**WORK SESSION MINUTES FOR**

**BLUE RIVER WATER AND SANITATION DISTRICT**

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***I. MEETING DETAILS***

DATE: 12/17/2024

CALLED TO ORDER: 6:01PM

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: VINNIE

MEDIA PRESENT: NONE

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

*AGENDA/MINUTES APPROVAL:*

* MINUTES FROM 12/11/2024 AMENDMENT WITH THIS 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.
* MELANIE MOTIONS TO APPROVE MINUTES AS AMENDED AND AGENDA AS PRESENTED, JIM 2ND, ALL IN FAVOR, PASSES UNANIMOUSLY

***IV. PUBLIC COMMENT***

**NO PUBLIC COMMENT DURING THIS SESSION**

***VI. DISCUSSION ITEMS***

* TIM BAUER, ADJUSTER, WITH THE INSURANCE COMPANY SENT US AN EMAIL ABOUT THE SLATECO INVOICE. ASKING IF THERE WAS A FINAL INVOICE AVAILBLE AND WHAT WAS STILL OWED. WILL BE WORKING THROUGH THE INSURANCE STUFF, TRYING TO GET CAUGHT UP ON WHAT WE HAVE STILL OWED TO US THROUGH THE POLICY ETC.
  + WE NEED TO LOOK BACK IN THE AUG/SEPT TREASURER’S REPORT AND TRACK WHAT THAT PAYMENT WENT TOWARDS
* WINDROSE INVOICE WILL BE LOOKED AT BY JIM AND HE’LL BE IN CONTACT WITH CIVILWEST TO SEE IF THERE IS ANY DUPLICATION HAPPENING OR WHAT HAPPENED HERE AS FAR AS THE SUBCONTRACTING PIECE
* CIVILWEST WILL BE HERE AT OUR NEXT MEETING TO GIVE A PRESENTATION ABOUT THE WATER SYSTEM TO THE BOARD AND WHOEVER IS IN ATTENDANCE. COST FOR CONNECTIONS WILL BE EXPLAINED
* STREAMLINE STUFF HAS BEEN CHANGED AND NEW PASSWORDS ISSUED
  + JIM WILL GET MELANIE THE INFO TO BE ABLE TO LOG IN AND ACCESS THE SITES
* NEED TO GET JIM THE INFORMATION FROM MINUTES WHERE HE BECAME THE INTERIM CHAIR AND I BECAME THE INTERIM TREASURER SO THAT HE CAN GET ACCOUNT ACCESS ALL STRAIGHTENED OUT
* WATER RIGHTS FOR WELL #2 HAVE BEEN STRAIGHTENED OUT AND WE WILL BE GETTING THE CERTIFICATIONS SOON
* *SUPERINTENDENT INFO*
  + PROPERTY RETURNED FROM TONY
    - SPRAYER
    - MANUALS
  + THERE WERE NO TEST BOTTLES RETURNED (NOT SURE WHERE THEY ARE)
  + TERRY WILL PICK UP BOTTLES 12/18/2024 FROM ANALYTICAL LABS
  + HOPE TO BE ABLE TO GET A JOB DESCRIPTION AND JOB POSTING OUT IN JANUARY/FEBRUARY TO BE ABLE TO GET THE POSITION FILLED SO WE DON’T HAVE TO MAINTAIN AN INTERIM FOR TOO LONG
  + WE NEED TO GET A TESTING PROTOCOL IN PLACE FOR WATER SAMPLES
* BOARD RECRUITMENT
  + MELANIE MOTIONS TO ALLOW JODI TO SEND RECRUITMENT NOTIFICATIONS W/ WATER BILLING AS WELL AS INCLUDE SOMETHING ABOUT BLUE RIVER PARK NEEDING INTERESTED PARTIES TO SUBMIT APPLICATIONS/LETTERS OF INTEREST FOR THE BOARD, JIM 2ND, ALL IN FAVOR, PASSES UNANINMOUSLY
* *ACCOUNTING/TREASURER INFO*
  + WE NEED TO LOOK AT WHAT IS NEXT FOR THE ACCOUNTING/TREASURER POSITION FOR THE DISTRICT. TRYING TO SORT OUT WHERE WE ARE, WITH THE LIMITED INFORMATION WE WERE GIVEN, HAS BEEN LESS THEN IDEAL AND HAVING SOMEONE WHO IS MORE KNOWLEDGEABLE ALL THE WAY AROUND WOULD BE MORE BENEFICIAL TO THE DISTRICT. WE HAVE BEEN GIVEN THE NAME OF A COMPANY IN PORTLAND, MERINO+CO THAT WE MIGHT BE ABLE TO ENGAGE OR AT LEAST GET A REFERRAL TO SOMEONE IN EUGENE.
    - MELANIE MOTIONS WE WORK ON MAKING CONTACT WITH A CPA/FIRM TO HELP GET THE BOOKKEEPING IN ORDER
    - TERRY 2ND, ALL IN FAVOR, PASSES UNANINMOUSLY
* GOAL FOR FEBRUARY MEETING IS TO HAVE BY-LAWS AND P/P MANUALS IN PLACE

**ACTION ITEMS**

* *ELECTIONS BILL*
  + *RECALL ELECTION BILL RECEIVED: $130.99*
    - *TERRY MOTIONS TO PAY, JIM 2ND, ALL IN FAVOR, PASSES UNANINMOUSLY*
* *DISPOSAL OF SURPLUS PROPERTY DISPOSAL AND RESOLUTION 2024-SPP1*
  + *MELANIE MOTIONS THAT WE ADOPT THE SURPLUS PROPERTY DISPOSAL POLICY AND RESOLUTION 2024-SPP1*
    - *JIM 2ND, ALL IN FAVOR, PASSES UNANINMOUSLY*
  + *MELANIE MOTIONS THAT WE APPROVE THE SALE OF OUR OLD GENERATOR TO RAINBOW WATER DISTRICT, IN THE AMOUNT OF $1000*
    - *JIM 2ND, ALL IN FAVOR, PASSES UNANINMOUSLY*

**VIII. CLOSING PUBLIC COMMENT**

NO PUBLIC COMMENT

***IX. ADJOURNMENT***

* MELANIE MOTIONS TO ADJOURN AT 8:02PM, JIM 2ND, ALL IN FAVOR

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

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