

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

**January 15, 2019**

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

**BOARD MEMBERS ABSENT:** Jeff Hargens and Kevin Wilhelm

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

**AUDIENCE MEMBERS** David Jacob, Gordon Fulks, Malcolm Freund, Mike Griffith, Michelle Smith, Dan Graff, Dave Mysinger and Roel Uleners

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

**APPROVAL OF THE AGENDA**

Jack Garrison made a motion to approve the Agenda as printed. Sara Grigsby seconded, all were in favor, motion carried. *(3 yes votes: S Grigsby, Bob Gaughan, J.Garrison 0 no votes)*

**APPROVAL OF THE MINUTES**

President Bob Gaughan asked if there were any corrections to the December 18, 2018 Regular Board Meeting minutes. Jack Garrison made a motion the minutes of the December 18, 2018 regular Board meeting be approved as printed. Sara Grigsby seconded, all were in favor, motion carried. *(3 yes votes: S Grigsby, Bob Gaughan, J.Garrison 0 no votes )*

President Bob Gaughan asked if there were any corrections to the January 3, 2019 Special Board Meeting minutes. Jack Garrison stated the minutes should be changed to include “*No decisions were made during the executive session.*” after the line “Audience members were invited back into meeting.” Jack Garrison made a motion the minutes of the January 3, 2019 special Board meeting be approved as amended. Sara Grigsby seconded, all were in favor, motion carried. *(3 yes votes: S Grigsby, Bob Gaughan, J.Garrison 0 no votes )*

**TREASURERS REPORT DECEMBER 2018**

Sara Grigsby addressed the Board. Sara Grigsby stated she had reviewed the information at the District Office. Sara Grigsby asked what the payment of \$4,404.05 to Prestige Worldwide is for. The District Manager said that is for clavalves. The District Clerk stated there is a question with that invoice and we may have overpaid for parts related to the clavalves and the PRV stations. Jack Garrison asked for clarification as to what the items are that are listed in the Pressure Reducing Valves section and the Reservoir Repairs section on the Summary of Accounts. The District Manager responded the “CRD” is a part of a piloting system that allows a clavalve to complete a certain function. The next line of \$909.60 is parts for the PRV at Nielson Road. The lines under Reservoir Repairs is for labor for large clavalve repairs at Reservoir 4 and 2.

Sara Grigsby continued in the summary of accounts she noticed that lab samples are 72.5% spent. The District Clerk commented that this fiscal year we were required to complete Lead and Copper samples which is done once every three years. This is an expensive test and hopefully now the expenditures for the lab samples the rest of the fiscal year should go down. Sara Grigsby also commented that we are all aware that the “mains repair and maintenance” line item is at 325% and we know that is due to the sub-contracting of jobs.

Sara Grigsby made a motion the December 2018 Treasurers Report be approved as presented. Audience Member Gordon Fulks asked what it costs to fully replace a clavalve. The District Manager responded a 6” would be about \$35,000 installed. Jack Garrison seconded the motion, all were in favor, motion carried. *(3 yes votes: S Grigsby, Bob Gaughan, J.Garrison 0 no votes )*

**PROPERTY, LIABILITY, CASUALTY INSURANCE RENEWAL 2019**

The Board received the spreadsheet comparison of the information from both SDIS and Glatfelter in their Board packets. Jack Garrison said he is concerned that the Board has not had time to review the comparison summary. This item tabled until next month.

## **RESOLUTION 2019.01.15 HEALTH INSURANCE BENEFITS ELIGIBILITY**

This resolution was discussed and voted on at the December Regular Board meeting. The Board Members signed the resolution.

