

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
August 18, 2015**

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

Staff present: James Jans, Shanti Burns.

Audience members present: Debbie Churnside, Brian Lee, Gordon Fulks, Malcolm Freund, David Jacob, Karen Welch, Michael Welch, Ryan Welch, Paula Granberg, Paul Granberg, Patrick Oldright (arrived at 6:38pm), Nicholas Ray (arrived at 6:38pm), Nick Kerslake (arrived at 6:38pm), Lynette Kerslake (arrived at 6:38pm)

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

APPROVAL OF THE AGENDA

Kevin Wilhelm made a motion to approve the agenda, **Robert Gaughan** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Robert Gaughan made a motion to approve the minutes of July 21, 2015 as written, **Kevin Wilhelm** seconded, passed unanimously.

**ORDINANCE 2015.08.01: ADDITION TO RULES & REGULATIONS POLICY,
PAYMENTS FOR SERVICES**

Jeff Hargens read Ordinance 2015.08.01 aloud. The Ordinance states that the water bill stays with the meter. Therefore, if a customer leaves without paying the water use charges the new owner of the meter will be responsible for payment. All commissioners signed the ordinance. The second reading will take place at the next regular Board meeting, and the ordinance will take effect 30 days afterwards.

**SPECIAL DISTRICTS ASSOCIATION OF OREGON (SDAO) PUBLIC MEETINGS
AND RECORDS BEST PRACTICES CHECKLIST**

Shanti Burns distributed copies of the Special Districts Association of Oregon (SDAO) public meetings and records best practices checklist for Board review. She states the District will save 2% on their annual insurance cost after the Board reviews and signs the document. The checklist was signed by the Chairman of the Board.

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GSI WATER SOLUTIONS, INC. PROPOSED SCOPE OF WORK, WITH GROUND WATER WELL INFORMATION ORS 333-061-0050 (1)

James Jans informed the Board that the Oregon Water Resources Department (OWRD) denied the ground water well application for the Treatment Plant location due to the proximity to Gordon Creek. Chris Augustine with GSI Water Solutions, Inc. suggested receiving a geological study as the OWRD did not have the exact description of the proposed well. **Jeff Hargens** said if the well is located at a reservoir site it would be necessary to have additional waterlines to pump water up to the customers located above the well. **James Jans** said the level at the creek has been low, but the cooler weather at night has helped. **Jack Garrison** said there are a couple of items on the GSI Water Solutions, Inc. proposal that need to be reviewed as they may be unnecessary. He feels the District should have a goal date of July 1, 2016 for a backup plan to be in place. **Jeff Hargens** instructed James Jans to receive proposals from other well drillers. **Brian Lee** said the District may have to purchase property for the well location.

EASEMENTS: PACE ENGINEERS, PROJECT 14836

Brian Lee informed the Board that Pace Engineers began working on easements located on four different streets after the March 2015 approval. He said the surveys are now 95% complete and just need to be approved and stamped. **James Jans** said the gravel road off of E. Historic Columbia River Highway is a priority. **Jack Garrison** said a meeting between James Jans, Brian Lee, and the surveyor needs to take place to review and discuss the work that has been completed. **Nicholas Ray** asked what happens if a customer refuses to sign an easement agreement. **Jeff Hargens** informed him that if repairs are necessary the District will ask for the customer's permission to go onto their land, however if they refuse the District will have to turn the water off in order to reroute the waterline. **Nick Kerlake** said he does not feel comfortable signing an easement agreement and feels it is unnecessary to tell customers that their water will be turned off if they do not sign.

FILTER POND 1b PERMIT UPDATE

Brian Lee said the Multnomah County decision has been made for the filter pond 1b project, and the 14 day comment period has ended. He can take the documentation to the City of Gresham after Multnomah County stamps the plans. The building permit is valid for two years, with an option to extend if necessary. He feels the District should proceed with trying to receive the City of Gresham building permit as soon as possible in case we run into any delays, such as if a geotechnical report is necessary.

OREGON ETHICS GUIDEBOOK

The Oregon Ethics law guidebook was distributed to all members of the Board and an acknowledgement form was signed.

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FIDELITY BOND COVERAGE

James Jans said the District has the option to increase our bond coverage to \$5,000 per person, per incident, and also include the three Board members that have the authority to sign checks, as well as the office personnel, at no additional cost. **Jack Garrison** made a motion to increase our bond coverage to \$5,000 and to include the office personnel and the Board members that have the authority to sign checks, **Kevin Wilhelm** seconded, passed unanimously.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports:

Shanti Burns distributed a new signature sheet for the Local Government Investment Pool (LGIP) to include all individuals authorized to initiate financial transactions. The new signature sheet will update the name of the secretary/treasurer and include the District Clerk.

