

**BOARD OF COMMISSIONERS REGULAR MONTHLY BOARD MEETING
HYBRID MEETING: IN-PERSON ~ VIRTUAL MEETING VIA ZOOM
Tuesday, September 17, 2024, 6:00 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, and Kelly Piper, Sara Grigsby, Dan Graff arrived at 6:50pm.
- 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. Approval of the Minutes** – Sara Grigsby moved to approve the 08/20/2024 regular minutes, Angie Kimpo seconded. (*motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*) Angie Kimpo moved to approve the 08/28/2024 regular minutes, Michael Arion seconded. Special meeting minutes from 09/11/2024 is tabled.
- 5. Treasurer's Report September 09/17/2024 -**
 - Michael Arion reported that he is taking a different approach on the Treasurer's report, and he will be focused on notable items in the budget. He clarified that he does spend a lot of time reviewing the budget but that may not all be reviewed during the meetings. He also advised that some of the numbers, are difficult to see trends in as a result of comparing numbers that are before and after the rate change.
 - The revenue for this year is skewed due to the \$425,000.00 of the settlement money.
 - With that being said there are a few things that stand out. He reported there was nothing that stood out to him on the expenditure side of the report. On the revenue side as of August in 2020 we had \$633,000.00 in our savings account. In August of 2021 we had \$164,000.00 and we have spent it down for legal costs associated with the well. Now, as of September 17, 2024 we have \$1, 700,00.00 in the saving account. We need this in our savings while we apply for grants. Some grants that we apply for the District will have to have either 25% or 50% to match.
 - One of the numbers that really jumped out is the loss in sales on base rates. The revenue has been going down a number of months now. Compared to last year we are down by \$8,000.00 for June and August. Corbett Water District is trying to get to the bottom of this. He is hoping by next Board Meeting that he will have more answers to this. Base rates should be stable and not dropping like it is.
 - Kelly Piper suggested Corbett Water District to add the fire lines to next month agenda to see if that could be causing some of the drops in base rate.
 - Angie Kimpo wanted to look at the gas, propane, fuel cost compared to last year. We spent \$2,600.00 compared to last year we spent \$0.00. Ana Linden said it could be due to we had our tanks filled up recently. Angie Kimpo moved to approve the Treasures Report, Dan Graff seconded. (*motion passed 5 yes votes: M. Arion, S. Grigsby, A.*

6. Manager's Report-

- Ana Linden stated at the treatment plant this last month, staff cleaned pond 3 and Weyerhaeuser is there, they are doing road maintenance. They are in progress of building a road and also started some harvest work. The sand test is underway.
- For the sand filter project, David Jacob presented on progress. The Schmutzedecke is not fully ready yet but we hope to see that fully deform fully developed in the next few days. That will allow us to proceed to the next step. Kelly Piper asked if it develops better in warmer weather. David Jacob advised yes.
- Ana Linden went on with her report and said Hurlburt project is still going on as they were pulled away to another main break.
- An ODOT contractor has been putting in roads signs up along side of the highway. 2:30am in the morning last Thursday they hit our line. ODOT was using an auger and hit our line with it. They were 3 feet away from the locate. We were 3 feet off. Keith was able to get a better mapping of the location of the line and while in the process we have found a couple of valves in the whole process. We had to turn off 20 customers to repair the line and sent out a boil water notice.
- Office building is repairs are going good. The oil tanks got a fresh coat of protected paint and got them labeled. The back door to the building will be finished soon, just need the door painted. The back door is replaced. All this will be covered by insurance as soon as the back door is painted or a quote comes in, than it will be submitted to insurance.
- We said goodbye to 2 staff members. Lynda Ronell has saved us again by covering for Heather McGivney while she is on leave.
- Manager Evaluation Executive Session Meeting needs a date for the Board to meet. Ana Linden advised that the host of that meeting is available anytime up to 7pm. Sara Grigsby said the only day she can make work is 09.26.2024. Kelly Piper, Dan Graff, Angie Kimpo and Michael Arion all agreed that date will work for them at 5:30.
- A new FEMA Rep has been assigned to us. Some of the process will have to be gone over again.
- Jim Morgan is filling out a form for us for the legislation. Helfrich at the Fire District has had conversation with us as far as the slope stabilization that's in the National Scenic Area. Possible they could do something for us.
- Recap on the Well meeting and the Larch Mt. meeting. Turnout was good and Andre Mare was able to walk through the report prepared with everyone.
- Grant update we have been awarded a grant with System Optimization Review through the US Bureau of Reclamation. We are going to potentially have a committee meeting on the 20th. Next Board Meeting the Board will review the Informal Request Proposal.
- DEQ applied for the EPA for Brownsfield d-10 storage tank remediation. They will take our oil tank and oil furnace and fill it with sand if it is not leaking and the whole process will be covered. Corbett Water District will pay nothing. Angie Kimpo asked how difficult is the application process? Ana Linden said it's done. We've qualified, and we're done. They applied for us.
- Potential grant Watershed Protection Community Engagement Grant that was submitted to the Oregon Watershed Enhancement Board web that was denied. They will give us feedback by the end of the Month. There is another grant we can potentially apply for.
- Grants we have not applied for yet are the Larch Mt. Reservoir overflow and slope stabilization. FEMA gives the State money awards to Counties based on FEMA money that they have collected. In a meeting that was had last week we have found out the Hazard Mitigation County will have a million dollars in hazard mitigation grant that we will apply for. Unfortunately this pot of money needs to be distributed throughout the entire county.
- We also have a potential Aquifer Storage and Recovery ASR grant to apply for as well.

