

CORBETT WATER DISTRICT



BOARD OF COMMISSIONERS REGULAR MONTHLY BOARD MEETING HYBRID MEETING: IN-PERSON ~ VIRTUAL MEETING VIA ZOOM

Tuesday, October 18th, 2022 6:30 p.m. ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy

BOARD MEMBERS PRESENT: In-Person: Dan Graff, Sara Grigsby, Jeff Hargens, and Kelly Piper. Remote via phone: Fred Sanchez

STAFF MEMBERS PRESENT: District Manager Ana Linden, District Clerk Rebecca Day, Assistant District Clerk Lynda Ronell, DRC David Jacob.

COMMUNITY MEMBERS PRESENT: In-Person: Malcolm Freund, Michael Orion, and Brian Aho. Remote: Cloudy Sears

AGENDA

1. Call to Order – Board member Jeff Hargens called meeting to order at 6:31pm

2. Roll Call – Everyone is present

3. Approval of the Agenda – Kelly Piper moved to approve agenda. Dan Graff seconded. (*motion passed 5 yes votes, 0 no votes*)

4. Approval of the Minutes – Kelly Piper moved to approve 9-20-22 Regular Meeting minutes, Sara Grigsby seconded. (*motion passed 5 yes votes, 0 no votes*)

5. Treasurer's Report – Treasurer Sara Grigsby started with Materials and Services. Engineering had \$0.00 expenses for September because the Hydra Engineering invoice went through last month. There were vehicle repair expenses for Loren's truck. The capital outlay of \$1736.00 for groundwater includes the first invoice from Summit Engineering. Personnel services had no expenses in September for District Manager because Ana was being paid as District Clerk, and her Manager hours will begin to appear in October. Ana and Rebecca provided a Profit & Loss Previous Year Comparison Report. Gross profit is down \$120,000.00 from last year, which is largely due to grant money received last year. Kelly Piper made a motion to approve the Treasurer's Report, Fred Sanchez seconded (*motion passed 5 yes votes, 0 no votes*).

6. Leak Adjustments – 5707-00. The customer sent a letter. They had a regular leak adjustment (50%) and want a full adjustment (100%), which is not policy. The leak was on a spigot instead of a line. Staff suggests that the Board reiterate that the customer received the adjustment that was dictated by policy. Staff will write a letter stating that the Customer received the adjustment that is consistent with District policy.

7. Aged Receivables – The list of customers who are behind has shrunk to 3 accounts, 2 of which have had water shut off, plus 1 customer on Cabbage Hill who has leaks and continues to be past due. The valve to fix the problem is still on the way. It is the customer's responsibility to file a claim with District insurance. In our opinion, because they continue to have leaking pipes, and haven't fixed them or turned off the water (they don't live there), means they are negligent, and so we don't think they will get relief. Once the valve is replaced, we can begin the delinquency process.

OLD BUSINESS

1. Roof Update – The roof is leaking in two places. The City of Gresham won't sign off on a permit without approval from Multnomah County. Because the building is over 50 years old, the County wants a National Scenic Area (NSA) Application to determine whether the building has historical value. In our opinion, this building doesn't have historical value. Additionally, an NSA Application would take 2 years. However, if we aren't replacing the entire roof, we are doing a repair. If we replace like for like materials (updating the fasteners), we believe that this will repair the leaks and also fulfill our mandate to protect Corbett Water

District assets. Jeff Hargens made a motion to have Brian Aho repair the roof on the Corbett Water District building with like materials and like color, screwing the material down so it will avoid leaks. Dan Graff seconded the motion. *(motion passed 5 yes votes, 0 no votes)*.

2. Structured Annual Rate Increase Proposals – We intend to use information from the PACE study to inform any new rate increases. There was discussion of different rate models and options. The goal is to raise an additional \$150,000.00 per year to cover new filtering sand for ponds 1, 2, and 3. Ana suggests they look at all rates and fees every year as part of the budget process. Then rate hearings can be held to change both rates and fees all at once. In this instance, we need to be able to defend the increases, or tie it to specific projects. Dan pointed out that we also need to remember the costs of deferred regular maintenance. Ana will take the presented models and tweak them at the request of board members. She will send out more options via email, and the board will finalize their recommendation at the Regular Board Meeting on November 15th, with a Rate Increase Public Meeting to follow immediately after.

