

**REGULAR BOARD MEETING
CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
January 23, 2018**

PRESENT BOARD MEMBERS PRESENT: Jeff Hargens, Jack Garrison and Kevin Wilhelm
BOARD MEMBERS ABSENT: Sara Grigsby and Bob Gaughan
STAFF PRESENT: District Manager Jeff Busto, Assistant Clerk Lynda Ronell and District Clerk Gail Griffith
AUDIENCE MEMBERS David Jacob of Hydra Engineering and Mike Griffith
President Jeff Hargens called the meeting to order at 6:30 p.m.

APPROVAL OF THE AGENDA

Jeff Hargens asked if anyone had any changes or additions to the Agenda. Jack Garrison made a motion to accept the Agenda as presented. Kevin Wilhelm seconded, all were in favor, motion carried. *(3 yes votes: J.Hargens, K.Wilhelm & J.Garrison, 0 no votes)*

MINUTES

President Hargens asked if there were any corrections to the December 19, 2107 regular Board meeting minutes. Jeff Hargens made a motion the minutes of the December 19, 2017 regular Board meeting be approved as presented. Kevin Wilhelm seconded, all were in favor, motion carried. *(3 yes votes: J.Hargens, K.Wilhelm & J.Garrison, 0 no votes)* President Hargens asked if there were any corrections to the December 27, 2017 special Board meeting minutes. Kevin Wilhelm made a motion the minutes of the December 27, 2017 special Board meeting be approved as presented. Jack Garrison seconded, all were in favor, motion carried. *(3 yes votes: J.Hargens, K.Wilhelm & J.Garrison, 0 no votes)*

LEAK ADJUSTMENT ACCOUNT#4960-00

The Board reviewed the information including the Leak Adjustment Request Summary and other documents that were included in their Board packets. Jeff Hargens made a motion to adjust account #4960-00 October billing of 252 units and their January 2018 billing of 157 units to their three month average of 22 units per the recommendation of the District Manager. Kevin Wilhelm seconded, all were in favor, motion carried. *(3 yes votes: J.Hargens, K.Wilhelm & J.Garrison, 0 no votes)*

TREASURERS REPORT

Treasurer Sara Grigsby was not present at the meeting. Jack Garrison asked for clarification regarding a payment on December 20, 2017 to Bruton Backflow for a backflow test for account 5600-00. He asked for background on why the Water District is paying for a backflow test for a customer. District Manager Jeff Busto will review the information and get back to the Board. The Treasurer's report was tabled until the next Board meeting.

INSURANCE RENEWAL 2018 and Longevity Credit Decision

The Board reviewed the updated insurance information that was provided in the Board packets. Jack Garrison said he would like to have confirmation that the "insurer" has signed the Earthquake Endorsement prior to paying the bill in March. In the next three to six months the Board will review property values with the District Manager to confirm amounts are correct. Jack Garrison expressed concern that the power unit in the Treatment Plant does not show up in the insurance policy. Jeff Busto responded that the power unit is included in the insurance of the building. Short discussion of the Longevity Credit. Jeff Hargens made a motion the Board accept the SDIS longevity credit and rate lock agreement as presented. Kevin Wilhelm seconded, all were in favor, motion carried. *(3 yes votes: J.Hargens, K.Wilhelm & J.Garrison, 0 no votes)*

WATER USAGE DEMOGRAPHICS REPORT

The Board received an updated graph, which was slightly different than the one sent out in their Board packet. Kevin Wilhelm asked what the "private fire" column represents. It was explained those are the private firelines that some customers have. Some are for homes with sprinkler systems. Jeff Hargens was surprised the Parks used that much water and that there are enough commercial businesses to use as much water as they do. The District Clerk explained the commercial customers include the stores, restaurant, the Churches and the Camps. It was noted the graph is not proportional. District Manager Jeff Busto said the Parks are very diligent and read their meters daily. They are adding a restroom at Women's Forum. The "other public authority" column includes the schools, job corp, the County shop and the Post Office. Jack Garrison commented that it is "good info".

VARIABLE BASE RATE

Nothing to report tonight. This item will be postponed.

HEALTH INSURANCE DISTRICT PREMIUM CONTRIBUTION

Board reviewed the information that was emailed out prior to the Board meeting. The District Clerk explained that 17.5 hours and up is considered full time per the State. All Employees should be treated the same regarding the amount the employer contributes for health insurance. The Federal requirement under the Affordable Care Act does not require this for small employers. Currently the Water District pro-rates the contribution for employees working between twenty hours and forty hours per week. The Board decided a new resolution needs to be drafted to rescind Resolution 2012.08.01 "Health Insurance Cap" and state that the contribution will comply with State Law related to Health insurance. The Statute should be noted in the resolution. Discussion of the effective date. Jack Garrison said to be legal we should make it effective the date it is signed and not include anything about being retroactive. Jeff Hargens stated that to be fair we should make the resolution retroactive to January 1, 2018. Kevin Wilhelm agreed. Resolution will be prepared for the next meeting.

FEASIBILITY STUDY

Nothing to report at this time. Table until next month.

FILTER POND #1 BASE RATE ORDINANCE 2014-11-01

The Board received a copy of the ordinance in their Board packets with information regarding the use of the funds collected under the Filter Pond Base Rate. The District Clerk reported the office needs clarification that the Filter Pond base rate will end with the February 2018 billing. The ordinance states that the base rate would run for 38 months or 19 billing cycles or "until the project is complete." The Board agreed that the Filter Pond Base rate of \$10 per billing cycle should be removed after the February 28, 2018 billing. The District Clerk, Gail Griffith noted if there were no objections the office will put a notice on the billing post cards that it would be the last charge for the Filter Pond Base Rate. There were no objections.

