

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
September 16, 2008**

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

Absent board members: Marion Kirkham.

Staff present: James Jans, Shanti Kraai.

Audience members present: Robert Colclessor, Brian Lee, Dave Mysinger, Edna Rix, Jonathan Scott, Zebulon Wright.

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

APPROVAL OF THE AGENDA

Victor Schmidt would like to add a discussion regarding social security to the agenda as item 9a. **Sonny Boyd** made a motion to approve the agenda as modified, **Robert Gaughan** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Jeff Hargens would like corrections to be made to the discussion of engineering on the minutes of September 18, 2007. The first correction to be made is on the third paragraph, which needs to read “there were bells” instead of “they were Bells”. He would like the word couplers to be added to the end of the sentence reading “bell joint repair” on the fifth paragraph down. On the eighth paragraph down the words “chain order” needs to read “change order”. The final change he would like to be made is on the eighth paragraph from the bottom, which needs the word “to” added to the beginning of the line. **Sonny Boyd** states there needs to be a comma on the third paragraph from the top after the words “after checking”. **Robert Gaughan** made a motion to accept the minutes of September 18, 2007 as modified, **Victor Schmidt** seconded, passed unanimously.

Robert Gaughan made a motion to accept the August 19, 2008 minutes as written, **Sonny Boyd** seconded, passed unanimously.

FEE COMMITTEE

Sonny Boyd states that the fee committee has met and would like to make the following recommendations:

Meter Turn On: \$50 reconnect fee and all surcharges that have accumulated for the duration the meter has been off has to be paid prior to turning the meter back on.

Fraudulent Use: Disconnect meter, even if it requires digging it out of the ground, and notify sheriff’s office. When the customer would like the meter to be active they will be required to pay for time and services and a new deposit.

New Account: \$120.00 new customer deposit.

Robert Colclessor states we will need to have our attorney review these fees prior to adopting. **Jeff Hargens** thinks these ideas are good and would like to wait until all the desired fees are reviewed by the fee committee for their recommendations and brought forth all at one time for discussion prior to adopting them.

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NEPTUNE WATER WORKS DEMO

A package with information on the products Neptune Water Works supplies and price quotes were distributed to the members of the board. The municipal salesman for Ferguson Water Works, Zebulon Wright, introduced himself and gave some information on his background. He states that the price quotes given today is not guaranteed to be the same in five years. He states that he recommends the handheld system, which is the most economical for a district of our size. There is a 10 year warranty on all of Neptune's meters and every one of Neptune's capabilities exceed AWWA's standards. The R900i radio can give a report showing the water use every hour for the past 96 days. All the radios are water proof and are so durable they can be driven over. The radios provided by Neptune Water Works have a 20 year warranty and the batteries last 22 years. Please see attached packet for more information regarding the items Neptune Water Works provide.

LEAK ADJUSTMENTS

8-7730-00: After reviewing this account, it was decided that since this customer does not live in the home, which was why the leak was not noticed until the bill was received, and due to the amount of the bill, this would qualify as a hardship. **Sonny Boyd** made a motion to change the water usage for March/April 2008 of 233 units and the water usage for July/August 2008 of 70 units to 5 units each, **Robert Gaughan** seconded, **Victor Schmidt** abstained, motion passed.

8-8550-00: After reviewing this account, the board decided this was a hardship due to the amount of the bill and the work that was required to fix it. The customer had to replace the water line, which was done so in a timely manner. **Sonny Boyd** made a motion to adjust the 162 units from the leak to the average of the previous three billing cycles, 19 units, **Robert Gaughan** seconded, passed unanimously.

2-7793-00: After reviewing this account, the board considered this to be a hardship due to the fact that the water line was 1,400 feet with no tracer wire to assist finding the pipe. The customer had to shovel along the length of the pipe until he found the leak. **Robert Gaughan** informed the customer to cut and cap it if they are not using it. **Victor Schmidt** would like confirmation that this leak has stopped prior to adjusting the bill. **Sonny Boyd** made a motion to drop the water usage for March/April 2008 from 147 units to 45 units, as well as the water usage for May/June 2008 from 115 units to 45 units, **Victor Schmidt** seconded, passed unanimously.

8-4830-00: Asked to be placed on the agenda for next month because her husband had to leave town at the last minute.

