

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
May 20, 2014**

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

Staff present: James Jans, Shanti Burns.

Audience members present: Gordon Fulks, Robert Colclessor, Malcolm Freund, Marilyn Scudder, Debbie Churnside, Carnetta Boyd, Robert Kraai, Jeff Busto, Alexis Madrid, Louis Chartrand, Dave Toby, Keith Lund, Sandra Mershon, Al Brenaman, Nicholas Ray (arrived at 6:43 p.m.), Patrick Oldright (arrived at 6:43 p.m.), Leanne Hamilton (arrived at 6:43 p.m.), Leland King (arrived at 6:43 p.m.)

Chairman **Jeff Hargens** called the meeting to order at 6:35 p.m.

APPROVAL OF THE AGENDA

Sonny Boyd would like to add "water loss" as item 6a, and "locates" as 6b. **Robert Gaughan** made a motion to approve the agenda as modified, **Sonny Boyd** seconded, passed unanimously.

APPROVAL OF THE MINUTES

April 15, 2014 budget meeting: **Robert Gaughan** made a motion to approve the minutes as written, **Kevin Wilhelm** seconded, passed unanimously.

April 15, 2014 regular meeting: **Sonny Boyd** said during the discussion of surplus property, lean-to was spelled incorrectly. He also said during the managers report, it reads "gate will be located", however this should be changed to read "gate will be locked". **Robert Gaughan** made a motion to approve the minutes as modified, **Kevin Wilhelm** seconded, passed unanimously.

LEAK ADJUSTMENTS

9210-00: This customer said there have been multiple leaks on her water line. She recently replaced the water line from the road to her house. **Jeff Hargens** would like to wait two more billing cycles in order to see the average water use after the line was replaced. The account will be placed on the September 2014 meeting agenda.

6220-00: This case was viewed as a hardship due to the customer being on a limited income, as well as the work required to repair the leak. **Sonny Boyd** made a motion to adjust the May/June 2013, July/August 2013, and September/October 2013 billing cycles each to the prior years average use, 55 units, **Robert Churnside** seconded, passed unanimously. **Sonny Boyd** said he appreciates the fact that the customer used to hold water district meetings in his store.

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SOUTH FORK

James Jans said Multnomah County has signed and returned the necessary paperwork to Brian Lee from Pace Engineers. He can now proceed with the permitting process.

WATER LOSS

Sonny Boyd asked how much money it costs to chlorinate water. He would also like to know how much water is being spilled from the treatment plant. **James Jans** informed him that most of the water spilled from the treatment plant is not chlorinated. **Sonny Boyd** said that treated water is being spilled, which goes back into the creek, and the District could get in trouble from the Environmental Protection Agency (EPA) and the Department of Environmental Quality (DEQ). He states there is about 259,000 gallons of water spilling from the treatment plant every day. **James Jans** said the water being spilled includes both treated and untreated water, which is diluted by the time it reaches the creek.

Sonny Boyd asked why there is still water leaking down the driveway at 2805 NE Corbett Hill Road. **James Jans** said we applied for a permit, however we have not yet received it. He said the water has been diverted to a field until we receive the permit due to the water freezing on the driveway in the winter.

Gordon Fulks said it is a problem to spill treated water, however it is a larger problem to not have enough water coming into the treatment plant, causing the levels to be low and requiring a boil water notice. He asked if there was a sensor for when treated water is spilling, and if so how soon can we correct the issue. **James Jans** said he will speak to Brian Lee regarding this issue. **Gordon Fulks** said the leaking of treated water has gotten much better compared to prior years. **Nicholas Ray** said the District could purchase a dechlorinator for the treated water overflow at the treatment plant.

Patrick Oldright asked how long until the reservoir loan is paid off. **Jeff Hargens** said the loan will be paid off in 2025. He clarified that this loan was to build a reservoir, which was a different project than the filter ponds.

LOCATES

Sonny Boyd asked if new locates were called in prior to the Meyers Lane project, during which the fiber optics were hit. **James Jans** said the fiber optics were not damaged, and since they had previously worked on that project they used old locate notes and did not request new ones. **James Jans** said they had dug there before and had pictures as well as prior locates. He said he has already spoken to Don with Reliance Connects about this and was told not to worry as Reliance Connects has hit our lines multiple times as well. **Robert Churnside** thought locates were good for up to a year. **Jeff Hargens** said the locates log shows the District called for 37 locates in 1 year, which confirms that the District usually calls before they dig, however he instructed Jim to call in locates every time and asked him to inform the crew of this as well.

