

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
January 24, 2012**

Board members present: Jeff Hargens, Robert Gaughan, Kevin Wilhelm, (Sonny Boyd arrived at 6:33 p.m.)

Absent board members: Robert Churnside.

Staff present: James Jans, Shanti Kraai.

Audience members present: Dave Mysinger, Tom Doty, Brian Lee, David Jacob, Jack Carter, Dale Anderson, Frank Windust.

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

APPROVAL OF THE AGENDA

Jeff Hargens would like to add account 3517-00 to the leak adjustments. **Robert Gaughan** made a motion to approve the agenda as modified, **Kevin Wilhelm** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Jeff Hargens states that under the Engineer of Record discussion, it currently reads “it is fair to pay for the services provided Pace Engineers” and should be changed to read “it is fair to pay for the services as provided by Pace Engineers”. **Robert Gaughan** made a motion to approve the minutes of December 20, 2011 as modified, **Kevin Wilhelm** seconded, passed unanimously.

LEAK ADJUSTMENTS

4080-00: This customer’s case was viewed as a hardship due to the length of pipe and amount of work required to repair the leak. **Frank Windust** states that he is now checking his water meter weekly to make sure no leaks are present. **Jeff Hargens** suggested a complete replacement of the PVC water line if any more leaks occur. **Jeff Hargens** made a motion to adjust the July/August and September/October 2011 billing cycles each to the six month average prior to the leak, 34 units, **Sonny Boyd** seconded, passed unanimously.

3517-00: **Jeff Hargens** announced he has a conflict of interest in this adjustment request since the customer is his father-in-law. This customer’s case was viewed as a hardship due to the large quantity of water loss caused by the leak. **Sonny Boyd** made a motion to adjust the November/December 2011 billing cycle to the six month average prior to the leak, 28 units, **Kevin Wilhelm** seconded, motion passed. **Jeff Hargens** abstained from the vote due to a conflict of interest.

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
January 24, 2012**

APPOINT BUDGET OFFICER

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

APPOINT BUDGET COMMITTEE MEMBERS

Barbara Adams informed the staff that she has to end her term on the budget committee early. Kevin Wilhelm can no longer serve on the budget committee since he is now a board member. **Dave Mysinger** states he will replace Barbara Adams for the remaining duration of her term. **Tom Doty** states he will replace Kevin Wilhelm for the remaining duration of his term. Malcolm Freund and Robert Colclessor were not in attendance at the meeting, however they informed the staff that they will renew their three year term on the budget committee.

ENGINEER OF RECORD

James Jans states that James Nusrala from the Oregon Department of Health informed him that as long as the District follows the ORS 333.061-0060 Sections 3 & 4 guidelines to make sure pipe lines are properly installed, operators are following the supervisors procedures, and an engineer stamps our drawings, they will accept a letter created by the District summarizing the capital projects. The District also avoids a \$600 fee for plan review since an engineer stamps our drawings. **James Jans** distributed copies of the report submitted to the Oregon Department of Health. He states that David Jacob from Hydra Engineering will be working with the water line projects, and Brian Lee from Pace Engineers will be working on the Treatment Plant. **Sonny Boyd** inquired as to which project on the map provided by James Jans was near Loudon Road. **James Jans** informed him that this was the Deverell and Mannthey Road project. The project tied the two dead end mains together, eliminating stagnant water. **Sonny Boyd** noticed that the report illustrated over 6,000 feet of pipe installed each year since 2007. **Jeff Hargens** questioned if the District can now record water loss. **James Jans** states that the District is still working on the North and South Fork meters. One of the meters needs to be rebuilt, and the other has a solar panel that will not stay charged. He states that the touch read meters take less time to read, therefore it is easier to accurately reflect the amount of gallons used by customers compared to the amount coming out of the reservoirs. Since the touch read meters have been installed, it only takes a day and a half to read all the meters, compared to 5 days prior to the installation. The office staff is now able to print and mail bills within a day.

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
January 24, 2012**

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **James Jans** states that the District has paid the deposit for the turgo generator. **Sonny Boyd** questioned why check #8799 was on the Wells Fargo checking account statement, but did not appear on the QuickBooks monthly check report. **Shanti Kraai** said this was since the check was issued in November but did not clear until December. **Sonny Boyd** questioned the transfer of \$56,804 on the LGIP account statement. **Shanti Kraai** replied that the amount was deposited into the LGIP account for property taxes, after which it was transferred into the checking account to keep the LGIP account at \$10,000 per board instruction since it is not FDIC covered. **James Jans** said the funds spent to date are still well below budget. He states that we have already purchased all the pipe needed for the 2012-2013 fiscal year projects. The District still needs to pay for the remaining balance on the turgo generator, as well as make a partial payment on the North Fork screen, however these expenditures are already the 2011-2012 budget. **Jeff Hargens** questioned when the medical/dental insurance caps will be reviewed by the board. **James Jans** replied that the medical/dental insurance is to be reviewed by the Board of Commissioners every two years. The next review will be in July 2012. **Jeff Hargens** questioned why the materials and services increased from prior months. **Shanti Kraai** informed him that the increase was due to the purchase of the automated phone dialer, as well as the O&C right of way lease.

Managers Report: District Manager **James Jans** read as follows:

Distribution: We only have one more service to tie over to the new 6" main on Woodard Road. That service has to be moved over to the east side of his lot due to the large amounts of rock near the main line. After all of the services have been tied over to the new 6" main, our water usage should drop from its current low of 4.3 gpm from the Cabbage Hill Reservoir.

The crew read water meters for the usage in November/December and \$82,335.37 was generated in water sales. We had to rebuild the 6" Cla-val for the PRV station on Deverell and Larch Mountain, which caused several customers to have high pressure when their own PRV valves failed to hold down the pressure on their own service lines.

We recently tested our new software, Phone Tree. During the test, 41% of the calls were answered by a message machine and 53.9% were answered by a person.

Treatment Plant: The cement has been poured for the turbine building site. The stand by emergency generator has been doing its job during the latest snow storm and had been operating for the last couple of days. We had many trees down due to wind and heavy wet snow, but other than that the plant has been operating very smoothly.

We picked up our replacement Gator from Fisher's Farm and Equipment the other day. This Gator is a 2006 6x2 diesel model that can carry 1,000 pounds of material compared to only 400 pounds from our old Gator 4x2 gas model that was stolen last month. The insurance agency sent us a check for \$5,900 in order to replace the old Gator, the new unit will be kept inside the Office barn which also has an alarm system.

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
January 24, 2012**

MONTHLY REPORTS – Managers Report (Cont.)

Office: We took advantage of the SDAO memembr longevity credit and rate lock guarantee program and received a check in the amount of \$2,155.50 by following good risk management practies.

FERC: Ken Wilcox at FERC issued a letter stating the following: The proposed process plan and schedule in your PAD does not appear to provide sufficient time to move through the licensing process. For example, a joint meeting and site visit with stakeholders is normally required no earlier than 30 days and no later than 60 days after approval of using the Traditional Licensing Process (see 18 CFR 4.38(b)). The joint meeting date also triggers a 60-day comment period. Some elements of the process can potentially be waived if stakeholders state they have no concerns about the project. Waiver requests must be specific and in writing. So we are going to have a second hearing for our FERC PAD and TLP process on February 3, 2012 at 10 am at the Fire Hall.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

No comments were made.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

No comments were made.

Robert Gaughan made a motion to adjourn the meeting, **Jeff Hargens** seconded, passed unanimously. Meeting adjourned at 7:25 p.m.