

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
August 16, 2016**

Board members present: Jeff Hargens, Robert Gaughan, Jack Garrison, Robert Churnside, Kevin Wilhelm (arrived at 7:01pm)

Staff present: Jeffrey Busto, Shanti Burns.

Audience members present: David Jacob, Robert Colclessor, Marianne Pietras.

Chairman **Jeff Hargens** called the meeting to order at 6:33 p.m.

APPROVAL OF THE AGENDA

Jeff Hargens would like to change the executive session ORS to 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. **Jack Garrison** states the leak adjustment request should be removed from the agenda since the customer failed to submit the necessary paperwork. **Jeff Hargens** would like to add wage scales to the agenda. **Jack Garrison** made a motion to approve the agenda as modified, **Robert Gaughan** seconded, passed unanimously.

APPROVAL OF THE MINUTES

July 19, 2016 regular meeting: **Robert Gaughan** made a motion to approve the July 19, 2016 minutes as written, **Robert Churnside** seconded, passed unanimously.

August 9, 2016 special meeting: **Jeff Hargens** would like to postpone approving the special meeting minutes until they can all be reviewed at the same time. **Jack Garrison** made a motion to table the approval of the August 9, 2016 special meeting, **Jeff Hargens** seconded, passed unanimously.

WAGE SCALE

Jeff Busto said he referenced the incorrect step increase for Hans Rathjen during the wage scale review in July. **Jeff Hargens** made a motion to increase Hans Rathjen to a Utility II, step 5, retroactive to July 1, 2016, **Robert Gaughan** seconded, passed unanimously.

BACKFLOW LOW ELEVATION WITH POTENTIAL CROSS CONNECTION

Shanti Burns said according to the District's cross connection control specialist, back siphonage cannot occur if the elevation of a home is below thirty nine feet from the mainline. The Oregon Health Authority (OHA) informed her that it is up to the water purveyor to determine if a backflow assembly is required in these instances. She suggests sending a letter to the customer stating the District will not require a backflow assembly to be installed since back siphonage would be unable to occur to the mainline, but suggests they install one for the drinking water safety within their home. **Jack Garrison** would like the letter sent to customers to reference the OHA website and local plumbing code. He would like the Board to receive a draft of the letter for Board review prior to the next meeting.

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MONTHLY REPORTS

Secretary/Treasurer Financial Reports: Jack Garrison made a motion to approve the financial reports as presented, Robert Churnside seconded, passed unanimously.

Manager's Report: Jeff Busto read as follows:

Distribution: We have been focusing on the PRV stations. The Ross Mountain PRV has been temporarily repaired but still needs to be re-plumbed. The Woodard PRV failed and has now been repaired. The Corbett Hill system is getting a two inch pressure relief valve installed on Chamberlain Road. A two inch pressure relief valve was recently located at the fire station; we plan to rebuild it and put it into service. Hans has been finding mainline valves on the ten inch transmission line. A new Singer valve will be installed on the barn PRV station to control pressure fluctuations from the school irrigation. All reservoir sites and the treatment plant were mowed in two days with a brush hog from Bobcat. Schooling for the crew is underway, and has been a positive experience for Hans and Steve. Our safety program is becoming complete with all the regulatory changes we are faced with. Safety gear was purchased and distributed to the crew and vehicles. The new Bobcat is doing a great job of meeting our needs as the crew becomes familiar with its capabilities.

Treatment Plant: The treatment plant looks good and we are producing between .4 to 1.2 million gallons a day. We are continuing to monitor the levels closely. We have replaced a failing pH probe and lowered soda ash levels slowly. The OSHA approved confined space egress and access issues are being addressed to remain within compliance and avoid penalties.

Office: The backflow program is underway and has caused a considerable workload on the office staff. Shanti and Lynda continue to resolve problems as they occur. We are working with the crew and public to bring the District into compliance with State and Federal regulations, and also working with customers to educate the community on drinking water safety and conservation. National Night Out was a success, with community members inquiring about backflow and conservation.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

No comments were made.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

No comments were made.

Meeting adjourned to go into executive session at 7:01 p.m.

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**EXECUTIVE SESSION ORS 192.660(2)(h): TO CONSULT WITH COUNSEL
CONCERNING THE LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH
REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED**

Meeting reconvened at 7:32 p.m.

No decisions were made in executive session. **Jeff Hargens** made a motion to adopt the recommendation from counsel for James Jans' severance package, **Robert Churnside** seconded, passed unanimously.

Jeff Hargens made a motion to appoint Jeff Busto as interim District Manager until the paperwork for James Jans is complete, **Robert Gaughan** seconded, passed unanimously.

Jeff Hargens made a motion to adjourn the meeting, **Robert Gaughan** seconded, passed unanimously. Meeting adjourned at 7:35 p.m.