

**CORBETT WATER DISTRICT  
BOARD OF COMMISSIONERS  
March 20, 2018**

**BOARD MEMBERS PRESENT:** Jack Garrison, Bob Gaughan, Kevin Wilhelm and Sara Grigsby

**BOARD MEMBERS ABSENT:** Jeff Hargens

**STAFF PRESENT:** District Manager Jeff Busto, Assistant Clerk Lynda Ronell and District Clerk Gail Griffith

**AUDIENCE MEMBERS** David Jacob of Hydra Engineering, Malcolm Freund and Sue Fry. Mike Griffith arrived at 8:00 p.m.

Board Secretary Bob Gaughan called the meeting to order at 7:31 p.m.

**APPROVAL OF THE AGENDA**

Bob Gaughan asked if anyone had any changes or additions to the Agenda. Jack Garrison asked if the “go forward” strategy on discrepancy items on the Sanitary Survey could be added. This will be covered in the Manager Report. Jack Garrison made a motion to accept the Agenda as written. Kevin Wilhelm seconded, all were in favor, motion carried. *(4 yes votes: K.Wilhelm, J.Garrison, S.Grigsby & B.Gaughan 0 no votes)*

**MINUTES**

Secretary Gaughan asked if there were any corrections to the February 27, 2018 regular Board meeting minutes. Jack Garrison said there is a typo on page 4 line 6, the word “sampls” spelling should be corrected to “samples.” Kevin Wilhelm made a motion the minutes of the February 27, 2018 regular Board meeting be accepted with the correction as discussed. Sara Grigsby seconded, all were in favor, motion carried. *(4 yes votes: K.Wilhelm, B.Gaughan, S.Grigsby & J.Garrison 0 no votes)*

**LEAK ADJUSTMENTS**

**Account #2100-00:** The Board reviewed the information including the Leak Adjustment Request summary and other documents in Board packets. Customer was present. They replaced 500 feet of the line with wirsbo pipe from the meter up to their orchard. Leak was over two billing periods. The Board reviewed the District Manager’s recommendation. Jack Garrison made a motion that account number 2100-00 January billing of 205 units be reduced to 55 units and the March billing of 124 units be reduced to 55 units. Kevin Wilhelm seconded, all were in favor, motion carried. *(4 yes votes: K.Wilhelm, B.Gaughan, S.Grigsby & J.Garrison 0 no votes)*

**Account #8085-00:** Board reviewed information in their Board packets. Customer was not in attendance. This customer has requested two prior leak adjustments and this is the third. The property has been sold. Discussion of notifying the new owner of three leaks and that they would need to replace the line in order to qualify for any further leak adjustments. Further discussion. Jack Garrison made a motion account number 8085-00 January 8, 2018 bill be adjusted to 50% from 90 units down to 45 units and the February 27, 2018 bill be adjusted 50% from 51 units down to 26 and that the District staff notify the new owners of the history of leaks at the property and if there is another leak there will be no leak adjustments unless the line is replaced. Kevin Wilhelm seconded, all were in favor, motion carried. *(4 yes votes: K.Wilhelm, B.Gaughan, S.Grigsby & J.Garrison 0 no votes)*

Jack Garrison said the Board needs to review the current leak adjustment policy regarding the timeframe from when a leak is discovered until the leak is repaired and a leak adjustment is requested. Sara Grigsby commented we need to define what responsiveness by the customer means in terms of a time period. The District Clerk noted there is currently a timeframe in the Board policy. This discussion to continue at April meeting.

## **TREASURERS REPORT**

Sara Grigsby had no written Treasurers Report. Sara Grigsby reported she reviewed all the bank statements and revenue and expense report in the Board packet. She said she discussed the information with the District Clerk at the office. Sara Grigsby noted there is great detail in the “Revenue and Expense” report including the explanation of items charged on the credit cards and what account they are charged to.

Jack Garrison asked if there is any claim for unemployment anticipated. The District Manager responded we have not received anything from unemployment office at this time. Jack Garrison said he would like to make sure that if a claim is received the Board receives full information on what the claim is and the amount. The District Manager noted that Special District legal advice was received regarding the process for the employee leaving the District and their resignation. If a claim is filed the Board will be notified.

Sara Grigsby made a motion the Treasurer’s Report for February 2018 be approved. Kevin Wilhelm seconded, all were in favor, motion carried. *(4 yes votes: K.Wilhelm, B.Gaughan , S.Grigsby & J.Garrison 0 no votes)*

## **WORKERS COMPENSATION POLICY**

The Board reviewed information in their Board packets. Jack Garrison said the classification for the office staff and the two utility workers would not change. Changes would only affect the District Manager position. Jack Garrison asked if it was possible to have a percentage split for Jeff Busto, such as 80% Manager time and 20% field time. The records would show this type of split. He said the Manager should be listed in two job classifications rather than just Waterworks operators. Jeff Busto asked what the split would save, record keeping would need to be perfect. The District Clerk said the information for Workers Compensation requires “verifiable time records” if a position is in more than one classification. She continued that there is nothing showing an employer can use a percentage system. Kevin Wilhelm commented that in his business he quit trying to split out time in different classification because when Workers Comp audits unless the record keeping is perfect they will put the time at the higher classification. Bob Gaughan noted that we need to know how much we will save in workers’ comp because we don’t want to save \$5.00 and then have it cost \$20 in District Clerk time doing the payroll. The District Clerk will check to see if a percentage split could be used for the District Manager position.

