

# CORBETT WATER DISTRICT

## APPROVED MINUTES

Regular Meeting: 7:00 P.M.

**Tuesday, September 20, 2005**

Corbett, Oregon

Attachments: Financial Reports (\_\_\_ pages)

Manager's Report (\_\_\_ pages)

Photo of Tank from Frank

Parens indicate additions by Secretary/Treasurer for clarity and fullness

**Commissioners Present:** Malcolm Freund, Robert Gaughan, Bob Colclessler, and Marion Kirkham.

Also present were District Manager Frank Sterzinar, and District Clerk Jamie Simms.

**Audience Members Present:** Sue Fry, Brian James, Donna Colclessler, and Al Kimbley.

Chairman Freund called the meeting to order at 7:00 p.m. at the Corbett Fire Hall.

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

Commissioner Freund said the returned check fee that had been established at the August 16<sup>th</sup> Board meeting was voided because the proper procedures for establishing an Ordinance had not been followed. This issue will be addressed at the next meeting because there was not enough time before this meeting to follow the first procedure of publication.

Commissioner Colclessler moved to approve the agenda. Motion seconded by Commissioner Kirkham. Motion passed unanimously.

### **Approval of the Minutes.**

Chairman Freund suggested to the Board that the August 16<sup>th</sup> minutes be tabled because the Board had recently received the minutes and Commissioner Wyatt, the Secretary/Treasurer of the Board was absent.

Commissioner Freund tabled the August 16<sup>th</sup> minutes.

The Board looked over the September 1<sup>st</sup> workshop minutes, but felt that these minutes should also be held over until the next regular meeting. Commissioner Freund tabled the September 1<sup>st</sup> workshop minutes.

### **Financial Report.**

The District Clerk stated the financials included a list of all approved purchase orders and 'Transaction List by Vendor' reports. There was also discussion of the 'Budget vs. Actual.'

Jamie discussed how it is that 'Cash on Hand' is still being determined. Frank indicated that not being able to be positive about the District's exact amounts of 'Cash on Hand,' has effected the ability to purchase additional pipe, in particular for the Christensen Project. The District expects to be in a position to purchase those materials (once the disbursement for income from property taxes is received).

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Jamie informed the Board that water sales this summer were up by almost \$10,000. She explained that last year the sales were \$129,000 and this year sales were \$139,000. Historically, July and August are the two highest months of sales.

Jamie gave an overview including a transfer of \$177,120 from the General Fund to the Headworks Fund. She explained the bookkeeping entry is to show that the money was, in fact, transferred as called for by the Budget. She continued that because of this transfer, 'Ordinary Income' looks like a negative; but {this is because, the audit not being completed, there is not a verified figure for 'Beginning Working Capital.' Jaime estimates that the verified 'Beginning Working Capital' figure will be over \$200,000. She reiterated that the District is not 'short' and that the 'Actual Working Capital' is not in reality zero even though the Financial Report reflects that amount.

Jamie confirmed that \$222,000 has been used from the Loan (for the Water Treatment Plant upgrades).

Jamie informed the Board that the Headworks Project Fund is over budget due to an increase in the actual engineering fees incurred. She continued that the figure under the budget had been \$20,000; the actual is \$44,000. Frank estimated that the engineering for the Treatment Plant is going to end up 134% over budget. He added that there have been extra inspections and the other (activities) going on up there that was not expected. Frank (will be requesting Clackamas Construction to pay this additional cost) because they are the ones who are 'unable to get things right' in Frank's book. Frank has informed Lee Engineering of that fact. Frank explained that because the engineering expenses are based on time and materials, it is hard to estimate at the beginning of a project to run into a problem (like the leaks of the filter tank).

Frank indicated that the disbursement for fire hydrant repair kits (\$149), incorrectly placed under 'Fire Hydrants,' will be corrected to be placed under 'Maintenance - Mains.'

Commissioner Freund asked about the entry for 'Workman's Compensation' which shows a 67% use so far this year per the Budget. Jamie confirmed that this expense occurs once a year and that no additional expenses are expected for this item.

Jamie confirmed 'Education' is under two categories because there are two kinds of 'Education' expenses: commissioner and employee.

Jamie clarified that the entry for 'DHS Cashier' includes disbursements associated with the exam fee for Zac and the fee for the backflow assembly certificates for the staff. The slightly different 'Payees' under 'DHS Cashier' comes from the instructions Jamie receives on the bill from DHS of who to pay.

Commissioner Freund noted that when an entry is split, it can be less clear what accounts are charged for the expense. Jamie indicated that more information and detail are available on the computer when the entry is brought up for review on the computer screen.