## **WATER MAIN BREAK DECEMBER 27, 2018**

The District Manager, Jeff Busto, gave an overview of the water main break on December 27, 2018. The 10” transmission line on Grange Hall Road suffered a lateral fracture involving a full length of pipe. This was a severe break. The first thing we do in this case is protect our reservoirs, so they do not run dry by shutting off the water above the break. Jeff Busto was out of town and called in our Engineer David Jacob to run the repairs. We called in Lovett construction to complete the repairs with assistance from our crew. We ordered parts from vendors and borrowed a part from Boring Water. The repair and restoration of water service was complete by 5:30 a.m. on December 28, 2018. During this incident we complied with all of the requirements for water safety standards as set by the State of Oregon. The State Health Authority commended us for how well we did in the situation including notification of the public. He continued that we are not required to knock on every door or contact individual customers. Larger municipalities do not do this. Since we are a small community we put the information out about the boil water notice to the local media, on our website, on the Corbett Facebook page, on the Corbett Fire twitter account, on the office phone machine and since our phone tree system failed the office staff called all of the customers affected. We took water samples and had the water tested for coliforms and received the results back clear or absent by Saturday December the 29, 2018. The office staff called the customers back and we put the information on our website that the boil water alert had ended.

Engineer David Jacob addressed the Board. He stated the pipe that failed was a 10” plastic pipe installed in 1972. The failure was a 20’ linear crack. Many times when these pipes were put in it was done incorrectly. Cast iron breaks in half whereas this pipe length wise. Regarding this problem we got more parts than we needed because we don’t know what we will need until we can see the break. He continued that he also has used the Lovett crews in an emergency and they know the procedures and how to do repairs to keep the water safe. This repair was difficult and took longer because the bank came down in the area and they had to dig it up twice. The restoration of water service was done very carefully. The repair was done by 2:00 a.m., but the Corbett Water crew then started the process of restoring water slowly so we would not cause any water hammers and pressure problems. Water was restored around 5:30 a.m. This type of 10” white pipe starts at Loudon and Larch and runs down to in front of the school. There are also 4” and 6” lines made out of the same type of pipe in the rest of the District.

Michelle Smith asked what is to stop the pipe from splitting again or breaking somewhere else. David Jacob answered you can’t stop it from happening unless you spend millions of dollars replacing all of it. Michelle Smith asked when the last time there was a break like this. District Manager Busto responded three years ago and there have been other breaks in the same area.

Gordon Fulks asked why it took fifty years for the pipe to break. David Jacob said this pipe gets brittle after about thirty years and all sorts of things can cause a pipe to break. Gordon Fulks asked if there were pressure valve problems above the break. Jeff Busto said there are no clavalves above that, it is just the reservoir so the pressure is constant there.

Jeff Busto stated that statistically as large as our District is we are way low on the curve for how many main breaks we have. We have about one or two main breaks a year. This includes the smaller 4” and 6” main breaks.

Michelle Smith asked if there is a main break is the public always notified. District Manager Busto responded it depends on where the break is located. If there is a break on a dead end road like 365<sup>th</sup> there might be only four or five houses out of water. Michelle Smith asked if there is a policy for main breaks. Jeff Busto responded yes, first we isolate the break so we don’t cause physical damage to the property or the road, then we insure that we are not causing any safety issues with the water an notify the affected customers as soon as we can. During a small break we shut the meters off to the customers affected and flush the line so there is no back flow. We complete a sample and let those customers know when it is safe to stop boiling. He continued that boil order notices are fairly new. The only time a boil water notice used to be done was if there was a confirmed cross connection or a tremendous amount of dirt got in the line.

Sara Grigsby asked what causes the rattling pipes and whining in hot water tanks when the water comes back on. She continued that she knows someone who heats with water in the floor and they were concerned about the flushing out of their system. Jeff Busto said that those sounds and rattling are caused by air in the pipes. If you open a faucet, preferably

without a screen, like an outside faucet and let the water run for a few minutes this should clear the air out. If there is any debris or dark water that is usually caused by the customer's pipes.

Sara Grigsby noted we might want to do a frequently asked questions on our website.

Michelle Smith said she thinks many people in the community do not understand the basics and people were frustrated. If more information came out it would be very helpful. Sara Grigsby said we are working on a community outreach program.