Discussion of how the Filter Pond 1b funds will be used. Jeff Hargens stated that per SDAO we can use the funds collected for other things related to distribution of water or system improvements. He further stated that this ties in with the feasibility study to show where this block of money should be spent and to have an explanation to customers as to where the money will be used. Jack Garrison asked if the \$83,700.41 listed on the summary sheet is inclusive of what has been spent on the cleaning of Filter Pond 1. The money to clean Filter Pond 1 is not included in the \$83,700.41.

Jeff Hargens continued that it would be good to include the money in the feasibility study to show that it has a purpose, whether it goes for new meters, which we are in dire need of, or another project. If the meters are purchased at one time we can get the software and training included. New meters will show us more accurately how much water we are using. Jack Garrison asked if we would be replacing bigger meters like Job Corps. District Manager Jeff Busto replied we would have to refurbish the large meters in place. The current meters were at end of life when the District purchased them. When the meters wear out they read lower or stop completely. The District Clerk asked why the District can't replace the larger meters as well as the 3/4" meters. David Jacob stated that two inch or smaller could be replaced, anything bigger would have to be refurbished in place. District Manager Jeff Busto stated we only have one three inch meter. Jack Garrison asked if there is any guess of what the cost would be. District Manager Jeff Busto replied that industry wide the manufacturers are going to radio read and touch read will be obsolete. They are in the transition of changing all of their promotional information. In the next month or two they should have it complete and there will be some great incentives on the radio read program. Radio read is a proven product. Jack Garrison said it may be opportunistic to jump on this and possibly get the discounts and incentives. District Manager Busto said he is working on it. Jeff Busto said he is leaning more towards replacing all the meters in the system at once since our meters are failing so rapidly. The cost of a 3/4" meter is about \$150.00. Approximate cost for meters is \$150,000. There software and training is included if we purchase all of the meters at once. Discussion of paring up with another entity for a larger purchase. Further discussion. Jeff Busto noted that with radio read meters instead of two employees taking 3.5 to 4 days to read the meters one employee could read the entire district in a few hours.

BUDGET CALENDAR AND APPOINTMENT OF 2018- 2019 BUDGET OFFICER

Jack Garrison made a motion to appoint Jeff Busto the 2018-2019 Budget Officer. Kevin Wilhelm seconded, all were in favor, motion carried. *(3 yes votes: J.Hargens, K.Wilhelm & J.Garrison, 0 no votes)* There were no objections to the Budget Calendar.

Regarding the Budget Committee Glenda Hagan was on the volunteer list from last year but was not chosen for the committee and is still very interested. Chris Witka has lived in the community for some time and is very excited to be on the committee and said she is very interested in finding out more about the Water District. Both of them will be receiving information about the Budget process. Jack Garrison said both new members should get budget training. Jack Garrison made a motion that Chris Witka and Glenda Hagan be appointed to the Budget committee. Kevin Wilhelm seconded, all were in favor, motion carried. *(3 yes votes: J.Hargens, K.Wilhelm & J.Garrison, 0 no votes)*

MANAGER'S REPORT

The January Manager's report was included in the Board packets and a copy is filed with the minutes. The District Manager read from the report. Discussion of security signs with gates at both headworks. Tyler Sletterink completed his probationary period and will be offered regular full time employment. There was a water main break on Christmas eve which has been temporarily repaired.

The meter program was discussed earlier.

Jack Garrison asked if there was any information about the Sanitary Survey. District Manager Busto said the final report has not been received yet. Jack Garrison passed out some information regarding the Most Recent Water System Survey from the Oregon Health Authority Website. Short Discussion. Jeff Busto will provide the Board with the full report at the next Board meeting. David of Hydra Engineering stated that the survey requires an action plan. Jack Garrison asked why the District got two more write ups in October of raw source non-reporting and returned to compliance the end of December. District Manager Jeff Busto replied that it was due to the fire. David Jacob commented regarding the late reporting violations in October. Those are tests that are a "one off" deal. They are called "long term enhanced service treatment water level II". It was done five years ago and this was a repeat of that. When it was completed previously they sent out information on how to complete the tests and where to submit the information. This year they just said remember to do them. The samples were taken, delivered, but not processed in accordance with the proper methodology. That resulted in a non-reporting result at the State. Jack Garrison noted it would be good to have a list in the office of those items that need to be completed so the office staff could do a double check so we can avoid late reporting violations.

Jack Garrison asked if the anything had been resolved with the backflow preventer at the school. They should be billed.

PUBLIC COMMENTS ON ITEMS NOT LISTED IN AGENDA

No comments

FUTURE AGENDA ITEMS

Jack Garrison said he would like to review the Workers Comp Policy. Would it be possible to get a copy of the current policy and cost at next months meeting to review and consider getting bids for when we renew in July. Jack Garrison said we need to review the policy and see if we are covering too much or too little and then look for quotes with other carriers. The District Clerk stated that Workers Comp is based on the amount of payroll for each class of employees. When considering workers comp the categories are set. Jack Garrison said we should review job descriptions and see if the classification match and take a look at our policy.

ACTION ITEMS FOR NEXT MONTH

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

ADJOURNMENT

Jeff Hargens made a motion the meeting be adjourned at 7:25 p.m. Jack Garrison seconded, all were in favor, motion carried. *(3 yes votes: J.Hargens, K.Wilhelm & J.Garrison, 0 no votes)*