

1 COLTON WATER DISTRICT
2 MEETING OF THE BOARD
3 December 17, 2024

4 **CALL TO ORDER:** The meeting was called to order at 6:00 p.m.

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

6 **Others Present:** Betty Hodges, Pete Dostert, and Cody Seelye

7 **APPROVAL OF NOVEMBER MINUTES:**

Colin Wait moved to approve the minutes from the November 2024 Board meeting. Carl Stephens seconded the motion, and the motion carried by unanimous vote.

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9 **FINANCIAL REPORT:**

10 **Betty Hodges** informed the Board that the water billing amount for November was \$30,541, with 500
11 service connections. The total actual income for the month was \$27,087.

12 • **Expense Details:**

- 13 ○ **Line 750 (Bank Service Charges):** \$266.05
- 14 ○ **Line 762 (Office Supplies):** \$222.79
- 15 ○ **Transfers to Construction:**
 - 16 ▪ **Line 346 (Savings Transfer)** \$12,500
 - 17 ▪ **Line 341 (Per Account Fee):** \$4,000
 - 18 ▪ **Line 301 (Systems Development Fee):** \$5179.62
- 19 ○ **Interest Income:**
 - 20 ▪ **Line 311 (LGIP and Umpqua):** \$2,212.43
- 21 ○ **Capital Improvement:**
 - 22 ▪ **Line 650 (Construction Maintenance):** \$10,240

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24 • **Checks Presented for Signatures:**

- 25 ○ **Cascade Water Works:** \$6,552 for the Altitude Valve Repair at Van Rd Tank.
- 26 ○ **CwM-H2O:** \$483.75 for finalizing the Extension of Time Application draft.
- 27 ○ **Oregon Water Resources:** \$780 Application fee for Extension of Time Application.
- 28 ○ **Correct Equipment:** \$2,034.47 for Auto read water meters (6 - ¾" & 1 - 1").

29 **Discussion:** The Board discussed ordering the meters for the Automated Meter Read Project before the
30 price increase in January. **Teresa Bricker** noted that the Grant may be funded as early as March or April.

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Carl Stephens made a motion to purchase the meters at this time for the Automatic Meter Read Project. **Alan Gross** seconded the motion, and the motion carried by unanimous vote.

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Carl Stephens made a motion to pay Correct Equipment \$2,034.47 for Automatic Read meters (6 - $\frac{3}{4}$ " & 1 – 1") previously ordered. **Teresa Bricker** seconded the motion, and the motion carried by unanimous vote.

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Colin Wait moved to approve the financial report for October 2024. **Carl Stephens** seconded the motion, and the motion carried by unanimous vote.

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41 **MANAGER'S REPORT:**

42 **Safety Committee Meetings:** **Betty Hodges** reported that starting next week, she, **Pete Dostert**, and
43 **Cody Seelye** will hold monthly safety committee meetings.

44 **Tank Cleaning Quote:** A quote for \$8,170 from **Integrated Underwater Services** was presented to the
45 Board for tank cleaning. **Betty** explained that the cost could be included in the 2025/2026 budget. The
46 service uses remotely operated vehicles (ROVs) instead of divers. If scheduled before January 1st, 2025, a
47 \$275 discount applies, and the cleaning can be scheduled anytime for the next fiscal year. The Board
48 agreed to proceed with scheduling the cleaning.

49 **Bulk Water Usage:** The Clackamas County Roads Department used 72,500 gallons of bulk water
50 measured with our new hydrant meter. **Betty** asked about the bulk water pricing compared to other
51 districts. She noted that at our rate, the invoice would be \$5,655, more than double the rates of other
52 Districts, and wondered if she miscalculated. The Board agreed to charge the current price as it is public
53 information. They also agreed that charging per individual draw, totaling \$4,551 would be slightly
54 cheaper. **Teresa Bricker** said she would bring some comparisons to the January board meeting for
55 discussion.

56 **SUPERINTENDENT'S REPORT:**

57 **Valve and Meter Quotes:** **Cody Seelye** presented quotes from the Board packets for the replacement of
58 two valves at the treatment plant and the installation of a new effluent meter to ensure accurate
59 readings of water entering the distribution system. **Cody** mentioned that **Grady** from GT Construction is

64 Interested in providing a competitive quote. He requested the Board to approve the expenditure of up
65 to \$15,300 for parts and labor, stating that if **Grady's** quote for labor is lower, they would opt for him.