Frank confirmed, again, that the materials for Christiansen have not been purchased.

The Board discussed that Customer 9635 had additional leaks and a broken meter and so (his two bills show up as 'Late'). According to staff, the customer was warned several times that he had a leak and the District went through every effort to provide the customer help with repeated warnings about a possible

shut-off. Jamie observed that the customer knew of the leak early on and had contacted the District when his leak happened (when a mudslide happened). Staff noted that the customer repeatedly promised to fix the leak, but did not do so for approximately four months (two billing cycles). Frank indicated that as a consequence of so much water going through the meter, the meter burned up and had to be replaced. The customer has not paid his bill yet. It is up to the Board whether to issue a leak adjustment because Frank refused to do so. Staff confirmed that the customer has not appeared before the Board.

There is another customer that has gone to collections with Richard Weill, attorney for the District. Judgment has now been filed. Payments must be made by the customer through the attorney to the District.

The number of delinquent accounts (fifty-five) is fairly typical for this time of the month.

### **District Manager Work Report.**

The District Manager reviewed the following information with the Board:

*South Fork:* Russ Lawrence, a stream specialist, confirmed that all needed repair work had been completed at the South Fork intakes.

*North Fork:* The four screens at the North Fork intake, which are made out of galvanized steel and are badly corroded, need to be remanufactured with stainless steel mesh material. Frank will construct these screens himself; the material is expected to cost \$1,100. If Frank were to purchase the screens already assembled it would cost an estimated \$3,200 - \$5,000.

#### *Treatment Plant:*

Frank spoke about plant output, water flow, and meeting the demand of the Community. Frank explained that if the filter ponds are at their peak of efficiency, their rate of output is 450 gpm each. He stated that last year at this time, there had been three filter ponds operating and producing 1300 gpm. Currently there are only two filter ponds operating producing a total 700 to 750 gpm. In addition, one of the filter pond's ability to filter is slowing down and it needs to be cleaned. The District cannot take that filter pond off line to be cleaned (because that would take total output down to only 450gpm).

Frank explained that due to the combination of the high customer demand and two, instead of three, filtering ponds available to process the water, Reservoir No. 6 (1 million gallons) is running at a level of 15.53 feet (approximately 894,000 gallons) instead of the 17 foot level Frank would otherwise prefer. If Reservoir No. 6 were to ever go down to the level of 10 feet (also known as the point of no return), the Treatment Plant, on just the two filtering ponds, could not produce enough water to fill the tank and meet the current rate of demand of the Community at the same time. The District is limping along and hoping demand will drop even lower.

These are not problems of not having (enough water to intake, but rather a processing capacity and processing rate issue). Franks explained the spurts of the various reservoirs and amounts of usage related to the hotter weather and the increased use. He also pointed out that any difficulties of supply and demand during this time are not related to any leaks. Frank explained that the leaks are a constant and, as such, do not explain the spikes in usage. He added that it was only by making the major dent in the

system's leaks that the District had been able to meet the demand of the community in these (hotter, higher use days).

Commissioner Colclessler commented on how, historically, in summers past, the District would be pulling the full 1300 gpm through the system and was still not be sure that the it could keep up with the demand because of the loss from the leaks. He remarked that going from 63% to 73% leakage loss down to 39% and now 37% allowed the Treatment Plant upgrades to be able to happen. Frank commented that the engineers thought the leakage number was even lower: 30% to 25%. (On another positive note), Frank pointed out that customer demand should now be on the downward trend. He said that even with the high demand, the District had held its own. It is all a good indicator that the District is making progress. .

*Treatment Plant Upgrade Phase II:* On September 2<sup>nd</sup> (the Friday of Labor Day Weekend), Clackamas Construction bored a hole through the main power supply conduit for the Treatment Plant test equipment. The Treatment Plant had to be shutdown for six hours while repairs were made. The repairs were completed by Frank Sterzinar, Zac Bertz (Utility Worker I) and Bob Bruene from Dryer Electric. Frank expressed his gratitude toward Mr. Bruene for his quick response time. Mr. Bruene is not a part of Treatment Plant construction work, but is an electrician that lives in Corbett.

Frank spent majority of Labor Day weekend up at the Treatment Plant. Frank let the Board know that keeping such a close eye on Clackamas Construction may have offended the workers there; but Frank felt that his presence was necessary to make sure that Clackamas Construction did not drill another hole (and damage District property again). Frank indicated that the damage to the main power line had been happened when a line was drawn of where to drill and the worker drilled three inches away from that mark. Frank felt that someone who would make that kind of mistake should not have the drill in their hands.

