

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

Aug 12, 2017

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 regularly scheduled membership meeting at the Wamic Rural Fire Protection District community room located at 11 South County Road, Pine Hollow on this 12th day of August, 2017.

Daily Holman opened the meeting at 9:00am. Directors present: Daily Holman, Larry Warren, Davon Hodgen, Steve Gordon and Frank Veenker. Gary Olin attended the meeting by phone. John McElheran and John Herlocker were absent. Also attending was Dawn Denney, Office Assistant. Member Mary Veenker arrived at 9:47am.

Minutes from the previous BWID regular meeting held on July 8, 2017 were reviewed. Gary had a question about item #11 on page 3 and whether BWID is responsible for the \$250.00 cost for the line to go to the second property on Frontage Rd. Dawn and Daily both agreed to review the Rules and Regulations to determine who is responsible. This will be discussed at the next meeting. Steve motioned to approve the minutes. The motion was seconded by Frank and approved by all Board members present.

Gary asked if we have received any bids regarding the audit. Dawn advised that only one company (Pauly Rogers) has responded to the RFI. When asked what their bid was, Dawn advised that there is no set bid, rather an hourly rate. The Board discussed putting a not to exceed clause in the contract if we use Pauly Rogers. The Board also decided to wait until the deadline to decide which company to use.

Financial report presented by Daily:

	<u>Current month (to 07/31/17)</u>	<u>Fiscal Year</u>
Total Revenues	\$29,056	\$29,056
Less Expenses	\$20,999	\$20,999
Plus Interest Income	\$ 18	\$ 18
Net Income	\$ 8,075	\$ 8,075

Current Accounts:

- Service-505
- Capital-17
- Commercial-2

Cash and Accounts Receivable	\$ 246,942
Total Assets	\$2,977,313

Dana's Report (06/30/17)

US Bank USDA Imp Proj Pyt Acct	\$ 3.28
WA Fed Savings USDA Debt Svc Reserve	\$138,956.81
Depreciation Reserve	\$ 1,153.00

Cash Available for Expenses

US Bank Checking Account	\$ 40,829.60
US Bank Money Market Account	\$ 32,318.35
Petty Cash	\$ <u>52.52</u>
Subtotal Available for Expenses	\$ 73,200.47
Total Cash on Hand	\$213,313.56

Receivables (As of 08/11/17)

Number of Days Past Due	\$ Amount	Total Number of Accounts Per Category Shown
Current 0-60 Days	Not Reported	
61-90	\$ 169.41	1
91-120	\$ 288.18	1
Over 121	\$ 0.00	0
Payment Plans	\$ 882.99	4
Medical	\$1,470.84	1
Active Property Liens	\$ 867.57	1
Total	\$3,678.99	8

Amount billed in July (includes interest & penalty)	\$28,810.37
Payments received in July	\$27,062.61

Daily asked Dawn to add the active lien amount to the financial report. Larry motioned to approve the financial report as corrected. Davon seconded the motion, which was approved by all Board members present.

System/Office Report by Daily:

1. July 2017 Water Pumped: *Note: All values are representative of actual meter readings taken on 07/31/17.

Well #2	–	2,934.839 gallons	–	588.2 hrs	–	83.15 gpm
Well #4	–	No operation during this period.				
Well #6	–	1,393,404 gallons	–	103.0 hrs	–	225.5 gpm
Well #7	–	<u>5,643,065 gallons</u>	–	<u>466.7 hrs</u>	–	<u>201.5 gpm</u>
Total:		9,970,858 gallons	–	1157.9 hrs	–	40,345 KWH

June 2017 Total – 8,101,869 gallons – 996.5 hrs
July 2016 Total – 10,114,339 gallons

Daily asked that John provide a comment regarding our system loss that is reported to USDA. *Initial numbers indicate our system loss is estimated at 7%. Typically if system loss is in excess of 11%, known operational deficiencies exist and the system should be examined to correct the operational issues.* Daily said he has instructed John H. to continue to take gallons pumped, pump run times and KWH used readings at each well once a week for a year. This will give us an idea of how much water we use week by week. The water reporting will remain in the works and we should have a better handle on the data by the next meeting.

