

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

November 11, 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 11th day of November, 2017.

Daily Holman opened the meeting at 9:00am. Directors present: Daily Holman, Gary Olin, Davon Hodgen, Steve Gordon, John McElheran and Frank Veenker. Also attending was Don Veenker, Temporary District Manager and Dawn Denney, Office Assistant. Larry Warren was absent. Frank left at 10:23am. Members in attendance were Mary Alice Jackson, Sandi Chamberlain, Roberta Holmes, Al Wilkinson, Betty Wilkinson, Kim Schlaht, Bill Aarnio, Carol Aarnio, Loretta Soria, Chris Penman, Crystal Varisco, Jeannie Gordon, Jack Archer, Anna Nolen, Chris Beeler, Jon Palmer and Sherri Kenyon.

Minutes from the previous BWID regular meeting held on October 14, 2017 were reviewed. Gary had a correction on page 3. The KWH totals should be 22,729 instead of 19,226. Gary motioned to approve the minutes as corrected. The motion was seconded by John and approved by all Board members present.

Financial report presented by Steve:

	<u>Current month (to 10/31/17)</u>	<u>Fiscal Year to date</u>
Total Revenues	\$36,507	\$128,510
Less Expenses	\$23,709	\$ 95,114
Plus Interest Income	\$ 18	\$ 72
Net Income	\$ 9,816	\$ 33,468

Current Accounts:

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

Cash and Accounts Receivable	\$ 258,246
Total Assets	\$2,888,287

Dana's Report (10/31/17)

US Bank USDA Imp Proj Pyt Acct	\$ 3.29
WA Fed Savings USDA Debt Svc Reserve	\$142,562.18
Depreciation Reserve	\$ 1,153.00

Cash Available for Expenses

US Bank Checking Account	\$ 49,691.39
US Bank Money Market Account	\$ 32,318.74
Petty Cash	<u>\$ 52.52</u>

Subtotal Available for Expenses	\$ 83,062.65
Total Cash on Hand	\$225,781.12

Receivables (As of 11/10/17)

Number of Days Past Due	\$ Amount	Total Number of Accounts Per Category Shown
Current 0-60 Days	Not Reported	
61-90	\$ 438.19	3
91-120	\$ 527.44	2
Over 121	\$1,116.27	3
Payment Plans	\$ 93.45	1
Medical	\$	0
Active Property Liens	\$2,460.11	2
Total	\$4,635.46	11

Amount billed in October - \$33,150.09
(includes interest & penalty)
Payments received in October - \$35,702.78

John M. motioned to approve the financial report. Davon seconded the motion, which was approved by all Board members present.

System/Office Report by Don:

1. October 2017 Water Pumped: *Note: All values represent physical readings taken on 11/01/17.

Well #2 – not in operation in October
Well #4 – 2,034,868 gallons – 245.76 hrs – 138 gpm
Well #6 – 94,691 gallons – 7.05 hrs – 224 gpm
Well #7 – 652,306 gallons – 46.86 hrs – 232 gpm
Actual total: 2,781,865 gallons – 299.67 hrs – 9170 KWH

Average Daily Use: 81,819.56 gallons (34 days)

September 2017 Total – 6,336,911 gallons – 669.80 hrs – 22,729 KWH
October 2016 Total – 1,876,000 gallons – 222.9 hrs

2. Energy Costs for 09/28/17-10/28/17: \$1,522.73. KWH from Wasco Electric was 9170. John M. suggested that when we get closer to Summer, we need to schedule the correct order of pumps to save money. The Board requested that Dawn put comparisons of energy costs from the previous year on future agendas.

3. Monitoring of system use and operation.

4. There is a leaking fire hydrant on Sentosa that has been going on for a long period of time. John M. told Don he could show him how to fix it if he needed his help. Daily suggested Don find out if he needed to be certified to repair the leaking fire hydrant since it involves fire suppression.

5. The telemetry system is working again. Two items contributed to the system not working. The radio was unplugged at well house #7 and the power strip in the office was turned off.
6. Locates – 3 for contractors and 1 for BWID.
7. Weekly gallons/hours/KWHs totals and static tests. Don will track these weekly on the same day of the week and same time of day. Gary asked Don to email them to the Board each week so he can continue his study.
8. All BWID locks have been re-keyed.
9. Don repaired the CL2 pump. The chlorine level should be at .20 ppm to disinfect.
10. Don relocated some unneeded supplies from well house #2.
11. Don insulated well house #2. He thinks we should sheet the outside as the blocks are cracked. John M. suggested we replace it with a stick frame. The temperature on the heaters will be set at 40 degrees, rather than 60-65 degrees as in the past. This will save on electricity costs.
12. Don repaired the roof on well house #4. John M. suggested we do an evaluation of all well houses to see what needs to be done at each location.

Safety:

1. Fire extinguishers – Don will get them the next time he is in town.
2. SDIS Loss Control Plan from last month's agenda – There is a lack of information available. John M. asked Dawn to call or go online to find out what, if anything, we need to do.

