

**CORBETT WATER DISTRICT  
BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
April 21, 2020**

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

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:** Assistant District Clerk Lynda Ronell and District Clerk Gail Griffith

**AUDIENCE MEMBERS:** Malcolm Freund, Gordon Fulks, Chris Augustine of SCS Engineers, David Jacob of Hydra Engineering and Tunie Betschart of Tax Supervising and Conservation Commission.

President Jeff Hargens called the meeting to order at 8:00 p.m.

**APPROVAL OF THE AGENDA**

Jeff Hargens added Agenda item #4 to New Business – Discuss an Interim District Manager to help with the District.

Remove Leak Adjustment account number 8660-00 -customer sick unable to attend change to May meeting.

Dan Graff made a motion to approve the April 21, 2020 Agenda as modified. 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)*

**APPROVAL OF THE MINUTES**

**Special Board Meeting February 11, 2020**

Fred Sanchez made a motion to approve the February 11, 2020 Special Board meeting minutes 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)*

**Regular Board Meeting February 18, 2020**

Bob Gaughan made a motion to approve the February 18, 2020 Regular Board meeting minutes 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)*

**TREASURERS REPORT – February and March 2020**

February 2020 Report - Treasurer Sara Grigsby reviewed the information. Sara stated she went over information in the Report of Accounts with the District Clerk. In regards to Personnel Services that category is only spent to 38.5% of the budget. She explained that the reason the amount is so low this close to the end of the year is because we have not spent any of the \$100,000 in the PERS unfunded liability line item and we do not have one utility worker position filled. Sara Grigsby continued we have a District Manager who has been off a great deal and we have a Utility Worker II who missed a lot of work. We have multiple personnel issues that need to be addressed. Fred Sanchez made a motion (with special applause to the person preparing the report) to approve the February 2020 Treasurers report as presented. Jeff Hargens seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, B.Gaughan, F.Sanchez & D.Graff 0 no votes)*

March 2020 Report – Treasurer Sara Grigsby reviewed the information. In the March Report of Accounts the meter repairs includes a loaner employee from Hydra Engineering to assist our employee with meter installation. The other item Capital Outlay, Treatment Plant, we are at 102% . In March we purchased a turbidity meter for approximately \$6,900. Bob Gaughan asked if the District Manager was out for most of March why was the payroll \$1,900. The District Clerk explained that the Manager did work the first week of March and payroll sheets are signed off by Board members and they review them at that time. Jeff Hargens noted we do need to be careful when discussing illness of personnel. Dan Graff made a motion to approve the March 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**

A. Award of Test Well with ASR project: The Board received the Bid Tabulation for the Gordon Creek ASR Test Well project. ( copy attached to minutes) This tabulation was prepared by Chris Augustine of SCS

Engineers. President Hargens asked Chris Augustine to go over the bid information. Chris Augustine stated some of the cost for the items varied widely for the bidders. The lowest responsible bidder was Schnieder Water Services of St. Paul Oregon, second lowest bidder was Holt Services out of Washington and the highest bid received was from Yellow Jacket Drilling of Sandy Oregon, but, based out of Arizona. They were all pre-qualified and there were no issues with any of the arithmetic on their proposals. Based on bid proposals and the pre-qualifications Chris Augustine of SCS engineers and Tim Schell of Wallis Engineering recommendation is to issue an intent to award to Schneider Water Services of St. Paul Oregon.

Bob Gaughan asked what are the terms and condition for our payments on this? Chris Augustine replied in the bid document we have 30 days of notice of intent to award. We have thirty days of comment on the award and then after that the project would start when the driller is available and the District wants to schedule the work. If you decide to cancel the work there would be a charge. Terms and conditions will be included in the contract after the 30 day comment period. The District and the Contractor will negotiate the terms. Discussion of the bids. Dan Graff noted that Schneider just did an ASR well for Beaverton. Chris Augustine said he worked with them on a well for Fairview and they did a great job.

Jeff Hargens asked who can contest the notice of intent to award. Chris Augustine replied the bidders.

Jeff Hargens asked can they start any time after the 30 days of intent to award. The earliest start date would be June 30, 2020 with completion no later than December 31, 2020. Fred Sanchez asked about overages on the job when Dan Graff worked with this contractor. Dan Graff responded that we could have deeper drilling costs and their price per foot is good. There is always the chance for unforeseen changes. Chris Augustine noted that in working with this contractor in the past he has never had a problem working with them. The biggest unknown is the depth of the well.

