

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

**March 19, 2019**

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

**BOARD MEMBERS ABSENT:**

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

**AUDIENCE MEMBERS** William Phillips, David Jacob, Malcolm Freund, Mike Griffith, Tim Shell of Wallis Engineering

Bob Gaughan called the meeting to order at 7:20 p.m.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE MINUTES FEBRUARY 19, 2019 REGULAR BOARD MEETING**

Bob Gaughan stated there is an error in the tally of the votes in the Leak Adjustment section. The tally at the bottom of the section shows “4 yes votes: .....0 no votes)” It should show 3 yes votes and 1 no vote. Jack Garrison voted no as shown in the results of the motion in the body of the minutes. Jack Garrison made a motion to approve the February 19, 2019 Regular Board Meeting minutes as amended. Jeff Hargens seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J Hargens, B Gaughan, J.Garrison, K.Wilhelm 0 no votes)*

**LEAK ADJUSTMENT ACCOUNT #7790-00**

The customer, William Phillips Camp Crestview Manager, introduced himself to the Board. He stated he is the new Camp Manager as of November 2018. It took him one billing cycle to recognize there was a leak at the property. The Board received a summary of the leak adjustment request and letter from the customer in their Board packets. The customer was called in November regarding high usage. Since there was no response and the customer is on auto pay the bill was paid and the District office staff thought the Camp had used the water. The customer, William Phillips, stated that when he arrived on the job in November there were three months worth of bills stacked up and it took him time to orient himself to the services provided. He did turn off the water to the house when he saw the high usage on the bill and came into the Water office to discuss the problem. The leak has been repaired. The home is unoccupied and the meter is off. Discussion of the need in the future to replace the line. Jeff Hargens made a proposal that the usage of 765, 933 and 963 be reduced to 325 units each. Bob Gaughan expressed his concern that the Board is going outside policy if the last three bills are adjusted. Kevin Wilhelm agreed, maybe it should be reduce to 350 units each. Jack Garrison said he is also concerned about not following policy. Jeff Hargens said he thinks the policy is flexible enough to do what is right and fair for both parties. Jeff Hargens made a motion that account 7790-00 their August 30, 2018, October 30, 2018 and January 3, 2019 bills be adjusted to 325 units each. Kevin Wilhelm seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, JHargens, B Gaughan, J.Garrison, K.Wilhelm 0 no votes)*

**TREASURERS REPORT FEBRUARY 2019**

Sara Grigsby addressed the Board. Sara Grigsby stated she had reviewed the information at the District Office. The summary of accounts looked good although the February Chart of Accounts expenditures for “Mains Repair and Maintenance” is at 407% which is not a surprise and it looks like there is more money proposed in the budget next year. Sara Grigsby continued in Capital Outlay Meters we paid Dials \$28,880.00 in February. We are aware there have been some glitches with the meters which will be addressed in the Manager’s report, however, with Dials and any other contractor who works for us before we pay out the total contract they better be delivering on all they say they will deliver.

Jack Garrison asked if the payment to Continental Utility Solutions for a module was for the new meter system. The District Clerk responded it is the Master Meter Module to connect the new radio read system to our program. Since not all meters have been changed out we currently have two modules. One module is for the old Sensus meters and the new

one is for the Master meters. When all meters have been changed over we will be able to cancel the module for the Sensus meters. Sara Grigsby made a motion the February 2019 Treasurers Report be approved as presented. Jeff Hargens seconded, all were in favor, motion carried. (5 yes votes: S Grigsby, JHargens, B Gaughan, J. Garrison , K. Wilhelm 0 no votes)

## **WELL UPDATE**

Tim Shell of Wallis Engineering addressed the Board. The preliminary engineering report has been completed except for the financial section. That section tells us how the project will be paid for. The most current update of the report was delivered to Jeff Busto tonight. It will be emailed out to the Board.

Sara Grigsby asked if the message is we need to move forward and decide how we will pay for the project. Does that mean we are going forward this year? The District Clerk passed out a tentative schedule to the Board for the well project. (copy attached to these minutes) Tim Shell went over the schedule with the Board. It is basically a two year project. The environmental reports are part of the engineering report and need to be completed and submitted. The fee for this could be around \$15,000. There is also an archeology study that should cost around \$5,000. Jeff Hargens asked if , with Board approval, you took the project from today down to that point where you are ready to advertise for bid what would the cost be to the District for this year. Tim Wallis responded it should be about \$200,000 for engineering and environmental studies and getting the grants. Jeff Busto and the office staff would be writing the grants with assistance from Wallis Engineering. Jeff Hargens asked how long it takes to get a grant. Tim Wallis responded there are a number of grants out there including something called the “one stop” process. This will give us the options and tools we need to apply for the grants. Tim Wallis continued and said the chance of getting a grant for the project appears to be very good.

Discussion.

Jeff Hargens said he would like to look at the report more closely and when the new meters are completely installed and we have the first full reads we can look at what additional revenue the meters will be generating. If we can come up with the \$200,000 Jeff Hargens said he would be in favor of moving forward.

Tim Wallis said the Environmental study will need to be completed before you go out for funding.

Jack Garrison stated the Board needs to look at our other financial obligations as well.

Discussion of a possible special board meeting after the April 2, 2019 Budget meeting to discuss the report.

