

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
March 25, 2014**

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

Absent board members: Robert Churnside.

Staff present: James Jans, Shanti Burns.

Audience members present: Gordon Fulks, David Jacob, Robert Colclessor, Nicholas Ray, Louis Chartrand, Carnetta Boyd, Alan Abramson, Sara Johnson.

Chairman **Jeff Hargens** called the meeting to order at 7:04 p.m.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

Sonny Boyd said that he asked what the grounds of dismissal specifically were for Nicholas Ray during the January 21, 2014 meeting. **Jeff Hargens** said the minutes read, “**Jeff Hargens** said the grounds of dismissal if the Board chooses to terminate him will be for all the safety violations that were included on the pre-discharge conference letter, and he would also like to add giving false statements to the Board to the grounds for dismissal.” **Sonny Boyd** would like the tape to be reviewed to make sure this was all that was said regarding the reasons for dismissal.

LEAK ADJUSTMENTS

2450-00: This customer’s case was viewed as a hardship due to the large amount of the bill caused by the leak. **Jeff Hargens** made a motion to adjust the January/February 2014 billing cycle to the six month average prior to the leak, 12 units, **Kevin Wilhelm** seconded, passed unanimously.

4675-00: This case was viewed as a hardship due to the amount of the bill caused by the leak and the customer being on a fixed income. **Sonny Boyd** made a motion to adjust the January/February 2014 billing cycle to the six month average prior to the leak, 42 units, **Kevin Wilhelm** seconded, passed unanimously.

7950-00: This case was viewed as a hardship due to the large amount of the bill caused by the leak. It was noted that the entire water line was replaced. **Sonny Boyd** made a motion to adjust the September/October 2013 billing cycle to the six month average prior to the leak, 14 units, **Kevin Wilhelm** seconded, passed unanimously.

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SOUTH FORK UPDATE; PACE ENGINEERS

James Jans said they have measured the levels and flow of South Fork, and Brian Lee from Pace Engineers is working on a permit with the Oregon Department of Fish and Wildlife (ODFW). He states the installation of the Farmers Screen should begin this spring.

RESOLUTION 2014.03.01: RECORD RETENTION POLICY

Resolution 2014.03.01 states the District will follow the State of Oregon archive guidelines for record retention for Counties and Special Districts. **Shanti Burns** said the District staff has already been following these guidelines, however we will save money on our insurance if a resolution is in place. The resolution was signed by all present members of the Board.

RESOLUTION 2014.03.02: MOTOR VEHICLE POLICY

Resolution 2014.03.02 states the District will implement a motor vehicle policy. **Shanti Burns** said the District staff has already been following the items detailed in the resolution, however we will save money on our insurance if a resolution is in place. The resolution was signed by all present members of the Board.

RESOLUTION 2014.03.03: EMPLOYMENT INQUIRIES

Resolution 2014.03.03 states that the only people authorized in the District office to answer questions regarding employment shall be the District Manager and District Clerk, and the only information they will be allowed to disclose will be the dates of employment. **Sonny Boyd** said that we can only legally disclose the dates of employment anyways, so he does not feel comfortable signing this resolution.

RESOLUTION 2014.03.04: HEALTH INSURANCE WAITING PERIOD

Resolution 2014.03.04 states that the District will have a health insurance waiting period of no more than 60 days, as required by the recently passed law. **Jeff Hargens** thinks that the law is a 90 day maximum waiting period for health insurance and asked the office staff to verify this before the resolution is signed.

BUREAU OF LABOR AND INDUSTRIES (BOLI) COMPLAINT

James Jans distributed a copy of a complaint filed with the Bureau of Labor and Industries (BOLI) to the Board of Commissioners, along with the response to BOLI written by our attorney.

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MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Sonny Boyd** noticed that there have been a lot of credit card charges recently. **Shanti Burns** informed him that the District not only saves money by receiving 1% cash back (which is applied directly to the credit card balance) but also by not writing as many checks, as the bank charges a fee for each check issued.

Jeff Hargens feels that it might be beneficial to set up a meeting with the Bureau of Land Management (BLM) to discuss having a permanent lease rate for the Treatment Plant access road.

