

# CORBETT WATER DISTRICT

## MINUTES

Regular Meeting: 7:00 P.M.

Tuesday, October 16, 2007

Corbett, Oregon

### **Roll Call:**

Board of Commissioners: Robert Gaughan, Chairman; Jeff Hargens, Vice Chair; Marion Kirkham, Secretary / Treasurer; Victor Schmidt, Sonny Boyd

Public: Robert Colclessor, Malcolm Freund, David Mysinger, Linda Hargens

### **Call to Order**

Robert Gaughan, Chairman, called the meeting to order at 7:05 P.M.

### **Approval of the Agenda**

Motion: Marion Kirkham moved to accept the agenda as written, Jeff Hargens second the motion, approved unanimously.

### **Engineering**

#### Reservoir 5 Update

In the absence of Pace Engineering, James Jans provided a summary. He reported that the bacterial sample was taken and submitted, the electrical conduit has been installed, the electrical level indicator has been installed, and PGE is being scheduled to pull the cable through and connect everything; it should be completed in a couple days, maybe a week. The reservoir is full, but not yet open to the system. It takes two weeks for the VOC results to come back, but the physical examination does not indicate an odor. They patched the exterior with the correct paint, with a reducer. The District will be responsible for installing the fence.

#### Job Corp Meter Replacement

Corp has failed and needs to be replaced. The larger meter in the unit is for fire service and hasn't moved at all since April 2005. When the District crew ran 1,800 gallons of water through the smaller meter, it recorded only 300 gallons. Mr. Jans reported it is usual to replace meters 2-inch and larger every 5-10 years; this one is probably over 30 years.

Mr. Jans advised that to replace the meter with another 6-inch compound meter it will cost \$2,600 dollars, with \$285 for freight; a total just under \$3,000.

The discussion that followed focused on whether to postpone the replacement of the compound meter until the Job Corp could be notified of the unit's failure, and whether to offer them the opportunity to look into separating their domestic and fire service lines. By separating the lines, the District would be able to install a smaller meter size for domestic water use, and thereby reduce the base rate charges. Dave Mysinger suggested that instead of sending written notice, someone should contact directly the head person at the Job Corp. He added that the Job Corp is due for expansion.

It was recommended that Mr. Jans contact the Job Corp to advise them that the meter needs to be replaced and to determine their interest in separating the two service lines.

## **Minutes for Approval**

July 17, 2007

Sonny Boyd offered a motion to accept the minutes as written, seconded by Marion Kirkham, unanimously approved.

## **Gordon Creek Timber Sale – Letter to BLM**

### **Personnel / Policy Issues:**

Replacement of Office Assistant – Update

ACH Brochure and Application

### **Policies & Procedures**

These items were put on the agenda simply to bring to the attention of the Board and to get them thinking on the issues. Authorization is requested to proceed with evaluating existing and to produce draft new policies and procedures for review by Legal.

Landlord/Renter Accounts

Marion Kirkham moved to authorize the District Clerk to research and draft out new policies and procedures for rental accounts; seconded by Sonny Boyd; passed unanimously.

- Discussion: Barbara Strasbaugh advised that the working of the current Rules and Regulations and the new account application forms do not clearly spell out the District's rights to hold the landlord liable for a tenant's delinquent bill. The Commissioners generally agreed that the District should have the right to hold the landlord liable, but clearly our current documents are not adequate. Victor Schmidt brought up the issue of grandfathering in existing contracts and concern to not put undue burden on landlords.
- Proposal: The District Clerk is asking for approval to research state and county ordinances regarding the rights of special districts, to draft out new policies, procedures and forms, and to submit to the Board for review and approval prior to forwarding them to Legal.
- Discussion: Jim Jans handed out page 16 of the Personnel Policy Manual (dated May 30, 2007). He suggested revisions to the current policies regarding reimbursement for training classes: employees must demonstrate they passed the course work to receive reimbursement, and if they terminate employment prior to a year after completion of the course work, they must reimburse the costs of the course to the District. Sonny Boyd advised that he knows that the District definitely can require that the employee pass the test, but not sure about repaying for a class if they leave prior to one year after its completion.
- Decision: Legal needs to approve the updates prior to adopting the policy changes.
- Action: Final wording of policy to be drafted out and presented to Board for review and approval before submitting to Legal.

## Safety Equipment

Sonny Boyd moved to accept the policy change as proposed; amended by Victor Schmidt to make the policy change subject to the final version of the draft' seconded by Jeff Hargens, unanimously approved.

- Proposal: Jim Jans requested authorization to set a dollar limit of \$200 for boots and \$100 for raingear, and a limit of one each per year
- Discussion: It was unknown historically how often the crew have been replacing their gear. There were differences among the commissioners as to how often the boots should be replaced, based upon how well they are cared for. Sonny Boyd advised that he can see situations where they can need them more often; due to the nature of the work.
- Action: Final working of policy to be drafted out and presented to the Board at the next meeting.

