

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
July 19, 2016**

Board members present: Jeff Hargens, Robert Gaughan, Jack Garrison, Robert Churnside, Kevin Wilhelm.

Staff present: Shanti Burns, Jeffrey Busto.

Audience members present: Gordon Fulks, Robert Colclessor, Malcolm Freund, Roland Beebe, David Jacob, Marianne Pietras, Nathan Clark, Lori Stegmann, Nicholas Ray, Paul Peek, Jeff Grover (arrived at 6:50pm), Joseph Gorciak (arrived at 7:23pm).

Chairman **Jeff Hargens** called the meeting to order at 6:34 p.m.

ELECTION OF OFFICERS

Chairman: **Robert Churnside** nominated Jeff Hargens, **Kevin Wilhelm** seconded, passed unanimously. **Jeff Hargens** said he will accept the nomination and will remain chairman for one year in order to help the staff during these trying times. He states it will be his last year as chairman, and feels the Board should consider a rotating system.

Vice Chairman: **Jeff Hargens** nominated Robert Gaughan, **Robert Churnside** seconded, passed unanimously.

Secretary/Treasurer: **Robert Churnside** nominated Jack Garrison, **Kevin Wilhelm** seconded, passed unanimously.

APPROVAL OF THE AGENDA

Jeff Hargens would like to remove the Water Master from the agenda, and add executive session ORS 192.660(2)(b). **Jack Garrison** made a motion to approve the agenda as modified, **Robert Churnside** seconded, passed unanimously.

APPROVAL OF THE MINUTES

May 25, 2016 budget meeting: **Jack Garrison** would like to change the statement from Craig Gibbons that said “*he is also concerned that budget committee members are discussing the budget outside of the public meetings. Even without a quorum, this is not allowed.*” to read as “*He informed the budget committee members that discussions are not allowed to take place outside of public meetings, even without a quorum.*” **Robert Gaughan** made a motion to approve the minutes as modified, **Jack Garrison** seconded, passed unanimously.

June 21, 2016 budget hearing: **Jack Garrison** made a motion to approve the minutes as written, **Robert Gaughan** seconded, passed unanimously.

June 21, 2016 regular meeting: **Robert Gaughan** made a motion to approve the minutes as written, **Robert Churnside** seconded, passed unanimously.

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LEAK ADJUSTMENTS

1225-00: This customer's waterline broke during the failure of the Corbett Water District PRV station. **Jeff Hargens** made a motion to adjust the May/June 2016 billing cycle to the six month average prior to the leak, 6 units, upon the installation of a PRV at the customer's meter, **Robert Churnside** seconded, passed unanimously.

UNION PACIFIC GRANT

Jack Garrison made a motion to allow a rebate of \$50 per low flush toilet installed, maximum of 2 per home, with proof of recycling the prior toilet, **Kevin Wilhelm** seconded, passed unanimously. **Marianne Pietras** said if the toilet rebate program is a success, Lowe's offers additional grants we can apply for. **Shanti Burns** suggested using the phone tree to notify customers of the rebate program. The District can discuss other water conservation rebates in January 2017 if the toilet rebate program is not being utilized by very many customers.

AUDIT ENGAGEMENT LETTER

Jack Garrison verified with the District Clerk that the audit engagement letter is only a one year contract. **Jeff Hargens** signed the engagement letter, and instructed Shanti Burns to sign under the management line as she has been the employee managing the audit process.

COST OF LIVING

According to resolution 2000.02a, Corbett Water District should use the Portland consumer price index (CPI), however in the last couple of years the District has used social security as the cost of living model. **Jack Garrison** would like the District to further discuss which option to use for cost of living prior to the next budget year. **Jack Garrison** made a motion to issue a 1.1% cost of living increase, using the Portland CPI as guidance, retroactive to July 1, 2016, **Kevin Wilhelm** seconded, passed unanimously.

WAGE SCALE

Utility AP: Steven Smith has received a water distribution I certification. **Jack Garrison** made a motion to move Steven Smith to Utility I, step 2, retroactive to the certification date, **Robert Gaughan** seconded, passed unanimously.

Utility I: **Jeff Hargens** made a motion to move Hans Rathjen to Utility II, step 4, as of July 1, 2016, **Robert Gaughan** seconded, passed unanimously.

Assistant Clerk: **Jeff Hargens** made a motion to approve a 3.75% increase for Lynda Ronell per the District Manager's recommendation, **Robert Churnside** seconded, passed unanimously.

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WAGE SCALE (Cont.)

District Clerk: **Jeff Hargens** made a motion to approve a 3.5% increase for Shanti Burns per the District Manager's recommendation, increasing the scale for the District Clerk, step 5, **Kevin Wilhelm** seconded, passed unanimously.