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

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

Distribution: The cement has been poured for the Reservoir 4 vault; a new lid from Oldcastle has been installed and back filled. The wires have been hooked up from our 6" turbo meter to our Mission Communications telemetry and we are now gathering flow data from this site.

The crew has installed two new fire hydrants, one located on E. Historic Columbia River Highway near the Hollowing Hills Farm, and the other near 33333 NE Mershon Road. The second hydrant will help the District if we need to shut down the main from Mershon to Cabbage Hill Reservoir, and we can now flush the main and eliminate any air that has collected.

We have installed flow meters at Mershon Reservoir and Larch Mountain Reservoir. The PRV stations on Chamberlain, lower Corbett Hill and Woodard had the 2" PRV's either repaired or replaced. The PRV station on Chamberlain Road had the old wooden lid replaced with a new safer lid from Oldcastle.

The last service needs to be tied over on Meyers Lane in order abandon the old 2" pipe that was forgotten about when they installed the 4" main back in the 90's. Jeff is disconnecting the old service from the main. Our new Utility AP operator, Matthew Degner, started last week.

Office: The water bills were mailed on March 1st. We produced \$55,138 in water sales and \$28,521 in base rate.

Treatment Plant: Booster pumps 201 and 202 have been replaced. These pumps supply sample water for the Hach pH and chlorine equipment for monitoring water quality.

We had the 9th grade Environmental AP class stop by for a tour of our treatment plant and hydro system. They were all very impressed and the class wants to come back in May to help pull the scotch broom that is growing on the north bank. Jeff did a great job taking them on the tour and all the kids were very thrilled about where their water comes from and how we treat it.

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MONTHLY REPORTS - Managers Report (Cont.)

Hydro & FERC: After some minor adjustments on the Cla-val and replacing the capacitors on the control panels, we are now producing power. The PGE bill will be read in the next couple of days. Currently, the hydro generator has produced 873kW for the month.

Brian Lee from Pace Engineers has gathered some survey locations at South Fork for ODFW's permits in order to get the site ready for the installation of the Farmers Screen this spring. **James Jans** said the hydro is running 24 hours a day now.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Gordon Fulks feels the Board should find a way to involve Robert Churnside in the meetings. He said an option would be to contact him on a conference call by phone or internet. **Shanti Burns** states that all paperwork and Board packets have been delivered to him as well, and she is including him on group emails.

Louis Chartrand inquired as to why the pressure was reduced on Evans Road. **James Jans** informed him that he still has 80 pounds of pressure (PSI), and it is only required by ORS to provide 20 PSI. He said the customer has the option to upgrade to a larger service line, and if he contacts the City of Gresham they can determine what size of line would be appropriate for his property. **Jeff Hargens** informed him that there are many areas in the District that need to have the pressure reduced as to not create as much wear on our pipes.

Louis Chartrand inquired as to why his backflow assembly needs to be tested annually. **James Jans** said this is a requirement by the Oregon Health Authority due to livestock on the property. He said that filling up troughs could create a possible contamination by having the hose in the trough at the time of a water main break. The backflow assembly prevents the contaminated water from entering our back into our water lines. **Shanti Burns** said it is necessary to have them tested annually to verify they are working correctly per ORS, as the backflow assemblies can fail.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Sonny Boyd would like to see the documentation of all confined space trainings. He asked which employees entered the hole with cinderblocks at the Reservoir 4 site. **James Jans** informed him that all employees entered the hole. **Jeff Hargens** said he looked at the hole and it appeared fine. **Sonny Boyd** said he will measure the hole, and does not think that Jeff Hargens is doing his due diligence. He asked if the District has a permit for the work. **James Jans** replied that permits are not required for vaults if they are in our easements.

Sonny Boyd asked if the office has a cash fund for spending. Both **Shanti Burns** and **James Jans** informed him that there has never been a cash fund for spending, and the only cash in the office is money that customers have brought in to pay their water bill and \$100 for change.

Jeff Hargens made a motion to adjourn the meeting, **Sonny Boyd** seconded, passed unanimously. Meeting adjourned at 8:05 p.m.