7. OLD BUSINESS

Follow up on customer 6187-00 leak adjustment-

- Ana Linden asked the Board if she received her email summary. There was also a 7 page attachment in the board packet with all the correspondence. With this customer if you recall had some storm leaks from the storm. The customer received a leak adjustment on March 16, 2024. The customer attended the Board meeting on May 21, 2024. The board suggested to do a bucket test. Corbett Water District was unable to do the bucket test for several reasons, one being that we were busy, the second reason being that their water wasn't on and that the leak was not finished or their repair hadn't actually been finished yet. The bucket test was then done on June 19, 2024 and the meters read correctly. The customer wanted to come in and talk. At that time we had different Clerks working, coming and going and the communication with this customer was always different. Ana Linden finally talked to the customer through email on September 11, 2024 and they requested to read the emails at the Board meeting and make a decision on the remainder of the balance. The requesting balance is \$676.00 whereas the other half of the adjustment would be \$547 so compared to year previous. Sara Grigsby if we were going see if there was a crossed line? Ana Linden said we did and there is not.
- Angie Kimpo asked if the customer submitted evidence showing it was repaired. Ana Linden showed pictures showing The customer replaced the pipe but didn't connect it together. Angie Kimpo asked about the suggestion made that the we were inappropriately awarding a former Board Member a complete leak adjustment. Also that the customer felt like we were slighting him for only giving him half and the customer feels like they are entitled to the rest of it. Sara Grigsby thinks we tried to adhere more to what the real policy is of late as opposed to favoritism. Kelly Piper replied there was no favoritism. Every situation is unique. Angie Kimpo asked what the resolution is. The customer fixed his leak before he came in last board meeting but couldn't figure out where his water was going. Kelly Piper responded that the customer issue is they can't imagine the leak was leaking as much as it was because there is no water evidence in their garage. The customer can't fathom it was leaking that much because the customer doesn't have stained drywall. Kelly Piper advised everything she has seen; the meter is reading correctly, the meter was shut off as soon as the neighbor found it. We have to go with the evidence and what I see is we followed everything fine. We gave him the partial leak adjustment just like the policy says.

David Jacob commented on seeing the tear in the copper pipe that is comparable with the amount about volume of water that went through the pipe. Kelly Piper replied yes and I remember you saying that during that meeting. This has taken the freeze to shut off, and that cracked that long, that wide that will flow. David Jacob said that the water damage is a biological action. It was really cold when that happened. So if it sprayed on everything but it never got that warm enough for biological action occur and it wouldn't. It would not grow. Mold would not grow, wood would not raise well when it soak into the dry wall it would be, but it was dry turned off, and then freeze dry. When it is cold and windy, windy removes a lot of the moisture fast. So the fact that it is shut off and then there's a period of time when water was allowed to evaporate wasn't home, or in this case probably late or whatever the word is solid to gas that would not show any water damage, because there's no chance for biological action to occur. Kelly Piper motioned that adjustment made on customer 6187-00 stands as of March 16, 2024 stands as Policy States no additional adjustment, Dan Graff made motion to approve that adjustment made on customer 6187-00 stands as of March 16, 2024 stands as Policy States no additional adjustment, Angie Kimpo seconded. (*motion passed 5 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper, Dan Graff; 0 no votes*)

NEW BUSINESS

1. Engagement Resolution 2024.09.17 Approving the New Employee Handbook –

- Kelly Piper asked if anyone wanted to discuss the Resolution. Kelly Piper then read the Resolution. Angie Kimpo moved to approve the, Engagement Resolution 2024.09.17 Michael Arion seconded. (*motion passed 5 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper, Dan Graff; 0 no votes*)

2. Quarterly Reports-

- Lynda Ronell Started to over the Quarterly Report, Being that the report is done in the middle of a billing cycle it has been decided that the Corbett Water District goes back to doing the report every 4 months. Michael Arion suggested if that's the case let's table the report for now until next month.

