

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

**Tuesday, November 21, 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. Via Zoom: Dan Graff**

**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, Jeff Hargens, Linda Hargens. Via Zoom: Alivia Pence**

**AGENDA**

- 1. Call to Order** – Board President Kelly Piper called the meeting to order at 6:31pm.
- 2. Roll Call** – Michael Arion, Dan Graff, Sara Grigsby, Angie Kimpo, and Kelly Piper were present.
- 3. Approval of the Agenda** – Sara Grigsby moved to approve the agenda, Michael Arion seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*
- 4. Public Comments** – None.
- 5. Approval of the Minutes:** Sara Grigsby moved to approve the minutes for the 10/10/23 Special Board Meeting, Dan Graff seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*. Dan Graff moved to approve the 10/17/23 Regular Board Meeting minutes, Angie Kimpo seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*
- 6. Treasurer's Report October 2023** – Treasurer Sara Grigsby
  - The Summary of Accounts report is being reformatted. Looking at income in this report, we are 1/3 of the way through our fiscal year, and we have reached 50% of our income goal. Infrastructure Maintenance has seen some spending on parts for projects. Other big expenditures this month were in the Legal category and spending for the Watershed Protection grant. We will be reimbursed for the grant expenses. When you compare income to expenses, we are at 28% for the year, which is just about on target.
  - In the Profit & Loss Previous Year Comparison we can look at the water sales, which is up about 50% compared to last year. In the Infrastructure Maintenance category, there is much more spending this year compared to last, but that is because we've had a lot more projects that are being done in-house this year. In the totals for this report, our income vs. expenditure is up 170% this year compared to last.

Angie Kimpo 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

- A customer appeared at September's board meeting to petition the Board to lower his base rate from the 1.5 inch base rate that he currently pays to the 1 inch base rate. Our crew uses his driveway to access the Cabbage Hill Reservoir (as opposed to our easement which runs along the border of his property). The Board decided to reduce his meter from a 1.5 inch to a 1 inch, at no cost, and to replace the 1.5 inch if he found his water pressure to be insufficient. When we went

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**Revised 12/14/23, 12:55pm**

to install the new meter, the customer refused and said that he didn't want the change at this time. He will inform us in the spring if he wants his 1.5 inch meter swapped out, and he's getting his land surveyed to determine location of the easement and perhaps build a fence. Ana believes that we should begin to use our official easement rather than count on the customer's goodwill in allowing us to use his driveway.

- Late last year, we began to look into solutions to our flagging issues. We had several members of the Community Patrol take a flagging class at our expense, and each volunteer would donate 10 hours of their time per year when we need flaggers for a project. In exchange we agreed to make a donation to the Community Patrol at the end of the tax year. Ana looked into how much we've saved because of these volunteers, and she believes we've saved around \$3,000. She believes that this has been a positive experience. Ana has decided to make a \$1,000 donation to the Community Patrol.
- The PRV management and database for VACs. A high flow meter at PRV 24, located at the bottom of Loudon, had been damaged by rocks, and our plumber diagnosed the problem and ensured that the high and low flows were working. They've retested the Hurlburt lines and the flow has gone up. The crew has been taking a virtual class from Cla Val to learn about PRVs. Our database is coming together. We can classify our appurtenances in many different ways, which is helpful. Assistant Clerk Angela Bowman has been doing the lion's share of data input. We are trying to gather all of the information for the database from the different places that information has been stored over the years.
- We need to make a decision about a leaking 4 inch line on Hurlburt. We've spent a lot of time investigating to try to see how many customers are still connected to the 4 inch line. Our goal is to transfer everyone to the larger, newer line on the other side of the street. We hope to start transferring people over to the larger line in the spring. In the meantime, we would like to isolate the portion of the line that is leaking, which would involve transferring at least one customer to the larger line.
- In the last month, we've replaced at least three old leaking steel main lines with copper line. When we were working on other projects, we noticed that a nearby steel line was leaking. The project then becomes exponentially bigger as we need to replace line.
- Crew highlights: the field crew is learning a lot, from replacing curb stops and main lines, to calling in their own locates, and how to freeze a line. The office crew has been supporting Angela as she does database work. They've also done trifold letter-style bills for the last three billing cycles. They have been processing backflow surveys. Assistant Clerk Lynda Ronell has been working on our policy manuals. Following Ana's evaluation, she is looking at switching our staff review process to be more in line with the 360 degree style of evaluation.
- Treatment plant: David has been working with the field crew at the treatment plant, making repairs and organizing things. They are learning a lot from David.
- Our volunteers have been busy helping to locate easements, finish up our security camera install, and working on finding grants.

