

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

Tuesday, March 19, 2024, 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

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

AGENDA

- 1. Call to Order** – Board President Kelly Piper called the meeting to order at 6:30pm.
- 2. Roll Call** – All Board Members are present.
- 3. Approval of the Agenda** – Sara Grigsby moved to approve the agenda as presented. Michael Arion seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*
- 4. Approval of the Minutes:** Angie Kimpo moved to approve the 02/20/24 Special Meeting Minutes, seconded by Michael Arion. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*
- 5. Treasurer’s Report February 2024** – Treasurer Sara Grigsby
 - The monthly summary shows some of the spending that has taken place since the January storm, for instance chains for the trucks, a CB radio antenna, portable generators, and annual maintenance on the permanent generator, treatment plant repairs. There’s also the extra time from Hydra Engineering for support during the storm. There are continued legal fees for our lawsuit regarding the well. There was an extra expert this month to examine the cuttings from the different drilling depths. We are also watching our grant expenses, which will be reimbursed.
 - The previous year comparison report shows that we are up 35% in revenues. Expenses are all up as well, as we repair main lines, PRV, meters, etc.
 - In advance of the Budget cycle that is starting soon, she looked at the Summary of Accounts with that in mind. Capital Outlay spending on Infrastructure is down greatly from where we expected it to be.

Dan Graff made a motion to approve the Treasurer’s Report as presented. Seconded by Michael Arion. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

- 6. Manager’s Report** – District Manager Ana Linden
 - The office has been busy beginning to process leak adjustments for leaks caused by the winter storm. We’ve had about ten adjustments approved so far, but there are probably as many still to come. Our field crew took a Cla-Val class about PRV. We’ve been checking our PRV for ice damage, and found one to repair.
 - The road to South Fork is still covered in snow. Steve and Angela hiked up there through several feet of snow to check on it, while Alivia and Ana were at a conference. We hope to clear some of the trees in the area and around the intake, and Ana is in contact with Frank Timber about that issue. We expect the tree removal to cause a rise in turbidity as soil is washed into the stream, so we are ready to close off the South Fork intake temporarily and just use water from the North Fork.

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- Ana answered questions from previous meetings: there was a question about the boil water notice for Evans Road. The water was turned off on Saturday and Angela came in on Sunday and sent an email to report it to our regulator at Oregon Health Authority. However, we found out that if a boil water notice occurs on an evening or weekend, we should call rather than send an email. There was a question about leaks in two of our 2-inch lines draining the Mershon reservoir. Normally those lines would have been fed by the Loudon reservoir as well, but it didn't happen during this event because there were lines that weren't connected as they ought to be. This will be something that will be fixed as we work on main line repairs.
- Projects underway: the Grant Committee are working on a grant for a small ASR feasibility study. Ana is also working on getting information about how to stabilize the slope to the south of the Larch Mountain reservoir which was damaged during the storm by overflow from the reservoir. Ana hired local geotechnical engineer Andre Mare to do a preliminary study, which should be available soon. Ana wants to schedule a special meeting to go over the report. Working on the Initial Damage Assessment from the storm for FEMA, and for possible insurance reimbursement. She's working on the proposed budget, which should go out to the Budget Committee and be posted to our website by Thursday, March 21. Part of the proposed budget is trying to get either a full-time or part-time qualified operator to serve as DRC.
- Ana is thinking more about how to proceed with the Cross Connection Hazard Registration. She thinks a good way to get more surveys turned in is to require it for all leak adjustments and all new customers. Dan Graff believes that requirement is already in the leak adjustment policy.
- We formed an Emergency Response Committee after the storm to try to prepare for future emergencies. We don't know yet if Multnomah County qualifies for funding from FEMA. The Committee met with Richard Higgins, the Multnomah County Emergency Management Operations Division Chief, who presented us with some resources, and he's hopeful that CWD would qualify for FEMA assistance if the emergency is declared, which frees up money to award to our state.

7. Customer # 852-02 Meter Reduction – This customer requested that the materials fee for his meter reduction be waived because there was a large length of time between his initial inquiry to reduce his meter size (March 2023) and the work done to put in the new meter (October 2023). During that time he paid the higher base rate for his bigger meter. He recalls hearing different stories from the clerks when he called in May to check up on the project. In July, a work crew came out to change his meter, but it was to a different 1-1/2 inch meter because his current meter was not reading correctly. Finally, Ana called him and said that we need his permission in writing to change out the meter, because there is a materials fee. He feels that the office staff made a mistake. He also objects to having a 5/8 inch meter rather than a 3/4 inch meter. He would like the materials fee to be refunded. Ana recalled that when the rates changed, she discovered that several people would want to reduce their meter size. She finalized the policy around that in June. The reason that the customer's meter was replaced in July was because the Asterra leak detection project flagged his meter as not registering proper flow. David Jacob interjected that he believes the credit should be the amount of base rate that the customer paid vs. the lower base rate for the smaller meter. The customer was worried that the difference in flow between a 5/8 meter and a 3/4 inch meter might cause a problem, and he doesn't want to pay to have a 3/4 inch meter installed if it doesn't work out. Ana explained that we don't stock 3/4 inch meters. However, a problem might occur because the water flowing from the mainline will be limited to what a 3/4 inch meter can handle, and the customer's pipe from the meter to his house is probably 1-1/2 inch, leading to insufficient pressure. Sara Grigsby moved to reduce the base rate from when the meter reduction was requested until the time that the base rate was actually reduced, minus the charge for parts to install for the new meter. Kelly Piper seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*) After the motion passed, Sara pointed out that the question of whether the customer's current meter would provide sufficient flow for his needs is unresolved. The Board is not implying that they will replace his meter again for free.

