

**CORBETT WATER DISTRICT
REGULAR BOARD MEETING MINUTES**

July 18, 2017

PRESENT BOARD MEMBERS: Jeff Hargens, Robert Gaughan, Sara Grigsby, Jack Garrison and Kevin Wilhelm

STAFF: District Manager Jeff Busto, District Clerk Candy Sutton, Assistant District Clerk Lynda Ronell

AUDIENCE MEMBERS: David Jacobs of Hydra Engineering, Gordon Fulks, Bob Colclessor and Gail Griffith

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

OATH OF OFFICE (newly elected Board members)

President Hargens administered the Oath of Office to newly elected Board members Robert Gaughan and Sara Grigsby. Upon finishing the oath they were both welcomed with a round of applause.

DISCUSSION OF CHART OF ACCOUNTS ALIGNMENT WITH BUDGET

Community member Gail Griffith suggested to the Board that the Water District's chart of accounts in Quickbooks should line up with the line items in the Budget. Gail presented sample information from the local Fire District. The Board reviewed the information. Gail spoke with a bookkeeper who does books for several other special districts she said that all of her Districts accounting line items match up with the budget line items. Some of her Districts have many employees and bill for ambulance service so they are comparable to the Water District. Discussion of coding of bills and purchase orders. Sara Grigsby asked how the Water District would move to this type of system so our reports would match up with the Budget. President Hargens answered that the Auditor would probably need to be on board and come up with a program that would work. Jack Garrison said the actuals are tied to the budget line items right now. It all depends on coding. Jeff Hargens said he thought the system presented is very clear and the Water District system is not clear. Short discussion. Jeff Hargens made a motion the District Clerk contact the Auditor and work with the 2017 -2018 District Treasurer and come up with a plan that aligns with this type of system and come back to the next meeting. Sara Grigsby seconded, all were in favor, motion carried. (5 yes votes: J.Hargens, R.Gaughan, S.Grigsby, J. Garrison and K. Wilhelm 0 no votes)

ELECTION OF OFFICERS

President Hargens addressed the Board stating that Jack Garrison sent out an email related to ORS Chapter 264 that states our officers should be a President, Secretary and Treasurer rather than a Chairman, Vice-Chairman and Secretary/Treasurer. If the president does not attend a meeting then the Board decides at the time who will fill in. Jack Garrison said eventually we will need to develop responsibility statements for the positions. President Hargens opened nominations for President 2017-2018. Jack Garrison nominated Bob Gaughan and Sara Grigsby and Kevin Wilhelm both nominated Jeff Hargens. Jeff Hargens said he told the Board he wouldn't run for President again but he would like District Manager Jeff Busto's opinion. Jeff Busto said with the number of changes in the Board and the staff he would like to see Jeff Hargens remain as President. He said he thought it would not be in the best interest of the District for another change he would like to see Jeff Hargens remain President. Jeff Hargens

**CORBETT WATER DISTRICT
REGULAR BOARD MEETING MINUTES**

July 18, 2017

said he would accept the nomination for the District. He called for the vote by raised hand for Bob Gaughan as President. Bob Gaughan and Jack Garrison voted in favor of Bob Gaughan. Jeff Hargens called for the vote by raised hand for Jeff Hargens as President. Sara Grigsby, Kevin Wilhelm and Jeff Hargens voted for Jeff Hargens. Jeff Hargens was elected President of the Board for 2017-2018.

President Hargens opened nominations for Secretary. Jeff Hargens nominated Bob Gaughan as Secretary. Bob Gaughan accepted the nomination . Jeff Hargens nominated Sara Grigsby Secretary. Sara Grigsby declined the nomination. President Hargens called for those in favor of Bob Gaughan as Secretary. All Board members were in favor, Bob Gaughan elected unanimously. Discussion of duties and responsibilities of the Secretary and the need to establish those duties.

President Hargens nominated Jack Garrison as Treasurer. Jack Garrison declined the nomination stating that as he had advocated for two years that we have rotational policy of Officers. He said he would help anyone who did take on the position. President Hargens nominated Sara Grigsby as Treasurer. There were no other nominations. Sara Grigsby was elected unanimously.

APPROVAL OF THE AGENDA

Bob Gaughan made a motion to approve the Agenda as it was revised yesterday. Kevin Wilhelm seconded, all were in favor, motion carried. 5 yes votes: J.Hargens, R.Gaughan, S.Grigsby, J. Garrison and K.Wilhelm 0 no votes)

APPROVAL OF THE MINUTES

Budget Hearing June 20, 2017 and Regular Meeting June 20, 2017

The Board discussed both sets of minutes. Comments were made that both first and last names should be included for everyone attending the meeting. Jack Garrison noted that in Audience Comments in the Budget meeting it was David not Jack who responded to Robert Colclessor about the Master Plan. Jack Garrison recommended that there were many changes needed and it would be better if the Board reviewed these minutes after the changes next month. President Hargens said that when an approval of an Agenda or minutes is made the motion should include if it was approved with changes and be more specific. Jack Garrison noted that in the "Lowe's" section of the Regular Meeting the Board did decide not to pursue the grant. Changes discussed will be made and the minutes will be brought back to the Board next month.

