

**PALATINE HILL WATER DISTRICT
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
By Teleconference
August 17, 2023**

The regular meeting of the Board of Commissioners convened by video-teleconference at 9:00 A.M. on Thursday, August 17, 2023. 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:

Leslie Goss	Matt Steidler
Stephen Holmes	Roberta Allen
Laura Martin	Saidee McKay
David Veverka	Ron Stevenson
	Brian Ginter

The Minutes of the July 20, 2023 regular meeting were read. It was moved and seconded to approve the Minutes. The motion passed unanimously.

The general ledger and financial statements for August 2023 were reviewed. General fund expense checks in the amount of \$102,379.19 were approved and signed. Attached is a list of the checks written. One check was written from the Systems Development Fund in the amount of \$2,937.50 for capital project design work by Consor. David asked about the 120 Water contract and check for \$5000 that was signed. It was noted that this is the second year of a two-year work plan to address the service inventory for new Lead & Copper Rules. Payments for the plan were divided into two equal payments of \$5000 each.

Board members reviewed Financials. There were no comments or questions related to Financials. Dee mentioned that some closing payments are still not in for last Fiscal Year. She mentioned the numbers for the first month of this Fiscal Year are still preliminary.

Leslie noted that Commissioners had received a letter of resignation by e mail from long-standing Commissioner Paul Duden, Position #2, on July 25, 2023. The letter read as follows: "Leslie, I was appointed to the water board in 1983 to replace my law partner who had gotten divorced and moved out of the neighborhood. I've enjoyed the position and all the people involved with the district's work, but think it is time to retire. So, I resign my position in favor of Maya. Best wishes to all of you. Paul". After expressing enormous thanks to Paul and deep regret about his resignation, Leslie called for a motion to accept Paul's letter of resignation. Laura moved and Stephen provided a second with reluctance. The motion passed unanimously by roll call vote.

Leslie noted that the Board needed to make an appointment to fill the vacant Position #2. Noting that Maya Klein had served on the Budget Committee in recent years and is a regular attender of Board meetings as a member of the public, Leslie offered a motion to appoint Maya Klein to fill the vacancy at Position # 2 on the Palatine Hill Water District Board of Commissioners. David Veverka offered a second. The motion passed unanimously by a roll call vote. Leslie thanked Maya for her months of preparation to serve on the water district board.

DISTRICT UPDATE:

Ron stated he had nothing to report. Brian asked for an update on the new meter installation request down on Collina across a private road. Brian noted that because it is a private road the District cannot tell developer/owner that they can install. Ron said that he performed locates called in for that same area.

Stephen asked how meter reading is going and how meter head replacement is going. Ron reported that there are about six bad meter heads which includes two homes not currently occupied. Ron did say that meter heads he ordered had finally arrived.

Matt reported that new Lead & Copper testing was done this week as a result of state changes in the program related to groundwater. Once this round of testing is complete, Matt is hopeful that PHWD will only have to test annually.

120 Water completed initial phase of customer side service line inventory. 114 services were verified as being non-lead based on year of construction. However, 485 services remain unknown. Next step is for 120 Water to do a customer mailer/survey and process responses for an additional \$3900. Given some latitude recently granted by the state, the district would then only need to manually check 20% of the 485 unknown services (about 100 homes). Stephen asked about physical verification at the meter box. Matt said no digging 2-3 foot from meter box is required in state of Oregon. Ron said he knows there is no lead on the district side of meters. Matt explained we really need to check about 20% of customer side of the meters to demonstrate diligence. Dee will provide mailing addresses with assigned lot numbers to 120 Water for the mailers. Brian indicated that the budget for this year included \$10,000 for Lead & Copper compliance so that spending the additional \$3900 on gathering this information to complete the inventory is covered in the budget. The Board was unanimous in telling Matt to proceed with the mailing and spend the \$3900.

Matt reported that district water useage has been up over the 1m gallons mark over the last several days. It will be a good revenue period for the district.

Matt said the #1 pump has been tripping and it may be heat/hot weather related. The pump has otherwise been working as it should. When work is scheduled for Pump #4 in September, they will include an investigation of Pump #1 as well.

Matt reports no real news on Future Water Sales Agreement progress. There will be a revised agreement out soon based on comments received from larger wholesalers including Tualatin. Raleigh Hills did provide some immaterial, language-type comments.

Matt says they are moving ahead on Vacuna line replacement and cap project. Permit application about completed. Chlorination/dichlorination process is a sticking point with no sewer available for discharge. Once that's figured out it may need to readjust the bid. Actual work won't start before the next two weeks. Leslie asked that we are proactive in notifying neighbors.

Brian gave update for end of FY water sales relative to purchase contract noting that (July Aug Sept) Seasonal factor was within .36 of our election, which is right on. He said that peak 3-day allowances have been 5% under in recent years. Brian is a little nervous hearing about 1m gallon usage reported by Matt, but Matt noted that those high-use days were not 3 days in a row. Brian mentioned this is something to monitor as we negotiate the peak 3-day amount for next purchase contract with PWB.

Brian reported on the Kamstrup Meter Sales promotion which will continue until December (unless they end early due to high interest). PHWD likely needs more 1" meters than Raleigh requested for their pilot project which might make PHWD project more expensive. Matt mentioned that Kamstrup can do the install (separate contractor and an additional cost). Brian will send the Kamstrup representative the addresses of tank locations and existing meters to determine feasibility of AMI reading (remote reading point grabbing data at any point in time, versus drive-by radio read) which may not be successful for all 600 meters across the district due to the topography. Brian believed this is a good opportunity to replace half of the meters in the district that need to be replaced. Stephen asked if costs for capital projects in the lineup would be known well enough by December to see if we could budget and go forward with this meter pilot project. Brian said yes. Maya asked how cost of Kamstrup meter after the pilot project is completed (approx. \$370) compares to cost of meter that Ron buys now. Ron mentioned he's not able to buy whole meters now, but that the plastic meter heads he's buying for repairs is over \$200. Stephen suggested we pursue this and asked Brian to evaluate using our own installer vs Kamstrup installer (are there related warranty benefits?) and ask them to lock in their price until the end of the year. There was discussion about feasibility of using the AMI system combined with meter with leak detection add on to monitor for leaks and notify customer if a leak is detected. Dee will send Brian list of meter numbers with size and physical addresses.

Saidee said she needs the name of an attorney of record to list with SDAO membership application. Matt provided the name of his Raleigh attorney, Peter Mohr, to Leslie. Leslie and David will discuss further and reach out to Peter Mohr. Laura asked if this would be an attorney that could review future water purchase agreement, David said yes.

Stephen asked about payment plan for the customers who made a presentation at July board meeting. Leslie said she spoke to the customers and asked them to make a payment of some amount on their bill for now and told them that they are ultimately responsible for the water that leaked but that the District will work with them on a schedule of payment. She also told them that their next billing will also show high-use since the meter data log showed the leak extending about a week into the next billing cycle. Leslie said that Dee will work with customers after the next billing cycle to set a payment schedule.

Leslie reported that the new PHWD website with Streamline is just about complete and ready to go live. She thanked Dee and Laura for their assistance and doing website training.

The meeting adjourned at 10:15 A.M. and the next meeting is scheduled for September 21, 2023 at 9:00 A.M.

APPROVED:

Commissioner

Commissioner