

**CORBETT WATER DISTRICT BOARD OF COMMISSIONERS
REGULAR MONTHLY BOARD MEETING April 19, 2022**

Meeting Held Electronically through ZOOM

BOARD MEMBERS PRESENT: Kelly Piper, Jeff Hargens, Sara Grigsby, Fred Sanchez, Dan Graff

STAFF MEMBERS PRESENT: Interim Manager David Jacob, District Clerk Ana Linden, Lynda Ronell

COMMUNITY MEMBERS PRESENT: Leak Adjustment Customer 8650-00, Chris Witka, Michael Arion, and Gail Griffith

1. Call to Order by Board President Jeff Hargens at 6:34pm.

2. Roll Call – all board members are present.

3. Approval of the Agenda – Fred Sanchez moved to approve the agenda as presented, Sara Grigsby seconded. *(motion passed 5 yes votes, 0 no votes)*

4. Approval of the Minutes: Kelly Piper made a motion to approve the Regular Board Meeting March 15th 2022 board meeting minutes, Sara Grigsby seconded. *(motion passed 5 yes votes, 0 no votes)* Sara Grigsby made a motion to approve the Budget Meeting March 23rd minutes, Fred Sanchez seconded. *(motion passed 5 yes votes, 0 no votes)* Kelly Piper made a motion to approve the Special Meeting March 29th, 2022 minutes and Fred Sanchez seconded. *(motion passed 5 yes votes, 0 no votes)*

5. Treasurers Report March 2022 – Treasurer Sara Grigsby presented the Summary of Accounts. She pointed out how District Clerk Ana Linden had been posting credit card fees to taxes and interest rather than a fee account. Ana explained that there is currently no account for “fees” and as she would be showing that the credit card fees would be reversed next month, taxes and interest seemed the most applicable place for them. Sara Grigsby pointed out that the Assistant District Clerk had used a bit more than budgeted and would be going back to her normal schedule soon. Kelly Piper asked if this was based on a calendar or fiscal year, Sara Grigsby responded that it was based on a fiscal year and would be starting over on July 1st, 2022. Kelly Piper thanked her for the excellent work as treasurer and moved to accept the Treasurer’s report, Jeff Hargens seconded. *(motion passed 5 yes votes, 0 no votes)*

6. Customer 8650-00 Leak Adjustment – The customer presented the issues they had and how he was able to fix his leak. He was requesting an adjustment above and beyond what the office was able to extend. Kelly Piper asked if this customer had had adjustments in the past. District Clerk Ana Linden replied that the customer had not received an adjustment in the past. Jeff Hargens asked if we knew for sure if the leak had been fixed, Ana Linden replied that the utility workers had observed the meter and found that there was no continued leak. The customer talked about being a long time resident of Corbett water district who currently now is on Social Security. Jeff Hargens moved to charge the customer for their typical average February usage of 16 units. Kelly Piper seconded the motion. *(motion passed 5 yes votes, 0 no votes)*

OLD BUSINESS

1. Board Email address – Sara Grigsby presented research that she did regarding using Corbett Water District specific email addresses for board members. She was able to talk to the Tech support person for the Corbett School District as well as the administrative secretary who were both very helpful in the determining what options were available through Google workspace. Sara showed the board how different users of the school’s Google workspace accounts had logged in to their accounts at variable times. One user hadn’t logged in in 6 years, while another user had logged in just 2 hours earlier. She showed the board that it is an industry standard for publicly elected board members to keep personal and private emails separate.

2. Toilet Rebate – The toilet rebate funds need to be used for water conservation, according to meeting minutes from June 21st, 2016. Interim Manager David Jacob suggested using the funds to determine where the main line is leaking downstream from the Larch Mt. reservoir, which he would like to do for the completion of the Master Plan. Board Chair Jeff Hargens thanked David Jacob and Ana Linden for their research and that the board would decide what to do with the water conservation funding. Kelly Piper asked realistic it was to be able

to sell all the water that you make. David Jacob said that some loss is normal but that it is possible to sell 100% of what you make. Sara Grigsby asked if there was an action that needed to be taken. Jeff Hargens said he'd like to see what the public's thinking was on how to use it.

3. ERP update – Sara Grigsby - the goal is for us to bring on board a basic emergency report. Cloudy Sears reported that the ERP is required to be updated and reviewed annually. Sara Grigsby reported that she, Lynda Ronell, and Cloudy Sears had worked on the basic Emergency Response Plan. They would like to get David Jacob to look over and sign it as well as having the staff made aware of it.

NEW BUSINESS

1. Worker's Comp Resolution – The worker's comp agent from WHA/SDIS requested that the Corbett Water District have a volunteer policy that would cover any issues that came up for board members or volunteers in the event of an injury at the district or in the field. Kelly Piper made a motion to adopt resolution 2022.04.19, Sara Grigsby seconded. *(motion passed 5 yes votes, 0 no votes)*

2. Gordon Creek Watershed Source Protection Grant – Ana Linden reported that she received a call from Business Oregon about this grant. The existence of this grant was unknown to any of the current staff members. The LOI was written as a matching grant for 60K. It's original intent was to explore and create a protection plan for the South Fork of the Gordon creek and the intake there. David Jacob spoke about how the Rhododendron water district also received the grant and was able to leverage the report they created to purchase an easement. The study was used to change legislation in order to protect salmon habitat. More research on how to best use these funds I needed. Cloudy Sears reported that it doesn't need to be used this year but that it could take a full year to fulfill the requirements for the grant. Jeff Hargens said he'd like to wait until they have a manager on board to make decisions about what should be done with the grant. Sara Grigsby asked if the money could be used for the Master Plan. Jeff Hargens said that was a great idea and asked David Jacob if he thought that would be useful. David replied that there is potential for the grant to be used for the master plan and he would look into it.

