

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

Tuesday, September 19, 2023, 6:30 p.m. ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy

BOARD MEMBERS PRESENT: In-Person: Dan Graff, Sara Grigsby, Kelly Piper. Angie Kimpo was present via Zoom.

BOARD MEMBERS ABSENT: Michael Arion

STAFF MEMBERS PRESENT: District Manager Ana Linden, District Clerk Heather McGivney, DRC David Jacob, Utility Worker III Loren Wilton via Zoom.

COMMUNITY MEMBERS PRESENT: Roland Beebe, Ed Bell, Victoria Purvine, Jack Garrison, Malcolm Freund, Clinton Christensen, Paul Granberg Jr., Eric Eaton, April Eaton

COMMUNITY MEMBERS PRESENT VIA ZOOM: Cloudy Sears, Alivia Pence, Dave Flood

AGENDA

1. Call to Order – Board President Kelly Piper called the meeting to order at 6:30pm.

2. Roll Call – Sara Grigsby, Angie Kimpo, and Kelly Piper were present. Dan Graff arrived at 6:35pm. Michael Arion was absent.

3. Approval of the Agenda – Sara Grigsby moved to approve the agenda, Angie Kimpo seconded. *(motion passed 3 yes votes: S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

4. Public Comments – Ed Bell gave a summary of the issues he is having with meter size (see New Business item 1). Malcolm Freund reported that he spent Monday flagging for a project on Hurlburt. The crew found several leaks, and the pipe was very brittle. This reminded him of several years ago, when a pipe had several leaks over a short period of time. So the pipe had multiple repair bands on it. The crew at the time had the opinion that they didn't want to replace the pipe for "job security" reasons. He doesn't want that to happen again. Cloudy Sears shared information about Christopher Cousins, who has been studying area salamanders using a technique that collects DNA from headwaters. He wants to study the rare Larch Mountain salamander within the next year. Ana Linden asked if he would be interested in presenting to the Board once he has completed his study. Cloudy responded that he probably would. She said that he will need access to our headwaters at some point to do his research.

5. Approval of the Minutes – Angie Kimpo moved to approve the 08/09/23 Special Board Meeting Minutes, seconded by Sara Grigsby. *(motion passed 4 yes votes: D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)* Sara Grigsby moved to approve the 08/15/23 Regular Board Meeting minutes, seconded by Dan Graff. *(motion passed 4 yes votes: D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

6. Treasurer's Report – Sara Grigsby reported that there are no surprises this month. We are still spending in the Legal category as our suit about the test well continues. In Meter Repairs, the expenditure this month was mostly for flaggers. In Capital Outlay, our only spending this month was in Buildings, the majority of the \$15,375.00 was the final payment for the new heat pump. District Clerk Heather McGivney pointed out that this expense was supposed to be paid in the previous fiscal year, which was her error. We received over \$12,000.00 in Miscellaneous Income, which was reimbursement for our payments to GSI Water Solutions from our watershed risk reduction grant. Our income is up

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compared to last year. Our expenditures are also up compared to last year, however all of the expenses were in the budget. Dan Graff moved to accept the Treasurer's Report as presented, seconded by Angie Kimpo. (*motion passed 4 yes votes: D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

7. Manager's Report – Ana Linden reported that we spent August following up on the leaks that Asterra detected. We swapped out meters that weren't showing flow, but the one meter we returned to Master Meter for testing came back as functional. We fixed some small leaks in PRV vaults, meter boxes, and several line leaks. We have been working with the PRVs and learning about how to change the settings. They have tried to tune several PRVs that lead to hydrants. They restored flow to a hydrant on Nielson that had been marked low flow. However, the hydrant at the bottom of Corbett Hill Rd appears to have a different problem than PRV settings. Water District crew has taken over flowing hydrants since August 23. During August, we treated 32 million gallons of water. We're currently working on cleaning the filter ponds before winter. Pond 1 has been cleaned, and pond 3 is prepared for cleaning. There has been no news from Oregon Health Authority about the NSF sand rule. The work for our watershed protection grant is in full swing, and we are looking forward to the Risk Reduction meeting on September 27. Frank Timber is working on the bridge that would allow us access to the South Fork intake. Our August bills included a letter about the rate increase from Kelly Piper. We've had positive feedback. Our field crew is working well together, with the Utility I workers learning from our Utility III worker. We have a grant volunteer, Lauri Aunan, who is working with our Grant Committee to find funding for some of our projects. She will attend the October Regular Board Meeting.

