

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
May 19, 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, Chris Augustine of SCS Engineers, David Jacob of Hydra Engineering

President Jeff Hargens called the Zoom meeting to order at 6:50 p.m.

APPROVAL OF THE AGENDA

Fred Sanchez made a motion to approve the May 19, 2020 Agenda as presented. 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)*

APPROVAL OF THE MINUTES

Budget Committee Meeting April 21, 2020

Dan Graff made a motion to approve the April 21, 2020 Budget committee 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)*

Regular Board Meeting April 21, 2020

Bob Gaughan made a motion to approve the April 21, 2020 Regular Board meeting minutes as presented. 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)*

TREASURERS REPORT – April 2020

Treasurer Sara Grigsby reviewed the information in the Summary of Accounts and the Revenue and Expenses for April that was included in the Board Packets. Sara stated she went over information in the Report of Accounts with the District Clerk. Sarah Grigsby went over a few of the line items. There were no surprises or concerns. Fred Sanchez made a motion (with much applause and appreciation) to approve the April 2020 Treasurers report 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)*

WELL PROJECT

A. Notice of Award: Chris Augustine of SCS Engineers addressed the Board. The District issues the notice of award and then it is incumbent on the Contractor to provide insurance, performance and payment bonds. Then once a contract is executed the District can give the contractor a Notice to Proceed. To get the contract executed there was a sample in the bid booklet and it will be a back and forth from the Contractor to the District to make sure everyone is in agreement with the wording. The notice to proceed provides that the contractor has seven days to notify the District as to when they will start work. The contractor must start work no later than thirty days after the notice to proceed. If the paperwork goes quickly they could be starting sooner rather than later. The anticipated date for the notice to proceed is June 30, 2020 based on the Fiscal Year and also funding from a feasibility grant. They have 180 days to substantially complete the work. Fred Sanchez asked if there is an estimate on when the fine tuning of the contract will be complete. Chris Augustine said that is hard to say. The District Clerk asked if the District would need to send the agreement to their attorney. David Jacob said the District would not accept changes to general conditions or special conditions unless the Contractor has really good justification. Lawyers are not usually involved.

Bob Gaughan asked if we can cancel the work up to June 30 if we do not get the grant money? Jeff Hargens answered “no”. David Jacob clarified there is no risk now until we put pen to paper and sign the contract. Then there is a 10% risk before they start work. We still have six weeks to see if we get grant funding. Bob Gaughan said he is concerned about not having the money. The District Clerk checked with OWRD again

about the grant funding. They said there are sufficient funds to award the grants for June 2020. We have a 90+% chance of getting that grant because the technical review committee recommended our Project receive a grant. We would have go to out for a project grant for the production well and there is no guarantee at this time that those funds will be available. The test well could be used as storage.

Sara Grigsby made a motion to send out the notice of award to Schneider Water Services of St. Paul Oregon for the Gordon Creek Aquifer Storage and Recovery Test Well. Dan Graff seconded. Bob Gaughan noted he will agree, however, he has concerns and is nervous about the grant and funding of the project. All were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, B.Gaughan , F.Sanchez & D.Graff 0 no votes)*

B. Final 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 final agreement.

The final agreement includes changes made that the temporary fence would be included under Access section in the agreement and the test well area will be as small as feasible and not to exceed 100' x 150'.

The homeowner will be listed as an additional insured in the agreement with the well drilling company. It is not included in the Access Agreement.

Fred Sanchez asked who would be dealing with Multnomah County as far as the land use? Chris Augustine responded that Tim Shell of Wallis Engineering has gone through the land use planning portion and the only thing would be working on the erosion control permit and the driller is responsible for that. David Jacob said there would be a building permit and development permit later.

Fred Sanchez made a motion to enter into the Early Entry and Well Agreement, as presented tonight, with Jeffrey and Linda Hargens. Dan Graff seconded. Four yes votes, zero no votes and one abstention, motion carried. *(4 yes votes: S Grigsby, B.Gaughan , F.Sanchez & D.Graff 0 no votes 1 abstention: J.Hargens)*

C. Update on Funding Options

The District Clerk reported the office staff went through financial reports and as of this year we have \$892,788 and at this time last year we had \$788,038. This means we have \$104,749 more in the bank this year at this time than we did last year. It is also possible that expenditures estimated through the end of the fiscal year will be less than we expected. This could mean we will have additional cash carry over June 30 and the Board could put that additional money in the ground water line item at the Budget Hearing in June.

The District Clerk continued that a question came up as to whether Covid-19 was affecting customer's paying their bills. She stated it has not affected our accounts receivable in general, however, we do have people who have large bills and normally would be shut off for non-payment and they have not paid and have not been shut off. That will have to be dealt with.

The Board will need to discuss if they want to move forward with a rate increase.

Sara Grigsby asked when the Board should start talking about the rate increase. The District Clerk said there will need to be two meetings that are advertised to the Public and then a third meeting to sign the ordinance for a rate increase. These could be at a Board Meeting.

Jeff Hargens said to have a rate increase we need to have reason or cause. If we are financially stable to do the test well and then we need money for the production well then we may have just cause for a rate increase. Sara Grigsby responded that cause can be a number of things including "we don't pay our employees enough to be competitive", as an example. Discussion

Bob Gaughan said it is a bad time to raise rate with the current situation.

