

COLTON WATER DISTRICT
MEETING OF THE BOARD
FEBRUARY 15, 2022

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

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

*Others Present: Jan Kaforski, Pete Dostert and auditor Russ Reis by Zoom

*Auditor Russ Reis reviewed the 6/30/2021 audit report to include review of long-term debt, total assets, fund balances and management analysis. Russ noted nothing in the audit indicated anything other than the district is in good standing with a clean audit opinion. It is required to send a copy of the audit to Oregon Department of Revenue and they do review audits and if there are questions they will send out a letter to the district and to the auditor for a response.

Colin Wait asked why spending out of the construction fund was budgeted in full but only \$27,500 was spent. Jan Kaforski said the full amount is budgeted or it cannot be spent.

Alan Gross said the district is exploring water infrastructure projects at \$3 million dollars or more and will apply for loans and grants. Alan asked how is the project budgeted for if the district doesn't know how much grant funds may be received. Russ said the budget is prepared with the facts known at the time. Russ said a supplemental budget process may be appropriate. Jan Kaforski said it can be done by resolution. Russ confirmed the resolution process will work for grant proceeds and Jan said a line item on the budget can be created to facilitate receiving grant funds.

*Carl Stephens made a motion to approve the minutes from the January 25th board meeting. Colin Wait seconded the motion and the motion carried by unanimous vote of those board members present.

*The Financial Report was reviewed. Colin Wait made a motion to approve the report as received and Carl Stephens seconded the motion. The motion carried by unanimous vote of those board members present.

***Superintendent's Report:**

-Update on by pass repairs – Pete Dostert said Jacob with Hillsboro Pump does not have the right reducer to fit the vaults, but he is still searching.

-Pete and Teresa Bricker did a tour of the Molalla treatment plant today.

-Update on generator transfer switch installation – Electrician Dave Quintana is not available to work on hooking up the district's generator. Pete has contacted Christenson Electric, Advanced Wiring Services and Blue Heron Electric to get bids for the transfer switch installation. Pete will meet with Christenson Electric on Thursday of this week.

-Tank Cleaning Quote – A bid for \$2,000 has been received from Ed Starr Window Cleaning for pressure washing the outside of both reservoirs.

***Superintendent's Report, continued:**

-Pete said his van used for district work is dying and he does not intend to replace it due to overall costs. Pete said it's time for the board to talk about supplying a vehicle for the next person since Pete said he plans to retire next spring.

Carl Stephens asked how long will the van last? Pete said he'll replace some sparkplugs and hope it lasts until next spring. Carl Stephens said to check state surplus for a vehicle.

Discussion followed on contracting out the monthly meter reading. Estimated costs for contracting meter reading is \$1.35 per meter per month. Colton Water District is currently paying \$370 per month for meter reading time plus mileage. At the mentioned contracted rate it would cost Colton Water \$675 a month to hire a monthly meter reading service. Pete said he can continue to read meters until he retires.

Carl Stephens said we should start looking at options to fill Pete's position. Colin Wait said within six months the process for advertising should begin. Pete said it took him at least two years to complete the education required. A direct operator is required to be over a new person who doesn't have any certifications. There is also time required operating the system before taking the test. Pete said he doesn't have a problem keeping his certifications current until someone else can take over as the direct operator.

Jan Kaforski said she has a job description already prepared for Pete's position. Discussion followed on Pete working with a new person for at least four months so a January 2023 start date could work.

Old Business: Engineer Ryan Quigley's site visit scheduled for Wednesday, February 16th at 9 a.m. – After discussion, it was determined Alan Gross and Colin Wait will join Pete Dostert at the treatment plant for the engineer's site visit. Pete said to please meet at the office.

Alan Gross said he has not heard back from his contact at PSU about the cost to do an income study. That information will be provided at next month's board meeting

Review and update from Teresa Bricker on District Policy 103.1 Public Contracting – Teresa said she would like to create a draft update of the policy per the Attorney General's model rules. Teresa said she will revise the policy with current information and bring it to the March board meeting for review.

Ken Carroll nominated Jim Barton to fill his vacant budget committee position and all board members agreed. Carl Stephens nominated Nina Baurer to fill his vacant budget committee position and all board members agreed.

