

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
November 18, 2008**

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

Staff present: James Jans, Pamela Volk, Shanti Kraai.

Audience members present: Robert Colclessor, Gordon Fulks, Malcolm Freund, Dave Mysinger, Brian Lee, Bob Sanchez, Warren Kannarr.

Vice chairman **Victor Schmidt** called the meeting to order at 7:05 p.m.

Chairman **Jeff Hargens** arrived at 7:06 p.m.

APPROVAL OF THE AGENDA

Robert Gaughan would like item 7, Master Water Meters, to be changed to 4a. He would also like item 15, water infrastructure security enhancements, to be changed to 4b. Item 13, OAWU consultant, will be postponed until the next regular board meeting. **Sonny Boyd** made a motion to approve the agenda as modified, **Robert Gaughan** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Sonny Boyd made a motion to approve the minutes of October 14th, 2008 as written, **Victor Schmidt** seconded, passed unanimously. **Robert Gaughan** states that under the fee committee discussion, the sentence regarding the economy needs to be re-worded to read more smoothly. **Sonny Boyd** would like the word “to” in the line “which they feel is to high” during the discussion on leak adjustments to be corrected to read “too”. **Robert Gaughan** made a motion to accept the minutes of October 21st, 2008 as modified, **Sonny Boyd** seconded, passed unanimously.

DEMO: MASTER WATER METERS

Bob Sanchez introduced himself as the AMR specialist for HD Fowler Company, which is the distributor for Master Water Meters. Warren Kannarr, the northwest representative for Master Water Meters, then gave a presentation. Packets with meter information and pricing were distributed to the members of the board. **Warren Kannarr** states that their product is the only wireless meters available. Wires can get moister inside and are the main reason for problems and failure. He states that the registers do not require programming when they are hooked up. The batteries last 20 years, and there is a 20 year warranty on the meters as well. The meters provide tamper, leak and backflow detection. They can also read through snow.

DEMO DVD: WATER INFRASTRUCTURE SECURITY ENHANCEMENTS

Due to lack of time, this item will be postponed until the next regular board meeting.

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PACE ENGINEERS

As discussed in the previous board meeting, Pace Engineers requested more money than agreed upon because the Neilson/Woodard Road project needs more than just topography, as was originally planned, to complete the water line design. **Brian Lee** states that it will need a combination of topography, areal photography, and lot lines to base the design on. They are currently \$1,300 over the agreed upon amount. **Jeff Hargens** feels that we are being charged too much money for the work Pace Engineers has performed. **Brian Lee** states that he can simply do the state required minimum, however if we spend more money up front it will avoid problems that will cost more later. **Victor Schmidt** states that he would like Brian Lee to provide detailed invoices, showing what work was done during the hours charged in order to approve the invoices. **Brian Lee** states that they tried to use Google Earth and Google Earth Contours to match with the areal photographs, however, the data did not have clear enough resolution and was not accurate enough for the design purposes. They then used a DVD from Metro which had contour data, areal photographs, and tax lots, which worked well. He states that they are now \$1,300 over the agreed upon amount and still need to do red lines. **Sonny Boyd** made a motion to approve the \$1,300 overage for task orders 6, 7, 8 and 9 given Pace Engineers will include the red lines in the amount, **Robert Gaughan** seconded, passed unanimously.

FEE COMMITTEE

Recommendations from the fee committee were distributed to the staff and members of the board. After reading through the recommendations, it was decided upon having the staff review the document with the fee committee prior to the next regular meeting, when the final recommendations will be presented to the board.

SHUT OFF POLICY

James Jans states that there has been a customer who has made numerous payment arrangements without adhering to the terms, and has had multiple returned checks. **Jeff Hargens** said to follow policy and shut off the water if no payment is made. **Sonny Boyd** states that if it the district manager, James Jans, speaks with the customer and feels that this is a hardship case, he can accept payment arrangements. **Jeff Hargens** instructed James Jans to hand deliver the shut off letter and inform the customer that it was the boards direction to deliver the notice. He said to discontinue water service before business hours if no payment is made. **Malcolm Freund** states that it is legal to shut of a business as long as it is not during business hours.