Jack Garrison states Hans Rathjen no longer receives a \$15 monthly cell phone reimbursement check. He feels this employee should be reimbursed since he carries the emergency pager and received a new phone that provides greater reception coverage. **Jack Garrison** made a motion to reimburse Hans Rathjen \$15 per month for cell phone use, retroactive to January 2016, **Kevin Wilhelm** seconded, passed unanimously.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Jack Garrison** questioned the flagging books purchased. **Shanti Burns** said the District Manager conducted a flagging class for other water districts. She is unsure of where the class was held, and was instructed to invoice the attendees. **Jack Garrison** would like to receive a copy of the invoice to be sent. **Jack Garrison** questioned the laptop purchased. **Jeff Busto** said the laptop is for his use, and a waterproof case was also purchased. **Jack Garrison** inquired about the highway encroachment bond. **Shanti Burns** states they are annual blanket bonds for when work is performed on State and County roads. **Jack Garrison** made a motion to approve the financial reports as presented, **Robert Gaughan** seconded, passed unanimously.

Manager's Report: **Jeff Busto** informed the Board that the first two people that contacted the District after incorrectly installing backflow assemblies that contain lead received free replacements. **Shanti Burns** clarified that since the District did not have policies in place during this situation, management decided to install lead free backflow assemblies at the customer's homes at no charge, and took their backflow assemblies to use in the water conservation garden to be installed in front of the District office. The District immediately contacted Home Depot where the customer's purchased the lead assemblies and informed them to label the backflow assemblies being sold. It was thought that the problem would not occur again, however when more backflow assemblies containing lead were purchased from Home Depot the Board was notified and instructed the staff to sell customer's a lead free assembly, perform the replacement installation at no charge, and instruct the customer's to return the backflow assembly to the place of purchase. The issue is that the first two customers are telling other community members that they received free replacement lead free backflow assemblies. **Kevin Wilhelm** instructed the office staff to return the two backflow assemblies in question to Home Depot for a gift card. **Shanti Burns** will contact the customer's in reference to inform them of what will happen.

Jeff Busto said the water levels at North Fork are at moderate levels, and there have not been any turbidity events.

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PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Gordon Fulks inquired about lead in the water. **Shanti Burns** informed him that the District tests for lead at multiple customer's homes every three years. We have not had a lead sample above the limits within the last nine years. She said the District has a corrosion control program in place to limit lead from pipes leaching into the water.

Lori Stegmann introduced herself. She is currently a Gresham City Councilor, and is running for Multnomah County Commissioner.

Malcolm Freund said a customer received a notice to install a backflow assembly due to a threaded hose bib in the basement. **Shanti Burns** informed him that customers with utility sinks are required to have an anti siphon hose bib adapter, which the District provides at no cost. She said the customer in question should contact the District office so we can perform an onsite inspection and determine if any potential cross connections exist. If no potential cross connections are present, they will not be required to install a backflow assembly.

Joe Gorciak said there are inconsistencies between the Oregon Health Authority (OHA) OAR and the District's cross connection control program ordinance. **Shanti Burns** informed him that the District is required to follow the OHA OAR as a minimum, however water purveyors can enforce stricter rules that are stated in their ordinance. **Joe Gorciak** inquired about the requirement for a backflow assembly due to a non plumbed hot tub. **Shanti Burns** informed him that a hose can still enter a non plumbed hot tub, for instance while the hot tub is being filled with water, at which time back siphonage can occur if there is loss of pressure at the water main. She said if chemicals are present in the hot tub at the time of back siphonage it would be a health hazard to the community, therefore the District requires a backflow assembly to be present. She said if the customer does not have any other potential cross connections, they would be able to install an air gap instead of a backflow assembly.

Nicholas Ray states he is satisfied with how the Board of Commissioners is operating, and is glad to see Jeff Busto in his current position.

Malcolm Freund questioned why the office was closed from 11:30am to 1:30pm on July 18, 2016. **Shanti Burns** said she was instructed by management to hold an offsite lunch meeting. She explained that she could not refuse management, if the manager felt like a meeting was necessary to discuss business operations she had to oblige. She said this was an unusual circumstance and the office usually does not close for more than half an hour for lunch.

Meeting adjourned to go into executive session at 8:46 p.m.

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EXECUTIVE SESSION ORS 192.660(2)(b): TO CONSIDER THE DISMISSAL OR DISCIPLINING OF, OR TO HEAR COMPLAINTS OR CHARGES BROUGHT AGAINST, A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL AGENT WHO DOES NOT REQUEST AN OPEN HEARING

Meeting reconvened at 9:00 p.m.

No decisions were made in executive session.

Jack Garrison made a motion to authorize Jeff Hargens to seek legal counsel regarding James Jans' response letter, **Robert Churnside** seconded, passed unanimously.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Shanti Burns said a customer that incorrectly purchased a backflow assembly containing lead had to pay for two backflow tests; the first on the assembly containing lead, and another test on the lead free assembly after the District installed it. **Jeff Hargens** said the District already provided the customer a service and does not think a credit is necessary.

Shanti Burns questioned making Jeff Busto a temporary check signer in the manger's leave of absence. **Jeff Hargens** would like to keep the assigned check signers for now, however this may change in the future.

Jeff Hargens made a motion to adjourn the meeting, **Robert Churnside** seconded, passed unanimously. Meeting adjourned at 9:06 p.m.