

WILL BE REVIEWED AND APPROVED AT NEXT BOARD MEETING

05/03/2023 Blue River Water and Sanitation Board Monthly Meeting

Called To Order @ 6:00pm via Zoom (link made available on FB page as well as our website)

Board Members Present: Tony Casad, Melanie Stanley, Jim Parks

Board Member Absent: Josh Cloke

**Superintendent:** Interim Jim Parks                      Professional Consultant: Jason Carman, RCAC (Absent)

Infrastructure Consultant/Intergovernmental Liaison: Tim Laue (Absent)

**Project Manager, Lane County:** Rob Woodard (Absent)

**Public Present:** None

**Approval of Agenda and Previous Meetings Minutes**

Jim P., motions to approve the Agenda as written, Melanie., 2<sup>nd</sup> All in Favor, Passes Unanimously

Minutes will be reviewed and approved/amended at June Meeting. Not all Board Members had opportunity to read fully and did not feel comfortable approving.

**Public Comment:**

None

**Superintendent Report: Interim Jim Parks**

98 active services	Unaccounted for Water (Loss) gals: 1.4M
88 ¾ inch	Max. Daily Demand: 19.0K
8 1-inch	Power used/ Month \$423.00
2 2-inch	# Meters Tested/Repaired 30
2 3-inch	# Leaks Repaired 6
10 inactive or disconnected meters	# of Turn Ons 5
Total Water produced: 2.0M	# of Applications 3

Total Meter Consumption: 580K

Total Water Sales: 5.3K

Total Accounts: 108

Numbers of gallons produced is down, the equipment replacement is most likely the reason for this because it's now more accurate and reading properly.

The water loss numbers are also down, we're still trying to track what exactly is happening there. Looking at the numbers and keeping an eye on the trends on that to see if we can find the trends and if it's a leak or if it's been the equipment issues.

Identified more meters for replacement, dealt with some that were not readable, have polished up the plastic on some of the meters and that has made them able to be read, meters are still on back order so if new connections are needed there will be issues with getting meters ordered, and working on list that of pieces that need to be ordered.

The VOC testing that was required by the State has been labor intensive and Jim has done a great job getting this completed and is getting the State of Oregon reporting done so we are compliant with their testing requirements. Al completed 17 of the connections, and Jim has completed 23.

Internet and SCATA system (Online Connections)

Everything seems to be talking to each other and the information is coming to the computer like it's supposed to be doing, Jim is going to contact TAG about the APP for his phone so he will be able to access everything remotely. Board approved transponder and PLU last month and it's working great, and we're at a point of knowing within 6 inches of where the water is as far as fill level in the tank.

Civil West said that the fix has made it a lot nice as far as the feasibility study for the new water system etc.

#### **Items from Commissioners:**

Jim and Tony have been working on the Emergency Plan and Operations Manual. Our Emergency Plan has been submitted to the State and approved, it will be printed and stored at the Well-house so it will be available in case something happens. Nick Albani with Lane County and reports to the State and all has been approved. OEM Manual is about 96% complete, meeting in a couple days to complete it. Will be presented to Nick Albani, to be presented to the State for approval.

Still need to get screen over tank #2, still trying to get someone to climb the tank. Once that is complete we will have the sanitation compliance complete with the State of Oregon, which will be great.

We are not registered with 811, so we are not getting calls for locates when people are getting ready to dig. We need to get that dealt with and get ourselves on the locate list. Tony has the 5 page email of what we need to be able to get registered. It will most likely be a multi Board member project.

#### **Building update:**

Civil west has taken the lead on this. All the engineering has been done and they will be putting this out to bid in the next 30 days. Hopefully we will be able to get building started soon.

Work is continuing on the Sanitation system with HDR, hopefully we have something soon from them as far as budgets and numbers going forward. Water funding is looking about \$7.5m which puts us under original budget so with contingency we should be looking alright. Meeting will probably be later part of June/July to show Community what things will look like and where we're at in the process.

**Commercial Rates**

Tony presented a spreadsheet with comparisons between 4 areas and what their Commercial Rates look like.

Rates based by meter size, per gal, and what it might it look like with the school’s monthly average bill.

Jim and Tony are working together to be able to show our current commercial customers what their rates will look like with new rate structures.

Spreadsheet attached to this document for review.

**Treasurer’s Report:**

Water Sales \$3,995.00	Deposits: \$4,089.00	Tax Funds: \$94.00
Refunds: \$0.00	Insurance: \$0.00	Installs: \$0.00
Bills: \$10,743.71	Returned Check: \$ 35.50	Checking: \$7,875.00
Balance After Bills: \$-2,868.71		
GIP: \$111,208.00	Savings: \$201,000.00	Total Assets: \$ 320,083.00

Tony is recommending a \$4,000 Transfer to checking

Melanie motions to transfer \$4,000 and approve the Financials, Jim P. 2<sup>nd</sup>, All in Favor, Passes Unanimously

Correct Equipment Line on report: \$3030.12 was for the valve that broke during the fire that we “fixed” and then they sent the valve to Al’s home, but we were never invoiced for it, the company finally sent us the invoice and would like payment. Melanie motions to the pay the \$3030.12 to the company to clear up the invoice, Jim P. 2<sup>nd</sup>, All In Favor, Passes Unanimously.

Jim motions that we write off the NSF \$35.50 that we’ve been chasing for the last 3 months, it is from a customer who has moved away and is going to cost us more to try and collect then it is worth, Melanie 2<sup>nd</sup>, All in Favor, Passes

Tony will be talking to CPA to get us the figures and worksheets that we need so we can get the Budget documents completed and get things together for a Budget Committee Meeting and get things submitted to the State.

We have been getting away from Professional Underground and have been using a company called Wind-Rose for our excavation, he’s been a little cheaper and has been doing great work. We have a refund to be able to give a customer because he was able to save money doing the work.

**Upcoming Bills:**

**\$3700 and \$4500 both for TAG, were pre-approved by Board. Neither piece of equipment has been fully activated or itemized and Tony has told them we are not paying them until we receive those things. Looking at paying those next month if they are completed and we get everything we’re supposed to have.**

**Secretary's Report:**

Minutes will be looked at and approved at next month's meeting. Board members did not have the opportunity to fully read minutes.

**Chairs Report**

No report submitted from Josh prior to the meeting.

Melanie S., motions to adjourn, Jim P., All in favor, Passes Unanimously

NEXT MEETING IS JUNE 7, 2023 6PM VIA ZOOM

Adjourned @ 7:13pm