

**BOARD OF COMMISSIONERS REGULAR MONTHLY BOARD MEETING
VIRTUAL MEETING VIA ZOOM ~ Tuesday, October 15, 2024, 6:00 p.m.**

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

BOARD MEMBERS ABSENT: none

**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 6:32pm.

2. Roll Call – All Board members were present.

3. Approval of the Agenda – Sara Grigsby moved to approve the agenda, Angie Kimpo seconded.
(*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

5. Approval of the Minutes: Angie Kimpo moved to approve the 09/17/24 Meeting Minutes, Dan Graff seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*); Angie Kimpo moved to approve the 09/26/2024 Special Meeting Minutes, Michael Arion seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*);

6. Treasurer's Report September 2024 – Michael Arion

- September 2024 revenues were virtually the same as September 2023.
- The District is spending less on flagging, about \$1,000 below what was spent the previous year.

The District is well within its budget because it has not been spending money on capital projects. Sara Grigsby moved to approve the Treasurer's report as presented. Angie Kimpo seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

7. Manager's Report – Ana Linden

- Treatment updates:
 - Linden reported that staff member Alivia Pence, is scheduled to take her water treatment certification test in December.
 - The new slow sand filter test station, implemented by Hydra Engineering, is still under observation, with coliform counts in the filtered water remaining higher than desired. Efforts to expedite the formation of the "Schmutzdecke" layer in the filter included heating the water.
 - Linden also noted that Pond One was back in operation following cleaning and that water levels in the North Fork Reservoir were critically low.
- Distribution updates:
 - The Hurlburt Line has been completed.
 - The persistent leak at Center Street has finally been resolved by abandoning the one-inch steel service line.
 - A boil water notice was issued for 73 customers on Loudon Road due to a PRV (Pressure Reducing Valve) failure.
 - Additionally, the opening of a previously closed valve on Rickert Road resulted in several water line breaks, prompting Linden to advocate for a new PRV station in the Mershon and Loudon area.

THIS WAS A PUBLIC MEETING

Revised 11/13/24, 2:54 pm, pg 1

- Ana has hired Erica Normine, a public administration student, as an unpaid intern to help the District create Emergency Response Plans. Erica will be creating Standard Operating Procedures for field staff, and will also create a comprehensive Emergency Response Plan.
- The District is making progress on the Bureau of Land Management lease and the memorandum of understanding. Ana has a meeting scheduled with the US Forest Service to tour the watershed and view their springs.
- The owner of the Corbett Hill easement has agreed to sign an easement if the District agrees to provide water to two of his lots. He is also going to help the District locate their lot on his property. Sara Grigsby asked for the owner's name, and Ana responded it belongs to Rick Andrews.
- The District needs to discuss upgrading the water line on the Stark Street Bridge with the restaurant that uses the line.
- Linden concluded her report by highlighting the significant increase in staff work hours compared to the previous year, a testament to the District's expanded operations and workload. She is also looking at changing the format of her Manager's Report.

7. Grant Update – Lauri Aunan

- Grant Coordinator Lauri Aunan delivered a comprehensive grant update.
- The Oregon Watershed Enhancement Board grant application, aimed at community engagement in protecting the Gordon Creek watershed, was unsuccessful. However, they received constructive feedback from the Oregon Watershed Enhancement Board and planned to revise and resubmit the application.
- District Manager Ana Linden and Grant Coordinator Lauri Aunan reviewed the grants that the district is considering for the Larch Mountain Storage Tank Project. Angie Kimpo recommended exploring the Business Oregon Public Works Fund for emergency projects. Lauri responded that the grant committee is still following up to determine if the District is eligible for these funds.
- Lauri reminded the Board of the \$50,000 grant secured from the US Bureau of Reclamation, intended to fund a System Optimization Review by a qualified engineering firm. The review would identify specific projects for the Board to prioritize in future grant applications. The projects will focus on leak reduction, improving fire flows, improving service reliability, and cost effectiveness. Dan Graff asked if the review will consider information on the end-of-life dates for pipes. Lauri Aunan confirmed that it will. The system optimization review will supplement the 2023 District Master Plan.
- The grant committee has been looking at grants to fund an aquifer storage and recovery (ASR) backup water supply well. Angie Kimpo will lead a discussion on this topic later in the meeting.

