

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
May 20, 2008**

Board members present: Robert Gaughan, Jeff Hargens, Marion Kirkham, Sonny Boyd, Victor Schmidt.

Staff present: James Jans, Pam Volk, Shanti Kraai.

Audience members present: Robert Colclessor, Gordon Fulks, Malcolm Freund, Dave Mysinger.

Robert Gaughan called the meeting to order at 7:01 p.m.

APPROVAL OF THE AGENDA

Marion Kirkham would like to add a discussion regarding rules and regulations to the agenda as item 7a as well as a discussion regarding hiring a consultant as item 7b. **Victor Schmidt** requested a discussion about the duties of the district clerk as item 7c. **Jeff Hargens** made a motion to accept the agenda as modified, **Marion Kirkham** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Jeff Hargens made a motion to accept the April 15, 2008 minutes as written, **Marion Kirkham** seconded, passed unanimously. **Sonny Boyd** made a motion to accept the minutes of the special meeting held on April 29, 2008 as written, **Victor Schmidt** seconded, passed unanimously.

MONTHLY REPORTS

Financial Report:

A report of checks written for the month of April was distributed to the members of the board as well as a report showing the balance of the LGIP savings account. **Victor Schmidt** made a motion to approve the statements as written, **Sonny Boyd** seconded, passed unanimously.

Managers Report:

See attached.

EASEMENT FOR CABBAGE HILL RESERVOIR

James Jans says that the home owner, Ed Bell, has built a barn covering our easement. We would like to make sure that we have a legal easement, we have to be able to maintain the water line. We also have the liability if it breaks and we need to get to it. There has been a verbal agreement to go up the driveway to check the reservoir and read meters, however we legally need an easement. **Jeff Hargens** states that he needs to remove the barn or grant us another easement. **Victor Schmidt** says we need to have our attorney contact the home owner. **Sonny Boyd** said that home owner Sergey Michualchuk is talking about putting animals on the property so we need to build a fence around the reservoir. **Malcolm Freund** would like to know if this is an easement for the water line or just an access easement. **James Jans** informed him it was for both. The barn is on the easement but not on the water pipe line. **Victor Schmidt** made a motion

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
May 20, 2008**

EASEMENT FOR CABBAGE HILL RESERVOIR – Cont.

to have our legal representative contact all the various parties on this issue and attempt to resolve the easement situation, **Sonny Boyd** seconded, passed unanimously. **Gordon Fulks** suggested talking to Ed Bell before having the attorney contact him. **Jeff Hargens** would like Sonny Boyd and James Jans to set up a meeting with Ed Bell prior to the attorney contacting him to an agreement on paper.

POLY ROGERS & CO. CONTRACT

A copy of the 2004-2005 contract with Poly Rogers was distributed to the members of the board. It reads that 6 months notice prior to July has to be given in order to cancel the contract. The audit was supposed to be finished by December, however it was not completed until April and we still have not received answers on some general journal entries. **Victor Schmidt** was wondering what the penalty would be if we canceled without 6 month notice. He says that if there was a performance issue it would be a breach of contract. He feels we should contact our attorney regarding this issue. **Sonny Boyd** states that if we cannot get out of the contract we should give them notice as soon as possible to let them know that this will be the last year we will be needing their services unless the performance vastly improves. **Victor Schmidt** made a motion that we inform Poly Rogers of the performance issue and put them on notice for 2009, and refer the contract to the attorney as to performance, **Sonny Boyd** seconded, passed unanimously.

RULES AND REGULATIONS

Marion Kirkham would like the PERS surcharge and base rate to be applied to the meter even if the customer is out of town and requests the meter to be locked. **Victor Schmidt** says that there should at least be a standby charge. **Sonny Boyd** says that we should raise our disconnect/reconnect fee. **Jeff Hargens** feels there should be a charge of \$120 for a reconnect fee of a locked meter or we can lock and unlock the meter for free as long as the PERS surcharge and base rate are still being applied to the account. **Malcolm Freund** says we should take time to further research this issue and possibly contact other districts for examples. Sonny Boyd, Malcolm Freund and Dave Mysinger volunteered to be on a committee to research this issue. **Victor Schmidt** made a motion to appoint a committee to review this matter, **Sonny Boyd** seconded, passed unanimously. **Robert Gaughan** appointed Dave Mysinger as the committee chairman. **Gordon Fulks** said that a rate hearing needs to be held if a decision to raise fees is made. **Robert Colclessor** states there are state laws to follow on timing as well.

