

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

June 11, 2022

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 annual membership meeting at our office conference room located at 106A N Morrow Rd in Pine Hollow on this 11th day of June, 2022.

Chairman Kim Schlaht called the meeting to order at 9:00am. Directors present: Kim Schlaht, Steve Gordon, Davon Hodgen, James Birchfield and Melanie Birchfield. Rob Copher and Steve Ferrell were absent. Also attending was Office Manager Dawn Denney and Water System Operator Don Veenker. Members in attendance were Steve, Melissa and Hudson Frost.

Minutes from the BWID board meeting held on May 14, 2022 were reviewed. James motioned to approve the minutes. Steve G. seconded the motion, which was approved by all board members present.

Steve G. read the financial report for May 2022. James motioned to accept the May financial report. Davon seconded the motion, which was approved by all board members present. The financial report is attached as a separate document to these minutes.

Don read the system report for May 2022. The system report is attached as a separate document to these minutes.

The updated budget that Steve G. produced was presented to the board. Davon motioned to approve the budget. James seconded the motion, which was approved by all board members present.

The spending authority was reviewed. Steve motioned to change the spending authority as follows:

Up to \$500.00 – Don Veenker

Up to \$1,000.00 – Dawn Denney

\$1,000.01 to \$5,000.00 – Requires two board member approvals

Over \$5,000.00 – Requires a quorum of the board (4 board member approvals)

Davon seconded this motion, which was approved by all board members present. This authority is for purchases, not for normal, routine invoices.

Don and Ron Peper began installing the security cameras. They ran out of cable. Don has purchased more cable and larger staples. Don still needs to install the cameras and Ron needs to put ends on the wires.

The road signs and valve markers need to be installed as soon as possible before the ground gets too dry. Don will order the signs from the county and plans to get both of

these projects done soon. He has a new water service to install on County Rd, which takes priority. He still needs to get the permit before starting on this installation.

The cleaning schedule for the porta potties was discussed. Kim asked Don to check the porta potties every other Monday to ensure they are being cleaned.

Dawn presented John McElheran's quote for the Eagle Point project to the board. Don said Delco Excavation would also like to bid on this project. Dawn will print the request for bid today so Don can provide it to Delco. Kim asked if we had the funding. Steve G. said we do and we should get this project completed this year.

Kim asked what else is left to wrap up the new building. Don said the county still has to give us occupancy. The county also needs to determine if we need a handicapped spot. Don still has to install sprinklers, plant grass and get the gravel finished. Kim asked Don to follow up with the county.

Questions/Comments:

Steve and Melissa Frost had a leak, which resulted in a large water bill. They requested a reduction in their bill. Dawn said there were two other customers who had leaks over the Winter that wrote letters requesting a reduction in their bill. After some discussion, the board agreed to recalculate the bills using the lowest rate of \$.40 per 1000 gallons. Dawn will refigure the bills and contact each customer.

Steve G. told Don he called him three times and left a message with no call back from Don. He asked Don to check his messages frequently.

The meeting was adjourned at 9:56am.

THE NEXT MEETING IS SCHEDULED FOR SATURDAY, JULY 9, 2022 at the new Barlow Water Office 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 June 11, 2022. Reviewed and approved during the July 9, 2022 meeting.

Motion to accept: _____

Seconded by: _____

Approved by: _____ Board Members Present

Financial Report			
Barlow Water Improvement District			
For Period Ending June 30, 2022			
	<u>Current Month</u>	<u>Last Month</u>	<u>YTD</u>
Total Revenues	\$41,529.00	\$32,740.00	\$389,940.00
Less Expenses	\$32,136.00	\$23,644.00	\$334,900.00
Plus Interest Income	\$1.00	\$1.00	\$86.00
Net Income	\$9,394.00	\$9,107.00	\$55,126.00
Water Sold to Contractors	150.00	0.00	150.00
Base Amount Billed	\$34,351.59	\$32,466.00	\$372,875.11
Interest Billed	\$67.43	\$71.94	\$833.15
Penalty Billed	\$125.00	\$132.50	\$1,680.00
Cash & Accts Receivable			\$237,095.00
Total Assets			\$2,582,869.00
Total Cash Available- Chkg / MMA / Petty Cash Per Maddie's Report			\$128,254.70
Cash & Receivables			
Per Maddie's Reports			6/30/2022
Checking (Operations)*			\$44,762.56
Backup Checking Account (Reserve)*			\$83,357.15
Debt Service Reserve Account (Final Loan Payment)			\$71,552.16
Depreciation Reserve Account*			\$10,613.07
Petty Cash			\$134.99
* Total available for capital improvements: \$138,732.78			
Total Cash on Hand			\$210,419.93
Receivables (As of 07/08/22)			
# of days Past Due	Amount	Total # of Accounts	
61-90	\$148.10	1	
91-120	\$0.00	0	
121 +	\$0.00	0	
Payment Plans	\$0.00	0	
Medical	\$0.00	0	
Total	\$148.10	1	
Liens	\$3,643.36	4	
Motion			
Second			
By			

Barlow Water Improvement District System Report For May 2022

May 2022 Water Pumped - Physical readings taken on 05/26/22 (from 04/28/22).

Well #2 – Not in operation during this period.

Well #4 – 1,592,604 gallons – 195.30 hrs – 136 gpm

Well #6 – 746,342 gallons – 51.40 hrs – 242 gpm

Well #7 – Not in operation during this period.

Total - 2,338,946 gallons – 246.70 hrs

Average daily use – 83,533.78 gallons (28 days)

Energy Cost May 2022 – \$1,610.10- KWH 10,296. Demand charges- \$286.21 (well #4) and \$230.06 (well #7)

Average daily use May 2021 – 198,127.42 gallons (28 days)

Energy Cost May 2021 - \$1,776.78 – total KWH 17,325 (demand \$266.77) (well #6)