

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

Tuesday, July 16, 2024, 6:30 p.m. ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy

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

BOARD MEMBERS ABSENT: Dan Graff

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, Angie Kimpo, and Kelly Piper, Sara Grigsby were all present. Dan Graff was absent.
- 3. Approval of the Agenda** – Michael Arion moved to approve the agenda, Sara Grigsby Seconded. (*motion passed 4 yes votes: M. Arion, S.Grigsby, A. Kimpo, K. Piper; 0 no votes*)
- 4. Election of Officers-** Angie Kimpo nominated Michael Arion for Treasurer, Sara Grigsby seconded. (*motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*) Sara Grigsby nominated Angie Kimpo for Secretary, Kelly Piper seconded. (*motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*). Sara Grigsby nominated Kelly Piper to be President. Angie Kimpo seconded (*motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*).
- 5. Approval of the Minutes** – Angie Kimpo moved to approve the 6/18/24 regular minutes, Michael Arion seconded. (*motion passed 4 yes votes: M. Arion, S.Grigsby, A. Kimpo, K. Piper; 0 no votes*) Sara Grigsby moved to approve 6/28/24 Special Meet Minutes, Michael Arion seconded. (*motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)
- 6. Treasurer's Report June 2024** – Sara Grigsby went over the summary for the last month of the fiscal year.
 - We had a gross profit of \$40,000.00. (Always rounding up.)
 - Work on facilities and Vehicles its \$3900, Infrastructure Maintenance, pressure reducing valves totals \$8,000.00 this month.
 - We have work going towards the \$21,000.00 last month.
 - Professional services for last month was over \$12,000.00, half due to legal fees.
 - Sara Grigsby thought it was interesting that we had a loss for June of \$44,000.00 due to low water use.
 - Heather McGivney advised Sara Grigsby that June is not a month that we collect payment from customers.
 - Sara Grigsby is looking at previous year comparison 2023/2024 vs. 2022/2023 gross profit is up \$69,000.00, some of that is due to increasing rates.
 - In all categories personal services every sub category is up to \$270,000.00 compared to last year. Ana Linden advised that some of the payroll expensive had gone up due to staffing.
 - Sara Grigsby advised that we are moving in the right direction with everything but also we have some challenges as well. .

Michael Arion moved to accept the Treasurer's Report as presented, Seconded by Kelly Piper (motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)

7. Manager's Report-

- CWD Field Meeting with ODF- Ana Linden took a group up to our watershed project from Firefighters forestry. Bill Huserik who is Wild land Fire Supervisor thought it was very positive. This is the crews first time there; they would like to do regular patrol around there.
- Watershed Efforts- We also meet with Jim Morgan about the Weyerhaeuser property on July 2nd Jim Morgan will be doing some work out around the Watershed area. Weyerhaeuser will be putting some new roads up there. Jim Morgan advised that they will work out an MOU.
- Building update- Ana Linden says everything is on track and going well. The Managers Office is almost finished.
- July 2nd Bell Road leak. The only valve on Bell Valve is mid way on Bell by the Church and Mershon. This Valve feeds Bell, The Highway, Center St, Hurlburt, Henkle and Christianson. There was an estimate of 200 customers out. The issue that caused this was a saddle that hooks to the main line and service line. It had broken off and that was the reason we had to turn the main valve off so it could be repaired. CWD believes it could have been caused by an electric connection. Due to that, that is why a boil water notice was set in place the week of 4th of July.
- Volunteer appreciation- Our annual Volunteer award ceremony was tonight, we had a total of 22 volunteers this fiscal year totaling 1,100 hours. Thank you volunteers!
- Work out at treatment plant is going well thanks to outside season utilities workers.
- ASR well settlement- The Settlement we have been having for a year is over. SDS the engineer agreed to pay \$425,000.00. SDS will issue a letter to OWRD for new results. We have agreed to non Discouragement provision. This applies to all Board Members and current Management.
- Center Street- Malcom Freund asked Ana Linden about update on Center St. situation. Ana Linden advised that we do not have a main line uphill on that side. We do have a meter card. There is no leak. We are in communication with ODOT on this situation. Could be a smashed culvert.

