

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

Tuesday, May 21, 2024, 6:38 p.m. ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy

BOARD MEMBERS PRESENT: Michael Arion, Dan Graff, Sara Grigsby, Angie Kimpo, Kelly Piper

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

AGENDA

- 1. Call to Order** – Board President Kelly Piper called the meeting to order at 6:38pm.
- 2. Roll Call** – All Board members were present.
- 3. Approval of the Agenda** – Michael Arion moved to approve the agenda, seconded by Dan Graff. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*
- 4. Approval of the Minutes:**
 - 3/14/24 Rate Hearing Minutes: Dan Graff moved to accept the 3/14/24 Rate Hearing Minutes, seconded by Sara Grigsby. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*.
 - 3/19/24 Regular Meeting Minutes: Michael Arion moved to accept the 3/19/24 Regular Meeting Minutes, seconded by Dan Graff. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*.
 - 3/27/24 Budget Committee Meeting #1 Minutes: Sara Grigsby moved to accept the 3/27/24 Budget Committee Meeting #1 Minutes, seconded by Angie Kimpo. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*.
 - 4/3/24 Special Meeting Minutes: Dan Graff moved to accept the 4/3/24 Special Meeting Minutes, seconded by Angie Kimpo. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*.
 - 4/11/24 Budget Committee Meeting #2 Minutes: Sara Grigsby moved to accept the 4/11/24 Budget Committee Meeting #2 Minutes, seconded by Michael Arion. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*.
 - 4/16/24 Regular Meeting Minutes: Sara Grigsby moved to accept the 4/16/24 Regular Meeting Minutes, seconded by Angie Kimpo. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*.
 - 4/17/24 Budget Committee Meeting #3 Minutes: Michael Arion moved to accept the 4/17/24 Budget Committee Meeting #3 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 April 2024** – Sara Grigsby presented the April financial reports:
 - There is approximately \$736,000 in our LGIP savings account, \$37,000 in our Wells Fargo checking account, and \$21,000 in our Maps Credit Union checking account.
 - Total income for April was \$42,000. We are not in the high use part of the year. We used \$5,500 for the repair at Camp Angelos, which has been completed. The Engineering spending this month included Geotechnics, LLC, who is helping us with the Larch Mountain Reservoir slope stabilization project. Legal spending was \$3,400 for our lawsuit about the well. A telemetry

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system upgrade cost \$2,800. The totals for the month were \$31,000 more spending than income, but this is because April is a month where we don't receive revenue from our bimonthly customers.

- The Previous Year Comparison report shows that our gross income is 29% over what we earned last year, about \$57,000. This is due to the rate increase, and also a \$25,000 grant that we received for a Risk Reduction plan for our watershed. Our Office expenses are generally for supplies. Our spending is up for Professional Services and Consultants. Our Infrastructure spending is up compared to last year. Net income compared to last year is up 100%.
- In the Budget vs. Actual report shows that we are under spending on infrastructure maintenance based on what we budgeted. Our office spending is up a little bit. The Professional Services category is up significantly over the budgeted amount, mostly because of legal fees. For Materials and Services as a whole, we are at about 57% of what was budgeted, and Infrastructure spending is much lower than anticipated. The Field Crew portion of Personnel Services is under budget. However, as a whole, Personnel Services is on track for the place we are in the Fiscal Year.

Michael Arion 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

- Our Consumer Confidence Report is due to be included in a newsletter that we will send with June bills. We might also talk about how the pH fluctuates during the year. Please let Ana know if you have any ideas for the newsletter. We will soon be sending out the annual Cross Connection Registration. Last year, we included a diagram of our water system, so we might include that.
- There has been an intake line that has been leaking for a long time. We thought we might be able to repair it with a repair band, but it had too much damage. We ended up replacing 35 feet of line. Ana took some volunteers on a tour of the watershed. The filter pond sand replacement project is moving forward. The Board asked for a sign off from an OHA official, and we are working on that. OHA knows that we are pressed for time, so we hope to get this resolved quickly. Ana's goal is to get a signed waiver before the June meeting.
- We have are working on the final disbursement for the Drinking Water Source Protection Fund grant. We've received notice that we were awarded the Bureau of Reclamation System Optimization Review grant for \$50,000. Also we received an SDAO Internship grant, which we will use to build a GIS. We have decided to postpone applying for the ASR Feasibility Study Grant while the well lawsuit is ongoing.
- We will be having staff changes. Ana did interviews for a new District Clerk and hired Kelsey Zavoral. She will start in June. Ana, Kelly, and Lynda are working on a new Employee Handbook, and Ana has been consulting with HR Answers to develop a new performance review process and pay matrix. These will be discussed at the June meeting. We've hired two Temporary Field Workers, one of whom has already started. Our other worker will be starting in July. He's currently in school at Clackamas Community College for Waterworks, so he will use the job as an internship for school. Heather's leave got delayed, so Lynda is stepping back for the moment, and will return when Heather goes on leave. She is helping here and there with filling in or training. Steve is going on leave starting June 6. Angela's last day is June 11. Ana is very proud of the Utility Workers; they have been working really hard on projects recently. We've decided to have a float in the 4th of July parade. The Corbett High Drama Club has agreed to ride on our float. We are planning what the float will look like.
- The team is working really hard on Distribution projects like repairing leaks, and we're beginning to have a conversation about the cost of these projects vs. other priorities. If the repair is expensive, we might just note that the problem exists and use the funding where it might do more strategic good for the District. We have found out that some old abandoned lines have

