

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

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

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

**Audience members present:** Gordon Fulks, Jack Garrison, Marianne Pietras, Robert Telford, Brian Lee, David Jacob, Debbie Churnside (arrived at 7:14 p.m.)

Chairman **Jeff Hargens** called the meeting to order at 7:09 p.m.

**APPROVAL OF THE AGENDA**

**Kevin Wilhelm** made a motion to approve the agenda, **Sonny Boyd** seconded, passed unanimously.

**APPROVAL OF THE MINUTES**

**Sonny Boyd** said during the public comments it reads “the District *was* losing approximately 60-70% of treated water” and should be changed to read “the District *was previously* losing approximately 60-70% of treated water”. **Jeff Hargens** made a motion to approve the February 17, 2015 minutes as modified, **Kevin Wilhelm** seconded, passed unanimously.

**LEAK ADJUSTMENTS**

9550-00: This customer is upset about the temporary filter pond base rate charge because he is on a limited income. **Sonny Boyd** said the District could look into implementing a program to help with people in need of financial assistance. **Jeff Hargens** said the District cannot reduce this customer’s bill because it would be unfair to the other community members that are also on a limited income. He instructed the staff to write a sympathetic letter to the customer explaining why the revenue is necessary. **Gordon Fulks** said monthly payments from the customer may make the financial burden more manageable.

**PACE ENGINEERS**

**Brian Lee** from Pace Engineers responded to Multnomah County’s “incomplete letter” regarding the Filter Pond 1b project.

**Brian Lee** distributed a waterline easement estimate to the members of the Board. The proposed cost for four streets is \$7,750. **Jeff Hargens** made a motion to approve the March 17, 2015 easement proposal in the amount of \$7,750 to be invoiced after July 1, 2015 so the funds can be budgeted for, **Kevin Wilhelm** seconded, passed unanimously.

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**MONTHLY REPORTS**

**Secretary/Treasurer Financial Reports: Sonny Boyd** asked about the charge labeled “8005-00 NSF”. **Shanti Burns** informed him this charge was a customer’s returned check due to non sufficient funds.

**Sonny Boyd** inquired about the \$1,000 sandblasting charge. **James Jans** said this was to sandblast and prime the 12 ton trailer and utility box. He said it would have cost more to rent the equipment than to pay for the work to be done.

**Sonny Boyd** questioned check 10666 issued to Twinco. **James Jans** said this paid for boring holes at three different locations, as well as the rental of an excavator on multiple days.

**Sonny Boyd** asked about the payment to Joe Evinger and if he had any relation to James Jans. **James Jans** said Joe Evinger is his cousin. **Shanti Burns** said the District previously hired a local company that did not understand the network drive and charged a significant amount of money without solving the computer issues. She said Joe Evinger has been a tremendous help, always answers calls and emails quickly, charges reasonable fees, and if it is possible he will walk the staff through the repairs over the phone for no charge. **Sonny Boyd** said he does not feel comfortable with the manager hiring a family member, even if it does not apply to the State of Oregon’s conflict of interest definition.

**Sonny Boyd** asked what repairs were done on the hydro generator. **James Jans** said the original motor was wobbly and the wires inside shorted out. An American made motor with an adaptor plate has now been installed.

**Robert Gaughan** made a motion to accept the financial reports as presented, **Kevin Wilhelm** seconded, passed unanimously.

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

*Distribution:* We have received the Corbett Hill PRV station permit from Multnomah County. The PRV vault has been set and we will shut down the main next week in order to install the pressure reducing valves. We plan to reduce the pressure in this area to approximately 55 PSI. Postcards were mailed explaining the details of this project to the local homeowners.

*Vehicles:* Our 12 ton trailer has been sandblasted and painted. We replaced two worn out tires, as well as the wood on the deck. The utility box has been primed and the bed has been rhino lined and installed on the F450. Hoses tied in the fuel fill lines and the rear plate has been drilled for the lights. The bumper has been fabricated along with the tow hitch. The box is scheduled to be painted next week, after which the F450 will be ready for service.

*Office:* The January/February 2015 water bills generated \$28,297.74 for base rate and \$56,494.90 for water use, totalling \$84,792.64. We collected \$2,506.16 from the credit cards sales in the office and \$927.67 from online payments during the month of February. Our Spring newsletter was mailed and we have received many positive comments. The District has received two new water service applications, one on Clara Smith and the other on Mershon Road.

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**MONTHLY REPORTS - Manager's Report (Cont.)**

*Treatment Plant:* This last storm sent very turbid water to the plant over the weekend, during which time we bypassed for 19.5 hours. The levels of the ponds were getting low, so we shut down the plant and relied on the reservoir storage for 8 hours. When the turbidity was at a safe level we filled the ponds back up and turned the plant back online. The standby emergency generator ran for a total of 0.2 hours during this storm event.

*Hydro:* The new hydro motor has been installed and David is working on the final adjustments in order to get it back online.

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

**Gordon Fulks** asked the Board if we have a procedure for hiring someone that would create a conflict of interest. **Sonny Boyd** said there are two types of conflict of interest. The first is perceived, which is where public officials cannot receive more than \$50 in gifts. The second is actual, which is where someone cannot hire members of their immediate family. **Gordon Fulks** suggested to have the chairman or Board authorize the employment of relatives that create a conflict of interest prior to hiring.

**UNFINISHED ITEMS FOR BOARD CONSIDERATION**

**Sonny Boyd** questioned why filter pond 1 was empty. **James Jans** said they are cleaning filter pond 1, and after it is ripened they will drain and clean filter pond 2. He wants them to be cleaned before the filter pond replacement project begins this upcoming season.

**Sonny Boyd** asked if the District has any charges of harassment or creating a hostile environment with the crew or staff. **James Jans** replied no. **Sonny Boyd** asked if there are any procedures or proceedings for dismissal, or disciplinary action against any of our employees right now. **James Jans** said there are none, and informed him to come by the office anytime he has concerns. **Shanti Burns** informed him that we are advised by the Special Districts Association of Oregon (SDAO) legal department prior to dismissal of employment.

**Jeff Hargens** made a motion to adjourn the meeting, **Sonny Boyd** seconded, passed unanimously. Meeting adjourned at 8:11 p.m.