

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
November 17, 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: District Manager Tom Edwards, Assistant District Clerk Lynda Ronell and District Clerk Gail Griffith

AUDIENCE MEMBERS: Malcolm Freund, Chris Augustine of SCS Engineers, David Jacob of Hydra Engineering, Tim Shell of Wallis Engineering, Cloudy Sears and Caroline Oakley

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 November 17, 2020 Agenda 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)*

INTRODUCTION OF NEW DISTRICT MANAGER

The Board welcomed our new District Manager, Tom Edwards.

APPROVAL OF THE OCTOBER 20, 2020 REGULAR BOARD MEETING MINUTES

Sara Grigsby made a motion to approve the October 20, 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)*

TREASURERS REPORT – October 2020

Treasurer Sara Grigsby reviewed the information in the Summary of Accounts and the Revenue and Expenses for October 2020 that was included in the Board Packets. Discussion of the recent water leak repairs. David Jacob said that leaks cannot be predicted and we have had quite a few recently. Sara Grigsby continued on. The line item Reservoir Repairs current charge of \$1,800 is for our annual cathodic protection at the reservoirs. The Capital Outlay Meter line item we budgeted nothing and have spent \$1,609 last month. This was an upgrade for a customer to a 1 ½” ultrasonic meter because there was trouble keeping the water pressure up to the required 20 lbs. Sara Grigsby continued that under General Fund Resources Miscellaneous Income was the installation of a meter upgrade from a ¾” meter to a 2” meter. Jeff Hargens asked why the Workers Compensation line item expense is so high. The District Clerk explained that line item includes our yearly Workers Compensation Premium and then just a small amount each month as payroll deductions for the State Worker Benefit fund.

Fred Sanchez made a motion to approve the October 2020 Treasurers report so diligently presented by Sara. 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 reported there was quite a lot of activity the last week trying to recover a tool string. That recovery was unsuccessful. It was decided the best route was to cement up the hole. Re-drill through that and set a smaller casing. This casing will be what we originally had in our specifications. They have drilled past the plug and into our target zone and are ready to set casing. They should be completing that tonight and then be prepared to grout that in place. We will then drill through the casing down into the production zone that was identified previously. Schneider Water Service has received results back from WSU Geochemical Laboratory for some of the rock chips submitted and it looks like we are in our target zone. That is good news.

Sara Grigsby asked if we had to do an angle drill. Chris Augustine responded that with the smaller bit the angle just deviates slightly not a sharp angle. This will not affect our ability to use the well or test the well for our purposes. In a production well this would not be an ideal circumstance.

Fred Sanchez asked how this affects Corbett Water District financially. Is there an additional cost to the Water District?

Chris Augustine responded he has not seen the latest billing from Schneider Water Services. We have set additional casing so there could be additional costs due to that. Our costs estimates and specs were based on our limited knowledge.

Dan Graff asked Chris Augustine to clarify the casing size. Chris Augustine stated the original spec was ten inch down to eight inch. We are actually doing twelve inch to eight inch now. Dan Graff stated wasn't it increased to twelve inch because Schneider Water Service had that casing on hand. Chris Augustine responded yes. Dan Graff asked for clarification because it sounds like we are being charged for the larger size. Chris Augustine said there is additional cost because we have a per foot cost for setting casing and we went to 1,200' which costs more than drilling a small diameter open hole with no casing. Dan Graff stated then it had nothing to do with them over-sizing the hole for their ten inch casing. Chris Augustine said that is correct it is the same price per foot. They did not change the unit price. Dan Graff asked if OWRD sign off on leaving the bit in the ground. Chris Augustine said he spoke with Schneider Water and there was no issue. It will not affect the ability to drill a production well next to this test well. Fred Sanchez asked who is signing change orders or are they required. Chris Augustine stated he is the representative for the District and he has approved the modifications as we go. There haven't been any change orders yet.

UPDATE ON COVID-19 EMERGENCY PLAN

The District Clerk reported that the new Manager Tom Edwards has seen our current COVID-19 emergency plan.

There is a new OSHA temporary rule going in to effect on COVID-19. These are not guidelines these are OSHA requirements and if not followed businesses can get fined. We are required to have a plan to accommodate all of the OSHA rules by December 7, 2020. All employees are also required to be trained to know the rules and how they affect our office. There are many more requirements. If you are able to accommodate work at home you should. We should avoid having people ride in vehicles together. Communal areas like bathrooms or kitchen facilities are to be wiped down every 24 hours. If anyone is in your area you must wear a mask, masks must be worn in communal areas, and if you can be in your own office with no one else you can remove your mask then. Masks can be removed when eating and drinking. Hand sanitizers must be provided for vehicles. Field Crews may see a customer when out in the field. They must wear masks and sanitize hands.

2019-2020 AUDIT REVIEW

Jeff Hargens made a motion to accept the 2019-2020 Audit as prepared by Richard Winkel CPA. 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

Jeff Hargens thanked David for all of his help on behalf of Corbett Water District. David Jacob will continue through the end of the month and help Tom Edwards get up to speed on the system.

David Jacob reported we fixed a leak and patch on Rasmussen Road that has been there for over a year.

Filter ponds 1 and 3 have been cleaned and we are looking for a window of good weather to clean pond 2.

There was a problem at the Treatment Plant where a couple of instruments stopped working. We will work with Taurus on those Thursday to get those all repaired. We will also see about getting the turbidity meter in at the same time.

David Jacob will continue to be available as Engineer and provide support to District Manager Tom Edwards as needed.

District Clerk - Office and Administration

District Clerk reported things are moving along fine in the office.

Backflow testing is almost done.

Now that we have a new Manager some of the things we have been doing in the office will move back to the Manager.

Jeff Hargens noted he got to see the shop and it looks really nice and clean now.

PUBLIC COMMENTS

Malcolm Freund asked for clarification he thought the tool could not be left down in the well hole. Chris Augustine said they got past the tool and were able to seal the bit in. Leaving that in the hole is all negotiations between Oregon Water Resource Department and Schneider Water Services. This is not a production well so that makes a difference. Malcolm Freund asked if the Water District will receive something from OWRD that says it is acceptable that it is in the hole and won't come back with any liability or recourse to the District down the road. Chris Augustine said that typically the well driller will submit the water well report and it will include that there was a variance and a piece of equipment was left in the hole. It will not affect the District's ability to use the aquifer for drinking water.

SUGGESTIONS FOR FUTURE AGENDA ITEMS

NONE

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

Jeff Hargens welcomed Tom Edwards again. Fred Sanchez seconded that and thanked Gail Griffith and Lynda Ronell for being there for us.

ADJOURNMENT OF THE MEETING

Jeff Hargens made a motion to adjourn the meeting at 7:30 p.m. Fred Sanchez seconded the motion, all were in favor, motion carried. (5 yes votes: S.Grigsby , D.Graff, B.Gaughan, F.Sanchez & J.Hargens 0 no votes)