

**CORBETT WATER DISTRICT  
REGULAR MEETING OF THE BOARD  
Written Summary  
December 15, 2015**

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

**Absent board members:** Robert Churnside, Kevin Wilhelm.

**Staff present:** James Jans, Shanti Burns.

**Audience members present:** Brian Lee.

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

**APPROVAL OF THE AGENDA**

**Jeff Hargens** made a motion to approve the agenda, **Robert Gaughan** seconded, passed unanimously.

**APPROVAL OF THE MINUTES**

**Jack Garrison** made a motion to approve the minutes of November 17, 2015 as written, **Robert Gaughan** seconded, passed unanimously.

**PACE ENGINEERS: FILTER POND 1b**

**James Jans** informed the Board that the District would be able to go through the summer months with only filter pond 2 & 3 operational. He said the District could then move dirt from the filter pond 1b excavation into the old filter pond 1 hole. He said if an emergency arises, the District can bypass the Treatment Plant and issue a boil water notice. **Brian Lee** said construction would be simplified without a retaining wall. **Jeff Hargens** would like to complete the excavation and concrete work this fiscal year. **Jack Garrison** would like Brian Lee to give the Board a list of tasks to determine timelines. **Jeff Hargens** said he would provide the equipment to help the District with the excavation. He informed Brian Lee to include the ramp in the concrete package. **Brian Lee** said that he will go over the bid schedule, specs and drawings with the Board members at the January 19, 2016 meeting. He said the plans are to go out for bid in March with an April award date, and to start the concrete by June 1, 2016.

**MARK YINGER ASSOCIATES**

**James Jans** informed the Board that geologist Mark Yinger will present his findings at the next regular Board meeting, however he has not yet found any locations to install a well within the District on the Columbia River basin. **Jack Garrison** said Mark Yinger was to review all possible well locations within the District. He states if the geological study shows a possible well location on the Sandy River basin, he would like to bring the study to the State of Oregon for reconsideration. He states the District would not exceed the current water rights.

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**RESOLUTION 2015.12.01: DISTRICT SAFETY AND HEALTH PROGRAM**

**Jeff Hargens** read the title of Resolution 2015.12.01 aloud. Copies of the resolution were available to audience members. This resolution will set safety guidelines for District employees to follow. The resolution was signed by all present Board members.

**ORDINANCE 2015.12.01: VARIABLE BASE RATE FOR PROPERTIES OUTSIDE OF DISTRICT TAXING CODE**

**Jeff Hargens** read Ordinance 2015.12.01 aloud. He would like the word *sufficient* to be removed from the ordinance. This ordinance will allow the District to implement a variable base rate for all customers that are not paying taxes to Corbett Water District due to being outside the taxing code. The ordinance was signed by all present Board members.

**MONTHLY REPORTS**

**Secretary/Treasurer Financial Reports:** **Jack Garrison** states he is looking into a different merchant services provider in order to have a reduced fee structure. He informed the Board that the loan payment has been made, and noted that property taxes are now being received. He states he is concerned about the number of customers with delinquent payments. **Jack Garrison** made a motion to approve the financial reports as presented, **Robert Gaughan** seconded, passed unanimously.

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

*Distribution:* We recently tied in a service that has been abandoned since 2003 on Lucas Road. The office has received a new water connection application for a service on Lampert Road. We have been working on maintenance of our Mission Communication sites at each reservoir. We have also been working on general maintenance at our PRV stations on Smith, Knieriem, Littlepage and Corbett Hill. The new PRV station vault on Knieriem and Littlepage is scheduled to receive an upgraded Cla-val.

*Treatment Plant:* The high turbidity bypass was open for over 29.2 hours and the standby generator ran 47.2 hours during the rain events in late November. The high turbidity bypass was open for 27.4 hours in December due to the rain event last week.

*Hydro:* We have built up a credit of 4,654 kW hours. This was down a bit from previous months due to the power outages and high turbidity events during the past month.

*South Fork:* South Fork is now online.

*North Fork:* North Fork is off for the season.

The flows are up at both North and South Fork and we have been upgrading the telemetry controls at the treatment plant. The crew has added controls to exercise the butterfly valve for the clear well in order to perform preventive maintenance, along with general maintenance of pumps, tubing and housekeeping at the treatment plant.

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

*Office:* Bluefin online payments collected \$1,289.70 for November, with a total of \$15,161.05 year to date. Credit card sales collected \$2,160.74 for November, with a total of \$42,109.48 year to date.

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

No comments were made.

**UNFINISHED ITEMS FOR BOARD CONSIDERATION**

**Shanti Burns** informed the Board members of the upcoming Special District's Association of Oregon (SDAO) conference to be held in Sunriver.

**Jeff Hargens** made a motion to adjourn the meeting, **Jack Garrison** seconded, passed unanimously. Meeting adjourned at 7:45 p.m.