

**CORBETT WATER DISTRICT  
BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
August 18, 2020  
Meeting Held Electronically through ZOOM**

**BOARD MEMBERS PRESENT:** Sara Grigsby, Dan Graff, Bob Gaughan and Jeff Hargens. Fred Sanchez arrived at 6:37 p.m.

**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, Audrey Covington

President Jeff Hargens called the Zoom meeting to order at 6:33 p.m.

**APPROVAL OF THE AGENDA**

Dan Graff made a motion to approve the August 18, 2020 Agenda as presented. Sara Grigsby seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, B.Gaughan & D.Graff 0 no votes)*

**APPROVAL OF THE July 21, 2020 Regular Meeting and August 11, 2020 Special Meeting MINUTES**

**July 21, 2020 Regular Board Meeting Minutes**

Bob Gaughan made a motion to approve the July 21, 2020 Regular Board meeting minutes as presented. Jeff Hargens seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, B.Gaughan & D.Graff 0 no votes)*

Fred Sanchez arrived at this point in the meeting (6:37 p.m.)

**August 11, 2020 Special Board Meeting Minutes**

Fred Sanchez made a motion to approve the August 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)*

**LEAK ADJUSTMENTS**

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

**Account 8860-00**

Customer, Audrey Covington, was in attendance. She appealed the Board decision from last months meeting. Audrey Covington stated that she would like her bill reduced down to nothing, and that the leak lasted a long time. Many people came out and gave her different stories about where the leak actually was. The costs of this whole thing has been overwhelming. She finally replaced the water line. She was buying water during that time. She also shut the meter off and on and only used Corbett water for showering.

The Board had reduced the bills for June 2019 and August 2019 bills to 21.3 units.  
Further discussion of policy and history.

Dan Graff made a motion to adjust account 8860-00 billing cycles of June 26, 2019 83 units, August 27, 2019 151 units, October 19 2019 of 44 units, December 26, 2019 42 units, February 26, 2020 34 units to 13.5 units each. 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)*

Audrey Covington thanked the Board and left the meeting.

**Account 8005-00**

Customer was not in attendance. District Clerk explained customer is requesting a leak adjustment for February and April 2020 bills and has verbally stated they will be asking for complete adjustment as their line has been re-located and totally replaced.

David Jacob showed an aerial picture of where customer's meter was located on the west side of Lucas and Mershon Rd. intersection and their service line ran across multiple properties and under Lucas road to their house. The meter has been relocated to across from Lucas Road and the customer paid to have line bored in the right of way on Lucas to their house so it will no longer be on other people's property. This is a new pex line. David Jacob noted that if this had been a new house we would have required a new mainline as there is no main on that end of Lucas.

Discussion of easements and rights to allow people on to others' property for water and electricity. Sara Grigsby said she would like clarification as to whether the customer had an easement with the other people for their water line. Fred Sanchez said there are many different types of easements and many years ago people might just run water lines where convenient and have a handshake agreement. He said he could get a preliminary title report (at no cost) and see if there are easements for the water line. More discussion.

Discussion of current water policy.

Sara Grigsby made a motion to adjust account 8005-00 February 26, 2020 and April 26, 2020 billing down to 14 units and 13 units respectively. Bob Gaughan seconded, four in favor, one against, motion carried. *(4 yes votes: S Grigsby, B.Gaughan, F.Sanchez & D.Graff 1 no vote: J.Hargens)*

#### **Account 1665-00**

Customer was not in attendance. This leak has been going on for an extended time starting in December 2019. The curb stop on this meter was broken. Hydra Engineering crew replaced the meter stop in June 2020.

Jeff Hargens made a motion to adjust account 1665-00 December 26, 2019, February 26, 2020, April 27, 2020 and June 25, 2020 bills to their three year average respectively. Dan 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 – July 2020**

Treasurer Sara Grigsby reviewed the information in the Summary of Accounts and the Revenue and Expenses for July that was included in the Board Packets. Sara Grigsby said it is all pretty clear since it is the beginning of the fiscal year. She noted that we were billed for an election from 2019 which was paid this year and we will receive another election bill after the May 2021 election. Sara continued. There is a typo in Capital Outlay Summary of Accounts. Capital Outlay PRV stations should show 0% used.

Jeff Hargens made a motion to approve the July 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 UPDATE**

Chris Augustine of SCS Engineers addressed the Board. Last report from Schneider Water Services they are down to 650 feet below ground. Things have slowed down as they get deeper, which is normal. They are getting three to four feet per hour. It is estimated they will get to 800 feet in the next week to ten days. Chris Augustine continued that he has reviewed the drill cuttings and we are still in the Columbia River volcanics. That is the upper most unit and very thick. We have not seen anything that looks like basin fill which is the next level. Everything looking good so far. Sara Grigsby asked what would be a negative sign? Chris Augustine responded that something called a loss of circulation with this type of drilling. One of the most important parts of drilling is that you maintain circulation in the hole. If you have loss of circulation the driller can spend a lot of time trying to recover the bit and possibly going to herculean efforts to re-establish circulation by using different materials. The other thing is we get to 800' and haven't gotten to basalt. 800' is where we are planning to set our casing. Chris said he will be watching closely as we go from 650' to 800'.

The Board thanked Chris for the information. Chris Augustine left the meeting at 7:30 p.m.

## **FEASIBILITY STUDY GRANT AGREEMENT**

Copy of the agreement was in the Board packets. Sara Grigsby will be signing for the District.

