

**BOARD OF COMMISSIONERS REGULAR MONTHLY BOARD MEETING
VIRTUAL MEETING VIA ZOOM ~ Tuesday, January 23, 2024, 6:30 p.m.**

BOARD MEMBERS PRESENT: Via Zoom: 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, Utility Workers Alivia Pence and Steve Young, DRC David Jacob

COMMUNITY MEMBERS PRESENT: Todd Mickelsen, Cloudy Sears, Audrey & Eric Eaton, Lauri Aunan, Malcolm Freund, Victoria Purvine.

Due to staff error, this meeting was not recorded. These minutes have been recreated from the notes and memories of Corbett Water District staff and Board Members. We attempted to contact community members who made a public comment so they could restate their comment. Thank you for your patience and understanding.

AGENDA

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

2. Roll Call – All Board members were present

3. Approval of the Agenda – Michael Arion moved to approve the agenda, seconded by Angie Kimpo (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

4. Public Comments

- Community member Todd Mickelsen commented that he was unhappy about the overflow from the Larch Mountain reservoir. He felt that the storm response five years ago would have been better. He thought that Corbett Water District should have found the problem with the Mershon reservoir sooner. He also wanted to know if Corbett Fire District was notified that the hydrants on Evans and Pounder lost water when the customers did? Ana Linden responded that the Fire District had not been informed. We will learn from this for the future.
- Community member Cloudy Sears commented on the hazardous conditions the CWD staff and other responders faced during the snow, ice, and wind storm. The hazards included extreme cold, poor driving conditions, dangers caused by wind, electrical outages, and reduced communication capabilities. Responding to problems at the water system headworks was especially dangerous. Safety of staff should be a priority. She also stated that following an emergency event, it is standard to conduct a debriefing for the purpose of better preparing for future events. Debriefings help identify what occurred,

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what went right, what went wrong, how to do things better, what additional training is needed, what additional equipment is needed, etc. She has professional experience with debriefings and offered to assist.

- Community members Audrey and Eric Eaton asked why there was no communication with the Fire District about the non-functional hydrants?
- Board member Sara Grigsby commented that she would like to do a CWD debrief of this weather event: what happened, what went well, what we could improve. She said that the military frequently does these kind of after-action reports. Sara attended a Risk Management training from SDAO in December, and had planned to present it to the CWD staff on January 16, but the storm struck. She still wants to go over the Risk Management training with staff.

5. Approval of the Minutes: Michael Arion moved to accept the 12/19/23 Regular Board Meeting Minutes, seconded by Angie Kimpo. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

6. Treasurer's Report December 2023 – Sara Grigsby presented the December financial reports:

- There was not a lot of income in December since all even months do not include due dates for our bi-monthly bills. The majority of our property tax revenue has been received for the year. We got another reimbursement from Business Oregon for our Drinking Water Risk Reduction grant.
- Compared to last year, revenues are up by 43%, and expenses are up by about 30%. There are a few areas where we are not spending to our budgeted amounts, including Treatment and Infrastructure.
- Notable expenses include continuing legal and expert fees for our lawsuit about the well. There was approximately \$16,000 for remodeling the locker room for the Utility workers. We had the annual payment on our loan for approximately \$134,000. We donated \$1,000 to NEMCCA in honor of the Citizen Patrol assistance with flagging in 2023.

Angie Kimpo moved to accept the Treasurer's Report as presented, seconded by Dan Graff – (*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 began by explaining her history with Corbett Water District. She began in late 2021 as the District Clerk and watched as the Board struggled to find a qualified manager, even after increasing the salary. In September 2022, she and the Board reached an agreement for her to become District Manager, under the tutelage of David Jacob.

- Distribution: We are finishing up the drinking water risk assessment plan process, and continue to meet with the Grant committee. Ana had a meeting with Fred, the Manager of the Crystal Springs Water District. He said that their Mueller pressure monitors, which are battery powered and feature cloud telemetry, were a huge help during the storm. Ana is investigating a joint program with Citizen Patrol and JobCorps to recruit more flaggers.
- Treatment: Ana has completed the Annual Oregon Water Resources report. From October 2022 to September 2023, CWD used a total of 336,208,000 gallons, or 1.43 cubic feet per second from the North & South forks of Gordon Creek. Our allotment is 2.0 cubic feet per second. Our turbidity meter needs to be replaced, which will happen

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ASAP. Our 8” steel intake line (circa 1960s) has had a longstanding leak. We hope to repair it soon.

