

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
October 20, 2020
Meeting Held Electronically through ZOOM**

BOARD MEMBERS PRESENT: Sara Grigsby, Dan Graff, Bob Gaughan and Jeff Hargens.

BOARD MEMBERS ABSENT: Fred Sanchez

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, Roel Uleners and Michelle Gregory

President Jeff Hargens called the Zoom meeting to order at 6:35 p.m.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE September 14, 2020 Special Board Meeting, September 15, 2020 Regular Board meeting, September 24, 2020 Special Board Meeting and the October 5, 2020 Special Board Meeting Minutes

September 14, 2020 Special Board Meeting Minutes

Jeff Hargens made a motion to approve the September 14, 2020 Special Board meeting minutes as presented. Dan Graff seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, B.Gaughan & D.Graff 0 no votes)*

September 15, 2020 Regular Board Meeting Minutes

Dan Graff made a motion to approve the September 15, 2020 Regular Board meeting minutes as presented. Bob Gaughan seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, B.Gaughan & D.Graff 0 no votes)*

September 24, 2020 Special Board Meeting Minutes

Sara Grigsby made a motion to approve the September 15, 2020 Special Board Meeting minutes as presented. Dan Graff seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, B.Gaughan & D.Graff 0 no votes)*

October 5, 2020 Special Board Meeting Minutes

Dan Graff made a motion to approve the October 5, 2020 Special Board Meeting minutes as presented. Bob Gaughan seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, B.Gaughan & D.Graff 0 no votes)*

TREASURERS REPORT – September 2020

Treasurer Sara Grigsby reviewed the information in the Summary of Accounts and the Revenue and Expenses for September 2020 that was included in the Board Packets. Sara Grigsby reported that in the summary of accounts the line item Capital Outlay - Ground Water is the well. We had \$226,000 in expenditures to the well in September. Jeff Hargens asked when the reimbursable amount for the grant comes in to effect. The District Clerk responded the District matching part for the well is \$302,000 and the grant is \$264,600. We have submitted to Oregon Water Resource Department receipts for expenditures paid for the grant prior to the award. The amount submitted was \$257,000+. The District Clerk continued that we have not heard back as to which of our invoices would be allowed and which would not. This dollar amount will be applied to our part of the matching funds. We will not get funds from OWRD until we have completed the matching portion.

Jeff Hargens made a motion to accept the September 2020 Treasurers report as presented. Bob Gaughan seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, B.Gaughan & D.Graff 0 no votes)*

UPDATE ON COVID-19 EMERGENCY PLAN

Things remain the same. The Board received information in their Board packets about options to utility shutoff s during the pandemic. The information was gathered from many sources. The District Clerk noted that it appears payment plans suggested through Oregon.gov Utility-bill- payment are for plans that have the customer pay on their outstanding bill for one year until paid off and continue to pay their current bills. If a customer cannot pay their current bill this does not seem like a reasonable arrangement. Most of the utility billing assistance addresses electricity. Discussion.

Sara Grigsby made a motion that any customer whose bill is over \$100, and their bill is overdue, will receive 48 hour shut off notice and be advised to contact the District to discuss their bill to avoid shutoff, no late fees will be assessed. Jeff Hargens seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, B.Gaughan & D.Graff 0 no votes)*

COMMUNITY ORGANIZATIONS ACTIVE DISASTERS (COAD) letter to Board

Roel Uleners introduced himself. He stated that when the COVID-19 pandemic started a bunch of people came together and tried to figure out how we can connect people who want to help with those who need help in our community. The structure we found for this is something called a COAD, which has been around since the 1970's. It works as a platform to bring together existing organizations so we can better communicate, collaborate and cooperate. We want to have this conversation with all of the local resources. Our group is in contact with the Fire Department and Multnomah County Emergency Management.

Michelle Gregory introduced herself. She said she has a background in infrastructure, planning and public sector, public involvement planning. Part of what we are trying to do is getting what the capacity of our community is for helping each other and what our needs are. Our main message is to thank you for listening to us and ask how the Water District has coped with crisis in the past and what you would have wished was in place but wasn't there.

