

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
January 19, 2010**

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**Board members present:** Jeff Hargens, Victor Schmidt, Sonny Boyd, Robert Gaughan, Robert Churnside.

**Staff present:** James Jans, Shanti Kraai.

**Audience members present:** Malcolm Freund, Dave Mysinger, Joel Harrington, Barbara Adams.

Chairman **Jeff Hargens** called the meeting to order at 6:30 p.m.

**APPROVAL OF THE AGENDA**

**Jeff Hargens** would like to add a discussion on additional check signers as item 10a, as well as a discussion on West Coast Bank rates as item 10b. **Robert Gaughan** made a motion to approve the agenda as modified, **Sonny Boyd** seconded, passed unanimously.

**APPROVAL OF THE MINUTES**

**Sonny Boyd** made a motion to approve the minutes of December 15, 2009 as written, **Robert Churnside** seconded, passed unanimously.

**LEAK ADJUSTMENTS**

**2525-01:** This case was viewed as a hardship due to the excessive amount of the water bill from when the leak occurred. **Victor Schmidt** made a motion to adjust the units from each of the July/August and September/October bills to the average units from the three billing cycles prior to when the largest leak occurred, **Sonny Boyd** seconded, passed unanimously.

**APPOINT BUDGET OFFICE**

**Jeff Hargens** made a motion to appoint James Jans as the budget officer, **Robert Gaughan** seconded, passed unanimously.

**APPOINT BUDGET COMMITTEE MEMBERS**

Barbara Adams is the only budget committee member whose term is up for renewal as of June 30, 2009. She has chosen to renew her position on the budget committee for another three year term and signed the appropriate paperwork.

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**PACE ENGINEERS: HYDRO POWER PROJECT**

A document regarding the status of the small hydro feasibility study was distributed to the members of the board. The document describes what work has been completed to date by Pace Enigneers and what work will be conducted in the next two weeks.

**POLICY MANUAL**

At the prior board meeting, the board made a motion to adopt the updated policy manual upon approval of the Special Districts Association of Oregon (S.D.A.O.). The response from S.D.A.O was distributed to the members of the board, which states they have reviewed the policy without any concerns. The representative from S.D.A.O. stated it was written very well.

**HAMS RADIO OPERATOR**

The representative from Hams Radio, **Joel Harrington**, states the Chamberlain Reservoir would be an ideal location to install a Hams Radio base unit. He states that if we used their radios it would allow us to communicate to other locations in the U.S. during emergencies if telephone lines were out, as well as communicate in cell phone dead zones. He says the fire department uses these radios as well, and installing an antenna on the reservoir site would help reception of their units. **Victor Schmidt** states he supports the idea, however we would have to install a new electric meter, which may be expensive. He says that we should have power at all our reservoir locations with reasonable justification. **Robert Gaughan** said installing the base unit would benefit the community. **Jeff Hargens** asked James Jans to review this and present the information with the cost at the next board meeting.

**CHECK SIGNERS**

**Jeff Hargens** said the secretary/treasurer **Sonny Boyd** has recently accepted employment, leaving only one board member available to sign checks during the day. **Jeff Hargens** made a motion to give **Robert Gaughan** authority to temporarily sign checks until new officers are elected, **Sonny Boyd** seconded, passed unanimously.

**WEST COAST BANK RATES**

**James Jans** states West Coast Bank will begin charging fees around \$100 per month for our checking account as of February 1, 2010. The representative from West Coast Bank said they will try to match other banks rates if we send them other proposals. **Jeff Hargens** would like the office staff to compare other banks rates and present the proposals at the next board meeting.

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**SUPLUS EQUIPMENT**

**James Jans** states there are four items we have no use for. A list of items was distributed to the members of the board. **Sonny Boyd** made a motion to sale the surplus equipment as listed for the highest bids, **Robert Gaughan** seconded, passed unanimously. See attached for surplus item list.

**INSURANCE REVIEW**

**James Jans** states that the insurance agent for Pacific Source reported insurance could be offered to employees as long as they are working a minimum of 17.5 hours per week. However, our policy currently states an employee must work a minimum of 30 hours per week to be eligible for health insurance. **James Jans** suggests the District change their policy to cover half of the premium for the part time employees, or half of the premium offered to full time employees. **Malcolm Freund** said the board tried to do this a couple of years ago, however it was considered discriminatory to pay different amounts of employees health insurance premiums, even if they worked different hours. **Jeff Hargens** asked the office staff to review this issue with legal counsel. This discussion will be continued at the next board meeting.

**MONTHLY REPORTS**

**Secretary/Treasurer Financial Report:** **Sonny Boyd** made a motion to approve the financial reports as presented, **Victor Schmidt** seconded, passed unanimously.

**Managers Report:** See attached.

**PUBLIC COMMENTS**

**Gordon Fulks** would like to know if there have been backups made for the treatment plant computer. **James Jans** replied that there have been backups made. The treatment plant computer had a chart recorder, and since it crashed the employees have been manually recording this information.

**Gordon Fulks** would like to know how the District decides between the purchase of C-900 PVC pipe or ductile iron. **James Jans** says it varies on the different pressure zones.

**Barbara Adams** would like to thank the staff for the timely repair of the water line on Kimbley Road.

**Robert Colclessor** would like copies of the previously approved minutes brought to the meetings. **James Jans** states the approved minutes can be viewed on our website, as well as emailed to people who request them.

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**PUBLIC COMMENTS - (Cont.)**

**Robert Colclessor** would like to know where the water line ends on Lucas Road. **James Jans** states the Church is the last service on the line. He says the green box past the Church allows them to flush the water main using the newly installed 2.5 fire hose flushing unit.

**Malcolm Freund** would like to know what the District is going to do with the old dump truck. **James Jans** states they will keep it in case a need for it arises. If the District does not end up using the dump truck it will be sold as a surplus item. The used 5 yard dump truck arrived too late in the year to transfer over the plow unit.

**Dave Mysinger** suggests the board of directors review their leak adjustment policy. He recommends making a deductible when issuing leak adjustments, which may be something a committee could review. **Jeff Hargens** said making a deductible would not be a bad idea, however the only expense we have to provide water to our customers is the cost of treatment, so he does not feel that we are losing too much money by adjusting bills due to leaks in the water lines.

**UNFINISHED ITEMS FOR BOARD CONSIDERATION**

The Bureau of Land Management has given the office staff a list of available dates to discuss the tree thinning around Gordon Creek. After reviewing the dates it was decided upon meeting on February 11, 2010 at 10 a.m. The meeting will be held at the Bureau of Land Management's Salem office. **Shanti Kraai** states she will email and call the board of directors to remind them of this appointment.

**Sonny Boyd** made a motion to adjourn the meeting, **Jeff Hargens** seconded, passed unanimously. Meeting adjourned at 8:50 p.m.