

COLTON WATER DISTRICT
MEETING OF THE BOARD
February 21, 2023

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

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

*Others present: Jan Kaforski, Pete Dostert, Betty Hodges and Russ Reis, CPA by zoom.

*Review of 6/30/22 Audit report: Russ Reis, CPA reviewed the audit with the board and stated that no concerns were found.

Ken Carroll asked if it is a problem having more than \$250,000 in the construction account at Columbia Bank. Russ Reis stated that Columbia Bank has a pledge to provide collateral up to \$250,000 (ORS294) and that Colton Water District can research a local government investment pool.

* Carl Stephens made a motion to approve the minutes from the January 17th board meeting. Colin Wait seconded the motion and the motion carried by unanimous vote of those board members present.

***Financial report:** Jan Kaforski informed board members of the following-

-A District debit card has been received from Columbia Bank for the general checking account.

-Paperwork is being completed to use a payroll service (Precisely Payroll) beginning with the February payroll.

-Carl Stephens made a motion to approve a check to Equipment Repair Services in the amount of \$1,760 for work on the Dodge flatbed. Teresa Bricker seconded the motion and the motion carried by unanimous vote of those board members present.

-An insurance check in the amount of \$5,480.47 has been received to close out the generator claim. Funds will be credited to the personnel and the construction account.

Carl Stephens made a motion to approve the Financial Report. Allen Gross seconded the motion. The motion carried by unanimous vote of those board members present.

***Superintendent's Report:** Pete Dostert reported that no progress is being made at this time on the Crestview, Green Mountain and Hult Rd projects.

Pete Dostert explained to the board that he is recommending to have Ryan Quigley and Greg Dyer from VLMK Engineering come out to evaluate the existing metal building and possible addition for the expansion project in the amount of \$3,500.00. Carl Stephens made the motion to approve and proceed. Colin Wait seconded the motion and the motion carried by unanimous vote of those board members present.

Pete Dostert informed to the board that Mike Decristoforo will not be accepting the position for Superintendent and that additional help will need to be found.

***Old Business:** DP202.2 Conditions and Benefits for Regular Personnel.

-Teresa Bricker discussed an option of offering PTO (paid time off) instead of separate sick/vacation time, and will research what other special districts offer in regards to that. Jan Kaforski asked about pensions for new employees and Teresa Bricker will research more information on that as well.

-Draft Intergovernmental Agreement with Colton Fire District – Discussion continues regarding the agreement between Colton Water District and Colton Fire District. Colton Fire District would like to change it to a Memorandum of Understanding. It was agreed that the Colton Fire Board should be invited to the March 21st water board meeting to further discuss.

Colin Wait made a motion to skip Jan Kaforski's review for 2022/2023 considering her upcoming plan of retirement. The rest of the employees will be reviewed as usual. The motion was seconded by Carl Stephens. The motion carried by unanimous vote of those board members present.

Review SDAO conference – Betty Hodges attended the conference by zoom and briefed the board about the five classes she attended. Betty said it was very informative and great a learning experience. She has saved the conference to review for further learning.

Alan Gross attended the SDAO conference and met with Cole Karr of NSDC and learned about an upcoming meeting with representatives in Congress regarding lobbying for funds for small water district infrastructure needs. Cole Karr told Alan he is interested in using Colton Water and Colton Fire Districts as an example of needed water infrastructure improvements to support interface firefighting for potential grant funds. Alan said a presentation needs to be prepared for lobbying purposes with the deadline being April 9th and further made a motion to hire Kristy More from the Ferguson Group to write a grant proposal based on previous grant information that was submitted two years ago. There was no second due to not knowing the cost of Kristy More's services.

Alan Gross asked that he and Teresa Bricker be approved to contact Kristy More to discuss an estimated cost of providing help putting the infrastructure grant proposal together. Board members authorized Alan to discuss costs estimates with Kristy More. Carl Stephens said if time is of the essence and a special board meeting is required to discuss the costs, that can be brought before a special board meeting.

Colin Wait made a motion to authorize 4.5 hours of time, plus an additional \$100 if Oregon Water Resources Department personnel needs more research time, for water rights attorney, Marika Sitz, to request a public records search from the Oregon Water Resources Department in hopes of receiving a copy of the extension final order issued on 8/30/1999 on the Jackson Creek water permit. Teresa Bricker seconded the motion. The motion carried by unanimous vote of those board members present.

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Jan Kaforski reminded board members that the last day to file for board elections is March 16th. Teresa Bricker confirmed she has already done so. Colin Wait replied that he may be seeking replacement.

30-Day review for probationary employee Betty Hodges – Jan Kaforski read her review to the board stating that Betty is doing very well and scored 3 out of 4 on all goals reviewed. Betty will work on minutes and financials for her next goal.

***New Business continued:**

Approve Budget Calendar/Appoint Budget Officer – Colin Wait made a motion to approve the Budget Calendar and to appoint Jan Kaforski as the Budget Officer. Teresa Bricker seconded the motion and the motion carried by unanimous vote of those board members present. Jan Kaforski informed the board that she will work with Betty Hodges and Betty will present the budget at the meeting.

*There was no public comment.

*The meeting adjourned at 8:45 p.m.