

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
January 24, 2017**

Board members present: Jeff Hargens, Robert Gaughan, Jack Garrison, Kevin Wilhelm, Robert Churnside.

Staff present: Shanti Burns.

Audience members present: Klaus Heyne, Carolyn Coons, Gordon Fulks, Marianne Pietras, James Humphries.

Chairman **Jeff Hargens** called the meeting to order at 6:33 p.m.

APPROVAL OF THE AGENDA

Jack Garrison would like to remove account 8540-01 from the leak adjustments since the customer did not submit the necessary paperwork. He would also like to remove the cross connection ordinance from the agenda since the District's cross connection control specialist had not reviewed it. **Shanti Burns** informed him that the District's cross connection control specialist, manager, and engineer have all reviewed the cross connection ordinance. **Jack Garrison** would like to remove the Union Pacific Grant from the agenda. **Jeff Hargens** said it was a Board decision to include this topic on the January 2017 agenda, so he would like to leave it on for discussion purposes. **Shanti Burns** would like to remove account 3380-00 from the leak adjustments. **Robert Gaughan** would like to include the notice for volunteers as item 6. **Jeff Hargens** made a motion to approve the agenda as modified, **Jack Garrison** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Minutes of December 13, 2016: **Jeff Hargens** would like Kevin Wilhelm to be listed under Board members present. **Jack Garrison** made a motion to approve the minutes as modified, **Kevin Wilhelm** seconded, passed unanimously.

LEAK ADJUSTMENTS

2643-00: **Shanti Burns** states the customer was unable to attend the meeting due to the date modification. This case was viewed as a hardship due to the large amount of the bill caused by the leak. **Jeff Hargens** made a motion to adjust the November/December 2016 billing cycle to 30 units, **Robert Gaughan** seconded, passed unanimously.

3605-00: **Jeff Hargens** suggested this customer install a pressure reducing valve (PRV) at the meter. The customer states they plan to replace their entire waterline with PEX pipe this spring. **Robert Gaughan** made a motion to adjust the September/October 2016 billing cycle to the six month average prior to the leak, 4 units, **Jack Garrison** seconded, passed unanimously.

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LEAK ADJUSTMENTS (Cont.)

3685-00: This customer's case was viewed as a hardship due to the large amount of the bill caused by the leak. It was noted that the leak was repaired promptly. **Jeff Hargens** made a motion to adjust the November/December 2016 billing cycle to the six month average prior to the leak, 9 units, **Robert Churnside** seconded, passed unanimously.

NOTICE OF VOLUNTEERS

Robert Gaughan feels it would be more productive and cost effective to post a need for volunteers on the Corbett website instead of mailing notices. **Shanti Burns** thinks that notifying customers both by mail and through the Corbett website would reach the highest amount of customers. **Jeff Hargens** suggested purchasing a sign to put in front of the office, which could be used for a variety of notifications. **Robert Churnside** said staff should periodically check the Corbett website for comments regarding the District that we could respond to.

ON CALL COMPENSATION

This discussion will be included on the February 2017 regular Board meeting in order to allow the District Manager to be present for questions. **Robert Churnside** suggested having the District Manager answer the after hour calls in order to determine if it warrants dispatching the crew.

UNION PACIFIC GRANT

Jeff Hargens thinks low flush toilet rebates are a great option for water conservation, however the rebate program is not currently being utilized by very many customers. **Shanti Burns** informed the Board that notifications for the toilet rebate program were mailed to all customers within the District, the phone tree contacted all current customers within the District, it is listed on the front page of our website, fliers were distributed at Corbett night out, and there are copies on the desk of the front office. **Marianne Pietras** said the District may be eligible for a community grant through Lowes. **Shanti Burns** informed her that the office staff will contact these companies. It was decided upon having the Union Pacific grant be included on the February 2017 agenda.

MONTHLY REPORTS

Secretary/Treasurer Financial Report: **Jack Garrison** said the District has spent 75% of the Material & Services budget. He would like this to be monitored closely and discuss projected purchases with the District Manager. **Jack Garrison** made a motion to approve the financial reports as presented, **Kevin Wilhelm** seconded, passed unanimously.

Manager's Report: Due to the absence of the District Manager, this report was tabled until the February 2017 Board meeting.

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PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

No comments were made.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

No comments were made.

Jeff Hargens made a motion to adjourn the meeting, **Robert Churnside** seconded, passed unanimously. Meeting adjourned at 7:40 p.m.