



PUD BOARD MEETING MINUTES

SEPTEMBER 13, 2011

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

GUESTS: None.

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

Motion by Gene Tobie; second by Rod Peterson to approve the August 9, 2011 minutes and consent agenda. Motion approved 5 ayes, 0 nays.

PUBLIC COMMENTS: None.

FINANCIAL REPORT: Patsy Busick presented financial reports. With interest earned by August 31, 2011 of \$304.35, less \$10.12 service charge, and deposits of \$65,000.00 the LGIP account balance was \$751,506.27. As of August 31, 2011, Columbia State Bank account balance was \$33,891.95. The balance of the CSB SDC checking account as of August 31, 2011 is \$18,416.70 with two new services going in at 1390 Chinook and 982 Heritage Loop. Connections checking account is \$11,013.68 with \$2,000 being deposited for the same addresses. The balance of the CSB Service Deposits account as of August 31, 2011 was \$17,112.18. Financials were approved as presented.

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

Sunrise Estates Expansion: At this time, no response has been received to our plan review and SDC letter issued on June 28, 2011. The only new news on this project was an email forwarded from the City of The Dalles that they received from the architect which was to expect a revised set off plans in "the next month or so". This was on August 24, 2011. Ben doesn't expect any significant action to occur this year.

Second Street Project: Ben has received staff comments on finalizing the standard meter set and water service. Ben expects to final out the plans this week. He had lunch with City of The Dalles and District staff to discuss Second Street and potential of a joint project. Ben is negotiating preliminary work with the City for study of a sanitary/storm project along Second Street combined with the District's waterline project.

Lockwood Street Project: Ben has received approval from OHA Drinking Water Program for Sunflower Booster Pump Station and Piping Upgrade Project. He has completed field topo mapping for Lockwood Street between Starlight and Sunflower Upgrade Project. Ben plans to have engineering start on the design plan immediately.

Ben attended an August 11, 2011 City Site Team meeting for a conversion of Bert Hodges trailer sales lot at Second and Hostetler Street to become a used car sales lot and detailing shop. The City had pretty extensive off site improvement requirements. Ben has not heard of any forward movement on this since the meeting.

There were no other new items this past month. Ben has not heard of any forward progress on the Sagetech site, Wal-Mart or sale of the Northwest Aluminum site. There has been some forward movement on a couple of dormant subdivisions in The Dalles, unfortunately, they are on the east side of town. Hopefully this is sign that the local economy may be moving positively.

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

A portion of Roger's Power Point presentation was photos taken by Nathan Pope of the recent fire on the corner of Irvine and W 10th Streets. The response time of the District to provide additional water for firefighting at the request of the Fire Chief Bob Palmer was five minutes. Roger will present a Power Point presentation of photos and comments to the Fire Board at their next meeting.

We had decent water demand in August. Revenue was down only 4K from last year, a much better number than the 20K from July and this month looks promising.

Hydrant flushing is finished and we are prepping for valves as our next time consuming task.

We should be able to place around 60-70K into LGIP this month and get our total deposit to 820K. Meter reading went very smooth and the system has been operating very well in this high demand period with no major issues. We put 30K into LGIP on Monday and 25K into LGIP today.

Patsy and Roger has been working with the auditor for last budget year and providing data and answering questions.

Discussion was held on delinquent accounts. Roger explained that when there is frequent turn-overs in rental accounts, there is an issue with collecting the final amount due from the tenant. Immediately another tenant moves in and the final bill doesn't get paid. It should ultimately become the landowner's responsibility but they become difficult to track. The options are:

- 1) Write it off**
- 2) Try to get the funds from the current landowners**
- 3) Track data and numbers for a couple of months and see what the real effort would be**

Mike Elmore asked when the bill becomes past due, when does the water actually get shut off. He also inquired about whether all customers are required to pay a service deposit and when it becomes an issue. The billing cycle was explained; and those customers that can provide us with a letter of credit from another utility company showing account history in good standing are not required to pay a service deposit. The problem with the letter of credit is it doesn't give us any funds to draw from for the final bill. Mike questioned if our required service deposit is high enough and if it might be considered to collect one from all new customers rather than offering them the option of a letter of credit.

Rod Peterson commented that it should be the landowner's responsible for any unpaid past due bills or pay before new tenant moves in.

It was suggested to engage in research; then pursue to inform landowners the possible policy change regarding their responsibility of any unpaid bills from previous tenants.

The field staff was able to retrieve several large boulders from the excavation project at the corner of W. 6th and Snipes Streets. These will be used for the Xeriscaping project in the open grass area outside of fence at the office compound. Great thought and design work is being provided by Sus Prowell. Along with the boulders, the existing flagpole will be moved to the new Xeriscape area.

We fixed a leak on Starlight Drive on Monday. We have fixed this service line before. It is an odd size of questionable quality.

The new District signs will put on the vehicles this Wednesday and Thursday and our new big office sign will be ready later in the week.

Jeb informed the Board of his recent involvement with Pomona Meadows Homeowners Association. They have been having pressure issues for quite some time now. Jeb attended the Association meeting on Thursday night September 8, 2011. After introducing himself as the representative for Chenowith Water, his first course of business was furnishing Charlie Roush with the Consumer Confidence Reports that were offered previously to distribute to the residents of PMHA. He explained to the Board and attendees his view of their low pressure issues and his recommendations to resolve them. Charlie later called Jeb and inquired about what the District would do to help them out. Jeb's correct response was the District will loan the Association some tools for them to do the work. Field staff has set up pressure gauges on our side of the meters with week so we have good data to show Charlie that District pressures are good.

OLD BUSINESS: None.

NEW BUSINESS: Roger requested of the Board to change the check signing policy to include the Operations Supervisor/Assistant District Manager. Attorney of Record, Tom Peachey inform the Board it would have to be in the form of a Resolution. The new resolution will be presented to the Board at the October 11, 2011 meeting.

Motion by Mike Elmore; second by Rod Peterson, to amend by Chenowith Water PUD Resolution No. 2011-02 to include Operations Supervisor/Assistant District Manager as authorized check signers on the District's checking accounts. Motion approved 5 ayes; 0 nays.

TRAINING SEMINARS & CLASSES: None.

BOARD COMMENTS: Marla Skroch commended the staff for a job well done and glad to see everything is running smoothly.

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

Meeting adjourned at 7:50 pm.

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

Approved as to content at regular meeting held October 11, 2011.

By: _____
Tom Ashmore, President
Board of Director