

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
February 18, 2020**

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

BOARD MEMBERS ABSENT:

STAFF PRESENT: District Manager Jeff Busto, Assistant District Clerk Lynda Ronell and District Clerk Gail Griffith

AUDIENCE MEMBERS: Malcolm Freund, Jack Garrison, David Jacob and Chris Augustine of SCS Engineers, Mike Griffith arrived at 7:30 p.m.

President Jeff Hargens called the meeting to order at 6:32 p.m.

APPROVAL OF THE AGENDA

Fred Sanchez made a motion to approve the February 18, 2020 Agenda as presented. Dan Graff seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, B.Gaughan, F.Sanchez & D.Graff 0 no votes)*

APPROVAL OF THE MINUTES January 21, 2020 Regular Board Meeting

Sara Grigsby made a motion to approve the January 21, 2020 regular Board meeting minutes as presented. Bob Gaughan seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, B.Gaughan, F.Sanchez & D.Graff 0 no votes)*

TREASURERS REPORT

Sara Grigsby stated she was going in a different direction with the Treasurers Report this month. Handout was given to the Board and Attendees at the meeting. The handout was related to the cash flow considerations and funding timeline for the test well and beyond. (copy of handout is attached to these minutes). Treasurer Grigsby went over the timeline, cash flow and funding information. Discussion of the well project and worst case scenario for funding the test well without a grant or a loan.

Jeff Hargens said the information was very good and presented a little differently than we have received in the past. Dan Graff said he liked the format.

Dan Graff made a motion to accept the January 2020 Treasurers report as presented. Fred Sanchez seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, B.Gaughan, F.Sanchez & D.Graff 0 no votes)*

WELL PROJECT

B. General update on Well project: The Board received a copy of the proposed Advertisement for Bid for the ASR test well and feasibility study in their Board packets. Chris Augustine of SCS engineers addressed the Board and reviewed the Bid Document information.

Question came up as to how water would be supplied for the drilling operation. There is a hydrant in the area. The Water District will provide water. Contractor will provide their own temporary power service.

Chris Augustine noted that 50% of mobilization costs are due up front before the well drilling starts.

The insurance requirements are included in special considerations. The District and SCS Engineers are listed as additional insured. The property owner should also be listed as an additional insured.

The advertisement for bid will be published in the Daily Journal of Commerce and the Gresham Outlook.

A. Estimated Attorney fee for preparation of temporary construction easement: The Board received the estimated cost, from Janet Neuman of Tonkon Torp, for preparing the temporary construction easement. The estimated cost is \$3,000.

Fred Sanchez made a motion to accept Attorney Janet Neuman of Tonkon Torp LLP estimate of \$3,000 to prepare the temporary construction easement for the test well. Dan Graff seconded. Four yes votes, one abstention and zero no votes. The motion carried. *(4 yes votes: S Grigsby, B.Gaughan, F.Sanchez & D.Graff 0 no votes 1 abstained: J.Hargens)*

AMENDMENT OF MOTION TO APPROVE DISTRICT MANAGERS REQUEST FOR RETIEMENT FROM PERS AND RETAIN POSITION WITH DISTRICT

The District Manager said he is working with an Attorney to finalize retirement with PERS. This item was tabled until the District Manager has retirement information from PERS.

2020-2021 UPDATED BUDGET CALENDAR AND APPOINTMENT OF COMMUNITY MEMBERS FOR VACANT POSITIONS

The second meeting of the Budget Committee has been changed to April 21, 2020. No objections.

The District Clerk stated Richard Weaver, a customer of the District, is interested in serving on the committee in position 5 and Kelly Piper would like to continue in position 3. Jeff Hargens made a motion to appoint Kelly Piper to position 3 and Richard Weaver to position 5 on the Budget Committee. Fred Sanchez seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, B.Gaughan, F.Sanchez & D.Graff 0 no votes)*

AGED RECEIVABLES – QUARTERLY REPORT

The Board received the Aged Receivable report in their Board packets. The Aged Receivables look good.

