

**MINUTES FROM THE REGULAR BOARD MEETING OF THE
BARLOW WATER IMPROVEMENT DISTRICT**

August 12, 2023

The Barlow Water Improvement District (BWID), an Oregon Corporation, organized pursuant to ORS Chapter 65; operating as a nonprofit water improvement district pursuant to ORS Chapter 554, holds this regular membership meeting at our office conference room located at 106A N Morrow Rd in Pine Hollow on this 12th day of August, 2023.

Chairman Kim Schlaht called the meeting to order at 9:03am. Directors present: Kim Schlaht, James Birchfield, Steve Ferrell and Glenn Miller. Steve Gordon, Melanie Birchfield and Davon Hodgen were absent. Also in attendance were Barlow Water employees Dawn Denney and Don Veenker and members Penny Peloquin and Steve Lewallen.

The oath of office was administered to Glenn Miller.

Minutes from the BWID board meeting held on July 8, 2023 were reviewed. Glenn motioned to approve the minutes. Steve F. seconded the motion, which was approved by all board members present.

Dawn read the financial report for July 2023. James motioned to approve the financial report. Steve F. seconded the motion, which was approved by all board members present. The financial report is attached as a separate document to these minutes.

Don read the system report for July. The system report is attached as a separate document to these minutes.

Don said he spoke to Rick at Eastside Paving. He will get us on their schedule at the end of August or first part of September for paving the handicapped spot and the front of the office building.

The leak on Meadow Court has been repaired. Don discovered it wasn't the same leak he repaired last year. It was a new leak.

The leak on Molly Ann Rd has been repaired.

Don called Peterson Cat about renting a power vac. It is unavailable at this time and they do not know when it will become available. Don explained the weekly rental rate on the power vac is \$1,940.00 and the monthly rate is \$4,850.00. These rates do not include delivery and pickup. Don says it would be so nice to have our own power vac. He found a power vac at an auction and the current bid is at \$500.00. The auction advertisement was passed around for everyone to review. The last day to bid is Tuesday. The board suggested Don could bid up to \$10,000.00, but Kim will need to speak to Steve G. first to ensure the funds are available.

Don will need a power vac to complete the Eagle Point connections as well as the out of district connection.

Don spoke to Jeff at Ferguson Waterworks about the refund/credit for the valve Don returned to them in September 2022. He is supposed to speak with his manager and get back to Don.

Dawn presented information on a new website called Streamline. This company approached her a few months ago about our website being out of date and not up to ADA standards. Dawn had a 30-minute presentation meeting with them last week and the website platform seems very user friendly. Streamline is a member of SDAO and the only platform SDAO will support. They can help us keep our website up to industry standards so we can avoid a fine. There is a one-time setup cost of \$500.00 and then the annual subscription fee is \$1,440.00. All board members present were in favor of Dawn moving forward with this new website platform.

After Dawn learned more about how the automatic payment portal works, she decided not to proceed with it.

Employee sick leave was discussed. Employees currently have unpaid sick leave (1 hour per 30 hours worked). Don said when he was hired, he had paid sick leave, but it was taken away in 2021 when the employee handbook was adopted. Now that he has used all of his sick leave, he has to take vacation time if he is sick. Dawn also has to take vacation time or no pay when she is sick. Kim said she is not opposed to giving employees paid sick leave, but she would like to do some research and speak with Steve G. We will discuss this at the next meeting. Don said it would not be a difference in pay, just time off with pay.

Dawn has a Civil Rights Compliance Review on 08/22/23 with USDA. USDA will follow this up with an onsite visit to inspect our facilities on 08/29/23.

Questions/Comments:

Penney was thankful for the road graveling that has been done. She would like to see a separate account just for gravel. After some discussion, it was decided Dawn would add a line to the financial report showing how much gravel has been purchased to date.

Dawn explained the accounts that are required by the USDA.

Kim said we will discuss our meeting frequency for Fall and Winter at our September meeting.

The meeting was adjourned at 9:53am.

THE NEXT MEETING IS SCHEDULED FOR SATURDAY, SEPTEMBER 9, 2023 at the Barlow Water Office at 9:00am.

We, the directors of the BWID, do jointly and individually concur in the foregoing, and acknowledge that the foregoing occurred at this meeting held on August 12, 2023.

Reviewed and approved during the September 9, 2023 meeting.

Motion to accept: _____

Seconded by: _____

Approved by: _____ Board Members Present