OLD BUSINESS

1. Review of Leak Adjustment Policy 2065-00- Lynn Gorge and Keith Gorge advised February the 7th that CWD called about a leak they had. Multnomah called and had stated that there was water coming from the Gorges meter box. The Gorges requested a water consumption report on January 18th. The Gorges did turn the water off during the cold weather when the ice storm happened and also when they left town. They received a bill from CWD in March that was around \$4,000.00. The line got fixed April 26th. Their rate reduction was \$2,018.00. The Gorges would like an additional reduction due to their water bill being over \$600.00. The Board discussed when to stop forgiving water leaks from when we had the storm. Michael Arion feels like we should forgive the whole amount. Angie Kimpo feels like we should forgive 75% of the amount due to the whole entire water line was not replaced. The board requested that the CWD would show the Leak Adjustment Policy to summarize the process of the Leak Adjustments. Sara Grigsby made a motion that the Gorges pay \$400.00 additionally to settle the Leak Adjustment. Kelly Piper seconded. (Motion pass 4 yes votes: Michael Arion, Sara Grigsby, Kelly Piper, Angie Kimpo)

2. Billing Software Update- Ana Linden reviewed and went over all the Leak Adjustments forms and the process that the CWD does with the Board. Billing Software Update researched by Heather McGivney & Kelsey Zavoral have sent out a survey to all districts about their billing cycle and the length of time it takes to process them. CWD have received 8 responses back. Kelly Piper advised she would like us to check with Rivergroove District and what that district does

compared to us being that they have almost the same amount of customers that we have. Heather Mcgivney brought up that we did have a meeting with Jared Stilwell on some different software systems as well. Angie Kimpo advised to watch YouTube videos on the billing system that other districts use and see how that is compared CUSI.

NEW BUSINESS

1. Volunteer Awards for Fiscal Year 2023-24 -Volunteer Rewards – Ana Linden presented all CWD volunteer awards to all our Volunteers and passed out awards.

2. GIS Presentation – Diamond Maps GIS Coordinates Presentation Presented by Keith Bunnell. This gives the CWD an exact GPS location on all vaults, valves, pipes. Keith is making sure our 50% water loss will become lower by making this GIS Map for CWD. The GIS will show CWD if the water lines are abandon or not. Keith Bunnell actually found an abandon line that was said to be dead turned out to be actually a live line. Kieth Bunnell is very excited to be doing GIS for CWD it will provide GPS tracking for all our meters. Keith is able to go to each Meter and add the correct information to them that we already don't have.

3. HR Answers Facilitated Manager Evaluation –

HR Answers- Ana Linden asked for the Board to make motion for her review through HR Answer Solutions. A total of \$3,400.00 would be added to the Budget. Sara Grigsby made motion we go for the \$3,400.00 potential for working with HR Answers for Ana Linden review. Kelly Piper seconded. (motion passed 4 yes Votes: Michael Arion, Sara Grigsby, Kelly Piper, Angie Kimpo)

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

- Lauri Aunan- I would like to sign up for public comment in case I need to provide any additional update on the Grant for new Bureau Reclamation. We got the Grant. We got engineer firms to meet with us to get some good estimates. The Bureau Of Reclamation was very impressed that we got 5 different engineering estimated. That makes them very confident in our budget and 1 reason why they approved the per award task starting January 11th. Their estimating they are planning to have all paperwork ready in September. Lauri Auna reached out to Mark Newton at SDAO to talk about drafting a proposal to hire the firm.
- Alivia Pence – Wants to say around 20 years.
- Jim Morgan- Keith is doing a great job and will enable us to mange future data effectively.
- Jake Garrison- 15 years ago for the leak adjustment. Materials of the pipe and PRV we have no authority to tell people and people have no authority to tell us what material to use. He advised we should educate people more about their optional on material on the lines. Sara Grigsby mentioned maybe there is a Grant we can look into on PRV Grants.
- Angie Kimpo would like us to look into Viewpoint Inn and Job Corps and see if we can provide funds for upgrading to low flush toilets with remaining grant funds.

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

ADJOURNMENT OF MEETING – Adjournment of meeting Kelly Piper made a motion to adjoun the meeting at approximately 8:24 pm Michael Arion Seconded. (motion passed 4 yes votes: Michael Arion, Sara Gigsby, Kelly Piper, Angie Kimpo).