Discussion about when the information would be available for what other Districts do in relation to variable rates. Lynda Ronell explained that with billings and backflow work the report is not ready but should be by next month. Jack Garrison asked if there would be information available next month to discuss the overdue accounts. Jeff Busto said it should be available then.

**CORBETT WATER DISTRICT
REGULAR BOARD MEETING MINUTES**

July 18, 2017

Short discussion that Jack Garrison will need to be removed as a signer and Sara Grigsby added to sign checks in the checking account.

LEAK ADJUSTMENT

Account 1230-00

Customer was not present. Per the paperwork the leak has been fixed. Assistant Clerk Lynda Ronell said it took some time to fix the leak because she didn't have the funds. The leak has been fixed. Jeff Hargens made a motion to adjust account number 1230-00 December 2016 billing down from 36 units to 3 units. Kevin Wilhelm seconded, all were in favor, motion carried. (5 yes votes: J.Hargens, R.Gaughan, S.Grigsby, J.Garrison and K.Wilhelm 0 no votes)

Account 2500-00

Customer was not present. Jeff Busto reported they have a 4" and 6" line. The 4" meter is at the street. It had a split at the street. This was at Menucha so this leaked for over a month because they had to wait until the Camp was empty to complete a repair. It did leak for over a month after the initial leak. President Hargens said he would like to find out what Menucha is asking for since their usage has such a wide range of usage. Jeff Busto will contact the Camp and discuss it. This adjustment was tabled until next month.

AUDIT ENGAGEMENT LETTER

Jack Garrison made a motion to accept the letter of engagement from Richard Winkle CPA for auditing services as presented to the Board. Bob Gaughan seconded, all were in favor, motion carried. (5 yes votes: J.Hargens, R.Gaughan, S.Grigsby, J.Garrison and K.Wilhelm 0 no votes)
President Hargens and Manager Busto signed the letter.

MONTHLY REPORTS

A. Treasurer Financial report

Jack Garrison reported that April and May reports are complete, but the final closeout for June is not done yet. Jack Garrison made a motion the Board accept the financial reports for 2017 April and May. Bob Gaughan seconded, all in favor, motion carried. (5 yes votes: J.Hargens, R.Gaughan, S.Grigsby, J.Garrison and K.Wilhelm 0 no votes)

B. District Managers Report

District Manager Jeff Busto went through his report for July.

My apologies for being absent last meeting. I am having medical issues with a prescription that makes me very sick at times.

- Oregon State unemployment division currently has no claims filed against the district.
- Drew Forbes has completed his internship with the district. He has secured employment with a large municipality.
- The meter replacement study is off to a slow start. Staffing issues have slowed progress across all aspects of our daily duties and projects. The field crew has been very busy during the warm weather. Production and delivery of a high quality product to our customers, always takes top priority.

**CORBETT WATER DISTRICT
REGULAR BOARD MEETING MINUTES**

July 18, 2017

-
- Peak water usage has increased by approximately 20% over last year, during the summer months. We are producing and delivering over one million gallons per day, during high usage days. The district is in desperate need of additional storage.
 - Filter pond #1 is working flawlessly since it was deep cleaned. It has been consistently producing 4 times the water production compared to before the repairs were completed. Quantitative testing shows proof of function. It is performing at the highest level of industry standards.
 - The district is in the process of securing one part time, and one full time utility worker. The current job market is very short of qualified applicants, who are willing to work for the wage and benefit package we can offer. Larger utilities are paying six to eight dollars more an hour to start, with an excellent benefit packages. They are unable to fill vacancies as well. I'm confident we will find the right person given time.

The Board discussed the need for additional water storage. Jeff Busto said if we could put another reservoir up at the treatment plant or in that area that would work for us well, or at the abandoned Reservoir 1 which is next to Reservoir 4. We may run up against some problems with the Gorge commission for height of the building. Jeff Hargens suggested we might be able to call it a remodel. Jeff Busto said we are not in compliance with Oregon State Health Division says we need for storage. David said that the industry standard is you will have three normal days of usage stored and right now the District has one day. If you do not have the storage than you need a larger source. The District source is maxed out. Jeff Busto said the other option is looking at putting in a well. Jeff Hargens commented maybe we would need both. The usage is going up continuously. Discussion of conservation.

7:50 Kevin Wilhelm left the meeting.

PUBLIC COMMENTS

Malcolm Freund complimented the District Manager and Staff on the newsletter and annual report.

DISTRICT MANAGER'S REVIEW

Tabled until next month.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

No comments.

Jeff Hargens made a motion to adjourn the meeting at 8:00 p.m. Bob Gaughan seconded, all were in favor, motion carried. (4yes votes: J.Hargens, R.Gaughan, S.Grigsby and J.Garrison 0 no votes)