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been filled with ground water and are leaking into the road or onto customers' property. We will have to develop a solution for dealing with these old lines. The project at the View Point Inn will be starting on 5/31/24, which involves installing a bigger service line, a hydrant, and a private fire line. David Jacob is in charge.

- Backflow testing will be done in house this year. Utility Worker Alivia has her backflow tester certificate, as does our Temporary Utility Worker Ile. These tests will begin on July 1st.
- The Utility crew was able to shadow the professional who rebuilt the Larch Mountain reservoir altitude valve. They learned a lot. We are interested in sending one of our crew to Cla-Val University in California to get a formal PRV training.
- The building had a new door installed. It is in the current manager's office, which will be turning into a lunchroom.
- Our volunteers are amazing. There were two volunteers who helped with the Telemetry at the Treatment Plant. We also have a volunteer who is interested in helping us to develop a strategic plan and a long term budget. We're also working on the Emergency Response Plan.

8. Customer # 7630-00 Leak Adjustment – The customer had a massive leak while they were gone during the winter storm. There were about 12 breaks total in his line. Kelly asked if there were extenuating circumstances? Generally, the Board would prefer to honor the policy of 50% leak adjustment. Michael said that he thinks the January storm was severe enough to count as an extenuating circumstance. Dan and Angie agreed that the storm counted as an extenuating circumstance. Further, Dan believes that it is no different if we lose water out of a reservoir vs. losing water through a customer line. The only difference is that one leak went through a customer meter. Sara said that she thinks consistency is important, so if we want to change the leak adjustment policy we should discuss it as a group. Michael Arion moved to forgive the other half of the leak for customer 7630-00, in the amount of \$299.50. Dan Graff seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

9. Customer # 6187-00 Leak Adjustment – They spend a good deal of time at their second property, or traveling. They always pay the water bill, even when there is zero usage. This customer was away during the January storm, and his neighbor shut off their water when he noticed water in the driveway. They had a leak for about ten days that used approximately 24 units of water per day. The customer doesn't believe that this amount of water could have leaked, given the minimal amount of damage to his house. Customer believes that his meter might be reading too much usage. Angie asked what the meter has been doing since the leak was fixed. Ana replied that it has shown normal usage. We can use the bucket test to see if the meter is reading correctly. Angie asked staff for an assessment of the situation. Heather advised that the data log usage was 0, and then there were 10 days of 24 units each day, then the neighbor of the customer came over and turned off the water. Angie advised that we need to have the bucket test done to resolve the customer's issue to see if the problem could be the customers' meter. There is also concern that the meter may be crossed with his neighbor, so we might be reading the wrong meter. Angie made a motion to suspend the decision of leak adjustment until bucket test is done to determine if the meter is reading correctly, and if the meter is crossed for customer 6187-00. Dan Graff seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

OLD BUSINESS

1. DRC / Manager Cost Benefit Analysis – Angie started doing research on DRC and pay scales. Angie advised we can look at the position and the pay, but we may want to have a deeper conversation about this at a later time, as she needs to do more research on the subject. Ana questioned if the Board wants to find a manager that is a DRC, or do we want to advertise for a water Superintendent. Sara

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questioned if this was already discussed in the Budget meetings? Angie shared a Utility worker pay scale for all job categories which range from \$46,800-\$98,000. Anyone can look up the links and get more information among other Districts in Oregon. Talks about the budget for June were brought about adding a DRC, and if we need to add it to the Budget. Kelly said that she wants to keep Ana as Manager and then later add a DRC to the Budget for the future. Sara said that we need to do better on our Budget plan for next year. Ana brought up that we are very close to finding someone for our DRC position that needs to be filled. Dan said that if we are still looking for a DRC, we can split up the job of Manager and DRC, and hire someone certified for Treatment 1 and Distribution 2. Kelly made a motion that we do not amend the Budget for the current fiscal year to account for an increase in salary for a potential DRC, that we leave it as is, but we can consider it for next year's Budget. *M. Arion* seconded. More concerns came about after the 1st motion was proposed on hiring a DRC. Dan said that we should let this subject drop while we get the bigger projects out of the way: Larch Mountain reservoir slope stabilization, lawsuit, etc. and then we will circle back and make this our focus. Dan made a new motion that we stay with the status quo, leave the Budget as is, and revisit this later on this year after we get our other projects done. Angie seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper, 0 no votes)*

