

1 COLTON WATER DISTRICT  
2 MEETING OF THE BOARD  
3 APRIL 16, 2024  
4

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

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

8 \*Others present: Betty Hodges, Pete Dostert, Sid, Michael and Lexi Gunter and Russ Reis by Zoom.  
9

10 **Audit Report:** Russ Reis from Jarrard, Seibert & Pollard CPA's reviewed the Audit report from June  
11 30, 2023. Reporting that the Independent Auditors Report, in their opinion, the financial statements  
12 referred to present fairly, in all material respects, the respective financial position the Colton Water  
13 District, as of June 30, 2023, and the respective changes in financial position and cash flows thereof  
14 for the year then ended in accordance with accounting principles generally accepted in the United  
15 States of America.  
16

17 Also, in connection with their testing nothing came to their attention that caused them to believe  
18 that Colton Water District was not in substantial compliance with certain provisions of law,  
19 regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in  
20 Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits  
21 of Oregon Municipal Corporations.  
22

23 Both reports are clean or unmodified.

Carl Stephens made a motion to approve the minutes from the March 19, 2024 board meeting.  
Colin Wait seconded and the motion carried by unanimous vote.

Carl Stephens made a motion to approve the minutes from the March 19, 2024 Executive Session  
meeting. Teresa Bicker seconded and the motion carried by unanimous vote.

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25 **\*Financial report:** Betty Hodges pointed out the annual expense to Lifelight Network membership  
26 for Pete in the amount of \$140.00. A transfer in the amount of \$19,488 to the construction fund  
27 included the \$3,936 per account fee. Two customer payments (same customer) were returned as  
28 cancelled to us resulting in two bank fees of \$15 each plus each check was \$45. Total expense of  
29 \$120.  
30

31 Betty explained the check for property/liability Insurance was paid in full by mistake. In the past it  
32 has been split between the current fiscal year and the following, repeating each year. The full  
33 amount was still equaled out to be the same, but as of now we are paid in full for the year from  
34 January to December of 2024. It was agreed that Betty would ask for more details on how most  
35 districts pay, late fees, penalties and credits regarding when the payment is made.  
36  
37  
38

Carl Stephens made a motion to accept the financial report for March 2024. Colin Wait seconded and the motion carried by unanimous vote.

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47 **Manager's Report:** Betty Hodges informed the board that the committee meeting reminder notice  
48 has been sent out to the committee members and the Public Notice is scheduled to appear in the  
49 Herald Pioneer on May 8<sup>th</sup> and 15<sup>th</sup> and that she is working on the budget.

50  
51 **\*Superintendent's Report:** Pete Dostert reported that he met with the "Guy" on Grays Hill that is  
52 wanting to tie in to the main line and is ready to proceed.

53  
54 Water loss is estimated at 40%.

55  
56 12 new meters will be purchased for replacements and stock.

57  
58 Carl Stephens asked about the Hult Rd leak and asked Sid Gunter if he would like to bid on the  
59 project. He agreed and will provide a quote.

60  
61 **\*\*Public Comment:** - Sid and Michael Gunter presented paperwork from Sisul Engineering and a  
62 proposal regarding the property at the North end of Wall Street at 29828. Asking permission to run  
63 a 4" service line from the end of the pipe at the blow off to the east side of the property to provide  
64 water service to 6 proposed lots on 9 acres.

Carl Stephens made a motion to accept the proposal. Colin Wait seconded as presented and the motion carried by unanimous vote.

65  
66 **\*Old Business:**

67  
68 **Update: Accounting – Water Rates and Fees DP101.3:** Tabled

69  
70 **Update: Electronic Meters** – Betty discussed the quotes provided in the board packets for the install  
71 costs of for the electronic meter project provided by 2 different companies. Teresa informed the  
72 board that the grant team is working on grants for this project.

73  
74 **Update: Grant Team** – Teresa Bricker told the board the Grant Team is currently working on 4  
75 grants. The first one is an OREM Grant due this month and we are applying for automatic shut off  
76 valves for both reservoirs. The second one is the Water Smart Grant due by July 9<sup>th</sup>, for the  
77 electronic meters. The third is an Oregon Water Resources Grant to be announced this summer  
78

84 sometime for above ground storage and pipe restoration. The last one is due in October for Water  
85 efficiency to hopefully help with fixing existing leaks.

86  
87 Support letters are being asked for to submit with the grants.

88  
89 Alan Gross was reminded to ask Kristi More if we hired her for grant writing, would that information  
90 be available for us to use on future grants or would it fall under copyright rules?  
91

92 **\*New Business:**

93  
94 **G-works UB Hub and Front Desk Basic + Website Builder** – Betty Hodges presented an upgraded  
95 version of the billing and hub software system that is being offered and even has an add on option  
96 for a Front Desk and website. The cost is currently \$1,130 and the upgraded option with the Front  
97 desk and Website add on is \$4,540 for the first year and the following year would be \$3,540 because  
98 there is an onboarding fee. This would allow customers to be able to view their account in real time,  
99 make payments or set up auto payments, which is a highly demanded request from customers,  
100 speed up the billing process and this would free up some of my time. This would also require a new  
101 tablet for meter reading, it is not provided.  
102

103 Alan Gross asked for reviews from other water district using this software.

104  
105 Tabled until reviews can be provided.  
106

107 Teresa Bricker asked to have the water loss added to the monthly agenda going forward for grants.  
108

109 Teresa also mentioned that succession planning needs to be added to the agenda as well regarding  
110 replacing Pete Dostert upon his retirement in the next year to year and a half. The budget will need  
111 to be adjusted accordingly.  
112

113 Ken Carroll asked about the LGIP account. Betty Hodges said that she needed the signed/approved  
114 minutes from last month to proceed to the next step. Ken also asked if the board needed to sign  
115 new signature cards for the new account, and Betty briefly explained the process, and that if the  
116 board are the only signers on that account then there will need to be two board members in the  
117 office at the same time to make transfers. It was agreed that Betty could be one of the signers on  
118 the account so that only one other board member needs to be present to move money in or out of  
119 the general checking account.  
120

121 The Board entered executive session pursuant to ORS 192.660 (1)(i) Review and evaluate the job  
122 performance of the Manager, Superintendent and Casual Labor at 7:35 p.m.  
123  
124  
125  
126

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131  
132 The regular session reconvened open session at 7:51 p.m.

Colin Wait made a motion to increase Betty Hodges' wage from \$26.50 to \$28.00 per hour, Pete Dostert's wage 4% from \$32.55 Per hour to \$33.85, Karla Dostert's wage 4% from \$18.90 to \$19.66 and Dave Sherman's' wage 3% from \$21.58 to \$22.44 starting with the April's payroll. Benefits all staying the same. Carl Stephens seconded and the motion carried by unanimous vote.

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136 \*The meeting adjourned at 7:55 p.m.

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142 \_\_\_\_\_ Director \_\_\_\_\_ (Date)  
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