

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

November 20, 2018

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

BOARD MEMBERS ABSENT: Sara Grigsby

STAFF PRESENT: District Clerk Gail Griffith

AUDIENCE MEMBERS Malcolm Freund and David Jacob

Bob Gaughan called the meeting to order at 6:32 p.m.

APPROVAL OF THE AGENDA

The District Clerk asked that re-signing of Resolution 2018-04-25 Amendment to Wage and Salary -Cost of Living Adjustment be added to Old Business. The original signed resolution is not in the Resolution book and the District Clerk has been unable to locate it. Jack Garrison made a motion to approve the Agenda as amended adding item #4 to Old Business, Re-signing of Resolution 2018-04-25 Amendment to Wage and Salary -Cost of Living Adjustment. Jeff Hargens seconded, all were in favor, motion carried. *(4 yes votes: Bob Gaughan, J.Garrison,, K.Wilhelm & J.Hargens 0 no votes)*

APPROVAL OF THE MINUTES

Jack Garrison made a motion the minutes of the October 16 , 2018 regular Board meeting be approved as printed. Kevin Wilhelm seconded, all were in favor, motion carried. *(4 yes votes: Bob Gaughan, J.Garrison, K.Wilhelm, & J.Hargens 0 no votes)*

TREASURERS REPORT SEPTEMBER 2018

Treasurer Sara Grigsby was absent. No Treasurer Report.

Jack Garrison asked why Kaiser Insurance was paid twice. The District Clerk responded that one employee dropped insurance in August and in the process of changing the information the billing was wrong for two months and in October the electronic payment was sent twice. We are up to renew Medical Insurance for January 1, 2019. The employees will be meeting with Rich Allm of Wilson Heirgood next week to discuss plans and premiums for several Health Insurance carriers.

Jack Garrison asked what the \$2,400 charge to Nolan's was for. The District Clerk responded that is for two sets of tires for the new vehicle. One set of studded tires and one set of regular. Jack Garrison expressed concern that we are getting to the maximum of \$25,000 in expenditures for the truck.

Jeff Hargens stated on October 4th we paid LOVETT \$24,888.04 and we paid them an additional \$4,781.26 and then on October 22 we paid them \$20,669.14. The LOVETT bills are approaching \$45,000. Jack Garrison noted the amount is higher because we also paid \$1,273.13 on October 31 and \$5,769.00 in November. Jeff Hargens stated that means the LOVETT bills are approaching \$60,000. This needs to be addressed to the Manager. We need to find out why we are paying so much for these repairs and if we are not capable of doing any of them ourselves. We purchased a vac-trailer and other equipment so we could do some of the work. Kevin Wilhelm said we also put aside money to get rid of the backhoe and get a trac-hoe. Jack Garrison noted we also bought the tapping machine just recently for about \$3,000 for new taps. Jeff Hargens said he doesn't expect an answer tonight, but, the Manager needs to address this issue at the December meeting. This item will be added to the Agenda for December.

Jack Garrison asked if the District Clerk has a signed contract with LOVETT. The District Clerk responded the only information in the office is what was sent out by email to the Board this month. If there is another contract it is not in the office and the District Clerk is not aware if it has been signed or not. The District Manager may have one. Jack Garrison said the item sent out from LOVETT is just a proposal that is un-negotiated and he is

very concerned about the mark ups. Jack Garrison asked for a copy of the signed contract and asked to have that included in the Agenda for the December Board meeting. We need to have a signed contract in the office in order to be sure we are paying the right amount on mark ups for the jobs. Jeff Hargens said this needs to be discussed with the District Manager.

Short discussion of re-scheduling meetings if the District Manager is not going to be available. Board Members present have no conflict with having the December meeting on the 18th. The District Clerk will contact Sara Grigsby and the District Manager to see if they have any conflicts with that meeting date.

UPDATE ON METER REPLACEMENT

The District Clerk said the meters should be delivered tomorrow. In the Manager's report he states that he will be meeting with the installer and installation will start in January. Jack Garrison expressed his concern regarding the weather in January and February and the risk of putting in the new meters and having a bunch of freeze bottoms blow out. He suggested the installation start now while the weather is better. The District Clerk asked for clarification if Jack was suggesting the contractor should start the installation of the meters now or we should start installing some meters. Jack Garrison said both options. Jeff Hargens said he believes the installation is contracted with an installer and he cannot start until January. Short discussion of frost bottoms. Per David Jacob the new meters are set up to work under higher freeze conditions, but, when they freeze the meter freezes rather than just the frost bottom. Discussion of whether the installation should be stalled until March and April.

