BATTLE GROUND

CONSERVANCY DISTRICT MEETING

April 17, 2019

Attendance: Directors present were Andrea Agree, Steve Hancook, Ron Holladay, and Carol Watson. Also present: Dan Gemmecke (Superintendent), Georgia Jones (Financial Clerk).
Not attending: Pam Gramelspacher, Kerry Smith, Shauna Summers.

Guests: Brad Chesterman, Steve Egly, Ron Evans

Carol Watson opened the meeting at 6:00 p.m.

Guest Comment: -Brad Chesterman of Heiny Insurance was available to talk about insurance options and answer questions about coverage value and deductibles. The 2019 hazard insurance rate is $.07/$100 of structure value. Some changes were debated and Brad will provide a list of premiums to compare.

Water Superintendent

A leak on Tippecanoe Street was caused by an old service line to the previous Battle Ground High School that had been improperly abandoned. The line is now properly abandoned to eliminate the problem, but created two pavement patches for repair.

Dan Gemmecke mentioned new information regarding asset management. He recommends a software product from Silversmith Data to provide location, status and value of system assets. Product cost is $4800 purchase with $1600 annual maintenance fee. Hardware is provided and a 24 hour call center responds to installation and maintenance issues.
Motion by Steve Hancook to approve purchase of the product. Second of Andrea Agree, motion carried.

Steve Hancook asked about the recent low water pressure event and the limited area boil advisory. Low pressure was reported in several places in the area of 600 N but not uniformly throughout the system. A power spike damaged the Sensaphone low water level alarm. The alarm unit has been replaced, and the new system electronics to be installed within a year will not be sensitive to power surge in this way.

The emergency contact process and email/phone numbers are updated for new media contacts at WLFI, Star City and radio stations. Carol thanked Dan and Georgia for timely responding to the situation. The utility will continue to reach customers to encourage participation in the emergency text/email notification feature.

No other water quality issues were reported.

The topic of appraisal services was previously discussed, to obtain insured value for the system. Benchmark and Universal Valuation are two companies known at this time. There was no action taken in support of appraisal at this time.

Financial Clerk

Motion by Motion by Ron Holladay to approve the minutes of March 20. Second of Steve Hancook, motion carried. 4 Aye, 0 Nay.

Motion by Ron Holladay to approve the register of claims March 21 to April 17. Second of Steve Hancook, motion carried. 4 Aye, 0 Nay.

Several options for Information Technology (IT) preferred provider for the Utility Office and departments are available to consider. Georgia Jones is impressed with the business model provided by Dave's Computer World, which is not locked into a managed service contract. We need backup, disaster recovery and records archive, as well as consulting for system improvements. A request was made for references from customers of the companies considered. Andrea Agree will help draft a records retention policy for the office. Steve Hancook prefers to see automated backup technology in use.

The floor in the utility office is not level and is suspected to be a source of recurring back pain for the deputy clerk. Both work stations are affected, since the floor slopes more than 2 inches across the main section of the room. The options to remedy this will be investigated and approved by the town council. At this time the considerations are to raise the slab from below, or apply leveling concrete to the surface.

Old Business

Rate increase - The committee worked on ORD 19-04 to revise water fees in 2019. Steve Hancook reviewed information from the Umbaugh (Baker Tilly Municipal Advisors) rate study, which reviewed operating needs and recommended a rate increase of 77.6% for infrastructure projects needed now plus fund a cumulative maintenance reserve. The dollar increase is considered too steep to implement at one time. The alternative is to take a 56% increase which provides for the most pressing projects right away, and defer other projects to a future year. The board discussed how the proposed increase compares to other similar size utilities. The new ordinance will incorporate fees and fines from ORD 16-08 and 18-01. Ron Holladay recommends future increases be more frequent but smaller increments.
Motion by Steve Hancook to implement a 56% across the board rate increase in Ordinance 19-04, to be advertised for May 15 public hearing at Town Hall. Second of Andrea Agree, motion carried.
4 Aye, 0 Nay. The ordinance rates will be published April 25.

Tower Project – All contracts have been awarded, and work on the electrical components has begun.

District Plan – no report at this time.

New Business

An addition to Internal Controls policy was recommended by the financial clerk, establishing approval to use electronic payments to vendors such as Internal Revenue which now require online payment.
Motion by Ron Holladay to adopt Resolution 19-23 Electronic Fund Transfer. Second of Steve Hancook, motion carried. 4 Aye 0 Nay.

Steve Hancook will be updating the HR manual and invites comments or additions.

Steve Egly asked to make a comment, and said the truck load limit on North Railroad Street is listed at 9,000 pounds. Due to the destination outside town limits, tower construction deliveries would not be allowed. Steve said he has mentioned this to engineers at Butler, Fairman & Seufert. Carol Watson thanked him for bringing this to the Board's attention.

Carol Watson reported signing two sets of deeds for land transfer. After removal of the Winans Street tower, the lot will be graded and seeded. There is no meeting yet regarding the water barn lease.

Motion to adjourn 7:35 p.m. by Ron Holladay.

Georgia Jones, Financial Clerk

Carol Watson, Chairman of the Board