Frank explained that another reason for his presence was to oversee the cleaning and filling of the new tank. (Given the leaks and waste that occurred the last time that tank was filled), Frank determined he needed to be there to make sure that the tank was cleaned and filled properly and that no water was (wasted in the process). Frank pointed out that there had been a fine line between diverting water and filling the filter tank on the one hand and supplying the needs of the community on the other: during the filing process the amount of water being pushed through the two ponds was 920 gpm (the maximum that can be pushed through the other 2 ponds), which meant losing ground on the filter tank.

Commissioner Colclessler asked whether recouping Frank's time for overseeing Clackamas Construction might be possible. Frank doubts whether the cost could be recouped because Clackamas Construction would counter that Frank did not have to be there to oversee them.

While he was overseeing Clackamas's work Frank corrected the scaling factor of the Chessell 392 chart recorder and removed the debris -- two truck-fulls -- from within the Treatment Plant. Frank also reiterated to Clackamas Construction's contractors the requirements of cleanliness --including not smoking -- and the prohibition of using (water treatment measuring equipment) as ladders.

Frank related that over the Labor Day weekend, Clackamas Construction had brought in a contractor with a Vac Trailer to vacuum out the remaining sediment in the bottom of the filter tank. When the electronic throttle control on it and the motor for it burned out, Frank re-wired the Vac Trailer so that it was able to

be used to complete the job. Commissioner Freund observed Frank's help was a benefit to the District, but an even greater benefit to Clackamas Construction because his help ensured Clackamas Construction could get their job done.

The Chlorine Injection Pumps were moved to a new location to allow the off-gas from the liquid chlorine to be pulled out of the building properly. OSHA (requires) that this be so.

Copper and lead testing has been completed and the results are on the way, but Frank expects good reports.

*Distribution System:* Leaks have been repaired on Mershon, Knieriem, Rasmussen, Corbett Hill, Crown Point Highway, Christensen, and Chamberlain Roads. The leak on Woodard road in front of Ms. Larson's home is not repairable, due to heavy corrosion in the pipes. In order to repair this leak, a section of the Main will have to be replaced. Another leak on Christensen is so bad that Frank believes that the only thing keeping the pipes from collapsing is the pressure of the water running through them. There have been no Main breaks.

Repairs to the Mershon Reservoir have increased the water pressure for several customers and a lot more water is able to be pushed up to Cabbage Hill. When the Mershon Reservoir was repaired, the inlet was positioned to stir the water so that sediment does not end up on the settling on the bottom. The resulting water in the Mershon Reservoir is so clear, you can see right down to the bottom.

The Mershon pressure reducing station is in need of repair, but due to the number of customers that would be out of water during the repair it will be performed at a later date. Frank explained that the initial installation (done before he came to the District) was done improperly. The welding is good, but there is no support for the slip joint. Without support, the slip joint will eventually pop off the end of the six inch pipe. Frank stated that when it is shut down for repairs, pretty much the whole lower portion of Corbett will be effected.

Frank explained that as leaks are repaired, the repaired sections stress the system (in new and) different (ways). The District is expecting to put equalization back to the lower part of the system in Springdale by bringing Loudon back on line. Upcoming action includes completing a study to see what the pressures are before Loudon is back on line and then run a study to see what pressures are after Loudon is put back on line. (Having Loudon back on line) will help fill the Mershon Reservoir and allow a turn off of the altitude valve and Hulburt Road will pick up the slack on the lower part of Springdale. Mershon Reservoir right now supplies all the water for: Bell Road, Springdale, out to Tippy Canoe, out Northway and parts of Nielson. Frank compared using the Mershon Reservoir to supply all this water to using a AAA battery to start your car.

Corbett Hill Road leak involves another slip joint at the end of a main that is not properly supported. This piping is also skewed to eight degrees and the maximum allowed is a two degree skew. The bottom-line is that if the slip joint end wants to come off, there is nothing there to stop it. This slip joint is in the middle of a bad turn in the road (making repair work by the District staff difficult and dangerous). The District is trying to wait for the impending temporary closure of Corbett Hill by the State Highway to repair the leak.

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Another tracer study is expected in the future to see if Reservoir 6 can be used to help increase the contact time and reduce the amount of chlorine that the District uses, thus reducing cost. The workers will also be flushing the mains in the near future.

(Repairs for) 2700 feet on Christensen Road is approved, but on hold. Frank estimates it will cost \$45,000 to \$55,000 to replace the Main.

Frank updated the situation with Louden Road's altitude value, which was installed years ago without adjusting the valve, allowing the controls to remain wide open, allowing, in turn, the water to travel through all the controls and eventually corrode them. When Frank went to put the altitude valve into closed mode to activate it and test it, one of the corroded control valves blew apart. Frank's rebuilding and replacing of that valve should be completed this week.

