

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
November 17, 2015**

Board members present: Jeff Hargens, Robert Gaughan, Jack Garrison, Kevin Wilhelm.

Absent Board members: Robert Churnside.

Staff present: James Jans, Shanti Burns.

Audience members present: Gordon Fulks, Marianne Pietras, David Jacob, Dave Flood, Eric Eaton, Eli Eaton, Vince Mellott, Lyn Pope.

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

APPROVAL OF THE AGENDA

Account 8005-00 was removed from the agenda. **Jack Garrison** made a motion to approve the agenda as modified, **Kevin Wilhelm** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Kevin Wilhelm made a motion to approve the minutes of October 20, 2015 as written, **Robert Gaughan** seconded, passed unanimously.

LEAK ADJUSTMENTS

4760-01: The leak at this property has been repaired and an entire waterline replacement has been scheduled. **Jeff Hargens** made a motion to adjust the September/October 2015 billing cycle to the six month average prior to the leak, 27 units, **Robert Gaughan** seconded, passed unanimously. **Jack Garrison** would like the customer to install a pressure reducing valve (PRV) at his meter, as well as have a backflow assembly installed if the District Manager deems it necessary.

7170-00: **Jeff Hargens** informed the customer that if another leak occurs, an adjustment cannot be issued unless the entire waterline is replaced. **Jeff Hargens** made a motion to adjust the July/August 2015 billing cycle to the six month average prior to the leak, 14 units, **Kevin Wilhelm** seconded, passed unanimously.

2014-2015 AUDIT PRESENTATION

Lyn Pope, the lead auditor for Merina & Company, said they had a clean opinion for the 2014-2015 audit. They were allowed access to all records and had no significant difficulties. She states they followed the new GASB 68 & 71 requirements, therefore the financials did not reflect prior year comparisons. She said the District Clerk booked all necessary entries for the fiscal year. She encourages the Board of Commissioners to continue monitoring affairs.

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FIRE CHIEF INTRODUCTION

The new Multnomah County Rural Fire District #14 chief, Dave Flood, introduced himself and described his prior work experience.

PACE ENGINEERS

James Jans said the District has received the City of Gresham building permit for the filter pond 1b project. **Jack Garrison** would like to receive the approval paperwork from both Multnomah County and the City of Gresham for this project.

TAX LEVY ASSESSMENT & RECOMMENDATIONS - DR. MARIANNE PIETRAS

Marianne Pietras informed the Board of five properties that are receiving water service but are not paying taxes due to being outside of the District's tax levy code. She suggests implementing a variable base rate for these customers. She feels this is a fair and equitable solution and Multnomah County has already given approval. **Jack Garrison** made a motion to accept the recommendation and to have an ordinance presented at the next Board meeting, **Jeff Hargens** seconded, passed unanimously.

ORDINANCE 2015.08.01: AMENDMENT TO RULES & REGULATIONS POLICY, PAYMENTS FOR SERVICES (2nd Reading)

Jeff Hargens read Ordinance 2015.08.01 aloud. This ordinance will allow a water bill to stay with the meter. The Ordinance was signed by all present members of the Board and will go into effect on December 17, 2015.

ORDINANCE 2015.10.01: BASE RATE (2nd Reading)

Jeff Hargens read Ordinance 2015.10.01 aloud. This ordinance allocates the additional funds generated from the base rate charge, after the Safe Drinking Water loan payment, to the General Fund. The Ordinance was signed by all present members of the Board and will go into effect on December 17, 2015.

RESOLUTION 2015.11.01: PUBLIC ISSUES / CONCERNS

Jeff Hargens read Resolution 2015.11.01 aloud and briefly described the documents. This resolution will adopt a public issues/concerns process, public issues/concerns personnel actions, public issues/concerns manual, and public issues/concerns form. The resolution was signed by all present members of the Board.

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MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Jack Garrison** said he met with the District Clerk and made a decision to move funds from the checking account to the money market account in order to maximize our return on investment. It was also decided to close our account with Northwest Community Credit Union and leave the property tax income received in the Local Government Investment Pool (LGIP) until needed. He is waiting for a response from Wells Fargo regarding reduced rates, and plans to research other large banks as well. **Jack Garrison** made a motion to approve the financials as presented, **Kevin Wilhelm** seconded, passed unanimously.

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

Distribution: On October 25, 2015 a break occurred near Grange Hall on our 10" transmission line. We issued a boil order following the guidelines from the Oregon Health Authority (OHA) due to the pressure dropping below 20 PSI. The main was repaired and both samples came back absent. James Nusrala from the OHA was well informed during the process and our phone tree system called the areas affected. The phone tree system called the customers again on October 27, 2015 informing them that the water was safe for consumption.

The meter services have been tied over to the new 8" C-900 main on Mershon Road, west of Chamberlain. The Hurlburt project has been tied into the system, except for one meter service. We have installed hydrant #91 on the SW corner of the Reliance Connects property, across from the Corbett School entrance. Reliance Connects vacuumed out an excavation hole for our new drop box at the office, so customers may now drop off payments without getting out of their vehicles.

Treatment Plant: The high turbidity bypass was open for over 13.2 hours during the rain event over the October 31st weekend. We had to shut down the clear well on November 1st at the treatment plant due to the high turbidity the day before in order to let the filter pond levels build back up.

Hydro: We have built up a credit of 4,847 kW hours. This was down a bit due to the power outages and high turbidity events during the past month.

South Fork: South Fork is off for the season.

North Fork: The flows are still down at North Fork but have increased about 2" to 3" over the dam due to the latest rain events.

Office: Water bills were mailed on November 1st. \$94,867 was billed for water usage, \$28,399 was billed for base rate, and \$10,592 was billed for the filter pond. We also mailed a Fall 2015 newsletter to all of our customers.

Pace Engineers: We have received our commercial and plumbing permits for the filter pond 1b project from the City of Gresham.

Mark Yinger Associates: Mark Yinger has been out in the field on two different occasions. The exposure is very limited except for the steep slope down to the Columbia River. Most of his work has been plotting wells and interpreting the driller's description of the subsurface. Other useful data from the logs is static water level and yield. This is all being entered in a well data

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MONTHLY REPORTS - Manager's Report (Cont.)

table using a format that is generally similar to what the U.S. Geological Survey and the Oregon Water Resources Department would use. It is too early to say where the groundwater flow divide is, but his current feel for the data is that it is near the surface water drainage divide. That means for a well to avoid impacting the Sandy River it would have to be located outside the Sandy River watershed boundary. That gives us little ground to work with.

Robert Gaughan asked how the Farmer's screen is working. **James Jans** informed him that the Farmer's screen is working well, although it has to be occasionally cleaned.

Jeff Hargens feels it would be a good idea to research drilling a well on Deverell or Larch Mountain.

Jack Garrison asked what the schedule is for backflow installation letters. **James Jans** informed him that the crew is driving to each home on the list to make sure they do not currently have a backflow assembly installed prior to sending letters. **Jeff Hargens** feels that we should start the process slowly.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

No comments were made.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

No comments were made.

Jeff Hargens made a motion to adjourn the meeting, **Jack Garrison** seconded, passed unanimously. Meeting adjourned at 8:00 p.m.