

CORBETT WATER DISTRICT MINUTES

Regular Meeting: 7:00 P.M.

Tuesday, August 21, 2007
Corbett, Oregon

Roll Call:

Board of Commissioners: Robert Gaughan, Chairman; Jeff Hargens, Vice Chair; Marion Kirkham, Secretary / Treasurer; Victor Schmidt, Sonny Earcel

Staff: James Jans, District Manager; Barbara Strasbaugh, District Clerk

Engineers: Brian Lee, Phil Beverly

Public: Robert Clocless, Linda Hargens

Call to Order

Robert Gaughan, Chairman, called the to order at 8:00 P.M.

Approval of the Agenda Resolutions – Robert Gaughan asked if it was necessary to read the full resolutions. Barbara Strasbaugh advised that the PERS resolution had to be read in full; the resolution regarding the Bank Account was a revision of a previously approved resolution with only the date changed, so it might not be necessary to read in full.

Minutes – Robert Gaughan noted that May 15, May 31, and June 7 were already approved and so requested that they be removed from the evening's agenda. Barbara Strasbaugh advised that the June 17 minutes were not available at the time of the meeting, and requested it removed from the agenda.

Motion: Jeff Hargan moved to accept the adjusted agenda, Marion Kirkham second the motion, approved unanimously.

PACE Water System Presentation and Update

An overview of the system and current issues was presented by Brian Lee and Phil Beverly. See special section of these minutes for summary of presentation.

Resolutions:

Resolution Number 2007.08.01 Corbett Water District Establishing PERS Surcharges

Robert Gaughan read the resolution to all present at the meeting.

- Barbara Strasbaugh drew attention to the attachments to the resolution, highlighting that the new UAL rate dropped from 27.56% to 7.23%.
- Jeff Hagens corrected the reading of the resolution: "unanimously agreed upon on July 17"; Bob Gaughan read it as July 7.

It was decided that since the Board voted on the surcharge at the previous meeting, a vote was not necessary at this meeting.

Resolution Number 2007.01.02-Revised Of the Corbett Water District Authorizing Bank Accounts

Robert Gaughan read the resolution to all present at the meeting.

- Victor Schmidt asked that the spelling of his last name be corrected, from Smith to Schmidt.
- Sonny Boyd asked that the spelling of his name be corrected, from Sony to Sonny, and that future resolutions need only list his legal name, Earcel Boyd.

Minutes for Approval

June 19th, 2007

Jeff Hargens offered a motion to accept the minutes as written, seconded by Marion Kirkham, unanimously approved.

Special meeting June 26th, 2007

Marion Kirkham offered a motion to accept the minutes as revised below, seconded by Sonny Boyd, unanimously approved.

- Sonny Boyd asked that the spelling of his name be corrected.
- Barbara Strasbaugh asked the Board to consider a revision to the 2nd page, first paragraph, third line, as follows: It must include the need to have input from the community since the Board of Commissioners has not yet made a decision.

Special meeting June 28, 2007

Victor Schmidt moved to approve the minutes as written, Sonny Boyd seconded, unanimously approved.

Special meeting June 30, 2007

Jeff Hargens offered a motion to accept the minutes as revised below, seconded by Marion Kirkham, unanimously approved.

Sonny Boyd asked for clarification on the phrase found at the bottom of page, last paragraph, last sentence: "The same top three were the same."

The following revision was proposed: "The top three candidates were the same as discussed at the June 28th meeting."

COLA

Jeff Hargens suggested, as a means for better controlling the process, scheduling performance reviews and COLA raises for the same time each year. He offered as an example, if a COLA raise is approved at 3-4%, then later in the year a 5% performance raise is given, this would add up to 8-9% total for the year. His suggestion would combine the two in order to keep the annual total within normal ranges of 5-6%.

Jim Jans advised that COLA raises are typically considered in July and are applied to all pay scales across all position categories. He added that there should be guidelines setting out a plan so the District knows where it is going for five to ten years out. When determining raises, consideration should be given to what is in the budget.

It was mentioned that the State only suggests a COLA, it does not mandate it; in other words the District is not obligated to automatically give a COLA raise every year, nor does it have to give the full COLA.

Bob Gaughan raised the issue that if a COLA raise is approved, the Board needs to decide if the District Manager and District Clerk will receive the raise retroactive to July 1, 2007, or upon completion of their six-month waiting period.

Motion by Jeff Hargens, Seconded by Victor Schmidt; Vote – Unanimously Approved
It was moved to table COLA analysis until the next meeting, pending receipt of the following additional information from the District Clerk: cycle of staff's performance reviews, current step pay scale; for each staff member, the current grades levels and how long they have been at that level/grade.

Motion by Jeff Hargens, Seconded by Marion Kirkham; Vote – Unanimously Approved
It was moved that the District Manager and District Clerk will receive COLA raise (if approved) and performance review after their 6 months waiting period.

