

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

Tuesday, August 15, 2023, 6:30 p.m. ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy

BOARD MEMBERS PRESENT: In-Person: Michael Arion, Sara Grigsby, Angie Kimpo, Kelly Piper. Dan Graff arrived at approximately 7:45 p.m.

BOARD MEMBERS ABSENT: None

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

COMMUNITY MEMBERS PRESENT: Roland Beebe, Robert Bitton, David Flood, Jack Garrison, Dawn Gilkison, Joe Kaiser, Tim Kirkinen, Spencer Parks, Victoria Purvine, David Shannon, Eric Tinus

COMMUNITY MEMBERS PRESENT VIA ZOOM: Cloudy Sears, Alivia Pence, Anonymous

AGENDA

- 1. Call to Order** – Board President Kelly Piper called the meeting to order at 6:30pm.
- 2. Roll Call** – Michael Arion, Sara Grigsby, Angie Kimpo, and Kelly Piper were present. Dan Graff arrived late.
- 3. Oath of Office for Newly Elected Board Members** – Board member Dan Graff completed his oath of office at 7:50pm.
- 4. Approval of the Agenda** – Sara Grigsby moved to approve the agenda, Michael Arion seconded. *(motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*
- 5. Approval of the Minutes** – Michael Arion moved to approve 07/18/23 Regular Meeting minutes, seconded by Angie Kimpo. *(motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*
- 6. Treasurer’s Report** – Sara Grigsby reported that Michael Arion is acting as Treasurer-in-training, and accompanied her to the meeting where she went over the accounting reports with District Clerk Heather McGivney. Main Repairs and Maintenance had a large expense this month, \$19,000.00 to Asterra for our satellite imaging and boots on the ground leak detection. Meter Repairs has a \$3,447.25 expense this month, but approximately \$1000.00 of that is for flaggers. In Capital Outlay, the \$15,009.90 paid for the Buildings went mainly to the repair of the garage roof. The almost \$5,000.00 listed under Ground Water is for the watershed risk reduction plan grant, and will be reimbursed to us. Compared to last year, our income is up 83%, however our expenses were over by 38% compared to July last year. As Sara and Michael were talking, he kept returning to his time on the Budget Committee, saying that he thinks it would be valuable to review a few years of “budget vs. actual expenses” reports. Angie Kimpo moved to accept the Treasurer’s Report as presented, Seconded by Michael Arion *(motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*
- 7. Manager’s Report** – Ana Linden reported about moving a customer’s meter across the street to be in line with Corbett Water policy. Due to complications, what was expected to be a two day job turned into four days. While our crew was working on this job, there was a line break on Deverell Rd., which diverted our crew for a day to fix it. However, Ana called in David Jacobs’ crew to continue work on the

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meter relocation. The leak on Deverell led to a boil water notice phone call on both Deverell Rd and Mannthey Rd. The week of July 24 – 28th we hosted the leak detection expert from Asterra. Each of our crew and Ana got to go out with him to learn about listening for leaks. There was a leak on Loudon on July 28th. Assistant District Clerk Angela Bowman came in on her day off to help send out the boil water notice. It was very difficult to find flaggers to help with this repair. A Corbett Fire volunteer came to flag for us, which allowed us to fix the leak in one day rather than forcing people to be without water service for the whole weekend. The state will deliberate on our request for non-NSF sand for our filter pond at their next quarterly meeting. The area around our intake was sprayed, so we chose to divert the water from use rather than risk chemicals getting into our water. We will be including a letter from the board with our July/August bills, and an invitation to our public meeting about our Drinking Water Risk Reduction Plan on September 27, 2023. Aho Custom Building & Remodel will be adding two walls to our shop area to create a locker room, and then we'll have Deluxe Heating and Cooling install ducts into the new room. Finally, our part time summer worker, Alivia Pence, has accepted an offer of regular full time employment. Alivia has proven to be a good worker, and eager to learn.

OLD BUSINESS

1. Building Update – Ana reported that there are two bids for a replacement of a garage door with an inset man door. Another alternative is to replace the garage door with a wall and a regular back door. This project, as well as the locker room project, will probably be all that we do for the building this fiscal year.