Jeff Hargens stated he would like to have a special meeting April 2, 2019 to discuss the report, receive information from staff regarding the One Stop program and receive the proposals for the environmental study. Jack Garrison stated the Board needs to look at our other financial obligations as well. Jeff Hargens asked Tim Shell how his company gets compensated as we go through this process. Tim Wallis said he had a proposal for those costs. Jeff Hargens said we need that as well to be able to discuss it on the 2<sup>nd</sup>.

## **METER UPDATE**

District Manager Busto reported the contractor was delayed due to the weather. They think they should finish the end of next week. Sara Grigsby asked about any problems that were encountered with the installation. Jeff Busto said there had been several problems. When the Dials crew wrote down the meter numbers they wrote down the body numbers rather than the radio number. The body numbers were entered into our system for 700 of our meters and the radio read program cannot read the meters because it is the wrong number. The District Clerk stated when the Master Meter technician was here to give us our training we discovered the numbers were all wrong. The Dials crew and our crew went out and got electronic id numbers (EID) off of all of the meters that had been installed. The numbers were re-entered so we could read the meters. Once the meters were read we reviewed the bills before they were printed. Unfortunately, 10-13% of the meters are reading incorrectly. These meters could show a read of 4447 which would be a huge reading for a meter that was just installed. The decimal point on these meters is being read incorrectly. If we have Master Meter do an adjustment to our system to make those meters read correctly then the other 90% of our meters would read incorrectly.

The only way to correct these meters is to take the computer out by these meters and have tech support remote in to the computer and make the adjustment to each meter that reads incorrectly. Any of these meters currently must be read manually. Sara Grigsby asked if we have paid for all of the meters. The District Manager responded they have been paid for. Jeff Hargens asked what the alternative is to our employee sitting by a meter to get the meter re-programmed. The District Manager responded that our local H.D. Fowler representative will come out with a Master Meter representative next week and will fix the meters with their software and computer. They can re-program all of the meters. Jack Garrison asked if they will be looking at the meters that haven't been installed. Will these meters be checked by them so they are not installed until they work properly? Jeff Busto said yes they would, but, even if they are installed the technician said it would be no problem to go out and fix them. Sara Grigsby said they are not talking about billing us for any of this are they? Jeff Busto said no, Master Meter and the vendor have been paid. The District Clerk noted they have not been paid for the computer or our training.

The District Clerk commented that we had ten customers that when the meters were changed they were left off. Our crews went out and turned those customers' meters back on.

Jack Garrison asked with the terms and conditions with Dials or the other vendor what is going to be the resolution to what they think we owe them versus what we are going to pay them? Jeff Busto responded he would prepare a punch list and negotiate a final payment with the contractor. We will not pay for the work we incurred because of their mistakes.

Jack Garrison asked if anyone is pursuing the grant for the meters to offset some of the costs. The District Manager responded he is waiting to see how this is resolved and then will be talking to USDA.

Jack Garrison asked if there is a proposal to put in the larger meters greater than 2". Jeff Busto said we will be changing out all of the meters except the 6" meter.

#### **PROPOSED EMERGENCY PHONE NOTIFICATION SYSTEM**

The District Clerk reported she had a conference call with the City of Portland representative and the Multnomah County Emergency Management representative. It looks like we would have an intergovernmental agreement with Portland 911. Regarding cost Portland 911 said they probably wouldn't charge us unless their representative spends time on it and then they will charge us. They did send us a very long list of instructions on how to prepare a spreadsheet with all of our customers' phone numbers. It must be done exactly or the list will not work. We will need to update the list each time a customer changes information. The District Clerk will continue to work on emergency notification options.

#### **COMMUNITY OUTREACH AND EDUCATION PROGRAM UPDATE**

Sara Grigsby reported it was a good presentation, but, it was a disappointing turn out. Sara Grigsby will be meeting with Jeff Busto and review the notes from the meeting and prepare a proposal for the rest of 2019. Jeff Busto said we shouldn't be totally disappointed the people there seemed quite interested. The power point presentation will be placed on the website.

#### **MANAGER'S REPORT**

The Board received the written report in their Board packets.

Jeff Busto reported he hasn't worked on selling the vehicles yet. Mike Griffith suggested the vehicles just go to an auction. CIA auction or Bar None Auctions are local and held often. Jeff Busto said he is concerned about the time it will take to sell them at the office. Kevin Wilhelm said an auction is a better solution. Discussion of commissions at the auction. Sara Grigsby made a motion that we wait another thirty days and if not sold at the office then take the vehicles to the auction. The motion died for lack of a second. Jack Garrison said he would like to know what the commissions are before taking any vehicles to auction.

Jeff Hargens asked that information regarding the commissions charged at several local auction companies and auction dates be brought back to the Special Board Meeting on April 2, 2019.

The District Manager continued through the Managers report. There were no other questions.

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

William Phillips commented he spoke with the engineer during the break and he said there is a time limit on how long the environmental study is valid.

Malcolm Freund announced that there will be a NEMCCA meeting 6:00 p.m. Thursday at the Fire Hall regarding funding for the local County Sheriff. The position may be cut from the County budget.

### **SUGGESTIONS FUTURE AGENDA ITEMS**

Sara Grigsby asked that in two months an agenda item be added to include information on performance reviews for staff. It would include how we do the reviews, when and what our performance management system is here. She continued that she would like to know and see what has been happening and what should be happening.

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

### **ADJOURNMENT OF THE MEETING**

Jack Garrison made a motion to adjourn the meeting at 8:55 p.m. Bob Gaughan seconded the motion, all were in favor, motion carried. *(5 yes votes: S Grigsby, J Hargens, B Gaughan, J. Garrison, K. Wilhelm 0 no votes)*