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OLD BUSINESS

1. Appointment of Replacement Budget Committee Member – Ana Linden reported that one of our Budget Committee members agreed to be on the Committee before he learned about the meeting dates. He resigned from the Committee because he can't make it to the meeting. We have found a new Committee member, Allen Cress, who responded to our winter storm questionnaire with interest in becoming more involved. Michael Arion made a motion to replace Jeff Aho with Allen Cress on 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*)

2. Treatment Plant Update – David Jacob provided more information about his proposal to pursue a variance from the Oregon Health Authority to test non-NSF sand to fill our slow sand filter ponds. He believes that CWD would save approximately \$194,000 by using David's method over purchasing NSF sand from Knife River. The sand in the ponds is original to when they were installed, so it has been several decades. We would plan to re-sand one pond per year for the next three years. Ana suggested that we table the discussion for now because the money has been incorporated into the budget. We will be talking more about this in the Budget Committee.

NEW BUSINESS

1. Quarterly Review: Aged Receivables & Project Expenditures – Heather McGivney went over the quarterly financial reports that help us track different projects and expenses in total, across multiple Fiscal Years. She went over Customer Fees & Reimbursements, which is for jobs like meter reductions. Kelly asked if this tracked water account deposits, but it does not. Grant Expenses & Reimbursements tracks the expenditures for our grants. The one that is most active right now is for the Watershed Risk Reduction Plan. We have now paid all of the expenses associated with the job, and we need to submit a reimbursement request to Biz Oregon, who will deposit money to our LGIP account. We are also tracking expenses for the SDAO Security Grant. Legal Fees & Settlements Received tracks fees from our lawyers and for our expert witnesses. This is an example where we are tracking fees for the whole project, as the lawsuit began in Fiscal Year 2022-23. Capital Improvement Projects for the Office Building is a running total of the repairs and remodel jobs. Customer Credits & Leak Adjustments are tracked to see how many courtesy credits that we give to customers, and the leak adjustments given this year. We haven't seen a lot of leak adjustments for the January storm. We expect that those will show up in March and April. Aged Receivables shows customers who are more than 90 days past due. Many of these customers are on payment plans. There are several people who have left a balance on their account and now their meter off and locked. Finally, there is a customer who has filed an insurance claim, which is stalled. Lynda Ronell keeps track of what houses are on the market, and whether the owner owes a past due balance. Sometimes we can get that account paid as part of the sale of the house.

2. Formation of Emergency Response Committee – Sara Grigsby said that in the wake of the January storm, she helped CWD staff with a debrief, and we sent out a questionnaire to the community. As a result, we've created a Committee and are developing action items that we can complete to be more prepared for the next emergency. Most importantly, we want to develop and practice a detailed Emergency Response Plan (ERP). Kelly added that we are trying to form relationships with the Emergency Management services in the area, including Multnomah County Emergency Management. Now we'd like to transition to a formal, Board-approved Committee. Dan asked if the Committee would continue after a detailed ERP is written? Will it be a permanent Committee? Kelly answered no, the intent of the Committee is to make sure that the ERP is complete, and then disband. Sara added that she might like to make a 3 year cycle to review and revise the ERP. Michael Arion made a motion to

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make a formal Emergency Response Committee. Angie Kimpo seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

PUBLIC COMMENTS

- Community member Jack Garrison announced that NEMCCA's April Board meeting is hosting Multnomah County Emergency Management and Multnomah County Sheriff's Office to talk about emergency responses in the past and go over evacuation plans in the event of a disaster.
- Community member Malcolm Freund asked if we have addressed the fire hydrants that have been painted black? Ana answered that we've been working on several PRV to help with hydrant flow, but the hydrants at the west end of the system are still low flow. There is also one on Evans Rd that is low flow. We are going to continue to work on PRV and then begin to flow hydrants. Jack asked if CWD had returned the hydrant testing equipment that we had borrowed from Corbett Fire? Ana answered that yes, the equipment has been returned.

ITEMS NOT ON THE AGENDA – None

SUGGESTIONS FOR FUTURE AGENDA ITEMS – Dan asked that we resume regular PRV updates, with lists of the PRVs that have been examined. He'd like it to be a monthly update for at least the next several months. Angie wants to talk about the draft of the Defensible Space Plan at the April Board meeting.

ADJOURNMENT OF MEETING – Kelly Piper made a motion to adjourn the meeting at 7:57pm. Dan Graff seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*) The meeting was adjourned at 7:57pm.

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