

**PALATINE HILL WATER DISTRICT
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
By Teleconference
February 15, 2024**

The regular meeting of the Board of Commissioners convened by video-teleconference at 9:05 A.M. on Thursday, February 15, 2024. Supporting materials were provided to commissioners in advance of the meeting. Instructions for public access to the teleconference were printed on the Agenda and noticed as usual. In attendance were:

Carrie Gentry	Brian Ginter
Stephen Holmes	Roberta Allen
Maya Klein	Saidee McKay
Laura Martin	Ron Stevenson
David Veverka	Matt Steidler
	Leslie Goss (member of the public)

Carrie made a compliance announcement in accordance with requirements of her position with the Oregon Health Authority's Drinking Water Program.

The Minutes of the January 18, 2024 regular meeting were read. Laura moved and David seconded approval of the Minutes. The motion passed unanimously.

General fund expense checks were approved for January 2024 in the amount of \$77,570.31 and for February 2024 in the amount of \$40,824.51. Checks written from the Systems Development Fund totaled \$3,002.50 for January to Consor North America and \$26,480.12 for February to Industrial Systems. Attached is a list of the checks written for both months. David had a question about the period covered by the Special District Insurance Services payment in January and Leslie noted that it is significantly higher than last year. Matt explained that Raleigh Hills Water District insurance bill is also high, and this is likely due to economic conditions around the country.

The general ledger and financial statements for December 2023 and January 2024 were reviewed. Maya had a question on the General Fund Income Statement for January noting that the water purchased and power expense lines were switched. Dee clarified that there may be a data entry error and she will check, correct, and re-run the report if needed.

DISTRICT UPDATE:

Due to the storm, Ron was addressing issues during last month's meeting and was not able to attend that meeting and give his report. He reported that in January, after investigating low pressure reports by customers, it was discovered that the storm caused a power loss to the SCADA system interrupting the signal to activate the pumps. Matt and Ron were able to connect a generator to temporarily operate the SCADA but had to run the pumps manually to keep the levels adequate in both tanks for a period. Ron also addressed many calls from customers reporting issues due to the storm. Ron also addressed a break in the angle meter stop on Palatine Hill Road reported by Dunthorpe Patrol.

The weekend after the storm, the pump station was taken offline for maintenance and customers lost service for a short time. In looking at an upgrade of the SCADA system, Brian and Matt have been investigating emergency backup power sources at both tanks and the pump station. If the tanks get below a certain point, a boil water notice is needed, and it would be posted on our website and a notice through news stations would be issued. There was discussion about using a text alert system, and Brian said he would provide details for Maya. There was a discussion of leaks that could be detected after the latest storm.

Matt reported on the status of returns from the customer survey mailer required as part of the Lead & Copper inventory of customer-side service lines. There have been 59 mailers received back and 20 responses online. In mid-March, the data will be compiled, and we can assess what exists on the fewer than 100 remaining service lines. We will use statistical analysis from the sample to complete the inventory by the end October.

The final wholesaler's contract has been shared by the Portland Water Bureau and Dee will send it to the commissioners after the meeting. We provided correction on the main point of service (Carey Lane and Highway 43) and the backup location (Lewis & Clark). Details and clarification for handling wheeled service customers will be worked out after signing the agreement and its effective period in 2027. We will vote to approve the contract at our next meeting with signature required from the chair after approval.

There are no commissioner positions that need to be voted on in this year's ballot in May. Dee will check the status of our extension to file the audited financial statements with Conor or Pauly Rogers. We will vote to accept the financial statements at our next meeting.

The meeting adjourned at 9:50 A.M. and the next meeting is scheduled for March 21, 2024 at 9:00 A.M.

APPROVED:

Commissioner

Commissioner