

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
July 19, 2011**

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

Staff present: James Jans, Shanti Kraai.

Audience members present: Brian Lee, Malcolm Freund, Gordon Fulks, Pat Jeung, Chris Moss.

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

SWEAR IN COMMISSIONERS

Jeff Hargens read as follows: I, Jeff Hargens, of Corbett, Oregon, a duly elected Commissioner of the Corbett Water District, do solemnly swear that I will support the Constitution of the State of Oregon, and the laws thereof and perform the duties as a Commissioner of Corbett Water District honestly, fairly, and to do the best of my ability, so help me God.

Sonny Boyd read as follows: I, Sonny Boyd, of Corbett, Oregon, a duly elected Commissioner of the Corbett Water District, do solemnly swear that I will support the Constitution of the State of Oregon, and the laws thereof and perform the duties as a Commissioner of Corbett Water District honestly, fairly, and to do the best of my ability, so help me God.

Kevin Wilhelm read as follows: I, Kevin Wilhelm, of Corbett, Oregon, a duly elected Commissioner of the Corbett Water District, do solemnly swear that I will support the Constitution of the State of Oregon, and the laws thereof and perform the duties as a Commissioner of Corbett Water District honestly, fairly, and to do the best of my ability, so help me God.

All statements were signed by the elected board members and given to the District Clerk.

ELECTION OF OFFICERS

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: **Robert Gaughan** made a motion to elect Sonny Boyd as secretary / treasurer, **Kevin Wilhelm** seconded, passed unanimously.

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APPROVAL OF THE AGENDA

Shanti Kraai states item 10 was an old topic discussed at the previous meeting. She requested this item be replaced with a discussion on a Deverell Road easement agreement. **Robert Churnside** made a motion to approve the agenda as modified, **Sonny Boyd** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Sonny Boyd states that the word “is” should read “it” during the reading of resolution 2011.06.01. **Sonny Boyd** made a motion to approve the budget hearing minutes of June 21, 2011 as modified, **Robert Gaughan** seconded, passed unanimously.

Robert Gaughan made a motion to approve the minutes of the June 21, 2011 regular meeting as presented, **Sonny Boyd** seconded, passed unanimously.

LEAK ADJUSTMENTS

2525-01: This case was viewed as a hardship due to the extensive repairs required to fix the leak. **Sonny Boyd** made a motion to adjust the November/December 2010 and January/February 2011 billing cycles to 14 units each, **Robert Gaughan** seconded, passed unanimously.

2535-00: This case was viewed as a hardship due to the amount of water used during the leak, as well as the extensive repairs required to fix the leak. **Sonny Boyd** made a motion to adjust the September/October 2010, November/December 2010, and January/February 2011 billing cycles to 21 units each, **Robert Churnside** seconded, passed unanimously.

4065-00: This customer’s leak has occurred over a long period of time, therefore the board of directors requested to have this leak adjustment tabled for two more billing cycles so they can review the customer’s average water use after the repair of the leak.

VIEW POINT INN

There are currently two owners of the View Point Inn. One of the owners has filed for chapter 7 bankruptcy; the other owner has filed for chapter 11 bankruptcy, which is now being converted to chapter 7. The total owed to date on all of the owner’s properties for water service is \$792.85. It is estimated that over \$1,000 will be owed by the end of the month. On top of this, the View Point Inn recently had a fire which destroyed the roof and kitchen. It is assumed that the business will not be operational for some time. The staff asked for direction from the board on what to do in order to collect the balances on these accounts. **Sonny Boyd** states that he has heard that the chapter 11 bankruptcy being converted to chapter 7 was mandatory due to not having insurance on the building during the time the chapter 11 bankruptcy was in progress. **Jeff Hargens** instructed the staff to send the standard notices for nonpayment, and if payment is not received after the shut off notice, the staff may turn off and lock the meter. The water bill must be paid in full before water service can be restored.

