

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
August 18, 2009**

---

**Board members present:** Jeff Hargens, Victor Schmidt, Sonny Boyd, Robert Gaughan.

**Staff present:** James Jans, Shanti Kraai

**Audience members present:** Dave Mysinger, Malcolm Freund.

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

**APPROVAL OF THE AGENDA**

**Sonny Boyd** made a motion to approve the agenda as written, **Robert Gaughan** seconded, passed unanimously.

**APPROVAL OF THE MINUTES**

**Sonny Boyd** would like the word “sale” to be changed to the verb “sell” during the public comment discussion regarding the sale of the 1993 Ford pickup. **Jeff Hargens** made a motion to approve the minutes of July 21, 2009 as corrected, **Sonny Boyd** seconded, passed unanimously. **Victor Schmidt** would like to know if we have received the consultant review from the Oregon Association of Water Utilities. **Jeff Hargens** states that Jason Green from O.A.W.U. emailed the review to him however he has not yet had a chance to read it. He would like this to be distributed to the other members of the board prior to the next regular board meeting.

**VEHICLE SURPLUS: PARTIAL REFUND**

The purchaser from the 1993 Ford pickup from Corbett Water District is requesting a partial refund due to improperly installed brakes. The District manager informed him that we could take the truck back and issue a full refund but the vehicle was sold as is and we cannot lower the price of the bid. The purchaser wanted this issue to be brought up to the board of directors to see if they would approve a partial refund. **Jeff Hargens** states that the District could have received \$3,500 for the truck if we got a federal rebate with “cash for clunkers”. He states that the vehicle was sold as is and feels the purchaser received a good deal. **Victor Schmidt** states we need to keep detailed records on our vehicles so we can direct the purchaser to who performed the maintenance. **Sonny Boyd** states that we did not intentionally sell the vehicle with bad brakes. **Jeff Hargens** made a motion to not issue a partial refund, however the purchaser may return the vehicle for a full refund and the District may either resell it or trade it in for a federal rebate, **Sonny Boyd** seconded, passed unanimously.

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
August 18, 2009**

---

**LEAK ADJUSTMENTS**

**1485-00:** This customer had a continuous leak for two years, however the leak occurred before the customer moved into the residence so they did not know that the bill was unusually high. They discovered that the bill was high after discussing it with a neighbor. They found the leak immediately afterwards and repaired the line. **Jeff Hargens** states that since the history has high usage from the leak the board will not be able to get an accurate average to base the adjustment on. He suggests waiting until three billing cycles have passed after the leak was repaired and reviewing the case again at that time. The adjustment was tabled until the regular board meeting held in November.

**3685-00:** The office issued a standard leak adjustment to this customer's account, however they are requesting a higher amount to be credited. The board reviewed this customer's case and noticed that the water usage did not have a dramatic increase. **Jeff Hargens** made a motion to not issue any further adjustments this customer's bill, **Robert Gaughan** seconded, passed unanimously.

**LEAK ADJUSTMENTS: TIME LINE & FREQUENCY**

The office staff distributed to the members of the board their suggestions regarding the time line and frequency that leak adjustments are issued. **James Jans** feels using a restrictor on the meter for customer's that are continuously delinquent in their bills may help them catch up and get their account paid off in a timely manner. **Jeff Hargens** states we would need to have legal counsel review this prior to taking action. He would like the office staff to bring a revised draft with the current policy to the next regular meeting.

**WATER SHORTAGE CONTINGENCY PLANNING: DRAFT**

A water shortage contingency planning draft was distributed to the members of the board. The draft is an outline of what to do if our water supply is low. After reviewing the draft, **Jeff Hargens** states it needs to be revised to suit Corbett Water District's needs. He requested James Jans to revise the draft and present it to the board at the next regular board meeting.

**COOK PAGING: TRANSMISSION ANTENNA**

At the last meeting held on July 21, 2009, the chief of the Corbett Fire District, Tom Layton, said they use Cook Paging to receive emergency dispatch pages, however, not all of the volunteer fire fighters are able to receive signals at their homes. He would like to put up more transmitters to extend the coverage area and asked the board if Cook Paging could place a transmitter on one of our water reservoirs. **Robert Colclessor** would like to know if there is a possibility of getting shocked by the transmitter. **James Jans** replied that there is not. **Victor Schmidt** states that we will need to receive reimbursement from the Fire District if our electric bill rises due to the cost of running the transmitter. **Jeff Hargens** states the board will need Cook Paging to submit a design for approval prior to proceeding. He said the best location would be in the corner of our lot, out of the way and should not be attached to our equipment.

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
August 18, 2009**

---

**PGE: APPLICATION FOR NET METERING FACILITY INTERCONNECTION  
LEVEL 1**

**James Jans** distributed copies of the application for net metering facility interconnection to the members of the board. This application will be the first step in building a hydro at the treatment plant. **Jeff Hargens** signed the original and it is to be submitted to PGE the following day.

**PACE ENGINEERS: LETTER OF INTENT**

Pace Engineers submitted a proposal for a letter of intent in the amount of \$2,500. **Jeff Hargens** states that we do need to look into building a fish ladder and filter pond at the water treatment plant. He said that protection of the environment and wildlife is a high priority. He states that he does not want to proceed with the letter of intent at the this time because the surcharge that has been on the water bills is almost over and does not want the customers to feel that they are being hit with another charge. **Victor Schmidt** states that we should find a place in the middle and not just do the minimum required. **Jeff Hargens** states the core sample from the 10" North Fork transmission line shows it is in good condition and does not need to be replaced. He states that we do not need to receive a loan with a 4% interest this year since the interest rate should be around the same in the upcoming years as well. **Victor Schmidt** says he does not feel we should wait any longer than a year to receive a loan and begin these projects. He does not feel the interest rate will be this low in five years. **Jeff Hargens** states that next year the board will discuss loan options.

