

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

June 16, 2020

Meeting Held Electronically through ZOOM

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, Cloudy Sears

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

APPROVAL OF THE AGENDA

Bob Gaughan made a motion to approve the June 16, 2020 Agenda 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)*

APPROVAL OF THE MINUTES

May 19, 2020 Regular Board Meeting Minutes

Fred Sanchez made a motion to approve the May 19, 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)*

June 3, 2020 Special Board Meeting Minutes

Bob Gaughan made a motion to approve the June 3, 2020 special 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 – May 2020

Treasurer Sara Grigsby reviewed the information in the Summary of Accounts and the Revenue and Expenses for May that was included in the Board Packets. Sara Grigsby stated that there are no surprises in the expenditures. Jeff Hargens made a motion to approve the May 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

Chris Augustine of SCS Engineers addressed the Board. The award process with Schneider Water Services has been completed. They will be ready to start work in mid-July. The District Clerk reported the agreement has been signed, we have the performance bond, certificate of liability insurance, certificate of workers comp insurance and the additional insured are listed in the liability insurance as required. The contractor has requested the pre-construction meeting be held prior to July 4, 2020. The meeting would include the contractor, Chris Augustine, Jeff Hargens as the property owner representative and David Jacob of Hydra Engineering as District representative. Clarification was made that Chris Augustine is the owner representative and if he is not available then David Jacob would step in. Sara Grigsby stated it needs to be made very clear to Schneider Water Services the roles for each individual. There will be an email loop established for Jeff Hargens, Chris Augustine and David Jacob to communicate with the Well Driller.

Fred Sanchez commented he is happy we have an expert in David Jacob as District Manager to bring information about the well back to the Board. David Jacob stated he would be acting as owners rep with regards to the contract with SCS Engineers and act as owners rep with the well drilling contractor when SCS engineers is not on site.

The District Clerk reported the Oregon Water Resources Department meeting to decide on award of grants was delayed and will be held on June 24, 2020. The District Clerk will contact the Board members with the decision regarding the feasibility study grant as soon as the decision is made.

Cloudy Sears addressed the Board. She said her background is working at a water district and she has an environmental background and interested in being involved in the project. Jeff Hargens stated that as the Water District gets information regarding the test well Cloudy is welcome to request the information from the District office.

Chris Augustine said the drilling should take no longer than two months and then testing will take place. Dan Graff said attending Board meetings is a great way for the community to get information about the well.

Cloudy Sears expressed concern that the regulations state that if you are going to put water into the well it has to test out the same as the water already in the well. However, they don't have any definition on how you make that determination. Chris Augustine responded that is the anti-degradation policy that states we cannot inject water that is of poorer quality than the existing water in the aquifer. He continued that we will establish that during drilling. We have the quality of the source water in Gordon Creek through testing done. If there are discrepancy in quality we can negotiate with OWRD and Oregon Health Authority regarding that.

Sara Grigsby said the information Chris is providing is great education information and we need to have another one of those bigger meetings like we had last Fall. Jeff Hargens said we need the information from the test well and then we need to have another bigger community meeting. Chris Augustine said the most impactful meeting would be after the testing is done on the test well. That would be September or October.

UPDATE ON COVID-19 EMERGENCY PLAN

The District Clerk reported Utility Worker, Tyler Sletterink, is working alone since Steve is off on medical leave. Tyler works Monday through Thursday and checks the treatment plant on Friday. The District Office remains closed to walk in traffic. No water services are being shut off at this time. We are not accessing late fees, however we are mailing out late notices that do not include a late fee. We are hand delivering a late notice to any customer who has a balance over \$100. The notice includes a note to call us to set up a payment plan. Normally these would be shutoff notices. The District Clerk noted that the Board can make the decision to change any part of the current covid-19 emergency procedures.

Jeff Hargens said at some point in time we will need to go back to charging late fees and doing shutoffs. Bob Gaughan noted we need to worry that the bills will get to big. Jeff Hargens said it can become a habit not to pay if they are not accessed a late fee. Sara Grigsby said maybe we need to tag our changes to "phase I and phase II" in the County and let the customers know. Jeff Hargens commented that we may get stuck if we connect it to a "phase". He said we should keep an eye on the aged receivables and see what happens the next couple months. The Board reviewed the current Aged Receivable report.

The District Clerk suggested we could send a letter out to the customers for those overdue \$100 or more and let them know they need to call and set up a payment plan or their water will be shut off. Discussion. Jeff Hargens said maybe we should send the letter but it should say make a payment plan or the account will be referred to the Board and it may result in a shutoff. It was decided the letter will be sent out, with the next bill, to customers that are behind and have a balance of \$100 or more requesting they call the office to make a payment plan.

The Board asked that another Aged Receivables report be presented in August for review.

DISTRICT MANAGERS POSITION RECRUITMENT

Jeff Hargens reported the severance package with Jeff Busto has been completed, signed and he has received his final check.

Jeff Hargens continued that he, Dan Graff, David Jacob and the District Clerk met and went over the District Manager job description. The description was sent to Special Districts Human Resource department. They made some changes but said the description is very old and needs to be re-done.

Discussion of job description options.

