

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
April 15, 2014**

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

Staff present: James Jans, Shanti Burns.

Audience members present: Robert Colclessor, Malcolm Freund, Debbie Churnside, Dave Toby, Nicholas Ray, Randy Burbach, Gordon Fulks.

Chairman **Jeff Hargens** called the meeting to order at 6:35 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 21, 2014: **Shanti Burns** typed the discussion of the reason for Nicholas Ray's termination verbatim. **Sonny Boyd** made a motion to approve the minutes as amended, **Kevin Wilhelm** seconded, passed unanimously.

Minutes of March 25, 2014: **Robert Gaughan** made a motion to approve the minutes as written, **Kevin Wilhelm** seconded, passed unanimously.

LEAK ADJUSTMENTS

2338-00: This customer states he has had three leaks over the duration of a year and this is the first leak adjustment he has requested. **Jeff Hargens** suggested a complete water line replacement, as the PVC pipe currently installed will continue to cause leaks. He also suggested moving the pressure reducing valve to the meter. **Sonny Boyd** made a motion to adjust the November/December 2013 billing cycle to the three year average of the same billing cycle months, 52 units, and the January/February 2014 billing cycle to the three year average of the same billing cycle months, 61 units, **Robert Churnside** seconded, passed unanimously.

SOUTH FORK DISCUSSION

James Jans said we are waiting for the fish screen approval from the Oregon Department of Fish and Wildlife (ODFW). He states they have approved the type of screen, however they need to approve the process of installation. He said Brian Lee from Pace Engineers is working on receiving the necessary permits.

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RESOLUTION 2014.04.01: HEALTH INSURANCE WAITING PERIOD

Resolution 2014.04.01 states the District will implement the new health insurance waiting period of 90 days as required by law. **Jeff Hargens** made a motion to accept this resolution, **Robert Gaughan** seconded, passed unanimously. The resolution was signed by all members of the Board.

SURPLUS PROPERTY

James Jans said Michael Kennedy from Multnomah County inspected our property and informed us that a permit was never issued for the lean-to shed, which was built approximately 15 years ago. **James Jans** said this shed is no longer being used, as animals kept building homes inside of it, so he would like to deconstruct it and sell it as surplus property. **Sonny Boyd** made a motion to deconstruct the lean two shed, put the materials on a pallet in a visible location, and accept closed bids, **Robert Churnside** seconded, passed unanimously.

MULTNOMAH COUNTY COMPLAINTS

James Jans said Michael Kennedy from Multnomah County inspected various project sites and reported that they were all done properly. The only suggestion was to state clearly on the permits that we are leaving the old pipe in the ground. **Sonny Boyd** asked if we stayed in the road right of way on Wand Road as the permit states. **James Jans** informed him that we do cross the road, however we have a utility easement agreement.

BUREAU OF LABOR AND INDUSTRIES (BOLI) DETERMINATION 3/26/14

James Jans said the recent complaint filed with the Bureau of Labor and Industries (BOLI) was dismissed.

OCCUPATIONAL SAFETY AND HEALTH DIVISION (OR-OSHA) ANNUAL INSPECTION 3/26/14

James Jans said a representative from the Occupational Safety and Health Division (OSHA) came to the office for an annual inspection. He states a suggestion the OSHA representative had was to implement the new lock out/tag out procedures, which we have now done. The OSHA representative also said the oxygen tanks need rescuers, however after we investigated this it was discovered that the tanks already have them built into them.

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OCCUPATIONAL SAFETY AND HEALTH DIVISION (OR-OSHA) ANNUAL RESPONSE 4/5/14

James Jans states that after an inspection from the Occupational Safety and Health Division (OSHA) on the recent construction at our Reservoir 4 site, they informed us to scrape the ledge back to reduce the height in order to avoid the requirement for shoring. **James Jans** said a safety meeting has already been held with the entire crew regarding measuring ditches with a tape measurer to get the exact height instead of just using a shovel for an approximate height.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: Sonny Boyd questioned the \$3,370 payment to Hydra Engineering. **James Jans** informed him that \$1,000 was for the annual engineer on record fee, and \$2,370 was for the map designs of the water line projects as required by the State.

Sonny Boyd would like the District Clerk's passwords for access to the bank accounts online. **Shanti Burns** informed him that she would look into getting him set up with his own usernames and passwords in order to provide him access to view the accounts without the ability to change information.

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

Distribution: We are trying the natural method for removing the weeds around our reservoirs without using chemicals. Preston Hayes may bring some of his goats to eat the weeds and blackberries that are inside the fenced area at each of our reservoirs.

Our crew completed three patches on Mershon Road, one for the new hydrant and two for water leaks.

For security reasons, the back doors and gate will be locked when the office is not manned by the crew. This way the ladies up front will feel a little bit more secure knowing that no one will surprise them from the back door. It will also eliminate any liabilities for the District if someone were to get injured while coming in the back or have any material disappear.

Office: Our online payments accounted for \$385.35 in sales during March 2014. The credit card sales received were as follows: American Express \$50.00, Discover Card \$38.80, Master Card \$504.95 and VISA \$1,692.41. The 2014 credit card sales year to date are \$5,379.44.

Treatment Plant: Filter pond 3 has been cleaned and is ready for the summer season.

Hydro & FERC: The March power bill from PGE was zero. Our hydro produced an extra 371 kW, which will be transferred to the PGE customers low income assistance programs according to the Oregon Public Utility Commission's rules. April will start a new annual cycle, any excess generation credits will continue to roll-over to the next month's usage.

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PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Nicholas Ray asked if the hydro generator is currently running. **James Jans** said the hydro generator has been running, however a fuse blew today so it is temporarily off while the repairs are being made.

Malcolm Freund asked if the Mershon Reservoir is still leaking, as water is still running down the road by the Corbett Community Church. **James Jans** informed him that we need to go underground to repair it. **Jeff Hargens** instructed James Jans to do the repair soon as it is wasting water.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

No comments were made.

Jeff Hargens made a motion to adjourn the meeting, **Kevin Wilhelm** seconded, passed unanimously. Meeting adjourned at 7:25 p.m.