

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

**August 21, 2018**

**BOARD MEMBERS PRESENT:** Jack Garrison, Jeff Hargens, Bob Gaughan and Sara Grigsby.

**BOARD MEMBERS ABSENT:** Kevin Wilhelm

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

**AUDIENCE MEMBERS** Gordon Fulks, David Jacob of Hydra Engineering, Julie Dileoni and Jeff Baker of East Multnomah County Soil and Water Conservation, Chris Augustine of Aspect, Tim Shell of Wallis Engineering

President Bob Gaughan called the regular meeting to order at 6:31 p.m.

President Gaughan announced that Public comments would be taken at the end of the meeting during the Public Comments section of the Agenda.

**APPROVAL OF THE AGENDA**

Jeff Hargens made a motion to approve the Agenda for the August 21, 2018 Board meeting as presented. Jack Garrison seconded, all were in favor, motion carried. *(4 yes votes: J.Garrison, B.Gaughan, S.Grigsby & J.Hargens 0 no votes)*

**APPROVAL OF THE MINUTES**

Jack Garrison made a motion the minutes of the July 17, 2018 regular Board meeting be approved as presented. Jeff Hargens seconded, all were in favor, motion carried. *(4 yes votes: Bob Gaughan, J.Garrison, S.Grigsby & J.Hargens 0 no votes)*

**TREASURERS REPORT JULY 2018**

Sara Grigsby reported she met with the District Clerk and went over the financial information for the month.

Sara Grigsby made a motion to approve the July 2018 treasurers report as presented. Jack Garrison seconded, all were in favor, motion carried. *(4 yes votes: B.Gaughan, J.Garrison, S.Grigsby & J.Hargens 0 no votes)*

**COST AND FEASIBILITY OF DRILLING A WELL**

Tim Shell of Wallis Engineering addressed the Board. He gave a re-cap of information discussed in June. Since the June meeting he has met with Jeff Busto and Chris Augustine of Aspect has spoken with Oregon Health Authority and OWRD. Chris Augustine reported that after discussions with the Hydro geologist at Oregon Water Resources Department regarding where we would like to put the well, the depth, the structure and faults he got a "head nodding" agreement that there is no reason why a water right would not be possible.

Tim Shell said he and Chris Augustine have prepared a scope of work proposal to take the next steps towards obtaining water rights and ultimately drilling a well. It includes a possible site plan for a well and costs. They have discussed this information with District Manager Jeff Busto in just the last day or two so the information was not included in the Board packets. Jeff Busto will email the scope of work proposal to the Board Members on Thursday and Board members will get questions back to Jeff Busto by the end of August and get answers back from Tim and Chris prior to the September meeting.

**RESOLUTION 2018.07.01 ESTABLISHING ROTATION OF BOARD OFFICER POSITIONS**

Board Members signed the resolution that was voted on during the July 17, 2018 regular meeting

**LEAK ADJUSTMENT - Resolution to Account 3021-00 Fire line**

District Manager Jeff Busto recommended the Board give a full adjustment of the \$721.25. The owner is in very poor health. He further recommended that from this point forward the customer would be charged a base rate of \$84.00 plus the cost of any water used during a billing cycle. During billing cycles of zero usage the account would be considered on standby and no charges levied. When this property changes ownership, and any other properties that install fire lines, in the future will be charged a base rate for each billing cycle as long as the meter is on with or without usage. Jack Garrison asked for the breakdown of the current outstanding bill. Lynda Ronell responded it is \$533.25 water, \$168.00 base rate and \$20.00 filter pond. The customer contends that there was an agreement with prior Water District management that he would not be charged a base rate unless water was used. The meter was put in during 1998. Further Discussion.