Office Assistant:

Discussion focused on the number of hours for the position, and whether to begin the recruitment immediately or wait until the current District Clerk is up to speed.

Commissioners generally agreed that they would like to find out if the top candidates from the District Clerk recruitment were still available and if they would be interested in this new position. Regarding the number of hours, the Barbara Strasbaugh advised that, since she was still in a learning mode and the District Manager and she were retrofitting procedures, it was not possible to estimate the actual number of hours required to complete the administrative work of the District. Victor Schmidt advised that a decision regarding hours for the assistant position had been decided upon at a previous meeting, that being 20 hours minus. Jeff Hargens added that, though it might not be a good idea to bring in additional staff while the procedures were being retrofitted, a recruitment process can take up to a couple months by which time the office environment might better accommodate the add staff member.

The current temporary employee's assignment is scheduled to end the second week of September. The possibility of extending the current temporary employee's assignment was considered, but whether extension was approved for either 40 or 20 hours a week, her hours worked in 2007 would be greater than 600 and PERS eligibility might become an issue.

Motion by Jeff Hargens;

It was moved that the District Manager or District Clerk see if the candidates that were interviewed for the district clerk are available and interested in the Assistant Clerk position.

Amended by Sonny Earcel

The motion was amended to include the applicant who filled out the incorrect application – the name is believed to be Monique Church.

Amended by Jeff Hargens; Seconded by Sonny Earcel; Vote – Unanimously Approved
If the selected candidates are not interested, then we proceed in getting applications for the Assistant Clerk position.

Leak Adjustments

Barbara Strasbaugh reviewed the policies and calculation formulas.

3519-00 Vance Houck

Jeff Hargens moved that account 3519-00 leak adjustment is averaged to 16 units of water use, seconded by Victor Schmidt, unanimously approved.

- Discussion: There was a break in occupancy – water shut off while they were out of town for the winter. The standard leak adjustment formula would average in the winter months when water service was shut off, which would significantly impact the adjustment.

3385-00 Greg Russell

Jeff Hargens moved to accept the leak adjustment as calculated by the District Clerk, sum of all three; seconded by Victor Schmidt, unanimously approved.

- Discussion: Three options offered, each depending upon the month to start calculations. A different method would be to set at a seasonal calculation.

2480-01 Tamara Paul

Victor Schmidt moved that clerical staff pull records for account 9833-00 and use this to calculate the leak adjustment; seconded by Marion Kirkham; unanimously approved.

- They moved in and the first bill received was excessively high; the hydrant was broken. Prior to moving to this address, they lived in Springdale. It was suggested to pull their record from their previous account, number 9833-00, 32500 E. Bell Road, and use to calculate adjustment. Take their average from the previous address to be fair.

Policies & Procedures

These items were put on the agenda simply to bring to the attention of the Board and to get them thinking on the issues. Authorization is requested to proceed with evaluating existing and to produce draft new policies and procedures for review by Legal.

Landlord/Renter Accounts

Marion Kirkham moved to authorize the District Clerk to research and draft out new policies and procedures for rental accounts; seconded by Sonny Boyd; unanimously approved.

- Discussion: Barbara Strasbaugh advised that the wording of the current Rules and Regulations and the new account application form do not clearly spell out the District's rights to hold the landlord liable for a tenant's delinquent bill. The

Commissioners generally agreed that the District should have the right to hold the landlord liable, but clearly our current documents are not adequate. Victor Schmidt brought up the issue of grandfathering in existing contracts and concern to not put undue burden on landlords.

- Proposal: The District Clerk is asking for approval to research state and county ordinances regarding the rights of special districts, to draft out new policies, procedures and forms, and to submit to the Board for review and approval prior to forwarding them to Legal.

Training Reimbursements Expenses

- Discussion: Jim Jans handed out page 16 of the Personnel Policy Manual (dated May 30, 2007). He suggested revisions to the current policies regarding reimbursement for training classes: employees must demonstrate they passed the course work to receive reimbursement, and that if they terminate employment prior to a year after completion of the course work, they must reimburse the costs of the course to the District. Sonny Boyd advised that he knows that the District definitely can require that the employee pass the test, but not sure about repaying for a class if they leave prior to year after its completion.
- Decision: Legal needs to approve the updates prior to adopting the policy changes.
- Action: Final wording of policy to be drafted out and presented to Board for review and approval before submitting to Legal.

Safety Equipment

Sonny Boyd moved to accept the policy change as proposed; amended by Victor Schmidt to make the policy change subject to the final version of the draft; seconded by Jeff Hargens, unanimously approved.

- Proposal: Jim Jans requested authorization to set a dollar limit of \$200 for boots and \$100 for raingear, and a limit of one each per year.
- Discussion: It was unknown historically how often the crew has been replacing their gear. There were differences among the commissioners as to how often the boots should be replaced, based upon how well they are cared for. Sonny Boyd advised that he can see situations where they can need them more often; due to the nature of the work.
- Action: Final wording of policy to be drafter out and presented to the Board at the next meeting.

