

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

Tuesday, October 17, 2023, 6:30 p.m. ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy

BOARD MEMBERS PRESENT: In-Person: Michael Arion, Dan Graff, Sara Grigsby, Angie Kimpo, Kelly Piper.

BOARD MEMBERS ABSENT: None

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

COMMUNITY MEMBERS PRESENT: Roland Beebe, Jack Garrison, Malcolm Freund, Lauri Aunan, Rob Edmonds. Via Zoom: Alivia Pence, Cloudy Sears

AGENDA

- 1. Call to Order** – Board President Kelly Piper called the meeting to order at 6:29pm.
- 2. Roll Call** – Michael Arion, Dan Graff, Sara Grigsby, Angie Kimpo, and Kelly Piper were present.
- 3. Approval of the Agenda** – Michael Arion moved to approve the agenda, Dan Graff seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*
- 4. Public Comments** – Jack Garrison commented on the letter that the Corbett Fire District sent to our Board shortly before the September meeting. He was hoping that a response letter would be on the agenda tonight. Kelly Piper responded that they planned to address it tonight under “Items Not on the Agenda.” She drafted a response letter and sent it to the Fire District Board shortly before their October Board meeting. Jack asked how the letter was coordinated without a public meeting? Kelly responded that she sent it to a few board members at a time, soliciting feedback, and sent a final draft to Ana Linden and Heather McGivney for proofreading. The Board didn’t vote on the content of the letter before it was sent. Jack responded that he believed the Board should have voted. Jack then brought up that for the last month, there haven’t been any qualified technicians on staff. What has the Board done to direct staff or take action on the quality of the water and maintaining the infrastructure? Kelly responded that we are acting under the guidance of the DRC David Jacob, who has been helping in-person more often. Jack thinks that the Board should be accountable and explain to the public the steps that are being taken to maintain the quality of the water product, ensure that the infrastructure is being properly maintained, and actions that they are taking to attract qualified workers. Kelly asked him if he thought a letter was an appropriate means to communicate with the public. Malcolm Freund said that we’ve been talking a lot about history, and if we’re interested in the topic, we should read the Water District newsletter of January 2005.
- 5. Approval of the Minutes:** Angie Kimpo moved to approve the minutes for the 09/07/23 Special Board Meeting, Sara Grigsby seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*. Angie Kimpo moved to approve the 09/19/23 Regular Board Meeting minutes, Michael Arion seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*
- 6. Treasurer’s Report September 2023** – Treasurer Sara Grigsby
 - We are using our new credit union more, and successfully used the account to collect our automatic payments this billing period.

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- The LGIP savings account is at \$511,000 as the ending balance.
- We spent a little over \$2,000 this month on Cross Connections, which is Bruton Backflow performing the tests for customers that didn't schedule tests for themselves.
- Legal spending this month was about \$8,500, most of which went to the attorneys helping with our lawsuit. However, approximately \$1,800 went to a lawyer who went over our Board Policy Manual.
- Our revenues are already at 40% of the amount expected for the year, which reflects the fact that we have collected 2 out of our 6 billing cycles of the fiscal year, one of which included the expected high usage during summer months. However, compared to last year, we have received 60% more than last year. Net income last year was about \$111,000, and this year it is about \$155,000.
- Our Capital Outlay expenditures are much higher than last year at this time, but we planned for these expenses.
- Ana Linden pointed out that we are now breaking down our payroll expenses in a way that more accurately reflects how much is being paid to each position.

Dan Graff moved to approve the Treasurer's Report as presented, and Michael Arion seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

7. Manager's Report – District Manager Ana Linden

- Two of our utility workers quit in September. We've relied on David Jacob's crew to help with larger tasks. Our assistant clerks have re-arranged their schedules to allow Angela Bowman to do fieldwork one day per week. We have just hired Steve Young to be another Utility I worker. His first day was October 17, 2023.
- We started a mainline repair on September 18, 2023 on a 4" steel line on Hurlburt. Unfortunately, the pipe proved to be fragile, with the power of our water spray appearing to damage the line. They put in three repair bands. But the next day there was a new leak on the line, as well as signs that the old leak was starting again. There was some confusion with the boil water notice, and too many people were notified that they needed to boil water. It appears that most of the customers on Hurlburt have been connected to a newer 8" line located across the street. We will have to connect the customers who are currently connected to the 4" line to the 8" line in stages, as it will involve boring under the road.
- Filter ponds 2 and 3 were cleaned and returned to service. The pump in pond 2 was replaced when the current one failed. There were repeated chlorine alarms in the clearwell with no apparent cause. The problem was solved by draining the clearwell and giving it a thorough rinse. It now appears to be functioning normally.
- Work has continued on the fire hydrants, and Ana has kept the Board and the Fire District aware of the progress. There are still twelve hydrants that are running 15% lower than previous. Seven of them are downstream of the same two PRVs. The PRVs are most likely interfering with each other and affecting the flow. The Fire District has acknowledged receipt of the information, but has not offered feedback.
- The locker room remodel is moving along. We are waiting for new doors and lighting to be installed. We are investigating the possibility of doing the work ourselves, with help from volunteers.
- Sara Grigsby asked if we post the Manager's report on our website? David Jacob responded that it might pose security concerns to post the report to the website. A summary of the Manager's report is in the meeting minutes.

