

CORBETT WATER DISTRICT



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

Tuesday, November 15th, 2022 6:30 p.m. ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy

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

STAFF MEMBERS PRESENT: District Manager Ana Linden, District Clerk Heather McGivney, DRC David Jacob (via Zoom).

COMMUNITY MEMBERS PRESENT: In-Person: Kathy Fagen Hubbard Werner, Michael Arion, and Jack Garrison.

AGENDA

1. Call to Order – Board member Jeff Hargens called the meeting to order at 6:30pm

2. Roll Call – Member Fred Sanchez is absent, all others present.

3. Approval of the Agenda – Jeff added item 4 under New Business: Wage Scale Proposal. Jeff Hargens moved to approve the agenda as amended. Sara Grigsby seconded. (*motion passed 4 yes votes, 0 no votes*)

4. Approval of the Minutes – Kelly Piper moved to approve 10-18-22 Regular Meeting minutes, Sara Grigsby seconded. (*motion passed 4 yes votes, 0 no votes*) Kelly Piper moved to approve 10-24-22 Special Meeting Minutes, Sara Grigsby seconded. (*motion passed 4 yes votes, 0 no votes*)

5. Treasurers Report – October 2022. Sara looks at the Summary of Accounts and learns about operational spending. She asked about a \$1450.00 charge for backflows, and this is for when customers are required to do a backflow test on their property and they haven't accomplished it by a certain date, the Water District will do the test for them. We have Bruton Backflow & Irrigation perform the tests at a cost of \$50.00 to the District. Then the District charges the customer \$100.00. A large portion of the Mains Repair and Maintenance category is for traffic flaggers. Membership fees this month were paid to SDAO and the Oregon Association of Water Utilities. There's a \$19,434.00 payment to Aho Custom Building and Remodel, for half the cost of our roof repairs. In November, the remaining half of that payment has been paid, minus a \$300.00 savings on materials. In the Groundwater category, there are lots of charges for Hydrogeologists from Summit, which was for the second opinion about our proposed well. In Personnel Services, Utility Worker I has no expenses for October, but this is because he was paid for September at the end of September, rather than October 1.

-Question from Kelly Piper: eventually, when we are fully staffed, will our staff be able to do the traffic flagging? Answer from Ana Linden: yes, that's the intention. And in the past, office staff like the Clerk had a flagging certificate. Ana already has her certificate and has done some flagging for the District.

-Question from community member Jack Garrison: can you explain more about the \$50.00 backflow charges? Are you contracting that out? Answer from Ana: we send a letter to all customers, asking them to check their backflow. Some people don't do it, and we post a 48-hour notice at their property saying that we will do the test. So we charge an administrative fee on top of the fees we are charged. The state is taking some initiative soon about backflows. Dan Graff moves to approve the Treasurers Report, Kelly Piper seconded. (*motion passed 4 yes votes, 0 no votes*)

6. Leak Adjustments – None

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OLD BUSINESS

- 1. Update with New Structured Annual Rate Increase proposals** – Continued discussion from last month. The goal is to raise \$1,000,000.00 per year, which means an increase of approximately \$300,000.00. Jeff likes the idea of including 3 units of water in the base rate and then gradually increasing the per unit rate as the customers use more water. This might encourage conservation, though then we might have a problem of not being able to sell that conserved water. Discussion follows about the merits of each alternative. Decision is made to recommend plan “Jeff 1” to the rate hearing. -Observation from Jack: until recently, the base rate has been tied to certain projects with a specific amount of money to raise. Then the base rate increase expires. Jeff responded that the base rate structure is not policy, so we don’t have to tie it to a capital project, since those improvements are ongoing.
- 2. Update about installation of roof repairs** – Ana reports that the roof was repaired! There were a few unexpected developments, like the materials took an extra week to arrive, and the bathroom fan doesn’t lead anywhere. There are a few more items to repair when time and budget allow.
- 3. Progress Report on the Master Plan** – No new updates, David is continuing to work on the plan. He will finish by the end of December, send it to the Board for perusal, and present it to the Board for discussion at the January Regular Meeting. We are required to turn the Plan into the State some time in 2023.

