

# CORBETT WATER DISTRICT

## APPROVED MINUTES

Regular Meeting 7:00 p.m.

Tuesday, September 16<sup>th</sup>, 2003  
Corbett, Oregon

**Commissioners Present:** Chairman Gordon Fulks, Vice-Chairman Doug Geller, Malcolm Freund, Ken Blanc and Steve Wilson.

Also present: District Interim Manager Marc Caldwell.

**Audience Members Present:** Bob Colclessler.

### **Review/Approve Agenda.**

No Commissioners had any Agenda items to add.

### **Financial.**

Chairman Fulks said that the total amount billed for the month of August 2003 was \$86,227. The total amount outstanding was about \$101,000, this amount included past due amounts.

### **Work Report.**

Mr. Caldwell briefed the Board on work projects performed in September.

- The old pipe shed has been transformed into a nice work space. Heat and ventilation still need to be addressed.
- The crew installed a new meter on Curtis road.
- Filter pond number three was cleaned.
- There was an eight inch main break in Springdale.
- The crew fixed a leak on Mershon road.
- Three meters had to be replaced because they had cracked.
- A six by ten tap was completed for Rohrbach road.

The cutoff saw had some difficulties cutting through the pavement near Rohrbach road. Marc Caldwell would like to sell the current cutoff saw for about \$350, and purchase a new one for \$900. Commissioner Blanc wanted to know if the saw needed to be serviced or if it was always having problems. Marc Caldwell said that they would have the saw serviced and then something else would go wrong with it. All Board members agreed that a new cutoff saw was needed and that it would fit into the current budget.

Future work plans include:

- The pipe replacement on Rohrbach road should begin in October, weather permitting.
- The crew needs to fix a leak on Loudon road.
- A new 1½ inch service line needs to be installed on Bell road.

### **Broken Main in Springdale.**

Marc Caldwell said that at about 9:30 p.m. he started receiving phone calls at home about a main break in Springdale. At this time he is not sure what caused the water main to break. Marc Caldwell (Interim Manager), Torey Redfern (Utility Worker II), Gene Hubbard (Utility Worker I) and Tony Haines (summer helper) all responded to the main break. It took the crew two hours to dig up the break with the help of the new backhoe. The crew worked on the leak until 3:30 a.m. Air and mud entered into the pipe where the pipe split. The crew had to clean up a lot of mud.

Marc Caldwell said that the response time was quick and that the repair work went rather quickly with the amount of workers they had fixing the pipe. The new backhoe helped cut down on the crews working time.

Marc Caldwell said that Woody Davis had helped out. Woody Davis showed up with gravel and cleaned up the mud that had been washed onto the Historic Highway. Chairman Fulks said that it was good to have Woody Davis's support in the community.

Chairman Fulks questioned why the pipe shredded. He said that it looked as if something had exploded inside the pipe. Commissioner Geller said that the pressure in Corbett was extraordinarily high compared to other Water Districts. There was some discussion for what level of pressure was acceptable. Marc Caldwell said that the required minimum was twenty pounds of pressure for all service lines.

Chairman Fulks said that the crew had done a really good job and he wanted to see a motion commending them.

Commissioner Freund moved to commend the staff for a good job on fixing the main break in front of the Springdale Tavern, at night and without much light. Motion seconded by Chairman Fulks. Motion passed unanimously. Marc Caldwell thanked the Board; he said it was nice to receive positive feedback from the Board.

Chairman Fulks commented on the use of hardhats for the crew. He would like for the crew to wear hardhats during any type of construction work. Commissioner Geller said that it would be appropriate for the crew to wear hardhats when they are working with heavy machinery. He said if nothing else it promoted safety awareness. Commissioner Freund said that OSHA required hardhats. Commissioner Geller said that OSHA could issue a citation to the crew. Commissioner Fulks, Geller and Freund felt that it would be best if the crew all had the same color hardhats.

### **Hiring for the Front Office Position.**

Chairman Fulks said that there had been over 60 applicants for the District Clerk. Out of those applicants, 15 had been interviewed by Chairman Fulks, Commissioner Freund and Interim Manager Marc Caldwell. Out of the 15 interviews 3 were chosen to be interviewed again. Chairman Fulks said that the three varied in their own ways, including age. He believed that all three candidates could handle the position.

Commissioner Freund said that he had spoken with the School to see how they hire employees. The School Board could set up a consent item for the hiring of a position or they could call a special Board meeting together to hire a specific person.

