



PUD BOARD MEETING MINUTES

AUGUST 10, 2010

PRESENT: Tom Ashmore, Mike Elmore, Marla Skroch, Roger Prowell, Patsy Busick, Tom Peachey and Ben Beseda.

Rod Peterson and Gene Tobie were absent.

GUESTS: Jeb Miller, Nathan Pope and Lea Stephens.

Meeting called to order at 6:30 pm by President Tom Ashmore.

Motion by Mike Elmore; second by Marla Skroch to approve the July 13, 2010 minutes and consent agenda. Motion approved 3 ayes, 0 nays.

PUBLIC COMMENTS: None.

FINANCIAL REPORT: Patsy Busick presented financial reports. With interest earned in July 31, 2010 of \$235.88 and money transfer from the CSB general checking account of \$30,000, less \$10.12 service charge, account balance was \$521,643.02. As of July 31, 2010, Columbia State Bank account balance was \$36,341.23. The balances of the CSB SDC and Connections checking accounts are \$1,500. The balance of the CSB Service Deposits account is \$14,716.74. Financials were approved as presented.

ENGINEER OF RECORD REPORT: Ben Beseda presented his Engineer of Record report. Ben received the proposal for Sunrise Estates adding on 14 units in first phase and 20 units in second phase. After reviewing the proposed plans, there are 10 various changes from the District's point of view. The SDC charges were assessed at \$1,500 per unit based on the equivalent residential units which would be \$21,000 for Phase I and \$30,000 for Phase II. When we actually have the plans in hand for review, Ben has a draft letter for them outlining the recommended changes. There has been no submittal of plans to the City yet. Ben only received his plans via email so he is waiting for receipt of the original plans.

DISTRICT MANAGER'S REPORT: Roger presented his Manager's report. Resolving the accounting process: The accounting difficulties have been pinpointed by the QB consultant. The issue is the service deposit that new customers make when they sign for service. These deposits are technically not the District's funds. Traditionally, these deposits were merely placed into the main account. The solution is to establish a new checking account to isolate those funds. This amounts of about 15K that will come from the CRB account and reduce available funds by that amount. On the upside, when deposits are returned those monies will not come from the main checking account.

Lead and Copper results are in and we are well below any action level numbers.

We have documented by letter from the Head of Region 10, EPA that we have a 40/30 exemption for Disinfection by Products and no action is needed until 2013.

We have a new leak on Chenowith and Starlight that we have called for locates and are gearing up for the repair. We have worked up a plan for the City of The Dalles that meets their requirements for traffic control sidewalk location, etc. to install a new hydrant as Astro Gas. We will not impact much of the pavement but anytime we dig in their right of way we have to communicate with their Professional Engineer. We took pictures of the area and used those to drive the communication.

Next major project is valve turning. It will be much quicker this year due to previous work and do not have to count turns or do swing ties. We have a new electric valve turning machine.

Second year Anniversary Highlights:

- **Hardware side:**
 - **Master Plan finished**
 - **Hydraulic Model finished**
 - **Mapping update**
 - **Water rights. Great progress and some certifications in hand. We still have to do some flow measurement and will have Larry Toll document the cfs of productions.**
 - **Valves and Hydrants painted, documented, located with swing ties. Telemetry and controls are smooth.**
- **Software side:**
 - **All crew is either certified or certifications upgraded**
 - **Better understanding of hydraulics in the system**
 - **Crew is cohesive and team centered**
 - **Budget is settle and on time and looks to the future**
 - **Good CCR**
 - **No on the job injuries**

First year was source water/controls/hardware and well and redundancy.

Second year was certifications, hydraulics, Master Plan and getting smooth in the field.

Projects for the upcoming year will be:

- **Build first rate loan package/PR/Information package**
- **Backflow program when City of The Dalles gets its ordinance passed**
- **Get supervisory program/Performance Evaluation program in place**
- **WMCP. A cut and paste show for the most part since the Master Plan has most of the data needed**
- **Get Sunrise Estates negotiations process engaged**
- **Maintenance on facilities such as paint, roofing, etc.**

OLD BUSINESS: Grants and loans update: Roger informed the Board with focusing his time on internal issues, no time has been given to the process for the one stop presentation.

Hydrant Use Policy: After reading of the Resolution pertaining to Hydrant Use Policy, it was determined that language needed to be added to include user is responsible for all damage including theft of device. A revised draft will be presented at the next Board meeting for further action.

Attorney of Record Tom Peachey reported that attorney Andy Jordan contacted him regarding Lower Chenowith property. Mr. Jordan assured Tom that he would research any documents that they may still have pertaining to said subject.

NEW BUSINESS: Roger asked for approval of the Master Plan. Mike Elmore commended Ben and Roger for an excellent job preparing the Master Plan. Motion by Mike Elmore; second by Marla Skroch to adopt the Master Plan. Motion approved 3 ayes to 0 nays.

Acknowledgment of the letter to Jeb Miller was presented to Board for recognition. Mr. DesLauriers with WDY Structural/Civil Engineers complemented Jeb on his time and expertise on hydrant flow modeling and existing hydrant tests. His expertise is due to all the time and effort he put into documenting hydrant flows, working with Tenneson Engineering on the project and communication with Mid Columbia Fire and Rescue.

TRAINING SEMINARS & CLASSES: Lea is enrolled in an Excel class at CGCC. Jeb and Nate will be attending a two day training course on Control Valves offered by OAWU in Salem on September 21st and 22nd.

BOARD COMMENTS: Mile Elmore commented on the 4.76% water loss reported on the Operation Summery report. Even with the low water loss reported in July he encouraged Roger to continue

looking for leaks within the system. He asked him to keep a watch on revenue so we can hopefully schedule for main line replacement with funds from rate increase. Mr. Elmore commented that having a high leak rate should justify long term capital improvements for distribution piping.

Marla Skroch thanked Roger for a good job on all his work.

EXECUTIVE SESSION: Regular meeting adjourned to executive session at 7:18 pm under ORS 192.660(2)(h); ORS 192.660(2)(i).

Executive session adjourned to regular meeting at 8:25 pm.

Motion by Mike Elmore; second by Marla Skroch that “a salary adjustment of \$1,600 be made” TO Roger Prowell, District Manager. Motion approved 3 ayes, 0 nays.

With no further business, motion by Marla Skroch; second by Mike Elmore to adjourn meeting. Motion approved 3 ayes, 0 nays.

Meeting adjourned at 8:30 pm.

Submitted By: _____
Patsy Busick, Admin./Human Resources

Approved as to content at regular meeting held September 14, 2010.

By: _____
Tom Ashmore, President
Board of Directors