

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
May 21, 2019**

BOARD MEMBERS PRESENT: Sara Grigsby, Kevin Wilhelm and Bob Gaughan. Jeff Hargens arrived at 6:35 p.m.

BOARD MEMBERS ABSENT: Jack Garrison

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

AUDIENCE MEMBERS: David Jacob, Malcolm Freund and Mike Griffith

Bob Gaughan called the meeting to order at 6:30 p.m.

APPROVAL OF THE AGENDA

Sara Grigsby made a motion to approve the Agenda. Kevin Wilhelm seconded, all were in favor, motion carried. *(3 yes votes: S Grigsby, B Gaughan & K.Wilhelm 0 no votes)*

APPROVAL OF THE MINUTES APRIL 16, 2019 REGULAR BOARD MEETING

Sara Grigsby made a motion to approve the April 16, 2019 Regular Board meeting minutes as presented. Kevin Wilhelm seconded, all were in favor, motion carried. *(3 yes votes: S Grigsby, B Gaughan & K.Wilhelm 0 no votes)*

TREASURERS REPORT APRIL 2019

Sara Grigsby addressed the Board. She stated she had reviewed the information and did not see any problems.

Sara continued and said there were a couple items she thought were worth noting. Chris Dials meter installation crew has completed their work and has been paid. H.D. Fowler will be paid soon. They have completed their work on the meters.

(Jeff Hargens arrived at this point in the meeting)

Sara Grigsby noted there was a payment to Lovett for a repair of a leak on Mershon road that happened earlier this calendar year. She continued that in the report of accounts the interest earned on money we hold in the Local Government Investment Pool has earned more money than we estimated during the Budget process last year.

We have a State Local Government account, which used to be a Money Market account, that has earned \$0.99 in interest this year. The account usually holds about \$10,000. Sara Grigsby questioned why we need this account. The District Clerk stated the account is no longer used. There was a consensus the account should be closed. The District Clerk will request the account be closed.

Sara Grigsby made a motion the April 2019 Treasurers Report be approved as presented. Kevin Wilhelm seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, JHargens, B Gaughan, K.Wilhelm 0 no votes)*

WELL UPDATE

Jeff Busto said he has been in contact with Tim Shell of Wallis Engineering and Chris Augustine of SCS. They have been moving forward working on the project. There is a pre-application meeting with Multnomah County Planning next week.

OUTREACH EDUCATION PROGRAM UPDATE

Sara Grigsby reported that for Drinking Water Week she compiled information and sent that out to the school for the teachers to use. In order to set up a tour for the children or any other activities we would need to start about a year in advance. Posters were also made.

National Night out will not be held this year so we will not do that this year. The next event will be tours to the Treatment plant. If we use buses it could cost \$60 to \$125 per year. Discussion of confirmed reservations.

Discussion of options to using buses. The District Clerk will check District liability for use of private vehicles. Sara Grigsby and Jeff Busto will meet to set a date for the tour.

OLD BUSINESS AGENDA ITEMS 3, 4, 5 AND 6 WILL BE COVERED IN THE MANAGER'S REPORT

WORKERS COMPENSATION INSURANCE RENEWAL JULY 2019 - JUNE 30, 2020

The Board received the Special District Insurance Service Workers Compensation renewal information in their Board packets. The District Manager will complete the "Self Insured Loss Control Annual Evaluation" for the District. Jeff Hargens made a motion to renew the Workers Compensation Insurance with SDIS. Sara Grigsby seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, JHargens, B Gaughan, K. Wilhelm 0 no votes)*

EMPLOYEE EVALUATION POLICY & PROCEDURE REVIEW

The Board received information about evaluation policies and sample forms in their Board packets. Sara Grigsby asked if the evaluations were being conducted. Jeff Busto said he is behind in the evaluations. The District Clerk and Assistant Clerk have not had evaluations by the current Manager. Jeff Busto stated one employee did receive an evaluation when he received a wage increase and the other employee when he finished his six months probation. The evaluations are done on the anniversary of hire dates. Discussion of the District Manager's position.

Bob Gaughan said he did not care for the evaluation form. The Board agreed that the evaluation for the manager will be held at the June 18, 2019 Board meeting. Evaluation forms will be sent out to each Board Member. Each member will complete the form and send those completed forms in to the Clerk and she will work with the Board President to compile the information. Sara Grigsby said we need to have a set of goals on an annual basis and complete evaluations. Jeff Hargens noted that if you grade the Manager "good or bad" you should include comments.

DISTRICT MANAGER MEDICAL LEAVE

Jeff Busto stated he will be having hip replacement surgery in the near future. He will have the surgery in Idaho. Hopefully he will be off work for less than three weeks. Short discussion. While he is off work David Jacob will be Direct Responsible Charge (DRC).

MANAGER'S REPORT

The Board received the report by email prior to the meeting.

Jeff Busto went over the report with the Board. Copy of the Report is attached to these minutes.

South Fork- Discussion of low stream levels. Sara Grigsby asked if Southfork has been cleaned. Jeff Busto said it will not do any good to clean it now. There is no water there. Discussion. Jeff Hargens and Kevin Wilhelm said it should be cleaned now. Jeff Hargens said if we are down to one in-take we need to move forward with the well. Jeff Busto said Southfork will be cleaned out by the next Board Meeting.

Surplus Vehicles-

Jeff Busto noted the vehicles did not get to the May Auction. Two vehicles need repairs. Jeff Busto stated the vehicles will go in to the auction next week.

Kevin Wilhelm made a motion the surplus vehicles be taken to the June 2019 CIA Auction. Jeff Hargens seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, JHargens, B Gaughan, K. Wilhelm 0 no votes)*

Meter Replacement -

Jeff Hargens asked what the plans are for replacing the last 25 meters and the larger meters. Jeff Busto replied that a contractor will be putting in the six inch meter. Jeff Busto said we have had other things come up and some of the meters with broken curb stops can take a day to replace. He continued that he is actively trying to hire another person for July 1.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

No comments.

HYDRO TURBINE INVERTER - SURPLUS

David Jacob stated the Rhododendron Water System is putting in a hydro turbine and ran into some issues with the inverter. Corbett Water has two inverters that are not being used. David Jacob said he is interested in buying one of the inverters. Jeff Busto said he has no objections to selling one of the inverters since we have no plans to replace our turbine. If the District decided to repair our hydro generator we would upgrade and need new inverters. One inverter is worth \$750. District Manager Jeff Busto stated he would be interested in trading hydro engineering time and labor in exchange for the inverter. Board Members had no objections.

Jeff Hargens made a motion to pass a resolution to declare one of the hydro inverters surplus and that the District Manager be directed to sell or dispose of the inverter to the best advantage of the District and receive a value of not less than \$750.00 for the inverter. Bob Gaughan seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, JHargens, B Gaughan, K. Wilhelm 0 no votes)*

SUGGESTIONS FUTURE AGENDA ITEMS

Performance Review

Auction Results if available

Meter Replacement Update and random comparative study of at least 20 meters to show usage from last year compared to this year with new meters.

South Fork Clean up

Aged Receivables Quarterly Report

The Budget Hearing will be held just prior to the regular meeting in June.

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

ADJOURNMENT OF THE MEETING

Jeff Hargens made a motion to adjourn the meeting at 7:50 p.m. Bob Gaughan seconded the motion, all were in favor, motion carried. *(4 yes votes: S Grigsby, JHargens, B Gaughan, K. Wilhelm 0 no votes)*