

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
May 25, 2016**

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

Absent members of the Board: Robert Churnside.

Staff present: James Jans, Shanti Burns, Jeffrey Busto.

Audience members present: Gordon Fulks, Robert Colclessor, Shirley Welton, Daun Gillette, Patrick Oldright, Amie Fedorka, Marianne Pietras, James Humphries, Phil Dearixon (arrived at 7:07pm), Nicholas Ray (arrived at 7:11pm), Tunie Betschart (arrived at 7:13pm), Craig Gibons (arrived at 7:29pm), Fred Sanchez (arrived at 7:29pm), Sara Grigsby (arrived at 7:29pm)

Chairman **Jeff Hargens** called the meeting to order at 6:03 p.m.

RECOGNITION

Jeff Hargens and **Robert Gaughan** both received plaques for over 10 years of service on the Corbett Water District Board.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

April 27, 2016 regular meeting: **Jeff Hargens** made a motion to approve the minutes as written, **Jack Garrison** seconded, passed unanimously.

May 2, 2016 special meeting: **Jack Garrison** made a motion to approve the minutes as written, **Robert Gaughan** seconded, passed unanimously.

May 9, 2016 special meeting: **Jack Garrison** said Shanti Burns was not present at this meeting. He states Malcolm Freund questioned what to do with the filter pond surcharge collected, instead of Robert Colclessor as written. **Robert Gaughan** said the District *pulled* the filter pond bids, instead of *refused* the bids. **Jeff Hargens** made a motion to approve the minutes as modified, **Jack Garrison** seconded, passed unanimously.

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LEAK ADJUSTMENTS

4240-01: This customer unknowingly moved into a home that had a leak. When they discovered that their water use was high they repaired the toilets, after which decided to replace the entire waterline. The customer requested to receive a refund check since she was paying the water bill and is now moving out of town. **Jeff Hargens** made a motion to adjust the March/April, May/June, and July/August 2015 billing cycles each to 13 units, **Jack Garrison** seconded, passed unanimously. **Jack Garrison** made a motion to issue a refund check to the customer if the account is current, **Robert Gaughan** seconded, passed unanimously.

9365-01: This case was viewed as a hardship due to the large amount of the leak. It was noted that the leak was promptly repaired. **Jeff Hargens** made a motion to adjust the March/April 2016 billing cycle to the six month average prior to the leak, 87 units, **Kevin Wilhelm** seconded, passed unanimously.

AUDIT SERVICES

The Board of Commissioners reviewed the proposals for the 2015-2016 audit. **Jeff Hargens** made a motion to have Richard Winkel conduct the 2015-2016 audit, **Kevin Wilhelm** seconded, passed unanimously. **Jack Garrison** would like to receive a copy of the engagement letter when it is available.

CONTINUITY OF OPERATIONS DURING DISTRICT MANAGER'S LEAVE OF ABSENCE

Jeff Hargens states District Manager James Jans is taking an extended leave of absence, in which Jeff Busto will fill in as a supervisor and act as a liaison between the manager and the crew. He would like to discuss compensation for James Jans working at home, as well as for Jeff Busto since he will be in a supervisory position. **Jack Garrison** said he fully supports James Jans' medical leave. **Shanti Burns** informed the Board that they cannot state the reason for James Jans' leave of absence. **Jack Garrison** said the employees need to know who to respond to so it does not impact productivity, and the customers need a point of contact to resolve issues while he is on leave. He is concerned that the person on medical leave is responsible for the day to day operations at the treatment plant. **Shanti Burns** informed the Board again that they are not allowed to state the reason for the leave of absence without being in executive session. **James Jans** said he is the DRC, therefore he is responsible for the treatment plant. He said he keeps Jeff Busto informed if he makes any changes from his home computer. **James Jans** said he is monitoring the levels and alarms, and can adjust the chlorine from home as he has been doing for the past eight years. He states he is the person licensed with the State for the water safety of the District. **James Humphries** said James Jans is manipulating the system from his home and it is a great deal of concern for him. **Jeff Busto** said not a lot will change during James Jans' leave of absence, as he has always met with him and delegated assignments to the crew. He will continue to communicate daily with James Jans. **Jeff Hargens** recommends changing the chain of

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CONTINUITY OF OPERATIONS DURING DISTRICT MANAGER'S LEAVE OF ABSENCE (Cont.)

command on a temporary basis so the crew answers to Jeff Busto, and Jeff Busto answers to James Jans. **Jeff Hargens** would like authority from the Board to communicate to Jeff Busto directly regarding District operations. **Jeff Hargens** commented on James Jans' leave of absence, stating it is hard to monitor hours worked from home, so he feels the District should pay James Jans a set hour rate per week and he can use sick or vacation for the remainder. **Jeff Hargens** will discuss with Jeff Busto what pay increase he thinks is fair during his supervisory position. This pay increase will be discussed at the next regular Board meeting. **Jack Garrison** made a motion to compensate James Jans for an hour and a half, five days a week, while on extended leave (he will be able to use sick and/or vacation time for the remainder of his leave), move Jeff Busto to a supervisory position, granting Jeff Hargens permission to communicate with Jeff Busto directly, and to make a compensation recommendation for Jeff Busto's new position at the next regular Board meeting, **Jeff Hargens** seconded, passed unanimously.