**STATE OF OREGON DEPARTMENT OF ENERGY: PASS THRU ENERGY CREDIT**

**James Jans** states that we have to go through the State of Oregon to apply for a pass through energy credit. Since we do not pay taxes we cannot use this credit, however other companies have the option to purchase this tax credit from us. We can do this as a one time payment at 43.5% of our hydro project cost or over a five year period at 33%. **Jeff Hargens** told James Jans to begin the paperwork for the pass through credit.

**NEW CUSTOMER DEPOSIT**

The office has been running into issues with getting people to turn in their new customer applications and pay the \$120 new customer deposit. The customers will come into the office to sign up, then state they do not have the money for the deposit and will return with the application, however many do not come back. The board members informed the office staff that they may add the deposit fee to the customer's account to be paid with the regular water bill if it will help keep the records straight.

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
August 18, 2009**

---

**PACIFIC OFFICE AUTOMATION COPIER LEASE**

Our lease from Pacific Office Automation for our copy/fax machine will be terminated as of December 20, 2009. Quotes for various copy/fax machines were distributed to the members of the board. **Victor Schmidt** states that the quotes are too expensive and feels we should buy smaller machines and discard them after they break. He states it is cheaper to purchase machines that do separate functions than it is to purchase a machine that has all the functions included. **Sonny Boyd** states he will research our options and will discuss them closer to the end of our lease.

**ORDINANCE 2009.05.02: SECOND READING – PENALTIES & FEES**

Chairman **Jeff Hargens** read as follows: “Ordinance 2009.05.02: Establishing water rates and regulations for water services, providing for the collection thereof. Whereas, the board of directors of the Corbett Water District has ordered a committee to determine the rates to support the improvements and operation of the water system. Whereas, it has been determined by the Corbett Water District to increase the fees for the following: turn on, after hour turn on, new customer deposit, delinquent and shut off. Whereas, it has been determined by the Corbett Water District to establish polices for illegal and fraudulent connections.”

This consists of the second public reading of this ordinance and it may now take effect. The ordinance was then signed by all the members of the board except Robert Churnside due to his absence. This ordinance will be signed by Robert Churnside at his earliest convenience.

**ORDINANCE 2009.05.19: SECOND READING – CROSS CONNECTION CONTROL PROGRAM**

Chairman **Jeff Hargens** read as follow: “Whereas the Corbett Water District does ordain as follows: Cross connection control program, connection and backflow control requirements.”

This consists of the second public reading of this ordinance and it may now take effect. The ordinance was then signed by all the members of the board except Robert Churnside due to his absence. This ordinance will be signed by Robert Churnside at his earliest convenience.

**SENSUS: METERING SYSTEM BID PROPOSAL**

**James Jans** states that the members of the board and budget committee approved \$30,000 for new meters in the 2009-2010 fiscal year. He states that 20% of the meters already installed in the District are Sensus. **Jeff Hargens** made a motion to proceed with the purchasing and installation of new Sensus meters for the District within budget, **Sonny Boyd** seconded, passed unanimously.

**Jeff Hargens** adjourned the meeting to go into executive session at 8:45p.m.

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
August 18, 2009**

---

**EXECUTIVE SESSION ORS 192.660: DISTRICT MANAGER'S EVALUATION**

District Manager **James Jans** requested his evaluation be held in an open session.

No decision was made in executive session.

Meeting reconvened at 10:41 p.m.

**Jeff Hargens** states that he would like a new evaluation form that includes more details for the next evaluation. **Victor Schmidt** states last year he used an evaluation form that was located on the S.D.A.O. web site. The office staff may want to use this site for evaluation form examples. **Jeff Hargens** feels that a 5% wage increase is an adequate raise due to the fact that the District is short staffed and James Jans will need to be taking on a much larger work load and more hours than was required before. **Victor Schmidt** states he would feel more comfortable issuing a 4% increase in wage. **Sonny Boyd** states that James Jans and the utility workers have accomplished a lot in the last year. **Jeff Hargens** states that the District may have to postpone laying pipe until we hire more utility workers. **Sonny Boyd** made a motion to increase James Jans wage by \$1.25 per hour retroactive from July 1, 2009, **Robert Gaughan** seconded, passed unanimously.

**MONTHLY REPORTS**

**Secretary/Treasurer Financial Report: Shanti Kraai** states the employer paid portion of PERS has been reduced from 13.31% to 8.94%. **Sonny Boyd** questioned why so many checks were voided. **Shanti Kraai** replied that the paper tray in the printer is loose and caused a batch of checks to misprint. **Robert Gaughan** made a motion to accept the financial statements as presented, **Victor Schmidt** seconded, passed unanimously.

**Managers Report:** See attached.

**PUBLIC COMMENTS ON ITEMS NOT LISTED ON AGENDA**

**Dave Mysinger** states the District may want to think about having an open house to inform customers about what the board of directors can and cannot do for them and to inform them of the Districts projects. **Jeff Hargens** feels this would be a good idea, however he is worried that if the District had an open house the only people that would show up would be the same people that attend the monthly meetings. **Malcolm Freund** states that the prior employee Kevin Moran said that he did not have a good retirement plan with Corbett Water District. He feels that PERS is a very good retirement plan and does not think that Kevin will receive a better one at a different job.

**UNFINISHED ITEMS FOR BOARD CONSIDERATION**

No comments were made.

**Jeff Hargens** made a motion to adjourn the meeting, **Sonny Boyd** seconded, passed unanimously. Meeting adjourned at 9:20 p.m.