## **OLD BUSINESS**

**1. Fire Line Policy Update** – Sara Grigsby updated the Board on her research into fire line policies in different water utilities. Fire lines are dedicated for fire suppression only, and separate from regular domestic or commercial use. She has found that there is no one way to make this type of policy. Some utilities have special fire line charges, and others just charge the regular base rate. Sara is continuing her research, but believes that there should probably be a separate base rate for fire lines that are not as much as we would charge for regular use of that size pipe. Sara's goal is to have the policy done before our next rate hearing, which will coincide with the budget cycle. Angie Kimpo asked if Sara could prepare a table to compare the rates for some of the other utilities? Sara thinks that is a good idea.

**THIS WAS A PUBLIC MEETING**

**Revised 12/14/23, 12:55pm**

**2. Easements Update** – Kelly Piper has been sorting through District files that contain information about easements and she has been creating an Excel file with address, date, state id for the property, etc. She’s still in process for getting those files into the spreadsheet. Community member Roland Beebe asked if the easement data tells us the length of the easement into a property? Kelly answered that the documents get very descriptive about the location (like x number of feet from the north property line, traveling east for y number of feet.) We need a surveyor or some type of map program to interpret these descriptions.

**3. District Manager Performance Goals** – Sara has synthesized feedback from board members into a draft performance plan. The plan is for the period of 11/21/23 to 8/2024. There will be a mid-year evaluation in May 2024. Ana asked about the logic behind the three chosen dates? Sara answered that the beginning date is the day of the Board Meeting, the mid-year evaluation was 6 months from today. There was discussion about whether the performance plan should be separate from Ana’s next evaluation. There might be an evaluation in June to align with the budget cycle. Sara feels that aligning this performance plan should be separate from the strategic goals of our organization and the budget cycle. Ana responded that this year, there was confusion with the Cost of Living Adjustment raises for the staff, which did not include the Manager. She was told at that time that they would discuss cost of living adjustment for the Manager at her evaluation, which didn’t happen. She asked when would be the appropriate time to ask about her compensation? She thinks that the mid-year evaluation is a good chance to talk about compensation, because those are considerations that need to be included with the budget. Sara responded that compensation and performance goals are two different conversations. The performance plan end date of August 2024 might have been chosen to coincide with Ana’s anniversary date in early September. Dan Graff said that compensation should be attached to the employee anniversary date and evaluation, and the budget could account for the high end of the possible raise. Ana asked the Board to quantify goal V: Work more closely with the Board. Sara feels that the objectives under the goal are the measurable part. The changes proposed to the draft plan were to clarify that the dates were 11/21/23 to 8/31/24, with a mid-year check-in during May 2024. They also decided to take the word “more” out of goal V. Kelly Piper moved to approve the performance plan for Ana Linden with the proposed revisions that Sara had stated. Angie Kimpo seconded. *(motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 1 no vote: D. Graff)*

**4. Changes to Financial Reports** – Ana Linden recapped how our accounting was set up in 2017 to have an account that matched each budget line item. We’ve been hesitant to add new accounts because there was the assumption that new lines would have to be added to the budget. We learned from TSCC that our budget is very detailed compared to other organizations. Going forward, we’d like to simplify the budget into larger categories and place our line items within those categories. Monthly reports to the Board and public would still include each line item. We can also add new accounts to make the line items more accurate, for instance flagging, or expenses for the Drinking Water Risk Reduction grant. For budgeting, we’ll have secondary documentation that breaks down the expenses for each line item in the categories. In the monthly budget vs. actual reports, we’ll see the expenses by line item, but percentage of budget used will be only at the category level. There will also be quarterly reports that can look at things like project expenses over time (legal fees, grants), aged receivables, leak adjustments, etc. The quarterly reports might be useful as well because we will be tracking all expenses, across multiple fiscal years.

