

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

Tuesday, June 18, 2024, 6:30 p.m. ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy

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

BOARD MEMBERS ABSENT: Sara Grigsby

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

AGENDA

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

2. Roll Call – Michael Arion, Dan Graff, Angie Kimpo, and Kelly Piper were all present. Sara Grigsby was absent.

3. Approval of the Agenda – Angie Kimpo moved to approve the agenda, Michael Arion Seconded. *(motion passed 4 yes votes: M. Arion, D. Graff, A. Kimpo, K. Piper; 0 no votes)*

4. Approval of the Minutes – Angie Kimpo moved to approve the 5/21/24 regular minutes, Michael Arion seconded. *(motion passed 4 yes votes: M. Arion, D. Graff, A. Kimpo, K. Piper; 0 no votes)*

Michael Arion moved to approve 5/17/24 Special Meet Minutes, Angie Kimpo seconded. *(motion passed 4 yes votes: M. Arion, D. Graff, A. Kimpo, K. Piper; 0 no votes)*

5. Treasurer's Report May 2024 – Clerk Heather McGivney read the Treasurer's report that was sent via email as Sara Grigsby was absent from this meeting.

- We are in our 11th month fiscal year. Nothing is out of the ordinary or educational for the month of May from what can be seen.
- Our expenses are under budget by \$418,800 in our Summary of Accounts.
- We are \$171,000 over budget on Total/Gross income with one month remaining, so when this is added to the expenses that are under budget, we show that we are over budget by approximately \$590k.
- Although this number looks positive, we need to remember that: 1) There is another month in the fiscal year. 2) In our budget process, we have had numerous conversations about the amount of work (equaling increased expenses) that needs to be done for our aging infrastructure. 3) Our hesitance to increase rates to cover expenses. We are not doing the work that we need to do. The good news is that we are beginning to benefit from our staffing and staff education and experience.
- Finally, and overall, it seems a positive direction, when reviewing the previous year comparison report, looking at May 2023 vs. May 2024. We are up in almost all categories of expenses/spending and up 13% in gross/total income. On balance for net income this year compared to last year we are down \$19k or 7% from last year. Although down by net 7%, I assess the increase in expenses – staff, materials etc. as a positive sign of our ability to get work done. In the future we will need system improvements to ensure safe and adequate water for our customers and this, in Sara's opinion, will inevitably mean raising rates.

Dan Graff made a motion to accept the Treasurers Report, Angie Kimpo Seconded. *(motion passed 4 yes votes: M. Arion, D. Graff, A. Kimpo, K. Piper; 0 no votes)*

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7. **Manager's Report** – District Manager Ana Linden

- Watershed News: We had a tour of the Watershed and Treatment Plant with Bill Huserik, he is the Supervisor of the Cascade District Molalla Unit.
- Weyerhaeuser is planning on logging near the North Fork intake. Anna has not looked at the boundaries yet to see where that is compared to us.
- Treatment Plant: We purchased a new pump for CR-205 testing station. We pressure washed the reservoir. We got our construction waiver for sand, and it has been signed by OHA. Sand replacement is on track for the end of August.
- Community: We have installed the new hydrant at View Point Inn. David did great manage the crew. Rick From the local Fire Department came by he will be performing and take over the hydrant flow and maintenance for the fire department. Rick advised that the Fire District is due to have an inspection of the hydrants and he would is willing take over and do the pressure testing. Rick advised he will keep in contact with Ana and keep her up to date. Rick said that the CWD is 40% of the testing and would like us to show the records of it when needed. Dan said that we should go out with the Fire District to shadow the guys that are doing the testing and see/watch how they do it.
- Parade Plan: We will be in the July 4th Parade! Lots of staff will be involved, as well as the Corbett Drama Club. They will make plans for what the Trailer/Float will be and build it. Ana insists that we will be tossing only blue candy. Planning meeting is set for June 26 with the drama club, and we will begin working on the trailer on Friday June 28.
- Volunteer: We have had over 1000 hours of volunteer time in this fiscal year. Ana would like to hand out the Awards in July and have Thank You Cards for all volunteers. We will have them in the office after July 1st for people to come in and sign. Kelly advised that 1,000 hours is like 6 months of full-time work.
- Staff: We have our fill-in Clerk: Lynda Ronell, Start Date 07/20/2015, Manger: Ana Linen, Start Date 11/18/2021, District Clerk: Heather McGivney, Start Date 10/25/2022; Utility 1: Alivia Pence, Start Date 06/19/2023; Utility 1: Steve Young, Start Date 10/17/2023; Field Worker: Brad Banks, Start Date 05/06/2024; District Clerk: Kelsey Zavoral, Start Date 06/03/2024; SDAO GIS Intern: Keith Bunnell, Start Date 06/11/2024; Field Worker: Scott (ILe) Powell, Start Date 06/28/2024. The reason for the large number of staff is because we have to get our Lead and Copper Rule Revisions (LCRR) testing in place. This is required starting July 1.
- Keith Bunnell: Our new SDAO Intern has an Oregon Distribution II license and a California Treatment I. Keith is enrolled in WET program at Clackamas Community College for Fall 2024. Keith was certified through Sacramento Water Utility Program in 11/2014, he also worked for the City of Palo Alto for 3 years.
- Distribution: We have rebuilt Larch Altitude Valve. Alivia signed up for Cla-Val University in October. The class is in California, so expenses include flight, hotel, and wages; all together this comes to around \$2,000. LCRR work Starts July 1. We are at the final stage of our work on the View Point Inn. We have to fill in the asphalt.
- Larch Reservoir Update: We had a meeting with FEMA on June 12. We are working on our damage assessment; they will keep checking in with us through their agent. We do have State 404 Funding which could also be Mitigation Funds. Andre Mare will be doing a Risk Assessment Test. We still have 2 more weeks until we can apply for Advance Assistance. If we didn't have our name mentioned in the Hazard Mitigation Plan, we would have had to have the County apply for us. Thank you to Angie Kimpo for helping us with that, and getting our name listed.
- Lawsuit: The new development with the lawsuit is that we are attempting mediation. We will schedule an Executive session to talk more about this.
- HR Answers: Ana would like HR Answers guide her performance review. Sara asked Ana to get a bid from HR Answers. It will come to about \$3,400. This will need to start by August 1.