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
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May 20, 2014**

LOCATES - (Cont.)

Sonny Boyd said that Dan Rheil requested a locate on July 10, 2013 however the locate was not done on time. **Jeff Busto** said he saw the locate ticket on his desk five minutes before he was to leave for the weekend. He called Dan Rheil to see if he needed the locate to be done before the weekend, at which time Dan Rheil informed him that he was not going to dig until the next week and told Jeff to not worry about locating it right away. **Jeff Busto** said he would have went to the home for the locate had the customer needed him to, however since he was told that the digging was not going to begin until the following week he decided to not charge the District overtime by doing the locate and to perform the locate the following Monday. Contrary to what he was told however, Dan Rheil decided to dig that weekend and hit our water line. **Shanti Burns** said the locate tickets come to her email address, at which time she prints them and places them on Jeff Busto's desk. She said that if the guys are out of the office they would not see it until they returned to the office at the end of the day. She said that in the future she can page them when a new locate comes in.

Sonny Boyd asked why the District does not have a working locator. **James Jans** said that since most of the pipe in the system is PVC with no tracer wire, they have been using meter tickets to determine the depth and distance of the pipe. **Jeff Hargens** instructed James Jans to look into purchasing a new locator.

SPECIAL DISTRICT INSURANCE SERVICES (SDIS)

Shanti Burns said that the Special Districts Association of Oregon (SDAO) has decided to bill for their membership fees separately from the insurance invoices. She said that if the joinder of trust agreement is not signed, then we will no longer be able to be on their insurance plan. Jeff Hargens signed the joinder of trust agreement.

MULTNOMAH COUNTY PERMITS

James Jans said he is still waiting to receive the information for permits from Lisa with Multnomah County. He states she requested that the District dig on top of the old pipe.

Sonny Boyd questioned why the District did not have an easement agreement for the pipe on Wand Road, as it goes across multiple customer's properties. **James Jans** said the pipe in question was installed in the 1940's.

WATER MAIN REPAIRS

James Jans said a twenty foot section of pipe broke at 31700 E. Historic Columbia River Highway, across from Big Bear's Market. He said it washed out part of a customer's driveway and steps. **Nicholas Ray** asked if the District could clean up the property and repair the damage, then get reimbursed from the insurance company. **James Jans** said we have already started repairing the steps, but would like to wait for the insurance company before any work is done on the driveway blacktop.

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
May 20, 2014**

REQUEST FOR ONLINE FINANCIAL ACCESS

Sonny Boyd had requested access to online banking for the credit card and checking account. **Shanti Burns** said she could set him up with his own username and password for the checking account, with access to search and view items, as well as look at statements. She did not feel comfortable doing this without Board approval however since she has been advised to delete bank account numbers from documents given to the Board for security reasons, and **Sonny Boyd** would have access to view account numbers and print documents with this access. She also said that **Sonny Boyd** would need to have access to the username and password for Capital One, as two users cannot have access to their online banking site. She said that **Sonny Boyd** would have the ability to change the contact information as well as where items are mailed to with this access. She informed **Sonny Boyd** that she does not have a problem with allowing him access to these accounts, but needed to have Board approval before doing so. **Jeff Hargens** made a motion to allow **Sonny Boyd** access to online banking with only the ability to view transactions and statements, **Sonny Boyd** seconded, passed unanimously.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Sonny Boyd** asked about the backflow test gauge service fee. **James Jans** said this fee is to have the backflow test gauges tested annually, per State requirements. **Robert Churnside** asked if the backflow program is completely in place. **Shanti Burns** said there are still properties that need backflow assemblies installed. She states we are making sure that the properties that do have backflows are receiving tests annually.

Kevin Wilhelm asked why legal counsel was contacted regarding credit cards. **Shanti Burns** informed him that the District was approached by a new merchant services provider that claimed they could save us a significant amount of money. After we switched to their services, they did not give us the rates they had promised so we instructed them to end our contract. After which they threatened to turn us into Visa and MasterCard for using a specialty interchange or utility program with our previous merchant services provider. We contacted our previous merchant services provider to verify that we were not under either of these programs, at which time they confirmed that we were not. We decided to contact legal counsel for guidance before switching back to our previous merchant services provider.

