

CORBETT WATER DISTRICT

APPROVED MINUTES

Regular Meeting: 7:00 P.M.

Tuesday, April 17, 2007
Corbett, Oregon

Commissioners Present: Bob Gaughan, Marion Kirkham, Robert Colclessor, Jeff Hargens, and Malcolm Freund.

Also present was District Clerk Jamie Simms and Utility Worker Zac Bertz.

Audience Members Present: Sue Fry.

Chairman Gaughan called the meeting to order at 7:05 p.m. at the Corbett Fire Hall.

Review / Approve Agenda.

Commissioner Colclessor added a discussion on PERS to the financial section.

Commissioner Colclessor moved to approve the agenda. Motion seconded by Commissioner Freund. Motion passed unanimously. (Commissioner Hargens arrived after the vote).

PACE Engineering.

Phil Beverly with PACE Engineers was present to discuss filter pond No. 2. Phil handed out to the Board a copy of his monthly report. He explained that the slow sand filter required biological growth, so water has to constantly be running through the filter to bring new nutrients into the sand, keeping the biological activities alive. Phil believes the problem with the filter pond has been a lack of consistent flow through the filter. For example a main break could occur decreasing the amount of water available to the filter pond, or the flow rate decreased below 100 gpm because the intake had plugged. When the flow decreases the biological growth on the pond dies and flows through the filter increasing the output turbidity level. Phil reported that once the filter pond passes a coliform test the filter could be online.

Chairman Gaughan asked what would happen to the other filter ponds biological growth when the new filter was placed online, because it would be able to supply most of the communities water demand. Zac did not believe this would be an issue. Several months ago Frank had to put the new filter pond online because the other ponds had clogged. Zac said that one of the issues of using the new filter pond was that several community members had complained about the taste and odor of the water within two days of the pond being online. Phil believed these complaints occurred because of the scouring that had been incurring in the pond. He said the old filters did not require much water to operate because of their design and because they were clogged in some areas.

Phil suggested that the District build one more filter the size of the new filter but split it in half. Zac said the new filter pond could run between 700 and 800 gpm and the District's water rights were for 940 gpm. Commissioner Colclessor said this answered his question as to not building two more big filters in the future.

Jeff Hargens questioned what killed the biological growth. Phil said it was because of a lack of food, the water was too clean. Commissioner Freund asked how long it took for the biological growth to die. Zac said during the Leak test (48 hours) the pond was turned off and the biological growth had survived. He said the recent main break took almost a week to refill the Reservoirs back to normal, causing the water designated to the new filter to be decreased substantially during that time frame. Commissioner Freund questioned if the system was so fragile if it was ever going to work properly or if the District would have to constantly have an issue of the biological growth dying. Phil believed that once the filter was online enough water would continuously be filtered that the system would be fine.

Commissioner Hargens questioned that since the District's water was so clean (making it difficult to grow the necessary biological material for a slow sand filter) if a different type of system should be used. Phil said the Health Department really pushed this type of system on smaller Districts because of the certification level required to run the Water Treatment Plant. The District currently has the lowest level of certification required to operate a Water Treatment Plant. He said the Districts system was gravity fed and all other systems would require the use of pumps.

Phil believed that if the District could consistently run 400-600 gpm to the filter pond it would function properly. He said the sand used in the new filter pond had also been used at a plant in Hillsboro and their filter was already online. He said Hillsboro's water source was more turbid than Gordon Creek.

Commissioner Hargens asked if the water entering the pond had a lower turbidity than the water exiting the pond. Phil said yes, the water flowing through the pond was picking up the dead biological growth increasing the turbidity level. He said a slow sand filter would pass between 70-90 gallons a day per square foot. Zac said the water currently entering the filter had a turbidity of 0.1 – 0.2 NTU and the water leaving the filter pond had a turbidity of 0.5 NTU. For the past year the water being filtered from the new filter pond has gone into the woods and not into the District's Treatment Plant for distribution.

Zac spoke about the microscopic particulate analysis test for the filter pond. This test will not only show the coliform count but it will show what is exactly in the water. One sample will be the raw water and another sample will be from the outlet side of the filter pond.

Phil said he would provide the Board literature on a slow sand filter.

Phil also reported that the Tracer Study had successfully been completed.

Leak Adjustments.

Commissioner Freund moved to approve the three leak adjustments as presented by the Clerk. Motion seconded by Commissioner Hargens. Motion passed unanimously.

Approval of the Minutes.

Commissioner Freund moved to approve the March 13th minutes as presented. Motion seconded by Commissioner Colclessler. Motion passed unanimously.

Commissioner Freund moved to approve the March 15th minutes as presented. Motion seconded by Chairman Gaughan. Motion passed unanimously.

Commissioner Colclessler moved to approve the March 20th minutes as presented. Motion seconded by Commissioner Freund. Motion passed unanimously.

