**SPECIAL MEETING MINUTES FOR**

**BLUE RIVER WATER AND SANITATION DISTRICT**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***I. MEETING DETAILS***

DATE: 12/11/2024

CALLED TO ORDER: 5:00PM

Location: MCKENZIE RIVER COMMUNITY SCHOOL, ADMIN. BLDG BOARD ROOM AND VIA ZOOM (LINK PROVIDED ON FACEBOOK PAGE)

Street Address: 51187 BLUE RIVER DRIVE

City: FINN ROCK

State: OREGON Zip: 97413

***II. ATTENDEES***

BOARD MEMBERS PRESENT: JIM PARKS, TERRY HERNDON, MELANIE STANLEY

BOARD MEMBERS ABSENT: NONE

PUBLIC PRESENT: SARAH HUNTER, DAVE HUNTER, DOUG FAIRINGTON, CYNDY PARKS, VAL RAPP (ZOOM), JUDY HERRERA (ZOOM)

MEDIA PRESENT: KEN ENGELMAN : RIVER REFLECTIONS

***III. AGENDA/MINUTES REVIEW AND APPROVAL***

*AGENDA:*

*LETTER TO SUPERINTENDENT:*

* *DRAFT LETTER THAT HAS BEEN RUN THROUGH THE DISTRICTS LEGAL COUNSEL TO INSURE WE HAVE TAKEN THE PROPER STEPS*
* *TONY WAS INCLUDED IN THE CORRESPONDENCE REGARDING THIS MEETING TONIGHT, THE TIME, THE LOCATION, AND THE PROPOSED AGENDA.*
  + ***AMENDMENT 12/16/2024 DURING APPROVAL: CLARIFICATION TONY CASAD WAS NOT GIVEN THE TERMINATION LETTER PRIOR TO THE MEETING, AS IT WAS NOT APPROVED BY THE BOARD. DURING THE CONVERSATION IN THE MEETING MELANIE WAS NOT CLEAR IN EXPLAINING THAT HE WOULD BE RECEIVING THE LETTER, BUT HAD NOT RECEIVED IT YET. HE WAS HOWEVER INCLUDED IN THE REST OF THE CORRESPONDENCE REGARDING THE MEETING TIME, DATE, LOCATION, AND SUBJECT MATTER.***
* *JIM MOTIONS THAT WE APPROVE THE LETTER AND APPROVE THE RELEASE OF TONY CASAD AS THE INTERIM WATER SUPERINTENDENT, TERRY 2ND, ALL IN FAVOR, PASSES UNANIMOUSLY*
* *JIM ASKED HOW THE LETTER WILL BE DELIVERED, MELANIE SAID SHE WILL GO TO THE POST OFFICE TOMORROW AND SEND CERTIFIED/RETURN RECEIPT.*

*MOTION TO APPROVE MINUTES AS PRESENTED:*

* *NO MINUTES PRESENTED AT THIS MEETING, BECAUSE THEY WERE ALREADY APPROVED AT REGULAR MEETING*

***IV. PUBLIC COMMENT***

* VAL RAPP: JUST WANTED TO SAY SHE’S HAPPY TO SUPPORT THE LEADERSHIP OF THE BOARD GOING FORWARD, AND SHE WAS HAPPY TO SEE THE CLARIFICATIONS IN THE LAST MEETING ON THE ROLE OF OUR BOARDS REPRESENTATIONS ON THE 3SM PARTNER GROUP.