OLD BUSINESS

1. SDAO Presentation of IRFP

- Gregory James, a senior consultant with the Special Districts Association of Oregon (SDAO), gave a presentation on the informal request for proposal (IRFP) process for selecting an engineering firm to conduct the system optimization review. The qualification-based selection process, mandated by the state, says the District must evaluate and rank proposals based on qualifications before considering cost. A five-member evaluation committee, comprised of two Board members, the District Manager, the District Engineer, and the Volunteer Grant Coordinator, would review and rank proposals before recommending a firm to the Board for final approval. The IRFP would be distributed to five pre-selected engineering firms, with proposals expected by mid-November and a final contract anticipated for Board approval at the December meeting.

2. Budget

- District Manager Ana Linden facilitated a comprehensive budget discussion. Analysis of historical base rate data revealed an average change of 0% between May 2003 and August 2012 due to a fixed monthly credit based on the treatment plant loan. Average base rate charges rose 3.3% between October 2012 and June 2016, and further increased 5.7% after the District

THIS WAS A PUBLIC MEETING

Revised 11/13/24, 2:54, pg 2

transitioned to cash basis accounting. Ana believes that the greater fluctuations between January 2023 and April 2024 were due to human error in recording deposits. Hydrant usage and fire line charges have also contributed to base rate fluctuations.

- Ana projects that rate revenue will be lower than budgeted due to lower summer water usage. She expects base rates and water sales to be down, while service connections and variable base rates will remain the same.
- A significant portion of the budget discussion revolved around projected changes to revenue and expenses. Revenue is projected to be higher than budgeted due to a \$500,000 settlement and insurance payments received. Legal and Engineering costs are anticipated to be lower than budgeted. Notably, sand costs for the slow sand filtration pond are projected to be significantly lower than budgeted, attributed to a combination of efficient procurement and potentially lower usage. Capital Outlay was also projected to be lower than budgeted, due to savings realized on the GIS (Geographic Information System) and the Larch Mountain Overflow report. Salary and benefit costs are expected to be higher than budgeted.
- Overall, District Manager Ana Linden projects a budget surplus of \$611,050 if all goes according to plan. However, she noted that a 3% inflation rate means the district needs to collect \$46.41 in the current fiscal year to have the same purchasing power as \$45 in the previous year.
- The discussion extended to water consumption trends, with data revealing a slight increase in consumption during the summer of fiscal year 2023-2024 compared to the previous four years, potentially influenced by factors like weather patterns, population growth, and consumption habits. However, Ana noted that this was an anomaly and that consumption is generally consistent. Dan Graff pointed out that the number of bills has also increased, which explains the higher consumption numbers.

3. Fire Lines

- District Manager Ana Linden presented a table showing the current monthly rate for fire lines of different sizes. She noted that these rates are not currently being charged and that most customers pay bimonthly.
- While acknowledging the need for a comprehensive fire line policy, the board grappled with the logic of charging higher rates for larger lines, given that the primary function of fire lines was to provide water in emergencies rather than for regular consumption. Concerns were raised regarding the potential for substantial leaks in larger lines, exemplified by the Job Corps facility, which had experienced two major leaks in its 8-inch fire line. Ultimately, the Board agreed to form a committee to research fire line billing practices in other small water districts. Sara Grigsby and Kelly Piper volunteered to serve on this committee.

4. ASR Well Grant

- Angie Kimpo presented a proposal to apply for a grant to fund a desktop feasibility study for an aquifer storage and recovery (ASR) well. The study, estimated to cost \$110,000, would be funded through a combination of grants and a District match. Angie proposed applying for a \$60,000 grant from the Water Resources Department (WRD), a \$20,000 grant from Business Oregon, and contributing a \$35,000 District match. Angie stated that she would like to begin working on the grant application. She will start by determining if a consultant is needed or if the application can be completed internally. She asked the board if there were any objections to her proceeding with the grant application. There were no objections.

NEW BUSINESS

1. Winter Preparation

- Next, the Board reviewed a draft winter preparedness checklist. The checklist addresses key preparations for forecasted weather events, particularly cold weather events. The checklist is divided into two parts: Tasks to be completed between June 1st and December 1st each year, and tasks to be completed within one week of a forecasted weather event, specifically focusing on cold weather events.
- Items include identifying key personnel roles, ordering fuel and propane, testing generators, ensuring communication equipment functionality, and safeguarding equipment and vehicles.

