

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
September 16, 2014**

Board members present: Jeff Hargens, Robert Gaughan, Sonny Boyd, Robert Churnside, Kevin Wilhelm.

Staff present: James Jans, Shanti Burns.

Audience members present: Gordon Fulks, Brian Lee, Debbie Churnside, Linda Hargens, Robert Telford, Robert Colclessor, David Jacob.

Chairman **Jeff Hargens** called the meeting to order at 6:35 p.m.

APPROVAL OF THE AGENDA

Sonny Boyd made a motion to approve the agenda, **Kevin Wilhelm** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Sonny Boyd said that during the filter pond discussion, it reads “it was discussed building a dam across filter pond 1” however this should be changed to read "a discussion took place regarding building a dam across filter pond 1”. **Robert Gaughan** made a motion to approve the minutes of August 19, 2014 as modified, **Sonny Boyd** seconded, passed unanimously.

LEAK ADJUSTMENTS

9210-00: This case was viewed as a hardship due to the customer being on a fixed income. **Jeff Hargens** made a motion to adjust the November/December 2013 and January/February 2014 billing cycles each to the six month average after the repair of the leak, 17 units, **Sonny Boyd** seconded, passed unanimously.

SOUTH FORK

James Jans said that the South Fork fish intake project was completed. The Oregon Department of Fish and Wildlife (ODFW) will do the final inspection later this month.

EASEMENT AGREEMENTS / PACE ENGINEERS

James Jans said Rasmussen Road will need to be surveyed in order to receive easement agreements. Until this is completed, we had the customers sign a temporary access easement agreement. **Jeff Hargens** said the District will begin to work on receiving easement agreements for all properties that need them; however there is no timeframe of when this needs to be completed. **Jeff Hargens** made a motion to allow Pace Engineers to complete the proposed four waterline easement agreements and surveys, **Sonny Boyd** seconded, passed unanimously.

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WAGE SCALE REVIEW

Shanti Burns said that in 2005 the budget committee discussed changing the wage scale, however there was not a resolution. There was also a change in job position titles at this time. The new wage scale proposed would increase the amount of steps in the Utility Worker AP position, increase the wages for the District Clerk, and provide 5% step increases between each step scale for all the employees. **Jeff Hargens** suggested allowing Hans Rathjen to move up to the Utility Worker II position. **Gordon Fulks** said he agrees with making an exception to the policy and allowing this worker to move up a position. **Sonny Boyd** made a motion to accept the proposed wage scale as presented, and to allow Hans Rathjen to move up to the Utility Worker II position, retroactive to July 1, 2014, **Kevin Wilhelm** seconded, passed unanimously.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Sonny Boyd** made a motion to approve the financial reports as presented, **Robert Gaughan** seconded, passed unanimously.

Manager's Report: District Manager **James Jans** read as follows:

Distribution: We installed fire hydants #83 and #84 at the intersection of E. Historic Columbia River Highway and Curtis Road, and just west of the Women's Forum. We are continuing to work very closely with Phil Dearixion, the Fire Chief from Multnomah County Fire Station #14, in determining the location of each fire hydrant in order to fulfill the ISO requirements.

While Dabney park was installing a sign, they hit the 4" main on highway. We had to shut down the main for repairs and issue a boil order for 35 customers towards the west end of our system. The sample came back absent and the boil order was lifted.

South Fork: The approved rock and Farmers Screen have been installed at South Fork and the project is now complete.

Treatment Plant: We have been monitoring the overflow from the treatment plant and it's always been well below the .40 mg/L action level set by the Department of Environmental Quality (DEQ). We are following the decision matrix for the disposal of chlorine water per DEQ. Filter pond 1 has been cleaned and is now back online. We are draining filter pond 3 so we can clean it later this month and have it ready for the winter season.

Hydro: The power bill from PGE at the treatment plant for August should be zero. The hydro is back online now that the flows are starting to slow down with the cooler weather.

Robert Churnside asked Jim to look into installing expanded metal over the Farmers Screen to protect it. **Brian Lee** said they have already received a proposal of approximately \$1,200 for this.

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PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

No comments were made.

Meeting adjourned to go into executive sessions at 7:50 p.m.

EXECUTIVE SESSION ORS 192.660(2)(b): TO CONSIDER DISMISSAL OR DISCIPLINE OF, OR TO HEAR CHARGES OR COMPLAINTS AGAINST AN OFFICER, EMPLOYEE, STAFF MEMBER OR AGENT

EXECUTIVE SESSION ORS 192.660(2)(i): TO REVIEW AND EVALUATE THE EMPLOYMENT-RELATED PERFORMANCE OF THE DISTRICT MANAGER

Meeting reconvened at 8:00 p.m.

No decisions were made during the executive sessions.

Sonny Boyd made a motion to approve the manager's decision of the dismissal of Matthew Degner's employment, **Robert Gaughan** seconded, passed unanimously.

Sonny Boyd made a motion to increase the District manager's wages by 2% as of July 1, 2014, **Robert Gaughan** seconded, passed unanimously.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

No comments were made.

Jeff Hargens made a motion to adjourn the meeting, **Sonny Boyd** seconded, passed unanimously. Meeting adjourned at 8:03 p.m.