

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
September 15, 2009**

Board members present: Jeff Hargens, Sonny Boyd, Robert Gaughan, Robert Churnside, Victor Schmidt (arrived at 6:55 p.m.)

Staff present: James Jans, Shanti Kraai.

Audience members present: Robert Colclessor, Malcolm Freund, Claus Heyne, Albert Cook, Ardene Cook.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

Sonny Boyd made a motion to approve the minutes of August 18, 2009 as written, **Robert Gaughan** seconded, passed unanimously.

LEAK ADJUSTMENTS

8675-00: This customer has had a continuous leak since August 2008. The District employees have mailed and posted notices as well as made numerous phone calls regarding this issue however it took many months for them to respond back. The customer had such a high consumption of water it broke the meter and we had to install a special Hays turbo meter. The customer would like an adjustment to their account for the July/August 2008 billing cycle. **Ardene Cook** states they fixed four leaking toilets to correct the issue and there is no leak currently present. **Jeff Hargens** would like James Jans to verify the leak has stopped prior to issuing an adjustment. This case will be put on the agenda for the next regular board meeting held on October 20, 2009.

3685-00: This customer claims that the leak adjustment issued by the office staff was calculated incorrectly according to the standard leak adjustment formula. **Jeff Hargens** states that when reviewing the customers history his average usage is 8 units of water. It was noted that the customer fixed the leak promptly after noticing it. **Jeff Hargens** made a motion to reduce the January/February and March/April billing cycles to 8 units each, **Robert Gaughan** seconded, **Victor Schmidt** abstained due to arriving after the discussion, motion passed. **Claus Heyne** states he thinks a fairer way to calculate a leak adjustment is to base it from the usage of the same months from the prior year instead of using the prior three billing cycles since water usage fluctuates from the summer and winter months. **Jeff Hargens** states that the down side to this is a lot of things can change in one year, such as remodels and renters moving.

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PERS PAYOFF

Shanti Kraai states there is currently an uncollected balance of \$6,009 from the PERS surcharge. **Jeff Hargens** would like the office staff to pro-rate the PERS surcharge on the next billing cycle in order to collect the exact balance due.

RATE STUDY COMMITTEE

James Jans states that it has been numerous years since the board reviewed the current rates. **Jeff Hargens** states that it is a good idea to review the rates every couple of years, however he does not feel that a rate increase is necessary at this time. He states we are collecting an appropriate amount through the water revenue to operate the District. **James Jans** states we need to begin thinking about future funding due to rising costs such as chemicals, lab sample fees for TTHM and HAA5, fuel, insurance rates, wages, backflow testing, etc. He feels that the committee should consist of at least one board member, a member of the staff and volunteers from the community. **Victor Schmidt** said we could possibly reduce the connection fee if the connection proved to be a reduced load on the system such as installing a water recycling system or a full onsite treatment system that would significantly reduce water usage. **Jeff Hargens** said that the \$5,000 for the connection fee simply pays for labor and parts and feels that the connection fee is an inexpensive cost for the amount of work performed. **Victor Schmidt** says that the District needs to progress on the conservation plan discussed during the prior meeting. He says we should inform the public that we are seeking volunteers for the rate study committee in the next newsletter. **Sonny Boyd** made a motion to develop a rate study committee using board, staff and general public to research and submit rate recommendations prior to the next budget committee meeting, **Victor Schmidt** seconded, passed unanimously. **Jeff Hargens** would like the district manager, James Jans, to lead the committee and publish a notice to the community for volunteers.

REVIEW OF POLICY

Shanti Kraai states there was no present policy stored in the computer database and only one copy present in the office. She typed the policy on the Districts database so it is now accessible. A copy of the policy was distributed to the members of the board for review. **Sonny Boyd** states that the new policies from ordinance 2009.05.02 were not included in the policy document. **Jeff Hargens** states that the policy has not been updated in years and would like Shanti Kraai to make the policy manual current and bring the updated version to the next board meeting to be reviewed.

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CONSULTANT REVIEW

Copies of the consultant review performed by the Oregon Association of Water Utilities were distributed to the members of the board. **Jeff Hargens** states that James Jans should adhere to the suggestions that were made in the review. He states that Jason Green from O.A.W.U. was very helpful and informative and recommends any of the board members to contact him for any questions or advise needed. His contact information is available at the office.

TAX SUPERVISING & CONSERVATION COMMISSION FUNDING

House bill 2074 was changed to allow Districts with less than a 200,000 population in Multnomah County to have the option of not being under the Tax Supervising and Conservation Commission's jurisdiction. If the District chooses to stay under the jurisdiction a fee will be imposed to help fund the operation. **Shanti Kraai** states that TSCC has been a tremendous help to the District and feels we should still utilize their services. **Sonny Boyd** would like to point out that the decision made will be imposed for a three year period. **Sonny Boyd** made a motion to continue to retain the services of the Tax Supervising and Conservation Commission, **Robert Gaughan** seconded, passed unanimously.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Sonny Boyd** states the financial statement submitted by the auditor shows our land value at \$9,350 which is an outdated figure and the land values have significantly increased. **Shanti Kraai** states she will contact the auditor to find out what must be done to change the amount to reflect the actual land value. **Sonny Boyd** asked her to look into the building amount as well since it shows only a \$64,232 value. **Victor Schmidt** made a motion to accept the financial reports as presented, **Robert Gaughan** seconded, passed unanimously.

Managers Report: **James Jans** states the managers report was not typed today due to an emergency during the water main replacement project on Hurt Road. A dump truck delivering rocks tipped over on its side landing on our water main and required assistance from the district manager. He had to turn on water services at 5:30p.m. that had been turned off by error during the recovery of the dump truck. He states that due to the time required to receive a permit from the Multnomah County planning department the district will hold off on the Mershon Road project until another fiscal year. He called Joanna from Multnomah County to request the permit to be cancelled and instead of sending back the Mershon Road permit they sent back the Wand Road permit in error. He called to inform them of this error and they state that they will promptly resubmit the correct permit.

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PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Gordon Fulks states the new postcards mailed to the customers this billing cycle looked aggressive. He does not like the penalty showing on the front of the postcard and feels it is threatening to customers who pay their bills on time. **Shanti Kraai** states she likes how the penalties are listed on the back of the postcard along with the office hours but states that many customers have complained about the fee listed on the front if not paid by a certain date.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

No comments were made.

Robert Gaughan made a motion to adjourn the meeting, **Sonny Boyd** seconded, passed unanimously. Meeting adjourned at 8:32 p.m.