3. Building Inspector tests and report – District Clerk Ana Linden reported that the lab samples from the building came back. There is very little mold in the building and the ceiling tiles do not contain asbestos.

4. Public Meeting Law – District staff was asked by the board to research the newest law HB2560 that requires remote access to in person board meetings. Jeff Hargens asked if there was a cost associated with meeting in person. There are many ways to achieve meeting in person and also following the law. District Clerk Ana Linden reported on her findings that from a dial in-conference call, to high tech cameras and microphones the costs could be very large to very small. Sara Grigsby reminded the board how they had had a going away party for Gail Griffith and it wasn't that bad of an experience. Jeff Hargens said that he liked the convenience of remote access when they needed to have a special meeting. Sara Grigsby said she's heard very strong opinions from community members who wanted in person meetings and other community members who wanted to be able to continue to attend remotely. Kelly Piper asked that if they decided to meet in person occasionally – would that be allowed with the new bill, or would they have to choose one way or the other. Sara responded that she wondered why they couldn't meet every time with the option to be in person or remote. Jeff Hargens asked if the board did go to in person, how many board members would want to meet in person. Everyone agreed that they would be willing to go back to in person. Dan Graff said that at his work place there was a lot of flexibility for board, staff, and community to attend. He said the meetings were in person, but if a board member was out of town or a staff member had another meeting downtown they were able to attend remotely. Jeff Hargens asked if they could continue to meeting remotely for special meetings and plan on in person for regular meetings. Kelly Piper said that she thought that was a good idea. Jeff Hargens moved to resume in person regular board meetings starting on May 17th, 2022 at the Corbett Fire Hall in conjunction with a Hybrid meeting to be held on Zoom, Fred Sanchez 2nd and Dan Graff 3rd. *(motion passed 5 yes votes, 0 no votes)*

5. Fire Hydrant Resolution – When a construction company asked for access to one of our fire hydrants, the office was not able to find a policy speaking to this type of situation. Jeff Hargens said he was shocked that we didn't have anything in place, as it was a common use of hydrants. Jeff Hargens and Sara Grigsby complimented the staff on their permit and resolution language. Dan Graff asked why the rental fee was so high. Sara Grigsby asked how the water department that Dan worked for charged customers. Dan said they charged a flat deposit amount along with a usage rate. David Jacob said that the fees were aimed at keeping the meter rental as a short term use. Kelly Piper moved to pass the resolution, and Sara Grigsby seconded. (*motion passed 5 yes votes, 0 no votes*)

MANAGERS REPORT – Interim Manager David Jacob said that pond 1 had been drained and cleaned and was back in service. The crew started draining Pond 3. There has been a new service added to Woodard and another scheduled for Littlepage this week. He reported that the customer from the Leak adjustment from the last month met with him on site that day and it was determined that his meter was hooked up to the intake side of the reservoir. It looks like his meter had been moved from the outlet side at some point since the home had been built, most likely due to low pressure. The intake is not consistently high or low – and because of the change in pressure and the unpredictability of the flow there might be some water hammer issues. Dan Graff asked what the altitude valve was set to and that it was set up to most likely be causing a water hammer on the intake line. David Jacob said there might be some controls set up by Jim Jans at some point. He said the meter is also set up poorly and needs to be rebuilt, as well as a meter stop (rather than a gate valve that was rusted off on the meter). David said they want to see what the pressure is when the valve is opened. And he has several suggestions for the set up based on what they find during a filling cycle of the reservoir. Once the crew is able to repair the meter and gate valve he will assess the situation and report back. Dan Graff replied that the district has been dealing with rate adjustments at that address for years. He then asked how is it that no one has been aware of the fact that they've been connected to the intake side of the reservoir for all these years? David Jacob replied that he had always assumed that he was connected to the other side and it wasn't until he went to the site and inspected the lines and was shown the pressure that he became aware of it. Dan Graff continued that he felt uncomfortable with the fact that this customer has been dealing with these issues for years. Sara Grigsby said she was happy that David Jacob found all this out and looked forward to hearing more about his research at the next meeting. She also asked about the latest information with the new service for the Viewpoint inn. David Jacob said that he was working on a quote for the 3 new connections that the contractor for the inn had requested. He planned on combining the three connections into one cross and bore point on the main line across the street. The line could be split into the three connections on the inn side in order to accommodate their requests. The quote looked to be at least \$40,000 for the new service; they are proceeding with construction of the Viewpoint inn.

PUBLIC COMMENTS Cloudy Sears requested the board to talk about what the water conservation plans would be at the next meeting.

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER: Sara Grigsby thanked the board for a very good meeting, Kelly Piper and Dan Graff seconded that sentiment.

ADJOURNMENT OF MEETING: Jeff Hargens adjourned the meeting at 8:20pm