Shanti Burns informed the Board that Wells Fargo currently offers a higher money market interest rate than Northwest Community Credit Union, and said the funds would be more easily accessible if they were in the same financial institution. **Patrick Oldright** suggested looking into M Bank. **Jeff Hargens** made a motion to research other bank options, and to allow the funds from Northwest Community Credit Union to be moved to a bank with higher interest rates, **Jack Garrison** seconded, passed unanimously.

Jack Garrison would like the Board to be aware of District policies regarding paying for services in advance. He would like them to keep this in mind while signing checks, and said it will be applicable to the geological study as well.

Jack Garrison made a motion to approve the financial reports as presented, **Robert Gaughan** seconded, passed unanimously.

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

Distribution: The 2" main leaking on E. Historic Columbia River Highway was never tied in back in the 1980's. We thought the old 6" main was shut off in 2009, until we shut off the gate valve and were notified that seven customers were out of water. We then tied the existing 1.5" main over to the 10" PVC main. We would like to replace the old 1.5" steel pipe with 2" HDPE pipe this summer and tie into Chamberlain to eliminate the dead end main.

The crew installed a repair band on the Hurlburt Road 4" steel main, just east of the old Multnomah County road shop. We now have three stainless repair bands all within approximately 2 feet of each other. We have been replacing the 4" steel main on Hurlburt over the last couple of years with an 8" C-900 main.

The Mission Communications telemetry at Reservoir 5 (Loudon) is now back online and the level transducer is supplying data for the website. While mowing, Multnomah County hit a brass stem on an abandoned gate valve on Littlepage Road. During investigation the crew also came across a 2" Cla-val that was pulled about ten years ago. We will scrap the old pipe and gate valve but the Cla-val can be rebuilt, saving the District approximately \$1,100.

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MONTHLY REPORTS - Manager's Report (Cont.)

Treatment Plant: Filter pond 2 is ready to be cleaned and will be back online later next week.

South Fork: We have finished pouring the cement curb around the perimeter of the Farmers Screen so the dirt surrounding the area will not erode.

North Fork: The flows are down at North Fork, but the conservation efforts from the community have been very positive.

Hydro: We have accumulated a credit of 4,413 kW hours.

Office: For the month of July, the online payments made through Bluefin amounted to \$1,955.95 and our credit card sales amounted to \$3,566.74.

Jack Garrison inquired about the status of the customers that were informed they had a leak. **James Jans** said the crew checked almost every meter to see which ones were spinning, then informed the customers and dropped off dye tablets for toilets if needed. He said we are giving the customers time to repair their leak, but plan on speaking soon to the customers that have not yet made repairs.

Jeff Hargens asked if there are still computer issues in the office. **James Jans** said the IT guy cleaned up the computers a little in order to free up space, however a larger hard drive still needs to be installed on the Clerk's computer. **Jeff Hargens** instructed James Jans to make sure the repairs are only being done in the office.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Paula Granberg said she is upset because James Jans took pictures of her without her permission to use in a negative way during a flagging class. **Jeff Hargens** said he will look into the situation and will discuss it in executive session at the next regular Board meeting.

Patrick Oldright said there were privacy issues that were breached by James Jans. He said the manager went to a customer's work on multiple occasions to deliver a final bill. **Jeff Hargens** said he cannot take a third party complaint and the customer will have to contact him directly to discuss the situation.

Nick Kerslake said there is continuous friction with the manager and the Board needs to address it. **Debbie Churnside** said an East Metro mediator would be a third party professional that could review the situation.

Nicolas Ray asked what happened on July 30, 2014 with the customers on Rickert Road that lost water pressure. He asked why a boil water requirement was not issued. **James Jans** informed him that Jeff Busto went to the only home affected and discovered that they never lost water, they just had low water pressure, therefore a boil water notice was not required. He said the pressure dropped due to the fire department using water to put out a fire on Larch Mountain.

Gordon Fulks suggested enforcing time limits on how long audience members can speak during meetings.

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UNFINISHED ITEMS FOR BOARD CONSIDERATION

No comments were made.

Jeff Hargens made a motion to adjourn the meeting, **Robert Churnside** seconded, passed unanimously. Meeting adjourned at 8:20 p.m.