

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
December 13, 2016**

---

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

**Staff present:** Jeffrey Busto, Shanti Burns.

**Audience members present:** David Jacob, James Humphries, Marianne Pietras, Kathleen Rhew, Jeremy Judson.

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

**APPROVAL OF THE AGENDA**

**Robert Gaughan** made a motion to approve the agenda, **Kevin Wilhelm** seconded, passed unanimously.

**APPROVAL OF THE MINUTES**

*November 22, 2016 minutes:* **Jack Garrison** requested to have a portion of the Oregon ethics checklist discussion stricken from the minutes. **Jeff Hargens** made a motion to approve the minutes as modified, **Kevin Wilhelm** seconded, passed unanimously.

**LEAK ADJUSTMENTS**

8865-02: This customer states he installed a pressure reducing valve (PRV) but was unaware that he was supposed to install a box to cover it. Since the PRV was exposed, a leak occurred near the fittings. **Jack Garrison** made a motion to adjust the September/October 2016 billing cycle to 92 units, **Robert Churnside** seconded, passed unanimously.

9200-00: This case was viewed as a hardship due to the customer being on a fixed income and the large amount of the bill caused by the leak. It was noted that the leak was repaired promptly. **Jeff Hargens** made a motion to adjust the September/October 2016 billing cycle to the six month average prior to the leak, 20 units, **Robert Churnside** seconded, passed unanimously.

**2015/2016 AUDIT**

**Shanti Burns** states the 2015/2016 audit was distributed to the Board of Commissioners during the November 22, 2016 meeting. Since there were some concerns regarding the PERS liability, it was decided upon researching the matter further. **Jack Garrison** said he researched the PERS liability, which was adjusted due to the new GASB requirements. He informed the Board this would only be an issue if the District tried to get a loan or go out for a bond. He said the PERS liability has been listed as a footnote in previous audits.

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
December 13, 2016**

---

**POLICY REVIEW COMMITTEE**

It was decided that the Corbett Water District policies should be reviewed to verify their accuracy and to make updates as needed. **Jeff Hargens** said he will partake in the policy review committee as long as there is a backup Board member in case he runs into time constraints. **Jack Garrison** said the policy review committee should read the selected policy on their own time and forward any suggestions they may have prior to the first meeting. **Jeff Hargens** nominated Jack Garrison to head the committee and instructed the staff to find two community volunteers. **Jack Garrison** said he would determine which policy manual the committee should review first.

**CROSS CONNECTION**

**Jeff Busto** said he suggests keeping the same procedures for backflow assembly testing, which consists of notifying the customers that their backflow test is due, requiring the customer to contact a certified backflow tester, and having the District test the backflows and charge the customer a fee if they fail to schedule a test after three notices. The Board instructed the office staff to present the ordinance to increase the District's backflow testing fee at the January 2017 meeting. **Shanti Burns** informed the Board that she will publish the ordinance notice in the newspaper. It was decided upon no longer distributing a list of local backflow assembly testers to customers, and to instead refer them to the Oregon Health Authority website for a list of all Oregon certified backflow assembly testers.

**ON CALL COMPENSATION**

**Jeff Busto** states the employees have received their cell phones, however we are still utilizing the pager until the new cell phone number can be updated in the treatment plant computer. He has contacted several other water districts regarding their on call compensation, however the pay is greatly varied. He plans to present the on call compensation recommendation to the Board at the January 2017 meeting.

**MONTHLY REPORTS**

**Secretary/Treasurer Financial Report:** **Jack Garrison** instructed the office staff to conduct a cost/benefit analysis for the Continental Utility Solutions, Inc. (CUSI) support/upgrade fee. **Jack Garrison** made a motion to accept the November 2016 financial reports as presented, **Robert Gaughan** seconded, passed unanimously.

**Manager's Report:** District Manager **Jeff Busto** read as follows:

*Distribution:* The crew continues to clean up loose end projects and doing general maintenance in preparation for colder temperatures. This recent ice storm proved to be a good test run for our ability to respond to emergencies, coordinating as a team to respond accordingly to our customers needs in a timely manner, as well as to other utilities in need of emergency locates to

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
December 13, 2016**

---

**MONTHLY REPORTS - Manager's Report (Cont.)**

restore power and phone service to the community. The new phone system is off to a slow start. We are having issues with the provider's sales staff but hopefully it has been resolved as of yesterday. Unfortunately there was a structure fire over the weekend on Larch Mountain Road. The hydrant used to fight the fire worked as required, which gives me confidence that our staff is doing a great job in routine maintenance. My proposal for a meter replacement program has been set back until the meeting next January due to the time restraints caused by conducting the Board meeting early.

*Treatment Plant:* The treatment plant computer and battery backup system are failing under stressed conditions. Deferred routine scheduled maintenance on the transfer switch and supporting equipment has caused some problems electronically. Steps to correct these issues have been implemented and I predict completion of this issue by the January 2017 meeting. I am impressed with the crew's abilities to troubleshoot complex problems at the treatment plant and in the distribution system. I, as a Manager, have given them a considerable increase in responsibilities through education and hands on training. Both Hans and Steve have shown an eagerness to learn, applying those skills directly to their daily routine. They now tackle more complex emergency situations that previously would have been referred to me in order to accomplish.

*Hydro:* The hydro is producing at a diminished capacity because we are running electric heat inside the treatment plant during the cold weather. We are still way ahead for the year on power production.

*Office:* I would like to resolve the issue regarding the list of backflow assembly testers given to customers. I suggest adopting a more comprehensive list of backflow testers, giving our patrons a broader database to work with. Our front office continues to run smoothly while transitioning to new management.

*Hydrants:* There was no recordkeeping of fire hydrant projects completed, therefore I have been unable to invoice the fire station for reimbursement. I need to physically conduct a field inventory and location of hydrants in the district, comparing that data to our most current location list. There were both used and new hydrants installed last year. To be fair to Fire District #14, an accurate survey of our infrastructure needs to be completed. **Jack Garrison** suggested Jeff Busto contact Phil Dearixon since he was the fire chief during the 2015-2016 fiscal year and worked with the prior District Manager regarding the location of where fire hydrants should be installed.

**Jeff Busto** states there are old SCADA parts in the warehouse that were donated to us, but since we are unable to use these items he would like to dispose of them. He states we also have an old map cabinet that we cannot use, as well as non lead parts.

**PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA**

**James Humphries** volunteered to be on the policy review committee.

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
December 13, 2016**

---

**UNFINISHED ITEMS FOR BOARD CONSIDERATION**

**Jeff Busto** distributed an email he received regarding 35701 NE Chamberlain Road. After reviewing the email, the Board instructed the District Manager to pull the meter if payment is not received for the deposit and past due balance. **David Jacob** reminded the Board that the meter cannot be reinstalled once it is pulled since it contains lead parts. **Marianne Pietras** suggested contacting Multnomah County to inform them of this decision so it is on record when the property is purchased. **David Jacob** states the realtor has a legal obligation to inform the purchaser of the property.

**Jeff Hargens** made a motion to adjourn the meeting, **Robert Gaughan** seconded, passed unanimously. Meeting adjourned at 8:05 p.m.