

**MINUTES FROM THE REGULAR BOARD MEETING OF THE  
BARLOW WATER IMPROVEMENT DISTRICT**

March 13, 2021

The Barlow Water Improvement District (BWID), an Oregon Corporation, organized pursuant to ORS Chapter 65; operating as a nonprofit water improvement district pursuant to ORS Chapter 554, holds this regular membership meeting at our shop on the water tower lot located at 106A N Morrow Road in Pine Hollow on this 13th day of March, 2021.

Chairman Larry Warren called the meeting to order at 8:59am. Directors present: Larry Warren, Rob Copher, Steve Gordon, Kim Schlaht, Davon Hodgen and Denise Copher. James Birchfield was absent. Also attending was Office Manager Dawn Denney and Water System Operator Don Veenker. There were no members in attendance.

Minutes from the BWID meeting held on February 27, 2021 were reviewed. Kim motioned to accept the minutes. Steve seconded the motion, which was approved by all Board members present.

Steve read the financial report for February 2021. Rob motioned to accept the financial report. Kim seconded the motion, which was approved by all Board member present. The financial report is attached as a separate document to these minutes.

Larry stated the RFPs for Eagle Point will be mailed out soon. Once we get the bids back, Larry and Dawn will draft a letter to USDA to request the use of some of the funds from the Debt Service Reserve account. Larry suggested all meters on Eagle Point be replaced. Davon asked Don how many meters he had in stock. Don said there are not many. We need to order more meters and include that cost in the amount we are requesting to borrow.

Don read the system report for February. The system report is attached as a separate document to these minutes.

Larry asked Don to call Portland Engineering to find out when they will be here to review the SCADA and ask them what type of computer we need to buy so they can set it up when they arrive. Don said he would call them on Monday.

Don handed out an enabling authority in reference to backflow testing and advised that the Board needs to vote on it. Rob said there is a larger component to this which requires us to have a plan in writing. Larry asked Dawn to work with Rob on getting a plan in place. Rob suggested Don get in touch with our local water companies to find out what their processes are when communicating to their members. We need to come up with a solution on how to present this to our members.

Larry continues to work on a grant for a new generator for the District. Our sub application has been approved. It is now in the hands of the grant writer. Wamic Water would like to have our old generator once we get the new one. They are willing to come get it. Larry has given up on the USDA grant for the new building, but plans to pursue a grant for a new backhoe. SDAO has recently notified us of an American Rescue Plan

with relief dollars that we may be entitled to for infrastructure an premium pay up to \$13/hr to essential workers. Dawn will check into this to find out if we qualify.

A building kit quote and office layout was handed out. Larry explained that the price of the building kit continues to rise. Steve motioned to order the building kit. Rob seconded the motion, which was approved by all members present. Larry will order the building on Monday. The construction contract has to go out to bid.

Rob spoke to Darrin at Tenneson Engineering. We now have all of the Eagle Point documents electronically. We must include inspections as part of our construction schedule and require a representative from Tenneson to show up when it's time for inspection. They have to witness all parts of construction, including the pressure test and chlorination.

We need to have 2-3 people that we can call on to assist Don with spotting, traffic control and any other project where more than one person is needed. Don also needs to train someone as his backup. Each applicant needs to submit a resume and an application and will need to undergo a background check. We need to make a determination by May 1, 2021 of the rate of pay for the backup/seasonal operator(s).

Water rates were discussed. Steve motioned to change tier 3 maximum to 100,000 gallons. Tier 4 starts at 100,001. Davon seconded the motion, which was approved by all Board members present. This will be effective June 1, 2021.

Road repairs were discussed. Many of our valve cans are above grade, which presents a hazard, especially during snow plowing season. Some ideas were raising bills by \$3.00 for emergency repairs or \$5.00 for more extensive road repair. The Board also discussed placing this on the ballot for a vote. It was decided to strike the previous motion to change tier 3 maximum to 100,000 gallons and start tier 4 at 100,001 gallons. Steve motioned to raise the rates by \$5.00 and open a new account to house those funds. Kim seconded the motion, which was approved by all Board members present.

Larry asked Don for a list of all valves in an Excel spreadsheet. The valves should be numbered, include the area of control, whether they are above or below grade, the condition of the valve and a spot for notes about the valve. He asked that Don have this spreadsheet done by March 18, 2021 at Noon.

The goal is to place markers at a 90 degree angle and have this project completed by July 1, 2021 so we can start working on emergency repair of our roads.

Larry asked Don to create a library of reports such as shut off notices, boil water notices and incident reports to put it in a binder by June 1, 2021.

We were advised by our attorney that all of our motions needed to be assigned a resolution or ordinance and have a numbering system be put in place. Colleen pulled out all motions from meetings dating back to 2017. Kim then created a numbering system and assigned each resolution a number. This document was handed out at the meeting. Steve motioned to accept Kim's document as is. Rob seconded the motion, which was approved by all members present.

Steve motioned to approve the following purchasing authority:

- \* Up to \$500 for Don Veenker
- \* Up to \$1,000 for Dawn Denney
- \* Up to \$5,000 only requires one officer approval
- \* \$5,001-\$10,000 requires two officer approvals
- \* \$10,001 to \$50,000 requires three officer approvals
- \* \$50,001 and above requires the entire board  
(Officers are the Chairman, Vice Chairman, Treasurer and Secretary)

Rob seconded the motion, which was approved by all Board members present.

Questions/Comments:

The regular meeting was adjourned at 11:30am.

**THE NEXT MEETING IS SCHEDULED FOR SATURDAY, APRIL 10, 2021** at the Barlow Water Shop at 9:00am.

We, the directors of the BWID, do jointly and individually concur in the foregoing, and acknowledge that the foregoing occurred at this meeting held on March 13, 2021. Reviewed and approved during the April 10, 2021 meeting.

Motion to accept: \_\_\_\_\_  
Seconded by: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Board Members Present