

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
October 16, 2018**

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

BOARD MEMBERS ABSENT:

STAFF PRESENT: District Manager Jeff Busto and District Clerk Gail Griffith

AUDIENCE MEMBERS Malcolm Freund, David Jacob and Don Sturm

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

APPROVAL OF THE AGENDA

Jeff Hargens made a motion to approve the Agenda as presented. Sara Grigsby seconded, all were in favor, motion carried. *(5 yes votes: Bob Gaughan, J.Garrison, S.Grigsby, K.Wilhelm & J.Hargens 0 no votes)*

APPROVAL OF THE MINUTES

Jack Garrison stated there is a typo on Page 3 third paragraph "Utility Worke AP" should be changed to "Utility Worker AP". The "r" was left off. Jack Garrison made a motion the minutes of the October 16, 2018 regular Board meeting be approved as amended. Kevin Wilhelm seconded, all were in favor, motion carried. *(5 yes votes: Bob Gaughan, J.Garrison, K.Wilhelm, S.Grigsby & J.Hargens 0 no votes)*

LEAK ADJUSTMENT ACCOUNT 3610-01

The customer, Don Sturm, was present and introduced himself to the Board. Mr. Sturm requested that the Board consider this a first leak at the property and give a 50% reduction rather than the 25% that the office gave since it was considered a second leak. Years ago the prior owner had the water off to make some repairs. The water district turned the water on without the owner's knowledge. When the water was turned on it caused damage inside the property and the prior owner received a leak adjustment. Since this was years ago and not really a leak Mr. Sturm asked that the current leak be considered the first leak. Jack Garrison made a motion that account #3610-01 receive a leak adjustment in the amount of \$420.38 for their bill in June 2018 and that this be considered a first leak for this property owner. Sara Grigsby seconded, all were in favor, motion carried. *(5 yes votes: Bob Gaughan, J.Garrison, K.Wilhelm, S.Grigsby & J.Hargens 0 no votes)* Mr. Sturm left the meeting at this time.

TREASURERS REPORT SEPTEMBER 2018

Sara Grigsby reported she did not go into the office this month. She did review all of the information and didn't see any problems. The contractor, Lovett, has been paid. Jack Garrison asked if the contractor who damaged the line has been billed. The District Clerk will prepare a bill to the sub-contractor who damaged the line and if they do not pay we will send the bill on to Reliance Connects. The contractor should be billed this week.

Jack Garrison asked if Utility Worker AP would be moving up to the next classification. The District Clerk responded that the employee has the paperwork to complete to set up a time to take the test. The Utility Worker AP position was budgeted with the assumption that part way through the year the employee would pass the test and move up. If he doesn't pass he will remain a Utility Worker AP.

Sara Grigsby made a motion to approve the September 2018 treasurers report as presented. Jeff Hargens seconded, all were in favor, motion carried. *(5 yes votes: Bob Gaughan, J.Garrison, K.Wilhelm, S.Grigsby & J.Hargens 0 no votes)*

METERS - COST AND INSTALLATION QUOTES

The District Manager addressed the Board. He stated that the contractor, Chris Dials, that bid on the installation of the meters comes highly recommended by White Salmon and Warrenton. If we go out in front of his crew and clean out the meter boxes and hang the 48 hour notices the bid would be reduced by \$41,078. The installation could be completed within 60 days or one billing cycle.

The number of meters on the Dial quote reflects the actual number of meters for installation. The number of meters being purchased from HD Fowler includes some extras to have on hand.

Jeff Busto stated the prices quoted are good through December 31, 2018. Dials is available to start now for installation. If they find any problems or something gets damaged in installation they are licensed plumbers and would be able to take care of the repairs. Jeff Hargens said we need to make sure we have a form with a sign off that the Water District looked at each meter and confirmed there is no leaking when the installation was completed.

Short discussion of the disposition of the old meters. Old meters will probably be scrapped.

Jack Garrison noted that if we go forward with this purchase it will be \$350,000 and we have a loan payment of \$140,000 due in November and with the well study, insurance bills and the auditor that will be another \$100,000. That is a total of about \$600,000 that will be gone from the reserves. Jeff Hargens stated that the meters were budgeted at \$350,000 and he is in favor of moving forward. Jeff Busto stated that right now when you consider the finished product leaving the treatment plant and the amount of finished product that is being metered we are giving away a lot of revenue.