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- Budget: Our cash balance estimate looks right on. Over the year the expenses will vary from the categories that we specified, but the amount should remain the same. Health insurance is higher due to more staff opting for family coverage. We will be purchasing a Jumping Jack so that we can do more of our own asphalt work. We have been looking at a diving robot to inspect our reservoir tanks. They are like drones that will give us a good picture of what's going on inside the tank. Ana wants to add a new position for a Utility II to the budget, but ultimately, it will be a Board decision. We will re-visit this topic in August.

8. Customer # 2065-00 Leak Adjustment – The customer was not at meeting, so this issue will be postponed.

OLD BUSINESS

1. Wildfire Mitigation

- Angie said that the Wildfire Mitigation Plan for Corbett Water District will be on our website. We did not get any feedback from the public. We did get feedback from Corbett Firewise and Jasmine Zimmer-Stuckey. The feedback surrounded coordination with the Fire District and Oregon Department of Forestry, and maintenance plans for around our treatment plant. Angie would love it if the Board could give official approval to the plan, because the next step is to coordinate with Bureau of Land Management about tree removal in a dispensable space, which would happen via a timber sale. Michael Arion made a Motion to approve the Wildfire Mitigation Plan as presented; Dan Graff seconded. *(motion passed 4 yes votes: M. Arion, D. Graff, A. Kimpo, K. Piper; 0 no votes)*

2. Billing Cycles, Including Scheduling a Public Billing Meeting

- We have Monthly billing for our bigger customers like Menucha Retreat Center, Corbett School District, Springdale Job Corps, and the State Parks. There are 21 meters who are currently monthly billing customers. The monthly customers get 3 free units every month. They do not get late fees every month, they do not get shut off notices. They get late fees and shut off notices every other month. It takes 1 week of staff time for billing bimonthly, so if we did billing for every month, it would take 2 weeks. Pros and cons were stated to the Board about bimonthly vs. monthly billing. Ana also presented thoughts on the challenges of switching the billing from bimonthly to monthly. District Clerk Heather McGivney presented a meter exception report that could be an alternative to monthly billing. It would help with discovering leaks in between bimonthly bills. The crew would still have to read all of the meters. The report then flags customers who have a reading more than expected for the bimonthly cycle. We would need to figure out a formula to decide which customers have high enough usage, and then we would send an automatic phone call to those customers. We tried the method this month, and several customers called for information. It helped us to discover one customer who had very high usage.
- The Board discussed searching for another billing system that would be more modern and help to shorten our billing time. Angie advised asking other Districts our size about the software they use. Ana presented a possible timeline for late fees and shut off notices if we did go to monthly billing, and a detailed timeline for transitioning. Kelly said we should add questions about monthly billing in our Cross Connection Registration to solicit community opinions. Ana believes that we should offer a public meeting to discuss the matter with the community, and Kelly agreed that a meeting would be great for getting feedback from the public.
- Angie asked that staff do research and ask other Districts what billing software they are using? How much time do they spend when doing a billing cycle? How much does it cost to do a billing cycle?
- Kelly suggested maybe CWD can come up with a better billing process, but she would also like staff to look into an updated version of our software, or a new billing system.

