

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
June 19, 2018**

DRAFT

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

BOARD MEMBERS ABSENT:

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

AUDIENCE MEMBERS Malcolm Freund, David Jacob, Chris Augustine of Aspect, Tim Shell of Wallis Engineering, Michele Abramson and Bill Maxson who arrived just after 7:00 p.m.

President Jeff Hargens called the regular meeting to order at 6:55 p.m. directly following the 2018-2019 Budget Hearing.

APPROVAL OF THE AGENDA

Jack Garrison asked that a line item #6 be added to Old Business, called "Leak Adjustment Policy".

Jack Garrison made a motion to accept the Agenda for the June 19, 2018 Board meeting as modified. Kevin Wilhelm seconded, all were in favor, motion carried. *(5 yes votes: K.Wilhelm, J.Garrison, B.Gaughan, S.Grigsby & J.Hargens 0 no votes)*

MINUTES

The Board reviewed the May 15, 2018 Board meeting minutes. Bob Gaughan asked why there was not clarification that they are draft minutes and if the heading should include that it is a "Board Meeting". The District Clerk apologized that she had copied the minutes prior to adding the "draft" watermark. Jack Garrison said on Page 3 under the third paragraph the last word on the sixth line "putthe" should have a space to read "put the". He continued on Page 4 the last word on the first paragraph is misspelled "aquafir" should be spelled "aquifer"

Jeff Hargens asked if there were any other corrections. There were none. Kevin Wilhelm made a motion the minutes of the May 15, 2018 regular Board meeting be approved as modified. Sara Grigsby seconded, all were in favor, motion carried. *(5 yes votes: K.Wilhelm, J.Garrison, B.Gaughan, S.Grigsby & J.Hargens 0 no votes)*

LEAK ADJUSTMENTS

ACCOUNT #4675-00: The customer, Michele Abramson, addressed the Board. She explained she fixed the leak and put in isolation valves along the 1/8th mile line. She continued that she is getting quotes to re-do the entire line. She is hoping to replace the line this summer. Jeff Hargens said if she is planning to replace the line the usage should be reduced down to the average of 15 units and if there is another leak and the line has not been replaced no leak adjustment will be granted. Kevin Wilhelm made a motion to reduce account #4675-00 April 27, 2018 bill of 67 units down to previous use average of 15 units. Bob Gaughan seconded, all were in favor, motion carried. *(5 yes votes: K.Wilhelm, J.Garrison, B.Gaughan, S.Grigsby & J.Hargens 0 no votes)* It was understood that no further leak adjustment will be given unless the line is replaced.

ACCOUNT #2646-00: The customer was not present at this time. Discussion that this is a landlord - tenant problem. Jack Garrison noted that nothing has been paid since August on this account. Jeff Hargens noted there is nothing to adjust other than the renter left the water running. Staff reported the water has been shut off. Tenant received policy and forms for a leak adjustment. We received a form with no proof of repair. We contacted the tenant and he said the invoices were boxed up since he had moved from the property. Jeff Hargens made a motion not to adjust account number 2646-00. Jack Garrison seconded, all were in favor, motion carried. *(5 yes votes: K.Wilhelm, J.Garrison, B.Gaughan, S.Grigsby & J.Hargens 0 no votes)*

Additional consideration of Account #2646 when customer arrived later in the meeting. Jeff Hargens said the Board reviewed the information on the account and decided to deny the request for an adjustment. He continued that the Board understands there was a bad renter at the property and the owner was left with a large bill. The owner, Mr. Maxson, addressed the Board. He explained that the property had been leased to a group that was planning to grow marijuana. In order to do this an irrigation water line was put in with a new meter. Mr. Maxson said he did not know that the renter was in arrears on the irrigation line. The renter has left. The renter did use water to keep his cargo van cool and there was a leak. The residential account is current. Mr. Maxson said he was not aware of the outstanding bill until after the fact and that is why he is asking for an adjustment. Jeff Hargens responded that District policy does not handle this type of situation. It addresses leak adjustments but not something related to a bad debt of a renter. Sara Grigsby asked if there is policy to provide a copy of water bills to the landlord. Assistant Clerk Lynda Ronell responded there is, however in this case we did not know at the time the account was opened that Mr. Maxson was the landlord. Once the office knew he was the landlord the bill was sent to Mr. Maxson. That was just in the last three to four months. Mr. Maxson asked why he was not notified when the bill went up. Jeff Hargens responded that it was just over the last two billing cycles that there was usage and it didn't appear excessive when compared to the prior year.

ACCOUNT #2646-00 continued.

Short discussion of requirements for deposits.

Extension to File a Leak Adjustment ACCOUNT #9212-00: District Clerk reported the water at this location is off and they have been paying \$120 at a time on the account. They are working on the line and have found several leaks which they are repairing. Since the 45 day limit to apply for an adjustment is approaching they are asking for an extension to file their adjustment until they make sure they have found and fixed all of the leaks. Jack Garrison asked if they have any idea when they will have the leaks fixed. Assistant Clerk Ronell responded that last week they said they are close to having found the last leak. Short discussion. Sara Grigsby made a motion account number 9212-00 be given an extension to file a leak adjustment for their leak of January 8, 2018 by the July 17, 2018 regularly scheduled Board meeting. Kevin Wilhelm seconded, all were in favor, motion carried. *(5 yes votes: K.Wilhelm, J.Garrison, B.Gaughan, S.Grigsby & J.Hargens 0 no votes)*

TREASURERS REPORT

Treasurer Sara Grigsby said she signs and reviews most of the checks and reviews the records monthly with the District Clerk. She did the review for both April and May 2018. Sara continued that she appreciates that the aged receivables have been reduced so dramatically. The other item she touched on is that the Staff has developed a Project Summary form for when a contractor goes out on a job for the District. This form is great for comparing our records of a job with what the contractor bills. Jack Garrison made a motion to approve the April 2018 treasurers report as presented. Kevin Wilhelm seconded, all were in favor, motion carried. *(5 yes votes: K.Wilhelm, J.Garrison, B.Gaughan, S.Grigsby & J.Hargens 0 no votes)*

Jack Garrison asked regarding the May report if the \$3,000 that was withdrawn from the Money Market account would be replaced and why was it moved to the Checking account. The District Clerk said she had been concerned about some large bills that were coming in and thought it wise to transfer the money. The District Clerk said she would transfer the money back. Jack Garrison made a motion the May treasurers report be approved as presented. Kevin Wilhelm seconded, all were in favor, motion carried. *(5 yes votes: K.Wilhelm, J.Garrison, B.Gaughan, S.Grigsby & J.Hargens 0 no votes)*

PROPOSAL REGARDING COST AND FEASIBILITY OF DRILLING A WELL

Mr. Tim Shell, Senior Engineering with Wallis Engineering introduced himself and Chris Augustine, Senior Hydro-geologist with Aspect Consulting. Information was distributed to the Board. (copy of handouts are attached to the Board minutes) Tim Shell explained he had received information and met with Jeff Busto to discuss the possibility of preparing a plan related to getting a well in place for the District. Chris Augustine thanked the District Manager for inviting them to the meeting. He went through the information provided in the handouts. He explained that aquifer storage and recovery (ASR) is included as an option. It is technology where you can take treated surface water and using a ground water well inject the treated water into the aquifer to store it there. Hundreds of millions of gallons can be stored. Storing water from the higher flow of water available in the winter allows you to have additional water available during peak use in the summer.

Sara Grigsby asked if there were limits on how much water can be pulled from the stream to store for use later. Chris answered that we would be limited by our already authorized surface water rights.