Dan Graff asked if there are very many isolation valves between here and the treatment plant. Jeff Busto replied no that all of our reservoirs are manual shut down. The valves are well marked and exposed. There are two mainline valves, the closest one to where the break occurred is at Menucha. We would like to put them in every 1,000 feet. Jeff Busto said he is looking cost for re-lining the 10" mainline in the future.

Short discussion about other mainline breaks.

Jack Garrison stated he lives down on Chamberlain and had water, with reduced pressure, during the break. His concern was during the break what had been introduced into that water from all the houses up above where the water had flowed out of the houses? There would be debris or contaminants in those lines and not everyone has backflow preventers. Jeff Busto responded that all irrigation lines have backflows not all homeowners have backflow devices. That is an inherent problem in all water systems. Some water districts mandate that all service lines have backflow preventers.

Sara Grigsby said there was confusion in the community about the notice that came out about the boil water order. The order implied that you had water. We did not have water. How do you boil water if you do not have water. In a strict communication sense is there a way to add some wording that say "you may not have water when it comes back on there will be a boil water order." That may be a small thing but it is confusing.

## **PROPOSED EMERGENCY PHONE NOTIFICATION SYSTEM**

The Board received a handout about the emergency notification system available through our Utility Billing Software. Bob Gaughan asked if we could go through the County for free. The District Clerk responded she had contacted Alice Busch of Multnomah County Emergency Management about the system they might have available for our use. They have a system called Everbridge and as a governmental entity in Multnomah County we could use that system. We would need prepare our message with a list of all of our customer phone numbers, send it to the county and it would be sent to everyone. The other system talked about has been reverse 911 which is not available to us right now in Multnomah County. There is also a WEA system which is a Wireless Emergency Alert System. This system requires individuals to sign up with the government and some people do not necessarily like to give their information to the government. We have a number of customers who do not use cell phones so that would not work for them. The Everbridge system requires the District to enter into a Governmental Agreement, assign an Administrator and complete training. This system requires we send the message to all of our customers, we couldn't send it out to a small group. Our message would have to include information on what area or road a boil alert was in effect .

Jack Garrison suggested the Public Alert System should be used. Fifty to Sixty Agencies in the County use the system. Customers would need to sign up for this notification. The alerts can be sent out to cell phones, home phone or email. If the Water District said this is the system we are going to use and let the customer know then they would need to sign up on their own. Michelle Smith asked if there is a cost to signing up. Jack Garrison replied there is no cost to the District or the customer.

The District Clerk noted we do not need to use just one system.

The District Clerk continued that Everbridge through the county does not require our customers to sign up. We upload our list of customers' numbers with our message to the program and then the message is sent. This system does not require the customers to sign up. The public alert system and the Everbridge system could both be used.

Short discussion regarding the system available through the District Utility Billing software. The District Clerk explained the Utility Billing system would allow for very specific customers to be notified and we could send out messages related to, late payments, shut off notices, requests to conserve water and any emergency water situation. The information through Everbridge Multnomah County Emergency Management we can only send out emergency messages. Through the Utility system the customer can be contacted through phone calls and emails.

Roel Ullmers said with the Emergency Alert system and the Everbridge system you have less control over who is notified whereas with the Utility Billing System you have complete control. Sara Grigsby suggested the District wait on getting the utility billing notification system while we work on our community outreach program. Bob Gaughan said he is against spending money on the system through the Utility Billing System notification. Roel Ullmers complimented the staff on their customer service.

Table this topic until more information is ready for review.

### **BUDGET CALENDAR AND APPOINTMENT OF 2019-2020 BUDGET OFFICER**

The Board received the proposed Budget Calendar in their Board packets. Jack Garrison made a motion to approve the Budget Calendar for 2019-2020 as presented and appoint District Manager Jeff Busto as Budget Officer. Sara Grigsby seconded, all were in favor, motion carried. *(3 yes votes: S Grigsby, Bob Gaughan, J.Garrison 0 no votes)*

### **APPOINT COMMUNITY BUDGET COMMITTEE MEMBERS FOR VACANT POSITION**

Jack Garrison said he would like to consider appointing Gordon Fulks or Malcolm Freund, who have been to every Board meeting and know the business of the District, to the committee in the vacant position instead of Fred Sanchez. Sara Grigsby noted that Fred Sanchez has done a great job in the past. Fred Sanchez is willing to serve another term. Gordon Fulks said he is not interested and Malcolm Freund said he has a lot on his plate. Discussion of schedule.