WELL PROGRESS REPORT

Nothing to report.

SURPLUS VEHICLE RESOLUTION 2018-11-20

This resolution is a result of action taken by the Board at the October 16, 2018. President Gaughan read the resolution aloud. The Board signed the Resolution.

RE-SIGNING OF RESOLUTION 2018-04-21 AMENDMENTS TO WAGE AND SALARY - Cost of Living Adjustment

Board members re-signed the resolution.

AUTOMATIC FLOW VALVE PRICES

David Jacob said he and the District Manager need to meet and discuss the control features of the valve but they have not gotten together yet. The Board asked that the District Manager and Engineer David Jacob meet before the next meeting to see what needs to be done and if it is worth it to put in the new valve. This will be on the agenda next month.

PROPERTY, LIABILITY, CASUALTY INSURANCE RENEWAL 2019

The Board received the information in the mail. The District Clerk reported we should also be receiving a quote from Gletfelter. Short Discussion. Information will be sent in to Wilson Heirgood tomorrow.

BOARD MEMBER DESIGNATION AS SIGNERS ON CHECKING ACCOUNT

Bob Gaughan said he would like all of the Board members to be signers on the checking account. There were no objections.

Jeff Hargens made a motion that all Board Members and the District Manager be designated signers on the checking account. Kevin Wilhelm seconded, all were in favor, motion carried. *(4 yes votes: Bob Gaughan, J.Garrison, K.Wilhelm, & J.Hargens 0 no votes)*

Jack Garrison suggested in the future we need to look at our policy and maybe we need to set an upper dollar threshold of when two Commissioners signatures are required on a check.

MANAGERS REPORT

The Board received the Managers Report in their Board Packet.

Discussion of Clavals. Jack Garrison said about two meetings ago after we paid \$12,000 to the contractor for re-habbing six clavalls I asked about the future. The District Manager said we were going to do the rest “in house”. The Manager’s report appears to contradict that statement. Jack Garrison asked for this to be clarified. He is concerned about paying \$2,000 per clavals. Jeff Hargens asked to clarify when the testing of the clavals will be complete. Jack Garrison asked for information on when the testing on the meters bigger than 2” will be complete. Jack Garrison asked for a better definition on when the Hurlburt Road service connections will be complete. He asked how much the turnkey costs of a prv station would be. Information on the Corbett Hill “push”. These items will be included on the December Agenda.

Jack Garrison expressed his concern about the two violations on the OHA website. He asked for an explanation of why we continue to get violations. He stated the office said we have a lab sample schedule and now we have open violations again. The District Clerk explained the two current violations are for Disinfection ByProducts (DBP). These samples were taken on the wrong month for the second and third quarters of the year. There was a misunderstanding of when the samples were to be taken. They should have been taken the second month of the quarter but were taken the third month of both quarters. This caused both tests to be considered late. We have taken the DBP test for the fourth quarter correctly and the violations should be clearing. Jack Garrison said the District has been doing the testing for years and we should know what we are doing. Jeff Hargens asked if there was a problem with the lab. The District Clerk said it was not a lab problem. We took the tests the wrong month. Jeff Hargens asked that Lab Sample Updates be placed on the Agenda until all the violations clear.

Jack Garrison read from the Manager’s report , “We have been plagued with leaks the last few months. Many have been due to failures from improper installation of system components and service connections. These issues could easily have been avoided by better quality control during construction.” Jack Garrison asked what is the timeframe for when the incorrect installation occurred. The Board agreed and asked for information at the December meeting.

Regarding backflow testing. The District had to test 12 backflows total. Four of those are yet to be tested. The District will have all of the testing completed prior to the December 31, 2018 deadline.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

SUGGESTIONS FUTURE AGENDA ITEMS

REVIEW ACTION ITEMS FOR NEXT MONTH

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

Jack Garrison asked if we have any easements needed for the “push down” Corbett Hill

ADJOURNMENT OF THE MEETING

Bob Gaughan made a motion to adjourn the meeting at 8:23 and 25 seconds p.m. Jeff Hargens seconded, all were in favor, motion carried. *(4 yes votes: Bob Gaughan, J.Garrison, K.Wilhelm & J.Hargens 0 no votes)*