

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
July 17, 2012**

Board members present: Jeff Hargens, Robert Gaughan, Robert Churnside, Kevin Wilhelm, Sonny Boyd (arrived at 6:34pm).

Staff present: James Jans, Shanti Kraai.

Audience members present: Dave Mysinger (arrived at 6:33 pm), Gordon Handley (left at 7:01pm).

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

APPROVAL OF THE AGENDA

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

ELECTION OF OFFICERS

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

Vice Chairman: **Jeff Hargens** 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.

APPROVAL OF THE MINUTES

June 19, 2012 Budget Hearing: **Robert Gaughan** made a motion to approve the minutes as written, **Robert Churnside** seconded, passed unanimously.

June 19, 2012 Regular Meeting: **Sonny Boyd** made a motion to approve the minutes as written, **Kevin Wilhelm** seconded, passed unanimously.

LEAK ADJUSTMENTS

3905-01: This customer's case was viewed as a hardship due to the amount of the bill caused by the leak. **Sonny Boyd** made a motion to adjust the January/February 2012 billing cycle to the six month average prior to the leak, 15 units, **Robert Gaughan** seconded, passed unanimously.

5130-00: This customer's case was viewed as a hardship because the customer is on a fixed income. The customer had a leak over a long period of time and did not know the bill was unusually high until they spoke with a neighbor and compared bills. The customer immediately had a plumber replace their entire water line. **Sonny Boyd** made a motion to adjust the November/December 2011 and January/February 2012 billing cycles to 17 units each, **Robert Churnside** seconded, passed unanimously.

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LEAK ADJUSTMENTS - (Cont.)

5495-00: This customer's case was viewed as a hardship due to the amount of the bill caused by the leak. The customer has replaced their entire water line. The leak was present over two billing cycles because they had to work with the phone company's schedule. **Sonny Boyd** made a motion to adjust the January/February and March/April 2012 billing cycles each to the six month average prior to the leak, 35 units, **Robert Churnside** seconded, passed unanimously.

COST OF LIVING ADJUSTMENT (COLA)

James Jans states that a cost of living adjustment has not been issued since 2009. He said the difference between a 2% and 3% COLA would only be \$0.20. **Jeff Hargens** states that he does not have a problem approving the cost of living due to the length of time since the prior COLA increase. **Sonny Boyd** made a motion to issue a 3% cost of living adjustment, **Robert Churnside** seconded, passed unanimously.

INSURANCE CAP REVIEW

James Jans states that it has been five years since the last insurance cap increase. The cap is currently set at \$310 per month for full time employees and pro-rated for part time employees. **Jeff Hargens** states that insurance rates have been rapidly increasing. He feels that a 5% insurance cap increase should be applied. **Robert Gaughan** states that the increase was not projected for in the budget. **Shanti Kraai** replied that she will no longer be on the insurance plan as of August, as she is getting married and will be able to join her husband's plan which was also not projected in the budget. She states that the money saved from this will more than cover the expense of the insurance cap increase. **Jeff Hargens** made a motion to increase the insurance cap by 5%, equaling \$325 per employee per month, **Robert Gaughan** seconded, passed unanimously. A resolution will be brought to the next regular board meeting.

IDENTITY THEFT PROTECTION PROGRAM

Shanti Kraai states that in 2008, it was required to implement an identity theft protection program. This program has not been revised since then, however many changes have occurred. Copies of the updated identity theft protection program were distributed to all the members of the Board. **Sonny Boyd** made a motion to accept the changes to the identity theft protection program, **Kevin Wilhelm** seconded, passed unanimously. The approved copy was then signed by all members of the Board, as well as the District Manager.

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MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Sonny Boyd** inquired about the DPD dispenser purchased. **James Jans** replied that the DPD dispenser is for chlorine testing. **Sonny Boyd** made a motion to accept the financial reports as presented, **Robert Gaughan** seconded, passed unanimously.

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

Distribution: 600 feet of old 6" steel pipe on Hurlburt, east of Evans, has been replaced with 8" C-900 pipe. We are still waiting for the GEC permit for the section 400 feet west of Littlepage, as well as for the Multnomah County Road Permits for the Meyers Lane project. We have received the go ahead from Kevin at Multnomah County Planning to start tomorrow on the Littlepage project. This project is 2,600 feet long. We have received the permit for Hurlburt between Kimbley and Hinkle Roads and the rest of the 8" material will be delivered on July 23rd.

We did a hot tap for the Littlepage project which was a 6" main tapped off of the 10" main on Grange Hall Road. We also tapped and updated from a ¾" to a 1.5" meter along with a 4" fire line service at the Springdale School.

Hydro: We have tested the generator and it has been determined that a capacitor should have been sent from the manufacture. After receiving a capacitor, we will test the generator again. The FREC license should issued by the end of August.

Office: The credit card summary report for June 2012 shows that \$1,613.27 was received from VISA and \$255.33 was received from M/C. For the fiscal YTD we have reported \$27,756.64 in credit card water sales. Our annual CCR report has been printed and mailed. The computer in the front office has been replaced. This was necessary because during the latest water billing the computer would crash each time we downloaded a route. The laptop for the treatment plant off site operation has also been replaced as it was worn out.

Jeff's bypass surgery went well. He is home now and the doctor stated he is doing great.

FERC: We received 6 post cards during the FERC comment period which ended on June 30th, and all have been very positive. The FERC license should be issued sometime in August.

Treatment Plant: When the Oregon Department of Fish and Wildlife came out to look at our new Farmers Screen, they were very impressed. They also stopped by South Fork in order to gather more information on the repairs required by our emergency repair letter from 2003.

Sonny Boyd asked if the filter pond has ripened yet. **James Jans** replied that it has ripened but is not yet online.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

No comments were made.

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EXECUTIVE SESSION: ORS 192.660(2)(i): TO REVIEW AND EVALUATE THE EMPLOYMENT-RELATED PERFORMANCE OF THE DISTRICT MANAGER

District Manager **James Jans** requested to have the executive session open to the public. All audience members stayed for the discussion. **James Jans** states that a 6.1% merit increase was projected in the budget. **Jeff Hargens** said he is aware that the District Manager is not over paid, however with the COLA increase, as well as the health insurance cap increase, he would feel more comfortable issuing a 4% merit increase. He states that COLA will increase his salary by 2% anyways, so in the end he will receive a 6% increase on his wages. **Sonny Boyd** said he feels that a 5% merit increase should be issued, regardless of the cost of living adjustment. **James Jans** states that he is alright with Jeff's idea, however in trade he is asking for 3-5 days to work on his MG in the District's back work area, during which time he will use his vacation pay. He states that he cannot work on the car at his home, has numerous vacation hours and he will still be available to answer questions or the phone if needed. **Sonny Boyd** states that he does not see a problem with using the back area as long as it is not on the District's time. He does not feel that this should affect the merit increase. **Jeff Hargens** does not see a problem with this as long as it is within a week's period of time and it does not set precedence for the rest of the crew. **Robert Churnside** agreed with Jeff's statement. **Sonny Boyd** states that James Jans is worth the increase, and he would be willing to go half way with Jeff Hargens' suggestion and issue a 4.5% merit increase. **Jeff Hargens** pointed out that even though the manager does not earn a large salary compared to managers at other District's, he has received steady yearly wage increases. **Sonny Boyd** made a motion to increase the District Manager's hourly wage by 4.5%, **Robert Gaughan** seconded, passed unanimously.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Jeff Hargens thanked James Jans for all his hard work.

Robert Gaughan made a motion to adjourn the meeting, **Robert Churnside** seconded, passed unanimously. Meeting adjourned at 7:27 p.m.