

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
October 16, 2012**

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

**Absent board members:** Sonny Boyd.

**Staff present:** James Jans, Shanti Burns.

**Audience members present:** David Jacob, Robert Colclessler.

Vice Chairman **Robert Gaughan** called the meeting to order at 6:35 p.m.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE MINUTES**

**Robert Gaughan** made a motion to approve the minutes of September 25, 2012 as written, **Robert Churnside** seconded, passed unanimously.

**RESOLUTION 2012.09.01: BEREAVEMENT LEAVE**

Copies of the surrounding water district's bereavement leave policies were distributed to the Board of Commissioners. In a survey conducted by the Society for Human Resources Management, 90% of employers offer bereavement leave. **Shanti Burns** states that every surrounding water district has a bereavement leave policy of 3 days paid leave in the event of the death of an immediate family member. She states that the draft resolution defines immediate family. **James Jans** pointed out that the draft resolution states "up to 3 days paid leave", therefore if the funeral is in Portland he would have the authority to determine if less time is needed. **Shanti Burns** said that the average employees pay for 3 days of work is \$300, which is so minimal that it would not even have to be included in the budget. She also said that a death of the immediate family is rare, and the last time it happened to an employee was more than 5 years ago. **Jeff Hargens** states that it is not a federal or state law to have a bereavement leave policy, and he personally does not give his employees bereavement leave. He said that employees can take sick or vacation days if a death occurs. **Robert Churnside** said that he does not know why you would ask your neighbors to pay for you to go to a funeral. He said the rate payer are the ones that will end up paying for this benefit. **Shanti Burns** said that it is very common in almost every company, and she has not yet spoken to any water district that has not offered it. She said that in her opinion, it is just something that an employer does for its employees to show they care. She said if her husband died and she lost his income, losing some of her income as well would be devastating. She also said that the amount paid by the District would not affect the budget, however it would greatly impact the employees. She said that the Board also has the option to change the definition of immediate family to only include parent, spouse and children.

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**RESOLUTION 2012.09.01: BEREAVEMENT LEAVE - (Cont.)**

**Kevin Wilhelm** said that he does not feel that offering bereavement leave would affect the District's budget and that if the District is ever looking to hire another employee, this benefit would be something that would appeal to the potential employee. **Shanti Burns** said that the Board could also change the wording to say that an employee has to work at the District for at least 2 years before they can qualify for bereavement leave. **Jeff Hargens** said that he just does not agree with this benefit. He said that he does not want personnel services to increase dramatically like it has in the past. **Shanti Burns** again said that this benefit would be immaterial to the budget. **Robert Gaughan** said that he agrees with implementing a bereavement leave policy. **Jeff Hargens** said that he works in the private sector so he feels differently about this benefit. **Robert Gaughan** replied that he has always worked in the private sector and all his employers had a bereavement leave policy in place. He said that he has never heard of a company that has not offered this to its employees. **Jeff Hargens** said that his company does not offer it, nor does Robert Churnside's employer, so there are two that he has now heard of, both in this room. **Robert Gaughan** said that he could probably open the phone book and call 100 private sector companies, and he bets that 99 of them would offer it. **Robert Churnside** stated that those companies would have more than 5 employees though. **Shanti Burns** said that other water district's with 5 employees offer it. **Robert Churnside** stated those are government though. **Shanti Burns** replied that the Corbett Water District is government. **Jeff Hargens** feels that this item should be tabled until Sonny Boyd is present as the Board is split on their decision. **Shanti Burns** said that while reading Robert's Rules and Regulations last week, it was noticed that it is proper procedure to make a motion to table an item. **Robert Gaughan** made a motion to table this item until the next regular board meeting, **Kevin Wilhelm** seconded, passed unanimously. **Jeff Hargens** said that before any resolution is put on the agenda, he needs to approve it first. **James Jans** replied that the Board as a whole has to approve it, which is done at the beginning of a meeting. **Jeff Hargens** said that is wrong, and that the Chairman has to approve what will be on the agenda, or he will just start scratching stuff off. He said that just because the manager and his staff comes up with something because of what other District's are doing, they cannot just add it to the agenda without his approval. **James Jans** said that any item can be put on the agenda, however when it is time for the Board to approve the agenda once the meeting has begun they will have the option to remove it at that time by vote. **Jeff Hargens** said that he does not want resolutions to be presented unless the Board makes that decision and designates the staff. He said that he does not want to be forced into feeling like he has to make a decision that will change policy. **Robert Churnside** said that there is a Board so that one person does not make decisions. He said that the agenda just needs to be worded differently for a discussion. **James Jans** states that the resolution on the agenda was written incorrectly, and should have read "bereavement discussion" instead.

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**RESOLUTION 2012.09.02: VACATION HOURS**

**James Jans** informed the Board that Pam was working 20 hours per week, however she reduced her hours to 15 per week so that the other office employee could receive health insurance. The current policy states that vacation hours will be pro-rated for employees working a minimum of 20 hours per week. He said it is up to the Board if they would like leave the policy written as is, or if they would like to update this to allow Pam to receive vacation hours. He said that if Pam ever leaves her position, the Board would always have the option to change the policy before a new employee is hired. If Pam was to receive pro-rated vacation hours, she would only accumulate 2.5 hours per month. **Jeff Hargens** said that he feels that the personnel services is increasing out of control. He said that the policy currently does not say pro-rated and feels that the District should not change it. He would like to know why this subject was even brought up. **James Jans** states that this was brought up for the board to consider if they want to offer Pam this benefit. He said that if the Board does not want to change it, all that is needed is a vote. **Jeff Hargens** states that Pam elected to reduce her hours and does not feel that the Board should change their vacation hour policy. **Robert Churnside** thinks that Jeff Hargens is concerned that the Board is consistently going over policies at each Board meeting, and that is not what the Board wants to do. **James Jans** replied that it is the staff and management's job to make sure the policies stay current. **Robert Churnside** does not want names involved when discussing policies. All board members came to the agreement to leave the policy as is.

