

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
June 18, 2019**

BOARD MEMBERS PRESENT: Sara Grigsby, Kevin Wilhelm , Jeff Hargens and Bob Gaughan by phone

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, Dan Graff and Tim Shell of Wallis Engineering

Secretary Jeff Hargens called the meeting to order at 6:15 p.m.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES MAY 21, 2019 REGULAR BOARD MEETING

Kevin Wilhelm made a motion to approve the May 21, 2019 Regular Board meeting minutes as presented. Sara Grigsby seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, B Gaughan, J.Hargens & 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 that she did discuss the Budget with the District Clerk.

Sara Grigsby made a motion the May 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)*

DISTRICT MANAGER EVALUATION - This was scheduled as an Executive Session pursuant of ORS192.660(2) (i) to review and evaluate job performance for the District Manager.

District Manager Jeff Busto stated he would prefer the evaluation be held in open session. There was no executive session.

Bob Gaughan thanked the District Clerk for getting the evaluation forms to him and keeping him involved in the preparation of the evaluation. Jeff Busto was given a copy of the evaluation forms that included scores and comments from all five Board members. The Board reviewed the compiled evaluation form with the District Manager Jeff Busto and gave a score as a group for each item. Jeff Busto said he appreciated everyone's constructive criticism. He said he will focus on maintaining the things he is doing well and make a strong effort to improve in areas he is lacking in. The Board thanked Jeff Busto.

WELL UPDATE

There was a pre-application meeting with Multnomah County attended by Jeff Busto, Jeff Hargens, Sara Grigsby, Gail Griffith and Tim Shell of Wallis Engineering. Tim Shell, Wallis Engineering, said the biggest question that came out of the County Pre-app meeting was to decide if you want to go with a lot creation or an easement. Both are allowed by State law. The easement would eliminate the need to have an area for a drain field and set backs would be reduced. If the building is constructed with fire proof material it may reduce the right of way setbacks. Discussion if an easement affects owner's ability to build a house on the property. Tim Shell said that should be addressed in the conditional use permit process. Jeff Hargens, property owner, stated he would rather go with an easement. The District Clerk noted she had copies of three easements between Baker Brothers logging and Fire District #14. The easements are for stormwater runoff, an underground water storage tank for fire suppression and one for a well for drinking water. These easements all have the statement "*The easement described above shall continue for an indefinite period, always subject, however, to the following specific conditions, restrictions and consideration: So long as said easement is used for public fire protection purposes. When said easement is no longer so used this easement shall automatically terminate.*" These easements were all recorded with Multnomah County. Similar wording could be used in an easement for the well site.

There was a One-Stop Grant meeting attended by Jeff Hargens, Sara Grigsby, Gail Griffith, Jeff Busto (by phone) and Tim Shell of Wallis Engineering. Jeff Hargens stated what he took from the meeting is we are well over a year out for getting water rights for the well. Tim Shell said that it is his understanding the State has to respond no longer than 180 days. There is always the possibility it could be appealed which could extend the time. Planning on a year to receive water rights would be prudent. The well could be used as storage (ASR) without water rights.

Jeff Hargens said he would like a pre-application meeting with the Water Master be set up to start the process to get our water rights. There will be a transition with new Board Members and we need to bring them up to speed. We need to have public meetings about the well and funding options. Chris Augustine will work on getting the meeting set up with Oregon Water Resources Department.

Discussion of the September 15 letter of intent for Oregon Health Authority funding consideration. Board looked over funding scenarios provided from the One-stop meeting. Discussion of raising rates and/or base rate increase to fund the well project.

OUTREACH EDUCATION PROGRAM UPDATE

Sara Grigsby reported there will be a tour of the Treatment Plant and Headworks on Saturday, July 13, 2019 from 9:00 a.m. until 12:00 p.m. We will meet at the Water District Office and the District will rent vans for the tour. We will need drivers for the van.

In regards to outreach in the community Jeff Busto will be attending the monthly NEMCCA safety meetings to represent the Water District.

VEHICLE AUCTION

The vehicles have not gone to auction. The vehicles will be picked up by the auction company and be in the August 3, 2019 auction. They will be first in line at the auction which usually brings better saleprices.

Bob Gaughan asked if we have a water break and all of the trucks are gone what do we do without a dump truck. Jeff Busto responded the contractor we use will have their own dump truck.

Jeff Hargens made a motion the surplus vehicles be taken to the August 3, 2019 CIA Auction. Kevin Wilhelm seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, JHargens, B Gaughan, K.Wilhelm 0 no votes)*

METER REPLACEMENT

Jeff Busto stated there are still meters that need to be replaced. Jeff Hargens asked if other than going to look at each meter what needs to be done to get the meter replacements completed. Jeff Busto will go out and look at each meter and get a plumber to come and do work that requires a plumber so we can get the meters replaced. Not all of the meters will need a plumber.

Board reviewed the random sample summary of water usage from 2017 and 2018 compared to 2019 after meter replacement. Sara Grigsby said she was thinking the new meters were going to show us how much water people are really using. Jeff Busto said he didn't think the summary was a very accurate representation. He said we will look at it again after a few more billing cycles and look at the total amount being sold compared to prior years.

SOUTHFORK CLEAN UP

Southfork has been cleaned up.

DECLARATION OF SURPLUS PROPERTY Resolution 2019-06-18

This Board declared the hyrdo inverter as surplus during the May 2019 Board Meeting. The Board signed the resolution.

AGED RECEIVABLES QUARTERLY REPORT

The Board received the Aged Receivables report in their Board packets. Board was pleased with the reduction in outstanding bills.

PAYROLL COST OF LIVING ADJUSTMENT

The Board received a written request from the District Manager for a cost of living increase for all employees effective July 1, 2019. Sara Grigsby made a motion to give all employees a 2.9% cost of living increase effective July 1, 2019. Kevin Wilhelm seconded, all were in favor, motion carried. *(4 yes votes: K.Wilhelm, B.Gaughan, S.Grigsby & J.Hargens 0 no votes)*
Jeff Busto thanked the Board.

MANAGERS REPORT

The Board received a copy of the report in their Board packets. A copy of the report is attached to these minutes. The District Manager read the report aloud.

Jeff Hargens requested that the rest of the meters be replaced prior to the Manager's surgery on August 19, 2019.

PUBLIC COMMENTS

None

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

All of the Board Members thanked Kevin Wilhelm for his service.

ADJOURNMENT OF THE MEETING

Jeff Hargens made a motion to adjourn the meeting at 7:52 p.m. Bob Gaughan seconded the motion, all were in favor, motion carried. *(4 yes votes: S Grigsby, JHargens, BGAughan, K.Wilhelm 0 no votes)*