Dan Graff made a motion the District Treasurer, Sara Grigsby, sign the Feasibility Study Grant Agreement #FSG-0095-20 with OWRD 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)*

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

The District Clerk reported OSHA has a comment period right now for some temporary rules related to masks wearing in the office and in vehicles. We will see if any of those changes effect what we are doing. 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. The Utility Workers are still working a split shift and receiving 60% pay on regular work days that they are not here. Jeff Hargens asked David Jacob if that was working okay . David Jacob said it is working ok. Steve Smith has mentioned that he feels he should be working full time. David Jacob said he is not sure what they would be doing if they worked full time. Assigning projects does not seem to be working. Bob Gaughan asked if Steve Smith has more licenses than our prior manager. In addition to Treatment Level 1 and Distribution 2 he has a backflow tester certification. Prior manager did not have the backflow certification. Sara Grigsby suggested this topic should be discussed in the Managers report.

## **DISTRICT MANAGER RECRUITMENT UPDATE**

Application period will go through August 31, 2020 and there have been no additional applications.

## **AGED RECEIVABLE UPDATE**

The District Clerk reported this is an extra Aged Receiveable report requested by the Board. The Board went over the information.

## **PAYROLL COST OF LIVING INCREASE REQUEST EFFECTIVE AUGUST 1, 2020**

The District Clerk stated that since we don't have a supervisor right now and other employees have asked about a cost of living increase, on behalf of the employees I put the request in to the Board. Jeff Hargens asked if this is the normal time that a cost of living increase would be considered. The District Clerk responded that it is usually requested in July. The District Clerk confirmed that the Consumer Price Index West Region is the one the Board has established to follow for cost of living increases.

Fred Sanchez made a motion to approve a cost of living increase of 1.2% for all employees effective August 1, 2020. 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**

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

The Board received a copy, in their Board packets, of David Jacob's list of duties as Interim District Manager. Board Members agreed with the duties and had no changes.

Sara Grigsby asked how things are going. David Jacob said it is like working two full time jobs between Corbett and his other systems. Steve Smith is back so we have two people to switch back and forth to take the emergency phone. The utility workers take the emergency phone on alternating weeks. The weeks Tyler Sletterink, has the phone David Jacob handles all adjustments and any needed changes at the plant. Most adjustments can be made remotely by computer. David Jacob looks at plant twice daily. Tyler goes to the plant on days he works fills chlorine and soda ash and does routine maintenance items. The plant is working very well. Cleaning of all three ponds at the beginning of summer was the right thing to do and we just did a pre-emptive clean of pond #3 last Monday prior to the heat wave. We still have plenty of water in the creek. The time the creek level normally gets low is next week and the week after.

We are currently running on North Fork. The adjustment to the structure of South Fork will not happen this year. David Jacob, Jeff Hargens and Sara Grigsby will set a date to go up and look at South Fork.

Bob Gaughan stated that understanding we have not been able to hire anyone license capable for two years because of our salaries, I am very concerned that we don't lose a licensed person like Steve, who knows the system, over a few dollars a week in pay. I am concerned that he will get frustrated one of these days and leave over this COVID working thing. I know he wants to work full time, so I am just concerned if he left, picture that scenario if he took off tomorrow and said I am not going to be here anymore. No one is irreplaceable but I am concerned. Jeff Hargens asked if there is work that Steve could do on his own. David Jacob responded this is a personnel issue and asked if it could be discussed in a private session. David Jacob, Jeff Hargens and Dan Graff will meet via conference call to discuss the situation. Jeff Hargens said it is his goal to get our employees back to work in an efficient manner and safe.

David Jacob said the heat of summer is one of the four leak seasons. We had three leaks in Springdale this past week and a half. They were all taken care of.

David Jacob stated there was a PRV failure on Rickert Road. It will be repaired by GC Systems on Friday. It is currently flowing wide open and popping some customers pressure relief valves on their water heaters. It is a two inch prv. Last records of work was 2011.

Bob Gaughan asked about the automatic control valve at the treatment plant. That has not been done yet.

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

The District Clerk reported Lynda is still working on backflow letters reminding customers that they need to get there backflows tested.

Everything running smoothly.

#### **PUBLIC COMMENTS**

Malcolm Freund asked what is the recommended service interval for a PRV? David Jacob said they should be inspected every five years. Malcolm asked if there is a schedule being followed. David Jacob said he has heard that there has been discussion of a schedule but that is not in place. Discussion of how we have single valves and in other systems they might have a backup valve in place.

Sara Grigsby said that knowing this information about how our system works and when things like PRV stations should be serviced is good for us as Board members to know how to keep people accountable for what needs to be done and things we can budget for. Dan Graff and Bob Gaughan both agreed with Sara. Dan Graff explained that with the gravity feed system it uses prv's to step everything down. It is the backbone of the system. PRV's are a high priority and when they fail, in our system with so much elevation, they can do a lot of damage. It would be nice when a new Manager comes in and goes through the system that the PRV's are set at a high priority. Jeff Hargens agreed. Jeff Hargens asked if prv's can be tested or do you just look to see if they are functioning. David Jacob responded it is recommended they be taken apart every five years and the soft part be replaced then you won't have to have them rebuilt.

Sara Grigsby said that she would like to hear what are the key measurements that we need in place and tracking so at the end of the year we can say how have we done on these.

David Jacob left the meeting at this time.

**8:46 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**

**Only audience member attending after the regular session reconvened was Malcolm Freund.**

**President Hargens stated that no decisions were made in executive sessions.**

**MERIT INCREASE**

Jeff Hargens made a motion the District Clerk, Gail Griffith, receive a merit raise of 5%, based on performance. 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)*

Sara Grigsby said **thank you very much** to both Lynda and Gail and for the public record there are good reasons we are not making motions for Lynda in the same salary range.

**SUGGESTIONS FOR FUTURE AGENDA ITEMS**

Utility Billing Module for Auto call system, proposal for September 2020 meeting.  
Data Management Systems  
Update on the status of Southfork

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

None

**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)*