OLD BUSINESS – None

NEW BUSINESS

1. Customer 8271-00 – Meter Size Request – Community member Ed Bell said that he has lived in Corbett for over 20 years, and has had fluctuating pressure for a good period of that time. His meter is close to the Cabbage Hill reservoir. After a lot of tinkering and trying to resolve the problem, a previous District Manager put in an ultrasonic 1.5" meter and helped him to discover that his pressure tank wasn't working. Since the new meter and the customer's installation of a new pressure tank, the pressure problems have been solved. However, when rates went up in January, his base rate went up to \$225.00 for the 1.5" meter, which he feels is too much. He would like to either strike a deal for a lower rate, or put in a smaller meter. Another factor is that we use his driveway to access our Cabbage Hill Reservoir. We have an easement at the edge of his property, but using it might involve increased maintenance of his yard, and safety issues during the winter, as it is at the edge of a drop off. Sara Grigsby wants any solution to be generalizable to other customers. Dan Graff's opinion is to try out the 1" meter to see if it works. Angie Kimpo wondered if we could tie in a formal easement for driveway access to the reservoir to any compromise about the meter. Kelly Piper summarized that we could put in the 1" meter at no cost in exchange for the updated easement, and replace the 1.5" meter if the 1" doesn't work out. Mr. Bell objected that moving the easement might drive down the resale price of his home. Sara feels like the easement is a separate issue. Kelly moved that we replace the customer's current meter with a 1" meter, at our cost. If it doesn't work, we will also absorb the cost of re-installing the 1.5" meter. However, at that point, the customer would have to pay the 1.5" meter base rate. Sara wondered if this was setting a precedent for future customers. Kelly responded that this is a special situation, and that we're making concessions in recognition of the fact that the customer has and will continue to let us use his driveway to access our reservoir. Dan Graff seconded Kelly's motion. (*motion passed 4 yes votes: D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

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2. Customer 1250-06 – Leak Adjustment Request – This customer had an approximately \$1500.00 leak that was fixed at the end of July. He replaced his entire line, around 400 feet, which cost him \$16,250.00. The customer has had \$718.50 in leak adjustment applied to his account, and would like to appeal for the other \$718.50. Sara Grigsby moved to forgive the remaining \$718.50, and Kelly Piper seconded. *(motion passed 4 yes votes: D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

3. Wildfire Mitigation Grant – Angie Kimpo has been speaking with Lauri Aunan about available grants, and believes that we may have other more important priorities for funding in advance of wildfire mitigation projects. Angie suggested tabling this agenda item for now.

4. PRV Maintenance Plan – Ana Linden presented a written plan for PRV maintenance, which was developed with input from Utility Worker III Loren Wilton, DRC David Jacob, and Fire Marshall Dave Flood. The goal is to check and service each PRV station every year, and learn what the upstream and downstream pressures should be for every PRV. Dan Graff said that DRC David Jacob should be able to help figure out the optimal pressures. The plan is to do the basic maintenance for two PRV per week, starting with PRV that feed hydrants that have lost flow. We will enter information into a new database, like Microsoft Access, to track maintenance and settings. Ana said that the silver lining of learning to flow hydrants, and what the test results mean, has been getting a better picture about how our system works so that we can begin to tackle this problem. All of the low flow hydrants are downstream of a PRV. Kelly Piper asked for regular updates at every meeting, under Old Business. Angie Kimpo said that having a database like Access is a great place to start, and might be fairly simple to convert over to a GIS. She would like Ana to give regular updates to the Water District Board and the Fire District Board on a bi-weekly basis, possibly using an Excel table to track data. Ana will send an update to the Board about PRV and hydrants, and the Board will decide what to share with the Fire District Board. Ana asked for Dan's opinion about the brand of PRV parts. Dan responded that Cla-Val is a good brand that makes all sorts of PRV parts. Ana would like to make a policy to always purchase higher quality, durable parts. The Board agreed it is her prerogative as Manager to purchase the parts she chooses.

5. Letter from the Board of Directors for Corbett Fire District – We received a letter from the Fire District Board today. Kelly Piper explained that this letter is in response to an email she sent to Fire District Board President David Shannon. She would like to write a response, which she will share with the Board before she sends it.

6. Fire Line Policy Meeting – Kelly Piper recounted that at the August Board meeting, we decided to suspend charges on all fire lines until a new policy is written. She would like to form a committee that includes Dan Graff to research and write a new policy. Currently, customers are being charged for the size of their fire line. Future options include charging for the size of the meter (which is often smaller than the size of the line), or to simply charge for the base rate of a ¾ inch meter. Sara Grigsby suggests looking at what other water utilities charge. Ana Linden pointed out that, if we are going to create a rate that is different from an established rate, we would need to hold a rate hearing. Sara volunteered to be on the committee to ask questions and make notes, though she thinks Dan has the expertise in the subject. Sara will gather some basic information before the committee meeting. She and Dan will report back at the October Regular Board meeting.

ITEMS NOT ON THE AGENDA – Ana Linden reminded the Board that Sara, Michael, and staff were going to meet to discuss the format of the financial reports that are presented to the Board every month. Due to traveling and other complications, this meeting hasn't happened yet. We'll update the Board when we've had the meeting.

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SUGGESTIONS FOR FUTURE AGENDA ITEMS – Add one meeting per month about easements. Add a continuing agenda item under Old Business to receive updates about PRV maintenance.

ADJOURNMENT OF MEETING – Sara Grigsby made a motion to adjourn the meeting at 7:53pm, Dan Graff seconded. (*motion passed 4 yes votes: D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

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