

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
June 21, 2016**

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

Absent Board members: Robert Churnside.

Staff present: James Jans, Shanti Burns, Jeffrey Busto (arrived at 6:37pm).

Audience members present: David Jacob, Malcolm Freund, Roland Beebe, Albert Smith, Lori Krauss, Nicholas Ray (arrived at 6:44pm).

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

APPROVAL OF THE AGENDA

Jack Garrison made a motion to approve the agenda, **Kevin Wilhelm** seconded, passed unanimously.

APPROVAL OF THE MINUTES

May 25, 2016 regular meeting: **Robert Gaughan** made a motion to approve the minutes as written, **Kevin Wilhelm** seconded, passed unanimously.

May 25, 2016 budget meeting: **Jack Garrison** would like the minutes to reflect the increase in the operating contingency and unappropriated ending fund balance. The minutes will be reviewed at the next regular Board meeting.

UNION PACIFIC GRANT

James Jans said he met with the Union Pacific representative and was told the District could use the grant funds for water conservation, including customer rebates for waterline replacements. He distributed sample flyers for Board approval. The Board will need to determine what rebates will be issued for, as well the amounts. **Jeff Hargens** would like more time to review the documentation. This topic will be discussed further at the next regular Board meeting.

WAGE SCALE

Jeff Hargens suggested increasing Jeff Busto's wage due to his supervisory position. **Jack Garrison** made a motion to increase Jeff Busto's wage by \$4 per hour, retroactive to the beginning of James Jans' leave of absence, **Kevin Wilhelm** seconded, passed unanimously. The Board would like to review the wage scale for all employees at the next regular Board meeting. **Jack Garrison** suggested reviewing wages from other Districts with approximately the same population.

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DROUGHT MANAGEMENT

James Jans presented a drought management slideshow. **Jeff Hargens** said the District may have to speak to heavy water users to inform them what time of day they can water during drought conditions.

INSURANCE DEDUCTIBLE

The Board of Commissioners reviewed insurance deductible options. **Jack Garrison** would like to wait until the Bobcat claim is settled before increasing our deductible. **Jeff Hargens** made a motion to increase the property/auto insurance deductible to \$1,000, **Robert Gaughan** seconded, passed unanimously.

UNCOMPLETED PROJECTS

James Jans distributed a list of uncompleted capital outlay projects to the Board. He states all other projects are considered maintenance, such as gate valves. He said the District plans to change the PRV's to stainless steel.

BACKFLOWS NOT INSTALLED

James Jans said there have been fifty one new backflow assembly installations, however there are approximately twenty customers that have not responded after three notices. **Jeff Hargens** instructed the staff to mail certified letters to the customers in question, allowing them 10 days to contact the office. If no contact has been made within the time allowed, a 48 hr. shut off notice will be delivered to the home. **Jack Garrison** would like to include permitting information on the backflow notices, as well as on the website. **Jeff Hargens** suggests helping customers replace their backflow assembly if they incorrectly purchased one containing lead. The District can charge the customer for a lead free backflow assembly, provide the replacement installation labor at no cost to the customer, and allow the customer to return the backflow assembly containing lead to the place of purchase.

BOBCAT RECOVERY

James Jans said the stolen Bobcat was found in Lane County, however since someone has already paid for it off of Craigslist the Sherriff's department is unsure if they will confiscate it. The insurance company said they will issue a check for a new machine if the District prefers. **Jack Garrison** informed James Jans to look at the specifications on a new machine and review the warranty. He said the District will need to purchase a bucket for the new machine. He would like the office to verify that the insurance company concurs with this strategy. **Jack Garrison** made a motion to authorize the District to determine if the Bobcat the District is considering is adequate for the job, make sure the insurance company concurs with the option of them paying

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BOBCAT RECOVERY (Cont.)

for the full insured amount, less the deductible, and authorize payment not to exceed \$5,000 for the difference in price, **Kevin Wilhelm** seconded, passed unanimously.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Jack Garrison** asked what the business relationship with Matton Utility is. **James Jans** said we are billed for time and materials as needed, there is not a contract with the company. **James Jans** explained what work was completed by Matton Utility on North Fork, South Fork, and Hurlburt Road. **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: The crew repaired the cla-val on top of Corbett Hill Road since the brass fitting failed again. Jeff Busto is looking into replacing this with a stainless steel fitting. The new "no lead" brass is brittle and seems to fail at a much faster rate than other material.

The crew has been cutting weeds and checking the pressure transducers at the reservoirs. Jeff Busto has also been completing work orders regarding backflow installations. The crew has been performing maintenance on pressure reducing stations. They will be removing the copper and brass fittings at our PRV stations and installing stainless steel fittings.

Treatment Plant: The hydro generated 2,580 kW hours during the month of May.

Office: There have been fifty one new backflow assemblies installed to date. There are nineteen customers that have not followed through and have already received three notices. The Oregon Health Authority and the District's policy states water service will be terminated if they do not comply. We received \$1,286.65 in online payments and \$2,288.65 in credit card sales for the month of May.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

An anonymous letter was submitted to the Board. No action was taken. **Jack Garrison** said the District needs to notify the public that we are still collecting the filter pond base rate charge even though the project was delayed. He would like to receive the exact date the temporary filter pond charge will end.

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**EXECUTIVE SESSION ORS 192.660(2)(I): TO REVIEW AND EVALUATE THE
EMPLOYMENT-RELATED PERFORMANCE OF THE CHIEF EXECUTIVE
OFFICER OF ANY PUBLIC BODY, A PUBLIC OFFICER, EMPLOYEE OR STAFF
MEMBER WHO DOES NOT REQUEST AN OPEN HEARING**

This discussion was tabled until the next regular Board meeting. **Jack Garrison** would like the Board to receive employee job descriptions.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Jack Garrison said while reviewing the Oregon Environmental Advisory Council website he noticed that the District was registered for a filter pond instruction course and was wondering if it had been canceled. **James Jans** confirmed that it has been cancelled. **Jeff Hargens** would like to receive the cross connection ORS from the Oregon Health Authority. **Shanti Burns** said she will email the Board members the Oregon Health Authority cross connection ORS, as well as the Corbett Water District ordinance.

Jeff Hargens made a motion to adjourn the meeting, **Jack Garrison** seconded, passed unanimously. Meeting adjourned at 8:54 p.m.