

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

Tuesday, November 19, 2024, 6:00 p.m. ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy

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

BOARD MEMBERS ABSENT: Kelly Piper

STAFF MEMBERS PRESENT: District Manager Ana Linden, District Clerk Heather McGivney, District Clerk Kelsey Zavoral, DRC David Jacob, Utility Lead Steve Young

AGENDA

1. Call to Order – Board Secretary Angie Kimpo called the meeting to order at 6:00pm.

2. Roll Call – Board members present: Michael Arion, Dan Graff, Sara Grigsby, Angie Kimpo, Board member absent: Kelly Piper

3. Approval of the Agenda – Michael Arion moved to approve the agenda, Dan Graff seconded. *(motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo; 0 no votes)*

4. Approval of the Minutes: Michael Arion moved to approve the 07/15/2024 Emergency Board Meeting Minutes 1, Sara Grigsby seconded. *(motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo; 0 no votes)*; Michael Arion moved to approve the 07/15/2024 Emergency Board Meeting Minutes 2, Sara Grigsby seconded. *(motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo; 0 no votes)*; Sara Grigsby moved to approve the 10/15/2024 Regular Meeting Minutes, Michael Arion seconded. *(motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo; 0 no votes)*; Michael Arion moved to approve the 10/30/2024 Special Board Meeting Minutes, Sara Grigsby seconded. *(motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo; 0 no votes)*

5. Treasurer's Report September 2024 – Michael Arion

- Michael Arion reviewed the financial report, noting a decrease in sales and an increase in interest earnings. The District addressed concerns about bank fees and the audit process, particularly the school district's audit. The District decided to inquire about the school district's audit process, and to provide a report on our accounting practices and internal controls. Sara Grigsby moved to approve the Treasurer's report as presented. Dan Graff seconded. *(motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo; 0 no votes)*

6. Manager's Report – Ana Linden

Office Renovations, Staff Changes

- Ana Linden talked about the progress of the office building renovations, including the painting of the back of the building and the potential coverage of door replacement costs by insurance. The District also discussed the development of a job description for a Lead Field position. Steve Young was appointed Lead, which will eventually become a DRC position.
- Ana mentioned the start of cold weather preparations and the rearrangement of the office. She discussed the need for a new TV for their meeting room and the intention to hold Budget Committee meetings at the District office.

Service Line Inventory and Replacement

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

- Steve Young talked about the challenges the crew faced with their service line inventory, particularly with copper lines. He noted that many of their service lines are leaking and need to be replaced.
- Steve discussed a recent successful project on Deverell where the crew replaced a plastic service line with copper, using a Chinese finger trap to pull the new line through. The crew will plan to use this method for future plastic line replacements.
- Steve also said that they plan on updating meter cards that the Corbett Water District creates when a new connection is installed. The meter cards have valuable information that helps more on difficult jobs.
- Ana and Steve also discussed the time it takes and resources required for a typical service line job, which can take up to three days with multiple people involved. They have a goal to replace all of the service lines in the District with copper.

Easement and Subdivision Issues

- Ana talked about the ongoing issue with a customer, 7850-00, who had previously requested an easement for a water line on his property which also provides access to PGE and Reliance Connects. Customer 7850-00 now wants to subdivide his land and ensure that the new lots have access to water.
- Also, the customer 7850-00 would like a reimbursement for gravel used around a valve. Customer 7850-00 agreed to take a water credit in the amount of \$1,486, which is \$1 per foot of pipe buried on the property.
- The cost of hiring an attorney to finalize the easement would be around \$2,916.00. Dan Graff made motion to grant Ana the amount \$2916.00 and not to exceed \$3,916.00 for an easement for customer 7850-00's property, Sara Grigsby seconded. (*motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo; 0 no votes*)
- The Corbett Water District crew also discussed the importance of recording and filing easements with the County and creating a checklist for future reference.
- Ana gave an update on Stark Street Bridge. It was determined that the CWD was not financially responsible to move the water line, and that it didn't need to be moved.

7. Grant Update – Lauri Aunan

- The Grant committee met on November 4th to go over the four grants that the Corbett Water District is seeking.
- The first Grant is the System Optimize Review Grant, this was awarded from the US Bureau of Reclamation, and this is to improve our water system. The money will be used to prioritize projects within the District, and improve our GIS.
- The next Grant is a Source Water Protection Grant. Jim Morgan has been volunteering to help. This will help to keep Gordon Creek water clean. Research is being done on what other Districts have done in the past.
- The Larch Mountain storage tank: the Grant Committee has decided to move forward with this grant with the department of Oregon Emergency Management and Business Oregon. The District is trying to get the full funding for this. The main question is going to be whether Multnomah County needs to sponsor Corbett Water District. Ana Linden and Lauri Aunan have a meeting scheduled to address this.
- Aquifer Storage & Recovery back up well: The committee is also looking for grants to help with this project. Angie Kimpo is reaching out to the consultant that we used during our lawsuit.

