

CORBETT WATER DISTRICT



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

Tuesday, March 21st, 2023 7:00 p.m. ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy

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

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

COMMUNITY MEMBERS PRESENT: In-Person: Michael Arion, Roland Beebe, Jack Garrison, Chris Witka. Via Zoom: Cloudy Sears, Angie Kimpo.

AGENDA

1. Call to Order – Board President Jeff Hargens called the meeting to order at 7:05pm after a short break from the Budget Meeting.

2. Roll Call – All Board Members present.

3. Approval of the Agenda – Jeff Hargens would like to amend the agenda to table the Rules and Regulations discussion for one month. Jeff Hargens moved to approve the agenda as modified. Fred Sanchez seconded. (*motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, F. Sanchez; 0 no votes*)

4. Approval of the Minutes – Jeff Hargens moved to approve 02/16/23 Executive Session minutes, Dan Graff seconded. (*motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, F. Sanchez; 0 no votes*). Jeff Hargens moved to approve the 02/16/23 Special Meeting minutes, seconded by Fred Sanchez (*motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, F. Sanchez; 0 no votes*). Sara Grigsby moved to approve the 02/21/23 Regular Meeting minutes, seconded by Fred Sanchez (*motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, F. Sanchez; 0 no votes*).

5. Treasurer's Report – Sara Grigsby presented the February 2023 Treasurers Report. Sara is continuing to keep an eye on the Engineering line item, which is mainly for David Jacobs as acting DRC. The Legal and Ground Water line items are related to our litigation regarding the well. There was an expenditure of \$11,875.00 for the Building this month, for the 50% down payment on the new HVAC installation. There will be spending to come for the Master Plan, as that project is coming to the finishing stages. Sara prepared a document highlighting where the spending for this year is presently, compared to the budgeted amount. Her conclusions are that the District is doing fairly well, we're "not upside down." Jeff Hargens moved to accept the Treasurer's Report as presented, Dan Graff seconded. (*motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes*)

6. Manager's Report – Ana Linden reported that she attended the Oregon Association of Water Utilities conference in Sun River, OR. She learned a lot, and met many people. She won the Office Manager of the Year award. All three open board positions have at least one person running for the board. The Policy committee met with Bruton Backflow and they made the change that all customers will fill out an annual survey about their backflow devices. Ana is currently attending a class to become a Backflow Specialist. On March 15th, Ana and Utility Worker III Loren Wilton met with Corbett Fire District Chief Rick Wunsch and Fire Marshall Dave Flood to learn about hydrants in the district and

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cross connection/backflow issues. They also discussed interagency cooperation with hydrant maintenance. We have received all of the equipment needed to service PRV stations. Our last records are from 2013, though it is evident that maintenance has been done since then. Frank Timber Company has closed the road to South Fork headworks, so now they have to take the long route. Part of the summer plan is to clear the space between the North and South headworks. Late season snow has accumulated at the treatment plant, causing delays. Next year, Ana plans to be more proactive in plowing the snow there. We've replaced the radiator on the treatment plant generator, as soda ash doesn't dissolve as well in cold water. Our new HVAC system was installed in late February, and they installed the old oil heater in the barn. While installing the heater in the barn, a roof leak was noticed. We've solicited a bid from Aho Custom Building & Remodel. Community member Roland Beebe, a retired engineer, has volunteered to create plans for our remodel that a contractor would be able to use.

OLD BUSINESS

1. Building Update – Kelly will work with volunteer Roland Beebe on the plans for the building remodel. The phones are due to be replaced, which will upgrade the system to include caller ID, and provide more space where the phone equipment is stored.

2. Drinking Water Source Protection Grant Update A committee of Cloudy Sears, Angie Kimpo, Jim Morgan, Sara Grigsby, and Ana Linden met to look into the creation of a risk assessment plan to protect our watershed. Having this plan in hand would be helpful for applying for other grants. Three companies submitted bids, and the committee examined them to choose the company to do our risk assessment plan. The committee recommends that we contract with GSI. Kelly Piper moves to contract with GSI for this project, and Sara Grigsby seconds. *(motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes)*

NEW BUSINESS

1. AsterrA – John Stevens from AsterrA explained more about how AsterrA can help CWD find leaks with synthetic aperture radar, along with a dedicated team on the ground who will use the data to locate leaks very quickly. The radar can “see” chlorinated water in the ground, piercing through weather, forest, soil, concrete, etc. They are especially good at finding non-surface leaks. When they find a “point of interest” they are 80% sure that there is a leak there, and about 50% of the time boots-on-the-ground technicians are able to find a leak. The technology doesn't supply the size of the leaks, but the team on the ground would be able to determine the size of the leaks. The next Portland Water Bureau image will be taken in the spring, which Corbett would be able to utilize. The AsterrA subscription allows access to a data dashboard to analyze the information. Discussion followed about the possible advantages of purchasing this data. Jeff Hargens suggests that rather than vote on this expenditure now, we add it to the next budget cycle.

2. Resolution 2023.03.21 Adjusting Employee Pay Period and Pay Date – Currently our pay period is the first of each month to the end of that month, and the pay date is the first business day after the pay period ends. This leaves little time to accurately verify hours and compile payroll. The resolution would change our pay periods to a two week period, Monday through Sunday, and the pay date would be the following Friday. Sara Grigsby moves to approve Resolution 2023.03.21, Kelly Piper seconds. *(motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes)*

3. Fire Department Interagency Policy – Any formal policy between the Fire District and the Water District will be approved by the Board. The hydrant maintenance will likely always be done by a

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Water District employee, perhaps with a Fire District volunteer along. The Fire District will continue with clearing the vegetation on the roadside, and painting the hydrants. They are willing to help us with emergencies, like traffic control, etc. Sara said that she looks forward to developing the relationship. Ana hopes to have the policy in place by the end of the summer.

4. New Credit Union – Heather reported that we are in the process of opening an account at Maps Credit Union, based in Salem. This is precipitated by Wells Fargo raising their fees for ACH payments, where we draw payment from our customers’ bank account, and having poor customer service. She presented four different financial institutions to Sara and Ana, and they chose Maps Credit Union. We are opening the account remotely. The closest Maps CU branch is in Woodburn, but we should be able to utilize a “shared” branch in Portland if we need to make a branch-based transaction like a cash deposit.

PUBLIC COMMENTS – Jack Garrison asked the status of the Master Plan, and David responded that a final draft is close. His goal is to have a draft at the next Budget Meeting on March 29, 2023.

SUGGESTIONS FOR FUTURE AGENDA ITEMS – Jeff asked Ana when her one year anniversary review would be, and she responded September. Jeff thinks the Board should consider doing a review earlier, perhaps in June, before the current Board expires.

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

ADJOURNMENT OF MEETING – Sara Grigsby made a motion to adjourn the meeting at approximately 8:25pm, Dan Graff seconded. (*motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes*)

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