Sara Grigsby made a motion that Malcolm Freund be appointed to Position 2 on the Budget Committee if he is available and he will inform the District within two days of his availability and if he is not available then Fred Sanchez will be appointed to position 2 to serve until July 2021. Jack Garrison seconded, all were in favor, motion carried. *(3 yes votes: S Grigsby, Bob Gaughan, J.Garrison 0 no votes)*

### **MANAGER'S REPORT**

Jeff Busto reported we have a new liaison with the Oregon Health Authority.

Gordon Fulks asked what the cost of the main break repair was. The District Clerk responded we just received the bill and it is approximately \$7,000.

Jeff Busto continued the meter replacement will start tomorrow. Jack Garrison asked if door hangers would be placed prior to the meter replacement. Jeff Busto said the first day we will be knocking on doors and giving the customers the notices. Then we will hang door hangers from then on. We will be cleaning out meters ahead of the contractor. We will start at the east end of the district and work west. Project estimated to be completed within four weeks.

Continuing on with his report, Jeff Busto said the new Treatment Plant Computer has been installed. There are a few bugs we are working through to make all the hardware talk to each other reliably. Overall the software is much better. This is a more user-friendly format and better diagnostics of the plant. We now receive detailed email, text, and phone message for alarms. We can clear alarms from a cell phone, rather than having to sign in from a designated computer. This new system also calls and sends all alarm messages to the district manager's cell phone.

Jeff Busto stated the Ground Water Well project is moving along nicely without any major obstacles. The Engineers said that from the time we cut the check to completion is estimated at 18 months. Drilling the well would cost approximately \$500,000. This would provide a second water source for the District. More Discussion. Jeff Busto gave a further explanation of the Well project for the audience. Jeff Busto said our water source is ending. Timber practices are impacting our watershed. The grand plan to insure water for our community is to drill a well. There is also the source of ASR- which is the ability to store any surplus water under ground and it does not require us to build another reservoir.

Jack Garrison addressed Jeff Busto, regarding water meters, a few meetings ago you said we would pursue a grant to offset the cost of some of the meters. Jeff Busto said we have not done anything with that yet, but the window for that is through the end of February. Jack Garrison asked for a break out of what size meters were purchased and asked if we had the cost of what the installation of the 2” and larger meters. Jeff Busto said a plumbing contractor would be installing those and we do not have costs yet.

Jack Garrison said a customer told him we do not have up to date Board minutes on our website. The District Clerk said they just have not been posted. He also said he noted that under job opportunities it says we don’t have any job openings. He asked Jeff Busto why we have not posted a notice when we have had a job open for over a year. Jeff Busto responded he has started putting together a job description. Jack Garrison replied that we need the go forward strategy to get the District back to when we had a full crew, training program and completed projects in house. This should be the center point of the budget with some plan to hire employees and reduce the payments to outside contractors. We cannot continue to pay these outside contractors and maintain costs of internal people as well.

#### **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

Dan Graff commented that the climate in the industry and finding qualified people is very difficult. City of Bearverton has four openings and pays substantially more. Mike Griffith noted there is also the consideration of PERS costs for employees. Dan Graff said we need to consider loaded costs with benefits for employees.

Gordon Fulks had a problem with receipt of his bill. The District Clerk said the bills were mailed out on January 4<sup>th</sup>. We cannot control postal delivery.

#### **SUGGESTIONS FUTURE AGENDA ITEMS**

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

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

#### **ADJOURNMENT OF THE MEETING**

Bob Gaughan made a motion to adjourn the meeting at 8:37 ½ p.m.. Jack Garrison seconded the motion, all were in favor, motion carried. (3 yes votes: S Grigsby, Bob Gaughan, J.Garrison 0 no votes )