The Board received information regarding Special District Association Consulting Services and their assistance with recruitment and hiring of a District Manager. The Board discussed using this service. Dan Graff said the whole thing at most would cost \$4,500 and that would be a steal to get the right person, right fit and right qualifications for the District. Bob Gaughan agreed. Sara Grigsby made a motion to enter into the agreement with SDAO consulting services to assist in hiring a District Manager with the amount not to exceed \$4,500. Fred Sanchez seconded, all in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, B.Gaughan , F.Sanchez & D.Graff 0 no votes)*

The District Clerk will contact Special Districts and complete the forms required to start the process.

AGED RECEIVABLES

This was discussed earlier in the meeting.

CONSIDERATION OF LIGHT DUTY UTILITY WORKER II

The Board discussed the option of having Steve Smith return to work on light duty. It was decided to wait until he receives a full work release.

TEMPORARY EMERGENCY AMENDMENT TO LEAK ADJUSTMENT POLICY DUE TO COVID 19 EMERGENCY

The Board received information in their Board packets. The Board discussed the information.

Jeff Hargens made a motion to make a temporary amendment to the Leak Adjustment Policy that we address the current leak adjustment requests at regular ZOOM Board meetings and the customers need not be present, but, can attend if they like, and the Board will come up with an equitable fair decision on the adjustment and it will be sent to that customer and if they "Ok" it, it will be approved. If they do not "ok" the adjustment it will be status quo until the Board can convene in person and the customer can attend the meeting. 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)*

WATER DISTRICT WORK REPORTS

David Jacob- System Operations Interim Manager

David Jacob reported to the Board. He is monitoring the treatment plant from the computer every morning and night. There are four projects that permits with Multnomah County have been applied for.

1. Small leak on 365th
2. Small leak on Curtis
3. Service line upgrade on Stevens Road
4. Service line upgrade on Mershon/Lucas

When permits are received work will be done by Hydra Engineering Crew with our VAC trailer and one employee.

Filter Ponds 2 and 3 were thoroughly cleaned. Pond 1 was cleaned at the end of last month. We are testing and when it tests out correctly it will be put back on line.

Vista House meter was replaced. It was a bigger project than planned, but, it has been completed.

Water Samples are being taken as required.

Sara Grigsby asked David Jacob “ at the last meeting we had an action item for you to create a list of the duties that you will be covering as interim manager and the duties you will not be covering. Have you had a chance to solidify or brainstorm the list?”

David Jacob responded that as DRC he is finding out what Tyler is doing since he is under my direction and anything he is not doing I will be doing to keep the system running.

Sara Grigsby said she would like to see the information documented.

Fred Sanchez thanked David Jacob for filling in. Fred asked when we get lab tests results back. David Jacob said our routine tests we get notified immediately if the test failed, but, we don't hear right away if they pass.

Office Administration –

Gail Griffith reported we are working on an inventory in the shop. Tyler Sletterink has been assisting with that. Tyler has been handling all the work orders and locates.

Lynda Ronell and Gail Griffith have been continuing to do their regular work and additional items as needed.

Any calls that come in for Jeff Busto are now taken by the District Clerk.

David Jacob and the District Clerk keep in communication two to three times per week or more to keep up on what is going on and what needs to be done.

We now have digital copies of the District Maps.

PERFORMANCE APPRAISALS

Sara Grigsby addressed the Board. She thanked everyone for all the effort they are making on everything at the District. She continued and thanked Gail Griffith and Lynda Ronell for working way above and beyond on so many extra duties and the way they care about the Water District. Sara said, we have an opportunity right now before we hire a new Manager to do an appraisal on Gail Griffith and Lynda Ronell. I recommend we do that now so we can document the good work they have done and have that for when a new person comes in as District Manager. Sara Grigsby stated she and Jeff Hargens did discuss this prior to the meeting. Sara continued that she would like to have the evaluation done at the next meeting. Jeff Hargens agreed and said it should be on the agenda for next month and the evaluation forms and job descriptions should be sent out well in advance so we have time to prepare for the evaluations. Fred Sanchez said he agreed and appreciated how well organized the Board information is prepared and how hard everyone works.

District Clerk and Assistant Clerk job descriptions and evaluation forms will be sent out to the Board early and performance evaluations will take place at the July regular Board meeting.

PUBLIC COMMENTS

Malcolm Freund commented that last month there was a statement that the test well could be used for ASR. He said it was his understanding that after the testing was completed the test well would be capped off. He asked for clarification. Chris Augustine responded the test well is a test well and we cannot put it to beneficial use per requirements of the grant funding. If the District does not receive the grant funding then the District could use it as ASR. However the goal is to use it as a test well with funding from OWRD to gather the information to design a fully operations ASR production well at a maximum rate to meet the demands of the District. The test well will be part of the ASR system and remain as a monitoring well. Dan Graff said it is cheaper to do a small bore test well and then if it tests out correctly we can do the larger bore production well. Chris Augustine said this is the correct risk based step wise approach to manage risk financially for the District. Dan Graff noted the secondary benefit of a test well is the monitoring ability. It will give us loads of data that is valuable.

SUGGESTIONS FOR FUTURE AGENDA ITEMS

Nothing noted

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

Sara Grigsby stated she subscribes to a newsletter “Columbia Insights” from Hood River with scope of focus on the Gorge. They are looking for articles. Sara Grigsby contacted their owner/operator and the Editor will be contacting Jeff Hargens and the District Office and David Jacob about our water source and what we are up against with our water supply. Jeff Hargens replied he had been contacted and left a message for the editor but has not spoken to anyone yet. The other Board Members came to a consensus that Jeff Hargens would speak to the Editor of the Columbia Insights newsletter regarding the District watershed and water source.

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)*