



**PUD BOARD MEETING MINUTES
JANUARY 19, 2016**

Board meeting called to order at 5:30pm by President Tom Ashmore.

PRESENT:

Tom Ashmore, Rod Peterson via conference call, Marla Skroch, Mike Elmore, Wendy Shoptaw, Jeb Miller and Tom Peachey.

APPROVAL OF MINUTES AND AGENDA:

Mike Elmore made the suggestion that the agenda be changed and add the Election of Officers January 19, 2016.

GUESTS:

None.

PUBLIC COMMENTS:

None.

ENGINEER OF RECORD REPORT:

Ben Beseda presented his Engineer of Record report.

1. City Site Team Meeting: No PUD projects. ^There have been scheduled meetings for items outside of the PUD service area.
2. 2016 Project Planning: Need to schedule a meeting with the District Manager to talk over and review potential District improvement projects for 2016.
3. No other new projects have come up within the PUD.

NEW BUSINESS:

Presentation of Fiscal Year July 1, 2014 – June 0, 2015:

Nate Reagan with Friend and Reagan, P.C., presented his audit report for July 1, 2014 through June 30, 2015. Report indicated cash was up due to less expenditures in the fiscal year. Issues were minor and overall the audit went smooth. Nate thanked the District staff for their cooperation in performing the audit and also thanked the Board for doing business with Friend and Reagan.

ELECTION OF OFFICERS:

Marla Skroch made the motion to nominate Mike Elmore as the President of the Board. Mike Elmore made the motion to nominate Marla Skroch as Vice President of the Board. Mike Elmore made the motion to nominate Wendy Shoptaw as Secretary/Treasurer. With the motion being made for all positions, the nominations were closed with 4 ayes and 0 nays.

FINANCIAL REPORT:

Marla had the question about our dues and why we were above budget by 121%. Marla's request was to watch for next year's budget and add funds to th3e Dues line item if needed. Financials approved as presented.

DISTRICT MANAGER'S REPORT:

Jeb Miller presented his District Manager's Report.

Jeb presented to Marla how much the transaction fee was to use plastic in the office and it was 1.47% per transaction.

The Rodeo Association had a request to the Board asking if we would be able to install their meter again for the last rodeo. Jeb explained that in the past if we pull a meter for a customer they would have to pay complete SDC and Connection fees. The Board said that it would be fine as a community relations situation. The Board stated that it should be labeled as a temporary meter if the Rodeo goes on this year. A motion was made by Tom Ashmore that a temporary meter be installed and second by Marla Skroch and passed with 4 ayes and 0 nays.

Jeb told the Board that the drop box in Lower Chenowith was starting to have very soggy payments. Also on the weekend there could be payments in there not protected by theft. Jeb said that if we could do away with the drop box he would get ahold of the customers that use it and let them know where they can drop their payments. The Board had no problem with that as long as the customers were notified.

Jeb talked about the booster pump at Well #4 going out over the weekend of January 16th. He had the electrician come and take a look at the variable drive to make sure it wasn't electrical. The electrician determined that it was the pump on the motor and suggested we get ahold of Mather and Sons to come fix the pump. Jeb had not gone any farther with this situation until he talked with the Board.

Jeb had a phone call from Fred at Crystal Springs during the Christmas week stating that 20% of his Sensus meters were not reading. Fred told Jeb that he had phone calls into Sensus and nobody will contact him back. Fred stated that he was not happy with the meter and suggested that Chenowith look into other options. Jeb said that he was probably stopping the bid that was out and do more research on other companies. The Board was pleased that Fred contacted Jeb and felt like it was a blessing. Jeb had talked with a few other meter companies and he plans on going to see a few other utilities and see what they think about their product.

Jeb presented the PowerPoint presentation showing the charts and graphs of water sold, revenue, water loss, revenue from unaccounted for water and totals for yearly water loss. The total unaccounted water for the year was 12.47% which is 2.47% over than what the State asks for. Along with the graphs Jeb showed pictures of the aeration basin with the finished roof. The District was granted a half payment for the roof and will send a check once Jeb sends final pictures and cost statement. Mike Elmore suggested that we look into the turbine meters that are in the system and start changing those meters out. If the new meter purchase is not going to be happening soon the suggestion was to start changing the turbine meters. Jeb said that was no problem and he would start changing the turbine meters as soon as possible.

OLD BUSINESS:

Delinquency policy change: Jeb read the policy in place now and asked if he could get #3, line B changed.

It read as of now; Customer will have 2 business days to make payment or arrangement to pay within 5 days to avoid water disconnection.

Jeb would like to change #3, line B to say; Customer will have 2 business days to make payment.

Tom Ashmore made the motion to take off the arrangements after 5 days post the shut off date, Marla Skroch seconded it. Motion passed 4 ayes, 0 nays.

Tom Peachey made the suggestion that we look into the door tag policy and see what other utilities do as far as notifying the customers for non-pay before shut offs. Jeb said

he would look into maybe sending the door tags in the mail. This will be a discussion at the next Board meeting.

TRAINING SEMINARS & CLASSES: SDAO conference in Sunriver will be coming up in February 4-7, 2-16 and will be attended by Tom Ashmore, Marla Skroch and Jeb Miller. OAWU conference in Sunriver February 29 through March 4, 2016 will be attended by Nathan Pope and Jeb Miller.

With no further business, the meeting was adjourned.

Submitted By: _____
Jeb Miller, District Manager

Approved as to content at regular meeting held February 15, 2016

By: _____
Mike Elmore, President Board of Director