

P.O. BOX 8
SPRINGFIELD, OREGON 97477
541-746-1676
TTY 1-800-735-2900
www.rwdonline.net/marcola

Minutes of Marcola Water District Board Regular Session

Date: Thursday, July 13, 2023 (New night)
Time: 6:00 P.M.
Location: Community Room Mohawk Valley Rural Fire District Station #1

Board Members Attending: Tim Sanders, Cheryl Neu, Dawn Cole and Sandra McCarthy.
Others Attending: Jamie Porter.

Regular Session

President Tim Sanders called the meeting to order at 6:03 P.M.

President Sanders called roll: 1 - Neu (VP) present, 2 - Sanders (P) present, 3 - Cole (S) present, 4 - McCarthy (M) present and 5 - Shaddy (T) absent.

President Sanders reviewed the agenda. Jamie Porter added one new item to the agenda, Resolution 2023-13.

Review Items

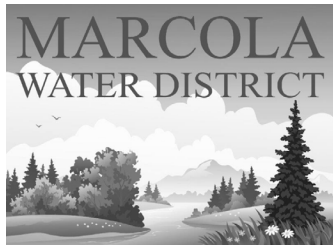
The minutes of June 21, 2023 were reviewed and discussed. One correction was made: The card to be signed was not for Cory but for the Raffle Basket. Cheryl Neu made a motion to approve the corrected June 21, 2023 minutes. Sandra McCarthy seconded the motion. Approved unanimously (4-0).

The financial report and updated bill list for June 2023 was reviewed and discussed. Sandra McCarthy made a motion to approve payment of the June 2023 bill list. Cheryl Neu seconded the motion. Approved by unanimous vote (4-0). The checks were signed by Tim Sanders and Cheryl Neu.

President Tim Sanders read aloud the following report for the record.

- 1) The missing checks report for June 2023 was reviewed by President Tim Sanders. The check numbers are 5810-5819 and there are no breaks in sequence. The missing checks report was approved and signed by President Tim Sanders.
- 2) The audit trail report for June 2023 was reviewed by President Tim Sanders. The audit trail report was approved and signed by President Tim Sanders.
- 3) The vendor quick report for June 2023 was reviewed by President Tim Sanders. There were no new vendors for June 2023. The vendor quick report was approved and signed by President Tim Sanders.

Business from the Audience: None.



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Business from the Board: Cheryl Neu had a question for Jamie Porter regarding the Roberts Well. Jamie Porter said that would be covered when we discussed the topic of revenue loss from inactive wells.

Business from the Staff: President Sanders turned the floor over to Jamie Porter.

LIHWA Financial Assistance Program: September 2021 Marcola Water Board declined to participate in the program but Rainbow's Board elected to participate. Since Rainbow handles the billing for the Marcola Water District the logo and name of Rainbow appear on the water bill. A Marcola customer applied for help through the energy program and was approved for \$300 to also help pay her water bill. It will take at least a month to process the transaction but Lane County has pledged to give the money to Rainbow and Rainbow will deposit the money into the customer's account as a credit on the water bill. The Marcola Water Board discussed the situation and decided that we should join the program. Sandra McCarthy made a motion that the Marcola Water District participate in LIHEAP. Cheryl Neu seconded the motion. Approved unanimously (4-0).

PFAS: The samples take 6-8 weeks for the lab to process so we are still awaiting for the results.

Roberts Well Arsenic Removal: A misunderstanding about the planned use for the well lead to a miscalculation. Marcola would have to replace the filters monthly at a cost of about \$3,000 each time so the project is dead in the water and the contract with Applied Process Equipment, Inc cancelled. The state will be refunding the \$248 plan review fee.

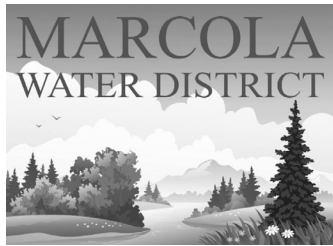
Revenue Loss from Inactive Wells: Jamie Porter brought up concerns with the Shields Well and the Roberts Well. These two property owners have historically been paying for water usage but receive a discounted base rate. If the wells cannot be used, the district is losing money and this arrangement does not provide any benefit to the district. Jamie will do more research on the appropriate process for each well. The subject will be discussed further at future meetings.

Business Expense Reimbursements: Guidance is needed for reimbursement of expenses for employees and volunteers. The IRS provides some instructions on how to document expenses properly.

Auditors: A replacement auditor for the state-required annual audit for the District's fiscal year 2022-23 was not found. Pauly Rodgers and Company PC was willing to perform the audit and assist with the preparation of financial statements for the fiscal year ending June 30, 2023 for \$7,675.

Maintenance Updates: 1) Jamie will be ordering a sign for the Maple 2 doghouse to complete the project and 2) Jeff Morrison will be replacing the lines at the Irish Well. A chemical feed line ruptured reinforcing the need for line replacement.

Jamie Porter turned the floor back to President Tim Sanders.



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Resolution 2023-12: Resolution Adopting an Accountable Business Expense Reimbursement Plan. Dawn Cole made a motion to adopt Resolution 2023-12. Cheryl Neu seconded the motion. Approved by unanimous vote (4 ayes, 0 nays).

Resolution 2023-13: Authorizing Extension of the Contract with Pauly, Rodgers and Company PC Auditors. Cheryl Neu made a motion to adopt Resolution 2023-13. Sandra McCarthy seconded the motion. Approved unanimously (4 ayes, 0 nays).

Board Officer Elections: Cheryl Neu has decided it is time for her step down as an Officer. After a brief discussion she nominated Sandra McCarthy for the position of Vice President and Sandra accepted the nomination. The other officers are willing to continue serving in their current positions. Dawn Cole made a motion that Sandra McCarthy become Vice President and that Tim Sanders remain President, Rodger Shaddy remain Treasurer and Dawn Cole remain Secretary. Tim Sanders seconded the motion. Approved by unanimous vote (4 ayes, 0 nays).

Marcola Water Board Officers for FY2023-24

President: Tim Sanders

Vice President: Sandra McCarthy

Treasurer: Rodger Shaddy

Secretary: Dawn Cole

Member: Cheryl Neu

President Sanders asked for a motion to adjourn if there was no further business.

Sandra McCarthy made a motion to adjourn. Cheryl Neu seconded the motion. Approved unanimously (4-0).

President Sanders adjourned the meeting at 6:25 P.M.