Jeff Hargens made a motion to adjust account 3021-00 Fire line water leak amount of \$533.25 to zero and the charges for base rate and filter pond amount of \$188.00 remain on the customer's bill and from this point on the \$84.00 bi-monthly base rate will be applied to the account. Jack Garrison seconded, three yes votes and one abstention, motion carried. ( 3 yes votes: B.Gaughan, J.Garrison & J.Hargens 0 no votes 1 abstention: S.Grigsby)

### **LEAK ADJUSTMENT POLICY PROPOSAL**

Jeff Hargens expressed his concern about the language such as "customer in good standing". That could turn in to a legal issue. Being in "good standing" shouldn't have anything to do with leak adjustments. Further Discussion. Sara Grigsby said she does not agree with the suggestion on the first page to add "who has had no prior overdue bills over the last twelve months." She said that specificity doesn't allow staff good judgment. The Board agreed that the seventh paragraph of page one should be changed to *"Any District customer may apply and be considered by the District to receive an adjustment to their current water bill according to this policy."* The Board agreed that the eighth paragraph starting with *"To be considered eligible....."* the number of days to complete repairs should be set at 45. On the last page paragraph four. The Board agreed the last sentence should remain as originally written with *"...\$800 per water leak adjustment request."* The last page first paragraph the Board agreed the increase in the bill should be 25%. The Board agreed to add *"If the customer accepts the District's proposed leak adjustment the customer foregoes any right to appeal to the Board of Commissioners."* They also agreed to add *"The customer or the customer's representative must be present to discuss and answer Commissioner questions concerning the leak adjustment request. If not present, no further appeal action will be considered by the District."* The Board agreed that the last page 4<sup>th</sup> paragraph item #2 should be added. Further Discussion. The District Clerk will prepare a revised draft "Leak Adjustment Policy" with updated changes and send out to the Board for their comments prior to the September Board meeting.

### **METERS - COST COMPARISON, LIFE EXPECTANCY, ANNUAL RECURRING COSTS**

The District Manager provided the Board with a quote from HD Fowler for a complete new meter system in their Board packets. Jack Garrison asked what was encompassed in the \$1,200 annual fee. Jeff Busto responded that is customer support and includes data storage. Jack Garrison asked for clarification that if we have a problem and call them will we still be charged time and material, etc.? Jeff Busto said yes we would have additional charges. This is the cost of our using their system and software. Software updates are included. Jeff Busto will clarify with the company what is included in the \$1,200 annual fee. Jack Garrison also asked if upgrades in software will require additional training of our personnel.

Jeff Hargens asked if we have firm bids of \$95,000 fro installation. Jeff Busto said no that is a good estimate. We will need to get three firm quotes for installation.

Jeff Hargens said we have \$350,000 in the Budget to move forward. Jack Garrison noted we have many projects that are "needed" projects that need to be discussed and develop a go forward strategy on all of them including need, do-ability and affordability point of view. If we spend up to \$400,000 on this and then in November we pay \$140,000 to pay on the loan our reserves will be way down and we could preclude any other projects. Jeff Hargens said once the Board gets the well drilling proposal and with the meter information the Board needs to look at moving forward and give directions to get firm pricing and quotes so that we can move forward with a project. Jeff Busto said he would like to see the Board move forward with the meter project. There is only one company that meets our needs for meters so there would be no bid process and for installation three quotes would be needed. Jack Garrison said we could go with a not to exceed number for installation if we have the answers to the questions about the meter proposal. Short discussion regarding grants for meters. Jeff Busto said he can apply for a 50% matching grant if the decision is made to purchase the meters. The Board agreed the District Manager will provide further clarification regarding the meter proposal with relation to the \$1,200 annual fee, pursue information related to grants and try to define the scope of work for installation of the meters with regards to what the District will do and the contractor will do. The District Clerk stated there should be a copy of a contract available from another Water Utility who has had meters installed recently.

### **UPDATE TO CONTRACTOR DAMAGE ON RICKERT ROAD**

Jeff Busto reported we are having difficulty getting a bill from the contractor who completed the repairs of the damage. If the contractor defaults than Reliance Connects would be responsible. We will be sending the bill directly to the contractor.

## **EMERGENCY PREPAREDNESS**

Copies of information prepared by Sara Grigsby were passed out to Board members. Sara Grigsby went over the history of the topic of emergency preparedness and our objectives going forward. The Board reviewed the information in the handout. Sara Grigsby proposed the Board move forward with customer communication in three areas:

1. The Springdale School education program,
2. An education presentation for the community at the Grange.
3. Field Trips for community members to tour the watershed and treatment facility.