OLD BUSINESS

1. PRV Update – Ana Linden reported that she and David Jacob have been working on several PRVs, and Brandon from Wilson & Sons Construction was recommended as a person who has experience with

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control valves. He fixed the meter at PRV 24 and removed rocks from the screen. He also generated a list of parts required to fix PRVs 24 and 29. David worked on PRV 13, which was one of the valves potentially impeding the flow of hydrants, and now the hydrants appear to be restored to full flow levels. There are about forty PRVs that still need maintenance.

2. Financial Reports – We are tabling this item until next month.

NEW BUSINESS

1. Aged Receivables Report – Heather McGivney reported that most of the money that is outstanding on our aged receivables report is from one customer who has filed a claim with our insurance. Several of the other customers are on the list because they are on a payment plan for a leak.

2. Presentation on the Pursuit of Grant Funds – Volunteer Lauri Aunan has extensive experience in grant writing, and also grant management. She has volunteered to help the District identify and apply for grants to help with some of our infrastructure projects. Funding for infrastructure projects generally comes from water sales, taxes, tax bonds, low interest government loans, and grants. Currently, the District Master Plan has identified several improvements in fixing pipe leaks, increasing water main size, maintaining or replacing PRVs, maintenance or upgrades on storage tanks and treatment ponds, and developing a secondary water supply in case there is danger to Gordon Creek. The Grant committee has identified several sources for possible grants including both federal and state funding. They have met with Multnomah County, SDAO, Oregon Water Resources Department, and U.S. Bureau of Reclamation (USBR). Unfortunately, we are not eligible to apply for grants that are targeted to low income communities. We are eligible for planning grants and project grants (however, project grants will not fund operation and maintenance, and they must improve environmental outcomes). The SDAO expert recommended applying for a planning grant to supplement the Master Plan and identify and prioritize specific capital improvement projects. The Grant Committee recommends that we work on the following priorities: pursuing a USBR planning grant, wildfire resilience, small scale infrastructure that improves efficiency, a Geographical Information System (GIS), and watershed protection. The tasks ahead are to choose grants, gain Board approval, solicit letters of support, and apply for grants. Sara Grigsby moves to thank the Grant Committee, and to authorize staff and members of the committee to review a potential System Optimization Review grant application to USBR, and a Sustainable Infrastructure Planning Project forgivable loan application to Business Oregon. They will report back to the Board in November or December. Seconded by Kelly Piper. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

3. Newsletter with October Billing Statement – Ana Linden would like to include a newsletter with the September/October billing statement, along with a reminder to fill out our Cross Connection survey. We have to have a copy of this survey from each customer as part of our state-mandated Cross Connection program. Currently, we've received about 250 surveys out of about 1,100.

4. Fire Line Policy Committee Update – Sara Grigsby reported that the committee is still in learning mode. She met with District staff to learn more about fire lines and our customers who have them. Dan Graff talked to an Engineer at Beaverton Water, who said that Beaverton doesn't charge for fire lines, and would need to gather a lot of information before they could start. The committee is looking at the models from Gresham and Rockwood. Some of the suggestions have been for all fire lines to have a detector check meter to monitor for water use, and that all connections over 1.5" are required to have a backflow prevention device. Sara would like to visit Rockwood to learn more from them.

5. Database for Valves, Appurtenances, and Components (VAC) for \$9,000 – Ana Linden has created a flow chart to demonstrate how important data is to maintaining a water system. It is hard to anticipate or plan updates to the system without data. Ana and Assistant Clerk Angela Bowman

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found a company called Winning Solutions to create a custom design for a Microsoft Access database. The database would track VACs and be able to track work orders and maintenance for each appurtenance. The clerks would enter data into the database, and use it to create work orders. The database is tailored to our water system, with color-coded pressure zones, and numbering systems that track VACs by type. Each VAC would have an id number that refers to location, type of VAC, and a unique identifier. The database would track maintenance info and other data such as flow rate for hydrants. Angie Kimpo asked if we would be able to run queries and export data to Microsoft Excel. The cost for the base line database is \$9,000.00. We would take the money from the Office Supplies budget. Community member Roland Beebe asked who would be authorized to enter data into the database, and how would we prevent it from becoming corrupted? Ana responded that at first she assumed it would be Ana and Angela, but she thinks that the job might be too large for two people to handle. Dan Graff said that he isn't so concerned with the database getting corrupted through bad actors, but more likely through negligence on the part of people entering data inaccurately. Angie Kimpo suggested that there be a weekly backup. Sara Grigsby asked if we need to dictate any of the security measures about who can enter data, etc. at this point. Dan answered that he didn't think so at this point. He then asked if the work order system would transition to this database from our current billing software? Ana answered that for a while there would be a dual system, but she hopes that eventually this new database could be scaled up enough that we could perform all operations from it. Kelly Piper moved to approve the \$9,000.00 quote to purchase the Access database to collect data about the infrastructure of our water system. The money will be appropriated from the Office Supply section of the budget. Seconded by Angie Kimpo. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

