

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
June 15, 2010**

Board members present: Jeff Hargens, Sonny Boyd, Robert Gaughan, Robert Churnside, (Victor Schmidt arrived at 7:05 p.m.)

Staff present: James Jans, Shanti Kraai.

Audience members present: Robert Colclessler, Malcolm Freund, Gordon Fulks.

Chairman **Jeff Hargens** called the meeting to order at 6:30 p.m.

APPROVAL OF THE AGENDA

James Jans would like to replace item 6, mission communication, with “pay by credit card”. **Robert Gaughan** made a motion to approve the agenda as modified, **Sonny Boyd** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Sonny Boyd made a motion to approve the minutes of May 18, 2010 as written, **Robert Churnside** seconded, passed unanimously.

PACE ENGINEERS: HYDRO FEASIBILITY STUDY; RESERVOIR 2 REPAIR

Reservoir 2 repair: Copies of the reservoir 2 repair contract were distributed to the members of the board. **Brian Lee** states the corrections recommended from the Special Districts Association of Oregon legal counsel have been made, as well as some minor recommendations made by James Jans. He states the pre-bids are scheduled for June 23rd, and the project will go out for bid on June 24th. The bids will be opened publicly on July 1, 2010. Brian Lee will evaluate the bids and have recommendations for the board shortly after. A special board meeting will be held on July 6th, at which time a decision will be made on which company the bid will be awarded to. There will be a 14 day period to allow protests to be made, after which the District may sign the contract with the awarded company. **Brian Lee** states that the project will take 60 days to complete.

Hydro feasibility study: **Brian Lee** states that after a letter summarizing the next steps the District will take is received, a request can be made to the Energy Trust of Oregon for the \$5,000 rebate. **James Jans** states the District must receive the tax credit certificate prior to beginning the project. **Brian Lee** states we will submit the application as soon as possible. The F.E.R.C. application timeline is attached.

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PAY BY CREDIT CARD

Eliot Management Group offered to let the District use a credit card machine free of charge on a trial basis. He states that numerous customers are continuously requesting to pay via credit card. This will give the customers the option to pay their water bill when they do not have any cash. **Shanti Kraai** states that in a previous discussion it was mentioned that this payment option will put further burden on the customers by increasing their debt. She states however that if we do not offer to accept credit cards, the customer will simply take money from their credit card out of an ATM and have to pay a higher interest rate than they would if they used their card at a business. **Jeff Hargens** states that the board is working for the customers and if they would like this option, we should provide it to them. **Sonny Boyd** would like to know more information on the Elliott Management Group. The credit card machine should accept debit cards as well. It was decided upon having the customer pay the percentage charged for using this service. **Sonny Boyd** made a motion to have a trial service with Eliot Management Group to receive payment by Visa/Mastercard with the percentage fee paid by the customer, **Robert Gaughan** seconded, passed unanimously.

FINANCIAL INSTITUTION: BANK OR CREDIT UNION SAVINGS ACCOUNT

James Jans states the District has an extra \$30,000 in the Local Government Investment Pool (LGIP) account. The board instructed the office to keep a balance of \$10,000 in the account, however we currently have around \$40,000. He would like to put money aside in a CD with a credit union to receive a higher interest rate than we would receive at West Coast Bank. The current CD interest rate at West Coast Bank is .1% for a 5 week term and .15% for a 6 month term. He states the money put aside could be used to fund part of the filter pond #3 project. **Jeff Hargens** would like to know what the current interest rate in the LGIP account is. **Malcolm Freund** reminded the board that the money in the LGIP account is not insured. **Jeff Hargens** states he would like to place a fairly large sum of money in a credit union CD to save for future projects. He would like to look at what the CD interest rates would be if placed in a one year term. **Victor Schmidt** states he would feel more comfortable placing the money at a 6 month term. **Sonny Boyd** made a motion to move \$30,000 from the LGIP account to a credit union CD with the highest interest rate, not to exceed 6 months, **Robert Gaughan** seconded, passed unanimously. **Gordon Fulks** states the District may want to review moving the money to a money market account since they have no time restrictions and may provide a higher interest rate.

