

1 **COLTON WATER DISTRICT**
2 **MEETING OF THE BOARD**
3 **February 18, 2025**

4 **CALL TO ORDER:**

- 5 • The meeting was called to order at 6:00 p.m.

6 **Board Members Present:**

- 7 • Ken Carroll, Colin Wait, Alan Gross, and Carl Stephens

8 **Others Present:**

- 9 • Betty Hodges/Coats, Pete Dostert, Dani Tice, and Russ Ries by Zoom

10 **AUDIT PRESENTATION:**

- 11 • Russ Ries from Jarrard, Siebert, Pollard & Co. presented the results of the fiscal year ending June
12 30th 2024 audit.
13 • The Independent Auditors Report states that the Colton Water District received a clean,
14 unmodified opinion.
15 • Additionally, the Oregon Minimum Standards report, a secondary Internal auditors report
16 required by Oregon State Regulations, also received a clean, unmodified opinion.
17 • A typo on page 8 was discovered. Russ will correct it and provide updated reports for the state
18 and internal records.

19 **PUBLIC MEETING: ORDINANCE 2025-02 RATE STRUCTURE - First Reading:**

Colin Wait moved to approve the first reading of Ordinance 2025-02 Rate Structure with corrections.
Alan Gross seconded the motion, and the motion carried by unanimous vote.

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21 **PUBLIC MEETING: DP102.1 ACCOUNTING – APPLICATION FOR WATER SERVICE - First**
22 **Reading:**

Colin Wait moved to approve the first reading of DP102.1 Accounting – Applications for Water
Service. **Carl Stephens** seconded the motion, and the motion carried by unanimous vote.

25 **PUBLIC MEETING: DP102.5 ACCOUNTING – COLLECTION OF ACCOUNTS - First Reading:**

Alan Gross moved to approve the first reading of DP102.5 Accounting Collection of Accounts First Reading. **Carl Stephens** seconded the motion, and the motion carried by unanimous vote.

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27 **APPROVAL OF JANUARY 21, 2025 MINUTES:**

Carl Stephens moved to approve the minutes from the January 21st, 2025 Board meeting. **Alan Gross** seconded the motion, and the motion carried by unanimous vote.

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29 **APPROVAL OF JANUARY 21, 2025 EXECUTIVE MINUTES:**

Colin Wait moved to approve the Executive minutes from the January 21st, 2025 Executive meeting. **Carl Stephens** seconded the motion, and the motion carried by unanimous vote.

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31 **FINANCIAL REPORT:**

32 • **Checks Presented for Signatures:**

- 33 ○ Correct Equipment: \$9,544.71 for a flow meter and two valves at the plant.
- 34 ○ Gunter's Construction & Excavating: \$5,544.25 for the emergency Green Mountain waterline
- 35 repair.

Carl Stephens moved to pay Gunter's Construction and Excavation \$5,544.25. **Alan Gross** seconded the motion, and the motion carried by unanimous vote.

36

- 37 • Betty Hodges provided the January water billing amount (\$28,494).
- 38 • An invoice was received from Eileen Eakins (LGL) in the amount of \$114.00 for Analyzing my
- 39 voicemail and return call discussing delinquent charges.

Carl Stephens made a motion to approve the financial report for January 2025. **Alan Gross** seconded the motion, and the motion carried by unanimous vote.

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42 **MANAGER'S REPORT:**

43 • **Betty Hodges:**

44 ○ Betty gave a brief overview of the SDAO Conference she attended in Bend along with a
45 list of classes attended. She also registered for the SDAO Academy.

