

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
February 16, 2016**

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

Staff present: Shanti Burns.

Audience members present: Malcolm Freund, Marianne Pietras, David Jacob, Robert Colclessor (arrived at 6:34pm)

Chairman **Jeff Hargens** called the meeting to order at 6:32 p.m.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

January 19, 2016 workshop meeting: **Robert Gaughan** made a motion to approve the minutes as written, **Kevin Wilhelm** seconded, passed unanimously.

January 19, 2016 regular meeting: **Robert Gaughan** made a motion to approve the minutes as written, **Kevin Wilhelm** seconded, passed unanimously.

LEAK ADJUSTMENTS

3903-00: **Jeff Hargens** encouraged the customer to install a pressure reducing valve (PRV) at the meter. It was noted that the leak was promptly repaired. **Jeff Hargens** made a motion to adjust the November/December 2015 billing cycle to the six month average prior to the leak, 75 units, **Jack Garrison** seconded, passed unanimously.

ADOPT BUDGET CALENDAR

Jack Garrison made a motion to adopt the 2016-2017 budget calendar, **Kevin Wilhelm** seconded, passed unanimously.

TEMPORARY HELP POLICY

Shanti Burns states that according to District policy, a temporary employee cannot work longer than six months. Due to unforeseen circumstances, the District Manager would like to extend this to a one year period. **Jeff Hargens** is concerned about paying PERS contributions for the employee. **Jack Garrison** would like the District Manager to provide a briefing of other available options, as well as provide an estimate of the hours the temporary employee would

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TEMPORARY HELP POLICY (Cont.)

work if extended to a one year period. This discussion was tabled until the next regular Board meeting.

MARK YINGER, GROUND WELL

Jeff Hargens said according to Mark Yinger's hydrologic report, the site near the Larch Mountain reservoir may be the best location for a well. **Jack Garrison** would like to conduct a cost/benefit analysis for each possible well location. **Jeff Hargens** would like to have the State review the proposed well location prior to drilling a test well. He would like to receive proposals from engineering firms to conduct the cost/benefit analysis. **Jack Garrison** said the District currently does not have the funds to drill a test well.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Jack Garrison** made a motion to approve the financial reports as presented, **Kevin Wilhelm** seconded, passed unanimously.

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

Distribution: We have continued working on general maintenance at our PRV station on Chamberlain Road that supplies Rasmussen and Reed Roads. The old 2" steel pipe that fed Rasmussen Road has been cut off and abandoned, which will eliminate over 2,000 feet of old leaking water main in that area. We found a leak on the inlet side of the PRV station on Chamberlain Road, the repair parts have been ordered and the permit paperwork is being processed. Our 2" blow off plug developed a leak on Littlepage Road which was repaired on January 26th. We replaced the old PRV vault and updated the Cla-val unit on Knieriem Road. We also had a gasket blow out from the saddle at 31745 Wand Road. The crew pushed in a new 1.5" water service on Lampert Road.

Treatment Plant: The utility vault has been delivered for the filter pond 1b project. The pipe material bids have been sent out and the awarded bid should be delivered in April.

Hydro: We have built up a credit of 4,878 kW hours. This is down a bit because the master unit needed repair.

South Fork: Now online.

North Fork: Off for the season.

Office: We received \$1,391.55 in online payments and \$2,135.08 in credit card sales for the month of January. We mailed approximately 100 backflow installation letters to customers that are over 30 feet in elevation from the water main. So far we have had only one customer raise the issue of why the cost is the homeowner's responsibility.

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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 Gaughan** seconded, passed unanimously. Meeting adjourned at 7:35 p.m.