

**BIGGS SERVICE DISTRICT  
REGULAR SESSION  
SHERMAN COUNTY HEARINGS ROOM**

**MINUTES**

**AUGUST 1, 2018**

**Opened Biggs Service District: 2:05 p.m.**

Present: Chairman Gary Thompson, Director Tom McCoy, Director Joe Dabulskis, County Court Administrative Assistant Kayla von Borstel.

A quorum was present. No news media was present.

**Additions to Agenda**

**1.0 Agenda Items**

**1.1 Call to Order**

Chairman Gary Thompson called the meeting to order at 2:05 p.m.

**1.2 Biggs Service District Water System Project**

Present: Carrie Pipinich, Brad Baird, Aaron Cook

Carrie Pipinich, Mid-Columbia Economic Development District (MCEDD), reported Aaron Cook has been gathering documentation for the chosen auditor so the 2015-2016, and 2016-2017 audits can be completed. United States Department of Agriculture (USDA) stated the 2017-2018 audit could be scheduled for completion to satisfy grant requirements.

Carrie will take care of the loan documents with the County, and she has sent the draft ordinances over to Ruben Cleaveland and Vic VanKoten, County Counsel, however, has not heard back. She has also been working with Rural Community Assistance Corporation (RCAC) on water rates, as well as another option around meter sizes versus per estimated dwelling units. RCAC suggested setting a flat rate for the first year, while collecting data which could then be used to set more detailed rates later on. Brad Baird, Anderson Perry, stated he has seen both variations used; most cities are based on consumption and not meter size, as an individual can have smaller meter and use lots water, or have a larger meter using less water. Carrie mentioned RCAC advised having a meter base charge with no gallons included, and all usage based on a rate per gallon. Carrie and Brad will discuss later on the best approach for rates; Brad was reminded to send information to Jacob's (CH2M Hill) so Aaron could obtain a quote for a water operator. Carrie spoke with the City of Wasco for a potential water operator, and they requested the same information from Brad.

Ruben and Carol McCoog, Bond Counsel, have been working through some issues related to District formation; Chairman Thompson was able to find Ruben supplemental documents to clear up the issue of having two resolutions with different descriptions. The first resolution included three residents who didn't want to be

included within the District Boundaries. Kayla von Borstel, County Court Administrative Assistant, will follow up with Ruben on final resolution corrections.

Brad reported to the Board the Engineering Agreement and Well Design are at USDA waiting for final approval. The letter BSD received from USDA looked alarming, however, once the well is drilled and the well log submitted to USDA, all issues would be cleared up. Discussion was held on getting the deed and payment prepared for the BCM Development reservoir site.

Chairman Thompson stated the new truck stop being installed in BSD needed all of the pipeline specifications and locations from Brad, so pipeline could be laid. The Water System Project will be connected to these pipelines.

**Motion by Director Dabulskis, second by Director McCoy, to authorize Chairman Thompson to sign the auditor contracts with Lewis, Poe, Gunderson & Roberts, LLC for the 2015-2016 and 2016-2017 audits.**

**Vote: 3-0**

**Yes: Thompson, Dabulskis, McCoy,**

**No: 0**

**Abstain: 0**

### **1.3 Other Business**

Chairman Thompson informed Aaron Cook, Biggs Service District Administrator, that he was working with Windwave to get the fiber conduit tubes down to the project site while the trenches were still open.

Carrie Pipinich, Mid-Columbia Development District, has been trying to reach John Zalaznik, North Central Public Health District; Director McCoy stated a letter from John to United States Department of Agriculture stating the urgency of the project might help the grant process.

### **1.4 Budget Hearing Minutes 6/6/18**

### **1.5 Budget Hearing Minutes 6/20/18**

**Motion by Director Dabulskis, second by Chairman Thompson, to approve Biggs Service District Budget Hearing Minutes from June 6, 2018 and June 20, 2018.**

**Vote: 3-0**

**Yes: Thompson, Dabulskis, McCoy,**

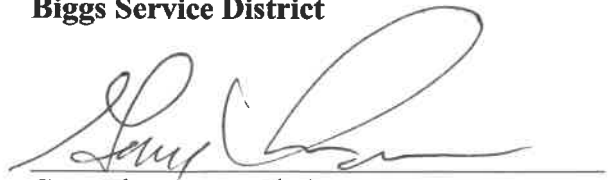
**No: 0**

**Abstain: 0**

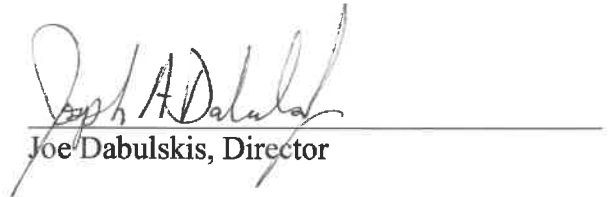
### **1.5 Adjourn**

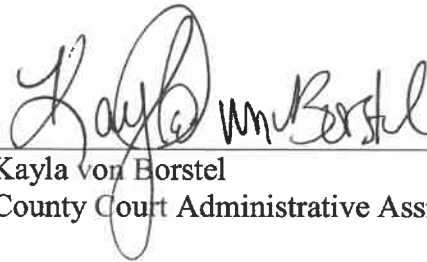
Being no further business before Biggs Service District, the meeting was adjourned at 2:38 p.m.

**Biggs Service District**

  
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Gary Thompson, Chair

  
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Tom McCoy, Director

  
\_\_\_\_\_  
Joe Dabulskis, Director

Attest:   
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Kayla von Borstel  
County Court Administrative Assistant