**5. Update on Pursuit of Grant Funds** – Lauri Aunan presented an update on grant funding. At our last meeting the Board approved the pursuit of a potential System Optimization Review grant, and a potential Sustainable Infrastructure Planning Project forgivable loan. The District has numerous infrastructure needs, including pipe leaks, PRV, size of water lines, storage tanks and filter pond

**THIS WAS A PUBLIC MEETING**

**Revised 12/14/23, 12:55pm**

upgrade or maintenance, and developing an alternate water supply. Most grants would like to target improvements in water management and reduction of water loss. We need to identify and prioritize specific projects. The System Optimization Review grant would be to supplement our Master Plan to flesh out goals and projects. Lauri and Ana met with engineering firms to begin the process of estimating tasks, costs, and timeline. Lauri also met with Business Oregon to talk about grants and forgivable loans that might work for us. We still need to meet with the Oregon Association of Water Utilities to talk about their recommendations. Lauri hopes that in January or February we can get a Board decision on applying for these funding sources. The funds would probably be awarded and work would begin in the fall of 2024, and we will have to finish the projects by fall of 2026.

## **NEW BUSINESS**

**1. Resolution to Adjust Employee Pay Period** – Ana Linden said that our employees have been doing a trial of an alternate schedule. It is 9 hours per day on Monday through Thursday, and 8 hours every other Friday (the other Friday is off duty). The full time workers would work 44 hours one week and 36 hours the other week. The official work week would begin Friday at 12:00 and end the next Friday at 11:59am. Dan Graff asked why begin the work week on Friday at noon and not at the beginning of a work day? He feels like overtime on Friday would be complicated. Ana responded that Oregon BOLI had advised her that the work week must be 40 hours, and to have one Friday off duty, we must split the day. Otherwise, the working Friday would be 4 hours of straight time and 4 hours of overtime. Several members of the Board wanted more research about splitting the work week in the middle of the day. Ana agreed to table the resolution, and bring back more information next month. In the meantime, the full time employees will continue to work the new schedule.

**2. Clarification of Employee Holiday Pay** – Heather McGivney explained that our current employee handbook states that part time employees receive prorated holiday pay, without any further definition. The past practice has been that the Assistant Clerks receive pay 2 or 3 hours of the holiday, depending on the number of days they work; and the Clerk receives 6 hours holiday pay. Since so many holidays are tied to specific days of the week (Memorial Day, Labor Day, Thanksgiving), there are several holidays where the clerks get to work a few regular days, but the holiday that they would be working is paid for only part of the day. We would like to clarify the understanding of this policy to have the holiday benefit truly prorated. If you are scheduled to work 20 hours per week, you would get paid 4 hours for the holiday, since 20 hours is 1/2 of a 40 hour schedule. Angie Kimpo asked if we could calculate the proration based on an average of how many hours the employee actually worked, since we have several part time employees who regularly work more than their schedule. Unfortunately, this would be very complicated to calculate since we don't have automated time keeping. Ana clarified that part time employees could receive more holiday pay by agreeing to be scheduled for more hours. Michael Arion asked about the floating holiday listed in our handbook? It is generally the day before or after Christmas or New Year. Sara moves that we approve the edited version of the holiday pay policy in order to clarify that "prorated" means a portion of the employee's scheduled hours. Seconded by Angie Kimpo. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

**ITEMS NOT ON THE AGENDA** – Heather McGivney told the board that we had placed a meter on the Corbett Fire District's water connection to measure their consumption. We sent them a bill for their information, and put a watermark on the bill saying "do not pay." We received a check payment from the Corbett Fire District for their water usage. What should we do with the money? There are three options: deposit the check like we would for any other customer, return the check to them, or deposit the check and write them a check to refund the money. Dan Graff asked why we wouldn't deposit the

**THIS WAS A PUBLIC MEETING**

**Revised 12/14/23, 12:55pm**

money and let the Fire District have a credit on their account that they can use later? Kelly Piper responded that we don't charge the Fire District for anything so they would never use the credit. Sara Grigsby believes that we should just return the check to them. Dan suggests that we write a letter that the Board will sign, explaining the situation. That way they can have something official for their files to confirm to them that they shouldn't pay. Community member Jack Garrison suggested that the letter state that CWD is providing water to the Fire District as a quid pro quo for use of the Fire Hall for our monthly Board Meetings. Ana responded that we might not want to use that language because there may come a time when we don't use the Fire Hall for our meetings, and we won't then begin to charge them for water. The Board directed Ana and Heather to write the letter, and to hold the check until the Board signs the letter. Then Heather will mail the letter and the check.

### **SUGGESTIONS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT OF MEETING** – Sara Grigsby made a motion to adjourn the meeting at 8:40pm. 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 8:40pm.

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