Chris continued going through the handouts. He said we need to get into the Columbia River Basalts to find our aquifer. We would want to be near the Water Treatment Plant with our well if possible. In the original report the District received they discussed using an eight inch casing down to 800 feet for a test well. Chris said in his thinking we would need to go deeper. There is the option to drill a smaller well and see if the water is there, which would save a little money up front. However then you could end up with a well that can only be pumped at 400 gallons per minute. The cost difference to start out with a bigger well, rather than digging a smaller test well, is only 25 to 30%. Jeff Hargens stated that in the previous report we were told we cannot dig in the Sandy River Basin. Chris said the Sandy River is over- appropriated. If you go into the Columbia River basalts that puts you into an aquifer that is called confined or isolated. The benefit is that near the Treatment Plant there are faults in the Columbia River Basalts which can limit ground water movement. This will limit ground water connection with the Sandy River. Chris again referred to the handouts. There is a resident in the area on the Sandy River who just received a ground water certificate and they are in the Columbia River Basalts. There is a recent precedent that will help the District. If permitting is possible, with Chris's knowledge of the geology, his recommendation is to drill a test well or a final design well about 1,300 feet. This would, based on his understanding, penetrate the basalt aquifers. This would allow for a well with a flow of about 1,000 gallons per minute. The cost to take a well down to 1,300 feet is currently 1 to 1.5 million dollars.

PROPOSAL REGARDING COST AND FEASIBILITY OF DRILLING A WELL continued

Chris Augustine continued and said before anything is done he would recommend having a pre-app meeting with the State where you bring more information than you had in the past and provide enough information that they can buy into it. If for some reason they do not agree with your information you can still drill a test well and use it as ASR. The District has the source water right and could get a limited license through an application to test aquifer storage and recovery. This would allow you to inject the water in and pull it out. There are requirements for leaving some of the water.

Jeff Busto noted that if the District goes with ASR that will negate the need for a Reservoir at the cost of half a million dollars.

Jeff Hargens asked if we went through the process of establishing the location and the initial permitting stage what is the time frame on the different stages. Chris Augustine responded that if we went with a ground water source it would be approximately a year processing time for review, comment and decision. The test well could be drilled ahead of that if we considered ASR.

Chris Augustine said there are grants available through USDA Department of Rural Development and the Oregon Water Resources Department.

Tim Shell of Wallis Engineering addressed the Board. He said the next step to take is to decide what the District wants to do. Do you want a well and if so what capacity are you looking at. Do you want a reservoir and if so what size or do you want to go with an ASR program. Once the decision is made then potential sites for the well or reservoir would be determined. Prepare a siting analysis and costs dependent upon site.

Jeff Busto noted that statewide there are many water districts that are in trouble. Streams are low. We have serious problems with demand and we will be looking at the possibility of conservation measures. Jeff Hargens said we need to plan on growth and the weather cycle for now is running towards being dryer.

Jeff Hargens said this is a good start in a long process. He asked if the Board sees value in moving forward and signing up with these gentlemen or some other companies. We need to move forward with the process. Jeff Hargens continued and said our first decision should be how many gallons per minute do we need. Something that meets our full needs or something that we could get by on. Jack Garrison said we need to see how the costs of the project would fold into the budget for the next four to five years. Tim Shell stated that as far as a next step he and Chris could work with Jeff Busto and prepare a proposal, and work to figure out what the scope of the work would be and then come to the Board with the costs. Jeff Hargens said he would like a proposal that considers if we were to go for a 500 gallon per minute well or 1,000 gallon per minute well.

Willis Engineering and Aspect Consulting will work with Jeff Busto to bring a proposal to the Board.

REVENUE FROM FILTER POND 1B ALTERNATIVE USE

Jeff Hargens suggested that the Board wait for the proposal from Jeff Busto and the Engineering company. That would determine how we use the funds. Jack Garrison noted that since the Board passed a resolution for the filter pond and the public understood that is what the money would be used for when we make a decision on the alternative use we need to have a public hearing. The District Clerk stated that there is a notice in the CCR Newsletter and on the District website that the alternative use of the funds is being discussed at the June and July Board meetings.

DRAFT RESOLUTION 2018-04-25 AMENDMENT TO RESOLUTION 1999.02 Wage and Salary- Cost of Living

The first and second readings were held at prior meetings. The Board signed the resolution.

