

**BIGGS SERVICE DISTRICT
REGULAR SESSION
SHERMAN COUNTY COMMISSIONERS MEETING ROOM**

MINUTES

SEPTEMBER 19, 2018

Opened Biggs Service District: 8:34 a.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 8:30 a.m. Call to Order

Chairman Thompson called the meeting to order at 8:34am

1.2 8:30 a.m. Public Hearing – Legal Services Agreement between Biggs Service District and Timmons Law

Entered Public Hearing: 8:34 a.m.

Present: Jeff Wallace, Joanne Gildersleeve, Carrie Pipinich, Aaron Cook

Jeff Wallace, Biggs Service District Counsel, presented a Legal Services Agreement between Biggs Service District (BSD) and Timmons Law firm. He stated the agreement is identical to the Sherman County Legal Services Agreement with the exception that this specific contract states Biggs Service District, and not Sherman County. He attached the proposal submitted by Timmons Law to the County for the County/BSD's Request For Proposal (RFP), as reference in the Legal Services Agreement as well. The Agreement was created specifically for the District using the tasks stated in the RFP, which can be used to send to the United States Department of Agriculture to satisfy one of the grant requirements.

Exited Public Hearing: 8:36 a.m.

Motion by Director McCoy, second by Director Dabulskis, to approve the Legal Services Agreement between Biggs Service District and Timmons Law entered on August 22nd, 2018 for completion of legal services that shall conform to the scope of work set forth in the Biggs Service District Legal Services Proposal dated July 26, 2018 submitted by Jeff Wallace of Timmons Law.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

1.3 8:35 a.m. Amended Formation Resolution for Biggs Service District

Present: Jeff Wallace, Joanne Gildersleeve, Carrie Pipinich, Aaron Cook

Kayla von Borstel, County Court Administrative Assistant, explained there was a resolution passed for the formation of the Biggs Service District (BSD). In the description of this resolution it included three residences that wished to remain outside of the BSD boundary. A second resolution was passed to amend the previous order, however, there was a clerical error regarding dates. A third and final resolution was created and will need to be passed in order to officially correct the District formation; once passed the bond for the Water System Project can be secured.

Motion by Director Dabulskis, second by Director McCoy, to approve the Order in the matter of amending the order dated December 7, 2016, which amended the Order dated June 5, 1991, establishing the Biggs Service District to allow the addition of water service as well as sewer service.

Vote: 3-0

Yes: Dabulskis, McCoy, Thompson

No: 0

Abstain: 0

1.4 8:40 a.m. Biggs Service District Water System Ordinances

Present: Jeff Wallace, Joanne Gildersleeve, Carrie Pipinich, Aaron Cook

Carrie Pipinich, Mid-Columbia Economic Development District, had given the draft ordinances to the Biggs Service District (BSD) Board that she created, using various cities' ordinances, to review a few months prior; the Board accepted the ordinances pending Counsel approval. Ruben Cleaveland, prior District Counsel, implemented some minor edits and has sent the document back for Board review again. Director Dabulskis expressed some concerns regarding language around inspection of the premises. To the best of his knowledge, in most places the city owned up to the meter, and from the meter to the premises, was privately owned. The draft ordinances read that the agent or employee of the district shall have free access at all reasonable times to all parts of the premises supplied water by the District to read the meters. Director Dabulskis wanted some clarification on what exactly that meant as the statement sounded as if the agent or employee could enter someone's home; he believed the statement was too broad. Aaron Cook, BSD Administrator, stated it could refer to a leak or repair past the meter; Carrie will look into the meaning further. Jeff Wallace, BSD Counsel, suggested it could be done with owner consent, and if the owner refused, an Administrative Warrant could be obtained.

Carrie had been trying to work with Kim Young, United States Department of Agriculture, for the Water System grant; Kim asked Carrie to call back after the new fiscal year beginning on October 1, 2018.

1.5 8:50 a.m. Other Business/Project Update

Present: Jeff Wallace, Joanne Gildersleeve, Carrie Pipinich, Aaron Cook, Bryan Hunt, Rod Asher, Debbie Hayden

Carrie Pipinich, Mid-Columbia Development District, discussed draft rates with Brad Baird, Anderson Perry, and he expressed interest on keeping the rates based on the EDU's (equivalent dwelling units); Carrie will make

some adjustments. United States Department of Agriculture (USDA) accepted the updated Engineering Agreement that Brad submitted a while back. One requirement piece that needed to be agreed upon was an operator for the water system. Carrie spoke to the Wasco City Administrator to see if they were interested in providing an operator; Carrie is expecting a quote from Jacobs (CH2M Hill) as well for adding water service to the current sewer service. Brief discussion held on the loan/grant split amount.

Chairman Thompson reported there was a hotel in BSD that burned a few years prior which caused some damage to the sewer system. Teri Sanderson had called seeking permission to dig in the area to determine how to fix the sewer line; permission was granted so he could develop the area.

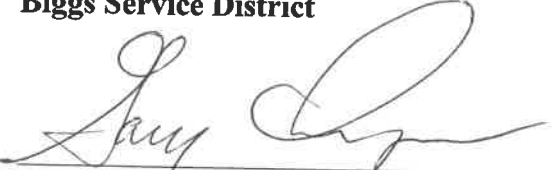
Jeff Wallace, BSD Counsel, will have BCM Development deed paperwork prepared for the next meeting.

The new truck stop being constructed in BSD has been waiting for inspectors to sign off on their tanks.

1.6 9:00 a.m. Adjourn

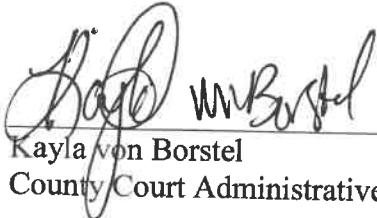
Being no further business before Biggs Service District, the meeting was adjourned at 9:07 a.m.

Biggs Service District




Gary Thompson, Chair

Attest:



Kayla von Borstel
County Court Administrative Assistant



Tom McCoy, Director



Joe Dabulskis, Director