

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
January 19, 2021**

6:30 p.m.

Meeting Held Electronically through ZOOM

BOARD MEMBERS PRESENT: Sara Grigsby, Fred Sanchez, Dan Graff and Jeff Hargens.

BOARD MEMBERS ABSENT: Bob Gaughan

STAFF PRESENT: District Manager Tom Edwards, Assistant District Clerk Lynda Ronell and District Clerk Gail Griffith

AUDIENCE MEMBERS: Malcolm Freund, Chris Augustine of SCS Engineers, David Jacob of Hydra Engineering, Tim Shell of Wallis Engineering, Cloudy Sears, Cassidy Keola and Michael Arion.

President Jeff Hargens called the Zoom meeting to order at 6:30 p.m.

APPROVAL OF THE AGENDA

Fred Sanchez made a motion to accept the January 19, 2021 Agenda adding Proposed Truck Purchase as item number 3 in New Business. Dan Graff seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, F.Sanchez & D.Graff 0 no votes)*

APPROVAL OF THE DECEMBER 15, 2020 REGULAR BOARD MEETING MINUTES

Sara Grigsby made a motion to approve the December 15, 2020 Regular Board Meeting minutes as presented. Dan Graff seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, D.Graff, F.Sanchez 0 no votes)*

TREASURERS REPORT – December 2020

Treasurer Sara Grigsby went over the information in the Summary of Accounts and the Revenue and Expenses for December 2020 that was included in the Board Packets. Sara Grigsby went over a few lines in the Summary of Accounts. No questions.

Jeff Hargens made a motion to approve the December 2020 Treasurers report as presented. Fred Sanchez seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, D.Graff, F.Sanchez 0 no votes)*

WELL PROJECT UPDATE

Chris Augustine reported to the Board. The surface seal is in. They were supposed to start drilling down through the cement plug into our target zone but they have some drill rig issues. There is a gear box out. When that is repaired they will drill down to the target zone and we will get ready to potentially switch over to development and testing of the well. Hopefully the driller will be putting in the test pump and developing the well in the next week.

Jeff Hargens asked how they will know when they hit the right location for what we will be testing for. How do they know if they need to go fifty feet or three hundred feet?

Chris Augustine replied they are switching drilling systems. They were drilling with mud which is designed for bore hole stability. The mud has weight to it which is heavier than water that counteracts the pressure of materials coming into the bore hole which keeps it open. They are switching to a water fluid based drilling method. They will remove all the drilling mud and drill with water and once they get into a production zone they will know. When the bore hole starts producing water it will change the pressures that they need to bring the fluids to the surface. They are trying to decide if they will be doing direct or reverse circulation. It will be based on what they see once they drill through the plug. Jeff Hargens said they will know by the ground water pressure. Chris Augustine replied that is correct.

In summary when they get their rig fixed they will be ready to go down and drill through the plug and hopefully hit a water zone. Fred Sanchez asked what happens to the materials that come out of the well area. Jeff Hargens said they go out into the tree farm next door.

Dan Graff said the last couple hundred feet of drilling shouldn't take very long to complete.

UPDATE ON COVID-19 EMERGENCY PLAN

District Clerk reported we are continuing to follow protocol. There was a requirement in 2020 that if an employee got covid or took care of a family member with covid-19 the employer had to provide 80 hours of sick leave which did not take away from an employee's earned sick leave. This requirement has gone away for 2021.

HIRING UTILITY I/II

Manager Tom Edwards reported he hired a Utility Worker II, Loren Wilton. He is very knowledgeable and is actively studying to get his license for water treatment. He will have to work at Corbett for a year to get Water Treatment experience. He has the water distribution license.

Tom Edwards said we still have a Utility I position open. Candidates are being interviewed. Advertisement will be open until the end of the month. When we hire someone the Board will be notified.

Sara Grigsby asked if it was a competitive market. District Manager Tom Edwards responded this year has been unique. Clackamas Community College shut the program down and did not graduate anybody with water treatment or water distribution. We are competing with Portland metro area which is hard to do. He explained that is why he went with a Utility I position and it was stipulated in the job advertisement the person would have to get at least their Distribution I within a year. We are going to have to look at how we attract and keep qualified people. Tom continued that he has thoughts and ideas on that for the upcoming budget year.