2. Deliberate on Potential Rate Increase – Ana showed a detailed slide of Base Rate history for 5/8” meters and the resolution for the increases that happened between the years of 1932-2023. CWD went Bi-monthly in 2012. The reports specified in 2002 that the CWD Commissioners desired to limit the financial burden on customers for the construction of an a new reservoir and improvements to the existing treatment process to a maximum monthly average of \$10 per customer. This generated an additional \$123,600 annually. Then in 2012 CWD increased the bi-monthly base rate from \$24 to \$25 for the loan and capital improvements. In 2021 CWD increased bi-monthly base rate to 34.26 to maintain repair and critical infrastructure to meet state and federal guidelines. In 2023 the CWD increased to \$45 to maintain repair and critical infrastructure to meet state and federal guidelines. Sara asked if we need to deliberate a potential rate increase at this meeting. Ana advised “no” we can put this aside for another discussion. Ana reminded the Board that we had a rate hearing in March, and if we are going to pass a rate increase, we should do it by the end of the fiscal year, or we should have a new rate hearing. Dan advised that he is good with not raising any rates this year. Kelly agreed we shouldn't raise the rates. Sara said that this topic is tied to the discussing of the billing cycle, and this could result in a rate increase.

NEW BUSINESS

1. Resolutions to Update Employee Wages & Benefits

- Resolution 2024.05.21-1 of the Corbett Water District Employee Benefits Package. Angie asked if the part-time employees were getting these benefits before this was addressed, or if they will after? Ana said nothing changed the benefits for all level of employees. Sara made motion to adopt Resolution 2024.05.21-1 CWD Employee Benefits Package, seconded by Michael Arion. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*
- Resolution 2024.05.21-2 of the Corbett Water District Adjusting Employee Pay Rate to Cover Cost of Living. Angie asked what was the CPI that this is based on. Ana advised that this was not based on the CPI, all we could afford was a 3% increase. The CPI was 3.6%. Michael asked if this included management as well. Heather said this is only for hourly employees. Angie made motion to pass Resolution 2024.05-21-2, seconded by Michael Arion. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

2. Newsletter – Ana said that the CWD and the Board want to send Newsletters to our customers. Sara asked if they need to take official action on this subject. Kelly gave a sample motion that CWD

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could have a newsletter sent to the community on a periodic basis with relevant information. Dan said that we could just upload the newsletter onto the website if it isn't periodic. Heather said that we do upload it to the website when we send the e-bills. Dan wants to table this until a later date to discuss these letters to see if there is even a policy on this subject and get more information.

3. Maps Credit Union Credit Cards – Heather said that we are mostly of the way through to switching from Wells Fargo to Maps Credit Union. The final thing we have is credit cards through Wells Fargo. We are paying more than \$100.00 in fees to Wells Fargo every month, so switching will lead to significant savings on bank fees. Heather presented that Maps Credit Union also offers credit cards; Maps stated that they need a Board approved action for us to apply. Kelly Piper made a motion to authorize Heather and Ana to go forward with getting Master Cards from Maps Credit Union and to replace the Wells Fargo Credit cards, seconded by Dan Graff. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

4. Discuss Billing Cycle: 2 Months vs. 1 Month – Ana recapped the current billing cycle is to read meters at the end of the even months and bills are due on the 15th of the odd months. We have some monthly customers that have larger meters such as schools & businesses. We also have one customer who is on a monthly billing cycle due to the length of their service line (approx. 2400 feet), so if they had a leak, and it was not caught until two months later, it could be serious. Late fees are assessed five business days after the due date, shut off notices are after the 1st of the even month, shut offs happen between the 5th and the 10th of the even month. Currently monthly customers get 6 units free every two months (rather than the 3 units that bi-monthly customers receive) due to their billing cycle. Dan mentioned if we did go to month to month this would be a larger workload to the staff, he would like a report showing what we would be looking at. Dan also advised maybe we can go read meters every month to see if that helps with any leaks so we can keep the bi-monthly billing cycle.

PUBLIC COMMENTS – None

ITEMS NOT ON THE AGENDA / SUGGESTIONS FOR FUTURE AGENDA ITEMS – None

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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