

Pursuant to the Open Records Act: The minutes of the LCRWS #17 are available to its members upon request. Copy rates are posted at the LCRWD #17 office and on file with the County Clerk. Minutes will also be available at our website lcrwd17@myruralwater.com

LCRWD#17 Board of Directors Meeting Minutes

May 14, 2024

- Vicki Cearnal led the meeting with a prayer.
- Member questions not on Agenda: None.
- Roll Call: Vicki Cearnal Chairman, present. Jean Conklin Vice-Chairman, present. Deb Butler Treasurer, present. Kendle Ortiz Secretary, present. Matt Pollard, member at large present. Also present were John Butler, Water Operator, Sean Balzanna Operator apprentice and Ken Winkenwerder. Sign in sheet filed with BOD reports.
- Meeting called to order at 6:05 PM.
- Secretary's Report: Kendle Ortiz had emailed a copy of the April 9th BOD meeting minutes as well as the meeting minutes from the Special Called BOD meeting on May 6th. Kendle asked if there were any questions or amendments of those meeting minutes. There were none. Matt Pollard made a motion to accept the meeting minutes from April 9th as well as the Special Called BOD meeting minutes from May 6th. Jean Conklin seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler

voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried.

- **Treasurer's Report:** Deb Butler presented the Treasurer's report to the board. Copy of the report filed with the meeting minutes. Vicki Cearnal thanked everyone for the early reports before the meeting. There was a lengthy discussion regarding the Treasurer's report. There was a discussion regarding the increased cost of insurance for the district. Vicki stated that she had spoken with them and they would be emailing a detailed line account of the insurance for review. There was a lengthy discussion regarding financials. There was a lengthy discussion regarding the accounts that had been cut off last month. There was a lengthy discussion regarding the districts shut off policy. Deb stated that we were working towards being compliant with our policies and procedures. Deb stated that the board needed to have a special called meeting to review our policies and procedures at some point this year. There was a lengthy discussion regarding the budget for 2024. There was a comparison between the budget versus actual spending for the budget. There were several items that were more than budgeted for and there were a few items that were under budget. There was a lengthy discussion regarding water loss and the cost of lost water. There was a lengthy discussion regarding the districts inventory. Kendle Ortiz made a motion to accept the Treasurer's Report. Matt Pollard seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried.
- **Operator's Report:** John Butler presented his operator's report to the board. A copy of the operator's report is filed with the meeting minutes. There was a lengthy discussion regarding the operator's report. Vicki asked John about the difference in the pricing for the quotes. John stated that he was unsure of the exact reason. There were a lot of variables. He stated he was going to ask DEQ about the permit and which one they will require. Matt asked about the water level at the standpipe. There was a lengthy discussion regarding the flow rate and the gpm of water loss. There was a lengthy discussion regarding the leaks, leak detection and water loss. Jean

asked what the distance between the gate valves was. John stated that it varied but they tried to make it about ¼ mile, especially in the areas where there were the most leaks. John stated that we have more gate valves than most other systems. Vicki asked about the training for the automatic flush hydrants. John stated that Water Solutions would be out to train them on the hydrants soon. Sean Balzanna the operator trainee gave his operator report to the board. A copy of his report is filed with the meeting minutes. There was a lengthy discussion regarding the donuts they were building so that ODOT would be able to mow without damaging the meters and valves. There was a lengthy discussion regarding the updated bids for Booster 1. Deb stated that it did not look like we would have the funds so we may look at the bids and see what can be trimmed. Matt asked if all the contractors would wait for grant funds to become available for payment or would they want to be paid at the completion of work. There was a lengthy discussion regarding grants and payment to contractors. There was a discussion regarding the shortage of available contractors for construction bids. John stated that booster 1 had a leak in the 4" section in the tee. He was worried that the entire section was rotten. He stated they would just watch it for now as it may end up being a major ordeal to repair. He simply wanted the board to be aware of this as it may need to be repaired in the future. John and Sean were thanked for their reports and hard work.

- Old Business:
 - Grants Update: Deb Butler presented the board with the grant updates. Copy of the grant update filed with the meeting minutes. There was a lengthy discussion regarding the grant updates. Deb stated that we did not get the Water Smart grant. She stated we had a resolution already made to apply for the engineering costs. She stated that there was a Water Smart grant that we could apply for the engineering costs. Deb stated that the deadline for apply was May 23rd and she thought she had everything she needed to apply and would go ahead with that. Vicki stated that if there was anything that she needed to just let her know. Deb stated she would ask Gaylene Riley to review the application before it is submitted. Deb

stated there was another RIG available in September but she did not believe we had the required 20% funds for another project at this time. There was a lengthy discussion regarding the 20% obligation for the RIG grants. Vicki stated that Mr. Campbell a county commissioner had stated they should be getting more ARPA funding and that he felt strongly that they should be able to assist us with the \$25,000 for the matching funds for the RIG that we had applied for and been denied previously. There was a lengthy discussion regarding grants. Vicki stated that Jim Grider from IHS had contacted her and that he was cautiously optimistic about being able to fund our project, potentially able to fund the entire project as other applicants had dropped off and we were ready to go with our project. The DEQ application for permitting was ready to be submitted and there was a fee of \$10,258.53 that would have to be paid prior to them approving the plans. Vicki stated that she thought that cost was to be paid by Wall Engineering on our behalf but that is not the case and the district would need to pay that cost. Vicki stated that she had spoken with Gaylene to see if we could draw that from our loan. There was a lengthy discussion regarding the loan and repayment of the loan. Vicki stated that DEQ would not start the permitting process until they had received payment. There was a general consensus from the board that we would proceed with the project at this time.

- New Business:
 - No New Business:
 - Adjourn to Executive Session: Kendle Ortiz made a motion to adjourn to executive session. Matt Pollard seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried. Adjourned to executive session at 7:16 PM. Vicki Cearnal made a motion to come out of executive session. Kendle Ortiz seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted

yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried. Adjourned executive session at 7:42 PM.

- Deb Butler made a motion to return to regular session. Matt Pollard seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried. Returned to regular session at 7:43 PM. Vicki Cearnal made a motion that the board would increase Sean Balzanna's pay to \$3925 monthly starting in May 2024 in order to reach an annualized salary of \$41,000. Jean Conklin will draft the letter that will be an addendum to his original agreement. The letter will also include that his pay starting January 2025 will be \$4000 as per the original offer. The letter is to also include that his six levels of testing and obtaining his class D license are to be completed by 12-31-24. Matt Pollard seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried.

- Open Member Discussions: None.
- Adjournment: Vicki Cearnal made a motion to adjourn the meeting. Kendle Ortiz seconded the motion. Vicki Cearnal voted yea. Jean Conklin voted yea. Deb Butler voted yea. Kendle Ortiz voted yea. Matt Pollard voted yea. Motion carried. Meeting adjourned at 7:56 PM.

Signed: _____

Seal: