

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
October 21, 2008**

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

Absent board members: Marion Kirkham.

Staff present: Shanti Kraai.

Audience members present: Robert Colclessor, Gordon Fulks, Malcolm Freund, Dave Mysinger, Barbara Adams, Linda Hargens.

Chairman **Jeff Hargens** called the meeting to order at 7:02 p.m.

APPROVAL OF THE AGENDA

Jeff Hargens would like item 13, Pace Engineering, to be changed to item 4a on the agenda. He would like the minutes from the special meeting held on October 14, 2008 to be added to item 4. He would also like to postpone item 14, Demo DVD: Water infrastructure security enhancements, until the next regular board meeting, held on November 18, 2008. **Sonny Boyd** made a motion to accept the agenda as modified, **Robert Gaughan** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Robert Gaughan made a motion to approve the minutes of September 16, 2008 as written, **Sonny Boyd** seconded, passed unanimously. **Jeff Hargens** would like the amounts included in the minutes of the special meeting held on October 14, 2008. The modified minutes will be presented at the next regular board meeting.

PACE ENGINEERING: CONTRACT AMENDMENT

Brian Lee states that the Neilson/Woodard Road project needs more than just topography, as was originally planned, to complete the water line design. He states that it will need a combination of topography, areal photography, and lot lines to base the design on, which will bring the cost over budget. **Jeff Hargens** states that he would like to speak with district manager James Jans prior to approving more funds.

FEE COMMITTEE

Sonny Boyd states that the fee committee has not gotten any further than the recommendations they made on the last day they met, September 16, 2008. **Jeff Hargens** said he feels that since our fees are so low and due to the way to economy is going, we are currently one of the last utility companies to be paid. He would like all the recommendations to be made by the fee committee by the next meeting so we can go forward with the process of changing the fees as soon as possible.

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LEAK ADJUSTMENTS

Account 8-8430-00 would like an agricultural rate for their water. They installed a new 1” pipe to water their nursery which occupies 15 acres. When they received their bill it was in the amount of \$5,746.05, which they feel is too high. After reviewing this account, the members of the board do not feel that this is a hardship since there was not a leak. **Jeff Hargens** states that the occupant had a choice to drill a well or install a water line and pay for water. He states that other nurseries have high bills as well. **Sonny Boyd** made a motion to not approve an adjustment for this account since no leak was present, **Robert Gaughan** seconded, passed unanimously.

CREDIT CARD LIMIT

Shanti Kraai suggested raising the limit on both the office credit card and the district manager’s credit card since they are at the limit every month. **Jeff Hargens** would like a credit card transaction report brought to the next board meeting prior to considering this. He will talk with district manager James Jans to see if this is something that needs to be added to the next board meeting agenda. He feels that the credit cards should be used in emergency situations only and we should not be reaching our limits if checks are being issued whenever possible.

PACIFIC OFFICE AUTOMATION

The amount invoiced by Pacific Office Automation has increased over the years due to inflation of service fees. The amount paid for the copies remains the same, however each year the monthly service maintenance fee increases by \$14.00. **Jeff Hargens** states that the contract we have does not state that fees can be raised. He would like our attorney to review it to see if it is a breach of contract and if they will owe us money back for the increase we have been paying.

COLLECTING BAD DEBT

Information on multiple collection agencies were distributed to the members of the board. There are currently 11 customers who have moved out of the district and have outstanding balances that we have been unable to obtain, totaling \$2,527.31. **Sonny Boyd** would like the office staff to research collection agencies located locally in the Portland, OR area. **Jeff Hargens** would like the office staff to contact OAWU and SDAO to get their opinions on which route is best to follow for collecting outstanding debt. He would then like the attorney to review this to see if we can use a collection agency, how old the accounts can be, and if this is the right way to go. He would like the office staff to fax the attorney a list of the customers that we are unable to collect from, with the amounts and dates on it.

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SOCIAL SECURITY

Shanti Kraai states that since the district is under Section 218, we are obligated to provide social security for employees even though we are enrolled with PERS. The first amendment of Section 218, effective January 17, 1955, amends the agreement to include employees covered by a qualified public retirement system.

NEILSON & 365TH PROJECT UPDATE

We have received our permit for Neilson Road, Multnomah County permit #66844, as well as the grading and erosion control permit #T1-08-050. The state has issued a permit for the tie in on Neilson and E. Historic Columbia River Highway, permit #2CM37324.

Over 1,450 feet of 6" ductile iron pipe has been installed on 365th Ave., along with a fire hydrant. There is still about 575 feet in order to complete the project, however we are currently working on Neilson Road since the permit has been received. Excavation on Neilson will begin October 22nd, 2008. Joanna from Multnomah County will be inspecting our erosion control plan, and Bob Wheatley will be the county road inspector.

RESOLUTIONS

2008.10.01, Utility Billing Program: Robert Gaughan made a motion to approve resolution 2008.10.01 as presented, **Sonny Boyd** seconded, passed unanimously.

2008.10.02, Pace Engineering: Jeff Hargens would like to table this resolution until he has spoken with district manager James Jans. The resolution number will be removed from this item and will be assigned a new one if presented again in the future.

2008.10.03, CD's and Money Market: This resolution number will be changed to 2008.10.02 since the prior resolution with this number was tabled. **Victor Schmidt** made a motion to approve resolution 2008.10.02 as presented, **Sonny Boyd** seconded, passed unanimously.

MONTHLY REPORTS

Secretary/Treasurer Report: Sonny Boyd distributed copies of an FDIC press release and the CDARS deposit placement agreement. He states that we have transferred all the money except roughly \$10,000 from the local government investment pool into the money market and CDARS.

Financial Report: Copies of the check report and LGIP summary were distributed to the members of the board. **Jeff Hargens** would like to speak with James Jans to see what Jeff Miller Excavation is currently charging us per foot compared to the price we received for the work on Christensen Road. He would also like to know how long a tank of unleaded fuel distributed by Pounder Oil is lasting. **Robert Gaughan** made a motion to accept the financial reports for the month of September as presented, **Victor Schmidt** seconded, passed unanimously.

Managers Report: See attached.

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PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

No public comments made.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Victor Schmidt would like the consultant from Oregon Association of Water Utilities, Jason Green, to give the board members an outline of what the process will be of the upcoming review he will perform and the dates it will occur on.

Robert Gaughan made a motion to adjourn the meeting, **Victor Schmidt** seconded, passed unanimously. Meeting adjourned at 9:18 p.m.