

CORBETT WATER DISTRICT



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

Tuesday, April 18, 2023 6:30 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: Michael Arion, Jack Garrison.

AGENDA

1. Call to Order – Board President Jeff Hargens called the meeting to order at 6:35pm.

2. Roll Call – All Board Members present.

3. Approval of the Agenda – Fred Sanchez moved to approve the agenda. Dan Graff seconded. *(motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, F. Sanchez; 0 no votes)*

4. Approval of the Minutes – Kelly Piper moved to approve 03/21/23 Budget Committee Meeting minutes, Jeff Hargens seconded. *(motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, F. Sanchez; 0 no votes)*. Kelly Piper moved to approve the 03/21/23 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)*. Kelly Piper moved to approve the 03/29/23 Budget Committee Meeting minutes, seconded by Dan Graff *(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 March 2023 Treasurer's Report. Sara says that there are no real surprises this month. The Engineering and Legal expenses continue to be over budgeted amounts. The Vehicle Repair line item is large for this month because we bought tires. The Treatment Plant expenses are for repairs or maintenance by contractors. Looking at the Profit and Loss Report compared to last year, we see a deficit in this year's income because we had a \$109,000.00 grant last year. However, with three months left in this Fiscal Year, our income has exceeded last year for all of our line items. And Total Water Sales is about \$30,000.00 over last year, partly due to the water rate increase. We are still about \$15,000.00 less in gross income compared to last year, but the trend is good. We have two new line items on our Summary of Accounts: Leak Adjustments and Credits. The credits are generally fees that have been removed as courtesy to customers. These figures have already been factored into the income numbers, but it is helpful to separate them out to show how much revenue has been decreased through leak adjustments and credits. These are internal adjustments, not reflecting cash receipts. Question from community member Jack Garrison: the dollar amount of water sales is up over last year, but is there a difference in number of units sold? Dan asks that the District Clerk run a report of units sold for this fiscal year compared to last fiscal year, and report back next month. Jeff Hargens moved to accept the Treasurer's Report as presented, Kelly Piper 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 a Pressure Reducing Valve (PRV) mystery has been solved. Last year, a hydrant on Corbett Hill was reported as running at a lower flow (in gallons per minute) than expected. The surrounding system was checked, but everything seemed to be functioning

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as normal. This year, Ana took a class in control valves, and has been systematically checking over the PRVs in our system. On April 5, she checked the PRV at the top of Corbett Hill, and discovered a leak. A malfunctioning control valve has been the cause of the low flow hydrant. The next morning, on April 6, we received a call from a customer just downstream from that valve, stating that she and her son had inadvertently drank brown water and were sick. Under supervision from David Jacob, we followed guidance from the Oregon Health Authority and issued a boil water notice, which was lifted the next day after test results came back clear. The PRV hasn't been fixed yet, as Ana is waiting on David's availability. Another issue is that a customer called about water bubbling up near his driveway. The crew dug and found two pipes, neither of which were on our current pipe map, nor did they appear to be essential to water service. They capped the leaking pipe and found that the other pipe was dry. Ana attended the Corbett Fire District Board Meeting this month, and the topic of storz adapters came up. The Fire District remembered that Corbett Water had agreed to pay for half of the cost of the adapters. Ana remembered that the Board promised a set amount during this fiscal year, and didn't add it to the new budget. We checked the minutes, and found that the Board had agreed to contribute \$2000.00 per year, both this year and next, to help pay for adapters. The Fire District has sent us an invoice for nearly \$5000.00. Water treatment has been challenging because we are still struggling to get our soda ash to completely dissolve in the water. There is logging going on near the Treatment Plant. The Watershed Committee is in the final stages of negotiating our contract with GSI for our risk reduction plan. We've received a bid to replace the roof on the barn. Community member Roland Beebe is working on plans for the building remodel that can be used by a contractor. We are advertising for a Utility II position, but haven't had any applicants. Our utility workers will be attending training. We are planning a staff development day, during which the office will be closed to the public.

Discussion ensued about sharing the cost of the storz adapters with the Fire District. Community member Jack Garrison has followed the Fire District meetings, and filled the Board in on the background of the storz adapters. The Fire District purchased 46 storz adapters, and thought that the Water District was going to provide half of the cost. The Fire District will purchase up to 25 more adapters next year. The cost of each adapter has gone up considerably. There were competing opinions about how much the Water District should pay. Sara feels that to nurture the relationship between the Fire District and the Water District, we might want to consider paying the full half. There was also discussion about the water that is used at the Fire District. They are not charged for water, and it could be that they don't have a meter on their lines. Ana would like to put at least a check meter on the hydrant so that we can tell when water is being used. Ana will talk to Rick Wunsch about cooperation.

OLD BUSINESS

1. Building Update – Roland Beebe has been drawing up plans for the building remodel. The pull down ladder was installed.

