

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
July 16, 2013**

Board members present: Robert Gaughan, Sonny Boyd, Robert Churnside, Jeff Hargens (arrived at 6:37 p.m.)

Absent board members: Kevin Wilhelm.

Staff present: James Jans, Shanti Burns, Nicholas Ray, Jeff Busto (arrived at 6:37 p.m.)

Audience members present: Robert Colclessor, Gordon Fulks, Brian Lee, David Jacob, Carnetta Boyd, Jennifer Peninger, Patrick Oldright, Linda Ray, Dave Toby, Louis Chartrand (arrived at 6:36 p.m.), Susan Richard (arrived at 6:36 p.m.), Rick Ulmer (arrived at 7:20 p.m.), Phil Dufresne (arrived at 8:15 p.m.)

Vice chairman **Robert Gaughan** called the meeting to order at 6:32 p.m.

APPROVAL OF THE AGENDA

Robert Churnside would like item 4, election of officers, to be changed to item 13a since there are currently only three board members present. He states this item can be postponed until the next board meeting if no other board members arrive. **Sonny Boyd** made a motion to approve the agenda as modified, **Robert Churnside** seconded, passed unanimously.

APPROVAL OF THE MINUTES

June 18, 2013 Budget Hearing: **Sonny Boyd** made a motion to approve the minutes as presented, **Robert Churnside** seconded, passed unanimously.

June 18, 2013 Regular Meeting: **Sonny Boyd** made a motion to approve the minutes as presented, **Robert Churnside** seconded, passed unanimously.

LEAK ADJUSTMENTS

2605-04: This customer's case was viewed as a hardship because the renter moved into a home with a leak and had to repair it themselves even though they are on a limited income. **Robert Gaughan** would like to postpone this adjustment until the September 2013 meeting so there will be enough history after the repair of the leak to determine what the six month average is. This leak adjustment will be included on the September 2013 board meeting agenda.

7875-00: This customer is on a limited income and had a leak that occurred over the course of a year. They did not know that a leak was present because it began at the same time as other family members moved into the home. They realized that a leak was present when the additional family members moved out of the home and the bill remained the same. They promptly hired a leak detection company and paid to have the leak repaired. **Jeff Hargens** would like to postpone this adjustment until the November 2013 meeting so there will be enough history after the repair of the leak to determine what the six month average is. This leak adjustment will be included on the November 2013 board meeting agenda. **Jeff Hargens** said he would not feel comfortable adjusting a full year of water use, however he would consider adjusting the two most recent billing cycles the leak occurred on.

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CUSTOMER APPLICATION AND DEPOSIT: 9540-00

This customer feels that because they had previously owned the property and have lived in the community for so long that they should not have to pay a deposit to start service again. **Jeff Hargens** states that the District cannot make exceptions for people that have been in the community for a long period of time. **Sonny Boyd** said the customer does not want to pay the deposit due to principal, not because of a hardship. **Jeff Hargens** said the policy changed between the time this customer closed his account and the time he requested to begin service again. He explained that the deposit is just a credit towards the customer's account, to be applied to the final bill. **Jeff Hargens** made a motion to follow the District's policies and procedures for the customer with meter number 9540 by not waiving the deposit requirement for a new account, **Robert Churnside** seconded, **Sonny Boyd** abstained. Motion passed.

SOUTH FORK PROPOSAL

Brian Lee from Pace Engineers distributed a proposal of different construction options for the South Fork fish passage to the Board of Commissioners. After discussing each option, **Jeff Hargens** feels that option 1 from the proposal would best suit the district as it allows the dam to stay intact, as dam removal would be expensive. **Brian Lee** said the downside of option 1 is that it could not be used during low flow times. **Sonny Boyd** said option 1 would leave the stream in a more natural state than the other options. **Brian Lee** said that if his proposal is accepted he will begin working with ODFW to see which of the options they will accept. **Sonny Boyd** made a motion to accept Pace Engineers proposal to start the South Fork fish passage design, **Jeff Hargens** seconded, passed unanimously.

COST OF LIVING ADJUSTMENT

The Social Security Administration issued a 1.7% cost of living adjustment for the 2013 year. **Jeff Hargens** feels this increase is a reasonable amount. **Sonny Boyd** made a motion to issue a 1.7% cost of living adjustment for District employees, **Robert Gaughan** seconded, passed unanimously.

