

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
June 17, 2014**

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

Absent board members: Robert Gaughan, Sonny Boyd.

Staff members present: James Jans, Shanti Burns.

Audience members present: Malcolm Freund, Brian Lee, Debbie Churnside, Richard Kerslake, Dick Wand, Linda Hargens, Mike Rossmiller, Elaine Rossmiller, David Jacob, Gordon Fulks (arrived at 6:20pm), Carnetta Boyd (arrived at 6:22pm), Robert Colclessor (arrived at 6:24pm), James Hocking (arrived at 6:28pm)

Chairman **Jeff Hargens** called the meeting to order at 6:18 p.m.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

Robert Churnside made a motion to approve the minutes of May 20, 2014 as written, **Kevin Wilhelm** seconded, passed unanimously.

LEAK ADJUSTMENTS

5055-00: This customer received two prior leak adjustments, therefore, according to policy, the office could not issue an additional adjustment. The third leak on the water line occurred when a brass fitting broke. **Jeff Hargens** suggested that the customer replace his water line with wirsbo. **Dick Wand** does not agree with the District's policy of requiring a complete water line replacement before a third leak adjustment can be issued. He said if a customer lives on a property for a long period of time, such as the 26 years he has lived at his property, and three leaks occur over time they should still be able to receive adjustments. **Jeff Hargens** said the policy was set to try to get customer's to replace their entire water line, as most customers have thin walled PVC pipe which will continue to break. **Shanti Burns** informed him that the policy states the office can only issue two leak adjustments before the water line is replaced, however it also states the customer has the option to present their case to the Board. **Jeff Hargens** made a motion to adjust the March/April 2014 billing cycle to the six month average prior to the leak, 26 units, **Kevin Wilhelm** seconded, passed unanimously.

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
June 17, 2014**

ACCOUNT ADJUSTMENT

3904-00: The tenant at this account had numerous health issues, and left the owner with large unpaid bills and rent due. The owner asked if the Board could reduce some of the fees the tenant accrued for paying late. **Jeff Hargens** made a motion to adjust the fees from January 2012 to April 2014, totaling \$410.17, **Kevin Wilhelm** seconded, passed unanimously.

Gordon Fulks asked if tenants are required to pay utility deposits. **Shanti Burns** informed him that both owners and tenants are required to pay utility deposits, however the account in question was established prior to this policy.

CLEARWELL OVERFLOW

Brian Lee said the chlorine level at the property overflow line is 1.7ppm, and within 200 feet the chlorine level is 0ppm. When he spoke with the Department of Environmental Quality (DEQ), he was informed that there is no need to take further action. He states the District is reading the chlorine discharge every Wednesday. **Jeff Hargens** said he spoke with Jason Green from the Oregon Association of Water Utilities (OAWU) and was told that we are not required to install a de-chlorinator. **Brian Lee** said the District will now have vitamin de-chlorination packets on hand if the chlorine levels ever exceed the limits. **Gordon Fulks** asked why the flows are not adjusted to reduce the overflow. **Brian Lee** said the sand filtration ponds need to have a constant flow of water. He also pointed out that the intake used to be approximately 900 gallons per minute in summer, but since James Jans has done such a good job at fixing leaks in the system the intake is now approximately 450 gallons per minute. **Jeff Hargens** would like the chlorine levels at the overflow tested at various times in order to get a range of results.

SOUTH FORK

Brian Lee said the Oregon Department of Fish and Wildlife (ODFW) issued a formal approval letter for the fish passage, using the Farmers Screen. **James Jans** said the first payment of the Farmers Conservation Alliance (FCA) screen has been issued, and we are now ordering the necessary materials to proceed. He said the project will be ready to begin in July.

SURVEY FOR WATER MAINS

James Jans said the District has multiple water lines on customer's properties without easement agreements. He would like Pace Engineers to begin the survey process for these water lines so we can start drafting easement agreements. He is also working with Peter Fry to try to get one blanket permit for the entire District from Multnomah County. **Brian Lee** said there are 13 roads that need easement agreements, some of which will not require surveys. **Dick Wand** suggested contacting the Bonneville Power Administration (BPA) to see if we can join their easement agreement on Hurt and Wand Road. **Jeff Hargens** said each road will have different situations, and we may even need to relocate some of our water lines. He would like Brian Lee to review the roads and begin the survey process.

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
June 17, 2014**

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Jeff Hargens** would like to postpone approving the financial reports until Sonny Boyd is in attendance.

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

Distribution: We have been working on distribution maintenance and gathering the material and equipment needed for the South Fork project. Brian Lee from Pace Engineers is getting ready for the next window that the Oregon Department of Fish and Wildlife (ODFW) has in late July and August.

The Oregon Health Authority performed the sanitary survey last week. The representative, James Nusrala, only had a couple of questions and said the system is running in fine shape. Our monthly reports are following the correct formulas and we are well within our range of corrosion control and contact time to meet the surface quality standards set by the State of Oregon. James Nusrala requested to be notified when we start the filter pond 1 replacement project, as he has some new guidelines that may help us out.

The leak at 31700 E. Historic Columbia River Highway has been patched and the dirt has been cleaned up. The customer, Nev Scott, and her son Brad Scott, were very impressed with the crew and how the damage was taken care of.

Mershon Reservoir is no longer overflowing. The spring that holds the popit closed has been replaced; this part was not in the original repair kits. The old gate valves, elbows and fittings have been removed from the inlet piping, and we are now using the new 4" DI pipe with a gate valve and flow meter.

Our budget tracking has only one month to go and we are doing great in all of the funds. Personnel Services is at 78.95%, Material & Services is at 79.28%, Capital Outlay is at 57.35% and the General Fund is at 49.52%.

Office: The credit card sales totaled \$1,943.20 and the online payments totaled \$500.35 for the month of May.

Treatment plant: The chemical feed pumps for the chlorine and soda ash have been replaced, as the old units were over 10 years old. We have been monitoring the overflow from the treatment plant and the levels have been .15 to .20 mg/L. We are following the decision matrix for the disposal of chlorine water per DEQ. The raw water ABB magmeter has been repaired and is back in service.

Hydro: The May power bill for the treatment plant should be zero. We will receive the bill on the 28th of the month. We have an excess of power generation so far; this year's annual cycle is up to 2,400 kWh. The end of the year's cycle is in March 2015.

James Jans said after the Outlook article regarding the hydro generator was published, he has received four positive calls from different water systems with questions about the process and who to contact.

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
June 17, 2014**

MONTHLY REPORTS - Manager's Report (Cont.)

Kevin Wilhelm asked if the goats at the reservoirs ate the weeds. **James Jans** said they ate all the weeds quickly, however after the rain and warm weather the weeds came right back.

James Jans said the gate at the Loudon reservoir was lowered, as the neighbors had called and were concerned about people entering the area over the weekend.

PUBLIC COMMENTS

Gordon Fulks said the employees have been doing exceptional and asked if they would be able to get recognition from the manager other than just during their evaluations. **James Jans** said he lets the employees know when they are doing good work, as our crew and staff are a great team and deserve recognition. He said that he always follows the motto, "Catch someone doing a good job, and let them know it". **Jeff Hargens** said the wage scale will also be reviewed.

Robert Colclessor said the District is doing a good job reducing water loss in the system.

Dick Wand thanked the Board for letting the public speak during meetings.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

The approval of the May 2014 financial reports will be postponed until the next regular board meeting.

Jeff Hargens made a motion to adjourn the meeting, **Robert Churnside** seconded, passed unanimously. Meeting adjourned at 7:30 p.m.