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July 19, 2011**

TREATMENT PLANT / FILTER POND 1 OR 3

Brian Lee from Pace Engineers states that with the recent test of the filter pond flows, it has been determined that we can take a filter pond off line and still have enough flow to meet summer demands. He recommends replacing filter pond 1 first because it currently has the lowest flow. James Jans has been working on the controls inside of the plant so it will be able to run in automatic mode. Pace Engineers is currently trying to determine what pipe modifications will be needed for the installation of the hydro, and will see if they can include these modifications with the plant upgrade. **Jeff Hargens** states the filter ponds are still functioning well, but are slowly deteriorating. He states the District still has time to plan for the filter pond repairs. He said that the filter ponds should get tested every year to provide flow data history. He states that when the filter pond project goes out for bid, it should be advertised as a concrete package. **Brian Lee** states that they have learned to have a high water level in order for the filter pond to ripen quicker. **Jeff Hargens** states that the filter ponds will not ripen in winter due to the cold weather. He informed Brian Lee to provide the board with proposals for the replacement of filter pond 1 and 3. He states that when we receive the design for either filter pond 1 or 3, we can simply flip the design over to replace the other filter pond. **Brian Lee** states that filter pond 3 produces 700 GPM, which is higher than it was originally designed for. He states that this is a red flag, and he would like to investigate this issue. **Jeff Hargens** requested that filter pond 3 be retested. He would then like to proceed with proposals for engineering and construction costs. He states the District may want to replace filter pond 3 first since it has a smaller foot print. If a filter pond is taken off line during the peak demand months, filter pond 1 will be able to produce a larger quantity of water, which may be needed if only two ponds are operational during the construction process.

NORTH FORK INTAKE SCREEN

James Jans states that the Oregon Department of Fish and Wildlife (ODFW) will issue the District a \$20,000 grant to install an intake screen at North Fork to allow fish passage up the creek. The total cost for the intake screen prior to the grant is \$56,174. The representative from ODFW requested a letter to provide to their board of directors stating we will accept the grant. **Sonny Boyd** made a motion to authorize the District Manager to proceed with the North Fork fish screen project upon approval of the \$20,000 grant, **Robert Gaughan** seconded, passed unanimously. **Brian Lee** would like approval from the board to issue James Jans the survey data and engineering designs for this project. Les Perkins from the ODFW will provide the engineering for the screen itself, but Brian Lee states they will probably need engineering data regarding exact dimensions of the North Fork intake channel. **Jeff Hargens** instructed James Jans to contact the ODFW to find out what information they will need, then authorized him to request this information from Pace Engineers if needed.

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July 19, 2011**

EASEMENT AGREEMENT

James Jans has been speaking with David Olcott's attorney at Gresham Law regarding the easement agreement at 43120 SE Deverell Rd. The attorney issued a quote of \$500 to \$700 to work with the District and David Olcott in writing an easement agreement for parties approval. **James Jans** feels this price is reasonable. **Sonny Boyd** made a motion to authorize James Jans to proceed with Gresham Law in the assistance of writing an easement agreement, **Robert Gaughan** seconded, passed unanimously.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Sonny Boyd** questioned why the child support payment increased from the prior month. **Shanti Kraai** replied that the increase is due to an employee who now has multiple child support cases. This amount is deducted from the employee's paycheck, at which time we transfer the funds to the child support department. **Sonny Boyd** questioned what was purchased from Amazon.com. **Shanti Kraai** states that toner was purchased through Amazon, saving the District \$250 if it was ordered from the usual office supply vendor. **Sonny Boyd** asked why a purchase was made at a Home Depot located in The Dalles. **James Jans** said that he was in The Dalles Home Depot over the weekend and made a purchase for the District on his own time.

Managers Report: District Manager **James Jans** read as follows:

Our CCR report was mailed out to all of our water customers along with the water bills for a total of \$81,739.05, down 5.6% from the same time last year in water sales generated by May/June usage.

The 6" meter at Crestview has been upgraded to a 6" turbo meter; it now can be read using an ECR register. The old meter will be rebuilt and installed on the distribution line at Larch Mtn. and Loudon Road in order to record the usage heading towards the south part of the community.