Sonny Boyd asked what the three charges were on April 3, 2014, as they did not appear on the monthly check report. **Shanti Burns** informed him that these charges are for the use of the credit card machine. She said the items will not show on the monthly check report, however she will include a report from now on that will show general journal entries along with the checks.

Sonny Boyd asked what the PCI compliance charge is. **Shanti Burns** informed him that this is an annual fee for VISA and MasterCard to make sure we stay in compliance with their rules.

Sonny Boyd asked why the credit card transaction to Jamestown Distribution does not show up on our statement. **James Jans** said this was for filter pond life jackets, however since they are backordered they have yet to be charged to our card.

**CORBETT WATER DISTRICT
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Written Summary
May 20, 2014**

MONTHLY REPORTS - (Cont.)

Sonny Boyd made a motion to accept the financial reports as presented, with the above exceptions, **Kevin Wilhelm** seconded, passed unanimously.

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

Distribution: At 10 a.m. on Sunday, May 4th, we had an 8" PVC main break in front of Big Bear's Country Market. The crew dug up the damaged pipe and replaced it with a new 20 foot section of C-900 pipe. The water main was flushed, the chlorine was checked and water samples came back absent on Tuesday, after which the boil order was lifted. About 250 homes were affected.

Our 2" blow off that was capped became cracked and started leaking. We removed the valve and installed a full circle repair band on the new 6" main on Littlepage Road.

The repair kits for the Cla-val have been installed on the unit at Mershon Reservoir and the discharge has gone from a couple of gallons per minute to just a couple of drips. The spring that holds the popit closed needs to be replaced, however this part was not included in the original repair kits.

The old 2" pipe on Meyers Lane has been abandoned and the services are being feed from our new 4" C-900 water main.

Andrew Ramlow finished his 120 hours of internship with the District in order to meet the requirements for obtaining his water certification from Clackamas Community College.

Office: The water bills for March/April 2014 produced \$55,138 in water sales and \$28,521 in base rate charges.

Treatment Plant: We had a tour and barbeque for the agencies that helped make the hydro and Farmers Screen possible. It was a great success and over 50 people showed up. The Tax Supervising and Conservation Commission (TSCC), Farmers Conservation Alliance (FCA), Energy Trust of Oregon, and the Gresham Outlook each wrote up great articles in newsletters, YouTube posts, trade journals and newspapers. The Outlook and TSCC copies were distributed to each of the directors. Filter pond 2 is getting cleaned and will be ready for the summer season.

Hydro: The power bill at the Treatment Plant for April should be zero. We are currently ahead of PGE by over 715kW. Last month we had a surplus of 1,001kW, which will be carried over each month until the end of this year's cycle in March 2015.

**CORBETT WATER DISTRICT
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PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Nicholas Ray asked why the police were called on him. **Shanti Burns** informed him that he was driving by the office honking his horn, yelling in front of the office and walking through the driveway close to the windows while making noises and it was scaring someone in the office. The person in the office said they had seen disgruntled employees before and was nervous of what this employee would do. **Nicholas Ray** said the driveway was public property. **Jeff Hargens** asked Nicholas Ray to call if he wants to talk to the crew members, as there is no need to yell for them.

Robert Colclessor said the Treatment Plant and hydro tour barbeque was great.

Meeting adjourned to go into executive session at 8:30 p.m.

EXECUTIVE SESSION ORS 192.660(2)(b): TO CONSIDER DISMISSAL OR DISCIPLINE OF OR COMPLAINTS AGAINST AN OFFICER, EMPLOYEE, STAFF OR AGENT

Meeting reconvened at 9:00 p.m.

No decisions were made in executive session.

Jeff Hargens made a motion to have the complaint charge against James Jans dismissed, **Kevin Wilhelm** seconded, **Sonny Boyd** abstained, motion passed.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Robert Gaughan would like items to be added to the agenda ahead of time, instead of waiting for the meeting to include them. **Jeff Hargens** said he appreciates the staff and crew for working on Sunday to repair the leak.

Jeff Hargens made a motion to adjourn the meeting, **Robert Gaughan** seconded, passed unanimously. Meeting adjourned at 9:30 p.m.