

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
February 28, 2017**

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

**Staff present:** Jeffrey Busto, Lynda Ronell.

**Audience members present:** David Jacob, Brian Lee, Marianne Pietras, James Humphries, Kelly Piper, David Mysinger, Gordon Fulks, Nicholas Ray, Joseph Gorciak.

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

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE MINUTES**

*Minutes of January 24, 2017 regular meeting:* **Robert Gaughan** does not feel that notices for volunteers should have been mailed. He thinks there were better ways to solicit volunteers. **Jeff Hargens** said the notice for volunteers was also listed on the website. He states due to the notice for volunteers being mailed, we have received the largest number of community volunteers than we have ever had in the past. **Robert Gaughan** would like staff to listen to the meeting recording to determine who authorized the mailing of the notice for volunteers.

**Jack Garrison** states Marianne Pietras had discussed a community grant through Lowe's, not an incentive. He would like the minutes to be updated to reflect this.

The minutes were tabled until the next regular Board meeting.

*Minutes of January 26, 2017 special meeting:* **Jack Garrison** made a motion to approve the minutes as written, **Robert Gaughan** seconded, passed unanimously.

**APPOINT BUDGET OFFICER**

**Robert Gaughan** made a motion to appoint District Manager Jeff Busto as the budget officer, **Robert Churnside** seconded, passed unanimously.

**APPOINT BUDGET COMMITTEE MEMBERS**

**Jack Garrison** explained that each appointment is a three year term and one committee members who had not completed their full term was not included on the list. **Jeff Hargens** said there was a concern due to the harassment complaint that was filed and has not yet been resolved. It was decided to allow Marianne Pietras to remain on the budget committee at this time. **Jeff Hargens** made a motion to have the budget committee members consist of

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**APPOINT BUDGET COMMITTEE MEMBERS - (Cont.)**

Sara Grigsby, Fred Sanchez, Marianne Pietras, Kelly Piper, and David Mysinger, **Kevin Wilhelm** seconded, passed unanimously.

**ADOPT BUDGET CALENDAR**

**Robert Gaughan** made a motion to adopt the budget calendar as presented, **Kevin Wilhelm** seconded, passed unanimously.

**RESOLUTION 2017.02.01: TRANSFER APPROPRIATIONS**

**Robert Gaughan** was concerned that overtime was not listed on the calculation sheet given to the Board. He states there was not a revision to include on call pay and this should be added in case the Board adopts this policy.

**Robert Gaughan** questioned who authorized the allowance of unemployment benefits in James Jans' severance agreement. He requested information on when the letter from the unemployment office was received. **Jeff Hargens** said the severance agreement stated the District would not contest the unemployment determination. He said the Board had authorized him to finalize the negotiations with legal on the Board's behalf.

**Robert Gaughan** asked if the Commissioners would like Chairman Jeff Hargens to step down from his position on the Board. **Jeff Hargens** informed him that a recall would be required to remove him from the Board.

**ON CALL COMPENSATION**

**Jeff Busto** read the proposed on call compensation policy. He said the District needs to make sure they are in compliance and are compensating employees when required to do so. **Jeff Busto** said an on call compensation resolution was proposed in 2002 and the pay was close to what his current proposal is. **Robert Gaughan** said the District Manager has not been given training in manager skills. **Jack Garrison** said the policy needs to state what determines an emergency and warrants the crew going out after hours. He would like to know what the majority of after hour calls are for. **Jeff Busto** said most of them have been weather related, with an average of three calls per week. He informed the Board that it requires two crew members to go on calls to the water shed. **Jack Garrison** would like to crew to contact the District Manager to determine if the call warrants going out after hours. **Kelly Piper** questioned how the on call compensation would affect our insurance. **Jeff Busto** replied that the crew would only be covered on our insurance at the time they were actually out on an after hours call. He states multiple call outs are due to treatment plant computer issues.

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**CROSS CONNECTION**

**Jack Garrison** would like the cross connection ordinance to reflect if the District is going to charge customers for air gap inspections. He states OAR 333-061-0070 no longer has a section 8 and the ordinance should be updated to reflect this. He would like OAR 333-061-0071 to be included on the ordinance as well.

**UNION PACIFIC GRANT**

**Jeff Hargens** said Lowe's in Wood Village is now offering our customers a 10% discount if they purchase their low flush toilets through their store. He instructed the staff to research the community grant that Marianne Pietras had mentioned.

**FILTER POND 1B**

It was discussed pumping out the media on the existing filter pond, as well as the cost of replacing the liner and piping. The Bureau of Land Management (BLM) gave the District permission to store materials adjacent to the treatment plant, on Donahue Road. The current filter pond liners are several years past their life expectancy and the same material is no longer available for purchase.

**MONTHLY REPORTS**

**Secretary/Treasurer Financial Report:** The January 2017 financial reports were tabled until the next regular Board meeting.

**Manager's Report:** District Manager **Jeff Busto** read as follows:

The new cellular phone system is enhancing communications in the field dramatically. Its primary function is to decrease response time and increase reliability to our emergency response system. I have received numerous compliments from our customers on response times to emergency calls and the systems ease of use. This system is also tied to the Districts treatment plant and reservoir SCADA. We received 14 after hour calls this month.

Our usages have been high due to colder temperatures; equivalent to summer time use for consumption.

The meter replacement feasibility study has come to a temporary standstill due to freezing temperatures and illness amongst the field crew.

Two leaks within the system were recently discovered and repaired. This reduced our flow by 43,000 gallons per day and dramatically reduced operation costs of production. We continue to strive to operate the district efficiently with water quality and cost being our primary goal.

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**PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA**

No comments were made.

**UNFINISHED ITEMS FOR BOARD CONSIDERATION**

The District Manager compensation package will need to be completed and brought back to the Board in March 2017.

**Jeff Hargens** made a motion to adjourn the meeting, **Robert Gaughan** seconded, passed unanimously. Meeting adjourned at 8:33 p.m.