

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
July 15, 2014**

Board members present: Jeff Hargens, Sonny Boyd, Robert Churnside.

Absent board members: Robert Gaughan, Kevin Wilhelm.

Staff present: James Jans, Shanti Burns.

Audience members present: Brian Lee, David Jacob, Gordon Fulks, Debbie Churnside, Robert Colclessor (arrived at 6:35 p.m.), Peter Fry (arrived at 6:41 p.m.), Nicholas Ray (arrived at 6:41 p.m.)

Chairman **Jeff Hargens** called the meeting to order at 6:35 p.m.

APPROVAL OF THE AGENDA

Jeff Hargens would like to postpone the executive session since the evaluation forms were not included in the Board packets. He would also like to postpone the election of officers since only three members are present. **Sonny Boyd** made a motion to approve the agenda as amended, **Robert Churnside** seconded, passed unanimously.

APPROVAL OF THE MINUTES

June 17, 2014 Budget hearing: **Jeff Hargens** made a motion to approve the minutes from the budget hearing held on June 17, 2014 as written, **Robert Churnside** seconded, passed unanimously.

June 17, 2014 Regular meeting: **Jeff Hargens** made a motion to approve the minutes of the June 17, 2014 meeting as written, **Robert Churnside** seconded, passed unanimously.

CARD PAYMENT ACCEPTANCE POLICY

Shanti Burns said the District is required to have a credit card acceptance policy in place in order to be PCI compliant. The policy sets procedures in place for how to handle sensitive credit card information. **Jeff Hargens** made a motion to accept the card payment acceptance policy as presented, **Robert Churnside** seconded, passed unanimously.

SOUTH FORK DISCUSSION

James Jans said the boulders have been delivered to South Fork, the surrounding unsafe trees have been cut down, and we are now waiting for the Oregon Department of Fish and Wildlife's approval. **Brian Lee** said the Farmers Screen should be delivered by the end of the week.

Brian Lee states 17 water line segments may need easement agreements. He said the title company charges a fee of \$100 per property to assist with the research. **Sonny Boyd** requested to obtain the maps of the water lines that may need easement agreements. **Brian Lee** gave James Jans a temporary construction access easement agreement, that would allow the District to do repairs in the case of an emergency, that should be signed by the property owners. **Brian Lee**

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SOUTH FORK DISCUSSION (Cont.)

said that if a property owner refuses to sign an easement agreement, the District can either re-route the water line, or file for eminent domain. **Robert Colclessner** suggested reviewing the laws from the date the water line was installed on the customer's property.

Brian Lee distributed an updated project time line for the filter pond replacement project. He suggests putting in concrete walls on part of filter pond 1 while the new pond is built. He said this will allow all three filter ponds to be on line during the construction of the new pond, and will also allow the District to spread the construction process over a longer period of time.

BLANKET COUNTY PERMIT, PETER FRY

Peter Fry said utilities can work on the road right of way without a land use permit, as long as they receive a right of way permit. He distributed a price quote for his services to the members of the Board. He is questioning whether Multnomah County has the right to force the District through a land use process on private property. He said the District can present their Water Master Plan, along with a maintenance plan and an emergency plan, in a hearing with the County to see if the District can receive one blanket permit. **Sonny Boyd** asked Peter Fry if he is a lobbyist. **Peter Fry** said he is a professional planning consultant, and the County has a zoning code that has specific criteria. He said he cannot talk to the Land Use department directly, everything has to be open to the public in front of a judge. **Brian Lee** said the goal is to get the Master Plan approved so the District can stop going to the County to receive a separate permit every time we plan on doing work. **Peter Fry** said there is a process to complete this, which includes sending notices to everyone in the District, and having a hearing in front of a judge. He suggests having a pre-hearing conference with Multnomah County prior to going this route. **Jeff Hargens** said that Lindsay with Multnomah County suggested a pre-hearing conference when they met with her about the permit violations. **Gordon Fulks** asked if the District will need more details than what is currently on our Master Plan. **Jeff Hargens** said hydrant locations will probably need to be included. He would like to attend the pre-hearing conference. **Sonny Boyd** asked if it will widen the road right of way. **Peter Fry** said for instance, you are riding your bike down the right of way, and all of a sudden the right of way goes in by 20' so you're going through private land and you need a land use permit, then you go come out of the private land and come back onto the right of way. What he is trying to do would eliminate the need to get County approval for when you go onto the private land. He said you will still need an easement agreement with the property owner, but it would eliminate the need for a County permit. **James Jans** said on Mershon Road there is a 16' road right of way which allows us to dig. He said our project is 12' within the road right of way, however Lisa from the Land Use department says that since we are in the scenic gorge we need a land use permit, however Alan from the Multnomah County Planning department says that we are in the road right of way so we can dig. **Jeff Hargens** would like to proceed with the pre-hearing conference.

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COST OF LIVING ADJUSTMENT (COLA)

The Social Security Administration issued a 1.5% cost of living increase in 2014. **Gordon Fulks** thinks the wage scales should be reviewed and compared to other water systems of similar size. **Jeff Hargens** made a motion to issue a 1.5% cost of living increase retroactive to July 1, 2014, **Sonny Boyd** seconded, passed unanimously.