RESOLUTION 2013.07.01: TRANSFER OF APPROPRIATIONS

When the budget committee approved the budget, the debt service line item was not included in the budget total. The Tax Supervising and Conservation Commission (TSCC) advised the District to move funds from the capital outlay category, into operating contingency since expenditures cannot increase more than 10% from the approved and adopted budget. They informed us to issue a resolution after the budget year begins, transferring these funds back into the capital outlay category from operating contingency. **Sonny Boyd** states he still does not feel comfortable with the way this has been done. He requested to speak with the TSCC office for further clarification. **Shanti Burns** informed him that she would email him the contact

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RESOLUTION 2013.07.01: TRANSFER OF APPROPRIATIONS - (Cont.)

information for TSCC the next morning. **Sonny Boyd** said he knows that funds have to go back to the correct category so he is not concerned with signing the resolution, he is concerned however about the process taken to fix the debt service calculation error. **Jeff Hargens** read resolution 2013.07.01 aloud. **Sonny Boyd** made a motion to accept the resolution, **Jeff Hargens** seconded, passed unanimously. The resolution was signed by all present members of the board.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Sonny Boyd** inquired as to how many payments were made to Kris Kranzush for the FERC application process. **James Jans** said that we have not issued payments beyond her proposed amount. **Shanti Burns** informed him that she would look into the amount paid, as well as the original bid, and would email the information to him the following morning. **Sonny Boyd** made a motion to approve the financial reports as presented, **Robert Gaughan** seconded, passed unanimously.

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

Distribution: The new main for Evans has been tied over and the 1,620 feet of old pipe has been abandoned. During the Evans project the School District upgraded their old meter to a 3" compound meter for irrigation of the ball field.

We have completed the replacement of 1,262 feet of old 6" steel with 8" C-900 PVC pipe on Hurlburt from Evans to Littlepage. The three ground water leaks that we ran across during the construction have dried up. The fourth was not ground water; this was due to a leak in the old 6" steel main. It has now has been patched and the main will be abandoned when we finish the 8" main replacement project on Littlepage from Loudon to Hurlburt later this summer.

The Oregon Department of Transportation (ODOT) main relocation project was completed without any problems. The 4" main was moved over four feet in order to make room for the new ODOT guard rail post that would have gone right through our PVC water main on E. Historic Columbia River Highway, just west of the Stark Street Bridge.

The ODOT project near the Howling Hills Farm did not go as smoothly. ODOT hit our 2" main causing the flow to be pinched off. We repaired the leak and later this week we will tie in the upper section of about 80 feet of 2" poly pipe that we bypassed around the upper 6 guard rail posts that were in our way.

The other day a contractor hit our service line that was unmarked causing us to repair the old steel line by pulling through a new copper line in its place at 32400 NE Mershon Road.

Office: The office has received \$2,915.95 from Visa and \$924.46 from M/C last month, for a total year to date of \$14,931.78 gross reportable sales in 2013. We also received \$794.20 from scrap metal taken from our triangle lot on E. Historic Columbia River Highway, along with our scrap pile in the back yard and scrap phone wire from the Evans pipe replacement project. I received a certificate from Medic First Aid, and am now an authorized instructor trained in CPR, First Aid and AED.

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MONTHLY REPORTS - Manager's Report - (Cont.)

Treatment Plant: All three filter ponds have been cleaned and are ready for the summer season. Taurus Controls has been working on the RSView32 system and we can now run the Cla-val in the automatic position. Taurus Controls needs to do a little bit more work so we can run the chemical pump 101 and 102 during the automatic process. The new accu-tab unit has been installed along with a pressure transducer for the level indicator at filter pond 3. Filter pond 1 will be ready early next week. These two ponds have never had level indicators in the past, so when filter pond 2 was down for cleaning or repairs we had no idea what the levels were in the other two ponds. We will be working next on flow meters for each of the three ponds.

Hydro & FERC: Nothing new to report.

Gordon Fulks asked if the automatic controls will allow the District to have a better idea of the filter pond levels. **James Jans** said the automatic controls current only control the treatment plant chemicals, not the levels. He said the level transducer at Filter Pond 1 has just been installed, and we plan on installing a level transducer at Filter Pond 2 in the near future.

Gordon Fulks asked what could be done to prevent future sediment events. **James Jans** said that nothing can prevent a sediment event, and the District cannot take more water out of the stream to prevent this.

