

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

**July 21, 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, Bill Anderson of SDAO, Tamara Protassy, Terry Emmert and Chris Augustine of SCS Engineers

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

**APPROVAL OF THE AGENDA**

Fred Sanchez made a motion to approve the July 21, 2020 Agenda 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)*

**ELECTION OF BOARD OFFICERS FY 2020-2021**

Sara Grigsby nominated Jeff Hargens for the position of President. Fred Sancez seconded. No other nominations. All were in favor. *(5 yes votes: S Grigsby, B Gaughan, J.Hargens, F.Sanchez & D.Graff 0 no votes)*

Fred Sanchez nominated Bob Gaughan for the position of Secretary. Sara Grigsby seconded. No other nominations. All were in favor. *(5 yes votes: S Grigsby, B Gaughan, J.Hargens, F.Sanchez & D.Graff 0 no votes)*

Jeff Hargens nominated Sara Grigsby for the position of Treasurer. Fred Sanchez seconded. No other nominations. All were in favor. *(5 yes votes: S Grigsby, B Gaughan, J.Hargens, F.Sanchez & D.Graff 0 no votes)*

**APPROVAL OF THE June 16 Regular Meeting and July 7, 2020 Special Meeting MINUTES**

**June 16, 2020 Regular Board Meeting Minutes**

Bob Gaughan made a motion to approve the June 16, 2020 Regular Board meeting minutes 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)*

**July 7, 2020 Special Board Meeting Minutes**

Sara Grigsby made a motion to approve the July 7, 2020 Special Board meeting minutes 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)*

**LEAK ADJUSTMENTS**

The Board received information for all of the leak adjustment requests in their Board packets.

**Account 8273-01**

Customer was in attendance. Customer, Terry Emmert, stated his pressure is so high it is blowing his line apart and he keeps having leaks. He was told by Corbett Water employees that because of his location next to the Reservoir his pressure is probably not much more than 40 psi. Customer will send picture of pressure gauge he put on the water line showing 140 pounds of pressure. Temporary Manager David Jacob will meet with customer to check to see if there is a solution for the problem.

Jeff Hargens made a motion to adjust account 8273-01 August 27, 2019 and October 25, 2019 billings to 403.5 units each. 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)*

**Account 4980-00**

Customer was in attendance. Customer Tamara Protassy, addressed the Board and stated the coupler failed and this was probably caused by excessive pressure or a pressure surge. President Hargens recommended that a pressure reducing valve be placed out at the road just after the meter. Jeff Hargens made a motion that account 4980-00 December 27, 2019 bill be adjusted to, their six months average for year prior of 16 units. 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)

**Account 3685-00**

Customer was not in attendance. Sara Grigsby made a motion that account 3685-00 the April, 27, 2020 billing be adjusted to 6 units. 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)

**Account 7615-03**

Customer was not in attendance. Customer's letter states he purchased a pressure reducing valve that he didn't need on advice of Corbett Water District Manager. The District Clerk noted that if the customer takes this leak adjustment they are not eligible for another adjustment for 24 months. Sara Grigsby asked if customers are made aware of the policy that they are not eligible for another leak adjustment for two years. The District Clerk responded the customers are advised of the policy. If they request a leak adjustment form they receive a copy of the leak adjustment policy. Dan Graff made a motion that account 7615-03 billing cycle June 25, 2020 be adjusted to 3.33 units. 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)

**Account 8860-00**

Customer was not in attendance. The District Clerk stated this leak has been going on for one year. The customer has been working on the leak the entire time and ended up replacing their line. Gail Griffith continued that it should be noted the only reason the bills are lower in part of the year is because this customer went out a long driveway and shut the water off and on. They only had water on for showers and laundry and dishes. They also had water delivered for drinking so they would not waste Corbett Water due to the leak. Gail Griffith continued that the customer is asking for an adjustment for all bills from February of 2019 to present. The District Clerk went over the customers billing cycle history for each billing cycle for the year. The office can only adjust for two billing cycles. Sara Grigsby said that was an amazing effort for the customer to go turn the water off and on. The District Clerk said that the average for the whole year is 21.33. Jeff Hargens made a motion to adjust account number 8860-00 June 26, 2019 and August 27, 2019 billing to 21.3 units each. 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)

**Account 9487-00**

Customer was not in attendance. Jeff Hargens made a motion to adjust account 9487-00 the April 27, 2020 bill to six month average of 49 units. 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 – June 2020**

Treasurer Sara Grigsby reviewed the information in the Summary of Accounts and the Revenue and Expenses for June that was included in the Board Packets. Sara Grigsby stated that there are no surprises and she did not meet with the District Clerk this month. Jeff Hargens made a motion to approve the June 2020 Treasurers report 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)

**WELL PROJECT UPDATE AND SIGN FOR TEST WELL SITE**

Chris Augustine of SCS Engineers addressed the Board. Jim Thompsen is the foreman of the work at the site. Chris Augustine said he spoke with Eric Schneider, at Schneider Water Services, they will be mobilizing this week and getting equipment up to the site. They will be setting the larger surface casing, that may be set as far as 50 feet depending upon conditions. The surface casing is to prevent collapse and provide stability of the upper bowl. They should be working on that through Friday of next week and then perhaps be ready to drill the first week of August. That drilling would be the actual bore hole for the well. SCS will have people out on the site the first week of August to check in with them. The target zone for logging of the hole is the 800 foot level. SCS will be out more when they get to that depth.

