

COLTON WATER DISTRICT
MEETING OF THE BOARD
OCTOBER 18, 2022

*The meeting was called to order at 6:00 p.m.

*Board Members Present: Ken Carroll, Colin Wait, Alan Gross, Teresa Bricker, Carl Stephens

*Others Present: Jan Kaforski, Manager, Pete Dostert, Superintendent

*Colin Wait made a motion to approve the September 20th board minutes. Carl Stephens seconded and the motion carried by unanimous vote of those board members present.

***Financial Report:** Carl Stephens made a motion to pay Pump Tech \$1,758.04 for the chlorinator and Colin Wait seconded the motion.

Colin Wait made a motion to approve the Financial Report as received and Carl Stephens seconded the motion. The motion carried unanimously by those board members present.

***Superintendent's Report:** Pete Dostert reported the following:

- A claim on the damage at the plant has been submitted to the insurance company.
- The new plant alarm has been installed
- Pete will get a bid for all of the trees on Crestview to be taken down
- Green Mountain leak/Hult Rd. leak/bridge project is on hold until a contractor can be engaged
- Pete and Mike Decristoforo will be taking a training class in November
- Ken Carroll's name will be removed from the required, annual backflow test list

***Old Business:**

-Second Reading of DP 202.2 Conditions and Benefits for Regular Personnel – Discussion followed on a 90-day or 6-month probationary period with no benefits; sick leave 4.1 and grandfathering existing employees for the 40-day work accrual. Teresa Bricker said under #6 casual labor needs a better definition. Under 3.4 vacation -20 but less than 25 years should read "24" not "25" days. Vacation accrual of 160 hours is four weeks. Teresa Bricker will bring back suggested revisions on DP 202.2 for further review and a possible second reading at the November board meeting. Ken Carroll thanked Teresa Bricker for the work she is doing on this policy.

-A draft of the Intergovernmental Agreement with Colton Fire District regarding potable water use during declared fire emergencies will be reviewed at the November board meeting, giving board members more time to review.

-Alan Gross discussed submitting an application to Business Oregon early next year. A draft can be submitted for the board's review at the November meeting with revisions made and potential approval of the draft at the December meeting. Colin Wait said there doesn't need to be a hard deadline on submitting the application, but having a draft for review will move the project forward for a one-stop meeting.

***Old Business, continued:** Alan said conversations are being held with Fire Chief Gary to work on some grants together with the water district since the fire of September 2020 fire districts are getting a lot of grant funds and it may help the water district by partnering with the fire district. Those shared projects could include a water tank on Green Mountain Rd., upgrading the dead end four-inch transmission line; a 50,000-gallon tank at the plant, a 10,000-gallon tank at the Elwood fire station and a 1,000,000-gallon seismic protected reservoir

Alan said there may be between \$20,000 to \$100,000 available in grant funds from those entities attending the One-Stop meeting. There are also low-interest loans available. Discussion followed on listing the projects by priority and other projects can be listed as less important.

The Business Oregon application needs to be submitted one month prior to scheduling the one-stop meeting.

T. B said two consulting firms have been talked with. Teresa has been given a power point about grants and she is just getting information on eligibility. There is a fee associated with consultants help on grants, but there is not a 100% guarantee of receiving the grant. Teresa said the district needs help filling out grants. Jan Kaforski said eligibility is the key on grants.

Teresa Bricker said to be eligible for FEMA grants the district has to have a hazard mitigation assistance guidance program, either a stand-alone or annexed with Clackamas County. This is a plan of action for any emergency. Teresa will bring a copy of a hazard mitigation plan to the November board meeting. The downside is when FEMA money comes to the county and gets disbursed there is no way to know where those funds will land.

Alan Gross said at the next board meeting he may come to the board to ask for funds to have the engineer upgrade construction costs for the new proposed list of projects which will include projects Fire Chief Gary has included. Alan said he will ask Chief Gary to approach the fire board about financially supporting the engineering costs of the shared projects.

Ken Carroll said the water district is not able to justify spending funds on projects for the fire district like the Elwood tank since it is out of the water district boundary.

***New Business:** Discussed followed on a proposed rate increase. Carl Stephens made a proposal to increase the rate by five percent and add \$2 more dollars to the per account fee, making it \$6 per month. Colin Wait proposed a 4% rate increase with a \$6 per account fee or a 5% rate increase with a \$2 per account fee increase. The public meeting will be held on December 20th prior to the regular board meeting and will be advertised on the billing cards and in the Herald Pioneer.

***New Business, continued:**

Discussion followed on filling the full time managerial position. Jan Kaforski said when fully prepared, ads will be placed in the Herald Pioneer, with Indeed and on SDAO's and OAWU's websites. Jan Kaforski will handle the advertising and job interviewing process and bring a recommendation back to the board for approval. Jan will seek input from board member Teresa Bricker and Fire Chief Todd Gary.

***Added Agenda Items:** Board members were reminded to take the Best Practices classes required for the district to get a discount on the annual insurance. The due date for completion is November 4th.

*The meeting adjourned at 8:20 p.m.