We have installed the bypass that was designed by Pace Engineers back in 2004 but was never installed for Reservoir 1 and 4. We can now isolate the 8" main near Reservoir 1 and cap the pipe so we can complete the process of abandoning the Reservoir. We have tapped the inlet main for the Schmidt's service and should be able to adjust the inlet pressure so we can provide the minimum 20 PSI required by the Health Department. This project will also remove the entire 5" pipe that is restricting the flow to Reservoir 4.

On July 14 at 7:00am , we had a major water main break near the Grange Hall on our 10" main. This affected everyone from the Grange down towards the Mershon Reservoir. Following the Best Management Practices (BMP) we issued a Boil Order per the Department of Health, repaired the main, flushed and followed up with a BT sample. The main was repaired and back in service by approximately 10:15am.

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July 19, 2011**

MONTHLY REPORTS – Managers Report (Cont.)

We have a report from Cabbage Hill Reservoir which shows the daily and hourly usage which can be seen by any of our customers. All they have to do is check out the web site: 123mc.com, enter CWD for the user name and password, click on the icon for Cabbage Hill and they can see the level of the water that is inside that reservoir. They can also click on “data” on the left side of the page, then click “flow data”, then click the blue chart icon in the center of the page and they can see the daily or hourly usage for their neighborhood.

The District entered the Dump truck in the Fourth of July Parade and a great time was had by all.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Gordon Fulks inquired if the pressure issue with Chris Winters was ever taken care of. **James Jans** said that we are providing 110 pounds of pressure at his residence, well over the minimum of 20 pounds required by the State. He states that he even informed Chris Winters to install a pressure reducing valve (PRV) to reduce the pressure at his property. Chris Winters decided to tie over to his 1” line, and stop using the ¾” line. **Gordon Fulks** asked how much water was used during the View Point Inn fire. **James Jans** said that it did not require much water use. He states he was monitoring the reservoir levels, and during the time the fire was being put out there was not even a ripple on the monitoring screen. **Sonny Boyd** told James Jans that he has done a great job with the Schmidt’s residence. He said he has viewed the property and could not believe how much water was being wasted from Reservoir 4 prior to the recent repairs. **Gordon Fulks** asked how much revenue was lost from the water overflow on Reservoir 4. **James Jans** states that the overflow was thousands of gallons per hour, 24 hours a day before the cla-val was installed. The water overflow on Reservoir 4 was treated water; therefore we had already paid for the cost of the chemicals in the water. He states he currently monitors the levels of water in the reservoirs and it is estimated when the water consumption may be low, mostly due to rain. At this time, he will lower the reservoir level by adjusting the throttle going into the filter ponds accordingly. The surplus meters from the Treatment Plant will need to be rebuilt before they can be installed at the reservoirs. This will give the District a better picture of how much water we consume at each reservoir location.

Jeff Hargens adjourned the meeting to go into executive session at 8:14 p.m.

**EXECUTIVE SESSION: ORS 192.660: TO REVIEW AND EVALUATE THE
EMPLOYMENT-RELATED PERFORMANCE OF THE DISTRICT MANAGER**

No decision was made in executive session.

Meeting reconvened at 8:29 p.m.

Jeff Hargens made a motion to increase the District Manager’s hourly wage by 5%, **Robert Gaughan** seconded, passed unanimously. **Sonny Boyd** declared that James Jans has earned his pay. He states it shows with the customers, the members of the board, and the water system. He said the water system is running at a performance it’s never been at before.

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UNFINISHED ITEMS FOR BOARD CONSIDERATION

Shanti Kraai states there is an upcoming Special Districts Association of Oregon seminar that would be very beneficial for new board members to attend. She states that the instructor, Eileen Eakins, is very knowledgeable and she attends a class taught by her almost every year. She states that if any of the board members would like to attend the seminar they can inform her and she will take care of the registration. **Jeff Hargens** welcomed Kevin Wilhelm to the board. **Robert Gaughan** states that we are glad to have Kevin Wilhelm here.

Robert Gaughan made a motion to adjourn the meeting, **Kevin Wilhelm** seconded, passed unanimously. Meeting adjourned at 8:40 p.m.