Sara Grigsby made a motion to send out the notice of intent to award to Schneider Water Services of St. Paul Oregon for the Gordon Creek Aquifer Storage and Recovery Test Well. 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)*

#### B. Review of DRAFT Test Well Access Agreement

President Hargens turned the meeting over to Secretary Bob Gaughan since Jeff Hargens and his wife are the property owners listed in the agreement. Secretary Gaughan confirmed the Board members had received and reviewed the agreement. Fred Sanchez noted page 2 item 3 (b) Permanent easement, includes wording that if the ASR test well is successful we will negotiate “in good faith” a permanent well. Fred Sanchez continued and thanked Jeff and Linda Hargens.

Jeff Hargens, landowner, addressed the Board. He stated he wants the water district to use as little area as needed. He does not want to tear out trees for an area greater than needed for the project. He asked that if possible the size of the area could be reduced from 100' x 150' to 100' x 120'. If it cannot be reduced that is fine but he wants it considered. He also asked for confirmation that he is insured from any liability for contractors or water employees or representatives on the property. The District Clerk said that should be included in the contract with the well driller which will list all of the additional insured. Jeff Hargens continued that he would like the area fenced where the contractor will be working. He does not want the contractor going outside the area due to fire and sanitary reasons. There will be a pad of rock where they are working. It could be a temporary fence. Dan Graff said there could be a provision in the contract that the contractor provide a security fence around the area especially since this is a drinking water supply well site.

The Board agreed that property owners, Jeff and Linda Hargens, will send their requests that the area be reduced to as small an area as possible, that the area be secured by some type of fence and that all personnel are to stay within the area, as discussed tonight, to the District Clerk and she will send the information to the Attorney for preparation of a revised agreement.

Sara Grigsby noted that if the landowner clears the land prior to the agreement being complete he will be doing that at his own risk. Jeff Hargens, landowner, agreed.

The agreement will be reviewed and finalized by the Board at the May 2020 Board meeting.

David Jacob, Hydra Engineering, stated it may be a good idea if the District rented a fence and had it installed around the site. The test well contractor will come on site and leave and the fence could remain while you get ready for the rest of the project. If the District has the fence installed it can be rented until the project is complete.

Chris Augustine, replied that is a good point. It is in the bid documents that the well driller will install a temporary security fence, but, the District will need a fence after that.

Secretary Bob Gaughan turned the meeting back over to President Hargens.

Funding options for the well was tabled.

#### **FIRE HYDRANT REPLACEMENT PLAN & METER REPLACEMENT UPDATE**

The Board received a summary in their Board packets.

The District Clerk reported there is nothing new to report on hydrants. District Manager and Fire Chief have not met since the February 18, 2020 meeting. Replacement of hydrants is currently on hold with the COVID-19 emergency.

There are six active meters left to replace. All but one ¾” residential meter has been replaced. Five larger meters are left to replace. Currently we do not have a timeline for when these meters will be replaced.

#### **RESOLUTION 2020.04.21 AUTHORIZING STATE OF EMERGENCY AND CERTAIN ACTIONS DURING A STATE OF EMERGENCY**

The District Clerk reported this came through Special Districts Association. Technically there is no way through statute for a Special District to declare a state of emergency. This resolution authorizes the ability to declare a state of emergency. This template was received through SDAO it was reviewed by an attorney. The only thing different this resolution is declared retroactively to March. This can be used in the future for other emergency situations. Gail Griffith continued that she researched through old resolutions, policies and rules of the District and could not find any information where if there was some type of emergency and the Board were not available the District Manager would be authorized to take actions on their own. The next person in line is normally human resources, however, since we do not have a human resource person the next person listed here is the District Clerk. That can be changed.

The next form is a Declaration of a State of Emergency. If the Board wants to declare a state of emergency due to the COVID-19 pandemic, because we did change some business practices that do not follow some current policies. The state of emergency allows for those changes outside policy.

If there was some catastrophic emergency event then a state of emergency can be declared and the District would be able to continue to function.

Fred Sanchez said this seems like a common sense and reasonable approach if something terrible happened.