Jeff Hargens said it is a great idea. The Water District should be involved. We are currently getting a new Manager on board. When he gets up to speed it would be a great idea to be involved. If there is a natural disaster the Water District needs to be involved. We all need good drinking water.

Roel Uleners said there were two questions in the letter from the COAD group. The first was would the Water District be interested in joining something like this. It sounds like that answer is pretty positive. The other part was a survey we have for people about services and we wondered if the Water District could send that survey out in one of you mailings. Sara Grigsby asked if there is an organizational document for the group. She continued that she is curious about the relationship between this group and the NEMCCA Safety Committee. What is the infrastructure of the group. Is there staff or funding or grants or is it all volunteer. Roel Uleners responded that the group is registered with the State. We are not a non-profit yet, but, are considering that. We are interested in finding out who wants to be involved in the group. COAD is at the local level, state level and the federal level. The State group has by-laws that we can use as a sample for our group. We want to work with all groups in our local area. Further Discussion.

Dan Graff said in theory it sounds good. Water plays an important part in disasters and coordinating with other groups.

Jeff Hargens said we need to make sure we go down the right line supporting our community and our customers.

Michelle Gregory said their group would be happy to circle back and let the Water District know what they are doing and if the Water District ever does a survey it would be great if emergency preparedness might be included .

WELL PROJECT UPDATE

Chris Augustine reported we did get down below 1,200 feet and at that point we got to a lost circulation zone. This is not unusual. When you lose circulation it means you have reached a highly permeable zone. Which means we hit a production zone. At that point we tried to stabilize the bore hole. We do that with drilling additives called lost circulation material. We backfilled the hole with cuttings. The bore hole was then being cleaned to prepare for the casing. During that process we found a swollen clay layer which is much higher up in the bore hole. When you introduce water to this area the clay will swell. They worked to deal with the clay zone. When that was stabilized the tripped out of the hole and found that they had lost a drill bit and stabilizer. There are reasons drill bits and stabilizers come off. They are in the process of recovering the drill bit and stabilizer. They are down to 900' now and will be using a "fishing" tool

to get them out. If they are not successful we would not be able to use our test well as we plan. We may need to drill a new hole. Sara Grigsby asked how long they will search for the bit and stabilizer before they give up and we have to explore other options. Chris Augustine responded that they usually give a couple days to a week to try and retrieve the parts. It will become a contractual discussion with SWS including unforeseen circumstances. Chris Augustine said he is hoping for a successful retrieval. Sara Grigsby said so there could be a liability issue or discussion of who owns the expense of a new well being dug. Chris Augustine said it would most likely be a negotiation process of cost to replace it. He continued in drilling there is usually an “unforeseen sub-surface conditions clause” that the driller can fall back on.

Dan Graff said in Beaverton they have been trying to get a bit out of the ground for over six weeks. Schneider is on the hook for getting the bit out of ground. With Oregon Drinking Water and State they cannot just leave the bit in the ground.

The District Clerk asked if the Water District is paying for the fishing. Chris Augustine said we should not be paying, but, there is discussion about the costing. They have a hourly rate for dealing with circulation in the contract. Chris continued that he has not been able to talk to either Steve or Eric Schneider. Chris said he will be talking to Steve Schneider before any progress bills are issued.

Jeff Hargens said he is concerned and not used to contracts working this way. He said, I don't see how there could be more costs to the District for fishing or other things related to this. I don't want to go down the road and have a big bill. If that could happen we need to hire someone to overlook it very closely up front instead of getting down that road. Chris Augustine said this is a negotiation point. If it was their fault it is one thing and if it was caused by unexpected conditions that would be different. Chris Augustine continued that he will be speaking with Steve Schneider.

Jeff Hargens asked that the Board receive an update after Chris Augustine speaks with Schneider Water Service.