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Kelly Piper made a motion to include additional questions in the Cross Connection Registration to query customers about desires, and to see if customers are interested in a monthly billing cycle at a possible higher cost. Angie Kimpo seconded. (*motion passed 4 yes votes: M. Arion, D. Graff, A. Kimpo, K. Piper; 0 no votes*)

Angie Kimpo made a motion to investigate 3 to 4 other districts around our size to see “Their billing process, and how much they are spending on billing?” “What software are they using?” Kelly Piper seconded. (*motion passed 4 yes votes: M. Arion, D. Graff, A. Kimpo, K. Piper; 0 no votes*)

NEW BUSINESS

1. Deliberate on Fiscal Year 2024-25 Approved Budget

- Ana Linden said that our beginning cash balance estimate should be very close to the projection. The new budget is almost the same as the approved budget. We are not applying for the ASR feasibility Grant, so the revenue and expense associated with that has been reduced. We took some Engineering out and moved it over to Capital Improvement for an asset plan which is part of the Bureau of Reclamation grant.
- **Resolution 2024.06.18 of the Corbett Water District** Adopting the Budget, Imposing the Tax, and Categorizing the Tax for Fiscal Year 2024-25 was read aloud.

Kelly Piper made a motion to adopt Resolution 2024.06.18 of the Corbett Water District Adopting the Budget, Imposing the Tax, and Categorizing the Tax for Fiscal Year 2024-25. Angie Kimpo seconded. (*motion passed 4 yes votes: M. Arion, D. Graff, A. Kimpo, K. Piper; 0 no votes*)

2. Quarterly Reports – Heather McGivney

- Heather went over the Quarterly Reports. All customer fees have been reimbursed.
- We have a higher quantity in leak adjustments due to the January storm. The total for this Fiscal Year is \$28,844.67.
- Many customers in the Aged Receivables, are on a payment plan for a leak. A customer with a very large balance has said that they want to file an insurance claim, but it has stalled. Heather has spoken with our insurance agency and they advised us to let it keep going for now.
- We have been reimbursed in full for the Watershed Grant.
- Legal Fees & Settlements. Legal fees continue to add up, and the only settlement we have received so far was \$75,000. The next step for the lawsuit will be going to mediation.
- We haven't spent money on Capital Improvements since last December.

3. Schedule ICS Training – Kelly Piper explained that this is a training in the Emergency Response System, a government standard protocol that agencies follow. During an incident, when we ask for assistance from Multnomah County, or another agency, they will follow this protocol. Kelly thinks it is important we follow these guidelines and get training in ICS procedures and how the structure works so that during an incident we know how to better advocate for our District. Ana set up a training course at the office for the Board and herself to take, and there is an online option that can be more flexible.

4. Newsletter, Consumer Confidence Report

- We would like to send out a newsletter with our June billing. Possible topics include:
 - Our Consumer Confidence Report is published every year to let customers know about our water quality. The full report will be on our website, and the newsletter will have a blurb and a link.
 - An update on our grants
 - We will begin Backflow Testing in July for those customers who haven't had their backflow checked this year
 - We will be participating in the 4th of July Parade
 - We are accepting winter coat donations at the office for Columbia Gorge Helping Hands

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- We will be hosting a live stream from our office so that people can monitor the intersection of the Historic Highway and Evans. We hope this will be useful in winter weather.

- Angie would like us to add that the Wildfire Mitigation Plan has been approved and that we will be working with BLM to clear trees for defensible space around our treatment plant.

Kelly Piper made a motion to approve the proposed newsletter, which will go out dated June 2024, to include the Consumer Confidence Report and Angie's Wildfire Mitigation Plan verbiage. Michael Arion seconded (*motion passed 4 yes votes: M. Arion, D. Graff, A. Kimpo, K. Piper; 0 no votes*)

5. Online Backflow Registration – What is Cross Connection, what is Backflow.

- This will be a google form that we will link in the newsletter, and they can respond back more easily than a paper form. We want the results to go to a spreadsheet. Angie advised that it will require a paid google account to be able to transfer the info into a sheet.
- The 3 questions that will be asked on the Google Forms will be. 1) How interested are you in knowing about high water usage between bimonthly bills? 2) Do you know how to check your meter for leaks? 3) Did you know you can ask CWD to check your meter for leaks?
- Beginning July 16, CWD will be performing the Backflow testing to customers who have not hired a company already.

PUBLIC COMMENTS (3 minute limit per person, please sign up)

- Chat comment- NS (Nina Sackett Kronberg) Agrees having a third party do Ana's review makes sense, but is there a way to get more value for that spend? Perhaps getting templates for us for other employees or having them consult employee performance coaching more broadly.

ITEMS NOT ON THE AGENDA / SUGGESTIONS FOR FUTURE AGENDA ITEMS –

- A customer living across from Women's Forum asked for an additional leak adjustment. (They have already had 2 leak adjustments.) They have not replaced their line. The public keeps parking on their land and sometimes people drive down their private driveway. We advised them to contact Multnomah County. We tried to connect the customer with Sara to see what they can do. There are no other breaks in the line with the exception of the one break that always breaks in her line.
- Ana advised that she would call the customer to invite them to the July meeting to go over everything and let them know our policy. Also to let them know that they can do something to protect their line.

ADJOURNMENT OF MEETING – Kelly Piper moved to adjourn the meeting at 8:30pm. Dan Graff seconded (*motion passed 4 yes votes: M. Arion, D. Graff, A. Kimpo, K. Piper; 0 no votes*) The meeting was adjourned at 8:30pm.

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