Jeff Hargens made a motion to approve the purchase of master meters from HD Fowler as quoted on October 22, 2018 and the installation of meters by Chris Dials as quoted October 8, 2018. Kevin Wilhelm seconded, all were in favor, motion carried. *(5 yes votes: Bob Gaughan, J.Garrison, K.Wilhelm, S.Grigsby & J.Hargens 0 no votes)*

WELL PROGRESS REPORT

Jeff Busto said they are moving forward , nothing to report at this time.

AGED RECEIVABLES

Sara Grigsby said the aged receivable amount has gone down each quarter. Short discussion of customers slow to pay. ACH and ebills have been encouraged.

VEHICLE REPLACEMENT PLAN

District Manager Jeff Busto addressed the Board regarding his vehicle replacement plan. He read from the Manager's report.

Surplus vehicles to auction

1. 1986 Ford F-650 five-yard dump truck
2. 2009 Dodge ½ ton pickup
3. 1999 Ford Ranger pickup
4. 1990 Ford F-350 flatbed w/ snow plow
5. 2000 Ford F-550 crew cab w/ 1.5-yard dump box
6. 1999 23-foot flatbed trailer

By the boards approval of installing a new meter system we would no longer need a compact vehicle to read water meters. This would reduce our fleet from five vehicles to Three vehicles.

They are as follows

1. 2015 Ford F-450 super cab service truck
2. 2015 Chevrolet ½ ton long box pickup (replaces 2009 Dodge)
3. Newer standard cab Plow Truck with 1.5-yard dump box

The 2015 Chevrolet ½ ton was purchased under the 2018 budget of \$25,000.00 for a newer vehicle for \$19,750.00. Of the remaining \$5,250.00, \$2250.00 will be used to install accessories, emergency lighting, and new 10 ply tires. With the balance going towards the purchase of a plow truck. The five surplus vehicles and trailer should bring approximately \$25,000.00 total at auction plus around \$3000.00 left over from the vehicle budget giving us a reasonable amount to purchase a nice pre-owned low mileage plow truck and accessories.

The newer 2015 Chevrolet pickup is covered under a bumper to bumper factory warranty until December 2020.

Our 2016 F-450 has a three year thirty-thousand-mile bumper to bumper, with a five-year 100,000 power-train warranty.

The newer plow truck will not be covered under warranty.

Teddy Bear Auctions is who Jeff Busto said he plans to use for auction of the surplus vehicle. Discussion of selling the vehicles in house. Jeff Busto recommended the District advertise for sale the vehicles at just slightly above value for thirty days.

Sara Grigsby made a motion to pass a resolution to surplus the 1986 Ford F-650 five yard dump truck, 2009 Dodge ½ ton pickup, 1999 For Ranger pickup, 1990 Ford F-350 Flatbed w/snowplow, 2000 Ford F-550 crew cab w/1.5 yard dump box and 1999 23-foot flatbed trailer with the plan that the District Manager go forward and advertise for sale in the private market for thirty days and then proceed on with other alternatives for selling the vehicles. Kevin Wilhelm seconded, all were in favor, motion carried. *(5 yes votes: Bob Gaughan, J.Garrison, K.Wilhelm, S.Grigsby & J.Hargens 0 no votes)*

7:21 p.m. Jeff Hargens left the meeting.

LONG AND SHORT TERM PROJECT LIST AND MASTER PLAN INFORMATION

District Manager Jeff Busto gave each Board Member a copy of his plans for long and short Term projects.

Jack Garrison asked what Jeff Busto's definition of short term and long term is. Jeff Busto stated that short term is five years and long term is twenty years. Board reviewed the information. Jeff Busto went down the items on the list. There is an additional list of things to do that the current Manager inherited from the prior Manager. There were thirty items. Eight of those items are left to complete. Jack Garrison asked if the Board could get a list of those eight items. Jeff Busto said he will get it to the Board. Jeff Busto continued down the list of short term projects. Short discussion. Jack Garrison asked that any of the meters larger than 2" be repaired, tested or replaced if necessary. There were no other additions to short term projects.

Discussion of the hydro generator repairs. Jeff Busto said it will cost around \$8,000 to get our hydro generator back up and running. It may be possible to use some of the infrastructure to install solar.

Regarding long term projects item number 1. Lessen environmental impact through Water shed management practices will be moved to short term list since it is ongoing.

