

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
November 20, 2012**

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

Absent board members: Kevin Wilhelm.

Staff present: James Jans, Shanti Burns.

Audience members present: Robert Colclessler, Malcolm Freund, Gordon Fulks, Brian Lee, David Jacob, Spencer Rogers, Richard Burbach.

Chairman **Jeff Hargens** called the meeting to order at 6:30 p.m.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

Jeff Hargens noticed that during the bereavement leave discussion, it reads “the Board as a whole *as* to approve”, however this should be changed to read “the Board as a whole *has* to approve”. **Jeff Hargens** made a motion to approve the minutes of October 16, 2012 as modified, **Robert Gaughan** seconded, passed unanimously.

LEAK ADJUSTMENTS

6545-00: This case was viewed as a hardship due to the amount of work required to repair the leak. **Sonny Boyd** made a motion to adjust the July/August and September/October 2012 billing cycles each to the six month average prior to the leak, 23 units, **Robert Gaughan** seconded, passed unanimously.

9590-04: This case was viewed as a hardship due to the large amount of water loss caused by the leak. **Sonny Boyd** made a motion to adjust the September/October 2012 billing cycle to the six month average prior to the leak, 11 units, **Robert Gaughan** seconded, passed unanimously.

BEREAVEMENT LEAVE DISCUSSION

Jeff Hargens would like a committee to review the addition of a bereavement leave policy. He would like the committee to speak with other water districts, as well as call community members for their input. **Sonny Boyd** asked Jeff Hargens how many community members he feels would be sufficient to contact. **Jeff Hargens** said that would be the committees’ decision. **Robert Churnside** suggested having the committee review any other policies that need to be changed as well, that way they could be done all at once. **Shanti Burns** said that there are a couple of policies from the Board policy manual that need to be changed, but she cannot think of anything else that needs to be reviewed from the personnel policy manual. **Shanti Burns** asked if the

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BEREAVEMENT LEAVE DISCUSSION - (Cont.)

Board would like her to try to get some budget committee members and community members to attend the next board meeting so the Board can elect a policy review committee. **Gordon Fulks** stated that since this is a small district, we should not be looking for answers for every small decision. He said that it should be up to the manager to make most decisions. He said that with the economical cost would be minimal if a bereavement leave policy was adopted, however the emotional cost would be substantial. He suggested making the bereavement leave only include parent, spouse and child. He said the District could also only allow a certain amount of bereavement leave hours per year so the employee can make the decision to use it or not. This would also allow the employee to take time off if they were closer to certain family members, such as if the employee was raised by their grandparents. He also suggested giving the employee more annual leave, which they could use if a death occurred. **Jeff Hargens** said that personnel services are rapidly increasing. **Gordon Fulks** replied that the bereavement leave policy would only be a small amount. **Jeff Hargens** said that it is always just a small amount, but it all adds up. **Robert Colclessor** said that the District already gives the employees floating holidays. He said that he has reviewed the income and expense on the budget reports and noticed that the District is paying more expenses than we receive in revenue. He feels that it should be up to the community. He suggested having the budget committee review the bereavement leave policy. **Gordon Fulks** suggested discussing with the employees how much money the District has in the budget for benefits and letting them decide what to use it on, whether it be better health insurance, cost of living or bereavement leave. **Jeff Hargens** said that he understands, however this is a small district and if we don't control our personnel services now the District will fall apart. **Malcolm Freund** said that he used to work for a federal agency that did not offer bereavement leave. He feels that the employees should feel appreciated even without this benefit, and he pointed out that the District already offers floating holidays. **Jeff Hargens** said that he has no problem letting an employee take extra leave, but he does not want the costs to get out of control. He feels that the employees should take time from their sick or vacation pay. **Sonny Boyd** said that the District needs to balance what is fair to the employees and what is fair to the District. He feels that it would be beneficial to get the communities opinion about this policy. **Jeff Hargens** suggested waiting until the budget committee meets since, regardless of how small the amount is, it is not in the budget. **Sonny Boyd** thinks this is a good idea, especially due to Robert Colclessor's remarks about spending more than we receive in. He feels that the District should at least offer the employees something so they can take time off work in the event of a death even if they do not have enough vacation. He said that his employer let him borrow vacation hours this year because he did not have enough to take time off work, then let him work overtime afterwards to pay it back. **Jeff Hargens** would like to make a motion to postpone the bereavement leave discussion until the budget committee meets, **Robert Churnside** seconded, passed unanimously. **Brian Lee** said that Pace Engineers just revised their paid leave policies and they would be glad to share them with the District when the committee begins their review.

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BUSINESS ENERGY TAX CREDIT

James Jans said the District has been approved for the Oregon Department of Energy's business energy tax credit (BETC). This allows a business to pay the District \$21,546 and in turn they will receive a tax credit in the amount of \$30,780 which can be used over a 5 year span. The District mailed letters to corporations and local businesses explaining this process. More than one business can apply and share the tax credit.