Commissioner Colclessler moved to approve the April 4th minutes as presented. Motion seconded by Commissioner Hargens. Motion passed unanimously.

Secretary / Treasurer Report.

Commissioner Colclessler spoke about touring the treatment plant facilities. He said it was new information that the District would only need to build one new filter pond split in half instead of two additional ponds. He said the generator shed looked good, but there was still some work to be done on finishing the roof. He spoke about the chlorine pumps having problems. Zac said the issue with the pumps had been resolved by the required maintenance.

Commissioner Colclessler said staff had to go to the Treatment Plant (TP) on a daily basis and he would like to see that stopped. He would like to see that staff did not have to go to the TP on the weekends, or at least not both days. He believed it would be in District's best interest if the crew worked five days a week and not the current 4 day schedule. He said without a current District Manager it was the Board's duty to set the guidelines. Zac said staff was working 4 - ten hour shifts because of the available daylight. Commissioner Colclessler referred to the budget versus actual document that showed 'Overtime' being over budget. He would like to see the crew use comp or flex time. He spoke about having one employee work Sunday – Thursday, and the other work Tuesday – Saturday to avoid the overtime on the weekends. He felt that overtime should be used for emergency situations. Zac said it would currently be impossible to eliminate overtime right now with only two field employees and no manager. Commissioner Hargens said overtime was over budget but the Board was also saving money in not having a District Manager. The bottom line is Personnel Services will not be over budget.

Commissioner Colclessler said he was really happy that the crew had been working on the projects. Commissioner Hargens said it took two crewmen to maintain the system and that it was tough to also complete the projects. (see Temporary Help for further information)

Commissioner Colclessler spoke about touring the South Fork. Zac spoke about still having nine years to complete the Fish Passage being completed.

Chairman Gaughan asked staff to be careful with the District's equipment. Specifically the Gator being left outside at the Treatment Plant. Commissioner Colclessler spoke about building a lean-to on the existing generator shed to store the Gator.

Commissioner Freund referred to the labor report that showed the field crew's overtime for the month of March to be 72 hours. He said staff was not using flextime and staying within 40 hours a week. He spoke about already being over budget for overtime. Commissioner Hargens said yes overtime was over budget by \$578, but Temporary help was under budget by \$15,442 and District Manager was \$18,237 under budget.

Financial Report.

Jamie reviewed the financials with the Board.

Jamie spoke about the PERS rate changing from 16.33% to 33.64% starting July 1st 2007. Commissioner Colclessler spoke about in 1998 the District changed to a three man field crew and saved the District over \$21,000. Commissioner Hargens would like for the District's Attorney, Andy Jordan to review the PERS information to verify that PERS had not made an error and to see if there was an opportunity for an appeal.

Commissioner Colclessler moved for the District Clerk to contact Andy Jordan and send him information on the PERS rate increase. Motion seconded by Commissioner Hargens. Motion passed unanimously.

Commissioner Colclessler said Andy could help the Board decided the best way to handle PERS. He said it would take a \$5/month surcharge to each customer for three years to pay PERS off.

Field Crew's Report.

Utility Workers Zac Bertz presented to the Board a written report stating the field crew's monthly progress. Zac spoke about a bid from North Star to bore and trench the electrical conduit at Reservoir No. 4. The bid total was \$6,400, this amounted to just under \$28/linear foot to bore under the road and \$8.32/foot for trenching. Zac said the crew had discussed doing a road push for the section under the road and do their own trenching work. Commissioner Hargens agreed that District staff should complete the work. The Board wants to ensure that the Schmidts would be given a timetable that would be followed, in order to lessen their burden.

Zac also informed the Board that the PRV on Littlepage had successfully been installed and the crew was currently working on installing the permanent bypass at the Loudon Reservoir. Zac spoke about the upcoming bid schedule for the Loudon Reservoir. The Board said they still wanted to review and approve the final document from PACE Engineers before the document is advertised for bids. Jamie will call Brian Lee and discuss the need for the Board to review and approve the final document.

Correspondence.

None.

Temporary Help.

Commissioner Colclessler spoke about hiring one or two temporary workers to help complete a few projects. Commissioner Hargens said it was difficult to hire a temporary worker to fill in. He said the crew had been doing a good job so far without a manager. He felt that a lot of time would be spent training a temporary worker instead of working on the project. Chairman Gaughan would like to hire a temporary worker for a few months so they could be trained properly to perform maintenance work and assist the crew with projects. Zac said in the past temporary help did routine maintenance work. Commissioner Hargens said if a manager was not hired soon then a competent temporary worker needed to be hired to help decrease the amount of overtime. Commissioner Colclessler said a temporary worker would not have benefits and would cost the District less. He estimated that with the new increase to PERS, employee benefits would cost approximately 50%, instead of the prior 25%.