Our Agent of Record, Wilson Heirgood , will be going to SAIF for an additional quote in April.

Jack Garrison was concerned that we have had very few claims and asked if there is a way to have the risk factor/modifier reduced or is there a way to have some type of “deductible” to get a lower modifier.

More information will be provided for Workers Compensation discussion at the April Board meeting.

## **REVIEW OF EMPLOYEE BENEFITS PACKAGE INCLUDING HEALTH INSURANCE**

The Board received information in their Board packets regarding Board policy related to full and part-time employee benefits. This information provides background on how changing full time and part-time designation would affect health insurance benefits. Full time employees receive vacation and health insurance benefits and part-time employees who work twenty hours or more per week receive these benefits at a pro-rated amount. Sick leave and holiday is provided to all employees and is pro-rated for part-time employees including those who work less than twenty hours per week. PERS pension is not affected by the full time hourly designation.

The District Clerk said reading this information it states that 40 hours is a full time employee. Depending upon what rule changes occur or the contracts that are developed for health insurance carriers and since the District has designated 40 hours as full time than anyone working less than that may not be eligible for health insurance coverage. Gail Griffith continued that the only position that would be effected regarding Health insurance if full time is left at 40 hours is the District Clerk position. The only job description that specifically lists numbers of hours is the District Clerk which is part-time at 32 hours per week. The current policy for health insurance, through the end of the year, is not affected and the District Clerk position is covered at a pro-rated amount. If the Board wants to change the full-time designation it should be completed prior to the renewal period. Bob Gaughan said this discussion will continue in the future and we may need to change our policy.

## MANAGER'S REPORT

District Manager Jeff Busto went over the Manager's Report that was included in the Board packet. A supplement to the report was distributed to the Board members.

Jack Garrison asked what the cost of the security gates and fencing at the headworks would be. Jeff Busto responded \$3,000 at each headworks. \$6,000 total for both.

Short discussion on how well the electronic correlator (leak detector) worked finding the main break on Larch Mountain Road. Oregon Association of Water Utilities provided the leak detection service free to the Water District since we are a member

Jack Garrison asked if the five or six major deficiencies listed in the Sanitary Survey had a go forward strategy with estimated costs. Jeff Busto went over the six items.

1. The bypass piping of disinfected water around both the clearwell and the reservoir.

No estimate of cost at this time. It should be time and material. We don't know what is in the ground and the "as built" that we have for the treatment plant are not correct. We will have to dig it up to take care of it because it will put us out of service. We do not know what parts we will need. This should be done the first week of April.

2. Measure and record chlorine residual at least twice a week in the distribution system.

This is being done now, no additional costs. This is done in house through an email to or phone to Oregon State Health. This will be done twice a week from now on.

3. Overflow pipe outlet on the clearwell

We should be able to complete this using a screen we have so there should be no additional costs. This should be done the first of April.

4. Finished water used as carrier water to mix with the soda ash injection after the filter plant.

Cross connection device has been purchased. We just need time to put it in. The unit was \$230. It should be about an hour of time and we will have it tested in house. This will be done the first or second week of April.

5. Monitoring not current.

There is a new lab in Bend opening up which we will try. We have been having trouble with the local lab getting our samples done. We will UPS for shipping of the samples. In regards to the lead and copper samples these will be done in the fall. David Jacob said lead and copper testing is about \$500. Lead and copper testing is done every three years.

6. Incomplete written operations protocol for operators not certified at the required level.

This has been taken care of. No cost.

Jack Garrison said, so the bottom line is hopefully by next month's Board meeting most of these items will be completed.

Jeff Busto stated that the recent leak on Larch Mountain was a serious situation and the field crew and office staff worked together and did an amazing job.

**PUBLIC COMMENTS**

No comments.

**SUGGESTIONS FUTURE AGENDA ITEMS**

Those noted during the meeting.

Jack Garrison said we need to discuss and change the Portland consumer price index (CPI) reference in the cost of living resolution.

**REVIEW ACTION ITEMS FOR NEXT MONTH**

Noted.

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

None

**ADJOURNMENT OF THE MEETING**

Jack Garrison made a motion to adjourn the meeting at 8:37 p.m. Kevin Wilhelm seconded, all were in favor, motion carried. *(4 yes votes: K.Wilhelm, B.Gaughan, S.Grigsby & J.Garrison 0 no votes)*