



PUD BOARD MEETING MINUTES

APRIL 12, 2011

PRESENT: Tom Ashmore, Mike Elmore, Marla Skroch, Gene Tobie, Rod Peterson, Roger Prowell, Patsy Busick, Tom Peachey and Ben Beseda and Jeb Miller.

GUESTS: Jack Bartell.

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

Motion by Rod Peterson; second by Gene Tobie to approve the March 8, 2011 minutes and consent agenda. Motion approved 5 ayes, 0 nays.

PUBLIC COMMENTS: None.

FINANCIAL REPORT: Patsy Busick presented financial reports. With interest earned in March 31, 2011 of \$250.90, deposit of \$17,000 less \$10.12 service charge, the LGIP account balance was \$600,596.67. As of March 31, 2011, Columbia State Bank account balance was \$45,688.88. The balance of the CSB SDC checking account as of March 31, 2011 is \$12,206.77 and Connections checking account is \$9,006.44. The balance of the CSB Service Deposits account is \$16,205.75. Financials were approved as presented.

ENGINEER OF RECORD REPORT: Ben Beseda presented his Engineer of Record report.

He reported no new developments in the District and no start up date for Sunrise Estates.

Ben is close to being through with Task 1 of the W. Second Street Project. There are 26 properties with 17 landowners. All landowners had positive responses which were reviewed with Roger and Jeb. Next step will be to call in locates for survey work and schedule meeting with ODOT. Also will request to be on the agenda with City of The Dalles Site Team to inform others of the project.

DISTRICT MANAGER'S REPORT: Roger Prowell presented his Manager's report.

The system has been running very smooth, minimal alarms and the telemetry is working very well. LC3 project is finished and has improved water quality. The only mechanical glitch has been in the meter reading hand held device that stores and transfers data from the reading guns to the computer software

We now read all the meters in a single 8-hour day and some crew members wear running shoes. Anecdotal data from years ago would suggest that meter reading was a weeklong task. We had 17 door tags and 4 shut-offs and all of the 4 shut-offs were paid by the end of the working day. These numbers are slowly going down and most of these people are repeat offenders.

Looking at our revenue numbers this month we will be able to transfer 20K into LGIP in April.

LC3 Nitrates sampling protocol has been finished with excellent results. The numbers have been in the 1.6 to 1.9 ppm range both in the official lab results and compare with our in-house instrument. Our water quality improvement plan has worked and the crew

deserves great credit for all the work and field engineering that went into this project. The vegetation is slowly turning green and in a few months the site will look natural.

We have built protective covers over our new chlorine injectors at Well 3 and 4 to protect the new equipment from UV rays, weather, and critters. The new injection pumps are very smooth and controllable.

We have done spring maintenance on our sites, laid organic fertilizer on the office lawn and the noxious weed issue is being controlled by the licensed applicator work from last month.

Our focus starting next week to prepare for the inspection/survey from the Drinking Water Program. The State regulator will inspect every site and compare the results of the last inspection to see what improvements the District has made.

I do not foresee any issues with this inspection. Our sites are looking good and we have made many system improvements over the past three years. This one day inspection will come with a fee of \$1,200. The crew is fine tuning each site this week in preparation.

We completed the flushing of our hydrants and turning each control valve and recorded the data. Talking to the field staff, the amount of off color water was much reduced compared to the first year. We also gained valuable data in Lower Chenoweth area with our high tech pressure gauges and could see the negative effect of undersized pipes in delivering fire flows.

We have Well #3 on line, the aeration basin cleaned and disinfected and the new chlorine injector dialed in. We pumped the water from the aeration basin into the storm water lines, a process made possible by the paving and grade work by the City of The Dalles two years ago. We will operate Well #3 once every few days to keep things fresh and have it ready to function when high summer demand finally gets here or can function as the main water source if Well #34 should go down.

The month of March has been a productive and smooth with the focus of energy on flushing the system to improve water quality and establish a twice year flushing to help the new SIO rating.

We have received approximately 65% of completed backflow notices and are getting more every day. Nate will send second notices out to those folks who have not tested their devices. Our list of backflow devices grows every year as we discover more in the system.

We have received a fair number of requests for "equal pay" billing process. Lea reports that she could do this with a little research and that CUSI could handle the task from the software point of view. This would make a positive customer relations improvement. We now have a years' worth of data to base our billing process on.

Jeb spoke about his experience with LOC training.

OLD BUSINESS: No old business to report.

NEW BUSINESS: General public Board meeting was convened and Public Contracting Review Board meeting was opened. Hearing was held to adopt Resolution No. 2011-01. With no public comments, public hearing was concluded. Regular public Board of Directors meeting was opened.

Motion by Mike Elmore; second by Marla Skroch, to adopt RESOLUTION NO. 2011-01 "JOINT RESOLUTION OF THE BOARD OF DIRECTORS AND LOCAL PUBLIC CONTRACT REVIEW BOARD AMENDING RESOLUTION NO. 2005-03 ESTABLISHING PUBLIC CONTRACTING RULE IN CONFORMANCE WITH LEGISLATIVE AMENDMENTS TO THE

OREGON PUBLIC CONTRACTING CODE FOR THE CHENOWITH WATER PEOPLE'S UTILITY DISTRICT". Motion approved 5 ayes, 0 nays.

Engineer of Record contract was reviewed. It will be an agenda item at the May 10, 2011 Board meeting for further discussion.

First draft of the fiscal year 2011-2012 budget was reviewed. These budget numbers are at the draft/discussion phase of the 2011-2012 budget and the plan is to see if these numbers are reasonable and changes can be made to any line item. Input is welcome and the budget should reflect the desires and direction of the Board. A more formal proposed budget will be presented at the May Board meeting and this proposed budget can again be altered or fine tuned before adoption.

Questions by Mike Elmore:

- 1. Was the budget proposal prepared with no rate increase? Yes.**
- 2. Was water delivery down from last year? Yes by 6%.**
- 3. Does the State mandate certification levels for running District? Yes, and have to have CEU's to maintain the certifications.**
- 4. Capital Improvements – Plan on spending 121K before end of budget year? No. Money put into LGIP as part of the long range goal of accumulating capital funds for major District distribution line replacement.**

Mike Elmore requested the budget draft be tuned in with projected costs to the end of the year by next Board meeting.

TRAINING SEMINARS & CLASSES: Nathan Pope will be going to a Distribution Analysis workshop in May.

BOARD COMMENTS: The Board thanked Roger for his continued good work.

Regular meeting adjourned at 7:47 to executive session in accordance with ORS 192.660(2)(i).

Executive session adjourned at 8:08 to regular meeting.

With no further business, motion by Gene Tobie; second by Rod Peterson to adjourn meeting. Motion approved 5 ayes, 0 nays.

Meeting adjourned at 8:10 pm.

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

Approved as to content at regular meeting held May 10, 2011.

**By: _____
Tom Ashmore, President
Board of Director**