Old Business:

1. Well #3 Water Rights Cancellation – completed. We can proceed to remove pump and motor from well #3 and grout and seal well #3 and well #5. John M. said we can then clean the lot at well #3 up and possibly sell the property. For now it can be used as storage for our tools.
2. Recording of Articles of Incorporation, District Boundary map and Corrected Articles of Incorporation – Dawn was asked by the Board to follow up with Tenneson Engineering and report at the next meeting.
3. Andrews properties – Do they need to complete an off project water user agreement? Addresses were assigned by John as 15, 25 and 35 S. Pine Hollow Access Rd. After some discussion, it was agreed that because these lots are not outside of the BWID boundaries, they do not need to complete an off project water user agreement. John M. asked Dawn to ensure the lot numbers are not already being used.
4. Archer/Nolen refund – How much? After some discussion, John M. motioned to refund \$680.00, plus any additional overcharges to them. Steve seconded the motion, which was approved by all Board members present. The \$680.00 will be recovered when the purchaser of their second property hooks into our system. An additional \$100.00 for unknown charge and \$50.00 for overpayment will also be refunded.
5. Have the four new services been set up in our billing system (CBSW)? Dawn to get this done as soon as possible.
6. Item (O) from the agenda was moved up as Frank had to leave. Can the Parks & Recreation account be free? After some discussion, Dawn was asked to contact USDA to find out if we can make this exception. We may need to change our Rules and Regulations. Daily volunteered to write the change to the Rules and Regulations. Don was asked to pick up the cones and put bark dust around the meter.
7. Discussion on owners vs. renters in CBSW – The owner is ultimately responsible for the water bill. Dawn was asked to ensure the owner of each property is being billed,

- rather than the renter. It was brought up that the ORS law needs to be included on the door shut off posting. Don said he will check into this.
8. Tenneson Engineering 20 year plan – Don said he needs to figure out where John H. installed the pressure monitors. Daily said Tenneson can possibly send someone out to help locate them.
 9. Status of Technical Grant request – Dawn will follow up with Carolyn Meece. John M. said he has a friend that is a grant writer and can possibly help us with the verbiage.
 10. U.S. Cellular – Can we cancel the District's cell phone and use Don's phone? John motioned to cancel U.S. Cellular account and use Don's phone and give him \$30.00 per month toward his bill. Steve seconded the motion, which was approved by all Board members present. Dawn will inform Dana.
 11. USDA loan update – Dawn provided a handout with the current loan balance. Since Larry has been the one asking for this, Dawn will scan and email the handout to him.
 12. Discussion by Gary on well/pump evaluation program. Gary said we now know which wells are more efficient. There are still some numbers missing from 2015. Gary will continue to look for these missing numbers. Gary indicated we are at approximately a 10% loss. He said we need to stay on top of the static tests every week.
 13. Has Darrin been contacted about our easements? Gary said he would contact him to ask about the easements and invite him to our next meeting to give us an update on the 20 year plan.
 14. Status of emergency generator test procedure – Don to take care of this. It was suggested he take the tank level down to 7 feet to perform test.
 15. Status of BWID Facebook page – Should we continue? John M. motioned to get rid of our Facebook page, which was seconded by Gary and approved by all Board members present.
 16. Fire Department fire fill – Don to get with Bill. Daily wants it in by fire season.

New Business:

1. Newsletters, minutes and drone inspection – posting to website. Daily said he would write the newsletter until Don is up to speed. Roberta volunteered to stuff envelopes. The Board asked Dawn to attempt to locate the drone inspection video so it can be posted on the website. Dawn will send the latest minutes to Steve V. to post on our website.
2. Contract for annual inspection of Cathodic Protection at water tower – Dawn was unable to locate any information about this test. John M. said it is possible we will get a notice when it is time for this inspection to be done.
3. Audit outcome – It is almost complete and the numbers look better than last year.
4. Rate schedule updates – Daily had a handout with proposed changes for Board members to review. Steve motioned to accept the fee schedule. John seconded the motion, which was approved by all Board members present.
5. Operations Manual – per diem needs to be added. Dawn will confirm the per diem and if there are any thresholds and provide to Daily. Daily said he will present changes at the next meeting for the Board to vote on.
6. Roof needs to be replaced on well house #2. Don said he will take care of this, as well as the roof on well house #4 in the Spring.
7. New computer has been ordered for Dawn. It arrived on 11/10/17 and Ron Peper will take care of the installation.
8. Truck trade-in – Don said the truck gets horrible gas mileage and he suggests we trade it in for a more economical vehicle. Possibly a van, so the tools can be covered. Daily wants to put this on the back burner until Spring.

9. Status of Technical Assistance Grant Request – Dawn to follow up with this.

Q&A:

- * Mary Alice asked if some gravel could be brought in to her property to fill in around her meter where John H. dug to locate the leak in January. Daily told her absolutely! Don will take care of this as soon as possible.
- * Chris Beeler asked if we are hiring Don to take John Herlocker's place. Daily explained that we are going to be posing the job soon and the Board will make the decision on who to hire based on the applicants and their experience.
- * Chris Beeler asked if there would be a conflict of interest with Frank being on the Board. Daily advised her that if Don is hired permanently, Frank will step down.
- * Chris Beeler asked the Board if they feel comfortable with the way things happened with John H. Daily explained to Chris that the Board has tried to work with John for over three years and only has the best interests of the District.
- * Chris Beeler asked the Board if they are doing the executive sessions correctly. The answer is yes.
- * Chris Beeler asked the Board about the incident on Frontage Rd where Delco dug and tapped into the main line. Daily explained the situation in detail and said he would take full responsibility if there is ever a problem at this location. John M. explained that John H. had OK'd the setup and the job had been completed before John H. called Tenneson Engineering.
- * Sandi Chamberlain asked if the rumor she heard was valid that the Board had outsourced the BWID budget. Steve Gordon replied that that is simply not true.
- * Bill Aarnio commented on the Board's executive sessions. He said by law, the agenda has to state what will be discussed in the executive session.
- * A member asked if we had a licensed operator. Daily explained we are currently using Chris Randall.

The regular meeting was adjourned at 12:21pm. There was no executive session.

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

If Board members need to call in, please make advance arrangements with Dawn. 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 November 11, 2017.

Reviewed and approved during the December 9, 2017 meeting.

Motion to accept: _____
Seconded by: _____
Approved by: _____ Board Members Present