

**BOARD OF COMMISSIONERS SPECIAL BOARD MEETING
VIRTUAL MEETING VIA ZOOM ~ Thursday, September 26, 2024 5:00 p.m.**

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

STAFF MEMBERS PRESENT: District Manager Ana Linden

COMMUNITY MEMBERS PRESENT: None

AGENDA

- 1. Call to Order** – President Kelly Piper called the meeting to order at 5:30pm.
- 2. Roll Call** – Michael Arion, Dan Graff, Sara Grigsby, Angie Kimpo, and Kelly Piper are present.
- 3. Approval of the Agenda** – Sara Grigsby moved to approve the revised agenda. Michael Arion seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

NEW BUSINESS

1. Budget Review –

- Ana Linden recapped September's board meeting treasures report. Both months July and August rates are down. Compared to last fiscal year the base rates are down \$16,000.00.
- Do the bills in our billing system match the bank statements QuickBooks, Are all the customers being billed? What impact do the fire lines have?
- The reads do match the bills; the base rate is less but also is water rates.
- In 21 months we did not collect payments of \$64,000.00 in water and \$18,000 in base rate. Total in those 21 months we billed \$64,000.00 more in water sales, and we billed \$18,000.00 more in base rates that we collected.
- Ana Linden presented a slide that detailed payments coming and posted. The base rate for Bi-Monthly billing cycle average \$615.00 less than Base rate for payments. Water averages \$413.00. In 21 Months we did not receive \$8,666.00 in water and \$13,751.00 in base rate. So where did the \$22,000.00 go? These are deposits that have been applied but do not actually count as real money. They are taking away from someone's deposits that are sitting there on their account. Then we actually refund them the money out of QuickBooks. Ana Linden advised she is going pursue this and do a deep dive so she can understand what each and every one of the transactions mean.
- The units that we billed for was high is August 2023, the units for 2024 are low. August 2023 there was a new rate structure. We also added fire lines (\$4,342 a month)
- Water sales for July & August 2023 receipts came out to be \$141,737.89 compared to this July and August 2024 and than our base rates receipts which is what we are looking at really is the difference \$16,000.00. Ana Linden shared a spread sheet showing there was really nothing eye catching when trying to find why the base rate is down. The only difference that stuck out was the fire lines. Dan Graff asked why the base rate goes down and up every month. Ana linden advised we bill our big customers every month, and then our customers every month. Dan Graff what does the base fluctuate monthly. Ana Linden stated the people who were getting billed monthly are also getting billed Bi-monthly and also there is constant change in customers.

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Revised 10/01/24, 1:52pm

- Dan Graff said that the fire line is potential it's not the discrepancy. Ana Linden said it's one of the reasons why we collected less in base rates in the same period of time.
- Ana Linden was basing the budget potentially what would have happened to this year budget. Last June was very warm, and a lot of water was used also in June that was collected in July. This was part of last year's fiscal, so up until last year \$300,000.00 in base rates, based on the rate studies. However because last year made so much more than this year we are still being more conservative in the budget when it comes to revenue.
- Ana Linden shared a slide for hiring a 3rd utility worker. Keith is great at worker alone. Ana Linden feels like we need a 3rd worker for our district but understands that our financially is tough. This will add \$55,000.00 to the budget if we were to hire for a 3rd utility worker.

2. Recess to Executive Session – Kelly Piper announced that the Board would be going into Executive Session pursuant to ORS192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. Angie Kimpo Seconded (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*) All community members were put in the waiting room.

Reconvene Regular Meeting – At 8:16pm Sara Grigsby moved out of executive session, Michael Seconded, (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*) All community members in waiting room was brought out of waiting room.

Kelly Piper announced no decisions were made in executive session. Sara Grigsby moved to extend the District Manager's contract for the upcoming year, Michael Arion Seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*) Michael Arion made a motion to offer Ana Linden salary that is in the budget for this fiscal year of \$95,000.00. Sara Grigsby seconded. (*motion passed 4 yes votes: M. Arion, S. Grigsby, A. Kimpo, K. Piper; 1 no vote: D. Graff*) Michael Arion makes a motion to authorize Ana Linden to hire a 3rd utility worker. Dan Graff seconded (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

Kelly Piper moved that Sara Grigsby will compile Executive Session minutes from Ana's performance evaluation and draft Performance Goals. The final draft of Performance Goals will be reviewed and acted upon in the November Regular Board Meeting. Angie Kimpo seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

Public Comments –

- Malcolm Freund said he has a time understanding the charts but the number of base rate has gone to pot. He thinks it could be an accounting issue but he is not sure.
- Steve Young hopes hiring Keith won't affect the Districts raises. Michael Arion advised he won't affect the Districts raises for their employees. Dan Gaff advised we do not know that for sure and had asked Ana Linden to look into the budget more and do more digging.
- Alivia Pence said that she feels the same as Steve Young.

SUGGESTIONS FOR FUTURE AGENDA ITEMS – Sara Grigsby wants to add the budget look over to the future agenda. Dan Graff advised to add the District Manager performance plan to the future agenda. Sara Grigsby wants to get some meetings going within the next 30 days for District Manager Ana Linden's performance.

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ADJOURNMENT OF MEETING – Dan Graff made a motion to adjourn the meeting at 8:24pm, seconded by Sara Grigsby. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

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