***VI. MISC ITEMS***

* JIM:
  + SCATA ACCESS WAS CHANGED TODAY, TONY WAS REMOVED FROM THE REMOTE ACCESS SYSTEM
  + STILL WORKING WITH CIVILWEST REGARDING THE “TOWNHALL” MEETING THAT WE NEED TO HAVE ABOUT THE NEW WATER SYSTEM SO THE COMMUNITY CAN BE FULLY INFORMED AND BE ABLE TO ASK QUESTIONS
    - PLANNED FOR OUR FEBRUARY REGULAR BOARD MEETING, BUT WE ARE STILL TRYING TO GET A SATURDAY MEETING SCHEDULED SO THAT PEOPLE WHO CANNOT REGULARLY ATTEND OUR WEEKDAY EVENTS WILL BE ABLE TO COME AND GET INFORMATION AND THEIR QUESTIONS ANSWERED
    - WILL SPEAK WITH TONY GLOVER WITH TAG ABOUT THE ITEMIZED INVOICE FOR THE LARGE AMOUNT SO WE CAN SEE WHAT IS REBUILD VS. UPGRADES BECAUSE OF THE REBUILD.
* MELANIE:
  + SENT AN EMAIL TO SONDRA WITH TAG TRYING TO GET CLARIFICATION ON THE BACK INVOICES THAT WE ARE STILL TRYING TO TRACK DOWN EXACTLY WHY THEY WEREN’T PAID OR HOW WE GOT BEHIND ETC, AT THE TIME OF THE MEETING THE EMAIL WAS STILL AWAITING A REPLY.
  + STEVE SILVA (WHA INSURANCE AGENT) CALLED AND GAVE UPDATE ON RENEWAL PROPOSALS, SAID THEY’D BOTH BE READY FOR OUR APPROVAL BY JANUARY MEETING. ALSO GAVE ME THE INFO FOR THE INSURANCE ADJUSTER SO THAT WE CAN HOPEFULLY GET THAT PROCESS BACK ON TRACK
  + I BELIEVE THAT WE ARE GOING TO NEED A WORK SESSION, SOONER THAN LATER TO BE ABLE TO CONTINUE TO WEED THROUGH SOME OF THIS STUFF. BECAUSE THERE ARE ONLY 3 OF US, IT MAKES THE MOST SENSE TO JUST HAVE ANY CONVERSATIONS BE PUBLIC MEETINGS AND AVOID ANY ISSUES WHERE SOMEONE MIGHT SAY WE WERE DOING SOMETHING WE SHOULDN’T BE DOING.
    - ALL AGREE THAT THIS IS THE BEST COURSE OF ACTION, EVEN IF IT MEANS EXTRA MEETINGS.
    - BOARD AGREED THAT THE 17TH WORKED AND 6-8PM WAS THE TIME FRAME, SO I WILL GET THE ROOM SCHEDULED AND FACEBOOK NOTICES UP

JIM BROUGHT UP THAT HE WOULD BE WILLING TO STEP IN AS INTERIM SUPERINTENDENT WHILE WE GET THE JOB DESRIPTION FINISHED UP AND A JOB POSTING OUT FOR RECRUITMENT FOR A FULL TIME POSTION, MELANIE MOTIONS THAT WE ACCEPT JIM STEPPING IN AS THE INTERIM, TERRY 2ND, DISCUSSION ABOUT IF JIM VOTES FOR THIS- MELANIE SAYS TECHNICALLY HE SHOULD ABSTAIN BECAUSE HE SHOULDN’T VOTE FOR HIMSELF TO FILL THE POSITION AND THAT WITH THE OTHER 2 VOTES THAT’S A MAJORITY AND MEETS THE REQUIRMENT TO PASS. MELANIE VOTES YES, TERRY VOTES YES, JIM ABSTAINS. PASSES WITH 2 VOTES

**SUPERINTENDENT CONCERNS:**

* *JIM IS REQUESTING THAT WE PURCHASE NEW LOCKS ACROSS THE DISTRICT, BECAUSE THERE ARE A NUMBER OF KEYS THAT WE CANNOT ACCOUNT FOR SO WE NEED TO GET THAT HANDLED ASAP.*
  + *MELANIE MOTIONS, TERRY 2ND, ALL IN FAVOR, PASSES UNANIMOUSLY*
* *JIM WILL BE GOING TO ANALYTICAL LABORATORIES TO PICK UP PAPERWORK AND TESTING SUPPLIES*
* *WANTS TO MAKE SURE THAT WE GET A POLICY IN PLACE THAT STATES WHAT OUR TESTING TIMELINES LOOK LIKE, SO MOVING FORWARD THERE ARE NO QUESTIONS ABOUT WHEN TESTS NEED TO BE DONE AND HOW SOON THEY NEED TO BE TURNED IN TO THE LAB*
* *JIM WILL GET SOMETHING PUT TOGETHER TO HAVE JODI PUT SOMETHING IN THE BILLS ABOUT THE MEETING IN FEBRUARY*

**VIII. CLOSING PUBLIC COMMENT**

* + SARAH HUNTER:
    - WHO DO WE CONTACT IF THERE IS AN EMERGENCY?
      * JIM SAID CALL RAINBOW THEY WILL MAKE SURE THAT WE GET CONTACTED
  + DOUG FAIRINGTON
    - ASSURED EVERYONE THAT TRANSITIONS ARE ALWAYS CHALLENGING, SO JUST BE MINDUFL OF THAT AND REMEMBER THAT EVERYONE UNDERSTANDS THAT
    - ASKED FOR CLARIFICATION ABOUT THE TOWNHALL DATES ETC.

***IX. ADJOURNMENT***

* MELANIE MOTIONS TO ADJOURN AT 5:35PM, TERRY 2ND, ALL IN FAVOR

Minutes prepared by: M.J. Stanley Print Name: MELANIE STANLEY

AMENDED & APPROVED: 12/17/2024

Approved by: BOARD VOTE AT MONTHLY MTG., CONSIDERED DRAFT UNTIL THEN.