6. Agreement with US Forest Service and BPA – Angie Kimpo said that she worked with community member Jim Morgan to create a list of herbicide restrictions that they would like the Bonneville Power Administration (BPA) to follow while in our water supply boundary. The US Forest Service agreed with the restrictions and inserted them into the BPA pesticide use permit. BPA also agreed to abide by the policy on private lands inside of our water district boundary.

Here is our list of proposed restrictions. The references below to BPA include BPA staff and contractors.

- BPA shall provide notification by email (manager@corbettwater.com) and by phone (503-695-2284) a minimum of 48 hours prior to vegetation management within the Corbett Water District drainage boundary.
- BPA shall provide contractors with a map of the drainage boundary in georeferenced form that can be used in Avenza to determine their location in relation to the water supply boundary.
- BPA shall not transport porta potties through the Corbett Water District water supply boundary that contain formaldehyde or quaternary ammonium compounds (QAC) or transport within 500' of a stream within the drainage boundary.
- BPA shall carry a spill kit at all times and monitor for leaks and contaminants. Any spill within the water supply boundary shall be recorded and reported to the Corbett Water District as soon as possible.

Herbicide Use

- BPA shall not use broadcast spray applications within the Corbett Water District water supply boundary.
- BPA will limit all herbicide applications to (1) cut stump treatments and (2) spot spray of non-native vegetation (except for trees).
- BPA shall limit herbicide use to Triclopyr 3A.
- Herbicide applications will not occur within 1500' of any wetland, stream or tributary of Gordon Creek within the water supply boundary.

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- If herbicides are transported through the drainage boundary, they shall be in secondary containment systems in case of spill.
- Any herbicide mixing shall occur outside the drainage boundary.

7. Rough Draft of District Manager Performance Goals – Sara Grigsby explained that the District Manager’s evaluation was done in Executive Session on October 10, 2023. The decision was made to retain Ana Linden as District Manager for another year, continuing the probationary period, and with a raise that is retroactive to her anniversary date on September 8. They came away from the session with a collection of performance goals from the Board members. She consulted with SDAO about how to collaborate on these goals, and whether they needed to do another public meeting to discuss them. Confidentiality demands that the manager performance files be kept in a locked drawer whose key is kept by a Board member. Digital files should be kept on a thumb drive with the written records, or in a password-protected file on our network. But doing business via email can get tricky because they can result in serial meetings where a few Board members collaborate at a time, but eventually the whole Board is involved with a decision, without the decision being made in public. The cleanest way to go over the goals is to do all of the revisions in a public meeting. Dan Graff suggested that these guidelines be added to our Board Policy Manual. Sara wants to review the draft of the performance plan, and then receive individual feedback from each Board member outside of the meeting, and then go over that feedback in the November Regular Board Meeting. There are five goals:

1. Continue to build technical skills related to Water Systems and Infrastructure to assure safe and adequate drinking water, community trust, customer service, and to reduce associated liabilities.
2. Continue to learn and apply Special District and Human Resources policies and legal requirements, to build community trust, and reduce risk.
3. Build and support an organizational culture that results in improved staff relationships, cohesion, satisfaction, trust, and commitment to the Corbett Water District.
4. Improve supervisory skills related to listening, communication, problem solving, and conflict management.
5. Work more closely with the Board to support the above performance goals, and in particular in these areas: representing CWD in the community, SDAO policies on employee management, define roles and responsibilities of DRC, build a strong and positive relationship with Corbett Fire District, resolving conflicts with other community organizations, and prioritize grants.

There are specific trainings that are requested. Sara requested that the Board members return individual feedback to her by October 31, 2023. Community member Jack Garrison asked about whether the Board had looked at the last comprehensive District Manager performance review, which occurred in 2017. Sara said that they looked at it, but decided to go with the SDAO 360 degree evaluation model which includes input from staff and community members.

ITEMS NOT ON THE AGENDA – A letter was sent to the Corbett Fire District to respond to their letter. Kelly Piper composed the letter, with input from Board members. She took this input as tacit Board approval, so there was no formal motion and approval to send the letter.

SUGGESTIONS FOR FUTURE AGENDA ITEMS

1. Easements Update – Kelly Piper has no update to give at this time.

ADJOURNMENT OF MEETING – Kelly Piper made a motion to adjourn the meeting, Michael Arion seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*) The meeting was adjourned at 8:35pm.

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