Chris Augustine continued that he and David Jacob did approve the change request to go with a larger diameter production casing of ten inches. There should be no issues with that since it will be a monitoring well.

Jeff Hargens spoke as the property owner and expressed his concerns regarding fire hazards. He asked that Chris Augustine and David Jacob keep an eye on the area and check for fire hazards, including cigarette butts, etc. Chris Augustine said they will be watching and there is a pressurized water supply at the site which will help diminish the fire hazard. Schneider Water Service is aware of fire danger.

The Board received a draft copy of a sign to go on the fence at the well site.

Fred Sanchez made a motion that the District Clerk get three quotes and proceed with having a banner made, for the well site, with the wording in the draft the Board received and that it include the other partners in the project, SCS Engineers, Wallis Engineering and Schneider Water Services. 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)*

#### **UPDATE ON THE DISTRICT MANAGER RECRUITMENT**

The District Clerk addressed the Board and stated the Board needs to decide what make up of interview panels they want for the Manager position.

Bill Anderson of SDAO reported that as of today there are zero applicants and the Board may want to wait to decide what type of interview panel they want until you know how many applicants you have.

Sara Grigsby gave an overview of how a citizen committee was involved in the rating of applicants for the Superintendent position for Corbett School District. She continued that there is a value in having community input in the hiring process.

Further discussion of make up of interview panels and difficulty due to the need to interview electronically.

Jeff Hargens made a motion that we appoint an interview committee made up of five people which are a mix of community and technical people. 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)*

The District Clerk and the President of the Board will work with Shanta of SDAO to finalize who the five panelists will be.

Sara Grigsby noted that whoever the panelists are they need to be comfortable with whatever electronic format is used for the interviews.

Bill Anderson of SDAO left the meeting at 8:20 p.m.

#### **UPDATE ON COVID-19 EMERGENCY PLAN**

The District Clerk reported we continue to have the office closed to walk in customers and we do not take cash payments. We are not assessing late fees and no water service is being shut off for non-payment. Utility Worker Steve Smith has received his release to full duty as of July 27, 2020. The Board needs to decide if they want to continue the COVID-19 schedule for the Utility Workers. Prior to Steve's medical leave the two utility workers worked a split shift. One worked Monday, Tuesday and the other worked Wednesday, Thursday. They alternated checking the treatment plant on Fridays. They were paid 60% hourly rate on the weekdays they did not work so they would be available for emergencies. Discussion. Sara Grigsby asked what David Jacob's opinion is about the schedule. David Jacob stated if you do not have work for both of them all day everyday then having one person available and keeping them social distance is a good idea. If one does get sick the other one is still available to work. The Board came to a consensus the schedule with Utility Workers alternating days would remain as established under the COVID-19 emergency plan. The Board will review the situation monthly.

## **AUDITOR RICHARD WINKEL LETTER OF ENGAGEMENT**

The letter of engagement for auditing services was included in the Board packets.

Jeff Hargens made a motion to accept the letter of engagement from Richard Winkel for auditing service for the fiscal year ending June 30, 2020 in an amount not to exceed \$5,600.00. 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)*

## **WATER DISTRICT WORK REPORTS**

### **David Jacob- System Operations Interim Manager**

David Jacob reported to the Board. Things have been running normally. With warmer weather usage has increased. We fixed a couple of leaks. One on 365<sup>th</sup> took three days and turned in to eight leaks. It was at the end of the road. The other leak was on Curtis Road. We got a service moved on Mershon on Lucas. We now have an installation of a two inch meter with a boring company and there are potentially two leaks on the ten inch line near the headworks.

### **District Clerk - Office and Administration**

The District Clerk reported we sent out letters to the 21 customers that had overdue bills of \$100 or more. We received responses from nine of the customers and those have paid on their bills. The rest of the customers on the list have been on the shut off lists in the past and have not responded to the letters.

We have continued to work on our inventory. Customers have been getting their backflow tests completed. We have started working on replacing the backup generator for the office. It will be a propane generator and a local electrician will do the electrical work for free.

## **PUBLIC COMMENTS**

Cloudy Sears requested more information about the ASR well. The District Clerk said more information will be sent out tomorrow.

Cloudy Sears asked if the interview committee would be meeting in advance to prepare questions. The District Clerk stated that Special Districts Association will handle what questions are asked to make sure they meet legal requirements.

Cloudy Sears asked about the age of the District maps. David Jacob responded the maps are from the 1970's and have recently been digitized.

Malcolm Freund asked if the Board has decided to go with a Manager and contract work or a Manager with a crew to do the work. The Board has not made that decision. Dan Graff said he thought the new manager would have some say in how the District moves forward. Malcolm Freund said it is something that needs to be considered.

## **8:50 p.m. RECESS TO EXECUTIVE SESSION pursuant to ORS192.660(2)(i) Performance Evaluation of District Clerk and Assistant Clerk.**

**Since this is a ZOOM meeting all attendees other than the Board, District Clerk and Assistant Clerk were put back into the waiting room until executive session ends.**

## **8:55 p.m. RECONVENE TO REGULAR SESSION - No decisions were made during executive session**

**SUGGESTIONS FOR FUTURE AGENDA ITEMS**

Nothing noted

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

The review of the District Clerk and the Assistant Clerk will be done next month.

Jeff Hargens asked if the Board should review the other staff members. Sara Grigsby said let's get the two done and see what happens with the District Manager.

**ADJOURNMENT OF THE MEETING**

Jeff Hargens made a motion to adjourn the meeting at 9:00 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)*