METER AUDIT

Jeff Busto said we had fifteen meters tested. Some were randomly pulled and others had failed. The Board received a hand out with the summary of information. The information shows we could be losing as much as \$300,000. Jack Garrison asked how many meters have failed on a monthly basis. Jeff Busto responded two to three. Jack Garrison said if the failed meters are pulled from the group of tested meter the other meters are running at about 90% efficiency. Short discussion. Jeff Busto encouraged the Board to consider changing all of the meters out at once. Jack Garrison asked if the Board could get the full turnkey costs for the meters and the life of the meters. Jeff Busto stated that if we buy less than 1,000 meters they will cost \$40 more per meter. The ball park price on replacing all of the meters with installation is \$300,000. The Board asked Jeff Busto to bring three quotes for meters to the next meeting.

SOUTHFORK INTAKE AND SECURITY MEASURES

Jeff Busto reported the Northfork and Southfork Gordon Creek intakes have been secured with heavy duty cyclone fence gates and fencing panels, obstructing vehicle and foot traffic. They are well signed and security cameras have been installed.

AGED RECEIVABLES

Jack Garrison asked what “account is inactive” means on account 3021-00. Lynda Ronell responded it has been turned off and locked. It is a fire line. It was discussed at a previous Board meeting. Jack Garrison asked if anyone has spoken to the owner regarding the bill. Jeff Busto stated that we have contacted the customer; however, he is not well and has severe dementia. Jack Garrison asked if we could work on this and maybe get something added on to his residential bill monthly to get this resolved. Jeff Busto said we could submit a letter to him. Lynda Ronell noted he did file a leak adjustment request and the Board just asked that Jeff Busto work with him on it and then come back to the Board. His backflow was broken. There is a new backflow and it has been tested. Jeff Hargens asked that if the leak has been fixed then maybe we could give him the leak adjustment and he could pay the base rate.

Jack Garrison asked about account #6850. If they had a leak adjustment does this balance include the adjustment? The District Clerk will prepare an email with an explanation of this account and send it to all the Board members.

LEAK ADJUSTMENT POLICY REVIEW AND DISCUSSION

The District Clerk apologized that the draft Leak Adjustment policy was not ready. She has been working on the CCR report with a newsletter which will be mailed out tomorrow and Lynda Ronell and Steve Smith have been working diligently on the backflow program. These two items took priority over the leak adjustment policy.

Jack Garrison said since backflow was mentioned he understands that the school has replaced their backflow preventer. He asked if the backflow that was in the ground has been sent to a third party to be tested. Jeff Busto responded it has not because we know it is illegal. Jack Garrison asked if the District had contacted the state with the serial number from the backflow that was pulled and asked them if they can tell who signed off on the backflow. Jeff Busto said the serial number was removed. Jack Garrison asked what can be done about this. Jack Garrison explained that the previous District Manager put in a backflow for the school and it was supposed to be tested on an annual basis. Jeff Hargens said it is the schools responsibility to have it tested. The Assistant Clerk stated that the backflow has been replaced and the new one has been tested and passed. Jack Garrison said the issue is during the period it was in the ground who tested it. Jeff Hargens said it is in the past and it has been replaced. Further short discussion.

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, 2018. Sara Grigsby made a motion to give all employees a 3.2% cost of living increase effective July 1, 2018. Jeff Hargens seconded, all were in favor, motion carried. *(5 yes votes: K.Wilhelm, J.Garrison, B.Gaughan, S.Grigsby & J.Hargens 0 no votes)*

EMERGENCY PREPAREDNESS

Tabled until next month.

MANAGER'S REPORT

The District employees have been extremely vigilant looking for and discovering leaks. We have done six leak repairs on water mains and service lines since the last Board meeting.

The District Manager plans to invite East Multnomah County Soil and Water Conservation to the July meeting to discuss how we can work together on conservation and other issues.

PUBLIC COMMENTS

No comments

SUGGESTIONS FUTURE AGENDA ITEMS

Jack Garrison asked that an additional item be added at the beginning of the July meeting to discuss a rotational policy for Board Officers before the election of officers.

REVIEW ACTION ITEMS FOR NEXT MONTH

Noted.

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

None

ADJOURNMENT OF THE MEETING

Jeff Hargens made a motion to adjourn the meeting at 9:20 p.m. Sara Grigsby seconded, all were in favor, motion carried.

(5 yes votes: K.Wilhelm, J.Garrison, B.Gaughan, S.Grigsby & J.Hargens 0 no votes)