

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
June 21, 2011**

Board members present: Jeff Hargens, Robert Gaughan, Sonny Boyd, Robert Churnside, (Victor Schmidt arrived at 6:33 p.m.)

Staff present: Shanti Kraai.

Audience members present: Robert Colclessor, Kevin Wilhelm, Gordon Fulks, Renee Jimenez, Tim Jimenez, Scott Dennis, Steve Kiesel, Kathleen Kiesel.

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

APPROVAL OF THE AGENDA

Shanti Kraai would like to table item 11, executive session, since the District Manager is not present for his performance review due to illness. **Sonny Boyd** made a motion to approve the agenda as modified, **Robert Churnside** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Robert Gaughan made a motion to approve the minutes of May 17, 2011 as written, **Robert Churnside** seconded, passed unanimously.

LEAK ADJUSTMENTS

5575-00: This customer's case was viewed as a hardship due to the large amount of water used during the leak. The customer repaired the leak immediately after noticing its presence. **Sonny Boyd** made a motion to reduce the November/December 2010 and the January/February 2011 billing cycles each to the six month average prior to the leak, 15 units, **Robert Churnside** seconded, passed unanimously.

6185-00/6185-01: This case was viewed as a hardship due to the length of time the leak was present due to the transfer of the property during a divorce. **Sonny Boyd** made a motion to reduce the September/October 2010, November/December 2010, January/February 2011, and March/April 2011 billing cycles each to the six month average prior to September 2010, 52 units, **Robert Churnside** seconded, passed unanimously.

RESOLUTION 2011.06.02: AUTHORIZATION OF A NEW BANK ACCOUNT

Jeff Hargens read aloud resolution 2011.06.02 which grants Corbett Water District the authority to close the current bank accounts at West Coast Bank, and transfer all funds to accounts with Wells Fargo. The resolution was signed by all board members.

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CCR REPORT

Shanti Kraai states it is required by the Oregon Health Department to mail an annual CCR report to the customers in the District. The staff originally planned on presenting this report to the board prior to mailing it, however due to an illness it was not prepared in time for the board meeting. This report will still be mailed to the customers by the date required, and she suggests keeping an eye out for it in the mail in the beginning of July 2011.

CERTIFIED ENVIRONMENTAL OPERATOR (CEO)

Shanti Kraai states Nicholas Ray has received his grade 1 water distribution certificate. The Oregon Health Department has said that there is currently a shortage in certified operators. **Jeff Hargens** said it shows his determination with the company.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: Sonny Boyd questioned the various meter purchases. **Shanti Kraai** replied that meters were purchased for Camp Crestview and Menucha, one is a 4” and the other is a 6”. She states that since they are two of our largest water consumers it is vital to have properly working meters at their locations. Shanti Kraai distributed a letter from the auditor regarding the upcoming 2010-2011 audit. **Victor Schmidt** made a motion to approve the financial reports as presented, **Robert Churnside** seconded, passed unanimously.

Managers Report:

Shanti Kraai read the managers report, issued by District Manager James Jans, as follows:

Distribution / Treatment System: The three hydrants discussed at the last meeting have been installed and are capable of flushing 750 to 850 gallons per minute from the Loudon 6” main on the stretch of Loudon Road west of Mannthey, near Mannthey Road and also near the west end of Deverell Road. These hydrants will go a long way in helping the Fire Department fight fires and the District to flush our water mains.

Treatment plant: Filter pond 3 has been cleaned and is now refilling in order to get ready for the summer season. The flows from filter pond 1, 2 & 3 have been re-flushed and have gotten a little better results from last month, 550, 1000 and 750 GPM respectively.

Last week the Health Department stopped by and completed the required Sanitary Survey. James Nusrala from the Drinking Water Program had a couple of questions, but in all went very smoothly. They are asking that we program Excel in order to change to a different data gathering format in figuring contact time (CT). James Nusrala was also very impressed of our accomplishments in the many projects in the distribution field, but suggested stepping up our SOP on the dead end flushing program in the Distribution system. James Nusrala was very excited that Nick passed his grade I WD certificate, the Health Department has stated there is a shortage of certified operators.

On Hurt Road we replaced the old 4” steel main that was heading up the hill for 900 feet to the 6” main near the Cabbage Hill Reservoir and will be tied into the system after we get the BT

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MONTHLY REPORTS – Managers Report (Cont.)

samples back from the lab. The only other section in this area that is still 2” steel is the short street of Marok Road and the portion of main from Ogden to Seidl Roads on Woodard, which is planned for this year’s project. After we complete this year’s projects, all of the mains in the west section of town will be 6” mains and will no longer be using old, outdated 2” leaking steel water lines. The 6” turbo meter is now recording the effluent flows from Cabbage Hill Reservoir and to date we are showing about 9 GPM leaking from the two old mains and the existing water services on the new main. We hope to show a drop after we replace the Marok and Woodard mains this summer. Go to www.123mc.com, type in CWD for the username and password, and you can check out the two reservoirs at Cabbage Hill and Mershon.

Meters: Our Sensus 6” compound meter that has an ECR register for Crestview has been pushed back till early next month. The wrong part was sent for installation and the facility has too many kids later this month.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Gordon Fulks thanked Victor Schmidt for serving on the board as this will be his last meeting as a commissioner. **Robert Colclessner** thanked Victor Schmidt as well, and said congratulations to the other board members that were elected for another term. He said that Robert Churnside and Jeff Hargens will bring knowledge to the board that they have gained from their professions.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Victor Schmidt gave appreciation for the nice words on his behalf.

Robert Gaughan made a motion to adjourn the meeting, **Sonny Boyd** seconded, passed unanimously. Meeting adjourned at 7:11 p.m.