

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
April 21, 2015**

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**Board members present:** Jeff Hargens, Robert Gaughan, Sonny Boyd, Kevin Wilhelm, Robert Churnside (arrived at 7:30pm)

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

**Audience members present:** Malcolm Freund, Robert Colclessor, Jack Garrison, Marianne Pietras, Rebecca Herrin, Carnetta Boyd.

Chairman **Jeff Hargens** called the meeting to order at 6:33 p.m.

**APPROVAL OF THE AGENDA**

**Jeff Hargens** would like to add an executive session pursuant to ORS 192.660(2)(b) as item 9a. **Robert Gaughan** made a motion to approve the agenda as modified, **Sonny Boyd** seconded, passed unanimously.

**APPROVAL OF THE MINUTES**

**Kevin Wilhelm** made a motion to approve the March 17, 2015 regular meeting minutes as written, **Sonny Boyd** seconded, passed unanimously.

**LEAK ADJUSTMENTS**

2620-00: This case was viewed as a hardship due to the large amount of the bill caused by the leak. It was noted that the leak was repaired promptly. **Jeff Hargens** made a motion to adjust the May/June 2014 and July/August 2014 billing cycles each to the six month average after the leak was repaired, 14 units, **Kevin Wilhelm** seconded, passed unanimously.

**PACE ENGINEERS**

**James Jans** said Brian Lee informed him that they have received the formal letter from Multnomah County stating the Land Use application for the Filter Pond 1b project was deemed complete. Brian Lee stated in an email that once the final decision with conditions is issued by the County, Pace Engineers will make the final changes to the plan set and submit it to the City of Gresham for building permits. He said they are targeting a start date of July 2015 for the first phase of construction. Brian Lee would like to discuss the construction admin portion of the work at the May board meeting.

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---

**CUSTOMER DEPOSIT ACCOUNTING**

**Shanti Burns** contacted multiple local water systems and found that most do not accept deposits for new accounts. She said that the majority of the water systems that do accept deposits keep the funds in the same bank account as their other revenues and expenditures, however they track the customer deposit funds in their accounting program. The District currently follows the same procedures for customer deposits, therefore she does not see any reason to change the accounting practices we currently follow.

**MONTHLY REPORTS**

**Secretary/Treasurer Financial Reports: Sonny Boyd** inquired about the Eaton backup purchased. **James Jans** said there are a couple of seconds between the time of a power outage and when the generator begins to run, and the backup keeps the computers, monitors, and pumps operational.

**Sonny Boyd** inquired about the tires purchased for the trailer at Nolans Tire Factory. **James Jans** said three tires were replaced on the trailer. He said the tires in question were on the inside of the trailer and the view was blocked by the other tires. When the trailer wood was taken off it was noticed that three of the tires were different sizes, therefore we replaced them.

**Sonny Boyd** inquired about the FedEx charge to ship the hydro generator motor to California. **James Jans** informed him that Datum, owned by his brother, was the only company he could find that was able to balance and repair the motor in a timely manner. **Sonny Boyd** said he is frustrated by this. **Jeff Hargens** said this will be discussed further in executive session.

**Robert Gaughan** made a motion to approve the financial reports as presented, **Sonny Boyd** abstained, motion passed.

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

*Distribution:* Both the 2" and 6" Cla-vals from the E. Historic Columbia River Highway and Corbett Hill PRV station have been rebuilt. The 2" Cla-val failed much faster due to the low flows going through it. The new 1" Wilkins will operate during low flows, the 2" Cla-val will open during medium flows, and the 6" Cla-val will open during maximum flows or during the use of a fire hydrant. This will eliminate the premature wearing of the seat on the 2" valve in the future.

While installing the utility vault last week for the pressure reducing station on Curtis and E. Historic Columbia River Highway, the crew came across a water leak on the main crossing under the highway. We have amended the ODOT permit and will be boring a new 4" main inside of a sleeve per ODOT's requirements later this month.

*Office:* Credit card sales for March 2015 totaled \$8,491.47. This includes one new water service connection fee. Online payments for March 2015 totaled \$1,723.90.

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---

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

*Treatment Plant:* Filter pond 1 has been cleaned and is in the process of ripening. After we put this pond back online, we will drain and clean filter pond 2 and 3 so they will be ready for the filter pond 1b replacement project this summer. A double gate has been installed for equipment access and to allow the trucks to haul dirt during the filter pond 1b project.

Yet another pH probe has failed to operate correctly this month. This is our fourth pH unit replaced since 2010. A couple of years ago, a pH probe malfunctioned and I installed a probe from a known working location. Statements were made that I falsified records and the water was unsuitable for drinking. The records were never falsified and the water was never unsuitable for consumption. The pH recordings for the month are taken continuously to receive an average daily level. We are required to maintain a 7.0 pH level or greater for corrosion control. The computer notifies us if the range gets close to our set alarm point which gives us adequate time to make adjustments in the chemical dosage.

Hach's technician said they may have found the problem with the pH probes. They think the failures were due to a weak spot in the blown glass, and they have also added a different grounding wire. They think the problem has been fixed and have given us a full replacement credit for the latest pH probe.

*Hydro:* The new hydro motor has been installed. We are generating an average of 80.5 kWh per day, since the new motor is more efficient and balanced.

**Sonny Boyd** said the PRV's in the District should be checked annually.

**Robert Colclessor** thinks the District has come a long way from where it was. He feels that the District is doing a great job and is saving as much money as possible.

**Malcolm Freund** asked why the hydrant on E. Historic Columbia River Highway is out of service. **James Jans** said there are orange cones placed in the area due to mud and dirt caused by a leaking pipe on the old 4" steel main, however the hydrant is not out of service. He said we are pursuing a permit in order to cross the road with a new HDPE main inside of a sleeve per ODOT requirements.

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

**Gordon Fulks** said Jeff Busto was very knowledgeable and helpful with his PRV questions.

Meeting adjourned to go into executive session at 7:21 p.m.

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**EXECUTIVE SESSION ORS 192.660(2)(b): TO CONSIDER THE DISMISSAL OR DISCIPLINE OF, OR TO HEAR COMPLAINTS OR CHARGES BROUGHT AGAINST A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT WHO DOES NOT REQUEST AN OPEN HEARING**

Meeting reconvened at 9:15 p.m.

No decisions were made in executive session.

**UNFINISHED ITEMS FOR BOARD CONSIDERATION**

**Sonny Boyd** would like an audit of the books, records of all inventory sold, and records for the old generator at the Treatment Plant. **Jeff Hargens** informed him that these would need to be Board decisions. If the Chairman of the Board determines the request is warranted, it will be put on next month's agenda for discussion.

**Kevin Wilhelm** made a motion to adjourn the regular board meeting, **Robert Churnside** seconded, passed unanimously. Meeting adjourned at 9:20 p.m.