

**CORBETT WATER DISTRICT
MINUTES, REGULAR MEETING OF THE BOARD
FEBRUARY 19, 2008**

Board members present: Robert Gaughan, Jeff Hargens, Marion Kirkham, Victor Schmidt, Sonny Boyd.

Staff present: James Jans, Pam Volk, Shanti Kraai.

Audience members present: Robert Colclessor, Gordon Fulks, Malcolm Freund, Sue Fry, Dave Mysinger.

Chairman Robert Gaughan called the meeting to order at 6:35 p.m.

Introduced new District Clerk, Shanti Kraai.

APPROVAL OF THE AGENDA

Chairman **Robert Gaughan** asked if there were any changes or additions to the agenda.

Robert Gaughan proposed to add SDAO report from **Sonny Boyd** and **James Jans**.

Victor Schmidt proposed to add a discussion to set up a separate account as our system development fund as well as a discussion for multiple hook ups as 8a. He also proposed to add a discussion as 8b regarding the hiring of Paul Cook, an outside consultant.

Sonny Boyd requested that the work needed on reservoir #4 be brought to the agenda as 8c. He would also like attention brought to the leak on Smith Road.

Jeff Hargens made a motion to adopt the agenda as modified, **Sonny Boyd** seconded, passed unanimously.

BUDGET CALENDAR

James Jans said that we are setting everything up to make it a smooth transition. He talked to Poly Rogers today and was informed Cathy was the new person appointed to our case. Cathy stated it should all be corrected by tomorrow. **James Jans** set up a calendar to get our schedule in sync. He distributed a sample of the budget calendar to the budget committee. Would like to get auditor to send seconded draft copy so we can put together last years numbers for the budget with this years. **Marion Kirkham** made a motion to adopt the budget calendar, **Sonny Boyd** seconded, passed unanimously.

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APPROVAL OF MINUTES

Marion Kirkham would like to table the minutes due to errors. He states that he will go over the minutes at the office with staff. A time line of two weeks was set to fix the minutes. **James Jans** stated that when trying to type the previous months minutes it was very difficult due to not having a recording of the meetings and insufficient notes made by the previous District Clerk. Office staff has been very busy due to turn over rate, the main goal is to get billing taken care of first, however the minutes will be typed up within 5 days of the meetings from here on out.

Marion Kirkham made a motion to table the minutes and have the board receive new the copies with corrections in two weeks, **Victor Schmidt** seconded, passed unanimously.

ENGINEERS REPORT

James Jans stated that HCI has been paid for the completion of reservoir #5, but still need the final payment for Pace Engineers for inspection in December. **Jeff Hargens** stated that the paint on reservoir #5 has spots of different color. **Sonny Boyd** said that he did not notice any spots of discoloration but does not like the word "completed". He stated that he found bolts all over the ground, the access covers are not stable along with many other problems. Tabled to discuss later in meeting, added that safety is important due to not being fenced. **Victor Schmidt** said that a punch list needs to be made for each project. Engineers have finished working on Reservoir #5, however there is still work to be done by us. **Robert Gaughan** and **Marion Kirkham** signed check for final payment to Pace Engineers. **Malcolm Freund** asked if cathodic training was ever done. **James Jans** replied that he was trained, however it was very brief.

CREDIT CARD CASH BACK

James Jans stated that when we use the current credit card we get no money back on purchases, while some credit cards will give a percentage back. He proposed that we get a new credit card and drop our Home Depot card. He would also like to start paying bills by credit card instead of by check so that we receive money back. **Marion Kirkham** brought up the issue that there should only be two credit cards, one for the District Manger and one for the District Clerk. He does not think that the other employees should have their own company credit cards. **James Jans** passed around a letter signed by **Robert Gaughan** and **Marion Kirkham** to West Coast Bank stating that **Kevin Moran** and **Zachary Bertz** each be issued a credit card with a \$500 limit. **Marion Kirkham** presented the resolution from February 2007 which states that only two credit cards should be issued, one for the District Manager and one for the District Clerk. **James Jans** said that he attended the meeting where the decision was made to issue credit cards to the current employees **Kevin Moran** and **Zachary Bertz** and the letter to the bank has two board member signatures on it but cannot find the resolution*. **James Jans** states that the employees do need credit cards at times, especially in an emergency and if they all just use his credit card the \$1,000 limit on it will not be enough. **Jeff Hargens** does not think the employees need their own credit card. **Sonny Boyd** would like to table the idea of switching the credit card, **Jeff Hargens** agreed. **Jeff Hargens** made a motion to abide by resolution 2007.01.02 and void the letter on August 8, 2007 that puts two workers with the District with \$500 credit cards and drop the Home Depot card, **Victor Schmidt** seconded, pass unanimously.

