

CORBETT WATER DISTRICT



BOARD OF COMMISSIONERS REGULAR MONTHLY BOARD MEETING HYBRID IN-PERSON ~ REMOTE ZOOM MEETING

Tuesday, July 19th, 2022 6:30 p.m. Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy

**BOARD MEMBERS PRESENT: In-Person: Jeff Hargens, Sara Grigsby, and Kelly Piper
Remote: Dan Graff, Fred Sanchez.**

**STAFF MEMBERS PRESENT: Interim Manager David Jacob, District Clerk Ana Linden,
Assistant Clerk Lynda Ronell, SDAO Summer Intern Sophie Annus.**

**COMMUNITY MEMBERS PRESENT: In-Person: Malcolm Freund, Jack Garrison, Michael
Arion, and Gail Griffith. Remote: Angie Kimpo, Cloudy Sears, Jim Morgan, and “Iphone”.**

AGENDA

1. Call to Order – President Jeff Hargens called meeting to order at 6:30pm
2. Roll Call –All board members present
3. Approval of the Agenda – Jeff Hargens moved to amend the agenda to include the election of officers. Sara Grigsby seconded. *(motion passed 5 yes votes, 0 no votes)*
- 3.A Election of Officers – Jeff Hargens elected as President, Sara Grigsby elected as Treasurer, Kelly Piper elected as Secretary. *(motion passed 5 yes votes, 0 no votes)*
4. Approval of the Minutes: 06-21-2022 Budget Hearing Minutes Kelly Piper made a motion to approve, Sara Grigsby seconded, 06-21-2022 Regular Meeting Minutes Kelly Piper made a motion to approve, Fred Sanchez seconded, 06-30-2022 Special Meeting Minutes Jeff Hargens made a motion to approve and Dan Graff Seconded- *(motion passed 5 yes votes, 0 no votes)*
5. Treasurers Report June 2022 – Treasurer Sara Grigsby said that she was looking at June 2022 but also FY 21-22. The over arching theme was what she highlighted. The low main repair costs, the high engineering costs, the costs associated with finding a manager, the overall cost for employees was only 68% of what was budgeted. She compared the disparity between what was spent on contractors to repair mainline breaks in the previous FY with this F. Jeff Hargens made a motion to approve the Treasure’s Report, Kelly Piper seconded. *(motion passed 5 yes votes, 0 no votes)*

OLD BUSINESS

1. New email addresses. – Ana Linden showed the board the plan that she and Sara Grigsby had made for the board to have Microsoft365 email addresses. The emails would be displayed on the website and the meetings would take place on “teams” rather than Zoom. All board to staff communication would be documented via the emails.
2. DWSP Grant Update – Sara Grigsby introduced the Source Water Protection Team: Jim Morgan, Sara Grigsby, Angie Kimpo, Cloudy Sears, and Ana Linden.
3. Building next steps – The staff and Kelly Piper and Sara Grigsby toured the ServePro building that is for sale as a potential place for the district office. The building was very large but would need to be altered for the district’s use. The tour was done because the idea of constructing a new building was discussed at the last meeting, rather than investing \$100,000 this year and most likely \$100,000 next year. Does the current building have seismic upgrades? How well would it perform in an earthquake? Sara Grigsby asked if the board could tour the building and see what the staff had to say about it. Kelly Piper asked if maybe the architect could give us more guidance on what is possible on that lot or how to alter the building, she said that getting a punch list would be important. The board discussed how to tour the building without a quorum and creating the need

for a remotely accessed/public meeting. Jeff Hargens said that he would contact an architect about creating a plan based on our punch list. The board decided to ask the staff to fill out a survey with their thoughts about the building and District Clerk Ana Linden would arrange for 2 tours of the building to review the survey findings.