2. Branding and Logo – Ana said that we incorporated all of the advice that we got last month. We have letterhead, a color logo, and a black & white logo. Thank you to Angela Bowman for the time she spent on this project. Sara Grigsby moved to accept these new logos and letterhead design for the Corbett Water District. Angie Kimpo seconded. (*motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

3. Manager Evaluation – Sara Grigsby said that Ana Linden has been the District Manager for one year on September 12th. Sara is basing her ideas on an SDAO workshop about evaluating managers, and past manager evaluations. Sara went over her findings with Ana, and Ana gave input about the process. Sara wants to know how quickly after the anniversary we can gather all of the info for the evaluation. Ideally this would be a year-round cycle of developing performance goals, checking in mid-year, developing a timetable for the evaluation process and then performing the evaluation and reporting back to the public. Different evaluations would be filled out by Board Members & Mentor/DRC David Jacob; staff; and community stakeholders. Ana will do a self-evaluation using the same form that the Board fills out. We'll collect the data via Google Forms and/or paper forms put into a locked box. Angie Kimpo asked if there is a plan to integrate all of the steps of the yearly cycle into our annual budget/fiscal year process, especially if merit increases are tied to performance goals? Sara answered that the goal is to begin where we are and then do the full cycle this year. Michael Arion agreed to help Sara with this process. The Manager will decide whether evaluation itself will occur either in an open public meeting, or in a closed executive session. Kelly Piper moved to have Sara facilitate the evaluation process, seconded by Michael Arion (*motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

4. Report on progress of leak adjustment for 8273-01 – Ana Linden reported that the insurance claim is pending from the customer who has had leaks over the years because of being hooked up to the main going into the Cabbage Hill Reservoir. Our agent said that they haven't received any invoices yet, but that there will probably be a settlement.

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5. Letter to the public – Kelly Piper wrote a letter to the public explaining the rate increase that happened at the beginning of the year. The letter will be sent with our bi-monthly billing at the end of August. Sara Grigsby made a motion to accept the letter and to send it with our next billing. Michael Arion seconded. *(motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

NEW BUSINESS

1. Watershed Report – Michael Arion is part of a group that is trying to identify the risks to our watershed. They are rating each risk in terms of likelihood and impact. They will then work on developing strategies to mitigate the risks. Michael has been impressed with the number of county, state, and federal organizations that have attended the meetings. There will be a public session on September 27, 2023 from 6:00–7:00 pm at the Corbett Fire Hall.

2. Asterra Boots on the Ground – Ana Linden reported that Asterra took a satellite scan of our area looking for chlorinated water in soil. We don't have a geographic information system (GIS) showing the location of our pipes, so they superimposed their data over the streets of Corbett, since most main lines run along the streets. The last week of July, we got expert boots on the ground to look for the leaks based on these points of interest. He found several of the leaks, and there were some on the customer side where the meter didn't show flow, meaning that either the meter is defective, or the leak is too low to register. Our meter salesperson should be visiting soon to help determine if we have defective meters. Our expert was able to pinpoint the exact location of an unknown PRV next to the Cabbage Hill Reservoir that was gushing water. We now have a list of leaks to tackle in the coming months. We are working on notifying the customers that have a leak. This data doesn't produce an exact map for us, so Ana suggests that we don't do this imaging again until we have a GIS of our pipe locations. We have an accurate measurement of our treated water production, and we sell only a portion of that, so there is still a question of where most of our unbilled water is going.

