

WELCHES WATER COMPANY

Board Meeting

7:00 PM, Wednesday, September 25, 2024

Minutes

Call to order: 7:11 pm

Roll call:

Board Members: Maggie Skenderian, Lucas Moore, Jaye Miller

Online: Doris Cruickshank, Daniela Brod, Donna Disch, Ray Miller

Consultants: Brenda Hatter. Jeremy Tower,

Approval of minutes from July 10, 2024, Board Meeting

Postponed. We need to get a copy of the minutes for approval.

Recap of Board Meetings dates for this year: September 25th, November 20th, tentative January 15th, March 19, May 21st, July 2nd with the next Annual meeting August 23rd

Except Annual meeting all meetings are Wednesday nights at 7pm.

If at Senior Center, we will let everyone know.

Bookkeeper Update- Maggie

The board will see the new Bookkeepers Jayme Wantowski contract after the meeting. Jayme does the water billing for the Town of Sandy and Jeremy works with Jayme on other local water districts. Brenda and Jayme are meeting on Oct. 2nd. Jayme's references came back with very positive feedback.

Treasurer's Report – Brenda

The financial year starts in July.

Ordinary income of \$17,939.25, plus \$31.59 interest income

Balance in Clack Co Operating Account of \$2,887.93, withdrawals are no longer coming out of this account.

Money market at Clackamas \$68,160.54 Clackamas accounts will be closed out ASAP

Business Op Account at OnPoint \$46,045.90

OnPoint Checking Balance of \$1,472.37

Outstanding Accounts receivable as of end of August \$5,879.55.

Report should show August not June.

We have some accounts that are quite late.

October 1 is date we read meters.

Ordinary income for July/August at the top (Member Water Service fees) is higher than other times. This report includes \$400.00 yearly service fees.

Rentals is Jeremy's ATV rental.

Web portal fees are those we pay to get the online payments.

Unrestricted funds of -97K is left over from the previous bookkeeper. The previous bookkeeper did Fund accounting. We do not utilize fund account like other non-profits.

Overages were mainly confusion about paying online and/or sending checks.

Water Operator's Report – Jeremy

Balance of the last 13,875 gallons per month. Just shy of 10 gallons/minute.

There is overflow observed today. Water samples are good. No reports of leaks or problems. It's been a quiet month. The helicopter is calling it for the season, so we are not moving the tank this year. More information about this under the loan discussion.

LCRR Compliance – Maggie

Lead Copper Rule Revision (LCRR) is an the EPA program that requires water utilities to inventory their systems to show where there may be lead.

The compliance rules keep changing and because we are a small district if we show we are putting forth a good faith effort we should meet compliance requirements by submitting the report from AKS.

Circuit Riders topic area specialists from the Oregon Association of Water Utilities are not yet going to the field to help Water Districts until the rules are more clearly established.

AKS is going to do a query into the Clackamas database and will pull out addresses where homes were built after 1986 when lead pipe was banned from new construction. AKS will put the information into the table we need to submit. This should be completed by October 1st. Customers will not have to pay for this. The driver behind the requirement is to address problems such as that was found in Flint, Michigan.

This link is to the LCRR Compliance Guide for small water utilities.

https://www.epa.gov/system/files/documents/2023-06/Final%20Small%20System%20Entity%20Inventory%20Guide_508.pdf

Newsletter - Maggie

Gearing up to send out the Fall newsletter. Jeremy and Maggie wrote an article regarding Winter preparedness for homes and cabins. Lucas will provide fall photos to add interest to the newsletter. We hope to have the newsletter ready to go out with the October bills, around October 10th.

If there is anything anyone would like to add, please contact Maggie.

Breaks and Leaks Policy/Rules and Regulations – Maggie

The Board briefly discussed whether there should be an incentive to get members to install their own Shut-off valve. Once a policy is developed we can include details in the newsletter and leave a flyer to each door. We still need to figure out what type of incentive. Jeremy estimates a cost of \$500.00 to have a full way valve installed. Maggie will do a little more research. Decision deferred to next meeting.

Guidelines and protocols

Board Votes via Email – Jaye

We have a line in our By-laws about Special meetings. Jaye asked to clarify a process so the Board could vote by email and sent draft to policy to board members to review. Add to next meeting.

Procurement – Maggie

We need to have basic guidelines around procurement. If a member of the board purchases anything they need to ask for prior approval. The Board should be made aware of any expenses prior to purchase. * After the Board meeting Jaye will investigate procedures and guidelines.

Loan Update – Maggie

In process and being revamped. Jeremy, Maggie and Randy met with Matt from the State. The original application was for 5 tanks, and we were trying to get more money to get the backup well. We decided to package all of the work together into one application. New work scope to consist of purchasing 2 more tanks, installing all 3 tanks at the same time and drilling the well. Jeremy and Maggie are going to get information back to Matt. Randy will put together a project schedule with what and who is responsible. We are asking for a loan for \$210K. Business Oregon forgives loans in certain lower income communities. In 2018 we did not qualify, and we were only able to get a 40% forgiveness. They have a very low interest loan available for any costs that we can't cover with current resources.

Website Update – Maggie

We have a scope of work to present to a website consultant. Doug Dickey did a lot of work on the website and the amount of work to keep the website up to date and secure is substantial, particularly if people use it to pay their bills. Ideally, we'd like the website to be comprehensive, e.g. will have a mapping

function, information on LCRR and most communications related to meetings, meeting minutes and policy. There was a question about whether the consultant's work would be a one-time cost or on-going contract. Maggie reported that it could be both, depending on how much support we want and need. Once it's cleaned up, we should be able to make minor changes on our own. We use WordPress and we it is an open source/free hosting platform.

Operating Budget – Randy

Postpone to next meeting. We've had a few expenses that need to be added. We need to review our budget, expenses and income.

New Business: None

Adjourn: Lucas, Jaye 2nd. Adjourned at 7:58.

Post meeting: Set up WWC Board Email Addresses: Postponed