**Christmas Valley Domestic Water Supply District**

**Board of Commissioners Regular Meeting Minutes**

**Nov 13, 2024 1800 hrs**

Present: Chair Ione Maple, Vice-Chair Stephen Hilger, Jim Strong, Dave Uran, Garner Wear

Dist Mgr Anderson

Guests: None

Meeting called to order by Maple @ 1800 hrs

**Public Comment:** None

**Minutes:** Oct. 9, 2025 Hilgermoved to accept, Uran 2nd, Unanimous yea

**Financial Statements:** Hilger moved to accept, Uran 2nd  , Unanimous yea

**Accounts Payable:** Hilger moved to accept, Uran 2nd , Unanimous yea

**Old Business:**

*Ordinance Draft(s):* Tabled until next mtg

*CDBG Funding:* Still waiting for results of county’s application from BizOR

*Board Training & Best Practices (SDAO):* Each board member has signed up for the live OR Ethics Training webinars & are awaiting the assigned dates. SDAO has corrected the previous issues w/the Best Practices webpage.

**New Business:**

*Paid Holidays:* Uran self-declared actual conflict re: this item due to his daughter-in-law being a district employee & abstained from discussion & action on the motion, in compliance with ORS 240.120(2). Board members reviewed current practice of elective days off vs. district mgr’s proposal of paid holidays & adding Veterans Day for a total of seven paid holidays. Implementing this benefit is within the current approved 24/25 budget.

Hilger moved to implement 7 paid holidays (adding Veterans Day) annually for regular hourly wage district employees who have successfully completed probationary status. Compensation will be within the regular pay periods at a straight time pay rate of 7-hrs per holiday. District’s usual overtime compensation practice for work (on-call status, call-in for special/emergency duties) performed during the paid holiday will continue. Dist mgr will maintain sole authority over employees’ occasional holiday requests. Wear 2nd, Unanimous yea (Uran abstained)

Strong will amend the district’s Employee Handbook to reflect the approved compensation practice.

*SDIS Insurance Renewal:* Mgr rec’d a forecast from SDAO/SDIS of an expected insurance premium increase of 10% to 15%. Currently the district will receive a 6% premium discount via SDAO Best Practices program.

*Operator Report:*Mgr is submitting an application to SDAO for the Safety/Security 50/50 funds grant which, if awarded, will be used for necessary fencing at water district facility(ies).

District Mgr requested an hourly raise for the asst dist mgr of $1.00 retro to Nov. 1st. Uran self-declared actual conflict re: this item due to his daughter-in-law being a district employee & abstained from discussion & action on the motion, in compliance with ORS 240.120(2). Employee recently received an SDAO Certificate of Recognition after nomination by district mgr. Salary increase would bring asst mgr hourly pay to $22.50, approx $148/monthly increase. Raise is within district’s current 24/25 budget. Hilger moved, retroactive to Nov. 1, 2024, Wear 2nd. Unanimous yea. (Uran abstained)

*Repairmen Report:*Board members reviewed repairmen's log. Equipment maintenance is conducted on Mondays as time permits. District has implemented Hilger’s suggestion re: use of maintenance checklist logs.

Maple adjourned @ 1909 hrs. w/o objection

Submitted by Jim Strong