

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
February 17, 2015**

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

Staff present: James Jans, Shanti Burns.

Audience members present: Brian Lee, Robert Colclessor, Marianne Pietras, Jack Garrison, Gordon Fulks, Debbie Churnside, David Jacob, Keith Evans, John Windust.

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

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

Kevin Wilhelm said during the Board policy manual review, it reads “The District Clerk shall send copies of the *accept* audit and audit reports to the State” and should be changed to read “The District Clerk shall send copies of the *accepted* audit and audit reports to the State”. **Sonny Boyd** made a motion to approve the minutes of January 20, 2015 as modified, **Robert Gaughan** seconded, passed unanimously.

LEAK ADJUSTMENTS

2625-00: This case was viewed as a hardship due to the customer being on a limited income. **Sonny Boyd** made a motion to adjust the September/October and November/December 2014 billing cycles to the six month average prior to the leak, 10 units, **Robert Gaughan** seconded, passed unanimously.

3040-00: 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 September/October and November/December 2014 billing cycles to the six month average prior to the leak, 9 units, **Kevin Wilhelm** seconded, passed unanimously.

5707-00: This 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 2014 billing cycle to the six month average prior to the leak, 4 units, **Sonny Boyd** seconded, passed unanimously.

ADOPT BUDGET CALENDAR

Jeff Hargens made a motion to adopt the 2015-2016 budget calendar, **Kevin Wilhelm** seconded, passed unanimously.

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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 ordinance shall take effect on March 19, 2015.

PACE ENGINEERS

Brian Lee from Pace Engineers said the pre-filing meeting with Multnomah County for the filter pond 1b project has been conducted. Multnomah County informed them that only a minor design review was necessary. Once Multnomah County has completed the final determination, they have a maximum of 120 days to issue the permit. A conditional use permit is also required since the project site is located in the forest.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: Sonny Boyd inquired about the Aflac insurance payment. **Shanti Burns** informed him that this is a supplemental insurance offered to employees and contractors. The amount is deducted from the employee's paychecks, and taken directly from the bank account of the contractors. **Sonny Boyd** inquired about the cost of the hydro fuse. **James Jans** replied that 3 fuses were purchased for the hydro generator. **Sonny Boyd** commented on the expense of the 6" centrifugal duct fans. **Sonny Boyd** questioned the purchases made from Amazon. **Shanti Burns** instructed him to review the QuickBooks report for the details of the purchases. She said the dates of the credit card charge and entry in QuickBooks may differ as we are not charged until the item ships. **Kevin Wilhelm** made a motion to approve the financial reports as presented, **Robert Gaughan** seconded, passed unanimously.

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

Distribution: We installed two new fire hydrants on Loudon Road. This gives the District a total of 85 fire hydrants in the system.

We have replaced air vacs on the North Fork transmission main, and are scheduling South Fork air vac replacements later this month. The 12 ton trailer has been sandblasted and will be painted later this week. The wood deck will soon be replaced, after which the trailer will be put back in service. The utility box has also been sandblasted and painted, and will be installed on the new F450 later next week. Reservoir 4 can now record and chart the water usage leaving that site on our telemetry system.

Office: During 2014 we had 298 credit card transactions, for a total of \$35,433.93. During the month of January, the online BlueFin transactions collected \$923 and our credit card sales totaled \$4,462.28. Shanti Burns and James Jans attended the Special Districts Association of Oregon (SDAO) conference in Eugene and gathered some great information ranging from: What to do after receiving a grant, risk management, hiring/firing issues and workers compensation.

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MONTHLY REPORTS - Manager's Report (Cont.)

Treatment Plant: During January, the total hours dropped on the automatic Cla-val bypass for a total of 1.7 hours, down from 11.1 hours. The standby emergency generator ran for a total of 0.8 hours. We met with the Multnomah County Planning department about the filter pond 1b replacement project last week and the permit fees of \$1,057 have been paid.

Hydro: The original motor on the hydro generator had a bad bearing and some wires were burned. The 15 horsepower motor has been replaced and is getting an adapter plate manufactured. This will allow a domestic made motor to fit in the place of the original foreign made motor. The hydro generator will be back online early next week.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Robert Colclessor inquired about the water loss in the District. **James Jans** informed him that the District was previously losing approximately 60-70% of treated water; however we have now reduced it to a 30% loss. He states our goal is to reduce water loss to 15%. **Gordon Fulks** states the District is doing a great job. **John Windust** said he has gone through 6 pressure reducing valves (PRV's) due to high pressure in the waterline. He said his neighbor is currently facing the same problem. **James Jans** said he will look into reducing the pressure at our PRV station. **Jeff Hargens** suggested installing an additional pressure reducing station.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Kevin Wilhelm thanked Marianne Pietras and Jack Garrison for writing the WaterSMART grant proposal for the District.

Jeff Hargens made a motion to adjourn the meeting, **Robert Churnside** seconded, passed unanimously. Meeting adjourned at 7:12 p.m.