Commissioner Freund made a motion that the Board would accept the final decision of the committee for the hiring of the new District Clerk. Motion seconded by Chairman Fulks. Voting for the motion were Commissioners Fulks, Geller, and Freund. Commissioners Wilson and Blanc abstained from the vote.

### **New Reservoir Project.**

Chairman Fulks said that currently Rick Roth from the County had given the verbal okay to Brian Lee, P.E. to continue the process for the new Reservoir.

Chairman Fulks said that they had to deal with the County to find the right grass seed mixture that would be acceptable. Brian Lee had told the County that the mixture used would be approved by BLM.

The County has questioned the dirt parking area. Chairman Fulks said that the area for the new Reservoir was not in a city, but out in the woods so the dust would not bother anybody. He also said that the District had a few options for controlling the dust. They could use gravel without the minors in it or they could use compounds in the gravel and that would keep the dust down.

### **Pipe Replacement – Rohrbach Project.**

Marc Caldwell said that Rohrbach road had been problematic for leaks. Rohrbach has an existing two inch water line that runs down the middle of the road. The plan is to replace the old pipe with a new six inch ductile iron water main to a fire hydrant that would be installed at midpoint. After the fire hydrant a four inch ductile iron pipe would be used. Total pipe replacement is about 2,200 feet, the pipe will be installed on the East side of the road. Marc Caldwell said that he had spoken with a number of folks on Rohrbach and they were all looking forward to the new water main.

Chairman Fulks spoke to the Attorney to see if the Water District had use of the easement because the road is private property. The Attorney said it would be difficult for someone to object to the construction.

Chairman Fulks said that the reason the crew was starting on Rohrbach road first was because it would be the easiest pipe replacement project to complete. It would also be a good opportunity to see what the crew could accomplish with the new backhoe.

Chairman Fulks spoke about Lee Engineering's participation in the design of the pipe replacement projects. Brian Lee has spoken to Marc Caldwell about the design of Rohrbach and he will continue to observe the construction.

Chairman Fulks said that he had a contract from Lee Engineering stating that the engineering fees for Rohrbach could not exceed \$5,000 for time and materials. Commissioner Wilson moved to approve the proposal from Lee Engineering not to exceed \$5,000. Motion seconded by Commissioner Geller. Motion passed unanimously.

### **Purchase of New Backhoe.**

Commissioners Freund and Blanc and Marc Caldwell came to an agreement on what specifications the backhoe had to have to meet the needs of the District. Chairman Fulks said that two backhoe's were compared and the John Deere had the best equipment for the better price. The John Deere is also the one the crew liked the best and it could be driven on the road.

Chairman Fulks said that the John Deere backhoe consisted of only those items that were essential. There was no radio but it does have air conditioning. The representative from John Deere said that air conditioning was a necessity because when it rains and the crew gets in and out of the backhoe soaking wet they would steam up the windows and could cause blind spots. The air conditioning would be a dehumidification function.

Chairman Fulks said that John Deere had offered \$8,000 for the Kubota tractor. The backhoe would cost the District \$62,000 which included the trade-in of the Kubota tractor.

Commissioner Geller asked if the District vehicles had been labeled Corbett Water District. Chairman Fulks said that it had not been done, but he thought that Bobbie Kirkham would add the vinyl lettering in the near future.

### **New Computers.**

Chairman Fulks had completed the new computer for the front office. He spoke about the specific components that were installed in the computer. Chairman Fulks said that the new tower and the components cost about \$1,500 and the new monitor cost about \$300. He said that everything was working nicely. Chairman Fulks said that he planned on building another identical computer for the crew to use in the back office. There also might be a third new computer for the treatment plant or as a backup computer.

### **New Shop (Barn).**

Chairman Fulks said that the 'Barn' had turned into a nice new shop for the crew to work in. Torey Redfern sliced cross cuts into the concrete floor to keep it from cracking. Marc Caldwell had purchased surplus shelving to be installed in the new shop.

Chairman Fulks said that the new shop would be the place where the crew would perform their dirtier work. An example would be the welding the crew has to perform. Chairman Fulks said that the crew would need to install a fan to help keep the room clear of fumes from spray painting and welding.

Chairman Fulks said that a heater still needed to be installed. He thought that it would be an oil furnace. An oil tank would have to be installed next to the gasoline and diesel tanks. He said that the new tank would be fuel oil so it could be used for the furnace and the new backhoe.

Chairman Fulks said that the crew could park the District trucks inside the new barn but the backhoe would have to be left outside. He would like to look into some type of carport that could protect the backhoe.