FILTER POND REPLACEMENT DISCUSSION

Jeff Hargens said that the District should begin the process of getting engineering quotes and permits around March 2013 for the filter pond replacement project. **James Jans** said that most of the engineering costs budgeted for this year is for South Fork. **Gordon Fulks** inquired as to what the filter pond schedule will depend on. **Brian Lee** replied that weather is an important factor. He said that when the District would like to proceed with the plans, he can revise the previously presented schedule. **Brian Lee** states that James Jans has done such a good job improving the water lines, fixing leaks and adjusting overflows in the system that there really isn't a current demand for all three filter ponds to be operational at the same time. The District has been operational during peak demand months with only two ponds running. He reminded the Board that prices are increasing every year for materials. He also wanted to remind the Board that due to the price of the project, the engineering will be a qualification based selection, not just on price alone. When going out for bid, the District will need to issue a request for qualification (RFQ). **David Jacob** said that the liner currently in the filter pond is made out of hypolone, which is no longer made.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Sonny Boyd** said that when reviewing the prior months minutes, Shanti Burns had stated that the District paid \$9,800 to Merina & Co. for the audit, however it shows a payment of \$1,800 on the October financial reports. **Shanti Burns** said that the payment was made in October before the meeting was conducted. So even though the payment was already made, it would not have shown up until the October financial reports were presented this month, therefore the total cost of the audit remains the same. **Sonny Boyd** questioned what the refunds to customers were for. **Shanti Burns** explained that these refunds are customer deposits that are returned to them when they move. **Robert Gaughan** asked what copier we are paying the maintenance fee for. **Shanti Burns** said the maintenance fee is for the larger printer/copier in the front office. She said that toner for the machine would cost over \$200 if we were to purchase it, however it is free through our maintenance plan. **Sonny Boyd** asked what the colormeter from HACH was used for. **James Jans** replied that it is for recording chlorine residual at the treatment plant. **Sonny Boyd** noticed that the District is spending a lot of money on excavation and rock. He was wondering if there is any way to reduce these costs. **James Jans** said that rock is a requirement from Multnomah County. He informed him that we have started doing our own blacktop patching, which has saved the District a lot of money.

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MONTHLY REPORTS - Secretary/Treasurer Financial Reports - (Cont.)

Jeff Hargens requested James Jans show a graph reflecting the cost per linear foot of the projects compared to prior years, as well as a graph showing the cost of the last job that was subcontracted out. **Sonny Boyd** would like to look into an alternative to excavation and crushed rock because it is a large portion of the project costs. **Sonny Boyd** questioned the transfer from the money market account to the checking account. **Shanti Burns** said that this was to pay for the loan. She stated she tries to leave enough money in the checking account to avoid service charges, but also leaves as much as possible in the money market account to accrue interest.

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

Distribution: We have pressure tested the upper section of Littlepage and the BT sample came back "absent". We are now tying over the meter services to the new main. The last section of 6" C-900 PVC main on Littlepage Road has been installed and the last 120 feet of road has been patched.

We had a leak on the 34000 block of Mershon Road on our 6" steel main. It was noticed that we have had a leak some time ago in the same vicinity.

The new PRV station has been installed on Littlepage Road, which will drop the pressure down from 210+ PSI to about 120 PSI. This will in turn help the customers plumbing from additional wear and tear, as well as the Districts mains.

During the heavy rains last night, we had about 80 feet of ditch wash out on the lower section of Littlepage Road. We have backfilled the ditch and Multnomah County has been working on unplugging the culvert.

Hydro: We answered the last couple of questions FERC had on their application/license paperwork.

Office: The credit card summary report for October 2012 shows that \$2,836.99 was received from VISA and \$1,231.74 was received from M/C. For the fiscal YTD, we have reported \$17,046.45 in credit card water sales. The meters were read on November 1, 2012. Water sales amounted to \$82,721.18 and the base rate amounted to \$28,816.97. The new base rate will now cover the full cost of the annual loan payment.

FERC: Nothing to report this month.

Treatment Plant: Gordon Fulks, Robert Colclessor and Malcolm Freund were given a tour of the farmers screen and the hydro generator at the treatment plant; all enjoyed the tour and were very impressed. We did however have our screens plug up last night due to the very heavy rains which brought down a large quantity of leaves. We are still adjusting the flows in order to get the cleaning affect and also have the proper amount of water flow for the plant.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

No comments were made.

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UNFINISHED ITEMS FOR BOARD CONSIDERATION

No comments were made.

Sonny Boyd made a motion to adjourn the meeting, **Jeff Hargens** seconded, passed unanimously. The meeting was adjourned at 8:10 p.m.