

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
January 20, 2015**

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

**Absent board members:** Kevin Wilhelm.

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

**Audience members present:** Brian Lee, Linda Hargens, David Jacob, Jack Garrison, Nicholas Ray (arrived at 6:49 p.m.), Susan Richard (arrived at 6:49 p.m.)

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

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE MINUTES**

*Minutes of November 18, 2014 regular meeting:* **Robert Churnside** said the minutes read “Peter Fry said that he will be the manager” and this should be changed to read “Peter Fry said that he will ask the manager”. **Sonny Boyd** requested to receive the recording for the November and December 2014 meetings. **Robert Churnside** made a motion to approve the minutes as modified, **Robert Gaughan** seconded, passed unanimously.

*Minutes of December 16, 2014 regular meeting:* **Robert Gaughan** made a motion to approve the minutes as written, **Robert Churnside** seconded, passed unanimously.

**APPOINT BUDGET OFFICER**

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

**APPOINT BUDGET COMMITTEE MEMBERS**

**Shanti Burns** said the 2015-2016 budget committee members are Malcolm Freund, Robert Telford, Sara Grigsby, Jack Garrison, and Marianne Pietras. She said there are no conflicts of interest with any of the budget committee members. **Jeff Hargens** made a motion to appoint the 2015-2016 budget committee members as read, **Robert Churnside** seconded, passed unanimously.

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**PACE ENGINEERS**

**Brian Lee** from Pace Engineers said the building permit application for the filter pond 1 replacement project will be submitted to the City of Gresham within the next week. He informed the Board that the Bureau of Land Management (BLM) approved stock piling the dirt on their land. Pace Engineers is currently investigating if Multnomah County has authorization to require permits for this project. **Brian Lee** said that if the District receives the WaterSMART grant, the first step would be to drill a pilot well. He said the well would most likely provide 500-600 gallons of water per minute.

**ORDINANCE 2015.01.01: CREDIT CARD CONVENIENCE FEE**

**Jeff Hargens** read ordinance 2015.01.01 aloud. This ordinance will increase the credit card convenience fee to \$3 per transaction. The ordinance was signed by all present members of the Board. The second reading of the ordinance will take place at the Board meeting held on February 17, 2015.

**RESOLUTION 2015.01.02: WATERSMART GRANT**

Jack Garrison and Marianne Pietras have spent many hours working on a WaterSMART grant proposal. This grant would fund the replacement of one filter pond, as well as the installation of a well for emergency use. **Jeff Hargens** read resolution 2015.01.02 aloud and it was signed by all present members of the Board.

**BOARD POLICY MANUAL REVIEW**

**Shanti Burns** said the current Board policy manual states “The Secretary/Treasurer shall send copies of the accept audit to State, County and TSCC or local agencies requiring its submission” and should be changed to read “The District Clerk shall send copies of the accepted audit and audit reports to the State, County and TSCC or local agencies requiring its submission”. **Sonny Boyd** made a motion to adopt the revised Board policy manual, **Robert Gaughan** seconded, passed unanimously.

**MONTHLY REPORTS**

**Secretary/Treasurer Financial Reports:** **Sonny Boyd** questioned the purchase of tires at Nolan’s Tire Factory. He said this is the fourth set of tires purchased in a year. **James Jans** informed him that the road to the Treatment Plant and South Fork is very rocky, causing multiple flat tires. He said we also purchase studded winter tires when needed. **Sonny Boyd** made a motion to accept the financial reports as presented, **Robert Churnside** seconded, passed unanimously.

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**MONTHLY REPORTS - (Cont.)**

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

*Distribution:* We have been gathering countless amounts of data for the WaterSMART Conservation Grant. The grant would help the District with the funds needed to replace the old filter pond #1, and possibly drill an emergency well.

The old 4¼" hydrant that was being fed from the 10" main at Evans and E. Historic Columbia River Highway has been updated to a 5¼" hydrant. The old hydrant on Evans Road has now been installed on Knieriem Road and E. Historic Columbia River Highway.

We have upgraded four of our confined space vaults with a blower and lights to eliminate the need for a tripod. Two of these vaults are at the treatment plant and the other two are at reservoir sites 3 and 4. We have been doing routine maintenance on our vehicles, Cla-valves, treatment plant standby generator and hydro generator. We have also been working on our emergency response plan and updating our operating & maintenance manual between the bad weather and staff that have been fighting the flu bug this season.

*Office:* Our website has received \$621.01 during the month of December using Bluefin, totaling \$5,697.48 for the 2014 year. The credit card sales for Decemeber had a total of \$2,546.80. The water billing for November/December 2014 produced \$82,678.55 in water sales and \$28,280.34 in base rate sales.

*Treatment Plant:* During the last winter storm we had several high turbidity events in which the plant did what we have designed it to do; open the bypass Cla-val and not allow the high turbid water to enter the filter ponds for a total of 11.1 hours in late October, and 22.3 hours in late November. The generator ran for a total of 8.2 hours.

**PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA**

**Malcolm Freund** appreciates James Jans attending the community safety meetings. He said there were a number of positive comments from the community after the last meeting.

**UNFINISHED ITEMS FOR BOARD CONSIDERATION**

**Sonny Boyd** inquired about the uncollected bill from account 7560-01. **Shanti Burns** said the balance has now been paid in full. **Gordon Fulks** said the District Clerk is now sending email bills to the customers that request it.

**Jeff Hargens** made a motion to adjourn the meeting, **Robert Churnside** seconded, passed unanimously. Meeting adjourned at 7:30 p.m.