

CORBETT WATER DISTRICT



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

Tuesday, August 16th, 2022 6:30 p.m. Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy
BOARD MEMBERS PRESENT: In-Person: Sara Grigsby, and Dan Graff
Remote: Kelly Piper and Fred Sanchez via Zoom (Jeff Hargens at 6:58pm via speaker phone.)
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:, Jack Garrison, Terry Emmert, and Gail
Griffith. Remote: Angie Kimpo, Malcolm Freund, and Donald Horn.

AGENDA

1. Meeting called to order at 6:35 by board Secretary Kelly Piper.
2. Roll Call – meeting called to order before Jeff Hargens arrived.
3. Approval of the Agenda – Fred Sanchez made a motion to approve the updated agenda, Sara Grigsby seconded. *(motion passed 4 yes votes, 0 no votes)*
4. Approval of the Minutes: Fred Sanchez made a motion to approve the 06-14-2022 Special Meeting Minutes, Sara Grigsby seconded and Sara Grigsby made a motion to approve 07-19-22 Regular Meeting Minutes Fred Sanchez seconded. *-(motions passed 4 yes votes, 0 no votes)*
5. Treasurers Report July 2022 – Treasurer Sara Grigsby highlighted the \$14,000 reduction in water sales compared to July 2021 and how much a dry year like 2021 versus a very wet year like 2022 can affect the water usage for our customers. She pointed out several unexpected expenses related to the telemetry system at the reservoirs and asked how many more the district could expect. She alerted the board to the SDAO consulting fees being categorized as “other” under personnel services. Dan Graff made a motion to approve the treasurers report, Fred Sanchez seconded. *(motion passed 4 yes votes, 0 no votes)*
6. Policy Report – District Clerk Ana Linden and Summer Intern Sophie Annus showed the board the website. Sophie said that there was a paper, a digital, and would soon be a cloud (website) copy of all the minutes going back to 1968. Community member and former District Clerk Gail Griffith said that while she had worked at the district she had seen minutes going back to 1932 in the manager’s office. Ana Linden said she would look for them and attempt to get them on the website and digitally backed up as well. The board decided to meet about updating the policy manuals on August 23rd, at 4pm via zoom.
7. Leak Adjustments - 8273-01 and 1820-00
The customer, account 1820-00 introduced themselves to the board. Customer 1820-00 was away for a 3 day trip and returned home to water running out on Benfield road. They immediately called the Water District emergency number and got their water shut off. Customer fixed their broken line in a timely matter. The customer would like their bill to go back to their typical usage for that time period. Dan Graff made a motion to approve a leak adjustment to customer 1820-00 account and reduce it to the average usage over the time period. Fred Sanchez seconded. *-(Motion passed 4 yes votes, 0 no votes.)*
Leak Adjustment – 8273-01
The customer, account 8273-01 introduced himself to the board. Customer bought land in 2016 and was warned about their being high water bills and off and on leaks. Since then the customer reported multiple trips to board and managers over the years to discuss leaking issues. Corbett Water District discovered that there were water surges causing the customer’s lines to burst. Board agreed that even though there have been leak adjustments over the last two years, they would approve another leak adjustment. This is because the leaks that

occurred could not be avoided due to the customer's proximity to the reservoir. Fred Sanchez made a motion to forgive the customer's bill of \$9,375 and have it be removed. Sara Grigsby seconded. – (5 yes votes, 0 no votes) The customer then suggested filing a claim against District insurance. Jeff Hargens voiced that he does not want to do a leak adjustment if there will be a claim filed with the district's insurance. The board decided to not approve the leak adjustment until it is determined if a claim can be filed with the Districts insurance. Fred Sanchez rescinded his motion. Sara Grigsby seconded. – (5 yes votes, 0 no votes)