2. Energy Costs for 06/28/17-07/28/17: \$3,837.44. KWH from Wasco Electric was 40,345. Daily said that he asked John H. to take the KWH readings at the wells each month so we can compare it to Wasco Electric's readings. Gary expressed concern with the power readings for wells 4 and 6. He thinks Wasco Electric may not be getting the correct readings. Gary thinks we should go back to two power meters, rather than one. He would like to meet with John H. and run some tests.
3. Monitoring of system use and operation by John H.
4. John H. spoke to Wasco County and has questioned their direction to perform a partition and the need for a survey. The interior lot was created by deed and the previous recommendation by counsel suggested a quitclaim deed. After some discussion, the Board decided this issue should no longer be pursued.
5. Continued the use of pressure monitors at sites on Meadow Ct, Mike Rd and Lakewood Rd for Tenneson Engineering data collection.
6. John H. prepared and mailed the annual audit RFPs to potential auditors.
7. Drone inspection is scheduled for the afternoon of 08/15/17.
8. John H. is waiting to hear from the Regional Coordinator about our technical assistance grant regarding amending context and intent to fit objective of grant.
9. John H. has performed numerous locates. Daily asked that John H. indicate the total number of locates for the month on the agenda and who they are done for, i.e. contractor, power company, etc.
10. John H. is waiting to hear back from The Automation Group on scheduling of a survey of the telemetry system. Steve stated he is in favor of getting rid of the telemetry system. Daily is in favor of fixing it, but thinks we should put it on the back burner for now and use the numbers we get from the wells. Gary asked Dawn to research why it is taking so long to get TAG scheduled and report back to the Board.
11. The installation of the circuit protection from the generator is complete. Daily said he thought an electrical plug was supposed to be put in the CL2 shed, but during a recent tour, he noticed it had not been done yet. He said the fumes from the CL2 are bad and John H. needs to get a fan in there as soon as possible.
12. John H. submitted WamPinRock article.
13. John H. replaced a faulty angle stop valve at 325 Davis Rd.
14. Gary wanted to revisit item #5 from the May meeting minutes. Larry had brought up John H. developing a procedure for a long term generator test. Now that the wiring is up to speed, Gary said we need to get going on this. Larry suggested October as a good time to do the test, so a procedure needs to be written as soon as possible.
15. Frank mentioned that he received a complaint regarding the fire hydrant testing washing away the gravel on the road.

Safety:

1. John H. checked all eyewash stations.

Old Business:

1. The Fire Department water fill facility is on hold until September.
2. Water Rights - John H. received notice of advertisement and is waiting for the period to end before the cancellation is issued.
3. Diesel Pump – The pump has been delivered to the fire station.
4. Articles of Correction/Incorporation – filing with County has not progressed at this time.
5. New Membership – We would like to meet in the next couple of weeks with two Board members for their review and recommendation to the Board.

New Business:

1. New roof on Wellhouse #4 – John H. has a bid from Basil Beeler and is looking for another contractor to give him a bid. He has asked for suggestions from the Board. The Board suggested either Little Rock or Nordquist.
2. Painting of well houses – John H. has asked for suggestions on a color. The Board decided on light blue (similar to the bottom of a swimming pool) to indicate water.
3. Temporary Operator/Backup for John H. – Daily reported that John M. has been very busy and is not available to serve as backup to John H. at this time. Daily has asked the Board for approval for John H. to train Don Veenker before the end of the year for a period of one month. The hourly rate would be \$24.31 (the same rate John M. earned). Don lives in Pine Hollow, but he works in Portland 3 ½ days a week. Don would be available on Thursdays, Fridays and Saturdays and could serve as a fill in when John H. is not available and could also perform contract labor. Daily took Don on a tour on 08/11/17, which lasted approximately three hours. The Board was asked to vote to approve the training of Don Veenker, to pay him an hourly rate of \$24.31, with no benefits, and to pay him for the three hour tour. Larry motioned to approve, Steve seconded the motion which was approved by all Board members present, with the exception of Frank Veenker, who abstained from voting due to conflict of interest.
4. During the tour Daily and Don took on 08/11/17, the new door that was purchased for well house #2 was reviewed. Daily said the door needs to be returned. There is nothing wrong with the current door. It just needs to have a deadbolt installed and be properly trimmed inside. Don also advised Daily he could repair the roof on well house #4 in about a day and for under \$1,000.00. He said he could remove the tin, put felt paper down, add new tin and put a snow fence in. Daily said we need to put this topic on Old Business for discussion at the next Board meeting.
5. Gary suggested we schedule a tour as part of a Board meeting.
6. Larry proposed that one or more of the Board members learn how to turn the generator and pumps on and off in case of emergency.
7. Daily said that Dana is having a difficult time getting the monthly reports to us in a timely manner due to the timing of the deposits. Steve, Larry and Frank all said they would be willing to make a deposit on their trip to town. Dawn will notify the Board a few days prior to a deposit needing to be made.
8. A leak has been discovered on Molly Ann. Daily has instructed John to check on this first thing Monday morning.
9. Dawn advised the Board she would be on vacation beginning on 08/29/17 and returning on 09/05.17. She will also be on vacation on 09/11/17 and will not be able to attend the September Board meeting.

The regular meeting was adjourned at 11:09am, followed by an executive session.

Open meeting was re-convened at 12:05pm and then adjourned immediately.

THE NEXT REGULARLY SCHEDULED MEETING WILL BE ON September 9, 2017
in the WRFPD community meeting room at 9:00am.

If Board members need to call in, please make advance arrangements with John H. The Conference Call information is: Dial 541-544-2920.

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 August 12, 2017.

Reviewed and approved during the September 9, 2017 meeting.

Motion to accept: _____

Seconded by: _____

Approved by: _____ Board Members Present