3. Resolution to Allow Manager to Sign Contracts – We would like to update a previous resolution, to substitute the term “District Manager” for specific names, and change the pronouns to be more neutral. Sara Grigsby made a motion to pass the updated version of resolution 2022.10.18B of the Corbett Water District, and Kelly Piper seconded. *(motion passed 4 yes votes, 0 no votes – Fred Sanchez’ phone connection was lost)*

4. Leak Adjustment Policy – We propose to remove the words “\$800.00 maximum” from the office policy for leak adjustments. A motion is proposed by Kelly Piper, and seconded by Sara Grigsby. *(motion passed 4 yes votes, 0 no votes – Fred Sanchez’ phone connection had been lost)*.

5. Master Plan – *(Fred Sanchez’ phone connection was re-established)*. Our sources and wells are good, and the treatment plant is solid if we can replace filter sand within the next 3 years. The biggest issues to look at are the distribution system and storage. New techniques from the City of Portland will help us find leaks. There is a company using a special radar. Our current loss rate is about 7 or 8%. We make 500 gallons of water per minute, and sell about 150 gallons. We will find lots of small leaks, because the big leaks are already obvious. We also intend to clean up the system to make sure that all services are directly connected to a main so that water is not being wasted. Doing these things will mean that materials like chlorine and soda ash will last longer, pressure surges will be less impactful, and there’s a lot less stress on the whole system. The new master plan should be mostly done by the end of the year. It is due in February/March of 2023.

6. Policy Committee Update – They are working on Rules and Regulation Policy. There has been one meeting so far. No timeline, they will just plug away on this important work.

NEW BUSINESS

1. New Clerk Introduction – Rebecca Day was introduced.

2. Employee Holiday Appreciation – Ana presented a request for \$500-1000 for a holiday party. The water district will be closed on both December 23rd and 26th. On Thursday, December 22nd Ana will provide a homemade treat, and wants to provide a signed card and gift certificate to each staff person. Next year, Ana will include the request in the budget. Jeff Hargens made a motion to approve the district manager to utilize up to \$1000.00 for employee appreciation during the winter holidays, seconded by Fred Sanchez. *(motion passed 5 yes votes, 0 no votes)*

3. Credit Union – Ana is unsatisfied with Wells Fargo’s customer service, fees, user interface, and increased employee time to keep up with website changes. Ana and Rebecca looked around at area credit unions to see if they meet the district requirements. The district manager and treasurer will make the decision.

MANAGERS REPORT – Weather data: there was 1 inch of rain between end of June and end of September. Prolonged dry spells can lead to water line breaks. We have fixed 3 water main breaks in September, and 1 service line break in October. The majority of these expenses will be flaggers, which will show up in October expenses. There was a rain event at the end of September and there was water in the shop from the leaking

roof. Filter pond 3 has been cleaned and must be determined to be working (filtering out coliforms from raw water) before it can go back into service. A new District Clerk has been hired, and started work on October 12th. The current intern position has not had any applicants, which might result in the position being removed. The filter pond sand will cost \$268,000.00. David Jacob and Ana will strategize how to cover this cost while remaining within budget of \$100,000.00. The valve has been received for the Cabbage Hill reservoir, but the flow controller mounting was sideways, so it is unusable. David showed pictures of the different water sources as of September. The water level is low, but surprisingly good. Jeff proposes that we keep these pictures as a reference for the levels at this time of year. Dan proposes that the data from our regular water levels check be put into a spreadsheet for comparison over time.

PUBLIC COMMENTS – Cloudy Sears would like to know how fish screens work with the water system. David replied that the fish screens are working to keep the fish out of the water reservoirs and divert them back to the stream.

FUTURE AGENDA SUGGESTIONS – Sara wants to look into building a community education program about how our water system works. Perhaps offering water tours, or making a video of the tour.

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER – none.

ADJOURNMENT OF MEETING - Jeff Hargens made a motion to adjourn the meeting at 8:22pm, Dan Graff seconded. (*motion passed 5 yes votes, 0 no votes*)

THIS WAS A PUBLIC MEETING