OLD BUSINESS

1. ASR Feasibility study estimate for second opinion

The Board discussed the feasibility study for Aquifer storage and recovery. Dan Graff explained that this study will provide a neutral third party opinion to help determine what the Corbett Water District's options are going forward. Sara Grigsby made a motion to move ahead on the Aquifer storage and recovery feasibility report review from Jason Melady at Summit Resources. Dan Graff seconded. – (5 yes votes, 0 no votes)

2. HR Answers

Jeff Hargens addressed the board saying that more direction and input was needed from the board in regards to deciding chain of command for office and operations manager. Sara Grigsby stated that they needed more of the preliminary information and material to further discuss this. Dan Graff motioned to table HR Answers and discuss in more detail at the special board meeting on Tuesday August 23rd 2022 . Kelly Piper Seconded. –(5 yes votes, 0 no votes)

3. Building tour report

Sara Grigsby discussed the list of goals for the building that were created after the building tour. She reported that she and Ana Linden will be meeting with land use planning to get more information about permits and moving forward. Kelly Piper stated that funding a new building is going to be difficult at best and that remodeling is probably the best bet. She said she supports the idea of making the office space more accommodating and flexible for different set ups. Ana Linden asked the board what to do moving forward into winter months with a leaking roof. Fred Sanchez said we need to protect the asset that is there and avoid any damage. David Jacob and Ana Linden both agree to ask those roofers who submitted bids – if they wanted to update them due to the economy.

4. Rate increase – PACE 2021 study enclosed

The board started discussing the proposal PACE engineering made for rate increases. Gail Griffith mentioned that the previous manager chose to do the rate increase over two years instead of one. That rate increase was on the smaller amount of what the PACE study advised. Dan Graff said that we are still going backwards because of inflation and suggests a discussion about policy that raises prices with inflation. Community member Jack Garrison brought up the negative impact that can have on people with fixed incomes. Lynda Ronell mentioned the possibility of a tiered system, which would be more accommodating for people with fixed incomes. The board discussed the need for the rates to increase and move forward in order to maintain the system.

5. DWSPF Grant Update

Ana Linden met with DEQ and biz Oregon and things are moving forward. She is working on some requirements before the board can sign the contract.

6. Hydro Generator update.

David Jacob and Ana Linden are scheduled to meet with Kleinschmidt engineers who contract for energy trust of Oregon. Then they will be able to repair as needed.

NEW BUSINESS

1. Website contract – Facebook/Twitter –motion to approve – ACTION

District Clerk Ana Linden asks for permission to move forward with initiation of Facebook and Twitter which are both supported with the Corbett Water District website. She will maintain both of the Facebook and Twitter posts to announce and inform the public of important notices and upcoming events. Fred Sanchez made a motion to accept the proposal to initiate Facebook and Twitter. Sara Grigsby Seconded.

– (4 yes votes, 0 no votes)

2. Auditor Richard Winkel letter of engagement – motion to accept – ACTION (information enclosed)
District Clerk Ana Linden presents the auditor Richard Winkel letter of engagement for CPA and annual audit at \$5,900. Dan Graff made a motion to accept Richard Winkel’s letter of engagement for CPA for the next year and to conduct the annual audit which is not to exceed \$5,900. Fred Sanchez seconded.

– (4 yes votes, 0 no votes)

3. September Regular Meeting

David Jacob stated he has a conflict with the September board meeting and requests the board to schedule a special meeting for the update on the Master Plan progress.

MANAGERS REPORT - Interim Manager David Jacob

David Jacob reports a quiet month for the Corbett Water District. A sample pump failed and was replaced, and the Cabbage Hill pump is on order and expected any week now. There was also a PRV fail at Ogden and Seidl which led to high pressure in downstream area, all of which has been taken care of and fixed.

PUBLIC COMMENTS (3 minute limit per person)

Community member Jack Garrison asks David Jacob if the filter ponds have been cleaned. David Jacobs replied that they were all cleaned in the spring and will be cleaned again in the fall.

SUGGESTIONS FUTURE AGENDA ITEMS

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

ADJOURNMENT OF MEETING

THIS IS A PUBLIC MEETING