

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

February 19, 2019

BOARD MEMBERS PRESENT: Sara Grigsby, Jack Garrison, Jeff Hargens and Bob Gaughan

BOARD MEMBERS ABSENT: Kevin Wilhelm

STAFF PRESENT: District Clerk Gail Griffith, Assistant District Clerk Lynda Ronell

AUDIENCE MEMBERS Shawn Sloan, David Jacob, Gordon Fulks, Malcolm Freund, Dan Graff, Mike Griffith, Tim Shell of Wallis Engineering, Chris Augustine of SCS Engineers

Bob Gaughan called the meeting to order at 6:31 p.m.

APPROVAL OF THE AGENDA

Bob Gaughan stated we will add 1a to the Agenda under Old Business as Cost and Feasability of Well and change current 1 to 1b Property, Casualty Insurance renewal 2019. Jeff Hargens made a motion to approve the Agenda as amended. Sara Grigsby seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, Jeff Hargens, Bob Gaughan, J.Garrison 0 no votes)*

APPROVAL OF THE MINUTES JANUARY 15, 2019 REGULAR BOARD MEETING

President Bob Gaughan asked if there were any corrections to the January 15, 2019 Regular Board Meeting minutes. Sara Grigsby noted that on page 1 in the Treasurers Report, the second sentence her last name should be "Grigsby" not "Grisby." Sara Grigsby made a motion the minutes of the January 15, 2019 regular Board meeting be approved as amended. Jack Garrison seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, Jeff Hargens, Bob Gaughan, J.Garrison 0 no votes)*

LEAK ADJUSTMENT ACCOUNT #5660-00

The customer, Shawn Sloan, introduced herself to the Board. Jack Garrison asked the customer about the timing of the repairs. In the paperwork it shows the customer knew of the leak on September 15 and repairs were not complete until November 21, 2018 which is about seventy days. The customer explained her husband works in Warm Springs and is only here on weekends. Each weekend they dug up the area and walked the water line searching for the leak. They finally called in a company to find the leak. Jack Garrison stated the leak adjustment policy states the leak will be repaired within 45 days. Further discussion about the time frame of the repair. Jeff Hargens said he would be in favor of adjusting the usage on October 29 of 431 units and January 2 of 405 units. Jack Garrison suggested adjusting only the October 29 usage of 431 units. Continued discussion regarding the percentage of adjustment to the bill. Jeff Hargens stated that considering a good customer who has been here a long time and is here at the meeting we should go back and reduce it to the six months average prior to those large readings which would be 35 units per billing cycle. Jeff Hargens made a motion to adjust the bill on account 5660-00 reducing the October 29, 2018 bill of 431 units to 35 units and the January 3, 2019 bill of 405 units to 35 units. Sara Grigsby seconded. Three yes votes and one no vote, motion carried. Bob Gaughan explained he was voting yes because of the cost the customer had incurred to find and repair the leak otherwise he would have voted no. *(3 yes votes: S Grigsby, Jeff Hargens, Bob Gaughan 1 no vote: J.Garrison)*

TREASURERS REPORT JANUARY 2019

Sara Grigsby addressed the Board. Sara Grigsby stated she had reviewed the information at the District Office. In the Chart of Accounts for January the expenditures for "Mains Repair and Maintenance" is at 402% of use which seems to have budget implications and may need more money next year.

Jack Garrison asked the District Clerk for clarification that last month the District Manager stated the \$223,000 spent on meters included the larger meters. This month there is a bill for almost \$20,000 for the larger meters. He asked if the meters were ordered at the same time. The District Clerk said yes they were all ordered but came in two shipments. The District Clerk provided a copy of the two invoices related to the payment for the meters. The computer and software will be invoiced later. Jack Garrison expressed his concern that in

Materials and Services for the year so far we are at 70% of our current budget and expenditures need to be watched or a transfer will be needed. Short discussion about transfers and Contingencies.

Sara Grigsby made a motion the January 2019 Treasurers Report be approved as presented. Jack Garrison seconded, all were in favor, motion carried. (4 yes votes: S Grigsby, Jeff Hargens, Bob Gaughan, J.Garrison 0 no votes)

WELL COST AND FEASIBILITY update

Tim Shell of, Wallis Engineering, gave a handout to the Board Members, staff and audience. (copy will be included with minutes) He addressed the Board. Tim Shell stated this would be an update on the work they have been doing regarding the well feasibility. He continued that the scope of the work was to prepare background research, do a site reconnaissance of a possible well site at Deverell and Larch Mountain Road, prepare a concept design for the well site, cost estimate and a technical report to be used to go out for grants and loans. There was a contingency task that if things look good after the conceptual design and cost estimating that we would move forward with some of the permitting and work towards drilling a test well.

Summarizing some of the items completed so far. The site reconnaissance was done and looks good for construction of a well site. Zoning has been reviewed with Multnomah County, including a brief discussion with one of the planners. Everything the planner read suggested there is no issue with a well at the property which is zoned commercial forest use. In order to get a formal response we will need to submit for a pre-filing conference.

Tim Shell went over the information on the handout with the Board. The site plan and costs were reviewed.

Sara Grigsby asked what ASR stands for. Chris Augustine replied it is aquifer storage and recovery. This means you can take excess water that you have in the winter months, treat it and inject it into the well and store it. It can then be used when we have less water. Typical volumes for an ASR system are around 100,000,000 gallons. The ASR system would be used if we have a water quality issue or if the well doesn't produce for some reason.

Discussion of pumps and power cable and size of well.