3. ASR Well next steps/options discussion –

- Kelly Piper discussed after the public meeting we had with the ASR well. What will be the next steps, given the situation?
- Angie Kimpo thinks we should move forward with a new desktop feasibility study. We need this to submit to OWRD and it is all fresh in Jason Melady's mind.
- Ana Linden is focused on Larch Mt. with Laurie Aunan and they are working on the grant. Angie Kimpo suggested sending her the grant application and she will look through it all. Michael Arion asked if we need a grant for the ASR feasibility or just pay Jason Melady. Angie Kimpo advised she will do some research and possibilities for how to fund this, come back to next meeting and we can discuss further. Lynda Ronell told Angie Kimpo we have copies of old grants at the office that we can email her.

4. Hiring 3rd Utility Worker

- Ana Linden present that she thinks hiring a 3rd utility worker would be safer for many reasons. 1) it's safer, 2) if someone is sick or if someone wants to take vacation, if we are down a person we have someone to fill in. Ana Linden feels like we have a good opportunity right now with Keith Bunell even though it is not in the budget. Ana Linden would like to ask the Board to give her the opportunity and the authority to hire Keith Bunell. Keith Bunell does have certifications to be our DRC for distribution. He is certified.
- Michael Arion implied that there would be some savings for this sense David Jacob is going start fading away due to Alivia Pence getting her T1 in treatment. Ana Linden said there would be some savings for sure with that and there's definitely a path forward having the entire authority and responsibility of having the district being within the district, which is a huge benefit to the district knowing everyone here is an employee here day in and day out.
- Kelly Piper asked would his position still remain the same with the GIS and field work. Ana Linden said everything will continue the way it is now.
- Angie Kimpo asked to do this do we need to adjust the budget elsewhere or is it a wash with David Jacob fading. Ana Linden did a deep dive on the budget and realized that our base rates and everything are way off, so she is preparing a document for the board to show real ramifications. More focus deep dive needs to be done.
- Angie Kimpo when does Keith's Bunell's Internship stop. Ana Linden advised very soon.
- Sara Grigsby asked David Jacob what he thought. David Jacob said this is great and a good opportunity for his exit.
- Angie Kimpo suggested keeping Keith Bunell on until next month and give Ana Linden time to figure out the budget mystery and figure out where those funds would come from.
- Sara Grigsby reminded everyone that that on the Agenda this topic is about hiring a 3rd utility worker. Sara Grigsby feels like it should not be the Board's decision whether Ana Linden hires Keith Bunell or not. Ana Linden expressed sense this is outside of the budget and the board does need to be involved.

- Dan Graff expressed that before we do anything, we need to figure out what's going on with the budget, because at this point right now we are being told we don't have enough money coming in to even sustain what we're doing currently. Dan Graff stated we are going the wrong direction and we absolutely need to find out what's going on.
- Ana Linden said after her Manager evaluation when we come out of executive session she will have the budget information than and maybe make a decision at that point.
- Kelly Piper decided we will put this discussion off until the 26th. Ana Linden advised we can start with the special meeting about the budget and Bunell and then we will go into the executive session for the evaluation.

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

- Malcolm Freund said he had a hard time opening the link to the meeting from the calendar
<https://uso2web.zoom.us/meeting/register/tZEtduigrT4sGN2Vroye4MhUN89KOqB85kp3>
- Cloudy Sears said everyone is doing a good job.

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

- Kelly Piper suggested Winter Preparation. The public would like to know how went wrong in January storm, with insulation and those things.
- Angie Kimpo said there was suppose be a check list of what to do in preparation.

ADJOURNMENT OF MEETING – Adjournment of meeting Kelly Piper made a motion to adjourn the meeting at approximately 7:25 pm Angie Kimpo motioned, Michael Arion Seconded. (Motion passed 5 yes votes: Michael Arion, Sara Grigsby, Kelly Piper, Angie Kimpo, Dan Graff).