4. Cabbage Hill Reservoir –Interim Manager David Jacob reported on his plan for fixing the reservoir pressure spikes that had been affecting the surrounding neighbor’s pressure and pipes. He reminded the board why he had to reject the idea of having a proportional level float valve installed (it wasn’t good at deferring to another control and could easily get stuck on). The supplier he had spoken to suggested that we keep the existing float valve. Our current fill cycle is determined by level (much like a toilet) where a float determines level, if the level is too low the “fill” action goes into effect and the reservoir starts to fill. This valve is currently failing and needs to be replaced due to its position in the reservoir. He will also install a valve with pressure reducing and pressure sustaining functions which will prevent the upstream pressure from surging or going really low like it has been. He is also planning on installing a device that, using an algorithm, can take the valve position, and up and downstream pressures and measure flow, which can be connected to our telemetry. The new valve would include an anti-cavitation function and cost \$12,000. Kelly Piper asked if he had been able to talk to Dan Graff about his plans, like the board has suggested at the last meeting. David Jacob said that he had not been able to connect with Dan. Dan Graff asked if a magmeter would be better, that they had found that up to 8” pipe, magmeters were cheaper for telemetry. David replied that the amount of room in the reservoir as well as the power needed for a magmeter made that option cost prohibitive. Jeff Hargens asked Dan Graff if he approved of the purchase of the needed parts and of the plan in its entirety. Dan Graff asked if anticavitation is really necessary. David Jacob said that it is, because the valve is not submerged which means there is 1lb of downstream pressure. Dan Graff agreed that the plan seemed sound, and that although the added telemetry piece would cost \$5000 (of the \$12,000) it was always worth doing – and twice on Sunday. Fred Sanchez asked if there would be any effect on the people who live in that area to their water service. David Jacob said that if he did his job right, Fred wouldn’t notice. David also commented that there is a halt on any new meters that are being fed by that reservoir due to it being flow limited and that this new telemetry could help them determine what the issues are. Dan Graff asked if the Mershon reservoir fill cycle was affecting the pressure at cabbage hill – David Jacob acknowledged that the two reservoirs had been fighting over water and mershon had essentially been robbing Cabbage Hill’s pressure. However he had thinks that this will fix the issue between the two reservoirs.

NEW BUSINESS

1. SDAO Annual Summer Conference – Kelly Piper asked if she could get reimbursed for travel expenses to and from the conference that will be in Salem, Or. She said the conference is free but that she’d like to stay the night. She also read the board policy manual that states that any approved conferences or trainings could be reimbursable expenses by the district. Jeff Hargens made a motion to approve Kelly Piper’s trip to Salem for the district to reimburse of hotels, gas, meals and incidentals. Sara Grigsby seconded. *(motion passed 5 yes votes, 0 no votes)*

2. Policy Review – SDAO Summer Intern Sophie Annus gave a report (available upon request in writing) on what the differences are in resolutions, ordinances and motions. She updated the board with what her progress had been so far in going through the board, employee, and customer policy manuals. She had found that not all the manuals were backed up by resolutions (for internal policy) and ordinances (for customer and billing policy). She asked the board if they were interested in the process and would like to take part in the revision of the policies. District Clerk Ana Linden said she needed one volunteer from the board to read the board policy manual and to take notes on what was currently practiced and what needed to be added. Jeff Hargens volunteered to read the board policy manual and suggested that the board hold a special meeting to discuss any additions, changes, or omissions to the manuals. The Board agreed to a policy review timeline: Special Meeting

to discuss first read through and changes, regular meeting to pass needed resolutions and first ordinance read through. The goal being to have everything done before Internship is over.

MANAGERS REPORT - Interim Manager David Jacob read from his written manager's report (available upon request in writing). Sara Grigsby asked about the training he had been giving to District Clerk Ana Linden. He has shown her the reservoir valves to be replaced, water treatment and testing, and meter locating and treating.

PUBLIC COMMENTS

Gail Griffith asked about the budgeted amount for re-reading the ASR feasibility report, and when the hydrologist would be looking at that. If a hydrologist suggests that they do the boring would they be willing to do it? All the board members agreed that it was important and Dan Graff said that he and Jeff Hargens could send the contact information to David Jacob to start the process. Gail Griffith continued by asking if the hydro generator and the Energy trust of Oregon was in contact with the district. District Clerk Ana Linden said that they had called to say they were still interested in pursuing the generator and that we should expect a call from Kleinschmidt. She also suggested that the Corbett area citizens were not interested in paying for a new building, they were paying for a school building and the fire district was going to ask for a new building soon. Jeff Hargens suggested asking the public if they would rather invest \$100,000 a year into the building or get a new building.

Malcolm Freund asked what the due date was for HR Answers report. Kelly Piper said she thought they were about half way through their 6 week due date period. Jeff Hargens said he thought it was odd that he hadn't heard from them and would check with them to see how it's going. Malcolm also asked if everyone had read the policy manuals.

Jack Garrison raised questions about the seismic issues being used as a reason to build a new building. He didn't think it was the same type of construction as the schools. David Jacob said that either way it wasn't a wood building and would be more likely to fall down in a major quake.

Michael Arion said that raising the rates should be on the agenda next meeting and he thinks it should be revisited every year.

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER- Sara Grigsby wanted all the community members to know that she was thankful for their attendance and input.

ADJOURNMENT OF MEETING - Jeff Hargens made a motion to adjourn the meeting at 8:05pm, Kelly Piper seconded. *(motion passed 5 yes votes, 0 no votes)*

THIS WAS A PUBLIC MEETING