

**BOARD OF COMMISSIONERS REGULAR MONTHLY BOARD MEETING
HYBRID MEETING: IN-PERSON ~ VIRTUAL MEETING VIA ZOOM
Tuesday, August 20, 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, Dan Graff

STAFF MEMBERS PRESENT: District Manager Ana Linden, District Clerk Lynda Ronell, District Clerk Kelsey Zavoral, DRC David Jacob

AGENDA

- 1. Call to Order** – Board President Kelly Piper called the meeting to order at 6:33pm.
- 2. Roll Call** – Michael Arion, Angie Kimpo, Kelly Piper, Sara Grigsby, Dan Graff arrived at 6:50pm.
- 3. Approval of the Agenda** – Sara Grigsby moved to approve the agenda, Michael Arion Seconded. (*motion passed 4 yes votes: M. Arion, S.Grigsby, A. Kimpo, K. Piper; 0 no votes*)
 - **4. Approval of the Minutes** – Sara Grigsby moved to approve the 6/16/24 regular minutes, Angie Kimpo seconded. (*motion passed 4 yes votes: M. Arion, S.Grigsby, A. Kimpo, K. Piper; 0 no votes*)
 - **5. Treasurer’s Report June 2024** –Michael Arion went over the 1st month of the fiscal year. Michael said there is not much to look at as it is the first month of the fiscal year. Michael Arion advised he will keep his eye on water sales We are down 24% for the new fiscal year.
 - Michael Arion gave a breakdown on the ASR Well Feasibility with a total of \$903,674.25 that has been spent. The ASR well lawsuit cost us \$128,527.78. Between the two, we have spent over 1 million dollars. With the lawsuit settlement with SCS and Schneider we are still out of pocket up around \$500,000.00.However, since then there has been a lot of inflation as well. Angie Kimpo brought up that we did receive grant money; Ana Linden advised that it was around \$278,000.00. Sara Grigsby said we are still nowhere close to where we want to be though. Michael Arion said the upside is the money we received from the settlement is in our account collecting interest.
 - Kelly Piper would like to see more balances in the Treasurer’s report. Sara Grigsby advised she will help Michael Arion with the Treasures Report next Month being this is Michaels Arion 1st time reporting. That being said Sara Grigsby said we have a closing balance of \$763,000.00 in our LGIP. Dan Graff asked when we received the settlement and when will it show up in the account. Ana Linden advised that we just deposited it and it will show up on the next Treasures report. Sara Grigsby moved to approve the Treasures Report, Angie Kimpo seconded. (*motion passed 5 yes votes: M. Arion, S.Grigsby, A. Kimpo, K. Piper, Dan Graff; 0 no votes*)
- 6. Manager’s Report-**
 - Ana Linden gave a recap on the ongoing leak on the HWY by 75 ft from Center St. the CWD Utility workers did research of all the pipes and valves near the location of the leak. After much looking Ana Linden decided to hook up the meters along

the HWY to a new 60' service line that feeds off the main line. In the future CWD is hoping to complete the whole new service line completely and abandon the steel line that was placed there in 1975.

- Treatment Plant CWD had to upgrade sensors to a controller dual use.
- Sand testing has not begun yet. Ana Linden advised she had to hire out for the sand removal. Some sand will go to Multco. for sandbags and sand sealing. The plan is the sand project will be completed at the end of October. Michael Arion was asking that after the sand is replaced and the time it will take for the bacteria to grow again would we have enough filtering capacity to wait that long? David Jacob advised "yes" we will be on scheduled with all our ponds. We clean all our ponds every 6 months.
- FEMA update. We will be getting approximately \$50,000.00 back for all the projects we have been doing since the storm hit and caused damage to our Reservoirs and building. Insurance will pay for the fence damage at Larch, Treatment Plant, Corbett Water District Office and Cabbage Hill Reservoirs.
- Ana Linden is thinking about going manually. Making sure we have route sheets for our customers. We also had a meeting with Multnomah Emergency Management with Everbridge so we can have immediate and efficient communication with our customers when emergencies happen. This will provide texts messages to all Cell Phones, Calls, and Emails. This will be able to work from the Corbett office or remote if an employee can't make it to the office they can do it from home. It would be the office number that the calls and text messages would come from and not a number listed as Spam like what our current IVR produces.

7. Grant Update -

- We were awarded the GIS grant. Keith Bunnell is making great progress entering data from paper maps and records into the CWD new Diamond Maps GIS System.
- System Optimization Review grant from The U.S Bureau of Reclamation will be \$50,000.00. The Bureau anticipates having the grant contract ready and be signed in September.
- Grant Committee met on August 5th to discuss our awarded and potential Grants. We did not receive the watershed protection Grant so we will find out more on why in September.
- The ODEM encouraged the District to apply for an upcoming January 2024 storm hazard mitigation grant that is funded by FEMA but processed through the state.
- Larch MT. Storage Tank January 2024 storm damage. David Gorman advised he will put together a drainage plan based what will be needed of Andre's report. Jeff Hargan who owns Northwest Earth advised he has a contact that he can give CWD that will help with a plan and draw up some contraction plans with us.
- Kelly Piper wanted to know what the cost would be to move the tank over where it is now sitting on property that is not ours. Ana Linden advised that those are the questions that we have planning to ask ODEM about. Angie Kimpo and Jim Morgan offered to help with the grant project management and contracting.
- Aquifer storage and recovery back up water supply well. Since the Districts well litigation has settled, Angie Kimpo recommended exploring what is needed to pursue design and construction of a backup water supply well, and suggested the engineering firm that represented the District in the litigation brief the Board on its recommendation for moving forward. The Grant Committee agreed.
- Lauri Aunan will provide another Grant update at next month's meeting.

