The single most important thing in this inspection was the Master Plan and it was obvious that she had spent many hours studying the document and her comments were:
 - Very well laid out document and the pictures were most helpful in visualizing how the system operates.
 - The water rights sections was outstanding.
 - The language was clear and clean and not cluttered with “consultantese”.
 - The history of the system was valuable to arrive at our major capital items and made sense.
 - Michelle was impressed with the Plan.
- The only field item out of place was a NSF sticker that should have been placed on the chlorine vessels, which actually is the responsibility of the vendor. She is investigating labeling concerns when we take chlorine from our big tank and pump it into smaller vessels for Fleck and LC3.
- Jeb and crew had each site looking perfectly squared away, freshly painted, cleaned and looking sharp.
- We had a great discussion on the merits of “kicking dirt” to create solutions to water issues. This was best exemplified at LC3 where we managed the source water side of the nitrate issue rather than just looking at the treatment process. Kicking dirt also played in the placement of concrete blocks to prevent alluvium for entering our vault. We place high value on communication.
- Our paperwork was excellent and we had addressed all the issues from the previous inspection nearly three years ago. Our Emergency Response Plan needs to be updated and I will create a new plan during the next month or two.
- During the review of our long term sampling protocols Jeb spotted a pathway that could be used to increased sampling time to 18 years and questioned Michelle about that. They had a good discussion and kudos for Jeb for getting into the details and putting questions to the regulator.
- We showed her the long spreadsheet we keep on system data to proved disinfection maintenance and that we had a map on the wall showing our sampling points for various protocols.
- She also like that we take more water quality samples than the minimum and collect the samples more than once per month and that our Coliform Sampling Plan could be used as a template for how to do a plan correctly.

We will apply for a longer term inspection schedule when she submits the final report. I do not foresee any issues with getting that task accomplished. From my personal point of view, this inspection showed all of our collective work has been fruitful.

In our exchange of emails Michelle said *“I can see the Chenoweth PUD staff take much pride and ownership in what they do for the water system and its customers”*.

We have had a couple blips/weirdness in the telemetry during the past few days.... A Well #4 ramp up/ramp down episode that was cured by rebooting the computer and shutdown of the entire telemetry system that turned all our screens off. We looked into the main control panel and found no lights were on and so we played with the backup power supply and hit the reset buttons and it came back on line. We envision we got a power surge and the failsafe mechanisms worked and shut it down before damage was created.

The City of The Dalles was on top of a serious sounding letter about groundwater quality as it related to the railroad tie site. The City was forthcoming with letters and data upon my request for data. Thanks to Mike for a heads-up.

We have attacked the large meter boxes in Pomona Meadows and replaced our plywood covers with standard meter boxes to ease citizen concern and safety and make visual improvements.

We have started to place some decorative rocks, including a glacial erratic from Allen Reservoir (a fine grained granite) to start the landscape project around the office site.

The office staff have spent considerable time in getting the numbers ready for this evening discussion. Please note that there are fresh and corrected amounts in the proposed budget.

We have put another 20K into LGIP this month.

Our mission for the next six weeks is to get the CCR created and mailed and update our website.

OLD BUSINESS: Roger presented in detail the 2011-2012 proposed budget to the Board of Directors.

Motion by Marla Skroch; second by Rod Peterson to accept the 2011-2012 budget as proposed. Motion approved 5 ayes, 0 nays.

NEW BUSINESS: Engineer of Record contract was presented to the Board for discussion. Motion by Mike Elmore; second by Gene Tobie to enter into a contract with Tenneson Engineering as Engineer of Record. Motion approved 5 ayes, 0 nays.

TRAINING SEMINARS & CLASSES: Jeb Miller will be attending “Governing Basics & Beyond” on June 2nd and “Leadership: Focusing on Leading in Turbulent Times” on June 21st & 22nd. Both are through the League of Oregon Cities.

BOARD COMMENTS: Mike Elmore encouraged Roger to write an article for publication regarding the LC3 project. Roger agreed to check with the “Pipeline” newsletter to see if they would be interested in printing such an article.

Rod Peterson thanked Ben and the entire staff for a job well done.

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

Meeting adjourned at 8:23 pm.

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

Approved as to content at regular meeting held June 14, 2011.

By: _____
Tom Ashmore, President
Board of Director