

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
September 25, 2012**

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

Absent board members: Kevin Wilhelm.

Staff present: James Jans, Shanti Burns.

Audience members present: Robert Colclessor, Dave Mysinger, Gordon Fulks, David Jacob, Daniel Baxter, Cliff Benintendi, Malcolm Freund (arrived at 6:50 p.m.)

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

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

Sonny Boyd noticed that during the manager's report, it states "supplying enough water using only two *pounds* during the summer", however this should read "supplying enough water using only two *ponds* during the summer". **Sonny Boyd** made a motion to accept the minutes of August 21, 2012 as modified, **Robert Gaughan** seconded, passed unanimously.

LEAK ADJUSTMENTS

1925-00: This case was viewed as a hardship due to the financial burden of the customer's spouse passing away, as well as the amount of the bill caused by the leak. Two leaks had occurred over the prior year, each on separate lines. **Jeff Hargens** made a motion to adjust the January/February 2011 and March/April 2011 billing cycles each to the six month average prior to that leak, 34 units, and to adjust the March/April 2012 and May/June 2012 billing cycles each to the six month average prior to that leak, 75 units, **Sonny Boyd** seconded, passed unanimously. **Jeff Hargens** states that this is not normal procedure, however due to the customer's circumstances he feels comfortable issuing the adjustment. **Gordon Fulks** thought that issuing an adjustment for two leaks was normal practice as long as they occurred on separate lines. **Jeff Hargens** states it would have been normal practice to issue an adjustment for two leaks had the customer applied for an adjustment in a timely manner. He states that he would like the customer's line to be completely replaced before issuing an adjustment if another leak occurs.

7780-02: This customer's case was viewed as a hardship due to the length of the line, circumstances of the renters, and amount of the bill caused by the leak. **Sonny Boyd** made a motion to adjust the March/April 2011 and the January/February 2012 billing cycles each to the six month average prior to March 2011, 56 units, **Robert Gaughan** seconded, passed unanimously.

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RESOLUTION 2012.09.01: BEREAVEMENT LEAVE

James Jans states that the current bereavement leave in our policy is blank. He would like a bereavement leave policy to be in place so employees will be able to receive up to three days paid leave in the event of a death in the employee's immediate family. Immediate family is defined in the resolution. **Jeff Hargens** believes that employee's should use their sick or vacation hours if they would like time off in the event of a death. **Robert Gaughan** states that it is standard to have a bereavement leave policy in effect for public entities. **Jeff Hargens** would like this discussion to be tabled until the next board meeting, as he has not had time to review. He feels that bereavement leave would be a gift to the employee if a death occurs and he does not feel it is good practice. **Shanti Burns** states that it would be very rare for an employee to exercise this option, as it is not common to lose your spouse, parent or child. She states that all other water district she has spoken with offers bereavement leave, including the ones of comparable size.

RESOLUTION 2012.09.02: VACATION HOURS

James Jans states that our current policy reads that an employee working at least 20 hours per week can receive pro-rated vacation hours. Pam reduced her hours to 15 hours per week to allow an employee and her child to receive health care benefits. This resolution would change the wording in the policy to read that regular employees working part time will receive pro-rated vacation hours. If Pam was to continue receiving vacation pay, she would only accumulate 2.5 hours per month. **Jeff Hargens** would like this discussion to be tabled until the next board meeting as he has not had time for review.

SOLAR FEED IN-TARIFF

James Jans states that the current deadline for the solar "feed in-tariff" application is October 1, 2012. He said that the board seemed positive towards the idea in March when **Doug Boleyn** from the Energy Trust of Oregon discussed this program with the Board, however no discussion has transpired since then. **Jeff Hargens** said he does not want to install solar panels. He states there is too much vandalism at the Treatment Plant, and they will not produce enough kilowatts to make a difference if installed at the office. He would like to concentrate on the hydro project.