NEW BUSINESS

- 1. Frank Fagan Historical Documents** – Kelly Piper transcribed a large wallpaper book filled with a handwritten history of the Water District written by District Manager Frank Fagen. She reproduced his hand-drawn maps, and typed up all of his notes. She also took the original book to have the pages digitized. Frank’s daughter Kathy attended the meeting and was excited to take the book home to show her children. She will then donate the book to the Corbett Historical Society. Sara says that there might be an opportunity to create a program about the history of the Water District to present at the Corbett Grange. David cautioned against the idea of putting the digital maps on the Corbett Water District website because it might pose a security risk as some of the pipes are still in use.
- 2. Adding Authorized Representative at Wells Fargo Bank** – As a failsafe, our bank account with Wells Fargo requires two people to sign checks and make decisions about the account. While everyone on the Board (and Ana) can sign checks on behalf of the District, there are only two “authorized representatives” on our account. An authorized representative is someone who can make decisions about the account like increasing the credit limit, closing the account, etc. Those two are Jeff and Sara. If one of them were to be unwilling or unable to participate in a decision, we would be stuck. We would like to add another Board Member as an authorized user, as a precaution. Kelly Piper volunteered to be added as a new authorized representative. Jeff Hargens moves to add Kelly Piper as an Authorized Representative with Wells Fargo Bank. Seconded by Dan Graff. (*motion passed 4 yes votes, 0 no votes*)
- 3. Introduction of new District Clerk Heather McGivney** – Heather is the new District Clerk. She was referred to the job by Corbett Resident Stephanie Nystrom. She is doing well so far.
- 4. Wage Scale Proposal (Added during meeting)** – We need to hire new employees for the Utility I position. Utility I, II, and III levels are dependent on education and skill level. Ana feels that our starting wage is too low to attract applicants. She also wants to increase the number of “Steps” where an employee can receive raises. Right now there are 5 steps, and Ana wants to increase this to 7

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steps. Kelly Piper made a motion to approve Ana's proposed wage scale to increase the minimum wage, and increase the number of steps for possible raises. Sara Grigsby seconded. (*motion passed 4 yes votes, 0 no votes*)

MANAGERS REPORT – School is challenging, but it is all applicable to Water District business. Our service line repair became a larger project, culminating in a sinkhole on November 4th. All workers, including Ana and David were working to put two steel plates over the hole. The valve project at Cabbage Hill got started, but also stalled again when a fitting was the incorrect size. Filter Pond 1 is back online. Filter Pond 3 was cleaned and recently put back into service. We hope to complete Filter Pond 2 within about 2 weeks. We completed our annual volatile organic chemical tests and all results came back clean – “not detected” for all 21 tests. Our water is our greatest resource. Roof repairs were completed, and the next step is to make a plan for any other building improvements that are needed. We'll tackle them one at a time. Unfortunately, District Clerk Rebecca Day was unable to continue in the job, but new Clerk Heather McGivney has been hired. Utility I worker Jose “Manny” Diaz has turned in his notice and will leave Corbett Water to work for Portland Water. We will miss his hard work and good attitude.

-Question from Sara: How is Ana fitting into her job? Are you and David still working together? Is Lynda able to work enough to help Heather? Answer from Ana: it is challenging, but I'm learning a lot about the job. I'm still working with David, though he's busy. We're working together on a weekly basis. Lynda has had to cut back hours because of the end of the year, but she's here enough to help.

PUBLIC COMMENTS – None

SUGGESTIONS FUTURE AGENDA ITEMS – Kelly Piper would like building maintenance to be addressed quarterly.

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER – None

ADJOURNMENT OF MEETING – Jeff Hargens made a motion to adjourn the meeting at 8:00pm, Dan Graff seconded. (*motion passed 4 yes votes, 0 no votes*)

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