

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
August 19, 2008**

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

Staff present: James Jans, Pam Volk, Shanti Kraai.

Audience members present: Robert Colclessor, Gordon Fulks, Brian Lee.

Chairman **Jeff Hargens** called the meeting to order at 7:00 p.m.

REVIEW AND APPROVE THE AGENDA

Sonny Boyd states that the fee committee did not meet this month, therefore item 5 will not be discussed. He also mentioned that the minutes stating July 25, 2008 on the agenda should be listed as July 28, 2008. **Jeff Hargens** said item 13 should be listed as unfinished items for board consideration. **Robert Gaughan** made a motion to approve the agenda as modified, **Sonny Boyd** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Victor Schmidt made a motion to accept the minutes of the March 25, 2008 special meeting as written, **Robert Gaughan** seconded, passed unanimously. **Sonny Boyd** said the July 15, 2008 minutes need to have the document regarding the Christensen Project Update attached. He also stated that on page 3, it should read radiant heat, instead of radiate heat. **Robert Gaughan** made a motion to accept the minutes of the regular meeting held on July 15, 2008 as corrected, **Sonny Boyd** seconded, passed unanimously. **Sonny Boyd** states that on page 1 of the July 28, 2008 minutes, the word "that" needs to be removed from the sentence "building a conduit on the side that and putting at intervals". **Sonny Boyd** made a motion to accept the minutes of the special meeting held on July 28, 2008 as written, **Robert Gaughan** seconded, passed unanimously.

SMITH PROJECT UPDATE

See attached. **Sonny Boyd** stated that at the bottom of the page it read Pace Engendering, needs to be corrected to read Pace Engineering.

PACE ENGINEERING: 365TH & WOODARD/NEILSON

Brian Lee states he has a preliminary set of drawings with just enough detail for the guys to build it. It was determined that the maximum slope where it joins in at crown point highway is 22% and the other steep slope about half way up is 14%. The county states that if it exceeds 10% we need to have the area reviewed with the engineer. **Brian Lee** states that Pace Engineers will have to do profiling on the section of road and will have to bump the scale up to 20 and make it on four sheets so it shows more detail in order to receive the permit from the county. The drawings should be finished within the next week and will be sent to district manager James Jans. Even after this change, we will still be at budget. **Jeff Hargens** would like the manager to

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PACE ENGINEERING: 365TH & WOODARD/NEILSON – (Cont.)

call in underground locates and find out where we need to position the pipes. **Brian Lee** stated he reduced the cost of 365th and Smith Road to \$4,400 each, partially because the length changed, they are slightly less technically difficult projects to design and they do not have the PRV vault. **Brian Lee** said the state is allowing us a little leniency because we have a design review exception. **Sonny Boyd** made a motion to approve the engineering services by Pace Engineers for 365th and Smith Road, **Victor Schmidt** seconded, passed unanimously. **James Jans** states that 365th, about half way down the road, falls in the territory of the Scenic Area Gorge Act. He has been dealing with the agencies involved and was told that they are concerned about archeological findings. They told him that if there are no known archeological diggings in the past we are fine, however if we find any artifacts we will need to stop digging and inform the agency. **Jeff Hargens** would like to get the Neilson water line in before October 1st due to the rain on the hill. **Brian Lee** states that we should be able to get the permit in time. **James Jans** said that as soon as we get the permit, the workers will stop the project they are working on and begin on Neilson immediately. **Brian Lee** recommends putting 8” pipe starting in front of Reynolds School and ending at the PRV vault. **Jeff Hargens** thinks that installing 8” pipe at this location for future growth would be alright. Neilson will be 6” pipe going down to the highway.

UTILITY BILLING PROGRAM

A list of errors from the current utility billing program being used was distributed to the members of the board. **Shanti Kraai** states that the program currently used is outdated and has numerous errors. No reports are correct which makes it hard to track delinquent accounts and to match with QuickBooks. The office staff has done extensive research on different utility programs and have found one called Continental Utility Solutions, Inc. that will work well with our needs. We have spoken to many other Water Utilities that use this software and have got glowing reports on how well it has worked for them. These reviews were passed out to the members of the board. Continental Utility Solutions, Inc. is around \$11,000, which we feel is a reasonable price for what the software offers. The representative flew here from Arkansas to show us a demonstration which the manager, office staff and the utility workers simultaneously viewed and all agreed it matched the needs of the district. **Victor Schmidt** states that we will need to update our computer system prior to installing this utility program. **Sonny Boyd** states that he has researched utility billing programs as well and found one called RVS that he would recommend the office reviewing. He gave the office staff a packet just prior to the meeting with sample reports, bills and a demo disc. The cost for RVS is less than Continental Utility Solutions, Inc. **Sonny Boyd** would like the office to hire a professional to move the hub to be located in the front office and have one of the computers moved into James Jans office. **Victor Schmidt** states that if we do a server, which is more than likely appropriate, we want to do it correctly so it is a merit system so we do not have a life or death back up and may want to look into hiring someone outside to make sure it is set up properly. **Jeff Hargens** does not feel that the utility workers should have the same amount of access in the new utility program as the office staff. They should be able to access work orders and download the information that they collect, however they do not need access to customer accounts. He would like the office staff to call other Water Utilities using RVS to get references and to compare the pros and cons between