REVIEW OF FISCAL YEAR EXPENDITURES/REVENUES AS RELATED TO BUDGETED AMOUNTS

The Board received an outline of information in their Board packets. This item was tabled last month for review this month. The Board reviewed the information. Sara Grigsby said this type of review should be done every year at mid-year. District Manager Jeff Busto stated it is difficult for him to lay things out in a concrete way since things are always in flux and change. He asked if the Board had any questions. Jeff Hargens said in general it looks good and totals in the categories are all doing fine. Dan Graff asked if we have a one year, two year, three year plan for capital outlay projects which we save for each year? Jeff Busto said we have done that. Fred Sanchez asked for clarification on why we go to contractors for certain jobs rather than doing jobs in house. Jeff Busto responded that we are down two employees, contractors have all of the equipment and they have their own insurance. We provide parts and expertise for doing the job. We have an employee available to give directions on how to do a job.

APPOINTMENT OF BOARD SUPERVISORY LIAISON OF DISTRICT MANAGER

Jeff Hargens stated he asked for this to be on the Agenda. He continued that it would be nice to have one or two Board members work with the District Manager to review our staff situation and come up with some one, five and ten year goals on staff and where the District is headed. This may include something as far as interviewing current staff and District Manager for the Board to get a better idea of where we are heading staff wise. Prime example is we do not put in our own hydrants and we need a review of the situation. Two Board members would then report back to the Board in a few months. This would be a temporary liaison to get a better handle on where we are going staff wise.

Sara Grigsby said this is a really good idea. She continued this leads into the next agenda item “Employee Training and Development plan and Evaluation schedule”. This item has been hanging out there for awhile and could officially be rolled into this liaison plan. Jeff Hargens said these two items should be looked at together.

Jeff Hargens said he would like to look at which way we are going. Do we want to do our own work or will we go with just contractors.

Fred Sanchez said it is a great opportunity to see where we are going and see what the competency levels are as well. We need to make sure we do not interfere with employees contracts. Dan Graff said we need to find out where the District is labor wise. We are at a crossroads about where we go. Jeff Busto stated his main focus every day is to make sure the water is safe and clean to drink.

Bob Gaughan said it would be nice to have a plan.

Sara Grigsby made a motion that there be two Board members to serve in a temporary liaison capacity with the District Manager for three purposes; to understand the current situation of the Corbett Water District regarding staff and staffing; to establish staffing goals for the next five years with direction setting; and to assure performance appraisals are done, job duties are clear and performance management is a regular part of the District Manager’s job performance in order to report back to the Board. Dan Graff seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, B.Gaughan, F.Sanchez & D.Graff 0 no votes)*

Fred Sanchez made a motion to appoint Jeff Hargens and Dan Graff as the Board liaisons with the District Manager to understand the current situation of the Corbett Water District regarding staff and staffing; to establish staffing goals for the next five years with direction setting; and to assure performance appraisals are done, job duties are clear and performance management is a regular part of the District Manager's job performance and report the information back to the Board. Sara Grigsby seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, B.Gaughan, F.Sanchez & D.Graff 0 no votes)*

EMPLOYEE TRAINING AND DEVELOPMENT PLAN AND EVALUATION SITUATION

This item was tabled.

MANAGER'S REPORT

The Board received a copy of the report in their Board packet. Jeff Busto read the report.

PUBLIC COMMENTS

Jack Garrison asked if there was a plan for where the new hydrants will be installed. Jeff Busto responded that Chief Flood has a preliminary plan. They will be meeting tomorrow.

Jack Garrison stated it has been a year since the meters were changed out. Have all of the bigger meters been installed yet? Jeff Busto said he would need to do an inventory, but, most of them have been installed. The District Clerk stated there are eleven or twelve meters of various sizes that need to be replaced. Jeff Hargens asked that the information about meters that need to be installed be included on the March Agenda.

Malcolm Freund asked what the timing requirements were for working in the stream at South fork. Jeff Busto said the window for work is July 15 through August 31.

SUGGESTIONS FOR FUTURE AGENDA ITEMS

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

ADJOURNMENT OF THE MEETING

Jeff Hargens made a motion to adjourn the meeting at 8:30 p.m. Dan Graff seconded the motion, all were in favor, motion carried. *(5yes votes: S Grigsby, D.Graff, B.Gaughan, F.Sanchez & J.Hargens 0 no votes)*