- Staff: As of 1/23/24, Ana and the Utility workers have been working for 16 days straight. Utility workers Alivia and Steve did an excellent job during the storm, prioritizing customer needs. They kept positive attitudes and were supportive of each other. Clerks Angela and Lynda braved working in the office without power or heat. They helped field customer requests and worked on automatic phone calls to customers to keep them informed of water system issues. Heather worked from home and helped as she could.
- Building: We’ve moved everything out of the common area to free up the space that will become the Manager’s office. The current Manager’s office will become a meeting room and a lunch room for staff. Our contractor is working on a bid.
- Storm: Board Commissioners Kelly Piper, Angie Kimpo, and Sara Grigsby helped during the storm by assisting in the office and helping to coordinate emergency assistance. We thank them for their help. For more detail about what happened during the storm, you can find minutes on corbettwater.com for our Emergency meetings on 1/14/24 and 1/16/24.

8. Customer # 8072-00 Leak Adjustment – Due to miscommunication, this customer was unable to attend the meeting. The leak adjustment will be revisited in the February Regular Board Meeting.

OLD BUSINESS

1. Infrastructure Grant Update – Lauri Aunan spoke about progress on the pursuit of a System Optimization Review (SOR) grant and a Sustainable Infrastructure Planning Project (SIPP) forgivable loan. The Grants committee has also identified other possible grants to pursue that could help with planning and building an Aquifer Storage and Recovery (ASR) well as a secondary source of water. The next steps are to gather information about the following: developing a hydraulic model for our PRV system and hydrants, performing a water loss audit, locating leaks and identifying priority pipes to repair/improve, and other projects that would improve efficiency or reduce water loss. The committee is also exploring possible funding for building a sustainable and efficient system which protects our watershed, perhaps with help from our Congressional delegation, or from the Columbia River Gorge National Scenic Area. Timelines for the potential SIPP and SOR projects were presented, with awarding of funds happening in late 2024 and projects being completed in 2025 or 2026. Lauri will continue to update the Board on progress and seek guidance at appropriate intervals.

NEW BUSINESS

1. Submission of Drinking Water Risk Reduction Plan to Oregon Department of Environmental Quality – Ana presented a draft letter that would be sent to the Oregon DEQ along with the final version of our Drinking Water Risk Reduction Plan. If approved, we’d like Board Members to visit the office to sign the letter. Kelly Piper moved to forward the letter to DEQ, seconded by Michael Arion – *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

2. Announcements – Ana reported on a plan to purchase uniform shirts for CWD staff, and she said she would like to purchase a shirt for each Board Member as well. She also reported

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that the Policy committee will resume meeting in February. Kelly Piper spoke about the upcoming SDAO Annual Conference, showcasing several sessions that would be of interest to Board Members. She expressed a wish that other Board Members attend the conference in the future.

3. Budget 2024-25 Timeline and Appointment of Fiscal Year 2024-25 Budget Officer

– District Clerk Heather McGivney and Ana presented the proposed Budget Calendar for the 2024-25 Fiscal Year. Budget Committee meetings would begin in late March, with the Budget Hearing scheduled for May, and the Budget Resolution passed in June. We would potentially include a Rate Hearing in March, as we want to at least evaluate rates and fees on an annual basis. Kelly Piper nominated Ana Linden to be the FY 2024-25 Budget Officer and to approve the proposed Budget Timeline, seconded by Michael Arion – *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

4. Appointment of Community Budget Committee Members – Ana said that there are three new Budget Committee members this year, as two of our former members are now on the Board of Commissioners, and one’s term ended last year. She introduced the proposed Budget Committee members: Lauri Aunan has been helping us with her expertise in grants; Andrew Kurkinen is CEO of Finnmark Property Services; and Jeff Aho is a local blueberry farmer who contacted us about our rate increase this summer when his water bill increased compared to last year. Michael Arion moved to appoint the proposed community members to the Budget Committee, seconded by Sara Grigsby – *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

ITEMS NOT ON THE AGENDA – Board Member Dan Graff spoke about the CWD response to the winter storm. We lost telemetry on two reservoirs, which caused them to drain completely. We didn’t know where a large water loss originated, which resulted in customers on Evans Rd and Pounder Rd having their water turned off when it wasn’t necessary. Because of these things, CWD had to issue three boil water notices. Customers had been notified that there was a possible mainline leak, but CWD had not sufficiently answered whether this was true. He said that the system didn’t fail, our decision-making failed. These problems could have been handled more effectively, and our customers shouldn’t have lost water. He asked where DRC David Jacob was during all of our problems? David answered that he was here, either in person, or in contact via phone or text, and that he and Ana triaged each problem as best they could. Multnomah County had declared a state of emergency. He pointed out that five of the other water districts he manages are on boil water notices, and at least twenty water utilities across the state. Sara asked to do a post mortem meeting, where we could hash out these events on paper. Dan agreed that the meeting is a good idea. Board Member Angie Kimpo said that she would like the meeting to be calmer, but Dan responded that the meeting needs to be emotionally charged, as it is an important topic. Ana said that she wants to do a post mortem meeting, but might need a day off before then.

SUGGESTIONS FOR FUTURE AGENDA ITEMS – None

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ADJOURNMENT OF MEETING – Kelly Piper moved to adjourn the meeting at 8:07pm, seconded by Michael Arion (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

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