

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
December 16, 2008**

Board members present: Jeff Hargens, Robert Gaughan, Marion Kirkham.

Absent board members: Victor Schmidt, Sonny Boyd.

Staff present: James Jans, Shanti Kraai.

Audience members present: Robert Colclessor, Malcolm Freund, Dave Mysinger, Brian Higbee, Garrett Law.

Chairman **Jeff Hargens** called the meeting to order at 7:00pm.

APPROVAL OF THE AGENDA

Item 11, Demo DVD: Water infrastructure security enhancements, was tabled until the next regular board meeting. **Robert Gaughan** made a motion to approve the agenda as modified, **Marion Kirkham** seconded, passed unanimously.

APPROVAL OF THE MINUTES

Robert Gaughan made a motion to approve the November 18th, 2008 minutes as written, **Marion Kirkham** seconded, passed unanimously.

PACE ENGINEERS: SERVICE AGREEMENT

The service agreement with Pace Engineers is up for renewal. **Jeff Hargens** states that per the memo from Pace Engineers, the board has the option to sign the service agreement in order to have Pace Engineers on call if they are needed, however the service agreement does not commit us to any specific project. He feels that the charges incurred through using their service has been too high and would like to interview other engineers. He feels that a smaller engineering company may better suit the districts needs. The discussion was tabled until the next regular board meeting.

OAWU CONSULTANT

Jason Green from Oregon Association of Water Utilities will attend the board meeting held on January 20th, 2009 and begin the consultant review on January 21st, 2009. He has requested each board member to email him with the areas and concerns they would like him to focus on during the review at jgreen@oawu.net.

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LEAK ADJUSTMENTS

1-1660-00: After reviewing this account, it was decided that this situation was a hardship due to the time and process it took to repair the leak. **Robert Gaughan** made a motion to reduce the water use for the July/August bill and the September/October bill to 23 units each cycle, **Marion Kirkham** seconded, passed unanimously.

2-9828-00: After reviewing this account, the board considered this a hardship due to the customer living on a fixed income. It was noted that the customer repaired the water line within a couple of hours of detecting the leak. **Robert Gaughan** made a motion to reduce the water use for the September/October bill to 23 units, **Marion Kirkham** seconded, passed unanimously.

8-9415-00: After reviewing this account, the board considered this a hardship since the customer was out of town during the leak. The customer repaired the leak promptly upon return. **Robert Gaughan** made a motion to reduce the September/October bill to 6 units, the average of the three billing cycles prior to the leak, **Marion Kirkham** seconded, passed unanimously.

FEE COMMITTEE

Revised copies of the fee recommendations were distributed to the members of the board. The discussion was tabled until the next board meeting so all the board members may be present.

BLACKTOP REIMBURSEMENT

During the water line replacement on Christensen Road, there was a verbal agreement between the staff and a customer to have Active Construction place blacktop on the customer's driveway since the company was patching the street near the customer's home. When the water district sent the invoice for the blacktop, the customer responded that they will not pay the full amount billed. The customer sent a check for \$193 less than what was billed from the construction company. **Jeff Hargens** states that in the future he would prefer the district to not be involved with any work performed for a customer's personal project. He would like the unpaid amount to be added onto the water bill and have James Jans speak with the customer regarding this issue. **Robert Colclessor** told James Jans to speak with Special Districts Association of Oregon regarding this matter to see what can be done.

OVERTIME POLICY

The current policy regarding overtime emergency pages is not clearly defined. **Jeff Hargens** states that the three hour minimum is per day, and if the employee works over three hours they get paid however long they work, however it is not considered another automatic three hours every time a call is responded to. The three hour minimum overtime pay is only for emergency pages, checking the treatment plant is considered regular overtime pay, which the employee will only get paid for the amount of time worked. The board will review the previous policy and further discuss this item at the next board meeting.

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MONTHLY REPORTS

Financial Reports: Copies of the check, money market, CDARS, LGIP, PERS, and budget summaries were distributed to the members of the board. **Shanti Kraai** states that between July 1st, 2008 and December 15th, 2008, \$8,578.90 has been adjusted off of 41 water bills due to leaks. **Robert Gaughan** made a motion to accept the financial reports as presented, **Marion Kirkham** seconded, passed unanimously.

Managers Report: See attached.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON AGENDA

No public comments.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

James Jans distributed the schedule for the budget process. **Dave Mysinger** asked Shanti Kraai to find out what the time line is for members serving on the budget committee. **Jeff Hargens** states that Linda Hargens may be available to be on the budget committee.

ADJOURNMENT OF THE MEETING

Marion Kirkham made a motion to adjourn the meeting, **Robert Gaughan** seconded, passed unanimously. Meeting adjourned at 8:45pm.