NEW BUSINESS

1. Retirement Party for Jeff Hargens, Fred Sanchez, and Lynda Ronell – The projected party would be at a restaurant in June. As long as we don't discuss Water District business, we'll avoid running afoul of public meeting laws. Tonight, Ana would like to fix the budget, then she will be able to start planning. Sara Grigsby moved that we budget up to \$1000.00 for a farewell party for Jeff, Fred, and Lynda. 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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2. Master Plan – David Jacob has finished the new Master Plan. The State of Oregon now has a copy on file. There are ten items that are required on a Master Plan, and Oregon will review for those requirements. Sara asked if David has thought about doing a public education session about where the Water District is headed. Dan said that he would request that any public session be a general overview, without too many specifics that might compromise security. Community member Jack Garrison asked if there is any correlation between the locations of known leaks and the highest priority repair tasks. David answered that all of the leaks are listed in the projects to be addressed, but some of them are challenging because of easements, or difficulty of fixes, etc. He doesn't want to get bogged down with tackling the priority list at the cost of not making progress on the list as a whole. Jack's second question was if the projected expenses are in future dollars or current year dollars? David answered that the cost list is a rough estimate in current year dollars. Sara Grigsby moved to approve the Master Plan, Fred Sanchez seconded. *(motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes)*

3. Health Insurance Options – Heather explained that our insurance company solicited quotes from health insurance providers other than our current provider Regence. She found that Resolution 2021.05.03 stated that Corbett Water will pay for 100% of the cost of health insurance for employees, and 50% of the cost of spouse, children, and/or family. The current provider bid has changed because our census was updated to include four covered employees rather than three. Heather presented different options. All employees have to be on the same plan, which is different than what some remember in the past. *Note: Heather found out that Districts are allowed to offer dual health coverage options. However, they must have ten employees enrolled in coverage, so Corbett Water is too small to qualify.* There are other plans that are cheaper to the District, but they have more expensive co-pays or out-of-pocket maximums. Ana would like to do more research next year to shop for a plan that might be a better fit for our employees. Sara Grigsby moved to stay with the current health insurance plan, Jeff Hargens seconded. *(motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes)*

4. Donating Surplus Items to Crown Point Country Historical Society – Ana would like to donate some of our old items to the Historical Society sale. As a public entity, there are rules about how to dispose of items that still have value. One option is to donate to a non-profit, which would save us the hassle of holding a sale of our own. Jeff Hargens moved to donate surplus items to the Historical Society sale, Kelly Piper seconded. *(motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes)*

5. Meters That Are Located Across the Street From Residences – The person who owns the market in Springdale called about a leak that his contractors cannot find on his property. It turns out that his meter is across the road from his property, and the leak is underneath the road, where the customer (as a private person) cannot legally fix the leak. She would like to relocate the meter to his side of the road, and have a rule that can be generalized to other customers in this situation. The Board agreed that in this kind of situation, Corbett Water should move the meter to the customer's side of the street, and locate the meter at the edge of the right-of-way.

6. Resolution 2023.04.18 Updating Appendix A of Ordinance 2022.11.30 – We discovered that there is an 8-inch line at a customer's site, and they haven't been getting billed for it. We don't have a base rate for this odd size of line/meter. We are amending the base rate and installation fee tables to include 3-inch and 8-inch lines/meters at a rate that corresponds with their capacity in gallons per minute. Sara Grigsby moved to approve Resolution 2023.04.18 Updating Appendix A of Ordinance

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2022.11.30, Kelly Piper seconded. *(motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes)*

7. Rate Hearing to Adjust Fees With Budget Cycle – If we want to add a rate hearing to adjust fees with this budget cycle, we would have to send the notice with the April bills, and have the hearing in May. The Board studied the proposed fee increases and new fees, and discussed whether they were reasonable. Jeff Hargens moved to hold a rate hearing to coincide with the Fiscal Year 2023-24 Budget cycle on May 16th at 6:30pm, Sara Grigsby seconded. *(motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes)*

ITEMS NOT ON THE AGENDA – None.

SUGGESTIONS FOR FUTURE AGENDA ITEMS – Kelly asked Ana to talk about our Cross Connection survey, and the work that has gone into creating a new survey and brochures for customer education. Sara suggested that we put the topic on the agenda for next month.

PUBLIC COMMENTS – Jack Garrison asked why the backflow fee is increasing when our vendor hasn't raised their rates. Ana responded that there is significant staff time invested in sending reminder letters to the customer before we have our vendor conduct the backflow test, so she's proposing to raise that fee to correspond with increased staffing and postage rates.

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

ADJOURNMENT OF MEETING – Jeff Hargens made a motion to adjourn the meeting at approximately 8:30pm, Fred Sanchez seconded. *(motion passed 5 yes votes: D. Graff, S. Grigsby, J. Hargens, K. Piper, and F. Sanchez; 0 no votes)*

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