

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
July 21, 2015**

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

Staff present: James Jans, Shanti Burns.

Audience members present: Brian Lee, Robert Colclessor, Malcolm Freund, Gordon Fulks, Oliver Burns, Marianne Pietras, Larry Garrison, Chandra Garrison.

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.

OATH OF OFFICE

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 the best of my ability.

Jack Garrison read as follows: I, Jack Garrison, 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 the best of my ability.

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 the best of my ability.

The oaths were recorded and notarized.

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ELECTION OF OFFICERS

Jack Garrison thinks the officer positions should occasionally be rotated.

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

Vice Chairman: **Jeff Hargens** made a motion to elect Robert Churnside as vice chairman, however **Robert Churnside** declined this nomination.

Robert Churnside made a motion to elect Robert Gaughan as vice chairman, **Kevin Wilhelm** seconded, passed unanimously.

Secretary/Treasurer: **Robert Gaughan** made a motion to elect Jack Garrison as secretary/treasurer, **Kevin Wilhelm** seconded, passed unanimously.

Jeff Hargens said it would be fine to rotate officer positions in the future and will be open for discussion.

APPROVAL OF THE MINUTES

June 16, 2015 budget hearing: **Jack Garrison** made a motion to approve the minutes as written, **Robert Churnside** seconded, passed unanimously.

June 16, 2015 regular meeting: **Jack Garrison** made a motion to approve the minutes as written, **Kevin Wilhelm** seconded, passed unanimously.

COST OF LIVING ADJUSTMENT (COLA)

Jeff Hargens made a motion to issue a cost of living increase of 1.7% as of July 1st, 2015, **Kevin Wilhelm** seconded, passed unanimously.

MULTNOMAH COUNTY CHIEF OF STAFF, ERIC ZIMMERMAN

James Jans attended a meeting with Eric Zimmerman, the chief of staff for Multnomah County representative Diane McKeel. During the meeting Eric Zimmerman informed James Jans there was nothing he could do about the 150 day wait time with the Multnomah County planning department, however he can step in if it goes any longer than that. **James Jans** said he also has a meeting with Adam Barber, the head of the Multnomah County planning department, during which time he will discuss the various issues we have been encountering. **Jeff Hargens** said he would like to attend this meeting.

James Jans distributed a sample easement agreement form. He would like the Board to review it and discuss it further at the next regular Board meeting. **Brian Lee** said Pace Engineers already provided the District with a temporary access easement agreement form. **Shanti Burns** informed

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MULTNOMAH COUNTY CHIEF OF STAFF, ERIC ZIMMERMAN - (Cont.)

him that the form provided did not have a designated area to put the address of the property and needs to be changed.

FILTER POND 1b

Brian Lee spoke with Don from the Multnomah County land use department, at which time Don informed him that he will be delayed for another couple of weeks, but will still issue a determination letter prior to the 150 day deadline. **James Jans** said due to this delay, it might be better for the District to wait until Spring to begin the construction process. He states the weather may be dry longer and contractor prices might be lower. **Jack Garrison** inquired about the geotechnical and erosion permits. **Brian Lee** said the geotechnical investigation is to figure out what is under the ground. Since this was done during the 2002 filter pond project it may not be required, however if it is required it could take 4-6 weeks to update the report at a cost ranging between \$8,000 to \$10,000. **Jack Garrison** asked Brian Lee when he plans on reviewing the options and costs of the temporary retaining wall. **Brian Lee** said the structural engineers designed the most economical wall possible. **Jeff Hargens** asked if dirt can be used for the retaining wall. **Brian Lee** said it would cause safety issues, as the wall will be 14 feet. **Jeff Hargens** said with the new condensed timeline, the District may be able to forgo having a retaining wall and just keep the pond offline for the duration of the project.

