

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
September 15, 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: Tim Shell of Wallis Engineering, Dan Wold Corbett School Superintendent, Malcolm Freund, Chris Augustine of SCS Engineers, David Jacob of Hydra Engineering, Cloudy Sears

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

APPROVAL OF THE AGENDA

Fred Sanchez made a motion to approve the September 15, 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)*

APPROVAL OF THE August 18, 2020 Regular Meeting Minutes and the September 2, 2020 Special Board Meeting Minutes

August 18 , 2020 Regular Board Meeting Minutes

Sara made a motion to approve the August 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)*

September 2, 2020 Special Board Meeting Minutes

Bob Gaughan made a motion to approve the September 2, 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)*

TREASURERS REPORT – August 2020

Treasurer Sara Grigsby reviewed the information in the Summary of Accounts and the Revenue and Expenses for August that was included in the Board Packets. Sara Grigsby pointed out that Mains Repair and Maintenance was for leak repairs. Sara continued. There were no questions.

Fred Sanchez made a motion to approve the August 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)*

INTRODUCTION OF DAN WOLD, SUPERINTENDENT CORBETT SCHOOL DISTRICT

Dan Wold, the new interim Superintendent of Corbett School District, introduced himself to the Board and gave a summary of his plans. His contract is currently through June 30, 2021.

WELL PROJECT UPDATE

Chris Augustine reported they have a different drill rig on site now. The drill rig we were using went to another site. There are some upper clay units that started to swell so the company is doing some reaming out. We are at the same depth as when they mobilized out. The driller provided the grout mix to Chris and he will be reviewing that. The grout mix is for sealing upper casing into the basalt once we find our target zone. Fred Sanchez asked how we are doing on our time schedule. Chris Augustine responded we are on schedule. We are at 1,100 feet with our target zone of 1,400 feet. Dan Graff asked if they do not hit basalt soon and they have to go deeper what does that do to the total depth for things like setting a pump and draw down for a production well? Chris Augustine answered, we will have to work it out with Schneider Water Service. David Jacob noted that this information is why we are doing a test well. It can be evaluated for what we do when we drill the production well.

FEASIBILITY STUDY GRANT AGREEMENT UPDATE

The District Clerk reported the State sent back a fully executed document. We will be completing some reports and be able to submit documents related to well expenditures soon.

UPDATE ON COVID-19 EMERGENCY PLAN

The District Clerk reported the office is closed to walk in customers and we do not take cash payments. The Utility Workers are still working a split shift and receiving 60% pay on regular work days that they are not here. We are not assessing late fees and no water service is being shut off for non-payment. The District Clerk continued that she has checked with other water districts and some are beginning to assess fees again. One District is sending out a notice to customers with outstanding bills asking customers to contact them to discuss their account and if they do not hear from a customer they will start shutting off for non-payment. We currently have six accounts that have not been paid for an extended period of time. We have sent out notices to these customers and asked them to contact us to make payment arrangements or discuss their account. Four of these accounts are customers who have been on the shutoff list many times and do not usually pay until we actually show up to shut the water off. Jeff Hargens and Bob Gaughan both agreed we need to go back to our regular policy if customers do not contact the District. Discussion.

David Jacob recommended that if the customer contacts the office we could follow the Federal requirements related to rents and the PUC recommendations to water companies. That is to grant a one year equal pay arrangement to bring the arrears back to current. Sara Grigsby said we can refer to those for what we are doing.

More Discussion. Dan Graff said that contacting the customer and asking them to make arrangement seems like the way to go, instead of making it so complicated. Jeff Hargens said that to get them to contact the District you will need to state that you are going to go into our shutoff policy if they do not contact us to make arrangements. Dan Graff agreed. Dan Graff said that in good faith they can at least reach out to the District. We are six months into the pandemic.

Sara Grigsby said we need to potentially have something in place for future large emergencies that affect more of our customers. The District Clerk said we do have the resolution the Board passed that allows them to declare emergencies and we declared one for Covid-19. Then the Board passed the emergency plan specific to Covid-19. Now the Board can plan for other emergencies as they occur and plan, what would our sequence of events be to handle emergencies. What will the Water District do if this emergency continues on or we have another emergency situation at the same time.

Jeff Hargens said we are currently talking about four to six customers.

Fred Sanchez suggested we postpone any action until we research utility shut off policies we can implement. Fred Sanchez continued that more information could be helpful.

The topic will be researched more to be brought back to the Board next month.

DISTRICT MANAGER RECRUITMENT UPDATE

Jeff Hargens stated we selected Thomas Edwards as our new District Manager contingent upon some requirements. We require an employment contract, background check and pre-employment physical. The District Clerk reported that Attorneys at Tonkon Torp will review the employment agreement when it is ready.

Jeff Hargens and Fred Sanchez will meet to go over the agreement.

The District Clerk will contact SDAO Consulting about contacting references.

UTILITY BILLING MODULE FOR AUTO CALL SYSTEM PROPOSAL

The Board received a proposal from the District Clerk and Assistant Clerk for an emergency calling module in the current utility billing program.

Jeff Hargens made a motion to accept the utility billing software outbound calling system module 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)

WATER DISTRICT WORK REPORTS

Interim Manager -David Jacob- System Operations

David Jacob reported we:

1. Upgraded a service on Stevens Road.
2. Cleaned filter pond #3.
3. Major weed clean up at Treatment plant
4. Two leaks repaired by Lovett
5. There is another leak on Evans that will be repaired next week.

We have cleaned the intake screen and adjusted the water flow. Almost all of the water is going through the screen, but, there is more water than we need. We continue to monitor flow.

We did have a power outage at the Treatment Plant. The backup generator worked fine.

The Board thanked David.

District Clerk - Office and Administration

The District Clerk reported customers have been getting their back flows tested any that have not been tested will be tested by the District at a cost of \$100.

The yearly cathodic protection for reservoirs 4, 5 and 6 will be completed next Monday.

Some of our larger PRV stations were worked on in the last couple years. More research will be done to see what maintenance or rebuilds will be required.

THANK YOU TO INTERVIEW COMMITTEE

Jeff Hargens thanked, Cloudy Sears, Malcolm Freund, David Jacob and Gail Griffith for participating in the interview process. It went very well.

PUBLIC COMMENTS

Malcolm Freund said he enjoyed the interview process and it went well.

SUGGESTIONS FOR FUTURE AGENDA ITEMS

Information on Covid-19 shut off options and payment plans

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

Sara Grigsby said the Corbett area has gone through changes in leadership, we have an interim school superintendent, a new Water District Manager and our community resource officer Rocky Graziano is retiring.

Dan Graff said our fire protection of the watershed needs to be discussed. We need a plan. Short discussion. We need to add an agenda item about securing our watershed in general and from fire.

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)