Fred Sanchez said the more information we know to educate ourselves would be helpful to know what we might be facing if we need to consider a rate increase. He said he agreed with Jeff Hargens that we need to have a justifiable reason to raise rates. The community would be outraged if we raised them for no cause.

Dan Graff said he agreed with Fred. The knowledge would be good to have.

Sara Grigsby said it would be better to have the information ahead of time when we don't have our backs against a wall and we can hear the data and understand it.

The Board directed the District Clerk and Assistant Clerk to gather information on history of rates, our cost for water as compared to others. The District Clerk said this information will not be available until the August Board meeting. Sara Grigsby and Fred Sanchez said they could help.

BOARD LIAISON WITH DISTRICT MANAGER MEETING REPORT

Jeff Hargens reported he and Dan Graff met with Jeff Busto twice since the last Board Meeting. (by Zoom). Due to health conditions our District Manager will be phasing out into retirement. The meetings started out looking at crews and other items and then turned into we need to work on changes and phasing out with Jeff Busto. Jeff Hargens continued that he would like to see Jeff Busto retired from PERS and hired back as an Interim Manager for the District. Then plan on hiring a new Manager in the next six to twelve months. Jeff Busto would be willing to stay on and help through the transition. Dan Graff said the discussions with Jeff Busto started pretty wide and then narrowed down. Dan Graff said for the health of the District and Jeff Busto's health this is a good way to go.

Sara Grigsby asked how Jeff Hargens and Dan Graff feel about this. Jeff Hargens said he personally feels that for the District it would be best to utilize Jeff Busto's abilities for now to help us with the transition.

Dan Graff said this discussion was with a heavy heart. It looks like this is the best way to go for Jeff Busto and the District.

AMENDMENT OF MOTION TO APPROVE DISTRICT MANAGERS REQUEST RETIREMENT FROM PERS AS OF JUNE 1, 2020

Jeff Hargens made a motion to approve the District Manager's retirement from PERS effective June 1, 2020 and that he be allowed to return to work with the District as an Interim Manager for up to twelve months. 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)

UPDATE ON COVID-19 EMERGENCY OPERATION PLAN

The District Clerk reported the two utility workers were working alternate days to keep social distance. Steve Smith, Utility work II is off on medical leave for six to ten weeks so Utility AP Tyler Sletterink is now working Monday through Thursday and part of Friday. That is the only change to the emergency plan for COVID-19.

WORKERS COMPENSATION RENEWAL FOR JULY 1, 2020 THROUGH JUNE 30, 2021

District Clerk Gail Griffith reported the Board received a copy of the Workers Compensation renewal in their Board packets. Jeff Hargens, Sara Grigsby and Bob Gaughan all agreed that we get good discounts from Special Districts and good service.

Bob Gaughan made a motion we renew our Workers Compensation with Special District Insurance Service for July 1, 2020 through June 30, 2021. 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)

DISTRICT MANAGER EVALUATION

The Board agreed that with the change in situation the Board will not move forward with a District Manager evaluation this year.

Sara Grigsby said she would like to look at the skill set we are looking for in a District Manager. This will be added to the June Agenda.

Jeff Hargens said we need to decide how we are going to move forward to hire a Manager. Dan Graff agreed that it might be good that Jeff Busto and David Jacob come up with a Job Description. Jeff Hargens said the job has changed over the years and the Board needs to decide if we want to go forward with hiring out projects or doing more work in house. David Jacob said he has ideas for what he sees for the District.

Dan Graff said this would be a review of how the District is run now and then what the Board wants to do for the future. It would be a gathering of information about job duties and the future for the District Manager position.

The Board came to a consensus that Jeff Hargens and Dan Graff will continue to meet with the District Manager and possibly David Jacob and expand their discussion to research where we are at with the Manager position and plans for the District. Sara Grigsby asked that the committee also interview the District Clerk Gail Griffith. The District Clerk will also get some sample job descriptions and information on the SDAO consulting service for assistance with hiring a District Manager.

STAFF REPORT IN PLACE OF MANAGER'S REPORT

Tyler Sletterink took the initiative to mow at the Mershon Reservoir.

David Jacob reported that Filter pond 2 was deep cleaned two weeks ago. Last week a new wet harrow technique was used to clean Filter pond 3. Filter pond 1 should be cleaned next week. They will all be ready for the summer. The plan is to clean them in the Fall again.

PUBLIC COMMENTS

Malcolm Freund was concerned to find out if the District is going to continue to contract out work or if there will be a crew in house that does work and if you will have a Manager that works in the field or just works in the office. It sounds like this will be talked about now. Which is good.

SUGGESTIONS FOR FUTURE AGENDA ITEMS

Nothing noted

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

Sara Grigsby wanted everyone to know how much she appreciates everyone.

ADJOURNMENT OF THE MEETING

Jeff Hargens made a motion to adjourn the meeting at 8:20 p.m. Bob Gaughan seconded the motion, all were in favor, motion carried. *(5yes votes: S Grigsby, D.Graff, B.Gaughan, F.Sanchez & J.Hargens 0 no votes)*