## Comp Time

Jeff Hargens moved that the Board accept the proposal to increase allowable comp time earned from 20 to 40 hours; seconded by Sonny Boyd; unanimously approved.

- Proposal: Jim Jans requested authorization to increase the allowable comp time earned from 20 to 40 hours.
- Discussion: Commissioners overall felt it a fair request.

## ACH Update

Barbara Strasbaugh advised that we are set up for ACH, but in the training session it became apparent that we need policies and procedures before we roll it out. Proposed in an October roll out, with low key announcement in a newsletter, with a full roll out the following billing cycle. Legal will need to review policies and procedures, and final adoption will need to be approved by resolution. Security of system needs to be a consideration.

## **Monthly Reports**

### Secretary / Treasurer

Marion Kirkham advised that he had nothing to report this month.

### Financial Report

Barbara Strasbaugh advised that the District's budgeted amount for total payroll is used to calculate the District's annual payment for Workers' Compensation. The original calculations for the District's Workers' Compensation liability used an incorrect payroll amount. The correct total payroll was provided to the District's agent and the liability was recalculated, coming out at a higher rate than the original invoice. The invoice was paid upon receipt, but since it was at the higher rate it set the line item over budget. Barbara spoke with the auditor and was advised that though the district was temporarily in non-compliance, there would be no serious impacts. Sufficient monies to cover the deficiencies and to cover expected monthly payroll payments out of this account were transferred from Training, which is in the same general ledger account, to Workers' Comp.

### Payment – Exceptional Line Items

- Pace Engineering at \$108,285, payment to HCI for work at Reservoir 5 – brings them to 90%
- PGE Line Extension Cost \$4,242

### Purchase Order List

Includes annual purchase orders that give percentages complete.

### \$600,000 Expenditure Sheet

The spreadsheet will be reworked with subcategories by projects, along with columns with running balances and percentages.

### Mangers Report

Jim Jans reported that HCI has completed the majority of the work at Reservoir 5. He took the BT samples on Thursday, but doesn't have the results yet. De-chlorination of the water in the reservoir will be done as soon as we receive the chemicals; scheduled for delivery tomorrow. Anticipate the Reservoir to be online by Thursday. They still have to hoop up the electrical line, the cathodic protection needs to be done, and the fence needs to be completed. The work is basically finished. They will probably be up there correcting the external paint problems. Jeff Hargens advised that replacing the fence was an alternate and the District opted not to use the alternate.

Reservoir 4 has been pressure washed on the outside. There is a PVC elbow down at the street, at the bottom of driveway – a PVC elbow and a two-by-four brace instead of a thrust block. Need to fix the elbow before shutting off the water. The elbow will be beefed up with a thrust block. Jim is working with Brian and JV Systems to come up with Cla-Val because it's not in our stock. Victor Schmidt noted that a PRV valve is needed; Jim advised an altitude control valve is needed, with a pressure sustaining valve, so in case of a fire we can get water in. Victor's concern, avoid over pressure problems if we do altitude control.

- The staff are in the process of weeding around meters and fire hydrants.
- Jim is working with engineer Bob Hare at ODFW on the North Fork to put together a design to resolve the screen issue. Looking at possibility of solar cell.
- New fire hydrant was installed at Larch Mt. Road at the 3.9 mile marker on the corner of Deverll.

Christensen Project: Have completed 12-17 or 54%.

## Electronic Water Meters Demonstration

Jim Jans gave a demonstration of the electronic water meters.

### Touch Read

- \$70/75 each; \$110,000 to replace meters
- 500 feet cable
- Vandalism
- Labor intensive to install – trenching and burying line; adaptor rings will need to be adapted to meters

### Radio Read

- Buy register only; with an adaptor ring it fits all 6 manufacture meters, no holes to drill, no cables
- \$150,000 to replace meters (20 year guarantee)
- Range for reading is 2,000 to 3,000 feet
- Charts time and date if vandalized
- Can chart 99-120 days
- Can graph history
- Records spikes in consumption
- Existing billing system is compatible

### Other Considerations:

- Jim advised that 20 touch-read meters were purchased for Christensen Road project. Good test run on the meters. These can be converted to radio is District decides to upgrade to this type of meter.
- Before implementing, would be a good idea to conduct a meter census and analyze the cost benefits of the new meters – 5 and 10 year plans.
- Commissioners would like a price breakdown of how much it would cost to upgrade the system.

A survey is to be conducted to inventory system meters; a scope of work analysis is then to be conducted to map out total costs of the new meters, including estimated man hours, and finally a determination of payback on the meters to be completed.

Motion – Sonny Boyd, seconded by Jeff Hargens, unanimously approved.