

# Crystal Springs Water District

## Domestic Water System

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July 18, 2019

Vice President Mike McCafferty called the July Board meeting to order at 7:00pm. Other commissioners present were Eric Cederstam, Mike McCafferty, Larry Brown, James Jans and Antonio Baptista. Non-members present: Jim Shaver of Pace Engineering, Superintendent Fred Schatz, and Office Manager Brian O'Shaughnessy.

The first item on the agenda was the election of officers for the 2019 – 2020 fiscal year. Results were as follows:

- Mike McCafferty for President - Nominated by Eric Cederstam, 2<sup>nd</sup> by Antonio Baptista. (Unanimous)
- Antonio Baptista for Vice President – Nominated by Larry Brown, 2<sup>nd</sup> by James Jans. (Unanimous)
- Eric Cederstam for Treasurer – Nominated by Larry Brown, 2<sup>nd</sup> by Antonio Baptista. (Unanimous)
- James Jans for Secretary – Nominated by Eric Cederstam, 2<sup>nd</sup> by Antonio Baptista. (Unanimous)

President McCafferty opened and closed the Public Comment period at 7:09. No members of the public were present.

Commissioners unanimously approved the June 2019 regular meeting minutes. (Cederstam/Brown)

Superintendent Schatz presented the June 2019 Treasurer's Report, providing an overview of revenues by category: residential, industrial, fire, and LIRA. He also stated that there are several individual Materials & Service lines that are over budget, but that the overall Materials & Service category is under budget. (Cederstam/Jans)

Superintendent Schatz provided an overview of June bills paid. The Board unanimously approved payment of the June 2019 bills. (Brown/Cederstam)

The Board reviewed and unanimously approved Resolution (1920.01), 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 authorizes the Office Manager to sign checks for amounts not greater than \$5,000 with prior authorization of Superintendent and/or President of the Board. (Brown/Baptista)

The Board unanimously approved to retain Mark Womble under current terms as the District's attorney, Onstott, Broehl, & Cyphers, PC as auditor, and Pace as engineers of record for the 2019-2020 fiscal year. (Cederstam/Brown)

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

There were no new water service applications for June.

The Board unanimously authorized a base rate credit of \$106.35 for a customer who had turned the water off herself without contacting the District before leaving town for six months. She has been notified that in the future, she needs to contact the District to have her water turned off when leaving for an extended period and pay a \$25 reconnection fee.

Jim Shaver of Pace Engineering presented a project status report on the West Side Reservoir/transmission main. Pace provided construction observation services for trench restoration and Phase 1 waterlines, which is now completed. For Phase 2, Pace is still waiting on easement negotiations in area of realignment. Once the redesign is complete, Pace will finalize bid documents and submit for review. They anticipate the bid will be put out by Fall.

Regarding the South Reservoir, Jim stated that Pace began structural design of the concrete tank and began coordination with sub-consultant for scope, schedule, and budget to complete a cultural resource survey of the project area. In the next two weeks they will complete structural design of tank utilizing aspects of West Side tank, coordinate Cultural Resource Survey for completion of the environmental documentation process, and begin electrical design.

In addition, Jim provided an update on the Central Vale Drive waterline replacement project. Pace has been coordinating with Crestline to complete the bore under Highway 35 by excavating the remaining portion, then will push pipe through 36" casing. Pace will keep the District informed of progress to date.

In General Services, Pace has been in communication with the new County Works Director and will address any additional issues as they arise.

Superintendent Schatz presented the Superintendent's Report, addressing the maintenance crew's progress on meter/valve replacements, and pipe projects. There were 49 meters replaced, 900' of 2" Pex installed on Lenz Butte, 300' 6" DIP installed on Lingren Road, and two 10" valves installed on Miller Road and Hwy 35 for vault bypass. Superintendent Schatz stated that he has been asked by OAWU to teach several classes at their next couple of conferences. President McCafferty suggested covering his wages and travel expenses to teach these classes, which the Board agreed to unanimously.

The Board adjourned to Executive Session at 8:12pm to discuss the Odell Water Company asset purchase (ORS 192.660(2)(e)). The Board returned from Executive Session to the July meeting at 8:32pm.

The Board meeting was adjourned at 8:32pm by unanimous consent.

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Mike McCafferty

President

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James Jans

Secretary