

**CORBETT WATER DISTRICT  
SPECIAL MEETING OF THE BOARD  
MARCH 25, 2008**

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**Board members present:** Robert Gaughan, Jeff Hargens, Marion Kirkham, Victor Schmidt

**Staff present:** James Jans, District Manager; Jim Shaver P.E., Pace Engineering

**Audience Present:** Robert Colclessor, Gordon Fulks

**Robert Gaughan** called special meeting to order at 6:34 p.m.

**APPROVAL OF THE AGENDA**

**Jeff Hargens** made a motion to approve the agenda as written, **Victor Schmidt** seconded, passed unanimously.

**PACE ENGINEERS – NEILSON ROAD**

**Jeff Hargens** states that the main objective of this meeting should be to discuss what engineering we need for replacing water lines, whether it be Neilson Road or future projects and to determine whether our crew has enough time to install these lines, to what degree, and whether we should contract the entire job or just part. **Marion Kirkham** made a proposal to have Sherwood Davis dig the lines. **Victor Schmidt** said that we do not have anything against Pace Engineers however we are at the end of our loan fund and do not want to spend half of the amount on one project. **James Jans** says that on the ORS 333.061.0060 plan submission and review requirements, he called Tom Charbonneau at the health department and is getting an answer that is a bit vague. ORS 333.061.0060 section 1, part A says construction and installment plans shall be submitted to be approved by the department before construction begins on new systems or major. He would like to know what the definition is of major or minor additions or modifications, however he could not get an answer from the health department. **Victor Schmidt** says that all we have to do is classify this as a minor project. **James Jans** says that the level part of Nielson Road is something that we can do in house, to get a contractor to dig and lay pipe will take one week and will cut the project in half. Setting the PRV valve is something we can do ourselves as well. He thinks we should talk to Brian Lee from Pace Engineers and let him know that going down hill with the telephone line and fiber optic is something that we don't want to run into trouble with but cuts the project in half. **James Jans** states that we can do the work on the hill ourselves if we hire someone to excavate it. The ORS says that if we follow the rules, bed the pipe and have thrust blocks, plans will not be required for emergency repairs. The pipes are leaking so this project is classified as an emergency repair. There is plan review but we can be exempted from submitting the reviews provided the department has a current master plan, certify that the work will be carried out in conformance with the construction standards of these rules following the AWWA standards using the equipment properly, submit to the department an annual summary project report and certify that we have qualified staff. With the ORS we can save money and do part of it in house. **Jim Shaver** from Pace Engineer says that our master plan was stamped when it was submitted, if we are working on projects within that plan then it has been covered as far as submitting a list on what we've done and not having to do a plan every year. As far as major and minor projects, he's understanding and workings with the health

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**PACE ENGINEERS – NEILSON ROAD (Cont.)**