Item number 3 the Allen Bradley PLC is the computer unit that runs the entire plant. Jeff Busto explained the Allen Bradley is the brain of the treatment plant. The cost to replace the system is \$60,000+. David Jacob said the Allen Bradley is meant to last 40 years but should be swapped out around 20 years. The current unit was installed around 1984. We are replacing the smaller computer that talks to the Allen Bradley, but, we are not replacing the Allen Bradley at this time. Jeff Busto said the problem we may run into is as windows expands the small computer will no longer be able to talk to the big unit.

Item number 5 the automatic Flow control valve at intake of clear well to eliminate discharge of treated water into the environment. Replacing this valve would reduce the need for trips to the treatment plant at 2:00 a.m. This valve costs about \$10,000. Jack Garrison said it would be a good idea to replace the valve now. We could save money in labor. Jeff Busto said right now we have a problem when the clear well overflows we have to guess how much to turn a hand wheel and take into account what type of weather and days of the week and customer water use. The clear well over flows when the reservoir is full. This valve will eliminate the clear well from overflowing. When the reservoir gets full the valve would slow down and hold water back. Sara Grigsby said it seems like a good investment. Kevin Wilhelm said it makes sense to buy one now. This item will be added in to the November Agenda.

Jack Garrison said we still need to have an off site work session to set some prioritization and do-ability and costs of these projects and the eight projects still outstanding from prior administration and decide about updating our Master Plan.

MANAGERS REPORT

The District Manager read from the Manager's Report that had been distributed to the Board Members.

On 10/9/2018 The District received a no fine, no penalty rating for its 09/13/2018 surprise OSHA inspection and OSHA inspection and 10/4/2018 follow up inspection of the office, shop building, and equipment/vehicle parking areas.

This included review of written documents and visual inspection of, confined space program, air monitor and calibration records, hearing loss protection program, loss prevention, emergency planning, fire extinguishers, personal protective equipment, shoring and trenching safety, hazard communication SDS, and hazardous substances and chemicals. All district personnel were directly involved in this process, and should be recognized for doing an outstanding job.

He continued from the written report. During the second week of October we experienced a turbidity event that impacted filter ponds #1 and #3. Number #2 pond was offline and scheduled to be cleaned this week. Although the SCADA did its job correctly, there was enough rise in NTU within the standards, creating a slowing down of production of the two online ponds. This condition created a public conservation alert, to ensure an adequate supply of water to the community, and Corbett Fire District, should the need for fire suppression arise. Hydra Engineering and our crew spent Friday performing a successful emergency cleaning, using the wet harrow method. A practice that our ponds are not designed to use. Using district equipment, rented pumps, and Corbett Fire District tender trucks, we were able to pump approximately 2000 gallons per minute to make the process possible in a short amount of time.

This was necessary to get production back to capacity before our situation worsened.

Many thanks to everyone involved. With a special Thank you to Corbett Fire District. The water districts office staff did a great job of responding to the situation by notifying the community via phone tree, e-mail, and social media.

Alerting the public and commercial accounts, for the need to conserve water for 48 hours.

In the field everyone came together to work as a team, keeping our drinking water safe, fixing the problem in short order to avoid a disaster. This was an excellent training exercise. Building confidence that we are prepared to use the skills we acquire through education and our daily work assignments, to effectively operate our system in an emergency situation.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Malcolm Freund addressed the Board and said that Jeff Busto is doing his job and tending to business.

SUGGESTIONS FUTURE AGENDA ITEMS

REVIEW ACTION ITEMS FOR NEXT MONTH

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

Jack Garrison asked that the Lovett contract with terms and conditions be sent to all Board members. It was requested last month and not sent out yet.

Jack Garrison said he had looked at the violations on the Oregon Health Authority website and there is one violation still open. The District Clerk responded we have done the test and sent it in and it should be clearing soon.

Jack Garrison asked about the status of the backflow testing in the District. The District Clerk responded there are 286 backflow units installed in the District that are reported to the state. To date 274 of those have been tested. The cross connection specialist for the District, Steve Smith, has tested one. 12 need to be tested currently and 7 of those will receive 48 hours notices later this week.

ADJOURNMENT OF THE MEETING

Jack Garrison made a motion to adjourn the meeting at 8:23 p.m. Kevin Wilhelm seconded, all were in favor, motion carried. (4 yes votes: Bob Gaughan, J.Garrison, K.Wilhelm, S.Grigsby 0 no votes)