WAGE SCALE REVIEW

James Jans said the most recent adopted wage scale was in 2003, and it had 5% increases between steps. He would like to adjust the 2014-2015 wage scale to reflect 5% increases between steps again, and would also like to adjust the District Clerk's wages to be equal to the Utility Worker II wages, as it was on the 2003 wage scale. **Shanti Burns** said that in 2003 different job titles were used, and the District Clerk was on the same wage scale as the Water Treatment Operator. Then in 2005, a new wage scale was being used, reflecting a lower wage, however there was no documentation to support this change. She has reviewed all the resolutions and agendas and cannot find when this change took place. **James Jans** said the current Utility Worker AP tops out after 4 steps on the 2005 wage scale, and he would like to increase this to 5 steps, as reflected on the 2003 wage scale. **Sonny Boyd** would like to review the resolutions prior to approval of a new wage scale.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports:

May 2014 Financial reports: **Sonny Boyd** said there were numerous checks that appeared on the QuickBooks report that did not clear on the bank statement. **Shanti Burns** said these are probably ACH checks, but she will have to verify this tomorrow morning when she has access to the financial software. She said when an ACH is issued, it is printed as a regular check with a check number and signed by both a board member and the manager, however instead of being taken to the bank, it is sent to the bank electronically. The check number will not appear on the bank statement, it will appear as an electronic debit with the memo "ACH origination". She will email the Board members the details of the checks in question the next morning. **Sonny Boyd** made a motion to accept the May 2014 financial reports as presented with the exception of the uncleared checks, **Jeff Hargens** seconded, passed unanimously.

June 2014 Financial reports: **Jeff Hargens** made a motion to accept the June 2014 financial reports as presented with the exception of the uncleared checks, **Robert Churnside** seconded, passed unanimously.

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

Distribution: At Larch Mountain and Loudon Road PRV station, we plan on installing an Oldcastle Precast spring loaded double lid; thus eliminating the unsafe, heavy steel lid that had

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MONTHLY REPORTS - Manager's Report (Cont.)

no hinges. We have prepped for the replacement of the lid by removing the vegetation and have dug footings around the vault in order to place cement to support the new lid.

We installed fire hydrant #81 at the intersection of Clara Smith and Corbett Hill Road. We are waiting for the Multnomah County Planning department to decipher the color and correct permits for a hydrant that will be installed at the corner of E. Historic Columbia River Highway and Knieriem Road, along with one at 2201 Corbett Hill Road. We are working very closely with Phil Dearixion, the Fire Chief from Multnomah County Fire Station #14, in determining the location of each fire hydrant in order to fulfill the ISO requirements.

Budget tracking tentatively for the fiscal year will be: Personnel Services at 85.92%, Material & Services at 87.06%, Capital Outlay at 58.65%, and the General Fund at 52.96%. The management, crew and staff has done a great job.

The flat bed for the F350 is awaiting the wood for the deck. It has been painted and wired with the required lights and will be installed on the old 1985 F350 truck shortly.

Our intern, Isaac, has completed his 120 hours for Clackamas Community College and both Isaac and Matt have received their flagging cards.

Office: The credit card sales were \$2,613.26 for June and the YTD total is \$12,503.61. The online payments were \$69.25 for June and the YTD total is \$1,356.09. For the water billing cycle of April/May 2014, our water sales were \$89,218 and the base rate generated \$28,726.

Treatment plant: We have been monitoring the overflow from the treatment plant and it's always been < .20 mg/L, well below the .40 mg/L action level set by the Department of Environmental Quality (DEQ). We are also following the decision matrix for the disposal of chlorine water per DEQ. Filter pond #1 has been cleaned and is now in its ripping mode. It will be ready for use during the summer season.

Hydro: The power bill from PGE at the treatment plant for June should be zero. We have an excess of power generation, as this year's annual cycle is up to 3,837 kWh. The end of the year's cycle is in March 2015. We shut down the hydro for a couple of days to maintain the levels in the filter pond and clear well in order to supply the needed flows during the heat wave we have experienced the last couple of days. Our reservoirs were taxed very heavily over the last weekend so we made adjustments and were able to maintain the right levels. During next year's budget we might want to plan for a reservoir to replace the one that's been abandoned due to age, size, and safety conditions at the Larch Mountain site.

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PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Malcolm Freund asked if the credit card acceptance policy needs a resolution. **Shanti Burns** informed him that it can be adopted by motion, however she will run this by the Special District's Association of Oregon (SDAO) to confirm.

Shanti Burns said that Nicholas Ray was taking pictures of the Board members and herself earlier in the meeting, and she does not feel comfortable with this. She will check with SDAO to see what the rules are about pictures during a public meeting.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Sonny Boyd states that locate marks must be maintained and visible during the work performed, and if they are no longer visible then the locates need to be redone. **Robert Churnside** said locates can be offset with other markers, such as stakes.

Sonny Boyd said tracer wire must be used during pipe installation projects. **James Jans** said that both gravel and tracer wire has been used on all pipe installation projects since he has worked for the District.

Jeff Hargens made a motion to adjourn the meeting, **Robert Churnside** seconded, passed unanimously. Meeting adjourned at 9:00 p.m.