Commissioner Freund would like to consider hiring a temporary worker to assist the crew for a specific project, and to ensure the worker(s) stick to the project. Commissioner Hargens said there could be safety issue because if a temporary worker was injured, it could hurt the District. He said personally he would not have a temporary worker perform that type of work. He would like to have a third person working for the District, either a District Manager or some other employee that was properly trained.

The Board agreed to place a help wanted sign at the District office for temporary field help.

Personnel Manual Review Committee Update.

Jamie provided each Board member with a draft copy of the personnel manual that included the recent changes from the committee. The Board will each review the document and at the next scheduled meeting the Board members will give their comments on the document before it's sent to legal counsel for review and approval.

Public Comment on Items Not Listed on the Agenda.

Sue Fry spoke about Measure 37. She said there were 238 – 289 new homes being asked to be. For example in Howard Canyon the Smith family has asked to development a subdivision of almost 200 homes. She said the Board needed to consider if it was feasible to add folks to the current water system, and still be able to provide water service to the existing customers. If the District could supply water to the new subdivision what would be the cost for upgrades and installation to provide that additional water service. She said her husband Peter, who is a professional planner, had volunteered his services to assist the District on a committee to research the affect Measure 37 developments would have on the Water District. Commissioner Hargens said if Measure 37 did happen it would happen all at once. He said the water system was built for a certain amount of folks, and if additional folks wanted to be added to the water system they would be responsible to pay for the upgrades. He said the current summer time flows can max out the current system.

Commissioner Hargens asked if the District was legally required to supply folks with water. Zac replied no. Sue Fry would like to see the District being proactive on this issue. She said next Thursday was the first hearing for the Howard Canyon subdivision. Commissioner Colclessor agreed with Sue that the District needed to establish a committee. Commissioner Hargens wanted to wait and see how Measure 37 turned out before a committee was established. He said the system had to be protected. Sue Fry said folks would need to know ahead of time to receive their building permits if the District would be able to provide them with water service. Commissioner Hargens said there would be time after the first few hearings to see how things would precede before they could actually start to build.

Commissioner Freund referred to the July 18th 2006 Corbett Water District Board meeting minutes as follows:

The flow at the South Fork intake is so low it will not reach the intake basin (during the Summer). The flow at the North Fork intake is 40% of normal and the temperature has risen which means this is not a temporary drop in flow. The demand from the community during the hot weather exceeded the flow capabilities of the Treatment Plant. With the current North Fork intake flow the District is only able to run a max of 860 gpm through the Treatment Plant and the community demand reached 1400 gpm.

Water is in short supply this year and Frank believes that reduced water use may become a requirement. Notices asking folks to conserve water will be posted in the community.

Based on future weather patterns, historic data and field observation, Frank believes the Corbett Water District must act soon to secure an alternative water source. At this time consideration must be given to limiting any new customer hook-ups to the system until source issues can be taken care of.

Commissioner Freund said this summarized what the District was dealing with. He spoke about folks trying to obtain a well for water, but the net affect was the changes to the aquifer.

Commissioner Colclessor referred to the 2005/06 budget when the District had been concerned with a drought and extra funds had been placed in ‘Contingency.’ He thought it would be a good idea to look at the history of the draw amounts from the intake during the summer months.

Commissioner Hargens would like for this topic to be on next month's agenda. Commissioner Colclessler would like to start gathering the history information. Commissioner Kirkham thought it would be wise for a representative from the Water District to state the Districts water position before any decisions had been made.

Sue Fry also spoke about BLM logging in the District's watershed area. She said it was important that BLM did not clear cut the area so the District would still have water. Zac said the logging would be done near the South Fork intake.

Commissioner Freund previously spoke with Claus who spoke to the gentlemen who has been assigned to the BLM logging project. Claus has informed Commissioner Freund that there would be a one mile clear cut, and not thinning as previously reported by the prior District Manager. According to Claus the project is scheduled to take place this summer. He said if the clear cut occurred it would be above the intake and if that was accurate the District needed to make some noise about it because it could affect the District's water supply. Zac believe there was going to be a combination of thinning and clear cutting.

Commissioner Hargens questioned if DEQ could be contacted. He said it was hard to stop somebody from working on their own property, but they could not have erosion leave their property. He said DEQ needed to be notified ahead of time the possibility of erosion.

Unfinished Items for Board Consideration.

None.

Executive Session

Chairman Gaughan moved to Executive Session at 9:35 pm Pursuant to ORS 192.660(2)(a) 'The governing body of a public body may hold an executive session: To consider the employment of a public officer, employee, staff member or individual agent.'

Chairman Gaughan opened the meeting back up to the public at 10:31 pm, stating that no decision had been made.

Commissioner Colclessler moved for the District Clerk to write a letter to the current applicants to notify them no decision has yet to be made for the position of District Manager. Motion seconded by Commissioner Freund. Motion passed unanimously.

With no other business Chairman Gaughan adjourned the meeting at 10:33 p.m.