- 46 ▪ Public Meetings Law
- 47 ▪ Diverse Perspectives of Local Government Leaders
- 48 ▪ 7 Smart Ways to Avoid Employment Litigation
- 49 ▪ Water Caucus
- 50 ▪ Best Practices for a Healthy Relationship with your Board
- 51 ▪ Fixing Workplace Conflict: Skills for Leaders
- 52 ▪ Assessing Your District's Financial Health and Identifying Key Indicators
- 53 ▪ Legislative Session
- 54 ▪ Annual Business Meeting

55 • **Name Change Acknowledgement:** The Board of Directors acknowledges that Betty Hodges has
56 changed her name to Betty Coats for Umpqua Bank and LGIP account records.

57

Colin Wait made a motion to acknowledge the name change from Betty Hodges to Betty Coats due to marriage. **Carl Stephens** seconded the motion, and the motion carried by unanimous vote.

58 • An email of resignation from Cody Seelye was included in the Board packets for information
59 purposes.

60 **SUPERINTENDENT'S REPORT:**

61 • **Pete Dostert:**

- 62 ○ Pete recommended going with Cascade Water Works to install the flow meter and valves
63 at the Treatment Plant.
- 64 ○ There was a line break on Green Mountain which was repaired by Gunter's Excavation.
65 (Discussed earlier).
- 66 ○ Keith Male from Oregon Health Authority will be doing a follow-up visit on February
67 26th from the original Sanitary Survey.

Colin Wait made a motion to approve Cascade Water Works estimate #1501 for the install of the flow meter and two valves at the treatment plant for \$6,180. **Carl Stephens** seconded the motion, and the motion carried by unanimous vote.

68 ○ Tim Owens from Correct Equipment will calibrate the meter once it is installed.

69 **OLD BUSINESS:**

70 • **Grant Team Update:**

71 • **Water Smart Grant:**

- 72 ○ Bixby from the Water Smart Grant contacted me regarding corrections needed on the
73 Budget Summary Report of the application. Once the revisions are completed, the
74 application is expected to progress toward funding in the next few weeks.
75 ○ Ed Hodges reached out concerning the Water Master Plan, requesting a district map. He
76 also indicated that the next step is presenting to Business Oregon as part of the grant
77 application process.

78 • **Water Loss:**

- 79 ○ Waiting on the flow meter to be installed and calibrated for actual calculation. No known
80 leaks are remaining at this time.

81 • **Gworks:**

- 82 ○ The plan is to go live in mid-March. Betty informed the Board that she received a quote
83 at the SDAO conference from another billing software company and that the price was
84 more than double. Payment will be sent tomorrow to proceed.

85 **NEW BUSINESS:**

86 • **Board Member Resignation:**

- 87 ○ Ken Carroll presented a letter of resignation from Teresa Bricker, officially resigning
88 from her position on the Board as of February 3, 2025. The Board expressed its gratitude
89 for Teresa’s dedication and hard work during her terms, and acknowledging that she will
90 be greatly missed.
91 ○ Ken inquired if anyone knew of potential candidates to fill the position. Carl Stephens
92 emphasized the importance of time-stamping all applications for record-keeping
93 purposes. Betty Hodges will advertise the vacancy on the bill cards, at the Post office,
94 and on the Colton Water District website.

95 • **Open Superintendent Position:**

- 96 ○ Ken said that Dan Fraijo might be interested in the Superintendent position and requested
97 permission from the Board to engage in further discussion with him. Carl added that he
98 was aware of another interested Party. Betty said she would post this open position on the
99 website as well.

100 • **Appointing Secretary/Treasurer:**

Carl Stephens nominated Alan Gross as Secretary/Treasurer. Colin Wait seconded the motion, and the motion carried by unanimous vote.
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102 **EXECUTIVE SESSION: ORS 192.660(2)(b):**

- 103 • Meeting adjourned for Executive Session at 7:55 p.m.
104 • Executive Session ended at 8:08

105 **REGULAR SESSION:**

- 106 • Reconvened at 8:08
- 107 ○ Nothing to report

108 **PUBLIC COMMENT:**

- 109 • None

110 **ADJOURNMENT:**

- 111 • The meeting was adjourned at 8:09 p.m.

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114 _____ Director _____(Date)