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LEAK ADJUSTMENT

Account 4-1975-00 had a leak that occurred over the course of two billing cycles. The leak was very small, however due to the customer living on disability it would be hard for him to pay any more than the average bill, which would make this a hardship. **Sonny Boyd** made a motion to adjust the two cycles the leak occurred on to make each cycle equal his average bill, **Robert Gaughan** seconded, passed unanimously.

CREDIT CARD LIMIT

James Jans states that the office credit card is kept with the office staff, along with a record of which employee is in possession of the card and dates it is taken and returned. However, the office credit card only has a \$500 limit, which he would like to be raise since there are many unforeseen instances where the card will need to be used and cannot wait to get a check signed. **Sonny Boyd** made a motion to raise the office credit card limit to \$1,000, **Robert Gaughan** seconded, passed unanimously.

PACIFIC OFFICE AUTOMATION

Shanti Kraai states that when we originally requested a copy of our contract, they only sent us the first page. After noticing this we requested the full contract, which states that every year the service terms get renewed unless given proper notice. Therefore, they have the right to increase the cost of service with the new term. **James Jans** states that the representative came into the office and gave price comparisons for different machines to lease versus the cost of owning one. **Jeff Hargens** states that since we are bound to the contract until November 2009, the discussion will be tabled until then.

COLLECTING BAD DEBT

We have received a response from the attorney stating we can use collection agencies to try to collect funds from delinquent account. **Victor Schmidt** made a motion to authorize the office staff to engage the use of collection agencies to collect on delinquent account, as long as the customers no longer reside within the district, **Sony Boyd** seconded, passed unanimously.

IDENTITY THEFT PROTECTION POLICY (RED FLAG)

James Jans states that the district is required to adopt a policy to protect against identity theft. A copy of the new identity theft protection policy was distributed to be members of the board. The policy was then reviewed and signed.

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MONTHLY REPORTS

Financial Report: Copies of the summaries for PERS, LGIP, and the budget were distributed to the members of the board, along with the check report. **Jeff Hargens** would like reports on the CD and Money Market accounts brought to the next board meeting. **Victor Schmidt** made a motion to accept the financial reports as presented, **Robert Gaughan** seconded, passed unanimously.

Managers Report: See attached.

PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA

Gordon Fulks wanted to remind the board that the FDIC will only insure \$250,000 through the end of 2009. He stated he spoke with Warren Kannarr from Master Water Meters and was told that if a meter was damaged by our fault we could get another for about half the price. **Sonny Boyd** states that after the representative from Sensus Meters makes a presentation at the next board meeting, a comparison sheet should be made for review. **Jeff Hargens** would like to know the total amount adjusted for leaks during the past year. **Malcolm Freund** states that he is disturbed with the way the credit card is being used and there is nothing in the policy stating drinks or food can be bought using public money. He said that an ice cooler was purchased for ice water during hot days. **James Jans** states that it is allowed for training and safety meetings. He said that during extreme weather conditions he is allowed to purchase drinks for the crew and that food may be purchased when they are working on a project so they do not have to stop the project for lunch. **Jeff Hargens** said that he does not have a problem with the manager purchasing food or drinks for the crew as long as it is not occurring on a regular basis. **Malcolm Freund** states that the towing company in Springdale has been sold and he believes that Richard Fowl put a lean against the property. **James Jans** said that if there was a lean against the property the escrow company would have already paid the bill, however the office staff will look into this matter further. **Malcolm Freund** would like to know why six fire hydrants have been installed, in the past we have worked with the fire department on this. **Jeff Hargens** states that it is our job to upgrade our system to code, the fire department does not have to be involved.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Victor Schmidt would like the consultant discussion to be on the next agenda. **Jeff Hargens** would like to thank the staff and crew for all their hard work and dedication.

ADJOURNMENT OF MEETING

Sonny Boyd made a motion to adjourn the meeting, **Robert Gaughan** seconded, passed unanimously. Meeting adjourned at 10:17 p.m.