QUESTIONABLE USE OF EXECUTIVE SESSION

Malcolm Freund issued a letter to the Board of Commissioners stating the Board discussed more than what the ORS allowed during the executive session. The Board of Commissioners also did not invite the public members back into the room after reconvening to open session. **Jeff Hargens** said according to SDAO legal counsel the Board did not violate the executive session ORS, and states it is not solely the Chairman's responsibility to invite public members back into the meeting after an executive session, this is the responsibility of the entire Board. **Gordon Fulks** said he is happy that the Board is correcting this situation in open session. **Robert Gaughan** said he has issues with how the OAWU interviews went. He said the information was supposed to be confidential, however Jason Greene from OAWU informed Jeff Hargens of the findings. **Robert Gaughan** thinks the employees are getting verbally abused. **Jeff Hargens** said the Board can hold an executive session again if they feel it is necessary.

FILTER POND VS. GROUND WATER

Jeff Hargens said that due to the low water supply we have been facing, the District decided to delay the Filter Pond 1b project and instead focus on getting the process started to drill a backup well. **James Jans** said the water master from the Oregon Department of Water Resources would like to attend the regular Board meeting in July. **Jack Garrison** volunteered to head a committee for the groundwater project. **Shanti Burns** informed the Board that the groundwater committee meetings will be open to the public, therefore agendas will need to be posted and minutes will need to be taken. **Jeff Hargens** requested to have a list of incomplete projects presented at the next Board meeting, including costs and timeframes.

DROUGHT MANAGEMENT PROGRAM

Jeff Hargens would like to postpone this discussion until the next regular Board meeting.

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MONTHLY REPORTS

Secretary/Treasurer Financial Reports: 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: Steve Smith passed his grade I Water Distribution test.

The west end of Hurlburt Road has been tied in, after a 400 foot bore around the guardrail was completed. The leaking service on Bell Road has been repaired by installing a new copper service line.

Our annual confined space training for the crew was performed in the vault at Corbett High School.

We are still looking for a Bobcat S185 or equivalent as the insurance company has authorized a replacement, less a \$250 deductible.

The fascia has been replaced on the office building in order to allow gutter installation, using the matching safety grant from SDAO.

Treatment Plant: We patched a small leak on the North Fork transmission line and cleaned out the intake. Filter pond 2 has been cleaned, ripened, and is back in service.

Office: The March/April water bills have been mailed, totaling \$28,384 for base rate, \$92,126 for water usage, and \$10,625 for the filter pond surcharge. To date, we have been invoiced \$104,773 for the filter pond 1b material, permits, plan design and fees. We have collected \$82,397 in surcharge fees.

Our customer's have been using the new payment drop box at the office. This allows them to make payments without getting out of their vehicles or parking on the wrong side of the road.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

James Humphries would like to speak about concerns he had while working as a temporary employee for the District. He states there is no comprehensive maintenance scheduled to service the internal components of the system, and the District is working on a fix it as it fails system. He said there is not sufficient inventory to facilitate any possibilities of component failure and this alone leads to the possibility of a cascading effect from one failed component to possibly catastrophic system failure. He states there is no current mapping of the system that shows key component locations, such as shut off valves, PRVs, vaults and cla-vals. He is not aware of any disaster contingency plan, so in the event of wildfire, earthquakes, or other natural disasters the District would not know what to do. He is concerned that the manager that is now on medical leave can still manipulate the treatment plant from home. He feels that the current employees are capable of operating the treatment plant themselves. **Nicholas Ray** questioned the use of the filter pond surcharge. **Jeff Hargens** said the filter pond surcharge will continue since the project has only been delayed.

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UNFINISHED ITEMS FOR BOARD CONSIDERATION

Jeff Hargens said the Corbett Fire Chief informed him that a Corbett Water District Commissioner said the District Clerk's award was undeserved. He said the Board owes her an apology, and that the District Clerk is well deserving of the award. **Shanti Burns** asked the Commissioners to inform her if there is anything at all she can do to improve. She feels that she is doing everything she can for the District, and if there are any issues a Commissioner may have she would be glad to address them.

Jeff Hargens made a motion to adjourn the meeting, **Robert Gaughan** seconded, passed unanimously. Meeting adjourned at 7:45 p.m.