THIS WAS A PUBLIC MEETING

Revised 11/13/24, 2:54, pg 3

The checklist also outlines specific measures for each reservoir. Board members offered suggestions for enhancing the checklist, such as adding crampons or ice cleats, and incorporating communication reminders for customers. Utility Worker Alivia Pence suggested that the weather forecast and air quality index (AQI) be reviewed at daily morning meetings.

- Dan Graff inquired if the checklist would have prevented all the problems that occurred during the January storm. Ana replied that it would have helped but could not guarantee that all issues would have been prevented. She noted that the office generator which will be installed soon will be a major improvement this year. Dan asked if the checklist incorporated lessons learned from the January storm and if the District's Emergency Response Plan was considered. Ana answered that it had and noted several additions to the checklist based on feedback from staff.

2. Real-Estate Report

- Frani Grover, a realtor, then delivered a report on the Corbett real estate market. Grover's presentation provided a comprehensive overview of the Corbett market. She stated that the Corbett market has a variety of housing types, but inventory is low. Corbett has a population of 3,863 and covers 182 square miles. Corbett has a relatively high median household income of \$108,971. The median value of owner-occupied housing units is \$609,400.
- Frani presented data on property value appreciation, focusing on a specific property on Pounder Road that had significantly increased in value over multiple sales between 2013 and 2021. Her analysis extended to the history of housing in Corbett, revealing a significant increase in construction in the 1970s and a decline in recent years.
- Discussion then turned to a District-owned, triangle-shaped lot near the well site entrance. Grover's assessment indicated that the lot was not buildable due to zoning regulations requiring a minimum of five acres for construction. Board members explored alternative uses for the property, such as a PRV or a small reservoir, but acknowledged the limitations imposed by the property's title, which stipulated use for purposes related to the Corbett Water District.

3. Public Meeting Policy

- Kelsey Zavoral and Lynda Ronell presented a Public Meeting Policy that will be added to the Board policy later this year. Kelsey and Lynda need the Board to review the policy so it can be included in the SDIS 2024 best practices program to receive a credit on our insurance. Dan Graff moved to approve to accept the public meeting policy as presented. Angie Kimpo seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

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

- Josh Closser, a representative from the Springdale Job Corps, inquired about changes to evacuation routes and potential soil erosion risks related to the Stark Street Bridge closure. District Manager Linden and Board members clarified that the District was not responsible for evacuation routes or road maintenance, directing the representative to contact the Multnomah County Sheriff's Office and Multnomah County Roads Department for further information. They also recommended attending the next NEMCCA meeting to ask these questions.
- Resident Steve Kaufman voiced dissatisfaction with the Board's denial of his leak adjustment request, citing inconsistencies in the Board's decision-making process. Ana explained that a leak adjustment was not granted because there were questions about the cause of the leak and whether the meter was functioning properly. Mr. Kaufman urged the Board to review the audio recording of the May 21, 2024 Board meeting to re-evaluate his request, prompting President Kelly Piper to commit to listening to the recording and revisiting the issue at the next meeting.
- Malcolm Freund suggested incorporating customer communication reminders into the winter preparedness checklist, specifically advising residents to leave their faucets dripping during cold weather, and providing advance notification before turning off water in emergencies. He referenced an incident during the January storm when the water was turned off without notifying customers, which resulted in damage to some properties. Ana agreed to incorporate

THIS WAS A PUBLIC MEETING

Revised 11/13/24, 2:54, pg 4

these suggestions into the checklist. Angie noted that the District is working with Multnomah County to set up an Everbridge notification system.

ITEMS NOT ON THE AGENDA / SUGGESTIONS FOR FUTURE AGENDA ITEMS

- Sara Grigsby advised that the Board will add Customer 6187-00 to the October 30, 2024 Special Meeting to revisit his leak adjustment request.
- The Board will revisit the fire line issue at the next meeting.
- Angie Kimpo will continue working on the ASR well grant application

ADJOURNMENT OF MEETING – Michael Arion moved to adjourn the meeting at approximately 8:20 pm. Angie Kimpo Seconded. (*motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, K. Piper; 0 no votes*)

THIS WAS A PUBLIC MEETING

Revised 11/13/24, 2:54, pg 5