

CORBETT WATER DISTRICT



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

Tuesday, December 20th, 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, Sara Grigsby, and Fred Sanchez (Dan Graff later joined in person)

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

COMMUNITY MEMBERS PRESENT: In-Person: Michael Arion, Roland Beebe, Malcolm Freund, and Jack Garrison. Via Zoom: Cloudy Sears

AGENDA

1. Call to Order – Board President Jeff Hargens called the meeting to order at 6:34pm

2. Roll Call – Commissioner Dan Graff is absent, all others present.

3. Approval of the Agenda – Fred Sanchez moved to approve the agenda. Kelly Piper seconded. *(motion passed 4 yes votes: S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes)*

4. Approval of the Minutes – Kelly Piper moved to approve 11-15-22 Regular Meeting minutes, Fred Sanchez seconded. *(motion passed 4 yes votes: S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes)* Kelly Piper moved to approve 11-15-22 Special Meeting Minutes, Sara Grigsby seconded. *(motion passed 4 yes votes: S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes)* Kelly Piper moved to approve 11-30-22 Rate Hearing Meeting minutes, Sara Grigsby seconded. *(motion passed 4 yes votes: S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes)* Kelly Piper moved to approve 12-09-22 Special Meeting minutes, Jeff Hargens seconded. *(motion passed 4 yes votes: S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes)*

5. Treasurers Report – Sara Grigsby presented the November 2022 Treasurers Report. (Commissioner Dan Graff joined the meeting via Zoom during this report) There was overspending on Mains Repairs and Maintenance compared to the budget projection. This has to do with application of asphalt to a hole, flagging charges, and annual preventative maintenance. Reservoir Repairs is also over budget, which has to do with a large invoice from Ferguson and annual rust prevention. Capital Outlays for Building included a final payment to Aho Custom Building Remodel for roof repairs. Ground Water is also over budget, which is around the consulting from Geologic Associates about our well project. There is under spending in the Filter and Treatment Plant Repairs. The Master Plan allocation hasn't been spent yet, and about \$25,000 will go to David Jacob for writing the Master Plan, and the other \$10,000 will be associated costs. Overall, our rough spending so far this year is \$316,000, with round number revenues of \$495,000. Heather performed an audit on our Summary of Accounts report, to ensure that the year-to-date expenses are accurate. These numbers were a little off, we think because the credit card charges weren't being caught in the proper month. Community member Jack Garrison asked for a breakdown of charges on the Ferguson invoice. Ana responded that most of that was for the

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valves and telemetry instruments used on Cabbage Hill reservoir. Jeff Hargens moves to approve the November Treasurers report, Fred Sanchez seconded. (*motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes*)

OLD BUSINESS

1. Building Update – Kelly Piper. There are a lot of issues with the building (leaky roof, generator, etc.), but we can't really modify the outside because of issues with the Columbia River Gorge Commission, and it would be cost prohibitive to tear it down and build a new building. The building is structurally solid, but the interior is not laid out well. An architect is not in the budget, so Kelly got on Vizio and reconfigured the layout of the interior. There will be a front section for the public, a middle section of offices, and a back section for the shop. We would put in a wall to build the manager a small office, and use the large office as more of a lunch room. We would reconfigure the shop to also include a locker room for the workers to be able to change out of dirty gear before entering the office. With volunteer help, we should be able to do most of the remodel cost effectively. The next large expense should be replacing the HVAC. Community member Michael Arion is willing to build benches for the locker room, so we are looking for 2 x 4 lumber to construct them.

NEW BUSINESS

1. Ordinance 2022.11.30 – Second reading of “Ordinance 2022.11.30 of the Corbett Water District Water Usage Rate Increase & Base Rate Increase” The ordinance was signed and will be submitted for recording to Multnomah County.

2. Assistant Clerk II – Ana Linden. Ana wants to hire a second Assistant Clerk because Lynda, our Assistant Clerk, is cutting back her hours in January to 8 hours a week, and has said she will probably retire this year. Ana took the opportunity to hire Angela Bowman to learn from Lynda's experience before she retires, and to provide extra help after Lynda reduces her hours in January. Ana has looked at the numbers and feels like we can afford to employ two Assistant Clerks for a time. Jeff feels that the Board doesn't need to approve or take action, and that personnel matters are under the Manager's purview. However, he feels that if personnel costs were going to go over budget, that might call for approval from the Board. All other Board members expressed agreement with Jeff.

3. Shipping container – Ana Linden. Ana is going to get a shipping container and place it in the parking lot close to the barn. This will provide storage space that might be lost in the shop remodel. The cost should be between \$3,400 for a small container to \$10,000 for a large one, plus a delivery fee. Sara asked if there were any land use restrictions. Dan answered that since these containers aren't permanent, we don't need any permits. Question from Sara: Have you looked into buying any of the adjacent property? Jack pointed out that the Corbett Historical Society has some storage containers, and we could ask them if there are any land use issues.

4. SDAO Annual Conference – Kelly Piper. The Special Districts Association of Oregon Annual Conference is happening in February. There is money in the budget for training and education, which has traditionally been used for the Utility Workers and Managers to get continuing education. Kelly feels that this money should also be used for staff and Board members to attend trainings or conferences like SDAO. Kelly would like to send a representative to the SDAO Annual Conference every year.

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5. SDIS Insurance: 2% credits off liability insurance – Heather. There are 2% discounts to our insurance if all Board members attend educational workshops from SDAO, or if we have a Board practices assessment done by an SDAO consultant. Another 2% is available if 2 or more Board members enroll in the SDAO Leadership Academy. Unfortunately, not all the board have done the educational workshops. Ana urges all Board members to attend a workshop by December 31st so that we can get this discount. She notes that our liability insurance has increased approximately \$3700 because of rising prices and several claims against Corbett Water District. Ana believes that most of the claims were due to water main breaks.

MANAGERS REPORT – On 11/21 we had a main line break on Littlepage Road. We were able to make repairs, but they had to close the valve at Grange Hall, leading to a boil water notice during Thanksgiving week. The valve was installed at Cabbage Hill reservoir, and the pressure is now within normal range. All filter ponds have been cleaned and are back online. We've performed annual Disinfectant Byproduct Testing and results were within the acceptable parameters. We have a new Utility worker, Raymond Hoff, who started on December 19th. There will be some holiday closures.

PUBLIC COMMENTS – Community member Jack Garrison has noticed that Board Meeting minutes haven't been posted online in several months. Heather has forgotten to post the approved minutes, so she will get them posted ASAP. Also, Jack is curious about the number of Special Meetings that the Board has been having which go into private executive session. Jeff acknowledges that there have been a number of meetings, but isn't able to divulge any additional details because these are confidential conversations that the Board has had with Corbett Water District's lawyer. Community member Cloudy Sears asks for more information about the Cabbage Hill repairs. Jeff responded that all repairs were made.

Commissioner Dan Graff arrived in person at 7:35pm.

SUGGESTIONS FUTURE AGENDA ITEMS – None

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER – Dan asked about the situation at Cabbage Hill with Utility Worker Manny Diaz. Ana responded that she conducted an investigation and had a meeting with Diaz, with input from Jeff. Sara requests that we make an effort to improve the audio for hybrid meetings so that community members can stay engaged during the winter months.

ADJOURNMENT OF MEETING – Jeff Hargens made a motion to adjourn the meeting at 7:42pm, Kelly Piper seconded. (*motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes*)

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