SAFETY SECURITY OF GORDON CREEK WATERSHED AND CORBETT WATER SOURCE – RESEARCH

Gail Griffith, District Clerk, reported she had done research into records at the District. There is correspondence back in 2015 regarding plans related fires in the watershed. There were site visits with the US Forest Service and Oregon Department of Forestry. There were items suggested to make the treatment plant area more defensible during a fire. The Mollalla Unit of the Oregon Department of Forestry and the US Forest Service are the main contacts related to wildfires in the area. Most of the research Gail continued that she did not go further in the research because it would be good if the new District Manager was included in contacting people at those entities and working on a current plan.

AGED RECEIVABLES QUARTERLY REPORT

The Board received a copy of the Aged Receivable report in their Board packets. Lynda Ronell, Assistant Clerk, reported the format has been updated to provide more information on one sheet for easier reading. The leak amount has dropped considerably to \$831.10. The final amount now reflects overdue balances. The last payment date is now included in the report.

PROPERTY AND LIABILITY INSURANCE RENEWAL FOR JANUARY 2021 THROUGH DECEMBER 2021

Insurance renewal information was included in the Board packets. The District Clerk reported that SDIS will have an appraiser come out in late November or December 2020 to complete an appraisal of all of our buildings. This could affect some of the values listed for billings. The hydro generator should not be listed and is being removed.

Jeff Hargens stated that three years ago we looked at other insurance carriers and we did not find anyone that could meet service we receive from SDIS. Bob Gaughan agreed. The Board made no changes to the renewal information as it was presented

Jeff Hargens made a motion to renew the District's liability and property insurance for 2021 with Special Districts Insurance Service. Dan seconded, all were in favor, motion carried. (4 yes votes: S Grigsby, J.Hargens, B.Gaughan & D.Graff 0 no votes)

WATER DISTRICT WORK REPORTS

Interim Manager -David Jacob- System Operations

David Jacob reported:

1. October 13, 2020 in the afternoon: Water main break in Springdale. Steve Smith was at the scene when the water line broke. Steve Smith throttled down the flow. Lovett came in and repaired the line. There were about six long cracks in the pipe. The Fire Chief showed up and stated that around 2:00 p.m. the Fire Department was fighting a fire and it is possible they closed a hydrant to quick. We received calls of muddy water above the crack as well as below. David showed pictures of the break and repairs of the line. Boil water was issued. 30,000 gallons of water flowed in thirty minutes out of Mershon Reservoir. It ran down to Northway Road and most of it went down one driveway. There was an insurance claim filed with SDIS.
2. October 15,2020 : Leak at an old fire hydrant connection near Lucas road on the Highway. No boil water order for this leak. Lovett came in and placed a repair band on the line.
3. October 17, 2020 - 365th Ave. leak. This was just next to an area we had repaired recently. Boil Water Notice was issued due to mud in the pipe. Lovett was called in and repaired the leak.

Filter ponds will be cleaned in the next month or two.

Jeff Hargens asked David Jacob if he would be able to spend a few days with our new District Manager when he arrives. David Jacob said he would work with the new Manager.

District Clerk - Office and Administration

The District Clerk reported our Audit is happening tomorrow.

The new calling system for boil water notices was used and worked great with the recent leaks. We were able to call 290+ customers in a very short time.

Cathodic Protection has been done and went well. The company sent us some information on doing in-house checks quarterly. The new Manager will get this information

All backflows in the District need to be tested by December 31, 2020, per State requirements. If customers have not gotten theirs tested Lynda has been working to get notices out to them. Steve Smith will test any of those not tested. The District will charge those customers \$100.

Best Practices for insurance credit. We should receive the full 10% credit on our insurance renewal premium.

Quarterly Report for the Feasibility Study grant will be sent in by October 30, 2020 as required.

Meters will be read Monday and bills out Tuesday or Wednesday.

PUBLIC COMMENTS

No comments

SUGGESTIONS FOR FUTURE AGENDA ITEMS

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

Sara Grigsby let everyone know what great people they are to work with. Jeff Hargens and the other Board Members said Sara was great too!

ADJOURNMENT OF THE MEETING

Jeff Hargens made a motion to adjourn the meeting at 8:30 p.m. Bob Gaughan seconded the motion, all were in favor, motion carried. *(4 yes votes: S Grigsby, D.Graff, B.Gaughan & J.Hargens 0 no votes)*