Sonny Boyd inquired as to a flow meter installed at the Treatment Plant. **James Jans** said that what Sonny Boyd saw at the Treatment Plant was an old propeller meter that is rusted and is no longer in working condition. He said this meter is installed on the original filter pond inlet that has since been abandoned.

Sonny Boyd asked if the concrete square he viewed at the Treatment Plant is used for overflow. **James Jans** said this is not used for overflow, as the District raised the man hole lid for overflow control.

Jeff Hargens asked if the District takes the maximum allowed water consumption from North and South Fork on hot days. **James Jans** confirmed this, stating the District takes 900gpm (the maximum allowed with our water rights from the Oregon Water Resources Department) from North or South Fork when water demand is high.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Gordon Fulks asked if it was necessary to contact all customers to conserve water during the issues with the filter pond. He thought it might be better to only contact the high consumption water users. **Shanti Burns** replied that since it was summer some of the people that were contacted stated they were going to fill up a swimming pool during that time had they not been contacted. **Jeff Hargens** said it was better to err on the side of caution during that situation. He said the District could possibly have different levels of emergencies and contact customers according to the severity of the situation.

Robert Colclessor said the District has done a good job at repairing leaks in the water pipes which can help with the water supply, but he understands that this resource can still run low.

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ELECTED OFFICIALS

Chairman: **Sonny Boyd** made a motion to elect Jeff Hargens as chairman, **Robert Churnside** seconded, passed unanimously.

Vice Chairman: **Sonny Boyd** made a motion to elect Robert Gaughan as vice chairman, **Robert Churnside** seconded, passed unanimously.

Secretary/Treasurer: **Jeff Hargens** made a motion to elect Sonny Boyd as secretary/treasurer, **Robert Gaughan** seconded, passed unanimously.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Robert Churnside asked what work was performed on a Sunday. **James Jans** said a District staff member did not mark our water line properly, and a contractor hit it during a construction project. He said that the employee has been reprimanded accordingly.

Robert Churnside asked if the weeds at the reservoirs were being maintained. **James Jans** said they are growing very quickly this year, but we are trying to keep them under control. **Jeff Hargens** said that the community can see the reservoirs so they should be kept presentable.

Jeff Hargens noticed that Phil Dufresne from Big Bear Market arrived at the meeting, and he would like to discuss account 9540 with him since Phil was not in attendance during the previous discussion about his account. He informed Phil Dufresne that the policy has been set up for a deposit to be paid when an account is opened and that this deposit is applied to the final bill. He states this requirement has nothing to do with Phil personally, and the policies apply to everyone. He said that he recently moved into a new home, at which time he paid the deposit as well. He then said his son purchased his old house, and he also paid a deposit for a new account. He said that the Board members that passed the policy have to go by the same rules as everyone else. He states the deposit is simply a credit that remains on the customer's account until the account is closed, at which time it is either applied to the final bill or refunded to the customer. **Dave Toby** said the District should look at how long the person has resided in the community and review their prior payment history to determine if a deposit is needed. **Robert Churnside** informed him that the Board members are volunteers from the community and they saw the need for this policy to be in place for good reasons. **Phil Dufresne** said that he has lived in the District for over 35 years and the requirement for him to comply with this policy is like saying his money is not good. He said the rules should be based on individual situations. **Sonny Boyd** informed him that multiple people have resided in the community for the same length of time and they have all had to pay this deposit. He said that if we make the exception for him, we would have to make the exception for numerous people in the community. **Dave Toby** said community members are not going to be happy with the Board's decision. **Linda Ray** agrees with his comment. **Sonny Boyd** said the District cannot make exceptions for just one person and if they began doing this they could run into legal issues. He states the District was losing too much money from final bills not being paid, and the Board had to come up with a solution for this loss of income.

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Meeting was adjourned to go into executive session at 8:40 p.m.

EXECUTIVE SESSION

Meeting was reconvened at 9:08 p.m.

No decisions were made in executive session. **Jeff Hargens** made a motion to increase the District Manager's wage by 2% effective July 1, 2013, **Robert Churnside** seconded, passed unanimously.

Jeff Hargens made a motion to adjourn the meeting, **Robert Churnside** seconded, passed unanimously. Meeting adjourned at 9:15 p.m.