### **Revisions of Late Payment Procedures.**

Commissioner Freund said the current procedures for late payments were time consuming and with the addition of phone calls it required a full day to go over the late penalties. He would like to wait until the new billing system was in place before a new procedure was set by the Board. Chairman Fulks said that the kinder gentler approach was more labor intensive, but it worked better.

Commissioner Freund checked with some other Water Districts to see what they handle late penalties. He found out that most Districts charge \$10 to shut off a customer's water service and to have the water turned back on after hours was an additional \$50.

Commissioner Freund said that the current billing system could give a report that listed all those that owed money to the District. After reviewing the report it is decided who should have the \$5 late fee and who should have the fee waived, either from a small amount due or because they are normally a good customer.

### **Job Corps / Reynolds School Projects.**

Chairman Fulks said that not a lot had been done on these projects. These are separate projects but are centrally located. Chairman Fulks said that the District had signed for the design because Reynolds will pay for the project but the District would own the new pipe. He said that the District would apply for the permit but Reynolds would be responsible to pay for it. Chairman Fulks said that the District would be using Kent Cox and Associates to complete the permits.

Marc Caldwell said that he had a meeting scheduled later in the week with the folks from Reynolds. He said that Reynolds would pay \$400 for half the permit and the Water District would pay the other half. Chairman Fulks asked who would pay for Engineering. Marc Caldwell said it was a Highway permit that needed to be submitted. He said that the Reynolds engineer did not seem to know who was supposed to take care of the

different categories. Chairman Fulks said that a bill had come from Kent Cox that had exceeded the \$3,800 agreed upon amount, the bill was for \$6,000 and they had forgiven it down to \$4,000.

Marc Caldwell said that for the Job Corps project the District would be paying for the meter and the Job Corps would be paying for their fire line. He said that the District had budgeted \$30,000 for the meter and vault, including the installation. Marc Caldwell said that it was going to be difficult to oversee both these projects because he would be laying pipe on Rohrbach road.

#### **Repainting of Reservoir #4.**

Chairman Fulks said that the repainting of Reservoir #4 would go out to bid with the new Reservoir project. He would like to follow up with Portland General Electric (PGE) to get their staff out to the site to decide how the conduit should be run to Reservoir #4.

#### **Public Input on Items Not on the Agenda.**

Commissioner Blanc said that a customer on Lampert road had been concerned that his meter was running fast. So the crew tested the meter by installing a meter on a hose and ran out 100 gallons of water. The 100 gallons cost him \$.365 and the end result was that the meters were within half a gallon of each other.

Chairman Fulks said that the District had sent out a letter to the applicants that were not selected for the District Clerk. He said that one response came back saying thank-you for the letter of rejection, she said it was the first time someone had responded back with a rejection, normally she did not hear back at all.

Commissioner Wilson said that he would like to invite the Special Districts Association of Oregon (SDAO) to a Board meeting. He would like for them to look at the process of the meetings, agendas, actions and minutes to make sure that the Board was not in violation.

Commissioner Wilson made a motion for the Chairman to contact SDAO and invite them to put on a workshop for the Board. Chairman Fulks said that he did not know if an action item could be added under this category. He felt that the Board had everything covered and did not need the workshop. Commissioners Geller and Blanc agreed with Commissioner Wilson, they would like to get the District back on track. Commissioner Freund said that SDAO would not setup a workshop for the Water Board because it was too small, but they are willing to allow the Board members visit with them with a larger group. Commissioner Wilson thought that some School and Fire Board members would be interested, who are also members of SDAO.

Commissioner Wilson questioned the missing minutes. He said that the Board had to keep repeating themselves because they were not sure on what exactly had happened at previous meetings because there were no minutes they could refer to. Chairman Fulks said that he had rough drafts for the minutes that were written by Barb Adams, but they had not been brought to the Board because he questioned their accuracy. Chairman Fulks said that he would distribute the rough drafts to the Board.

Commissioner Freund volunteered himself to contact the School and the Fire Department to see if they would be interested in holding a workshop with SDAO. He will also check with SDAO to see how many people they needed to hold a workshop. Commissioner Geller suggested that Commissioner Freund also find out what workshops SDAO currently had schedule, he wanted to know if there was anything close by that the Water Board could attend.

Voting for the motion were Commissioners Geller, Freund, Wilson and Blanc. Voting against the motion was Chairman Fulks.

Commissioner Geller made a motion to adjourn. Motion seconded by Chairman Fulks. Motion passed unanimously.