**SOLAR FEED IN TARIFF**

**James Jans** states that at the prior Board meeting the Solar Feed in Tariff program, with an application deadline of October 1, 2012, was discussed however no vote was made. He said that in order to make a decision on an item, one person cannot simply say no, there must be a vote from the Board. **Jeff Hargens** made a motion to not pursue the solar feed in tariff, **Robert Churnside** seconded, passed unanimously. **Robert Gaughan** would like this subject to be reviewed again after the District has enough data to see how well the hydro is working.

**HYDRA ENGINEERING: DISCUSSION OF HYDRO GENERATOR**

**David Jacob** said that the turbine is now making power, however it is not producing as much as predicted. **Jeff Hargens** asked if the build up inside the pipe could limit the water flow, affecting the energy produced at the hydro. **David Jacob** said that the hydro is currently producing 3kw, however it was estimated to produce between 6-8kw at peak summer flow. He said that even though it is only producing 3kw, it will still help reduce the District's electricity bill. He feels that the District should consider installing another hydro generator at Deverell Road since there would nearly be the full flow of the system there. **Robert Gaughan** asked if we would then be able to sell the power to PGE. **David Jacob** informed him that it is always better to offset your electricity bill as opposed to selling the power to PGE because you are buying power from PGE at \$0.10 and they only purchase it from you for \$0.05. He said one of the main advantages of installing a hydro at Deverell is that Reliance Connects already has a station present there, and

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**HYDRA ENGINEERING: DISCUSSION OF HYDRO GENERATOR - (Cont.)**

the District would be able to use their transformer. Reliance Connects also has property where we could store our above ground equipment. He says that the installation of a hydro generator on Deverell would range between \$15,000 - \$40,000. **Jeff Hargens** would like Hydra Engineering to provide a spreadsheet of realistic numbers of the cost vs. payback. He informed him to provide conservative figures, including a 20% contingency for unforeseen circumstances. **David Jacob** will spend up to 10 hours on the proposal of the installation of a hydro generator on Deverell Road.

**MONTHLY REPORTS**

**Secretary/Treasurer Financial Reports:** Copies of the 2011-2012 audit were distributed to the members of the Board. **Shanti Burns** states that the District has paid Merina & Company \$9,800 to conduct the audit, and paid a \$200 filing fee to the Secretary of State, totaling \$10,000 for the audit. The District had \$10,500 assigned in the budget for the audit. **Kevin Wilhelm** inquired as to the payment on September 13, 2012 to Tom Doty. **James Jans** replied that this payment was for hauling dirt from a project, as well as four dump truck tires the District purchased for \$15 each. **Robert Gaughan** made a motion to approve the financial reports as presented, **Kevin Wilhelm** seconded, passed unanimously.

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

*Distribution:* The last 100 feet of Littlepage will be installed later this week, which will complete our 6" water pipe replacement project. To date, we have replaced 2,760 feet of 6" main. The last 237' of the 8" pipe on Hurlburt has been installed. We have been flushing and pressure testing, and BT samples should be taken early next week. 2,460 feet of leaking, old steel pipe will have been replaced on Hurlburt and early this year we replaced 580 feet of old steel pipe on Marok Road, which gives us a total of 5,800 feet of pipe replaced this year.

The crew has installed over 345 linear feet of asphalt for the road patching projects in order to cut down on some of the material costs on our projects this year. We need to patch the last 80 feet of blacktop on Hurlburt and about 120 feet on Littlepage. This will complete the blacktop patching for the projects this year.

*Hydro:* The hydro generator is now generating 3kw of power per hour and David Jacob has been testing the flow amounts as well as the amount of power produced. FERC had a couple of questions on the paperwork we submitted, to which we are responding to.

*Office:* The credit card summary report for September 2012 shows that \$1,572.98 was received from VISA, \$979.31 was received from M/C and \$47.84 was received from Discover Card. For the fiscal YTD, we have reported \$14,649.76 in credit card water sales.

*FERC:* Nothing to report this month.

*Treatment Plant:* Nothing to report this month.

**Robert Gaughan** said that he has heard complaints about piles of gravel being left for an extended period of time around the Littlepage project. **James Jans** said this is due to the crew being pulled off certain projects to fix leaking pipes. He said it is planned to finish the projects this week, at which time the gravel will be used.

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**PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA**

**Robert Colclessor** said he was happy with the Fire Department's newsletter which gave praise to the District for their cooperation with installing fire hydrants. He thinks that it is terrific to see the advancement of the District, with the installation of the telemetry systems at the reservoirs, as well as all the pipe replacement projects. He said that the District has a good crew and the staff knows their jobs well. He also feels that all the Board members have done an excellent job.

**UNFINISHED ITEMS FOR BOARD CONSIDERATION**

No comments were made.

**Jeff Hargens** made a motion to adjourn the meeting, **Robert Gaughan** seconded, passed unanimously. Meeting adjourned at 7:35 p.m.