*Resolutions were not typed or entered in the log book by the previous District Clerk.

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MULTIPLE CONNECTIONS

Sonny Boyd said that the money raised from new service hook ups should be put into a special fund so that it gives visibility on how the funds are being used and why they are necessary. **Victor Schmidt** said that it would be used for long term improvements and the system to handle these new hook ups. **James Jans** states that we can track the information in QuickBooks. The money we receive now for new hook ups goes into a general fund. **Sonny Boyd** thinks that having it as a separate item it will give public visibility, we can show them when it came in and what it went to. He thinks it is good accounting practices for a public entity. **Jeff Hargens** states that if we put it in a new account it should still be listed as a meter hook up. **Robert Colclessor** thinks that it is not enough money, we need a system development charge, not just a meter hook up charge. **Victor Schmidt** made a motion for the budget committee to review, **Jeff Hargens** seconded, passed unanimously.

CONSULTANT ORGANIZATION REVIEW

Victor Schmidt would like to hire a consultant to come in and observe how the Board and office runs. He feels we have gone through to many personnel and would like an outside view on how we are set up. He talked with Paul Cook and got a price of \$1,400 for a review. **Sonny Boyd** said that SDAO offers a service for free. **Jeff Hargens** said that he would like to wait 6-8 months to let **James Jans** get everything fixed and running smoothly before bringing in a consultant. **Victor Schmidt** thinks that we should get an outside look now instead of waiting any longer. **Robert Colclessor** said that last year a consultant from SDAO came in and did not help. **Jeff Hargens** suggested that the budget committee should review adding it on for next years budget if the company is not stable in 6-8 months.

RESERVOIR

Sonny Boyd began the discussion by showing pictures of reservoir 1 and reservoir 4. Shown in the pictures were piles of dirt on driveway and by fence. **Victor Schmidt** said that **James Jans** was aware of the dirt and was told to wait on moving it until the wet season was over. He said there was a wash out problem on the driveway due to a hump and at some point concrete will have to be put down to stabilize it, however the driveway is good for this stage. This summer there should be gravel laid out or graded, it should be added to the punch list. **Sonny Boyd** showed pictures of items left out in mud, states that employees need to pick up after themselves. Reservoir ladder needs more lateral gates around it, even though lid is locked. **Victor Schmidt** states that the hinge bolts need to be welded. **Sonny Boyd** says that the cathodic power supply needs locks on connections and access valves need covers. Land behind reservoir 4 has slid, starting to erode. **James Jans** states that he is aware of these problems, he is trying to prioritize projects. **Sonny Boyd** states that the priority needs to be on the altitude valve. **James Jans** states that the drain is draining the reservoir, reservoir 1 is in service. He states that he has three options, the first being for \$5,000 Liqui Vision can swim into our tank, put a plug in there, cut it and be done in 10min. The second option is to drain the tank, send a boil order, which will cause a lot of turmoil with our customer. Option three is to drain the tank, monitor the level in reservoir 1, take our time, cut it, install it, chlorinate it, fill it, a week later take a bacti sample and put it back online. The third option will not cost us \$5,000 for scuba gear, and won't need a boil order

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Reservoir – Cont.

to upset the customers. **Victor Schmidt** states that the overflow line on reservoir 4 has been continuing to erode, once the altitude valve is in place and we have control over the overflow we should redo the overflow line to stabilize the slope with some fill and put a proper spill pad down there, to ensure that when it does overflow in the future that there isn't going to be a lot soil washing down the streams and will stabilize the valley like it was originally. **Sonny Boyd** states that we need to finish our projects already started before starting any new ones. He thinks that we need to make a priority of getting engineers to look at the back side of the tank and hill to see what we can do to keep it from sliding away, it needs to be stabilized. **James Jans** states the Cla-Val will be installed by the next board meeting, and since this project has been put off for such a long time by the previous manager, the board should buy all the employees dinner when finished. **Robert Gaughan** agreed. **Sonny Boyd** wants to bring attention to a leak at 34820 Smith Road. **James Jans** stated they ordered a special repair band from United Pipe but the shut off valve cannot be located on the street due to poor outdated mapping systems. This meter is located down near the parking lot which does not meet the current standards of Corbett Water District, for an example, all current water meters are located in the street right away. **Robert Gaughan** states that at the next board meeting he would like Monthly Reports to be put at the top of agenda. **Sonny Boyd** would like to have Pace Engineering look at reservoir overflow. **Jeff Hargens** suggested that **James Jans** and **Sonny Boyd** first look at the project before calling Pace. **Gordon Fulks** brought up the point to have Pace Engineering look into the overflow at reservoir 4 and report back to the District Manager, **James Jans**.

