

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

July 17, 2018

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

BOARD MEMBERS ABSENT: Bob Gaughan left meeting at 7:25 p.m.

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

AUDIENCE MEMBERS Malcolm Freund and Gordon Fulks

President Jeff Hargens called the regular meeting to order at 6:30 p.m.

APPROVAL OF THE AGENDA

Jack Garrison made a motion to approve the Agenda for the July 17, 2018 Board meeting 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)*

BOARD OFFICER ROTATION OF POSITION- POSSIBLE TERM LIMITS

Jack Garrison passed out a paper he put together regarding rotating officer positions for discussion. Jack Garrison said if you look at Boards and Commissions that have a rotative policy for officers it is good for the Board. It brings different perspectives from the members and allows more Board members to gain more across the Board knowledge. The handout also included a draft amendment for the Board's consideration that addresses implementing a policy. The Board reviewed the hand out. Jeff Hargens stated he has been President for a long time, but, that was for many different reasons. He noted that there is a selection process by vote of the Board for officers. He continued that in the Treasurer's position it takes quite a bit of time to understand the processes. He said he didn't think it improves the Board, because not everyone wants to hold an officer position on the Board. If we rotate positions does that mean everyone would have to be an officer at some point. The District Clerk reported she spoke with Spencer Rockwell, the Attorney for SDAO, about rotating the officer positions on the Board. He emailed that the Board is allowed to set a limit on their internally appointed positions. The Board would need to pass a motion and second which was followed up with a resolution. He didn't have any true feelings either way. He said "As a practical matter, I see our Boards generally go without restriction, and let the Board decide who is in or out. However, each Board is certainly able to set its own internal boundaries." Jack Garrison stated that SDAO had a paper on their website that discussed the attributes of having a rotative policy for Board Officers. Sara Grigsby asked if there was a way to have a "both and" so that we have the spirit of everyone needing to be educated on all the roles and everyone needs to participate, but, understanding on the other side given your other life you may not have time or skills." How can we build a suggestion of the importance of rotation but an option to opt out if it is "your turn." Jack Garrison said he didn't think there is anything forcing someone to take one position over the other. He continued that he served as Treasurer for a few years and handed it off to Sara and was available to help with the transition. We now have two people who understand the finances of the District. Short discussion of position descriptions for Board officers. The Board further reviewed the paper Jack Garrison had prepared. Discussion. Sara Grigsby said she completely agrees with the intent of shared understanding, shared skills, experience, and responsibility. Some Board members do not want to hold officer positions. It was clarified it is not really a rotation but rather puts a limit on how long someone can serve in a position. Sara Grigsby said that if the Board were to adopt Jack's recommendation for Term Limits it should be adopted moving forward. She suggested removing item #4 from the recommendation. Jeff Hargens said that rotating every two years can be difficult. Some people do not have time to stop by the office, sign checks, etc. Bob Gaughan suggested that rather than a two year term limit we should go to four years. Sara Grigsby said she didn't think the limits should start tonight. Further discussion. Jeff Hargens said the only way to do it is keep it the way it is and encourage rotation. Bob Gaughan suggested that with Jack's proposal the terms should be six years. Jack Garrison said he thought six years would be to long for an officer position.

Sara Grigsby made a motion that the term limits for officer positions be the following: 1. Any commissioner who has served for four or more years in their current position shall not be re-elected to that position. 2. Beginning in Fiscal Year 2018-2019 and for subsequent years, unless amended, no Commissioner shall serve more than four consecutive years in any single position. 3. Nothing precludes a term limited Commissioner from being elected to a

different officer position, for example a term limited Treasurer could be elected to either the President or Secretary

position. Bob Gaughan seconded. Discussion. Jack Garrison said this is a step forward in addressing an issue that has been discussed since 2015. He added that he would like to see less than four year terms but he will vote for four years as a compromise position. The motion was not voted on. Sara Grigsby revised her motion to “beginning in Fiscal Year 2018-2019 and for subsequent years, unless amended, no Commissioner shall serve more than four consecutive years in any single position and nothing precludes a term limited Commissioner from being elected to a different officer position, for example a term limited Treasurer could be elected to either the President or Secretary position.” 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)* Sara Grigsby thanked Jack Garrison for bringing the topic up.

ELECTION OF BOARD OFFICERS FOR FISCAL YEAR 2018-2019

Jeff Hargens nominated Bob Gaughan to serve as President of the Board. Jack Garrison seconded, all were in favor, . *(5 yes votes: K.Wilhelm, J.Garrison, B.Gaughan, S.Grigsby & J.Hargens 0 no votes)* Bob Gaughan was elected President.

Bob Gaughan nominated Jeff Hargens to serve as Secretary of the Board. Kevin Wilhelm seconded, all were in favor . *(5 yes votes: K.Wilhelm, J.Garrison, B.Gaughan, S.Grigsby & J.Hargens 0 no votes)* Jeff Hargens was elected Secretary.

Jeff Hargens nominated Sara Grigsby to serve as Treasurer of the Board. Kevin Wilhelm seconded, all were in favor, . *(5 yes votes: K.Wilhelm, J.Garrison, B.Gaughan, S.Grigsby & J.Hargens 0 no votes)* Sara Grigsby was elected Treasurer.

Bob Gaughan left the meeting at this time (7:25 p.m.) Secretary Jeff Hargens filled in to run the rest of the meeting.