BUDGET CALENDAR AND APPOINTMENT OF FISCAL YEAR 2021-2022 BUDGET OFFICER

Jeff Hargens made a motion to appoint Tom Edwards as Budget Officer for Fiscal year 2021-2022. Sara Grigsby seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, D.Graff, F.Sanchez 0 no votes)*

There were no objections to the 2021-2022 Budget Calendar. Budget meeting will start at 6:00 p.m. before the March regular Board meeting.

APPOINTMENT OF COMMUNITY BUDGET COMMITTEE MEMBERS 2021-2022 VACANT POSITIONS.

District Clerk Gail Griffith stated Chris Witka is interested in serving another term on the budget committee. She is in position 1 and we have a vacancy in position 4. The Board appointed Chris Witka to position #1 and Michael Arion to position #4 on the budget committee with their terms expiring July 1, 2023.

PROPOSED TRUCK PURCHASE

The Board received an email with quote for a 2021 F-550 4x4 SD Super Cab pickup. Manager Tom Edwards apologized for late notice. Quote was received today. Government Fleet reps said there are changes this year due to backlog of orders because of COVID. If we don't order by Thursday we would be looking at ordering in September 2021 with delivery January 2022. It is a straight forward F550 with a dump bed. We can alter the body but the chassis we would need to move on it by Thursday. Tom said he is aware that we have only budgeted \$24,000 which is approximately 1/3 rd of the cost. The full cost is \$62,304.40. This is the truck we need. Truck would be delivered approximately September 2021 with payment due upon delivery. Discussion of snow plow.

Sara Grigsby made a motion to move forward with purchase of the 2021 F-550 4x4 SD Super Cab pickup as presented for a cost of \$62,304.40. Dan Graff seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, D.Graff, F.Sanchez 0 no votes)*

MANAGERS REPORT

Tom Edwards went over the Managers report that was included in the Board packet.

Tom continued with the number of breaks and knowledge that we have thin walled pipe in the system and he will recommend we put aside some money for pipe line replacement this upcoming budget year. When the Master Plan is put out this year the section of pipe where the leaks occurred will be on the top of the list to be

replaced. Discussion of pipe failure, prv failure and high pressure in our system.

Tom continued reviewing information included in the Manager's Report. There is an issue with the SCADA at the Loudon Reservoir. The control board may have gotten "fried" during a power spike. Mission will be out to replace the parts. Mission has told Tom that much of our equipment is outdated and is being replaced in other systems. That is another item that will be included in the Master Plan. It is important since we are only as good as the information we have. Tom continued that he is thinking that getting our Water Treatment Plant in a similar system so that we can look at everything at the same time would be very helpful. Currently there is one stand alone system at the Treatment Plant and a separate system in our distribution system. The two do not communicate.

Tom reviewed the rest of the report as written.

There was an article written in the Oregonian that triggered preliminary discussions with some other organizations to address the issues at South Fork and our intakes. When more information is available it will be brought back to the Board. Cloudy Sears volunteered her services to assist with the issue. Jeff Hargens stated that part of the issues at the South Fork is that we have not maintained it. Tom Edwards agreed and said he planned to do work this summer when we can get in. We cannot be one sided and think that the well will solve our water problems. We need to protect our current supply.

PUBLIC COMMENTS

Cloudy Sears stated that Wheeler water system was damaged and went to wells and Corbett doesn't want to have that happen.

The District Clerk reported that a few months ago during COVID-19 discussions the Board decided that we should send out letters to customers that are overdue more than \$100.00 and more than one billing cycle. We requested that they contact us to set up a payment plan or discuss their bill or they would be subject to late fees and possible shut off. We did send out twenty letters. Eleven customers paid in full, seven set up payment plans, with five making a payment, one waiting on unemployment and one has not paid due to medical reasons. We had no response from two. If we do not hear from those two they will receive a late fee and end up on shut off notice. We have more customers that if they do not pay this billing cycle they will be two cycles late and we will send them a letter asking them to contact us. Jeff Hargens commented it seems to have helped.

Dan Graff noted that there was a great deal of miss-information on facebook after the article came out about the South fork. Dan asked if there is a community outreach planned and if we could put something together and answer questions. Discussion. Tom Edwards stated he is interested in doing a virtual town hall where residence can ask their questions and he will answer them to the best of his ability. We are also in the process of updating our website.

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

ADJOURNMENT OF MEETING

Jeff Hargens made a motion to adjourn the meeting at 7:50 p.m. Fred Sanchez seconded, all were in favor, motion carried.
(4 yes votes: S Grigsby, J.Hargens, D.Graff, F.Sanchez 0 no votes)