Old Business, continued: -Update on Water/fire job share – Jan Kaforski said the job announcement has run in the Herald Pioneer for two weeks, went out in the newsletter and has been placed on the Molalla Community and Colton Community Watch social media sites. To date, one application has been received. The applicant currently works full time, lives local, is interested in starting part-time and then going full time and has the experience the district is looking for. Jan suggested giving it two more weeks so other applications can be received. Jan will keep Ken Carroll and Teresa Bricker up to date on when other applications are received.

***New Business:** Motion to approve and to sign Dyer Engineering Task Order No. 2 – Alan Gross provided a list of infrastructure projects as additional improvement projects besides the treatment plant and the Oswalt Rd. waterline replacement. Alan said all of these projects can potentially be done with grant funds, including seismic upgrades, plant operations during power outages, improving the water intake on Jackson Creek, Jackson Creek water rights to prevent summer use restrictions, Canyon Creek water rights, upgrading additional water distribution lines to 10” and additional support for forest fire suppression.

Alan Gross said he would like to submit grant applications for all of the above projects on his list. Alan said the engineer may be able to give an opinion on some of the things on the list without charging.

Jan Kaforski said she did a webinar with Rural Assistance Partnership to find out how to get infrastructure funds and they said there will be a lot of competition from large water districts who are able to lobby. Jan said the first step is to actually decide what type of treatment plant the district wants and that’s why we have asked the engineer to work with us. Jan said the Letter of Interest from Business Oregon asks questions that we don’t have the answers for currently.

Discussion followed on water rights and getting help from Dyer Engineering on that. Alan said why put \$3 million dollars into a new treatment plant if you don’t have younger water rights. Alan said Dyer Engineering has a certified water right examiner on their staff and suggested getting help from them.

Colin Wait said we need a quote from Dyer Engineering to include a cost estimate for the list of additional items from Alan Gross.

Carl Stephens made a motion to approve signing Dyer Engineering’s Task Order No. 2. In the amount of \$5,610. Alan Gross seconded the motion and the motion carried by unanimous vote of those board members present.

Review of SDAO annual conference by Teresa Bricker and Alan Gross –Teresa Bricker attended the Board Duties and Responsibilities session with Eileen Eakins. Eileen said it is required to provide Zoom for public attendance. HB 4140 is expanding to look specifically at public meetings. The class on disaster planning class talked about the Cascadia event and talked about an emergency response plan. Jan Kaforski said the district has an emergency response plan. Teresa said the district can get a FEMA plan for the water district so when a state of emergency is declared the district can go to the county for help.

***New Business, continued:**

Alan Gross attended the budgeting session and highlighted the great job Pete and Jan are doing on the budget. Alan said he learned how important it is to build relationships with state legislators, congressmen and senators. The water district caucus was very good. Alan also attended the consulting services roundtable and they talked about successful water projects completed. Alan said it was a productive conference.

Discussion followed on a customer's written request for a fifty percent reduction in her last billing due to a leak she had in January. The bill was just under \$500. Pete Dostert said the customer had a plumber out to install a pressure reducer and that is where the leak occurred. Pete said it could have been a situation where the connection was overtightened and metal connecting to pvc can fail. Discussion followed that the district's policy states that the line from the meter to the dwelling is the responsibility of the property owner. The board unanimously agreed that the leak occurred after the meter and so the bill is the responsibility of the property owner.

Ken Carroll said a customer complained about her bill not arriving on time. The customer said she got the bill late and the month prior did not get a bill at all. Jan said she received a note from that customer and she sent her a copy of her bill and noted that she didn't have a good telephone number for her. Jan said once the bills go to the post office they are out of her hands and she has heard that the post office has been having delivery issues lately due to staffing problems.

Colin Wait asked Pete if he has talked with Wanda Brandenburg about replacing her meter. Pete said he has talked with Ms. Brandenburg.

Jan Kaforski reminded board members that March is evaluation month. Ken Carroll said the manager evaluation form may seem daunting, but asked board members to fill it out as best they can and to bring it back to the board for review at the March board meeting. Colin Wait requested Jan Kaforski send out the form early so it is received well before the board meeting.

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