Louden Road at Larch Mountain Roads is in the planning stage to correct a roll seal valve. The valve has been there for an extremely long time (again, since before Frank came to the District) and parts are no longer made. Frank wanted the Board to know that if the valve were to go wide open, it will cause water damage for someone.

Frank listed PRV issues where the problem is a six inch line going through a two inch pressure reducer, which does not work: SE Louden at Stevens Roads, Louden Road at the Johnson residence.

Other facts relating to the status of the District's systems can be found in the written report of the District Manager attached hereto.

#### **Auditor Update.**

Chairman Freund said that Roy Rogers, a Certified Public Accountant, has been retained to perform the annual audit of the District. Mr. Rogers was the lowest bidder. Commissioners Freund and Wyatt both interviewed other auditor; Chairman Freund said both he and Commissioner Wyatt had been pleased with the interview process. Mr. Rogers also conducts the audit of the Corbett School District and that was one of the reasons why the District got a good deal from him: he can just come down the street and do the District's audit. Chairman Freund remarked that representatives for the Corbett School District were happy with Mr. Roger's work as well.

#### **Update From the Contract Inventory Board Committee.**

Brian James, Committee Member, said the committee had not met in a while due to summer vacations and scheduling conflicts with other meetings. The next meeting is scheduled for Thursday, September 22<sup>nd</sup>.

Chairman Freund asked if any other Board member would like to participate in the committee, because Commissioner Wyatt has been tied up with other issues. Commissioner Colclessler said he would help.

#### **Public Comment on Items Not Listed on the Agenda.**

Brian James asked if the water at the intersection of Nielson and the Historic Columbia River Highway was a leak. Commissioner Colclessler said the County road crew had recently dug out the culvert so the water was no longer on the road. Frank said that a large portion is from a natural spring and the rest was from a leak. Frank explained that a County road grader had plugged up the culvert which forced the spring up onto the roadway. He said that the leak is now inaccessible to equipment because the homeowner did some grading work and cut his bank so close to the District's pipe that if the District were to dig, it would create a soft spot, possibly causing a slide. There is a question, Frank said, of whether the homeowner went out past his property line in doing the grading. Frank warned that the homeowner has already threatened to sue the District if there was a slide. The pipe is eight feet deep, and with the unstable soil it would have to be dug out by hand. Frank has spoken with Multnomah County and their preference is for the District to forego even the hand digging because of the risk of a slide so close to the edge of Neilson Road. Frank assured the Board that the leak would be stopped by extending the pipe from the end of Nielson to the Historic Highway. This will allow the District to abandon the current pipe that crosses through the referenced homeowner's property.

### **Items for Board Consideration.**

Chairman Freund questioned if each Board member had recently received an SDAO newsletter. Commissioner Kirkham had not received his newsletter. Chairman Freund spoke about the upcoming annual SDAO conference and wanting each Board member to attend.

The Return Check Fee will be moved forward at the next meeting.

Commissioner Colclessler asked the audience if they read the newsletter that is sent out with the water bills. All audience gave various responses. He also wondered if folks read their PGE newsletter. Some did, while others just glanced at it. Commissioner Colclessler had heard around town that many do not read the District newsletter and wanted to see if the Corbett Water District newsletter was worth the time and money to put it together. He sees the newsletter as very informative. Sue Fry said the newsletter involved a lot of staff time; she thought maybe the newsletter didn't have to go out with every billing. Frank agreed that the newsletter could be cumbersome when during busy times. Brian James said the Corbett School Board listed the Board members on their monthly newsletter. He also said that a newsletter was the best tool to inform the community. Frank agreed that it kept the public up to speed and that it would be continued. He hopes to rely more on the staff and Board in its construction. Chairman Freund reminded everybody that the next Policy Committee Workshop was scheduled for October 4<sup>th</sup> at the Fire Hall.

Chairman Freund asked the Board if they had a copy of the Approved Minutes since April 19 (2005). Seeing that they did not, he asked that copies be provided to all members. Jaime said she is able to provide the ones up until July. July is when the Board officers changed and Commissioner Wyatt took over as Secretary-Treasurer. Commissioner Wyatt has asked to be allowed to confirm that all corrections to Minutes have been made before Jamie distributes copies of the approved Minutes to the Board; and Commissioner Wyatt has not yet done so.

Frank Sterzinar had pictures of the new tank being constructed at the Treatment Plant for everybody to view.

Commissioner Kirkham moved to adjourn. Motion seconded by Commissioner Gaughan. Meeting adjourned at 8:30 p.m.