GROUND WATER WELL

James Jans said he had a meeting with Mary Grainey from the Oregon Water Resources Department who was very positive and willing to help out. He also spoke with approximately 6 well drillers, most of who said they are tied up on projects for the next 1-1½ years. **James Jans** said there are three options the District could pursue. The first would be to drill a well, however we may not hit water. The second option would be to drill a test well for half the cost, and the third option would be a geological report to determine the best place to drill the well. **Jack Garrison** thinks the geological study would be the best option. **Brian Lee** said we may have to consider the treatment system needed for taste if we use a well. **Marianne Pietras** informed the Board that James Jans has already gotten the land use application signed by Multnomah County.

CROSS CONNECTION CONTROL PROGRAM

A list of customers with potential cross connections was distributed to the Board. **James Jans** said according to the City of Gresham, it is required to have a permit prior to installing a new backflow assembly. He would like to start implementing the installation requirements soon, as it is a requirement from the State of Oregon. **Shanti Burns** said the updated leak adjustment policy states an adjustment cannot be issued until a backflow survey has been completed, which has helped tremendously. **Jeff Hargens** said in 2009 the cross connection control program was updated, requiring the installation and testing of backflow assemblies to be the home owners responsibility.

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MONTHLY REPORTS

Secretary/Treasurer Financial Reports: Jack Garrison said there were two charges that were on the bank statement but not on the QuickBooks report. Shanti Burns informed him that this error was due to a delay in paperwork. She needed clarification for which backflow classes the charges were for and did not receive the clarification until after the QuickBooks report had printed. Robert Gaughan made a motion to approve the June 2015 financial reports, Kevin Wilhelm seconded, passed unanimously.

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

Distribution: The District had a truck in the Corbett fourth of July parade and heard numerous positive comments from the crowd.

A new PRV station has been installed near Curtis Drive and E. Historic Columbia River Highway.

The water use from Cabbage Hill Reservoir last July has increased from 757,530 gallons to 1,133,695 gallons during the first twenty days of the month, a 49.7% increase. Our public awareness to watch the levels at the reservoirs by using 123mc.com has been very positive.

The Multnomah County road department set up two message boards for the weekend notifying customers to conserve water. One unit was located near the office and the other was parked on the lower section of Corbett Hill Road.

We had a leak in our 6" PVC main on Loudon Road last week. We installed a much needed gate valve while replacing the section of damaged pipe.

We had a small leak at 32511 E. Historic Columbia River Highway on a small 2" steel water main. We also had a small leak on E. Mershon Road near the same location as last year; we are still trying to pinpoint that location.

The pressure transducer on Loudon Reservoir failed over the weekend. A replacement has been ordered, but a blue spot will be shown for this reservoir on the 123mc.com webpage until the transducer is replaced.

The flows have been decreasing at North Fork.

Treatment Plant: Filter pond 3 has been cleaned and is back online. We are now draining filter pond 2 and will clean it later this week.

Hydro: We have built up a credit of 4,720 kW hours.

Office: Gail Griffith has stepped down to concentrate on the work required at the Fire Station. Lynda Ronell has been hired to take her place. Our online site had sales of \$1,187.33 for June and the YTD sales for 2015 are \$7,382.09. The credit card sales came to \$3,368.03 for June and the YTD sales for 2015 are \$21,149.37.

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PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Marianne Pietras said the out of District property taxes were discussed during the meeting with Eric Zimmerman. She said one option would be to charge a higher water rate for the customer's that do not pay taxes to the District. She said they are surveying other water districts to see what rates they charge for out of district customers and will report back to the Board when they have more information.

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

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

Meeting reconvened at 8:55 p.m.

No decisions were made in executive session. **Jeff Hargens** made a motion to increase the District Manager's hourly wage by 2.5%, **Robert Gaughan** seconded, passed unanimously.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Jeff Hargens welcomed Jack Garrison to the Board. **James Jans** reminded the Board of the upcoming barbeque.

Meeting adjourned at 9:00 p.m.