

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

April 12, 2025

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 8th day of January, 2025.

Chairman Kim Schlaht called the meeting to order at 9:00 am. Directors present: Kim Schlaht, James Birchfield, Melanie Birchfield, Glenn Miller, Steve Ferrell and Carl Drain. Also in attendance were Barlow Water employees Laurie Barnes and Don Veenker. Community guest: Judy Drain and Mary Cummings Thank you for your attendance.

Minutes from the BWID board meeting held on April 12, 2025 were reviewed. James Birchfield motioned to approve the minutes. Steve Ferrell seconded the motion, which was approved by all board members present.

March 2025 financial reports were presented to the board. Kim Schlaht read the financial report for March 2025. Glenn Miller motioned for approval. Steve Ferrell seconded to approve the financial reports. The financial reports are attached as a separate document to these minutes.

March 2025 system reports were presented to the board. Don read the system The system reports are attached as separate documents to these minutes.

Laurie posted for the upcoming for Don's job for Water Systems Operator job. The job post was posted in the CCC newspaper and several social media sites, SDAO and Barlow Water website and Facebook pages. Post will end April 27, 2025. Interview will start after April 27, 2025. Chairman and Vice Chairman would like to have applicants narrowed down to 2 applicants by May 10, 2025 board meeting. New hire to start by June 1, 2025.

Laurie and Ron Peper have been working on updating our computer system and the installation of Starlink. Starlink is up and running. It has been a positive change. CBSW (our processing service) is working hard to get out customer portal set up. Said it would be about 3 weeks and we are about 2 weeks in to it. Laurie will update.

Laurie Spent a morning at Wasco Co Planning with Dustin. Great meeting. Office manager created a notebook with step-by-step instructions on new/changing of addressing for Pine Hollow.

Don said he would set the outhouses in place this next week. Said he will paint outhouses on site. Bishop sanitation is set to start services only on April 27, 2025.

John Turner resigned, leaving an open board position. Glenn has accepted the position of Treasurer. Thank you, Glenn! Board approved.

Nancy Miller has offered to be Laurie back up. Laurie will schedule a time for Nancy to come in and train on phone and taking payments. Thank you, Nancy!

Chairman of the board increased the office managers position to 32 hours per week as the demand was needed. Office hours are now 8am – 3pm Monday – Friday.

Barlow Water has received several great resumes for the open position of Water Systems Operator as Don is retiring Sept/Oct 2025.

The Chairman asked that Don's daily logs are more detailed about his daily activities. She also asked if anyone is reading the emails. Laurie will text board to let them know there is an email for them to read.

Tenneson Engineering met with Don regarding releasing and signing off of our 20 year plan. They requested some additional information regarding water usage and total meters. Laurie printed for Don. We wait for Tenneson to respond.

Don mentioned we will need to drill a new well sooner rather than later. Don will look at getting bids for this project. Well #2 replaced is going to be expensive. A new well would be more cost efficient. Don thinks a new well could run upwards of \$100K – will get bids. Chairman would like to have Don start the process of getting 2 bids for the new well.

Don mentioned that the radio signal between the well houses is not working properly and needs to be updated. The update will include a \$30 fee per well house for the cell subscription for a monthly total of \$90. States they are a plug and play to hook up to service. No start up fee per Don.

Don is checking into gravel to start the graveling project.

Laurie has started the annual newsletter for 2025. Please let Laurie know if there is anything you would to see on the 2025 Newsletter.

Customer appreciation community BBQ is tentatively scheduled for June 21, 2025 after annual meeting. Open house Community Picnic 11-3, on June 21, 2025. Meeting from 9am-10am, set up 10am -11am. Don will be purchasing the banners, signs and tickets for drawings. We have t-shirts and coffee cups for prizes. Finalization at May 10, 2025 board meeting.

Questions/Comments:

Happy Birthday Carl!!

Thank you Steve Gordon for all your assistance with the annual budget.

Community appreciation day is tentatively for June 21, 2025. This will be our annual meeting with festivities to follow. Set up from 10-11 and appreciation day will be 11-3.

UPDATE:

THE NEXT MEETING IS SCHEDULED FOR May 10, 2025 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 March 8, 2025. Meeting adjourned at 9:55 AM

Reviewed and approved during the April 12, 2025 meeting.

Motion to accept: _____

Seconded by: _____

Approved by: _____ Board Members Present