BACKFLOW ASSEMBLY TESTS: FAILURE TO COMPLETE

James Jans states that there are five customers that have received multiple notices to complete their backflow assembly tests that have yet to comply. He would like to either turn off their water, or test them ourselves and charge a \$50 fee to their account. **Sonny Boyd** informed James Jans to send a letter to the customer's stating what date the backflow tests will be performed by the District, as well as what will be charged to their account. **Gordon Fulks** asked if the \$50 fee compares to what backflow assembly testers in the area charge. **James Jans** states that although

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BACKFLOW ASSEMBLY TESTS: FAILURE TO COMPLETE - (Cont.)

the fee is slightly higher, it is still a fair amount. He said that a standard service call is \$50. All board members agreed upon this charge and process of handling the delinquent backflow assembly tests.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Sonny Boyd** questioned what the telemetry annual fee was for. **James Jans** states that this charge is for the telemetry at all four reservoirs. **Jeff Hargens** questioned the excavation work from Dick Wand. **James Jans** states that we are using the services of his worker, Keith Lund, who has been available for the Littlepage project. He informed him that we try to provide work to a variety of excavators, depending on their availability and rates. **Jeff Hargens** asked James Jans to keep an eye on the amount spent on excavation, and said the District may want to look into purchasing an excavator in the future. **James Jans** replied that the District would need another employee to operate the excavator, as we are already short handed during the water line replacement projects. He states that the price of excavation is comparable to prior years. **Jeff Hargens** made a motion to approve the financial reports as presented, **Sonny Boyd** seconded, passed unanimously.

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

Distribution: We have installed 96% of the Littlepage 6" water pipe replacement project. To date, we have completed 2,616 feet of 6" main. Our crew has now moved over to the Hurlburt project due to the leaking pipe. The permit for this project finally came in from Multnomah County. We have installed 1,147 feet of 8" water main on the west end of Hurlburt, and to date we have installed 1025 feet of 8" main on the east end of Hurlburt. We should have the remaining 237 feet completed by September 28th for a total of 2,409 feet of old, leaking steel pipe replaced on Hurlburt. The Corbett Water District crew has installed over 180 feet of asphalt for the road patching projects in order to cut down on some of the material costs on our projects this year. The east end of Hurlburt will have over 420 feet of road asphalt that will need to be replaced.

We installed two new 5 ¼" fire hydrants, one is on Mershon and the other is on the Historic Highway. Both are on the cross streets of Lucas Road. The old 4 ¼" hydrant that was located on Lucas and the Historic Highway will be relocated on the lower end of the 4" main on Knieriem Road. We were required to paint the new hydrant on Mershon a "flat dark brown" per the Scenic Columbia River Gorge Act, regardless of safety issues.

Loudon Reservoir now has the Mission Communications system installed and should be on line later this week. All reservoirs in the system now have telemetry installed. During the barn fire on the corner of Wand and Mershon Road last week, we never ran out of water and the telemetry worked great. The Fire Department was very impressed.

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MONTHLY REPORTS - Managers Report - (Cont.)

Hydro: The hydro generator is now generating 3 KW of power per hour and David has been testing the flow amounts, as well as the amount of power produced. FERC had a couple of questions on the paperwork which we are now responding to. **Jeff Hargens** would like the electricity used from the treatment plant, as well as the electricity generated, recorded to report the savings since the hydro installation.

Office: The credit card summary report for August 2012 shows that \$1,705.81 was received from VISA and \$690.88 was received from M/C. We have reported \$12,049.63 in credit card water sales this fiscal year to date. The bills went out early this month and we generated \$119,400.69 in water sales. During the 2011-2012 fiscal year, we credited \$19,157.58 in leak adjustments. During the 2010-2011 fiscal year, we credited \$15,614.12 in leak adjustments, resulting in a 23% percent increase.

FERC: Nothing to report this month.

Treatment Plant: The plant is running smoothly and we plan on installing some upgrades in the telemetry system later this month.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Gordon Fulks inquired as to why he got a call to conserve water during the barn fire when he is a small water user. **James Jans** states that the office contacted every person on that route just to be safe. If the reservoir became empty, the District would have to issue a boil water notice.

Gordon Fulks asked if the District is installing plastic pipe. **James Jans** replied that the District is using C-900 PVC pipe, which is thicker than regular plastic pipes and is a considerable price reduction from ductile iron pipe. He states that C-900 pipe is of good quality.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Jeff Hargens inquired as to the hours the staff works. **James Jans** states that the utility workers with children in school work from 7:45am - 3:30pm. The utility workers without children in school work from 7:30am - 4pm. The office worker's hours vary, but the office is always open from 9am - 2pm. **Jeff Hargens** informed him that he has seen the utility workers sitting in the Corbett Market drinking coffee during business hours. He states that it is not a good public image. **James Jans** replied that the worker's only stop in on their way to the job site to get coffee to go.

Sonny Boyd made a motion to adjourn the meeting, **Robert Gaughan** seconded, passed unanimously. Meeting adjourned at 7:40 p.m.