

UNOFFICIAL MEETING MINUTES

WILL BE REVIEWED AND APPROVED AT NEXT BOARD MEETING

01/04/2023 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, Josh Cloke

Board Member Absent: None

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

Project Manager: Rob Woodard

Public Present: Tim Laue, Judy Herrera, Lane Tompkins

Approval of Agenda and Previous Meetings Minutes

Tony made addition to the Agenda to introduce Rob Woodard and give him time to talk

Melanie motioned to accept agenda with amendment, Tony C. 2nd , All in Favor, Passes Unanimously.

Jim motioned to accept last month's minutes, Josh C. 2nd , All in favor, Passes Unanimously

Public Comment:

None

Superintendent Report: Interim Jim Parks

SCADA system back up and running so we were able to get numbers but without numbers from last month there isn't a way to do a comparison

Large meter replacement at the old USFS compound, waiting for the weather to let up just a little bit. Coordinating with the property owner so we can make sure everyone knows that there will be no water and all that for the duration of the repair/replacement.

Update from Rob Woodard

Water feasibility study is underway and looking at what needs to be replaced and repaired. Looking at what the ability is to run a line to the Lazy Days property and if it's possible etc. Spoke with Matt Waddleton and anticipates that feasibility study should be released first quarter of the year, sometime around February is when Rob is expecting it. This has mostly been an inventory study and just figuring out what needs to be replaced and how to move forward with any upgrades and updates.

Waste-water side HDR is looking at expanding the contract for the feasibility study because of the dual parcels (Blue River Park and 3SM) for the drain fields for a community system, the extended contract would be for the expanded testing and deep well analysis that will need to be performed. There is a need to find out how deep the aquifer is that might be connected to the Blue River on the Park property and the McKenzie on the 3SM property. These tests will be moving forward shortly. The challenge is the 3-basin rule and the possible direct connections to the rivers on both potential properties.

Items from Commissioners:

Water District Projects for 2023

Tony C.: Asking that we bring on someone as an owner/district representative to help meet with Lane County, Regional Solutions, HDR, Legislative bodies etc. Having someone that understands all the technical aspects of these programs moving forward and being able to help keeping the stuff moving forward and in our best interest. Being able to act in capacity as a representative rather than being bogged down with the Board member responsibilities in addition to taking on this role seems like a good fit, and seems that it will fit the needs of the Board the best given the current circumstances.

Josh C. motioned to accept the resolution,

Tim L. will spend the next month talking to Josh and Tony about their concerns and then also Melanie regarding the downtown area and concerns there.

Finalize commercial rates – this still needs some research because of the public buildings that are associated with our commercial rates. We will have this done by Feb. 2023 meeting. Still working on this and waiting for a couple e-mails back.

Establish Bylaws – Still working on this

Formalize Standard Operating Procedures – Tony is still working on getting us the SOP from Shang-ri-La Water and that we should be able to use most of their SOP and other manuals for our district.

Formalize a Maintenance Program – same as above

Preventative Maintenance: Josh would like to start earmarking \$\$ yearly since we're finally a point where things are stabilizing and we really need to make sure that we're setting something up to cover that stuff going forward. We will look at it as we move forward and look at it as primary goal.

Treasurer's Report:

Water Sales \$3,956.00	Savings: \$207,338.00	Checking: \$22,255.00	GIP: \$112,166.00
Deposits: \$5,892.00	Bills: \$13,778.27	Tax Funds: \$5,892.00	
Insurance: \$0.00	Balance After Bills: \$8,476.73		

Professional Underground invoices all came in at the same time and dated for October even though they happened in Feb., Aug., and October. They were the MRCS, Behm's, and Echo St. repair. It's all taken care of now, so we are current with them.

USFS sent us 2 bills for the Water Tank but also sent a bill for the "line" which we've never been billed for, Tony is trying to figure out what is going on with that and see what is going on there.

We were behind on our Auditing documents and the fees associated, that has been handled.

Finally at a point where we're billing to cover expenses and not going in the hole every month so feeling better about the financial security of the district.

Melanie S. motions to approve the treasurer's report and pay the bills, Josh C., Jim abstained from vote because it concerns his paycheck, All in Favor, Passes Unanimously.

Tony C. had a long conversation with Tonya the attorney at SDAO regarding the Superintendent position and Board position being held by Jim Parks simultaneously. There has been conversation regarding his ability to make motions concerning the financials and treasurers report acceptance since it technically concerns his paycheck. Tony said, Tonya informed him that Jim can vote to accept the Treasurer's reports and financials, unless we are talking about changing his rate of pay.

Secretary's Report:

Nothing outside regular meeting minutes that were approved at beginning of meeting.

Chairs Report

Work place injury report and new insurance policy. Josh will be sending the info over to Melanie. Tony C., said he responded to the email regarding the work place injury report and stated we have no employees etc. Posting requirements for OSHA/Workman's Comp would be met by hanging the required posters at the pumphouse since that is our operational space and where our contract employee does most of their work.

January 14th, 2023 Meeting at the School – Everyone will be there in some capacity during the meeting

NEXT MEETING IS FEBRUARY 1, 2023 6:00PM VIA ZOOM

Jim P. motions to adjourn, Melanie 2nd, All in Favor, Passes Unanimously

Adjourned @ 6:50PM