

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
September 20, 2011**

Board members present: Robert Gaughan, Sonny Boyd, Robert Churnside, Kevin Wilhelm, Jeff Hargens (arrived at 6:36 p.m.)

Staff present: James Jans, Shanti Kraai.

Audience members present: Carnetta Boyd, Malcolm Freund, Marion Kirkham.

Vice chairman **Robert Gaughan** called the meeting to order at 6:33 p.m.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

Malcolm Freund said that his statement under public comments was regarding leaving room for extra water storage, not for an extra filter pond as the minutes had read. **Robert Churnside** made a motion to approve the minutes of August 16, 2011 as modified, **Sonny Boyd** seconded, passed unanimously.

LEAK ADJUSTMENTS

6575-00: This customer's leak began in 2006 with a frozen pipe. After multiple repairs, they discovered that pressure was the cause of the continuous leaks. They installed a pressure reducing valve and repaired all leaks present in the water line. **Jeff Hargens** made a motion to reduce the November/December 2010 and the January/February 2011 billing cycles to the average of the proceeding three billing cycles after the repairs, **Robert Gaughan** seconded, passed unanimously.

NEIGHBORHOOD EMERGENCY RESPONSE

Carnetta Boyd states that the neighborhood emergency response team (NERT) offers multiple classes to educate people how to be prepared in case of a natural disaster. She states that they are working with the community to set up shelters and listed the main natural disaster concerns in the area. She states that there are only 239 emergency responders in the Portland area. She said that there is a good chance Corbett will be isolated if an earthquake occurred, since the bridges would most likely collapse. It is recommended to have at least 2 months worth of supplies to live off of. She discussed with the Board of Directors and the District Manager how secure our water storage facilities would be if an earthquake occurred.

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NATIONAL PREPAREDNESS MONTH

James Jans states that he is working on a plan to follow if an emergency occurs. He is updating our contact list with surrounding communities to correspond with during a disaster.

FILTER POND 1 OR 3

James Jans distributed the original construction and engineering quotes provided by Brian Lee from Pace Engineers. On the sheet, he has marked which areas can be prolonged to future dates, and which items we can purchase for less in an effort to make the project affordable. He states the District may need to add a surcharge or rate increase, and we may need to prolong the project of replacing a filter pond over a 30 month time frame. **Jeff Hargens** feels the District should receive bids from 3 other engineering companies. He states that the engineer can use the same design as the most recently installed filter pond.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Jeff Hargens** asked if the District is receiving quotes for boring water lines. **James Jans** replied that we do receive boring quotes prior to the start of a project. **Jeff Hargens** would like to know what the hydro survey entailed. **James Jans** states it was a required project in order to receive the FERC license, and the District will be reimbursed for half the cost by the Oregon Department of Energy. **Jeff Hargens** asked how often the staff purchases new boots. **James Jans** said the policy states workers have an allowance per year for work boots and rain gear. He states that the workers usually purchase new boots every year or year and a half and if they purchase expensive work boots, it just means that they will have less money to purchase rain gear with. **Jeff Hargens** would like a report showing a history of work clothes purchases to be brought to the next regular board meeting. **Shanti Kraai** states that the crew now purchases work clothes on the business credit card, so they would not be able to return the items for cash. **Robert Churnside** made a motion to approve the financial reports as presented, **Kevin Wilhelm** seconded, passed unanimously.

Managers Report:

Distribution: District Manager **James Jans** read as follows:

Our average water bill for the latest meter reading for July/August 2011 was \$113.52 per customer. The meter reading cycle generated \$122,604.17 in sales.

We have installed the last section of the 2,910 feet of 6" pipe on Woodard / Ogden Road and next week we will flush, pressure test and take a BT sample. Afterwhich, we will tie over the services.

The Deverell project is about 91% finished and we have installed 1,800 feet of pipe. We are currently cleaning up the excavation site. Next week Miller Construction will bore the last 280

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MONTHLY REPORTS – Managers Report (Cont.)

feet of HDPE down the hill. When this project is finished it will help eliminate two dead end mains.

We had a 10” water main damaged by Reliance Connects due to a miss locate mark on E. HCRH.

On Lucas Road we have replaced 708 feet and are about 74% complete with that short project. We are using Reliance Connects as our contractor and they are plowing in a conduit along with our HDPE pipe for one residential house as well as the Church on Lucas Road.

We have reconfigured the Cla-val at Reservoir 4 and are now supplying Victor Smidt’s residence with 32 to 45 PSI, which is well above the 7 to 13 PSI previously supplied, which had not been meeting the Health Department’s requirements of a minimum of 20 PSI for water services in the District.

Treatment Plant: The pressure transducer has been repaired for Reservoir 6 and we are now back in service knowing the level of the reservoir at the Treatment Plant. We ran all summer long using only filter ponds 1 and 2. Filter pond 3 has been in a standby mode for the duration of the summer as it was not needed to be used.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Malcolm Freund asked how much water will be conserved now that such a large portion of pipe has been replaced in the system, preventing leaks. **James Jans** states that repairing the leaking pipes has helped reduce water consumption, however we do not know what our water loss has been because the meters at North and South Fork need to be rebuilt. These repairs will be one of our next projects. We are planning to install meters at Reservoir 4 and 5 so we can see how much water comes into the Reservoir and how much is sold in order to determine if any water is being lost due to leaks.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Sonny Boyd would like to thank James Jans for efficiently reviewing ways to save money during the filter pond replacement project. He would also like to give recognition to him for keeping a good relationship with Reliance Connects. **Kevin Wilhelm** inquired as to status of the Viewpoint Inn. **James Jans** states that until the bankruptcy is final, the District will only try to collect on bills accrued after July 14, 2011, the date the bankruptcy was filed. **Jeff Hargens** informed the staff to not allow any payment arrangements, and to follow the policy accordingly.

Sonny Boyd made a motion to adjourn the meeting, **Robert Gaughan** seconded, passed unanimously. Meeting adjourned at 7:50 p.m.