

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
October 21, 2014**

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

Absent board members: Robert Churnside.

Staff present: James Jans, Shanti Burns.

Audience members present: Monie Holmes, Tanya Moffit, Brian Lee, David Jacob.

Chairman **Jeff Hargens** called the meeting to order at 6:32 p.m.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

Sonny Boyd would like the minutes of September 16, 2014 to reflect no decisions were made during either executive sessions before reconvening to the public meeting. The amended minutes will be placed on the November 18, 2014 agenda for approval.

AUDIT PRESENTATION, MERINA & CO.

Tonya Moffit, representing Merina & Company, said they completed the 2013-2014 audit with a clean opinion; the highest rating that can be received. She informed the Board that they had access to all the documentation they requested, and there were no disagreements with management. She said they are still performing some of the closing journal entries, however she explained this is very common for small entities. She informed the Board that Shanti Burns is working with the auditors and is quickly learning the process of the closing entries. **Tonya Moffit** states the District followed all of the regulations set by the State of Oregon for the budget process.

FILTER POND 1b

Brian Lee distributed a project schedule for the replacement of filter pond 1. He states that with the help of James Jans, they were able to determine that a \$5 per month temporary base rate increase, along with reducing the amount of water pipe installed, would be sufficient to fund the filter pond project. **Jeff Hargens** would like this increase to be listed separately on the water bills so customers can see what this increase is funding. **Brian Lee** said he will need to begin the design and permitting process in order to stay on schedule and suggested holding a special meeting. **Jeff Hargens** would like to wait to discuss the engineering fees until the public hearing.

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BOARD POLICY REVIEW

Shanti Burns said the board policy manual has not been updated since 2006. She would like the Board members to review the policy manual and discuss any proposed changes at the December board meeting.

RESOLUTION 2014.10.01: WAGE SCALE

Resolution 2014.10.01 adopts the new wage scale that was discussed during the September 16, 2014 meeting. **Jeff Hargens** read resolution 2014.10.01 aloud, after which it was signed by all present members of the Board. Copies were available for the audience members that requested them.

MONTHLY REPORTS

Secretary / Treasurer Financial Reports: Sonny Boyd asked why the mileage check for Jeff Busto was voided. **James Jans** said the check was issued for too high of an amount, and he has already been compensated. **Shanti Burns** said the hotel room for Jeff Busto's training class in Hermiston was charged on her company credit card since the reservations were made online prior to his departure.

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

Distribution: Fire hydrant #85 was installed at 34225 Hurlburt Road during our pipe replacement project from Kimbley Road down to Henkle Road. Next week two fire hydrants will be installed on Loudon Road.

Our 1990 F350 now has a flat bed, along with a rack to hold the jumping jack. The new F450 is on the assembly line and should arrive in November.

Office: We received a \$1,289.85 grant from the Special District's Association of Oregon (SDAO) for an internship program.

South Fork: The South Fork project is now complete and passed the Oregon Department of Fish and Wildlife (ODFW) inspection. We are waiting for the winter flows to pick up in order to put this inlet screen back online.

Treatment Plant: We have been monitoring the overflow from the treatment plant and it has always been well below the .40 mg/L action level set by the Department of Environmental Quality (DEQ). We are also following the decision matrix for the disposal of chlorine water per DEQ. Filter pond 3 has been cleaned and is now ready to be put back online for the winter season. Our new computer and software have been installed at the treatment plant. This system operates the treatment plant and provides the data for the monthly reports required for the State Health Authority. It is budgeted to replace this equipment every four years.

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MONTHLY REPORTS - Manager's Report (Cont.)

Hydro: The October power bill at the treatment plant from PGE should be zero. We currently have a credit balance of 1,494 kW hours from August 2014, which will build up even higher during the fall and winter months. We recently had an article published in the H2Oregon magazine about our hydro generator.

PUBLIC COMMENTS

No comments were made.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

No comments were made.

Jeff Hargens made a motion to adjourn the meeting, **Sonny Boyd** seconded, passed unanimously. Meeting adjourned at 8 p.m.