OFFICE PROCEDURES

Robert Gaughan passed out a page from the procedure manual showing the order of whom to speak to for questions or concerns. The purpose of this is to have people be aware that the workers are very busy and would like to minimize the interruptions at the office. If any papers are needed from the office he asks that a call is made prior to coming in to set a time that works for both parties.

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
May 20, 2008**

CONSULTANT DISCUSSION

Marion Kirkham brought up the idea of bringing in a consultant, Paul Cook, to review our practices for \$1,500, which was discussed previously in the meeting of February 19, 2008. **Sonny Boyd** would like to delay this due to the amount of work currently being preformed. **James Jans** says that Jason Green from OAWU will provide free training for board members. **Marion Kirkham** made a motion to have Paul Cook with PK Consulting come to the next board meeting to make a free proposal, **Victor Schmidt** seconded, passed unanimously.

DUTIES OF THE CLERK

Victor Schmidt states that the board depends on the district clerk to know the ORS and how it pertains to this operation. The district clerk needs to bring in the book of resolution to every meeting and be familiar with budget items. The district clerk needs to know the policies and procedures fluently.

LEAK ADJUSTMENTS

A motion was passed during the previous regular meeting held on April 15, 2008 to issue the standard leak adjustment according to policy to account 8-8565-00. The customer is not satisfied with the adjustment and feels her water bill should be further reduced. The members of the board do not feel that this customer faced a hardship and should receive further assistance. **Jeff Hargens** made a motion to not make any further changes to this account, **Sonny Boyd** seconded, passed unanimously. Account 2-6440-00 had a leak and was told that we may be able to obtain a geophone from OAWU to help find it. Since we could not locate a geophone the customer thinks we should issue more then the average leak adjustment. **Jeff Hargens** made a motion to issue the standard leak adjustment according to policy since this customer has faced no hardships, **Victor Schmidt** seconded, **Sonny Boyd** abstained, motion passed.

SUB CONTRACT: OFFICE AIDE / SHARON JANS

James Jans states that Sharon Jans no longer wishes to accept the sub contractor position offered due to the turmoil it has caused. The board would still like her to help with the office if she will accept. **Sonny Boyd** made a motion to hire Sharon Jans for \$30 an hour, 10 hours a month, for 6 months and to have her report to the district clerk, **Jeff Hargens** seconded, motion passed. **Marion Kirkham** said aye to the motion made, then stated he agreed with what James Jans said.

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
May 20, 2008**

PURCHASE OF 6" DI PIPE

James Jans says that he would like to reverse the priority of Smith and 365th. There has been two leaks which have now been fixed on 365th which was supposed to be finished before Smith Road, however a customer on Smith Road is running out of water. The last pipe order made was canceled two days afterwards due to not being in stock. The cost of pipe is rising so it would be logical to purchase all the pipe needed to finish our planned repairs for this year. Pipe for Christensen and Neilson has already been purchased. About 2,000 feet of pipe is still needed for Smith Road. **Sonny Boyd** made a motion to purchase all the pipe for Smith and 365th as well as any fixtures needed, **Victor Schmidt** seconded, passed unanimously. **Jeff Hargens** states that the pipe order could possibly cost \$140,000. **Victor Schmidt** states that we can store the pipe not in use at reservoir 4.

SURPLUS PROPERTY DISPOSAL

A list of items in the shop that will not be used was distributed to the members of the board. **Sonny Boyd** made a motion to allow James Jans to sell or dispose of the items on the list, **Victor Schmidt** seconded, passed unanimously.

PUBLIC COMMENTS

Robert Gaughan stated the budget meeting will be held on May 27, 2008 at 7:00 p.m. The original date it was going to be held on was May 20th, however there was an error with the formatting of the document sent to the newspaper and the notice was not published in time. **Gordon Fulks** states Windows XP has an update, service pack 3, that we may want to look into. **Victor Schmidt** says it would be a good idea to update. **Robert Coleless** states item 13, listed as "board agenda suggestions for future meetings", should be listed as "unfinished items for board consideration". This wording should appear on the agendas for future meetings. **Jeff Hargens** would like phase codes to be added to the employee's time cards for a description of what was done during the work day. He would like the phase codes to be broad, they do not have to go into great detail.

Robert Gaughan adjourned the meeting at 9:18 p.m.