

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
April 27, 2016**

Board members present: Jeff Hargens, Robert Gaughan, Jack Garrison, Robert Churnside, Kevin Wilhelm.

Staff present: James Jans, Shanti Burns.

Audience members present: David Jacob, Robert Colclessor, Malcolm Freund, Marianne Pietras, David McFarland, Leslie Piper.

Chairman **Jeff Hargens** called the meeting to order at 7:45 p.m.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

March 15, 2016 regular Board meeting: **Jack Garrison** would like the minutes to reflect that he requested Pace Engineers to send electronic versions of the filter pond specifications and drawings, volume I & II to the Board of Commissioners. **Jack Garrison** made a motion to approve the minutes as modified, **Robert Gaughan** seconded, passed unanimously.

LEAK ADJUSTMENTS

1060-00: This customer replaced his entire waterline after the previous leak occurred, however a fitting connected to his trailer recently broke. The fitting was promptly replaced. **Jeff Hargens** made a motion to adjust the January/February 2016 billing cycle to the six month average prior to the leak, 4 units, **Robert Churnside** seconded, passed unanimously.

2955-01: This customer had a leak occur along their waterline during the summer season. Since the customer irrigates during the summer and recently purchased the property, the Board determined that they do not have enough history during these months to get an average. The leak adjustment request for this account will be reviewed at the regular Board meeting in September.

3280-00: This customer's case was viewed as a hardship due to the large amount of the bill and the customer no longer living in the home due to health issues. **Jack Garrison** made a motion to adjust the January/February 2016 billing cycle to 7 units, **Robert Gaughan** seconded, passed unanimously.

8005-00: This customer's case was viewed as a hardship due to the large amount of the bill caused by the leak. The leak was promptly repaired and the customer plans to replace the entire waterline this summer. **Jeff Hargens** made a motion to adjust the September/October 2015 billing cycle to 26 units, **Robert Churnside** seconded, passed unanimously.

**CORBETT WATER DISTRICT
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LEAK ADJUSTMENTS (Cont.)

8515-00: This customer's case was viewed as a hardship due to the extensive cost incurred when repairing the leak. **Jeff Hargens** made a motion to adjust the January/February 2016 billing cycle to 24 units, **Jack Garrison** seconded, passed unanimously.

PACE ENGINEERS

James Jans said there were eight contractors in attendance at the pre-bid meeting. The bids will be opened on May 12th and the plans have already been reviewed by the County and State. **Jack Garrison** said there may be Board members that have an association with contractors submitting bids, and he would like Pace Engineers to assign numbers for the contractors instead of names when giving their recommendation. **David Jacob** said that in Oregon, it is hard to get out accepting the lowest cost bid. **Jeff Hargens** said the District has the option to refuse all bids. **Jeff Hargens** said he will abstain from voting on the bids due to a possible conflict of interest. **Shanti Burns** said the person declaring a conflict of interest cannot state their experience with the contractors during the bid discussion, so they do not influence the Board during the decision process. After discussion, it was determined to include the names of bidders in the Pace Engineers recommendation.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Jack Garrison** questioned the shipping charge of \$22.95. **James Jans** said this was to send the hydrant flushing training class renewal overnight to the OESAC in order for them to receive it prior to the deadline. **Jack Garrison** made a motion to approve the financial reports as presented, **Kevin Wilhelm** seconded, passed unanimously.

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

Distribution: Our Bobcat was stolen the night of April 19th from the jobsite. We have reported this to both the Sherriff's office and insurance company. The level control on Cabbage Hill malfunctioned, so we replaced the unit with our standby float assembly. The original unit will be rebuilt and used as a standby unit. 400 feet of 6" HDPE was bored on Hurlburt, which will be flushed, pressure tested, and tied into our system. The leak on the downstream piping at the Chamberlain PRV has been replaced. The asphalt has been patched on Grange Hall Road from the leak that occurred this past winter.

Treatment Plant: Filter pond 2 will be cleaned this Friday, after which both filter ponds 2 and 3 will be ready for the filter pond 1b project coming up in May. We have already ordered pipe and material for this project. The bids will be opened May 12th and Brian Lee from Pace Engineers will submit his recommendations to the Board at the following regular meeting. The turbidity events have dropped down considerably, even with the higher than normal rain levels we have had this winter season.

Hydro: We built up a credit of 9,774 kW hours for this year's cycle. The excess kilowatt hours will be valued at the cost rate of \$0.02920 per kWh, for a total amount of \$285.42. This amount

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MONTHLY REPORTS (Cont.)

will be transferred to low income assistance programs according to Oregon Public Utility Commission (OPUC) net metering rules.

Office: We received \$1,724.77 in online payments and \$3,215.64 in credit card sales for the month of March. We are currently reading meters for the March/April 2016 billing cycle.

James Jans said the utility worker AP is taking the distribution certification test.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

No comments were made.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Robert Gaughan would like to hold an executive session early next week.

Jeff Hargens made a motion to adjourn the meeting, **Jack Garrison** seconded, passed unanimously. Meeting adjourned at 9:05p.m.