

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
March 15, 2016**

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

**Staff present:** James Jans, Shanti Burns.

**Audience members present:** Robert Colclessor, Phil Dearixon, Fred Sanchez, Marianne Pietras.

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

**APPROVAL OF THE AGENDA**

**Jack Garrison** made a motion to approve the agenda, **Robert Gaughan** seconded, passed unanimously.

**APPROVAL OF THE MINUTES**

**Robert Churnside** said Shanti Burns read the manager's report, instead of James Jans. **Jack Garrison** states the minutes should reflect that he requested a briefing of other available options for temporary help, as well as the estimated hours needed. **Robert Gaughan** made a motion to approve the minutes of February 16, 2016 as modified, **Kevin Wilhelm** seconded, passed unanimously.

**PACE ENGINEERS**

**Brian Lee** distributed the filter pond specifications and drawings, volume I & II. Electronic versions are available if requested. **Jack Garrison** requested that the Board of Commissioners receive electronic versions. He asked the Board to contact him as soon as possible with any questions.

**TEMPORARY HELP**

**James Jans** said it is not planned to utilize temporary help as frequently as we have in the past since the filter pond 1b project will start soon. **Jeff Hargens** recommends not extending the temporary help timeframe outlined in the personnel policy.

**AUDITORS**

**Shanti Burns** said Merina & Co. will no longer be providing the auditing services for the District. She has contacted the State Board of Accountancy and received a list of municipal auditors in Oregon. She has sent requests for proposals with a deadline of April 29, 2016.

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**GROUND WATER**

**James Jans** feels that a well installed on Deverell Road would best suit the District. He said booster pumps would be required if the well is installed at another location. **Jeff Hargens** suggested receiving a letter of intent for an easement on Deverell Road. He would like the District Manager to contact the Oregon Water Resources Department (OWRD) to make sure the site on Deverell Road is acceptable before we move forward. He feels that we should consider drilling a test well this summer.

**MONTHLY REPORTS**

**Secretary/Treasurer Financial Reports:** **Jack Garrison** made a motion to accept the financial reports as presented, **Robert Churnside** seconded, passed unanimously.

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

*Distribution:* We have received the ROW permit to replace the 400 feet of old pipe on Hurlburt Road next to the guardrail. This will make Hurlburt, from Littlepage to Henkle Road, all new 6" and 8" C-900 pipe. The bore for this project is scheduled for later this month. The PRV station for the lower section of Rasmussen Road has been overhauled and the upper PRV station on Chamberlain is waiting for the vac trailer in order to repair the leak that is alongside the fiber optic cables. We have replaced 43 gallon registers, which leaves 48 registers that will need to be replaced. After which, the entire District will be using cubic feet registers.

*Treatment Plant:* We are getting ready to clean filter pond 1 in the next couple of weeks. We will then clean both filter ponds 2 and 3 so they will be ready for the filter pond 1b project coming up in May. We had yet another pH probe not make the warranty period so Hach sent a replacement at no cost. The turbidity has been very low coming from South Fork.

*Hydro:* We have built up a credit of 7,058 kW hours; this is the last month for the power generation cycle. PGE offers the extra kW hours produced to the customers that can't afford to pay their electric bills.

*South Fork:* Now online.

*North Fork:* Off for the season.

*Office:* We received \$87,317.28 in water sales, \$28,351.71 for the base rate, and \$10,603.04 for the filter pond charge, totaling \$ 126,272.03 for the January/February 2016 billing cycle. Shanti Burns was selected "Office Manager of the Year" for 2015 from the Oregon Association of Water Utilities (OAWU) at their conference in Sunriver, OR.

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

**Robert Colclessor** feels that the Board is doing a good job.

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**UNFINISHED ITEMS FOR BOARD CONSIDERATION**

**Robert Churnside** asked if the District has spare parts in inventory for waterline repairs. **James Jans** confirmed this.

**Jeff Hargens** made a motion to adjourn the meeting, **Robert Gaughan** seconded, passed unanimously. Meeting adjourned at 7:50 p.m.