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UTILITY BILLING PROGRAM

Shanti Kraai states that after reviewing RVS and Continental Utility Solutions, Inc. (CUSI), the office staff feels very strongly towards CUSI. The total costs are very close and CUSI will meet all the needs of the district. **Jeff Hargens** is concerned about the \$1,200 yearly fee that CUSI requires. **Shanti Kraai** states that updates and customer support is provided with the yearly fee. The board would like the office staff to contact CUSI to see if we can prolong the payment so that \$5,000 is paid in the next budget year. **Shanti Kraai** states that we could remove the ACH module from the package, which would reduce \$1,000 from the total cost. The board states that another option would be to move money around in the budget in order to pay for the program now. **Sonny Boyd** made a motion to contact CUSI to see if they will work with us to defer part of the payments to the next budget year so we will not exceed the \$8,000 for this year, if so we will get the entire package at the \$11,900, if not we will revisit it next month and go through the budget to re-arrange funds, **Victor Schmidt** seconded, passed unanimously.

CHRISTENSEN/WOODARD/SMITH UPDATES

James Jans states that Active Construction will be paving the last street cut on Christensen Road on September 17, 2008, the crew can then clean up the street and the project will be finished. 2,000 feet of pipe has been installed on Smith Road, however we could not get our chlorine pump to work last week in order to chlorinate the second half of that project. We still have 17 meters to tie over, which will be done in October/November. We have installed 545 feet of 8" pipe on Woodard Road, the project should be finished by September 18, 2008. They will then begin working on 365th. See attached photographs.

PACE ENGINEERS

Brian Lee states that in the last couple of months, since the additional waterline work was approved, he proceeded to produce a second set of drawings with a 90% set. The drawings are ready for James Jans review, which they will be meeting about some time during the following week. Per the board's request, he has looked into the sizing of the pipe and his recommendation is to put it an 8" line on Woodard Rd. According to the master plan update, it does show an 8" PVC line running down Woodard to the PRV vault, then changing to a 6" line down to Crown Point Highway. **Brian Lee** states that service stations will be added to the document plans, and will meet with James Jans regarding this.

SOCIAL SECURITY

Victor Schmidt would like to look into not paying social security on the district employees because the employees are on the PERS system, which he feels is much better than social security. He would feel better about giving the money to the employees directly. **Jeff Hargens** stated the money should go towards PERS. **Victor Schmidt** states that with our own retirement system, we can back out of paying social security. The board would like the office staff to further research this.

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PACIFIC OFFICE AUTOMATION

A copy of our contract with Pacific Office Automation was distributed to the members of the board. **Sonny Boyd** would like to look for another copier/printer/fax. **Jeff Hargens** states that we will get nailed with service if we purchase our own machine. **Robert Colclessor** states that in the past the district owned one however it was costing so much to service it they chose to lease one from Pacific Office Automation, which was actually cheaper. The board would like more information on why we are being charged \$279.89 per month when our contract is for \$235.00 per month. A meeting is set for September 25, 2008 for the office staff to discuss this with the new manager for Pacific Office Automation. Discussion to continue at the next board meeting held on October 21, 2008.

MONTHLY REPORTS

Financial Report: A copy of the monthly check report and LGIP savings account was distributed to the members of the board. **Robert Gaughan** would like to know what the \$550 charge from Jordon Schrader was for. **James Jans** states that it was to check to see what the proper shut off technique is for renters. **Victor Schmidt** made a motion to accept the account report for the month of August as presented, **Robert Gaughan** seconded, passed unanimously.

Managers Report: See attached.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Robert Colclessor would like to know how much pipe the district has purchased this budget year. **James Jans** states we have purchased and installed 2,020 feet of 6" DI pipe for Smith Road, 850 feet of 8" installed on Woodard Road, we have in inventory 1,975 feet of 6" for 365th, 3,000 feet of 6" was installed during the last two summers for Christensen Road, and plan on 1,200 feet of 6" for Neilson Road this fall. We have already purchased 1,728 feet of 6" pipe for projects beginning next budget year.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Jeff Hargens states that he would like to plan ahead for future master plan projects.

Victor Schmidt made a motion to adjourn the meeting, **Sonny Boyd** seconded, passed unanimously. Meeting adjourned at 9:25 p.m.