department is that if we're doing a maintenance project, such as replacing a pipe in kind, not changing the size, capacity or pressure issues then there's really not engineering involved and you can do that. If you start getting into a situation where there's engineering judgment involved then we're getting out of that grey area and into an area that needs to be stamped. If this is just a straight replacement project then we can do the work ourselves and not have it designed. **James Jans** says that we are going from a 4" to a 6" line on a state road. **Marion Kirkham** states that he will not make any comment due to having another engineer attending the meeting, however he has things that are very important on how the district can save money. **Jeff Hargens** states that this is a public meeting and having another engineer in the room does not matter. **Jeff Hargens** would like to get a lot of these projects cleaned up such as Christensen, reservoir 4, and reservoir 5. He is wondering why we would want to do part of the Neilson Road project in house since we have so many other things to work on first. He thinks that it is a good idea to hire an excavator to speed up the operation however we might want to do it on Christensen Road first. He is also concerned about safety due to the traffic in this area. **Victor Schmidt** says that there will be a need to a flagging crew on certain parts of the Neilson Road project where we won't be able to close the road completely. **Jeff Hargens** says that we need to decide what engineering we are going to need to do to accomplish the project no matter who does it, whether we do it in house, combination or put it out to bid. **Victor Schmidt** says that if we act as a sub-contractor, we have the ability to have a certain part of it surveyed and can then look at it and figure out the details of the project. He is wondering if we should get the survey ourselves or have Pace Engineers get the survey and come up with materials for certain sections. **Marion Kirkham** got a quote of \$6,000 to bore the road, \$135 per foot. **Jeff Hargens** states that it is not cost effective to bore the road if you can cut it. **Victor Schmidt** states that we should go ahead and bring some owner operators in on Christensen Road, finish it, develop a working relationship, continue thinking about this project, see if we can detail out exactly what we need Pace Engineers to do, and possibly have them involved with the surveying. **Jeff Hargens** states that Christensen Road would be a good example to see if we can make things work by hiring an excavator to help us out in that project and possibly hiring a temporary employee to help back fill and clean up. He is concerned that if we give a green light on engineering then we will spend all our money on it and not have enough to construct any engineering jobs that we have left in the future and we will be searching to find money. Our crew does not have the experience to be a pipe laying crew but a combination thereof with an excavator will work well and give them experience. He does not feel that we need full fledged engineering but we need the right away staked so we know where we need to be. It might be as simple as staking center line of the roads of the right away and we paint the line where we want it and go measure, then compose our plan and go to the county to get our permit to replace our line. **James Jans** says the cost estimate from Pace Engineers will be reduced since the estimate was using an 8" line and the district is going to use a 6" line. **Jeff Hargens** would like to look into what we need to do in order to get a permit to close the road. **Gordon Fulks** asked the question if we do part of Neilson Road in house, are we going to have enough time to finish the other list of projects that the board wants to complete. **Jeff Hargens** replied that they are not sure yet, they will see how quickly the 365<sup>th</sup> project goes before they will be able to know if in house work on Neilson Road is feasible. **James Jans** states that he would like to get approval to get an excavator on Christensen to complete the project early, such as in June instead of in August, then work can begin on Smith. **Jeff Hargens** would like to have

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**PACE ENGINEERS – NEILSON ROAD (Cont.)**

a schedule made to have an excavator work on certain days and have the other days set for the many other project that need to be completed. He understands that James Jans is very busy with many things and has to work in the office some of the time however the field workers can be out laying pipe and does not need to be in the office as much. **Jim Shaver** says that when they work with district clients their goal is to support them and do what they need, if we need to sit down with Brian Lee and go over what the expectations are then he can live with that, if he can't then they have other people in the office that can. He says that Brian Lee has a lot of experience and background so he can quickly answer a lot of questions so if we are happy with him then we should work with him regarding our concerns. He says that Pace Engineers is not the cheapest, nor the most expensive engineers. **Jeff Hargens** states that Brain Lee has worked with us on other projects so it is best to keep him due to his knowledge of our previous projects.

**CREDIT CARDS**

**James Jans** states that in the policy from February 2007 there should be a credit card issued for the district manager and one for the district clerk. He is however running into some problems, for example, we needed teflon tape and the field crew couldn't get it at Home Depot due to not having an account there and no credit card. ~~There are situations that are taking time away from projects because when purchases need to be made the field crew has to come to the office in order to get a purchase order and then the credit card.~~ Also, the field crew cannot pick up an item before they get to work even though they live close to the store due to not having a credit card. He would like us to get a credit card that simply states Corbett Water District so the field crew can use it when they need to purchase something without getting it from the manager, they will be able to get the card from the district clerk and return the card with the receipt. **Jeff Hargens** made a motion to have a resolution made stating a credit card can be issued be to Corbett Water District so any workers of the district can use the card and have it kept with the district clerk, **Marion Kirkham** seconded, passed unanimously.

**Robert Gaughan** adjourned the meeting at 7:40 p.m.