Sara Grigsby made a motion to adopt number 2020.04.21 Resolution authorizing declarations of a state of emergency and certain actions during a state of emergency. 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)

#### **DECLARATION STATE OF EMERGENCY**

The Board received the proposed Declaration in their Board packets. This declaration is being declared due to the coronavirus contagion with cases confirmed in Multnomah County.

Sara Grigsby made a motion to adopt the Declaration of a State of Emergency effective March 17, 2020. 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)

## **CURRENT COVID-19 EMERGENCY OPERATION PLAN**

The District Clerk reported changes in operations related to COVID-19 pandemic.

The office is closed to all foot traffic. We no longer accept cash. We practice social distancing among employees at the office. The two utility workers are working a split shift. One works Monday and Tuesday the other works Wednesday and Thursday. They alternate checking the treatment plant on Friday with no one scheduled to work on Fridays. We have Clorox wipes and hand sanitizer in the office. The office staff will stay in their own offices and maintain 6 foot distance.

We will be sending a full size paper bill out this month with a notice to let the customers know about the changes for paying their bills and contacting the office. It will still be bulk mail but at a slightly higher cost than the postcards.

Bob Gaughan expressed his concern about one person being responsible for the on-call phone for such a long time. The District Clerk agreed, in her opinion, that is a concern and would possibly be addressed later in this meeting and then in the office.

Regarding eligibility for unemployment for the two days a week the utility workers are not at work. The District Clerk stated the District is paying those employees 60% of their wages for the 16 hours they are not at work. The District is a reimbursing employer for unemployment which means if an employee is laid off the Employment office pays them unemployment benefits and then sends the District a bill for the full amount paid out.

## **INTERIM – FILL IN DISTRICT MANAGER**

President Hargens reported the District Manager is very ill and has not been at work for over a month. Jeff Hargens has spoken to the Manager. President Hargens proposed that the District hire David Jacob to come in once a week on a regular basis to make sure that the crew is performing well and the treatment plan, reservoirs and our system is working correctly. He continued that we need that type of back up right now. We are down to minimal people out there and we need a double check. Fred Sanchez and Bob Gaughan both agreed.

The District Clerk clarified that the District would be extending our agreement with David Jacob to include the duties of interim temporary manager. David Jacob said he is fine with extending his current contract to include the additional duties and will practice social distancing. He noted that the next three weeks we will be cleaning the filter ponds. There is no timeframe for this addition of duties.

Sara Grigsby asked that a “check in” time is needed. If this situation continues and we need to do strategic planning we will need further conversations in the future. Jeff Hargens said that we should have updates monthly. Jeff Hargens also asked that he be appointed the coordinator or liaison to work with David Jacob and report back to the Board.

Fred Sanchez made a motion to extend David Jacob’s contract to include duties as temporary District Manager, not to exceed 8 hours per week, to help the District maintain safe drinking water while our current District Manager Jeff Busto is absent and; that Jeff Hargens be appointed as the liaison with David Jacob and report back to the Board monthly. 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)*

## **STAFF REPORT IN PLACE OF MANAGER’S REPORT**

The Board received a copy of the staff report in their Board packet. The District Clerk went over the written report.

Bob Gaughan asked where the six inch meter is located. Lynda Ronell responded it is at Crestview.

## **PUBLIC COMMENTS**

The District Clerk relayed a question from Gordon Fulks. Gordon said “he is curious if the District is really getting the work done with half staff (men), if so, why don’t we move forward that way after the pandemic.” Jeff Hargens said currently they are just doing the work to maintain. No additional work is getting done at this time. Bob Gaughan said we can’t do that forever. Sara Grigsby said we are up against that question, are we an outsourcing district with contractors or what is the performance scheme for employees now. We need further conversations and not let this slide every month.

Gordon Fulks second question: “How many men do we need long term if we contract most things out?”  
Jeff Hargens said we are discussing that.

## **SUGGESTIONS FOR FUTURE AGENDA ITEMS**

Nothing noted

## **BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER**

No comments

## **ADJOURNMENT OF THE MEETING**

Bob Gaughan made a motion to adjourn the meeting at 9:40 p.m. Jeff Hargens seconded the motion, all were in favor, motion carried. *(5yes votes: S Grigsby , D.Graff, B.Gaughan, F.Sanchez & J.Hargens 0 no votes)*