OLD BUSINESS

1. District Manager Evaluation Goals

- Sara Grigsby went over the manager evaluation goals, which were drafted based on previous Board meetings and edited for clarity.

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Revised 11/27/24, 12:03, pg 2

- The Board agreed to approve these goals with a 6-month check-in from 11/19/2024, to be conducted in May 2025. The evaluation process was praised, with the involvement of outside help from HR Answers being highlighted as beneficial. Angie Kimpo made motion to approve the goals for Ana Linden, and to conduct a 6-month check-in in May 2025. Dan Graff Seconded. *(motion passed 4 yes votes: M. Arion, A. Kimpo, S. Grigsby, A. Kimpo; 0 no votes)*

NEW BUSINESS

1. Periodic Financial Reports

- District Clerk Heather McGivney went over financial reports. She talked about the customer fees and reimbursements, noting that most customers have been reimbursed for their fees.
- Also, the tracking of credits and leak adjustments, with a total of \$32,221 in adjustments since July 2023.
- Heather also went over the issue of customers who are over 90 days past due, with several reasons for their delay, including leak adjustments, payment plans, and unpaid final bills.
- Heather explained the District also mentioned the tracking of ongoing building expenses, with a total of \$120,000 spent since October 2022.

2. Approve Budget Calendar, Appoint Budget Committee & Budget Officer

- Ana Linden talked about the upcoming Budget Committee meetings and suggested that the Budget Committee could decide whether to recommend raising rates or not, based on the proposed budget.
- Ana Linden also proposed a multi-year budget to assist with planning, which would be separate from the yearly budget submitted to TSCC.
- Angie Kimpo emphasized the need for a clear view of all elements before making decisions about raising rates. Dan Graff suggested having a rate hearing to adjust for inflation.
- Dan said that he prefers raising rates only if we are saving money for a particular reason. Angie observed that there are loans we can look at, if needed. Ana said that many loans require that we bring in sufficient rate revenue to pay it back.
- Angie said to keep the rate hearing on the schedule as a place holder. Michael Arion made a motion to approve the budget calendar with a possible rate hearing, Sara Grigsby seconded. *(motion passed 4 yes votes: M. Arion, A. Kimpo, S. Grigsby, A. Kimpo; 0 no votes)*
- Heather McGivney announced the new Budget Committee. This will be the Corbett Water District Board and community volunteers Jonathan Scott, Laurie Aunan, Alan Cress, Matt Bruton, and Nina Sackett Kronberg. Angie Kimpo made a motion to appoint Ana Linden as budget officer, and the named community volunteers as the Budget Committee. Michael Arion seconded. *(motion passed 4 yes votes: M. Arion, A. Kimpo, S. Grigsby, A. Kimpo; 0 no votes)*

3. Hiring Grant Writer

- Ana Linden talked about the possibility of a FEMA grant for the Larch Mountain tank slope stabilization, which is a complicated grant to both seek and manage. This would be a shot for us to get a new tank.
- Ana got a sample of the grant application from Linn County.
- Ana Linden expressed concerns about the availability of funds for their project due to potential FEMA reimbursements and the impact of recent hurricanes and tornadoes. Ana and Lauri Aunan discussed the possibility of hiring a grant writer and the need to understand the requirements and timeline for the project.

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- Ana also mentioned a potential match from Biz Oregon's public infrastructure fund. The team agreed to have a follow-up meeting after the District receives the proposal from the grant writer. They also plan to confirm with OEM the amount of funds for the grant.
- Sara Grigsby said that Ana should try and make a meeting with ICF to ask some of our questions.
- Ana asked to hold a Special Board Meeting on Zoom, and the Board agreed to have one the week of 11/23.

4. Communication Plan

- Ana Linden explained that the staff and the Board filled out a survey regarding a communication plan. We want to develop a communication plan for the District to prioritize the frequency, methods, and goals of communication.
- The survey was created by Debbie Basson, a community volunteer skilled in communication.
- A stakeholder analysis was also discussed, with the suggestion that the plan should consider more than just the two groups mentioned.

PUBLIC COMMENTS

- Nina Sacket Kronberg commented she would like to factor deferred maintenance and big projects into the 5-year plan and then figure out rates needed to pay for them.

ITEMS NOT ON THE AGENDA / SUGGESTIONS FOR FUTURE AGENDA ITEMS – None

ADJOURNMENT OF MEETING – Angie Kimpo moved to adjourn the meeting at approximately 8:03 pm. Sara Grigsby seconded. (*motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, Angie Kimpo; 0 no votes*)