

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
December 18, 2012**

Board members present: Robert Gaughan, Robert Churnside, Kevin Wilhelm.
Jeff Hargens arrived at 6:41 p.m.

Absent board members: Sonny Boyd.

Staff present: James Jans, Shanti Burns.

Audience members present: Malcolm Freund, Robert Colclessor.
Gordon Fulks, Spencer Rogers, Garret Rogers and Conner Rogers arrived at 6:35 p.m.

Vice chairman **Robert Gaughan** called the meeting to order at 6:32 p.m.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

Kevin Wilhelm made a motion to approve the minutes of November 20, 2012 as written, **Robert Churnside** seconded, passed unanimously.

LEAK ADJUSTMENTS

5760-00: This case was viewed as a hardship due to the large amount of water loss caused by the leak. **Robert Churnside** made a motion to adjust the January/February and March/April 2012 billing cycles each to the average use prior to the leak, 17 units, **Kevin Wilhelm** seconded, passed unanimously.

DONATIONS RECEIVED

James Jans said the City of Gresham recently donated to the District three 3” compound meters and one 4” compound meter. We have installed one of the meters at the pressure reducing station located on Littlepage Road, and we plan on installing another one at Reservoir 5. This will help us monitor where the flow is going. JBT also donated 4” OS&Y gate valves for our PRV station on Littlepage, a UL approved electric box for our hydro project at the Treatment Plant and 2” brass ball valves for flushing new water mains. And last year Rockwood PUD donated a 4 ½” fire hydrant that is now located by Tippy Canoe. We have assisted Parkdale Water Company in the past, and we are happy with all of our dealings with the surrounding districts.

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
December 18, 2012**

EXECUTIVE SESSION ORS 192.660(2)(e): TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY TRANSACTIONS

This discussion was not convened in executive session due to the person requesting to rent the property not being in attendance at the meeting. The ORS will not allow this discussion to be held in executive session unless the person attends the meeting, therefore the meeting remained open for public attendance. **James Jans** said that in 1935, a small piece of property located on the Historic Highway was donated to the District. Someone in the community has asked to use the property and in return would do maintenance for the District. Multnomah County states the property is buildable, however in order to do this it would have to go through the Scenic George Commission. **Jeff Hargens** would prefer to sell the property than lease it. He states there would be too much liability involved if the District were to rent the land. He would like the items that do not belong to the District be removed. **Shanti Burns** said the staff will need to periodically check the land to make sure nothing is being stored on it. **Jeff Hargens** said he will speak with a realtor about getting an appraisal. In the meantime, he would like a chain or fence to be put in front of the property, as well as a no trespassing sign. **Gordon Fulks** asked if the District is worried about squatters on the land that, after seven years, can claim ownership. **Shanti Burns** replied that the staff will continue checking the property, so this is not a concern. **Robert Gaughan** made a motion to notify the person using the property that all items must be removed and to have the District put up a chain or fence, leaving the possibility of selling the property in the future, **Kevin Wilhelm** seconded, passed unanimously.

MONTHLY REPORTS

Secretary/Treasurer Financial Reports: **Shanti Burns** informed the Board that there were multiple transfers this month, and there will be more in the December reports as well. She states that she originally transferred money from the Northwest Community Credit Union money market account to pay for the loan. After which, we received a large sum of property taxes, which made our WellsFargo bank accounts at their FDIC coverage limit, so the money was later transferred back to the Northwest Community Credit Union money market account. **Jeff Hargens** 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: Our hot tap from July blew a gasket on Littlepage and Grange Hall Road on December 6th. The crew was pressed into action and we isolated the leak, removed a section of 10" main and replaced the damaged saddle with a ductile iron tee and two dressers. We issued a boil water notice and our phone tree software called the affected customers. The main was flushed, chlorine residuals were back up to our required range and the lab notified us that the samples were absent. The boil water notice was lifted and our phone tree notified the customers that it was safe to stop boiling their water. The system is back to normal.

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
December 18, 2012**

MONTHLY REPORTS - Managers Report - Distribution (Cont.)

The lower section of Littlepage has now been pressure tested and after the BT samples come back absent we will tie over the services.

The crew is in the process of pressure testing Hurlburt and Evans Road. After the BT sample comes back absent, we will tie in those services over to the new main.

The 4 ¼” hydrant that was located on E. Historic Columbia River Highway and Lucas Road has been relocated to Hinkle Road. We now have 75 fire hydrants in our system.

I recently taught an approved OESAC training class at the Corbett Fire Station on hydrant flushing programs. 12 operators from the surrounding water systems attended for their CEUs. We generated over \$600 from this class.

Hydro & FERC: Nothing to report this month.

Office: The credit card summary report for October 2012 shows that \$1,654.78 was received from VISA, \$357.85 was received from M/C and \$83.05 was received from Discover. For the fiscal year to date, we have generated \$21,115.15 in credit card water sales. We transferred \$100,000 from the WellsFargo checking account into our money market account at Northwest Credit Union because we have received \$124,551.72 in property tax payments from Multnomah County which, if left in the checking account, would have put us over the insured coverage amount.

Treatment Plant: We have drained filter pond #3 and will be cleaning the filter bed soon to get it ready for the upcoming season.

James Jans distributed spreadsheets to the Board comparing the prices of projects done in house and the projects contracted out. **Jeff Hargens** would like James Jans to look into screening rock from other rock pits. **Gordon Fulks** suggested to also look into crushed concrete. **Jeff Hargens** replied that screening rock would be cheaper.

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

Gordon Fulks inquired as to how much pipe is replaced per year. He said that there was a 20 mile replacement goal for the District and he was curious how long it will take to complete.

James Jans said that it is a 20 year replacement goal, and the District is currently replacing a little over a mile of pipe each year.

Malcolm Freund said he received a call from the automated phone system regarding the boil water notice. He said that some community members contacted him because the message did not state when it would be safe to stop boiling the water. **James Jans** replied that the message stated the District would notify the community by the automated phone system when we received a good sample and it was safe to stop boiling. **Gordon Fulks** asked what lesson was learned from the repair. **James Jans** said that the leak was caused by a hot tap that another company performed, and there was no way for the District to control the outcome. **Jeff Hargens** said that he would not recommend doing a hot tap on PVC pipe. He said the District should cut in a tee instead so that when water hammer occurs it will not blow out the pipe. He said that although the

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
Written Summary
December 18, 2012**

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA - (Cont.)

District would have to issue a boil water notice every time, he feels the repairs should still be done this way. **James Jans** states that the company that performed the hot tap has agreed to pay for the material purchased for the repair as well as the cost for labor.

UNFINISHED ITEMS FOR BOARD CONSIDERATION

No comments were made.

Jeff Hargens made a motion to adjourn the meeting, **Kevin Wilhelm** seconded, passed unanimously. Meeting adjourned at 7:20 p.m.