Comp Time

Jeff Hargens moved that the Board accept the proposal to increase allowable comp time earned from 20 to 40 hours; seconded by Sonny Boyd; unanimously approved.

- Proposal: Jim Jans requested authorization to increase the allowable comp time earned from 20 to 40 hours.
- Discussion: Commissioners overall felt it a fair request.

ACH Update

Barbara Strasbaugh advised We are set up for ACH, we now have Ach, but in the training session it became apparent that we need policies and procedures before we roll it out. Proposed an October billing roll out, with low key announcement in a newsletter, with a full roll out the following billing cycle. Legal will need to review policies and procedures, and final adoption will need to be approved by resolution. Security of system needs to be a consideration

Monthly Reports

Secretary / Treasurer

Marion Kirkham advised that he had nothing to report this month.

Financial report

Barbara Strasbaugh advised that the District's budgeted amount for total payroll is used to calculate the District's annual payment for Workers' Compensation. The original calculations for the District's Workers' Compensation liability used an incorrect payroll amount. The correct total payroll was provided to the District's agent and the liability was recalculated, coming out at a higher rate than the original invoice. The invoice was paid upon receipt, but since it was at the higher rate it set the line item over budget. Barbara spoke with the auditor and was advised that though the district was temporarily in non-compliance, there would be no serious impacts. Sufficient monies to cover the deficiencies and to cover expected monthly payroll payments out of this account were transferred from Training, which is in the same general ledger account, to Worker's Comp.

Payments - Exceptional Line Items

- PACE Engineering at \$108,285, payment to HCI for work at Reservoir 5– brings them to 90%
- PGE Line Extension Cost \$4,242.

Purchase Order List

Includes annual purchase orders that give percentages complete.

\$600,000 Expenditure Sheet

The way the spreadsheet will be reworked with subcategories by projects, with columns with running balances and percentages.

Manager's Report

Jim Jans reported that HCI has completed the majority of the work at Reservoir 5. He took the bacti samples on Thursday, but doesn't have the results yet. Dechlorination of the water in the reservoir will be done as soon as we receive the chemicals; scheduled for delivery tomorrow. Anticipate the Reservoir will be online by Thursday. They still have to hook up the electrical line, the cathodic protection needs to be done, and the fence needs to be completed. Basically the work is done. They will probably be up there correcting the external paint problems. Jeff Hargens advised that replacing the fence was an alternate and the District opted not to use the alternate.

Reservoir 4 has been pressure washed on the outside. There is a PVC elbow down at the street, at the bottom of driveway – a PVC elbow and a two-by-four brace instead of a thrust block. Need to fix the elbow before shutting off the water. The elbow will be beefed up with a thrust block. Jim is working with Brian and GC Systems to come up with a cla-valve cause it's not in our stock. Victor Schmidt noted that a PRV valve is needed; Jim advised an altitude control valve is needed, with a pressure sustaining valve in case of fire can get water in. Victor's concern avoid over pressure problems if we do altitude control.

Other work and projects:

- Christensen Project: Have completed 12-17 or 54%; pressure tested main, ready to chlorinate.
- The staff are in the process of weeding around meters and fire hydrants.
- On the North Fork Jim is working with the engineers, to put together a design to resolve the screen issue. Looking at possibility of solar cell.
- New fire hydrant was installed at 3.9 mile marker on Deveraugh.
- Repaired lead on Mershon Road
- There were eight low pH in July; nine will put the District in violation. Working with Brian Lee – putting extra small pump and use soda ash to bring pH up.
- Vandalism at the District yard – someone cut the gas hose and stole several gallons of gas. Security video camera is now working, and bidding out fence repair and installation of barbwire.

Electronic Water Meters Demonstration

Jim Jans gave a demonstration of the electronic water meters.

Touch Read

- \$70/75 each; \$110,000 to replace meters
- 500 feet cable
- vandalism
- Labor intensive to install – trenching and burying line; adaptor rings will need to be adapted to meters.

Radio Read

- Buy just register, with an adaptor rings it fits all meters, no holes to drill, no cables,
- \$150,000 to replace meters (20 year guarantee)
- Range for reading is 2,000 to 3,000 feet
- Charts time and date if vandalized
- Can chart 99-120 days
- Can graph history
- Records spikes in consumption
- Existing billing system is compatible.

Other Considerations

- Jim advised that 20 touch-read meters were purchased for Christensen Road

project. Good test run on the meters. These can be converted to radio if District decides to upgrade to this type of meter.

- Before implementing, would be a good idea to conduct a meter census and analyze the cost benefits of the new meters – 5 and 10 year plans.
- Commissioners would like a price breakdown of how much it would cost to upgrade the system.

Motion – Sonny Boyd, seconded by Jeff Hargen, unanimously approved
A survey is to be conducted to inventory system meters; a scope of work analysis is then to be conducted to map out total costs of the new meters, including estimated man hours, and finally a determination of payback on the meters to be completed.