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UTILITY BILLING PROGRAM – (Cont.)

RVS and Continental Utility Solutions, Inc. The discussion will be continued at the next board meeting held on September 16, 2008.

CONSULTANT DISCUSSION

Paul Koch from PK Consulting and Jason Green from Oregon Association of Water Utilities have both made presentations to the board on the services they provide. **Jeff Hargens** feels that the operations are moving forward and he would like to discuss hiring a consultant more towards November due to the projects that are currently going on. **Victor Schmidt** states he was fairly impressed with Jason Green from OAWU however he views the two consultants as playing different roles. Paul Koch works more on the management end of things and evaluating management structure while Jason Green would have a very high technical grasp of water systems. There is a potential for both of them as far as contributing, however his concern is more on the management side of things and thinks Paul Koch would contribute more in this area. He agrees with the timing issue, but if Paul Koch starts the interviewing process with the board first then he can begin now, and have the other interviews drag out over a period of time so it does not all happen at once and interfere with laying pipe. **Jeff Hargens** feels we should start with OAWU since the service they provide is free, then if we are not satisfied we can always pay for Paul Koch's services. **Victor Schmidt** said that they have used SDAO's free services in the past and did not get a lot out of it. **Sonny Boyd** states that OAWU is a completely different organization and they can probably bring a lot to offer. **Jeff Hargens** states that there is a conflict of interest in hiring Paul Koch due to the fact that district manager James Jans used to work with him. **James Jans** states that he previously knew Jason Green as well. **Jeff Hargens** has spoken with the utility workers and they would feel more comfortable speaking with Jason Green as opposed to Paul Koch. **Sonny Boyd** made a motion to schedule Jason Green from OAWU starting in November to review how the district is operating and managed, **Marion Kirkham** seconded, passed unanimously.

MONTHLY REPORTS

Secretary / Treasurer Report: **Sonny Boyd** would like to start reviewing the bank statements. He is scheduled to come in the office Wednesday afternoons to sign checks and will view the statements at that time.

Financial Report: Copies of the monthly check summary and LGIP savings account was distributed to the members of the board. **Jeff Hargens** would like the contract with Pacific Office Automation reviewed to see if we can cancel the lease on the copier. He would like to know if we can buy out of the contract or let it sit dormant so there is no usage or service fee. He would like the office staff to look into purchasing a copier/printer/fax machine. **Sonny Boyd** made a motion to approve the check report as presented, **Robert Gaughan** seconded, passed unanimously.

Managers Report: See attached. **Victor Schmidt** would like to meet with James Jans regarding dirt at reservoir #4.

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SUMMER HELP

David Krewson's hours will be over in a couple of days. **James Jans** recommends we let David Krewson work for a total of six (6) months from his hire date since the other summer help did not work out and there is money left over in the budget for temporary help. We will have to pay PERS for his hours, however COLA was not applied this fiscal year so this money could make up for the cost of PERS. We can also reduce his hours to 30 per week, which would make the cost of PERS around \$175 per month. David Krewson will be eligible for unemployment when his temporary employment expires. **Victor Schmidt** made a motion to authorize James Jans to retain the temporary help as he sees fit not to exceed 6 months, given that there is no long term impact on PERS, **Sonny Boyd** seconded, passed unanimously.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Robert Colclessor states that the agenda mailed to him arrived ripped up. **Gordon Fulks** states that James Jans does not have his correct email address, he had to have Malcolm Freund forward it to him. Robert Colclessor would like the agenda sent to him PDF.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Sonny Boyd would like a computer specialist to evaluate what it would cost to set up the computers correctly and to look into setting up server software 2008. He would like an encrypted copy of the utility billing data backed up and kept off site, such as a safety deposit box, and once a month exchange it with the back up kept in the office.

Sonny Boyd made a motion to adjourn the meeting, **Robert Gaughan** seconded, passed unanimously. Meeting adjourned at 9:18 p.m.