3. Fire Line Base Rate – Ana Linden said that we are talking about this because we've had some customer pushback for paying a base rate based on water volume for fire lines. These lines are only for fire suppression, and not for regular use. Because of poor records, we don't know all of the fire lines in the district. As we discover them, we are beginning to charge the base rate. At the beginning of the year, the base rate for all lines switched to a volume-based charge, which correlates to the demand on the system when the line is flowing at full capacity. However, the size of these lines leads to large base rate charges. So we did research on what other water systems are charging. Community member Spencer Parks of Menucha Retreat Center spoke to the fact that they had never been charged for the fire line before, and the new billing model would cost him over \$13,000.00 per year. Kelly Piper responded that we should probably re-evaluate the fire line policy to more equitable. Corbett Fire Marshall Dave Flood explained that some of these fire lines are for fire suppression sprinklers and other lines are for private hydrants. Sara Grigsby suggested that we have a meeting with folks from Corbett Fire, Corbett Water, and community stakeholders to discuss this in more depth. Angie Kimpo asked if the cost of maintaining these lines is covered by the base rate? Dan Graff said that current private fire lines should be grandfathered in, and then system development charges should start to accrue if something new is built. However, he feels these lines should be metered to measure water use. Kelly Piper made a motion to have a meeting within one month to discuss the fire line rate policy, and that we suspend billing for those affected customers. Sara Grigsby seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

4. Response to Customer Complaint – Kelly Piper spoke about a written customer complaint about expenditures on parties for staff and Board members, specifically the holiday party that the

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District had for staff on 12/22/22, and the retirement party for staff and Board members on 6/15/23. The holiday party was approved with a \$1000.00 spending cap. The actual expenditure was \$1089.00. The retirement party was approved with a \$1000.00 cap, and spent \$1348.00. Both parties were attributed to the budget line item Personnel Services – General. Sara Grigsby contacted Special Districts Association of Oregon (SDAO) for advice about whether these celebrations were unethical and irresponsible, as the complaint suggested. Mark Knudsen from SDAO advised that these expenditures were reasonable for our type of organization, and important for team-building and fostering a collaborative culture. Community member Jack Garrison felt that the board should have discussed where the funds would come from when they passed each motion. He also expressed that the two Board members who benefitted from the retirement party (the two retiring members) should have abstained from voting because they had a vested interest. He felt that the Board was not following their fiduciary responsibility by spending this money. He wanted to give the Board a copy of Oregon ethics laws.

5. Easements – Kelly Piper reported that we are working on a policy for customers that have easements on their property that is equitable and acceptable to all parties. The policy may include water credits or financial compensation to each customer that is willing to sign an easement agreement.

6. Accounting Reports – Ana Linden said that in a meeting with Multnomah County’s Tax Supervising and Conservation Commission we discovered that we could simplify our budget by putting several line items into bigger buckets. We would keep reports to more specifically account to the board and public where money is being spent. Sara Grigsby made a motion that our financial reports be reviewed for the categories and language used in order to simplify them and put several line items into larger categories. The staff will work with the Treasurers to look at these reports. Kelly Piper seconded. *(motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 0 no votes; D. Graff abstained)*

ITEMS NOT ON THE AGENDA – None

SUGGESTIONS FOR FUTURE AGENDA ITEMS – Angie Kimpo suggests that we address a suggestion from our Wildfire Protection Plan to create open space around our infrastructure to protect it from wildfire. There is a grant that is geared toward allowing small government entities like us to implement these types of projects. She would like to add this item to our September agenda, and have interested parties take a tour of our infrastructure to gather ideas before the September meeting. The deadline for the grant is October 31, 2023.

PUBLIC COMMENTS (3 minute limit per person) – Victoria Purvine brought to the Board’s attention that several fire hydrants now have black caps, which indicates that they are not usable to fight fires because of low pressure. Over the years, pressure has dropped on several hydrants. She wants to know what the Water District is going to do to make these hydrants usable again? Ana believes that the problem may be caused by malfunctioning Pressure Reducing Valves (PRVs). The hydrant testing had been put on hold due to emergency repairs, but now that we have another utility worker, we should always be able to have someone go out and test the meters. However, Ana believes that all of our PRVs need to be rebuilt or replaced. Angie Kimpo suggested that we might be able to tie PRV repair into the Wildfire Protection grant. Dan Graff is worried that pulling water from low flow hydrants may be causing low pressure upstream of the hydrant. Jack Garrison would like to have draft minutes posted to our website, so that the public can read them before the next meeting.

ADJOURNMENT OF MEETING

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