OLD BUSINESS

Clarifying New Personnel Policy & Procures –

- Lynda Ronell presented that CWD would like to go to PTO instead of sick time. CWD would also want to switch from the current handbook we have to SDAO handbook. It will be more helpful and better for updates and policies.
- Ana Linden also advised CWD would like to switch Holidays to match Oregon's State Holidays.
- Sick Time Policy Ana Linden explained that the only way you use your sick pay is if you're sick. You can also accrual it. In the past employees would call in for 2 weeks and then quit after just so they can get the sick pay. Kelly Piper asked and wanted confirmation that we are not outside the law with this. Ana Linden assured we are not outside the law.
- Vacation Policy- You can cash out when you leave; max accrual is 1,280 hrs (160 days) this is earned in length of service.
- Transition to PTO benefits increases with employment, required annual time off (at least 5 days. Required annual cash out over set # of hours. Cash out remaining dollars when you leave. Employees will get to keep all the time off they earn. Employees will benefit from not taking time off every year. The max amount paid out by the District is limited by policies.
- Proposed Policy required annual cash out with a max carryover of 120 hrs. Required a week off annually. Dan Graff asked why would CWD mandate to take off a 40 hr week time. Ana Linden explained it has to do with audit and accounting requirement for anyone who is dealing with money. This is in the Board Policy.
- There will be no 75% cash out.
- Dan Graff mentioned if you're off on a Friday and a Holiday lands on a Friday you will get Thursday off. If an observed Holiday is on a Sunday instead landed on a day in a week you get the following day off. If it a Holiday lands during the week during your normal working hours you get the day off.
- Employees who get prorated for Holidays should get change to they get the full amount of Holiday pay (8 hours) . If you work 9 hours, you get 8 hours of Holiday pay and use 1 hour of PTO.
- Cell phone allowance Ana Linden wanted to give employees using their personal cell phones for work purposes back pay and an allowance monthly. Ana Linden researched to see what was done in the past and found that past employees got an allowance. Angie Kimpo agreed to what is being said but also wanted to project that the employee's cell phones would become public. Ana Linden said that there is a policy that would be signed by each employee that they understand and agree to any circumstances if their phone records could be subpoenaed if there is a legal matter.
- Kelly Piper said employees being backed paid for their phone use is totally fine and thinks \$25.00 would be good for a cell phone allowance.
- Ana Linden summarized all agreements that were made with everything that was presented. Max balance of 400 hrs use it or lose it. The accrual 120 hr rates and transfer of sick time over to PTO. No cash out. Back pay for the cell phone usage (\$15 for every month) and \$25 for cell phone allowance going forward. If you're scheduled for a Holiday you get 8 hrs off, and the full 8 hours pay, If a Holiday lands on a Friday and your off that Friday you get that Thursday off, Or if it lands on a Sunday you get the

following day off. Angie Kimpo moved to approve the accepted changes to the Employee Handbook, Michael Arion seconded. *(motion passed 5 yes votes: M. Arion, S.Grigsby, A. Kimpo, K. Piper, Dan Graff; 0 no votes)*

2. Billing Software Update-

- Kelsey Zavoral & Lynda Ronell contacted Janine at Rivergrove Water District with more questions about their billing process. Rivergrove contracts out their billing. The company will read the meters, print out the statements, mail the statements. Janine at Rivergrove expressed in her email that the process makes and gives relief to her and her staff so they can focus on other areas of their District and the community.
- The Board wants to wait and see what our reads will be this cycle to discuss and continue to see if we should move to Monthly billing.

NEW BUSINESS

1. Engagement Letter Auditor Richard Winkel FY 2023-2024 –

- This is our yearly Audit that we just need accepted and signed by the Board to complete the beginning processes. Angie Kimpo moved to approve the Audit engagement letter, Michael Arion seconded. *(motion passed 5 yes votes: M. Arion, S.Grigsby, A. Kimpo, K. Piper, Dan Graff; 0 no votes)*

2. Resolution Surplus Property –

- The CWD just needs the Board approval for a Surplus sale. This will be on the Facebook market place where it will be a fair place for sale. Kelly Piper motioned to approve the resolution 2024.08.20, Dan Graff made motion to approve resolution 2024.08.20, Angie Kimpo seconded. *(motion passed 5 yes votes: M. Arion, S.Grigsby, A. Kimpo, K. Piper, Dan Graff; 0 no votes)*

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

- Public comment was made about how loud the room was. Kelly Piper apologized and recognized that we will be more aware in the future.
- Heather McGivney gave us an update on her medical leave. All is good.
- Steve Young commented and advised how thankful he is for the Board and everything they do for the CWD.

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

- Angie Kimpo wanted to bring up how winter is coming and how darker it is going to get out and if we can start having meetings at 6pm instead 6:30pm. Kelly Piper agreed 6:00pm would be a good time to try out.

ADJOURNMENT OF MEETING – Adjournment of meeting Kelly Piper made a motion to adjourn the meeting at approximately 8:30 pm Michael Arion motioned, Angie Kimpo Seconded. *(motion passed 5 yes votes: Michael Arion, Sara Gigsby, Kelly Piper, Angie Kimpo, Dan Graff).*