66

Colin Wait made a motion to purchase the valves and effluent meter as listed now and determine who will do the labor at the January meeting with the additional quote. **Carl Stephens** seconded the motion, and the motion carried by unanimous vote.

67

68 **Oswalt Repair: Cody** reported that the repair at the 90-degree turn on Oswalt was more extensive than
69 initially anticipated. The work required a completely new service line and additional work on both sides
70 of the road due to a brittle pipe that ran under the road through a sleeve.

71 **Grays Hill and Belles Way Repair:** The damage to the water valve at Grays Hill and Belles Way was also
72 repaired today. During the repair, a plumbing Inspector from the Clackamas County zoning and building
73 department investigated and noted the absence of permits for water service at 21995 S Belles Way (Dan
74 Belles property). As a result, **Cody** removed the meter and put a lock on the curb stop. The Board agreed
75 to halt the accrual of monthly fees since the meter was pulled.

76 **Hult Rd Project: Pete Dostert** reported that the Hult Rd project won't be started until after the first of
77 the year due to the holidays, but the Dhooghe Rd project should be completed this week.

78 **OLD BUSINESS:**

79 • **Grant Team Update:**

80 **Teresa Bricker** reported that work on the WaterSMART Grant is ongoing.

81

82 On December 4th **Colin Wait, Betty Hodges, Cody Seelye, and Teresa** met with **Ed Hodges** from
83 **Curran-McLeod Inc., Consulting Engineers** regarding the Water Master Plan. **Ed** indicated that
84 funding is available and offered to complete the plan complimentary, but requires information
85 about the seismic study. **Teresa** consulted with **Bill Burns** from **DOGAMI** who confirmed that Colton
86 is in area six of Plate Seven, making the seismic study unnecessary.

87

88 **Teresa** is also exploring a DEQ grant for \$50,000 for Watershed protection. She noted that a letter of
89 interest must be submitted by mid-February to be eligible.

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91 • **Water Loss: Cody Seelye** reported to the Board that two water leaks had been repaired in the past
92 two days, and two more repairs are scheduled soon.

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- 99 • **Hult Rd Water Line Repair:**
100 GT Construction will undertake the Hult Rd water line repair project after the first of the year.
101 Eleven customers will be notified of a two-day service interruption along with a boil water notice.

102 **NEW BUSINESS:**

103 **2025 Water Rates Discussion:** **Colin Wait** sought confirmation that the pricing structure will be
104 transitioned from a policy to an ordinance. **Teresa Bricker** presented a notice detailing the rate increase
105 to be shared with customers and posted on our website. **Carl Stephens** suggested a four percent water
106 rate increase and adding \$2.00 to the monthly service fee. **Teresa** offered some price comparisons from
107 other Districts.

Carl Stephens made a motion to increase the water rate four percent and add \$2.00 per month to the monthly meter fee. **Colin Wait** seconded the motion, and the motion carried by unanimous vote.

108
109 **Cody Seelye’s Training Schedule – Proposal:** **Teresa Bricker** presented the timeline proposal for **Cody’s**
110 training schedule, aiming to prepare him to cover the District Manager position in case of emergency or
111 time off as discussed before hiring. **Colin Wait** inquired whether the training was meant for **Cody** to fully
112 assume the position or be cross-trained to cover essential duties during **Betty’s** absence, instead of
113 bringing in **Jan Kaforski** or **Karla Dostert**.

114
115 **Cody** reassured the Board that he has handled deposits, customer payments, and day-to-day customer
116 service tasks. **Colin** expressed a preference for a training schedule focused on **Cody’s** regular job duties.
117 The Board agreed that **Cody** should be cross-trained to cover **Betty** for vacation and sick time. However,
118 **Cody** mentioned that his hours will be significantly reduced starting January 6, 2025, due to his winter
119 term class schedule.

120
121 **Pete Dostert** noted that **Cody** will be testing for his Distribution One certification in April and aims to
122 obtain his Distribution Two certification in August. **Ken Carroll** supported the proposed timeline as a
123 beneficial plan when time allows.

124 **Public Comment:** None

125 **ADJOURNMENT:** The meeting was adjourned at 7:25 p.m.

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127 _____ Director _____ (Date)