

Crystal Springs Water District

Domestic Water System

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March 21, 2024

President Mike McCafferty called the March Board meeting to order at 3:03pm. Other commissioners present were Jim Jans, Larry Brown, and Craig Ortega. Non-members present: Attorney Mark Womble, Tom Ferrell of Pace Engineering, Ryan Kreps, and Chad Chiesa of Radcomp, Mike Oates, Superintendent Fred Schatz, and Office Manager Brian O'Shaughnessy.

Pledge of Allegiance.

President McCafferty opened Public Comment period at 3:05. Mike Oates was in attendance to request that he be allowed to use his existing water meter for the main house to also supply a planned adjacent 5-plex. The Board and Superintendent will discuss if this is possible and get back to Mike with their decision.

The Board adjourned to Executive Session at 3:15pm for Cyber Security Review (ORS 192.660 (2)(f)), and the Superintendent's performance evaluation (ORS 192.660 (2)(i)). The Board returned from Executive Session to the March meeting at 4:25pm.

Commissioners unanimously approved the February 2024 regular meeting minutes. (Brown/Jans)

Superintendent Schatz presented the February 2024 Treasurer's Report, providing an overview of revenues by category: residential, industrial, fire, and LIRA. (Jans/Brown)

Superintendent Schatz provided an overview of February 2024 bills paid. The Board unanimously ratified the payment of the February 2024 bills. (Ortega/Brown)

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

There were no new water service applications submitted for review.

The commissioners agreed to review the Superintendents employment contract and make a proposal at the April meeting.

Commissioners also unanimously approved a resolution for the District to set up a supplemental 457b retirement plan through the Oregon Savings Growth Plan. This is a voluntary plan that is employee funded as a payroll deduction. (Brown/Ortega)

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

The Board reviewed requests from the maintenance staff for its' annual Human Relations Committee meeting. The staff requested that the District adopt Oregon's observed holiday schedule, an increase in compensation time for being on call from 16 to 18 hours per week, and an increase in the current \$600 to \$700 for their annual clothing allowance. The commissioners unanimously approved the three requests, which will become effective beginning with the July 1, 2024, fiscal year. (Brown/Jans)

Superintendent Schatz presented the March Superintendent's Report, addressing the maintenance crew's progress on meter/valve replacements, and pipe projects. There was a total of 94 work orders, 28 meters replaced, 35 locate requests, 7 leaks repaired, and 13 pressure issues resolved.

The Superintendent has also been working with the crew to finalize a plan to repair a leak in the Cooper Spur vault. Parts have been ordered for the crew to start building a pressure reducing vault (PRV) to replace the existing vault. There will be significant savings in having the maintenance crew replace the vault rather than contracting it out.

Regarding the Culbertson Drive project, Superintendent Schatz stated that the final pay request has been received from James Dean Construction, Inc.

Finally, the Superintendent gave an update on the backup generator plan. He is currently reviewing plans for the different sites. The next step will be to prepare the contract documents and assess costs for the 2024-2025 budget.

The Board meeting was adjourned at 5:06pm by unanimous consent.

Mike McCafferty President

Eric Cederstam Secretary