Jack Garrison agreed we need an outreach program for the customers. Jeff Busto said the challenge is getting the information to the community. Jeff Hargens said a component regarding communicating what happens if there is a major emergency with the water, like the problem in Salem, needs to be included in the plan. Sara Grigsby said it is our obligation to educate the public. We need a plan and we need to do it. Jack Garrison said we need to include a phased water reduction plan if we are in a drought situation. David Jacob commented that Metro has a Conservation Coalition that is a group of many of the water utilities in the greater Portland area that have all ready put together plans like this. Sara Grigsby will stay in contact with Jeff Busto to move forward.

## **DRAFT BOARD AGENDA TO ALL BOARD MEMBERS PRIOR TO MEETING TO COMMENT**

Short discussion. The Board agreed they would like the draft Board Meeting Agenda go out to all of the Board Members by Monday the week before the Board meeting. The Board members will email their suggestions back to the District Clerk and those would be included in an updated draft for the President of the Board only. He will review the updated draft Agenda and make a final decision on what should be included in the final agenda. Three month trial period for this change.

## **MANAGER'S REPORT**

Jack Garrison asked the District Manager for more information for the overall actual proposal for vehicles and vehicle replacement. Information is included in the written Manager's report that was included in the Board packet. Jack Garrison asked if a flow chart could be prepared including what vehicles will be replaced with what type of vehicle and how we will dispose of vehicles and a timeline. Include any additional major repairs that will be needed for vehicles that will be retained.

## **PUBLIC COMMENTS**

Gordon Fulks asked how the District is doing meeting water needs. Jeff Busto replied there is 1.5' of water over the top of the intake screen which is ample. This year has been better than the last few years. Jeff Busto said he thinks it is because of how the system has been managed this year. Discussion of the cost of a well.

Julie Dileoni and Jeff Baker of East Multnomah County Soil and Water Conservation introduced themselves to the Board. They are interested in collaborating with the Water District about water conservation and outreach programs in the Corbett area. Jeff Busto will be in contact with East Multnomah County Soil and Water Conservation.

Gordon Fulks asked about the accuracy of the meters. Jeff Busto said we had meters sent out and checked for accuracy. Accuracy on those checked ranged from 0 to 100 percent. Water meters have a twenty year life expectancy. Discussion of number of employees, three field crew and two office staff. Gordon Fulks asked what plans were for replacing pipe. Bob Gaughan said we are not replacing pipe at this time. Jeff Hargens said our efforts have changed away from pipe installation and moved to finishing projects that were started and working on our pressure reducing stations.

Gordon Fulks stated the paragraphs in the minutes are too long. They need to be paragraphed so they are more readable. Jeff Hargens and Bob Gaughan said the existing Board is happy with the minutes.

## **SUGGESTIONS FUTURE AGENDA ITEMS**

Gordon Fulks asked that pipe replacement be put on the Agenda

Jack Garrison stated we need to have a work session or set up some plan for future projects and prioritize the list. Jeff Hargens said we have set meter replacement and alternative water system as priorities. Jeff Busto said the District needs to set goals for short term, mid-term and long term for capital improvements and maintenance.

Sara Grigsby wanted a “next step” for public education added.

## **REVIEW ACTION ITEMS FOR NEXT MONTH**

Noted.

## **BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER**

Jack Garrison asked how the backflow prevention program is going and how many will we have to test. Lynda Ronell responded we have none to test at this time. The letters to customers required them to have their tests done by September 1, 2018. We have approximately three hundred backflows in the system that have to be tested and currently we have 54 that have not been scheduled to test or tested.

Jeff Hargens commented that there has been quite a bit of discussion about short and long term goals for the District. Jeff continued that he thinks the Board should ask the District Manager to come up with the goals because he can see what is happening in the District and is in charge of the budget and can say where the money could come from. Then the Board can decide on how we should move forward. Bob Gaughan agreed.

## **ADJOURNMENT OF THE MEETING**

Jeff Hargens made a motion to adjourn the meeting at 8:45 p.m. Jack Garrison seconded, all were in favor, motion carried. *(4 yes votes: B.Gaughan, J.Garrison, S.Grigsby & J.Hargens 0 no votes)*