

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
September 20, 2016**

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

Absent Board members: Jack Garrison, Robert Churnside.

Staff present: Shanti Burns.

Audience members present: David Jacob, Malcolm Freund, Gordon Fulks, Larry Faught, Ann Faught, Leslie Piper.

Chairman **Jeff Hargens** called the meeting to order at 6:34 p.m.

APPROVAL OF THE AGENDA

Kevin Wilhelm made a motion to approve the agenda, **Robert Gaughan** seconded, passed unanimously.

APPROVAL OF THE MINUTES

July 18, 2016 special meeting: **Robert Gaughan** made a motion to approve the minutes as presented, **Kevin Wilhelm** seconded, passed unanimously.

August 9, 2016 special meeting: **Robert Gaughan** made a motion to approve the minutes as presented, **Kevin Wilhelm** seconded, passed unanimously.

August 11, 2016 special meeting: **Jeff Hargens** made a motion to approve the minutes as presented, **Robert Gaughan** seconded, passed unanimously.

August 16, 2016 regular meeting: **Robert Gaughan** made a motion to approve the minutes as presented, **Kevin Wilhelm** seconded, passed unanimously.

September 7, 2016 special meeting: **Jeff Hargens** made a motion to approve the minutes as presented, **Robert Gaughan** seconded, passed unanimously.

LEAK ADJUSTMENTS

1225-00: This customer's waterline broke during the failure of the Corbett Water District PRV station. **Jeff Hargens** made a motion to adjust the July/August 2016 billing cycle to the six month average prior to the leak, 6 units, **Robert Gaughan** seconded, passed unanimously.

2955-01: This customer had a leak occur along their waterline during the summer of 2014. Since the customer irrigates during the summer and recently purchased the property, the Board decided during the April 2016 meeting that they did not have enough history to establish an average and asked the customer to wait until the next irrigation season. The customer had another person using her irrigation system during the summer of 2016 and set up a separate meter to track the water use. The Board asked the customer to bring the metered usage report to the next Board meeting and instructed the staff to verify that the leak has completely stopped.

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LEAK ADJUSTMENTS (Cont.)

3968-02: The waterline at this account was broken by a tree root. Repairs have been made and there is no longer a leak present. **Jeff Hargens** made a motion to adjust the January/February 2016 billing cycle to 30 units, **Robert Gaughan** seconded, passed unanimously.

BACKFLOW LOW ELEVATION WITH POTENTIAL CROSS CONNECTION

Shanti Burns said according to the District's cross connection control specialist, back siphonage cannot occur if homes are below 39' in elevation. She states that when the Oregon Health Authority (OHA) was asked about this issue, they informed her that it is the District's responsibility to protect customer's water, however the decision to enforce a backflow assembly installation for customer's with potential hazards within their home if back siphonage cannot reach the District's water main is up to the water purveyor. **Shanti Burns** suggests sending a letter encouraging owners of homes that are below 39' from the District's waterline to install a backflow assembly at the location of the hazard in order to protect the drinking water within their home, but to not have the District enforce the installation. **Jeff Hargens** instructed the staff to send the letter to legal counsel, and if there are no objections the letter can be used.

BACKFLOW NON COMPLIANCE TEST CHARGE

Shanti Burns said there are some customers that have not received tests on their backflow assembly; three letters have already been mailed to their home. The District currently charges a \$50 fee for testing backflow assemblies, which is almost the same price certified testing companies charge, and the tests are very time consuming and taxing on the District. She suggests increasing this charge to \$100 to motivate customers to schedule their tests with a backflow testing company. **Gordon Fulks** informed the Board that an ordinance may be required. **Shanti Burns** said that since the current ordinance states a fee will be charged does not list the exact amount, she would look into the requirements for this change.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Jeff Hargens** made a motion to approve the financial reports as presented, **Kevin Wilhelm** seconded, passed unanimously.

Manager's Report: **Shanti Burns** read the District Manager's report as follows:

Distribution: The crew has been working on general maintenance, work orders, small repairs, leaks, and frost bottoms. The new Vac trailer has dramatically cut time and labor on jobs.

Treatment Plant: This last month the treatment plant has been problematic due to our inability to connect via remote workstation during critical times. We have been unable to logon remotely to clear alarms for turbidity, chlorine, and pH. The dial up modem has become so slow it confounds itself and dials out non stop. This prevents us from gaining access to the plant via computer. This condition has created overtime and call out time on evenings and weekends for the crew.

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MONTHLY REPORTS - Manager's Report (Cont.)

The District has purchased a Cisco firewall for the treatment plant computer. This will allow a secure encrypted connection from any android device or PC. The technology is the same as used by other water districts, cities, and most governmental agencies. It is proven trouble free and far more secure, and is considerably faster than our current dial up connection. This should be up and running before the end of the month.

Our raw water supply is holding quite well considering our usages were higher these last few months. I don't foresee any shortage of raw water in the near future.

Hydro: We continue to make power daily. I have planned a scheduled maintenance on the hydro unit next month, which consists of checking fasteners for correct torque and lubrication of all moving parts.

Office: Shanti and Lynda continue to do an amazing job of taking care of customers needs and supporting the crew in the work load created via work orders.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

No comments were made.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Robert Gaughan would like to make sure the vac trailer is added to our insurance. **Shanti Burns** said she was waiting to receive the invoice from the vendor as the vac trailer has not yet been paid for. She will contact them in the morning and add the vac trailer to the insurance.

Jeff Hargens made a motion to adjourn the meeting, **Kevin Wilhelm** seconded, passed unanimously. Meeting adjourned at 7:22 p.m.