

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
December 16, 2014**

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

Absent board members: Sonny Boyd.

Staff present: James Jans, Shanti Burns.

Audience members present: Robert Colclessor, Malcolm Freund, Brian Lee, David Jacob, Debbie Churnside, Jack Garrison, Gordon Fulks (arrived at 6:56 p.m.)

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

APPROVAL OF THE AGENDA

Brian Lee would like to add Pace Engineers to the agenda as item 10a. **Jeff Hargens** made a motion to approve the agenda as modified, **Robert Gaughan** seconded, passed unanimously.

APPROVAL OF THE MINUTES

November 18, 2014 temporary base rate increase hearing: **Kevin Wilhelm** made a motion to approve the minutes as written, **Robert Gaughan** seconded, passed unanimously.

November 18, 2014 regular meeting: **Robert Gaughan** said it reads "framers screen" during the manager's report, and should be changed to read "farmers screen". **Jeff Hargens** said the discussion regarding mileage reimbursement during the monthly reports should be included on the minutes. He would like to table the minutes until the January 20, 2015 meeting.

ACCOUNT 2197-01

2197-01: This customer would like to request an adjustment to their water bill due to the financial hardship they have faced. It was noted that the customer has made a good faith effort with paying their water bill, however they are having a hard time paying the full balance due to the late fees they have incurred. **Jeff Hargens** made a motion to waive the fees incurred during 2014 in the amount of \$145.59, as long as the remaining balance is paid by January 31, 2015, **Kevin Wilhelm** seconded, passed unanimously.

ACCOUNT 7560-01

7560-01: This customer has not paid their final water bill despite multiple notifications. **James Jans** said the customer's address is known, therefore he would like to pursue the balance in small claims court. **Shanti Burns** informed the Board that she is now reviewing the final bills quarterly, and if a final balance is not paid, it will be the new owners responsibility. **Jeff Hargens** instructed James Jans to send a final letter stating this case will be brought to small claims court if not paid, and if payment is still not received within 30 days it can be filed in small claims court. **Kevin Wilhelm** instructed James Jans to send the letter by certified mail.

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CREDIT CARD CONVENIENCE FEE

Shanti Burns said the credit card convenience fee of \$2 per transaction has not been adequate. She suggests issuing an ordinance increasing the convenience fee to \$3 per transaction. **Kevin Wilhelm** made a motion to begin the procedures to increase the credit card convenience fee to \$3 per transaction, **Robert Churnside** seconded, passed unanimously.

EPA RURAL & SMALL SYSTEMS SUSTAINABLE UTILITY MANAGEMENT

James Jans said the Environmental Protection Agency (EPA) has a rural and small systems guidebook outlining 10 key management aspects that will help us manage our water system more accurately. **Jeff Hargens** said that tying our water system into Troutdale's may be our only option as a backup emergency plan. **James Jans** said we also have the option to build a well. **Gordon Fulks** states that as the population grows, we may want to consider expanding the water system.

BOARD POLICY MANUAL REVIEW

Shanti Burns asked the Board to review the Board policy manual and instructed them to contact her at the office if any changes need to be made. The Board policy manual will be reviewed annually. **Shanti Burns** said the only item she noticed was that it reads the Secretary/Treasurer submits the audit report to the Secretary of State; however the District Clerk does this. **Jeff Hargens** would like a suggestion of the new wording to be submitted to the Board at the next meeting for review.

ORDINANCE 2014.11.01: BASE RATE

Ordinance 2014.11.01 was read aloud. This will be the second and final reading of the ordinance which will temporarily increase the base rate to fund the filter pond replacement project.

PACE ENGINEERS

Brian Lee expects a complete set of drawings to be ready by next month, after which we can pursue permits for the filter pond 1b project.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Jeff Hargens** said Sonny Boyd reviewed the financial reports and did not have any questions. **Jeff Hargens** made a motion to approve the financial reports as presented, **Robert Gaughan** seconded, passed unanimously.

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MONTHLY REPORTS - (cont.)

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

Distribution: The leak on Rasmussen Road has been fixed. The one yard dump truck bed will be installed on the F550. The utility box will be back from the sand blasters soon, which will be installed on the F450.

The Oregon Health Authority has approved the waterline easement requirements for the main located on Hurt and Wand Road under the power line heading up to the Cabbage Hill Reservoir.

South Fork: Our recent rock design for fish passage is working well. The water flow is up and the Farmers Screen is working. In the spring, we will have to make one adjustment by installing an air vent on the inlet manhole for our transmission main.

Treatment Plant: During the last winter storm we had several high turbidity events in which the plant did what we have designed it to do; open the bypass Cla-val and not allow the high turbid water to enter the filter ponds for a total of 11.1 hours in late October, and 22.3 hours in late November. The generator ran for a total of 8.2 hours.

The District received a donation of SRII water meter registers from the City of Aurora, with a value of over \$2,200 dollars. We also received a donation of a 10" Sears table saw from JBT with a value of approximately \$375 dollars.

We received payments in the amount of \$1,313.05 through our website during the month of November, and we have received \$5,076.47 year to date through online payments. The credit cards sales for November totaled \$2,941.97.

Hans completed five years of service with the District as of December 11th.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Gordon Fulks would like to thank the Board and staff members for continuing to run the District well.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

Jeff Hargens wished everyone a happy new year.

Jeff Hargens made a motion to adjourn the meeting, **Robert Churnside** seconded, passed unanimously. Meeting adjourned at 7:30 p.m.