

# Crystal Springs Water District

## Domestic Water System

PO Box 186 / 3006 Chevron Drive Odell, Oregon 97044 Phone:(541)354-1818

August 16, 2018

President Bill Munk called the August Board meeting to order at 3:00pm. Other commissioners present were Mike McCafferty, Eric Cederstam, Larry Brown, and Antonio Baptista by telephone. Non-members present: Tom Ferrell of Pace Engineering, Budget Committee member Jim Jans, Attorney Mark Womble, Auditor Ken Onstott, Superintendent Fred Schatz, and Office Manager Brian O'Shaughnessy.

President Munk opened and closed the Public Comment period at 3:03. No members of the public were present.

The Board reviewed and unanimously approved Resolution (1819.01), establishing Columbia State Bank as a depository for the funds of this corporation, and allowing any one of the Board Members or Superintendent to sign checks for amounts not greater than \$30,000, and any two for amounts greater than \$30,000. It also establishes that the Office Manager is authorized to sign checks for amounts not greater than \$5,000 with authorization of Superintendent and/or President of the Board. (McCafferty/Brown)

The Board unanimously approved to retain Mark Womble under current terms as the District's attorney for the 2018-2019 fiscal year. (Brown/Baptista) They also unanimously approved to retain Pace as engineers of record for the 2018-2019 fiscal year. (Brown/McCafferty) President Munk suggested completing a performance evaluation in the third quarter of the fiscal year to consider professional services such as for auditor, attorney, and engineers for the following fiscal year.

Commissioners unanimously approved the July 2018 regular meeting Minutes. (Cederstam/McCafferty)

Superintendent Schatz presented the July 2018 Treasurer's Report, providing an overview of revenues by category: residential, industrial, fire, and LIRA. He also reviewed current expenditures, along with capital outlay plans. The Board would like to see month to date and year to date columns added. (McCafferty/Cederstam)

Superintendent Schatz provided an overview of July bills paid. The Board unanimously approved payment of the July 2018 bills. (McCafferty/Cederstam)

In "New Business," the following were discussed...

Ken Onstott, of Onstott, Broehl, & Cyphers, PC reviewed the audit report for fiscal year 2016-2017. (See attached)

Superintendent Schatz reviewed one new water service application. Commissioners unanimously approved the request for... (McCafferty/Cederstam)

IBC Construction/4110 Newton Road, (3/4")

Tom Ferrell of Pace Engineering provided a project status report on the Westside Reservoir/transmission main. Pace has submitted State Historic Preservation Office review documents and will meet onsite with an Archaeologist and Biologist to begin work for the Cultural Resources survey and Biological assessment next month. They also requested and received IFA specific language for the contract documents from Jacque Shei of MCEDD.

In General Services, Pace received plat filed with Hood River County identifying easements for water system for Pine Crest project and worked on completing OHA DWP project certification for Pine Crest. They are currently waiting for a copy of bacteriological test results for the Pine Crest Reservoir. (See attached)

Superintendent Schatz presented the Superintendent's Report, addressing the maintenance crew's progress on meter/valve replacements, and pipe projects. There was 1,800' of Pex installed on Neal Creek Road, 55 meters upgraded to Hersey meters, 100' 8" DIP installed on Lippman Road., 100' of 6" C900 pipe installed on Sperry Road. (See attached)

Superintendent Schatz briefly discussed that he has received both Parkdale Water Company and CSWD SIPP applications for review. He stated that we are on schedule to submit by the September deadline if Parkdale Water provides him with additional information needed.

The Superintendent summarized our preparations for a management review to be conducted by SDAO, software training for the billing/asset management software upgrade, and installation of a new server. He also stated that he is still waiting for documentation from the IFA before the District can move forward on the Odell Water consolidation and South Valley Reservoir Projects.

The Board meeting was adjourned at 5:16pm by unanimous consent.

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Bill Munk                      President

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Antonio Batista                      Secretary