CROSS CONNECTION

The old resolution of 1998.07 was written with lack of knowledge and understanding of cross connection program. The 1998.07 resolution required us to install backflow device (assembly) at all water meter locations. This type of premise isolation is very expensive, and we don't have the man power to follow through with the testing. Prior supervisor translated wrong history to the prior board. **Jeff Hargens** made a motion to delete the old resolution to upgrade the cross connection control plan to correct those old issues, **Victor Schmidt** seconded, passed unanimously.

SUB-CONTRACT CHRISTENSEN ROAD DIGGING

Jeff Hargens states that the board needs prices and the schedule for Christensen Road. **Sonny Boyd** said that he has spoke with **James Jans** regarding it and thinks he has it very well thought out. **Gordon Fulks** brought up the idea of hiring an additional employee to use a back hoe. Both **James Jans** and **Jeff Hargens** thinks that an excavator will work better for the situation. **Gordon Fulks** wanted to know the cost to have all the roads re-piped. He said that within the revenues we have it might be slower but in the long run less money. **Victor Schmidt** states that it can be a matter for the budget committee. **Jeff Hargens** said that an excavator should only be used in the right situation. It needs to be well organized and planned for certain days. He thinks we should try it for one day to see how cost effective it is compared to last year. **Robert Gaughan** says that he is authorized to do so.

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BEREAVEMENT LEAVE

James Jans stated that there is no bereavement leave in our new policy, he was wondering if it was left out on purpose. **Malcolm Freund** said that the 2006 policy draft came from SDAO, the board and staff reviewed and adopted it, then was signed by employees. He said that they did not feel it was necessary to include bereavement leave in the new policy, it is mainly for larger organizations. **James Jans** said that employee **Zachary Bertz** had to leave due to a death in the family was given paid leave for the funeral, he has signed the new policy so bereavement leave does not apply to him, he is wondering how to correct the error. **Jeff Hargens** suggested taking a sick or vacation day from him to make up for the error. **Sonny Boyd** added that sick time can accumulate but the employee does not get paid for it if terminated.

DISTRICT LOGO

James Jans said that he would like to start a contest for the Corbett School District to draw a logo for our letterhead, fax cover sheet and trucks. It would be a good way to get the community involved. **Jeff Hargens** and **Robert Gaughan** said that it is a good idea. **Jeff Hargens** made a motion to have a contest with Corbett School District for a logo, the winner to be awarded either a \$50 gift card to Borders for a class or a \$25 gift card for a student, **Marion Kirkham** seconded, passed unanimously.

MONTHLY REPORTS

Secretary / Treasurer Report:

A/P summary distributed to board. **Marion Kirkham** said that he went into the office and checked the till box, everything was there to the penny and very organized. He was very impressed.

Financial Reports / Matters:

See attached.

District Manager's Report:

See attached.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON AGENDA

Gordon Fulks wanted to know what comes after Christensen. **Robert Gaughan** replied it would be Neilson. **James Jans** said that Smith Road used to be connected at Curtis. Last year they had numerous water leaks in about 80 feet of 2 inch pipe, so the prior crew abandoned a section of the pipe thus eliminating a loop water main. This results in numerous low pressure and low volume complaints from the customers that live on Smith Road. Our goal this spring is to tie the 80 feet back in so we have a loop system using a 6 inch water main. Future goal for 2009 is to replace the entire length of Smith Road heading west from Curtis to HCRH. **Gordon Fulks** requested a time line. **James Jans** said that they should start to tie in Smith this spring but if they run out of money they will wait until further funds are available.

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AGENDA SUGGESTIONS FOR FUTURE MEETINGS

Robert Gaughan would like Monthly Reports to be put after the approval of the agenda. **Sonny Boyd** would like visibility of all outstanding loans and bank accounts on next agenda and would like a discussion on new customer Sergi, who would like us to put a fence up on Eastmont. **Sonny Boyd** would also like to include the status on the altitude valve.

Robert Gaughan adjourned the meeting at 10:12 p.m.