APPROVAL OF THE MINUTES

The Board reviewed the June 19, 2018 Board meeting minutes. Kevin Wilhelm made a motion the minutes of the June 19, 2018 regular Board meeting be approved as presented. Sara Grigsby seconded, all were in favor, motion carried. *(4 yes votes: K.Wilhelm, J.Garrison, S.Grigsby & J.Hargens 0 no votes)*

The Board reviewed the June 19, 2018 Budget Hearing minutes. Jack Garrison made a motion to accept the June 19, 2018 Budget Hearing minutes as presented. Kevin Wilhelm seconded, all were in favor, motion carried. *(4 yes votes: K.Wilhelm, J.Garrison, S.Grigsby & J.Hargens 0 no votes)*

TREASURERS REPORT JUNE 2018

Sara Grigsby reported she met with the District Clerk and went over the information for the month. Sara Grigsby said she is interested in seeing a report of the District’s net profit. Jack Garrison asked what a credit card convenience fee is. The District Clerk explained it is the fee assessed to a customer for using their credit card. Wells Fargo then assesses us the fee. Jack Garrison asked if the \$3,000 had been transferred back from Checking to the Money Market account. The District Clerk replied it has been done. Jack Garrison asked how PGE is calculating charges to the District for electricity at the Treatment Plant compared to what we generate from the Hydro. The District Clerk reported that we basically don’t pay for electricity at the Treatment Plant, however, the generator is broken at this time and we are paying for electricity. The hydro generator is being worked on but is not working at this time. Jack Garrison asked if the two inch meter included in bills is for a new service. The District Clerk replied it is not a new service it is to replace a broken two inch meter at the school. Sara Grigsby made a motion to approve the June 2018 treasurers report as presented. Jack Garrison seconded, all were in favor, motion carried. *(4 yes votes: K.Wilhelm, J.Garrison, S.Grigsby & J.Hargens 0 no votes)*

COST AND FEASIBILITY OF DRILLING A WELL

Gordon Fulks expressed his concern about the cost of drilling a well without a guaranteed water source. Jack Garrison stated there are many projects we need to discuss and prioritize.

REVENUE FROM FILTER POND 1B ALTERNATIVE USE

Tabled until more information is available.

LEAK ADJUSTMENT POLICY PROPOSAL

Jack Garrison said that since we just received the information we should take some time to look it over and by the end of the month send in our comments or proposed changes to the District Clerk . The information could be included and consolidated into the draft policy and reviewed at the next Board meeting.

ENGAGEMENT LETTER AUDITOR RICHARD WINKEL

Jack Garrison made a motion to accept the letter of engagement from Auditor Richard Winkel as presented. Kevin Wilhelm seconded, all were in favor, motion carried. *4 yes votes: K.Wilhelm, J.Garrison, S.Grigsby & J.Hargens 0 no votes)*

EMERGENCY PREPAREDNESS

Topics for discussion should include what is our plan if there is an emergency. We need to discuss how water rationing would be handled and if there should be a public outreach program to educate customers. Sara Grigsby will prepare a one page list of talking points for discussion at the next meeting.

MANAGER'S REPORT

The Board had received the Manager's Report in their Board packets. The District Clerk had additional handouts related to the costs of the meters. Those were passed out to the Board. Jack Garrison said before a decision can be made the Board needs to know what the "turnkey costs of the whole project would be". This would include the meters, software, training, installation, etc. and what our annual recurring cost is expected over the life of the meters. We need to have the life of the meters. 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.

Jack Garrison asked about the damage that a contractor did to the water main. Specifically who is paying for the restoration of service. The District Clerk stated that according to information she has received we will be billing the contractor for the damage. Jack Garrison asked if Reliance Connects hired the contractor. The District Clerk replied yes. There were locates on some of contractors jobs and on others they did not get locates. There was a locate done for the area they were working when they cut through the waterline. Jack Garrison asked if we have a total cost for the damage, repairs, etc? The District Clerk said we do not have a bill from the contractor yet. Jack Garrison said there are additional costs that we should recover since we had to put out a boil water notice. This item will be on the Agenda next month so the District Manager can provide a report to the Board.

Jack Garrison asked for more information from the Manager regarding the surplus, sale, and purchase of vehicles. The Board agreed.

PUBLIC COMMENTS

Gordon Fulks said he thought the CCR Consumer Confidence Report was confusing. There were violations, but there was no explanation. The District Clerk stated that on the left hand column there was more information as to why the violation occurred. The District Manager will be asked about how this can be made more clear.

SUGGESTIONS FUTURE AGENDA ITEMS

REVIEW ACTION ITEMS FOR NEXT MONTH

Noted.

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

Jack Garrison asked if there was any resolution to account 6850 in the aged receivables that was discussed at the last meeting. The District Clerk reported the account now has a balance of \$18.38. \$800 was paid on that account and the customer may be coming to the Board for an additional adjustment. Jack continued and asked if account 3021 had been resolved. This is the fireline. The District Clerk replied that she does not know if the District Manager has spoken with the customer. She continued that Lynda Ronell has gone through the history of the account and compiled all the notes from meetings which has been given to Jeff Busto so he can decide what he thinks is appropriate. The Board asked that the Manager report on this account at the next meeting. Jack Garrison continued and asked if the customers of account 9212 had turned in their leak adjustment request. The District Clerk responded that is the house that recently burned. We did not receive the adjustment form.

ADJOURNMENT OF THE MEETING

Jeff Hargens made a motion to adjourn the meeting at 8:00 p.m. Sara Grigsby seconded, all were in favor, motion carried. *(4 yes votes: K.Wilhelm, J.Garrison, S.Grigsby & J.Hargens 0 no votes)*