

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
January 15, 2013**

Board members present: Robert Gaughan, Sonny Boyd, Robert Churnside.

Absent board members: Jeff Hargens, Kevin Wilhelm.

Staff present: James Jans, Shanti Burns.

Audience members present: Robert Colclessor, Gordon Fulks, David Jacob.

Vice chairman **Robert Gaughan** called the meeting to order at 6:30 p.m.

APPROVAL OF THE AGENDA

Sonny Boyd made a motion to approve the agenda, **Robert Churnside** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Sonny Boyd said that while discussing the hydrant training class the minutes read “We generated over \$600 in extra *water sales*”, however the minutes should reflect that the income was in fact generated from a training class and not from water sales. **Sonny Boyd** made a motion to approve the minutes as modified, **Robert Churnside** seconded, passed unanimously.

ELECTION FILING DATES

Re-elections for commissioner positions 2 & 4 will be held this year. Robert Gaughan is the current elected official for position 2 and Robert Churnside is the current elected official for position 4. The first day to file is February 9, 2013 and the last day to file is March 21, 2013. Both commissioners state they will run for office again. **Shanti Burns** will remind the commissioners to file in the beginning of March if they have not done so already.

ELECT BUDGET OFFICER

Sonny Boyd made a motion to elect the District Manager, James Jans, as the budget officer, **Robert Gaughan** seconded, passed unanimously.

ELECT BUDGET COMMITTEE

Shanti Burns informed the Board that the five volunteers for the 2013-2014 budget committee are Malcolm Freund, Tom Doty, Robert Kraai, Patrick Oldright and Robert Telford. **Sonny Boyd** made a motion to accept the volunteers for the budget committee, **Robert Gaughan** seconded, passed unanimously.

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MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Sonny Boyd** noticed that there were multiple bank transfers in the month of December 2012. **Shanti Burns** informed him that this is due to the property taxes being deposited into the LGIP account. She states that she is transferring the property tax deposits out of the LGIP account to the WellsFargo checking account as they come in to keep the balance at \$10,000 per Board instruction. She informed him that she is also trying to keep enough money in the checking account to avoid large service charges, but is also trying to keep as much as possible in the money market account to generate interest. **Sonny Boyd** made a motion to accept the financial reports as presented, **Robert Churnside** seconded, passed unanimously.

Manager's Report: District Manager **James Jans** read as follows:

Distribution: On the morning of December 23, 2012 between 5:00-5:15 a.m. a small SUV, dark in color, hit our fire hydrant located on the corner of Woodard and Seidl Road. They damaged their transmission cooler and/or front grill and left on site a couple of beer cans along with some empty transmission fluid bottles. Two males were seen in the vehicle by the customer that notified us, however the offenders did not call in a damage report to our office. A police report has been filed. The traffic safety flange and upper steam was damaged and labor for repairs exceeded \$700 dollars. The hydrant is now back in service.

The lower section of Littlepage has now been pressure tested and the BT samples came back "absent". We will soon finish tying over the services on the lower section of Littlepage Road.

The west end of Hurlburt has been pressure tested and the BT samples came back "absent". We have scheduled a time with Reliance Connects to push the 1" service at the west end of this project. The Corbett Water crew will be tying over the three short services and will abandon the old leaking 4" steel main on the south side of the road.

We completed an OSHA performance review and only had a couple of small items to deal with. Some of these included weight limit stickers on our ladders, adjust the stop on the grinder, MSDS for the 12% bleach to be laminated and posted next to the batch tank, make sure all employees are trained in each piece of equipment they operate, and to perform monthly safety meetings.

The District received a safety grant from SDAO so we can install a camera security system at the treatment plant and purchase a confined space monitor in the amount of \$1,535. The 2012 SDAO Safety & Security Matching Grant program had received 150 applications.

We replaced the old 1970 Kennedy fire hydrant at the Corbett Community Church with a new 5 ¼" Waterous fire hydrant. The new hydrant has been installed at a proper height and has a steamer port for the fire department. The old hydrant will be rebuilt and installed in front of 28420 E. Historic Columbia River Highway sometime next week.

Hydro & FERC: Nothing to report this month

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MONTHLY REPORTS - Manager's Report (Cont.)

Office: We read meters for the usage of November and December 2012, and the water sales amounted to \$71,354.02. The base rate generated \$28,116.03, which will cover our annual loan payment of \$138,458. We received \$122 from American Express, \$525.53 from Master Card and \$1,649.28 from VISA, for a total year to date of \$23,210.83 in credit card sales.

Treatment Plant: Taurus Controls has installed the wires for the hydro butterfly valves to the PLC and the solenoids have been replaced on the Cla-Valve. After setting up the program and finishing some adjusting, our next step will be to put the plant on "automatic" and get it back to the way it was first designed and engineered.

Gordon Fulks asked if there would be enough water pressure to supply the hydrant that is going to be installed on the highway. **James Jans** confirmed that there will be enough water pressure for the hydrant.

Sonny Boyd said he saw an eight camera recording system at Costco for a reasonable price. He said they also had a three camera system that could be monitored from home. He states this might be a good option for the Treatment Plant, as it takes longer to drive to the location if the alarm goes off. **James Jans** said that we are currently installing an eight camera motion sensor system at the office, and a four camera system at the Treatment Plant.

Robert Churnside inquired as to how many customers' accounts are delinquent. **James Jans** replied that there are not many customers that have a large past due balance due to the fact that we terminate water service if there is a past due balance greater than \$100.

Robert Churnside asked if the District filed an insurance claim for the damaged hydrant. **James Jans** said that we did not file an insurance claim because it was such a small cost for the repair. He said that if the offender is ever caught however he would like to go through their insurance.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Robert Colclessor said that the reason bereavement leave was not listed in the policy manual was because it was standard knowledge at the time the policies were written that the employee could use sick or vacation time if needed. He would like the Board and budget committee to keep good track of the budget this year, because he recently noticed that the water sales are not enough to cover materials & services and personnel services. **James Jans** replied that Robert needs to figure in property taxes as well, which is a large portion of our income and that we are well below budget. He said that with property taxes and water sales, we are generating plenty of revenue to cover our expenses.

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UNFINISHED ITEMS FOR BOARD CONSIDERATION

Robert Gaughan would like to thank Robert Colclessor and Gordon Fulks for attending the meetings and said that he appreciates their time.

Robert Gaughan said that he is happy the District was able to get so many new volunteers for the budget committee. **Robert Colclessor** said that the School Board will probably want to go for another loan when the current loan is paid off, and the community needs to know what is going on, therefore it is a good thing so many new members are involved. **Sonny Boyd** said that he appreciates the old Board members that still attend meetings and provide insight to the history of the water district, as well as give their advice.

Sonny Boyd made a motion to adjourn the meeting, **Robert Churnside** seconded, passed unanimously. Meeting adjourned at 7:01 p.m.