Sara Grigsby asked if we had to go with the ASR system on the front side of the project. Tim Shell said you can make the decision when you drill the well and see what the production and quality of water is. Discussion of water conservation grants and other types of grants. Chris Augustine stated that water rights for surface water are gone and ground water is over allocated in many areas. Domestic wells are still allowed. Chris Augustine said he had a preliminary discussion with

Willamette Basin Ground Water Hydrologist and similar to the Planning folks he would not say anything for certain, but, he viewed the information favorably. The OWRD has set a precedent by granting water rights to a deep basalt well right on the bluff overlooking the Sandy River.

Tim Shell said the USDA has money available for the project and in 2017 gave out 2/3rds of the money for loans and 1/3 in grants. They are looking for people to apply for the money. Tim continued that the engineering report must be approved before you can apply for any loans or grants.

Tim Shell said the next step, if the Board says it looks good, is to give Chris Augustine the nod to go forward with the permits and the water rights. The draft report for our work so far has been given to the District Manager. Budgetary information is needed for the final report. The final report will include a plan for going forward with the project. Environmental review documents would need to be started. This would be a shorter review because this is a backup system. Environmental review would cost about \$20,000 and was not included in the first part of our agreements. More discussion.

Estimated time to get a well driller is at least a year and the process to complete the project would be approximately 2 to 2 ½ years.

Tim Shell will provide the preliminary engineering report to the office. It will be emailed out to the Board members prior to the next Board Meeting.

The Board thanked Tim Shell and Chris Augustine for the information.

PROPERTY, CASUALTY, LIABILITY INSURANCE RENEWAL 2019

The Board had received information for comparison of two insurance carriers last month.

Jeff Hargens made a motion to renew our property, casualty, and liability insurance with Special District Insurance Service for 2019. Sara Grigsby seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, Jeff Hargens, Bob Gaughan, J.Garrison 0 no votes)*

PROPOSED EMERGENCY PHONE NOTIFICATION SYSTEM

The District Clerk stated last month she had spoken to the representative of Multnomah County Emergency Management (MCEM) about the Everbridge reverse 911 system. The representative stated that we would be able to enter into an Intergovernmental Agreement with the County; we would upload our customer contact list to them if we had a boil notice and they would send the message out at no cost. Since that discussion the same contact at MCEM emailed the District Clerk and said that she would put the District in contact with the City of Portland because they actually manage the Everbridge program which is through reverse 911. There are other entities involved in that system; however, they pay the City of Portland for participation. It may still be possible for the Water District to get an IGA with the County and then be part of what they already pay to use the service. Everything is up in the air. The District Clerk will be having a conference call with the County and City of Portland next week and continue to investigate the possibility of using the Everbridge system.

The other system is the FEMA, Integrated Public Alert and Warning System which is like when an Amber Alert is sent out. The District Clerk has received the Best Practices guide for the system, which is 37 pages long, but has not been able to contact the person who handles it in our area. There is not much information for government entities who want to join the system.

There is Flash Alert that local fire districts and water districts subscribe to that notifies the media of an event and customers could either sign up to receive the notifications or could go online and look at the information. The cost to a small entity is \$190 per year. If customers subscribe it would cost us 20 cents and then a very small amount when we sent a message.

Setting up any of the other notification systems is not going to be instantaneous. The District Clerk asked how customers were to be notified if we had a boil water notice tomorrow. The Board responded the customers would need to be called by the office staff.

Sara Grigsby reported that the Frequently Asked Questions list regarding the last boil water notice has been posted on the District Website.

AGED RECEIVABLES

The District Clerk noted there are two accounts that were paid today and another account where the home has been sold and the prior owner will be receiving a final bill. One property that is listed as slow to pay and many penalties is supposed to make payment Thursday and if not they will receive a 48 hour shut off notice so they should be making a payment or have their water shut off.

Jack Garrison said the aged receivables are much better than they used to be.

COMMUNITY OUTREACH AND EDUCATION PROGRAM UPDATE

Sara Grigsby reported she has been working with Jeff Busto on an outreach program meeting. There is a draft presentation. The date for the community meeting is set for March 13 or 14th at the Grange. Discussion. Jack Garrison asked that the power-point presentation be sent out to the Board prior to the meeting. The Grange will be doing a poster to promote the program. Jeff Hargens recommended Sara Grigsby pick a date for the meeting so the information could get out to the community.

MANAGER'S REPORT

The written report was given to the Board.

Jack Garrison stated that two months ago there was a discussion about the Corbett Hill replacement line that Jeff Busto and Jeff Hargens were going to meet with the County about the project. Has that meeting happened? Jeff Hargens answered he has not heard about a meeting.

The District Clerk distributed a summary of the costs for the recent water main break.

Jack Garrison stated that Jeff Busto mentioned there were some issues with the new water meter installation but did not go into details. The District Clerk responded that it could possibly be that when the old meters are replaced some of the locations were miss-identified on the information from the meter installation crew. The job is not done yet.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Malcolm Freund noted that in the January meeting minutes the District Manager said we were going out for a grant for the meters but the window for the grant closed the end of February. Did we apply? The District Clerk responded the Manager's statement in January was incorrect. The grant period does not end the end of February that is when it starts.

SUGGESTIONS FUTURE AGENDA ITEMS

REVIEW ACTION ITEMS FOR NEXT MONTH

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

ADJOURNMENT OF THE MEETING

Jeff Hargens made a motion to adjourn the meeting at 8:33 p.m. Sara Grigsby seconded the motion, all were in favor, motion carried. (4 yes votes: S Grigsby, Bob Gaughan, J.Garrison & J.Hargens 0 no votes)