NORTH FORK SCREEN: FID

James Jans states that Jason from Farmers Irrigation District reviewed North Fork the prior week. They will send Bob Hare from the Oregon Department of Fish and Wildlife to review South Fork as well. Bob Hare informed James Jans that there may be some grants available for the fish ladder even though we do not have steelhead in our stream. This is a steel structure that will sit inside the existing concrete structure. The water will clean this structure since it is flat,

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NORTH FORK SCREEN: FID – (Cont.)

therefore no maintenance is required. **Brian Lee** states that the flow is tapered, therefore as water comes out through the bottom, it still maintains the same velocity across the screens. **Brian Lee** states that we can install the structure at South Fork as well. The installation at South Fork should be easy because there is currently a bypass at the dam. We could use the bypass, dig up the pipe and put the Farmers screen in its place, then remove the dam itself so the water would be diverted through the Farmers screen. Placement of the intake structure would be along the side of the creek. This may allow us to receive water farther into the dry season. **James Jans** states the price will be around \$40,000 for each screen. He says the Oregon Fish and Wildlife will contact Brian Lee from Pace Engineers to schedule a time to review North and South Fork.

INSURANCE REVIEW

James Jans states that if the District Clerk receives health insurance, the group plan rates will be reduced since it will include five employees instead of four. He states that the District Clerk cannot afford to pay for health insurance if the position is only 20 hours per week and the District only pays for half of the health insurance cap. The Office Assistant has offered to reduce her hours by 5 per week so the District Clerk can increase hers in order to receive a larger portion of the health insurance cap. **Jeff Hargens** states that the boards intentions were to offer insurance at pro-rated amount. He states that if the District Clerk increased her hours to 30 per week, the District Clerk will receive 75% of the health insurance cap. **James Jans** states the sick/vacation hours are pro-rated as well. **Gordon Fulks** states we should get grandfathered in with a health insurance company before the Health Reform Act takes effect.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: Sonny Boyd made a motion to approve the financial reports as written, **Robert Churnside** seconded, passed unanimously.

Managers Report: District Manager **James Jans** read as follows:

Distribution System: The leak was repaired on Loudon Road by installing a short section of 6” DI pipe. The leak was next to the original dresser, so we had to shut down the main for a short time. We have completed the last two services on Wand Road and will have the project completed within a couple of days.

Northway Road has had all of the services tied over to the new 6” DI main and we have abandoned 1,007 feet of the old 1.5” line. Mershon Reservoir (#3) now has the capability to monitor the level and notify us if the level gets dangerously low. So during the recoating of reservoir # 2 we will be able to monitor the level at Mershon Reservoir, which feeds the west section of the community. I planned on showing an example tonight, but they forgot to send me the regulator of the solar panel.

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MONTHLY REPORTS - Managers Report – (Cont.)

On May 27th we had started on the new 6” PVC main on Rickert Road, and to date we have installed 1575 feet. We are ahead of schedule and plan on finishing this project near the third week of July. Meter reading will be done during the first week of July.

We are working with Pace Engineers for the possible project on the Manthey Road and Deverall Road tie over. The permit is now ready to be sent in to Multnomah County. If the board approves, we plan on starting this project after we install the short section of 6” main on Hurt Road heading up towards the reservoir line, and also tie over the three services from the Salzman project that was installed sometime ago as well as making sure all of the prior projects have had their old water lines abandon properly.

Both of our AP operators, Nick and Hans, have received scholarships to attend the AWWA short school June 16th and 17th at Clackamas Community College.

Treatment Plant: We had to reschedule the filter pond # 2 cleaning last week due to the weather. We are hoping to clean the pond this Friday. We have switched over to soda ash and both pumps are now working with the 4 to 20 mA signal. This switch to soda ash allows us to operate the plant for a longer period of time without having to refill the batch tanks. Since soda ash is a stronger buffer, the batch tank can go almost a week without refilling and smaller amounts of chemicals are consumed during the month, which cuts down the cost of chemicals needed during the year.

Hydro Project: I have tentative information, land use statement applications and easement agreement letters going to the Confederated Tribes of Warm Springs, BLM, Multnomah County, the State Historic Preservation Office and FERC. Attached is a generic timeline for FERC Exemption Applications.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Gordon Fulks states he has a petition to have the gas tax increase be put on the upcoming ballot. He states that gas rates will increase by 25%, beginning January 1, 2011.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

No comments made.

Robert Gaughan made a motion to adjourn the meeting, **Sonny Boyd** seconded, passed unanimously. Meeting adjourned at 8:07 p.m.