



## **PUD BOARD MEETING MINUTES**

**JANUARY 11, 2011**

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

**GUESTS:** Jeb Miller.

Meeting called to order at 6:30 pm by Vice President Mike Elmore.

First order of business was oath of office for recently elected Board of Directors. Mike Elmore and Marla Skroch were sworn in by Attorney of Record Tom Peachey. Due to Rod Peterson's absence, he will be sworn in at next Board meeting.

Vice President Mike Elmore and legal consul conversed about available options for election of Board of Directors officers. Since just three members of the Board were present, the election was postponed until next meeting.

Motion by Marla Skroch; second by Mike Elmore to approve the December 14, 2010 minutes and consent agenda. Motion 2 ayes, 0 nays. Gene Tobie abstained due to absence of meeting. Motion to approve minutes of December 14, 2010 did not pass due to insufficient votes to constitute a quorum. Mr. Peachey advised that the minutes of the previous meeting would be ratified at the next meeting.

**PUBLIC COMMENTS:** None.

**FINANCIAL REPORT:** Patsy Busick presented financial reports. With interest earned in December 31, 2010 of \$241.07 less \$10.00 service charge, the LGIP account balance was \$567,914.39. As of December 31, 2010, Columbia State Bank account balance was \$27,889.17. The balances of the CSB SDC and Connections checking accounts are \$6,002.53. The balance of the CSB Service Deposits account is \$16,846.16. Financials were approved as presented.

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

No new proposals within our District's boundaries. Fred Meyer fuel stop is on the Site Team agenda with a new location on Cherry Hts. Rd.

No news from Sunrise Estates.

Design work completed on Pomona shop mezzanine structure.

LC3 Pump to Waste plan received by DWP. They said no review required basically due to small project size and will refund review fees of \$600. This \$600 will be credited to next billing cycle from Ben's office.

Updates to Master Plan complete and re-submitted to Oregon Drinking Water Program (DWP) for review. Minor work remains on map update and Ben expected map work to be completed this week.

**DISTRICT MANAGER'S REPORT:** Roger Prowell presented his Manager's report with a Powerpoint presentation.

Since last month we have focused on getting the shop's mezzanine up to code with a 40 pounds per square foot load rating, getting new tech installed at Allen reservoir and installing new Ethernet connections at 7 Mile relay to cut down on communication failure alarms.

Roger showed graphs of gallons of water sold and revenue for customers over the past 5 years. He then showed graphs of unaccounted for water over the past half decade and noted overall water loss has improved but the trends are not smooth.

Replaced an entire service line on W. Second Street and battled significant ground water in the trench and noted that if there was a leak in this section of the system the lead would not surface but just blend in with the local groundwater movement.

All of distribution system and general telemetry is working OK.

Roger worked with Bill Keyser from Pomona Meadows Homeowners Association in trying to get more pressure to about 10 homes that have low pressure in summer (down to 18 pounds). Pomona has a subcommittee looking into this issue. It is the Homeowners issue, but the District will help them as responsible water providers. They may have a PRV issue/plumber communication problem.

Jeb & Roger spent some hours with Gary Robinson helping him trying to find leaks. He does not have maps of sufficient quality to help him out much. He also has 2 inch water lines running directly underneath many homes. We tried to find leaks with our hydrophones and gave him field advice on isolation of individual areas with valves. His valves locations and functionality need some better definition.

Roger reported that the District received our discount from SDAO for about \$2K for having our various regulatory and safety program on line and documented.

The District had no real issues with customer's meters freezing during the month.

Water hammer in the Lower Chenowith area was investigated by Wallace Plumbing as a courtesy to the District and worked with the homeowner. The District ordered a couple of state of the art pressure recorders that have enough memory to record pressure every few seconds for a couple of days and then software the data to a graph. These tools will be a great value in learning about how the system works.

As directed by the Board, Roger sent a letter to Rod French with ODFW saying that our LC3 project is approved by Drinking Water Program and invited Mr. French to look at the project when it is complete.

Roger has been working on his "Water Elk" presentation for the Oregon Association of Water Utilities annual conference in Sunriver.

**OLD BUSINESS:** Tom Peachey reported on the Lower Chenowith Deed issue. The Deed is completed and in hand for Tom Ashmore's signature.

**NEW BUSINESS:** Employee Handbook was topic of discussion. Jeb Miller described to the Board his participation in preparing the Employee Handbook and how the process originated. Jeb related how the process was a 360 degree process with input from all employees and will be used for employee evaluations in the future.

Mike Elmore praised Jeb on his presentation to the Board. Roger commented that Jeb has done exemplary work on the entire project. Motion by Marla Skroch; second by Gene Tobie to adopt the Employee Handbook at presented. Motion approved 3 ayes, 0 nays with ratification at next meeting.

Roger presented to the Board a proposed Life/Short Term Disability insurance policy quoted by SDAO. He explained the District now has a policy with Regence Life in which the premiums are exceptionally high compared to a better plan we can get through SDAO for basically the same premiums as the District is paying now. Motion by Marla Skroch; second by Gene Tobie to move forth with the new Life Insurance Policy with SDAO. Motion approved 3 ayes, 0 nays. This motion will also be ratified at the next Board meeting.

**TRAINING SEMINARS & CLASSES:** SDAO Conference February 10-13, 2011 in Eugene to be attended by Tom Ashmore, Marla and Roger.

The OAWU Conference will be held March 1-4, 2011 in Sunriver where Roger will give his "Water Elk" presentation.

**BOARD COMMENTS:** Marla noted that it was nice to have Gene back after his health issues. Mike Elmore asked Roger if he contemplated a demo project with replacing old meters to see if that might pinpoint leak issues. Roger responded that we purchased a meter accuracy tool and checked about 10% of the meters in the system and the results were within industry standards. Roger said there were lots of companies willing to do a test project.

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

Meeting adjourned at 7:24 pm.

Submitted By: \_\_\_\_\_  
Patsy Busick, Admin./Human Resources

Approved as to content at regular meeting held February 8, 2011.

By: \_\_\_\_\_  
Tom Ashmore, President  
Board of Directors