

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

**Tuesday, January 21, 2025, 6:00 p.m. ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy**

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

**BOARD MEMBERS ABSENT:**

**STAFF MEMBERS PRESENT: District Clerk Heather McGivney, District Clerk Kelsey Zavoral, DRC David Jacob, Utility Lead Steve Young, Utility II Alivia Pence**

**AGENDA**

**1. Call to Order** – Board President Kelly Piper called the meeting to order at 6:01pm.

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

**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; 0 no votes)*

**4. Approval of the Minutes:** Angie Kimpo moved to approve the 12/11/2024 Budget Orientation Meeting Minutes , Sara Grigsby seconded. *(motion passed 5 yes votes: K. Piper M. Arion, S. Grigsby, A. Kimpo; 0 no votes)*; Angie Kimpo moved to approve the 12/11/2024 Special Board Meeting Minutes, Michael Arion seconded. *(motion passed 5 yes votes: K. Piper, M. Arion, D. Graff, S. Grigsby, A. Kimpo; 0 no votes)*; Michael Arion moved to approve the 12/17/2024 Regular Board Meeting Minutes , Sara Grigsby seconded. *(motion passed 5 yes votes: K. Piper M. Arion, S. Grigsby, A. Kimpo; 0 no votes)*

**5. Treasurer’s Report September 2024** – Michael Arion

- Michael Arion report’s showed a \$77,000 carryover sales for the year, with engineering and legal expenditures significantly down.HR advised it up due to we had them help with Ana’s review.
- Our LGIP account keeps growing due to the District not over spending and the interest keeps earning more and more, our balance is about 1.25 Million. Sara Grigsby made motion to accept the Treasures report. Angie Kimpo seconded. *(motion passed 5 yes votes: K. Piper, M. Arion, S. Grigsby, A. Kimpo; 0 no votes)*

**6. Manager’s Report** – Steve Young

**Complex Valve System and Maintenance**

- Steve Young highlighted the new Thursday afternoon from 11am-3pm closure for training.
- Certifications were also discussed, with Keith having a D2, Alivia T1 BAT, Steve D1 CCC, Aan D1, all passing their respective certifications. Steve also discussed a trip that Keith and himself took to Clay Valley University in Costa Mesa, California, for training.
- Steve discussed the experiences with a complex valve system, which the utility crew learned about during a training session at Clay Valley University. He noted the system's versatility and the potential for it to be used for various functions. He also discussed their maintenance and inventory management system, which they use to track the valves' performance and maintenance needs.

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- It was mentioned that this system is linked to their GIS system, which helps them locate the valves. Steve and the crew also discussed their plans to rebuild and maintain the valves, with the next maintenance due in 2025. The conversation ended with a discussion about the potential for the system to be used for other parts of their operations.
- Steve discussed their ongoing efforts to improve their inventory management system, which now includes a spreadsheet for tracking brass parts and repair bands.
- He also talked about the focus on reducing water loss, with each team member having a laptop connected to the shared drive for updating data.

### **Improving Inventory Management and Upgrading Systems**

- Alivia Pence plans to repair PRVs from top to bottom, starting with the closest one to the treatment plant. She also discussed the need to replace obsolete turbidity meters and other instruments, with a budget of \$21,341 for this purpose.
- Alivia talked about the need to upgrade their computer system, which is currently 10 years old. The new system is expected to be installed by the beginning of March.
- Steve discussed the challenges faced with the water intake at North Fork, noting that the water has been dirtier this year, requiring more frequent cleaning of the intake. He also mentioned the need for a double filter to mitigate the issue.
- Steve mentioned the successful installation of a generator at the treatment plant, which is now fully operational and can run all systems in the building. Lastly, he discussed the need for an external Wi-Fi extender to monitor the generator's status remotely.
- Ana's plans for DRC was presented in a slide to the board. The board has previously asked to see a breakdown of what Alivia and David Jacobs would be splitting into pay. David has high hopes for Alivia and said that she will be amazing doing the job.

### **7. Grant Update**

- Lauri Aunun discussed various topics, including the System Optimization Review Grant, The System Optimization Review Grant, awarded to the district by the US Bureau of Reclamation, was set to commence with a kickoff meeting on January 29th.
- The grant's expected completion date is 2026, with the district planning to present a list of potential improvement projects to the board for prioritization. The team also discussed working with Summit on an application for a desktop study of ASR.
- Laurie discussed various grant applications and updates. She mentioned a mid-March grant application and the potential for FEMA funds to replace large mountain tanks

### **OLD BUSINESS**

#### **1. Ordinance 2025.01.21 Update/Addition to Standby Fire Protection Service Connections and Fire Hydrant Sections in the Rules & Regulations Document-**

- Heather McGivney announced that we should table this due to having to have an Ordinance in place first.

#### **2. Communications Plan Update-Sara Grigsby**

- Sara Grigsby discussed a communication plan, with Michael Wetter joining Linda Ronell to strategize and prioritize the plan.
- Sara feels that having Linda Ronell work on this with Michael would be great for the communication plan and to keep the public engaged. Linda and Michael will be working together on this and exchanging information and strategizing.
- There was confusion about the role of Debbie Bassen in the plan, but it was clarified that she is not directly involved.
- Angie Kimpo was confused about the communication due to she did not know there was other communication going on outside of what she was working on. Angie would like to have a list of everyone that is working on this so everyone knows who is working on what and what's going on, so no one is duplicating the work.

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## **NEW BUSINESS**

### **1. Updates to Employee Handbook**

- Heather went over some of the language that was causing some confusion in the employee handbook. The team agreed to the changes in the first three policies, with no changes to the fourth. Kelly Piper made a motion to accept the audit presentation with the inaccurate dates corrected. Sara Grigsby made a proposal to make the changes to the first three, and a no on the fourth as shown on the slide. *(proposal passed 4 yes votes: K. Piper, M. Arion, S. Grigsby, A. Kimpo; 0 no votes)*

### **2. Permission to Sell Chevy and Buy NV-200 or Like Vehicle-**

- Steve talked about the possibility of selling a Chevy and using the funds to purchase a high-rise van for on-call duties. The Board feels that the decision to sell the Chevy and purchase a van should be made by Ana Linden and the staff. The conversation ended with the understanding that the decision would be based on Ana's discretion and the available budget.

### **3. Filter Pond Sand Results and Report – David Jacob**

- David Jacobs discussed the results of their water quality tests, noting that all numbers were below action levels and maximum contaminant levels. However, there was a slight increase in nitrite levels, prompting the district to require further testing to confirm the downward trend.
- The state is expected to review the results within a week or two.

### **4. Presentation of New Budget Document Format – Heather McGivney**

- Heather talked about a new budget format, which will be used during budget committee meetings.
- The document includes buckets rather than each line item, and a separate document explaining each account in the chart of accounts is also available.
- Heather stated we are ahead of schedule for spring material receipt and plans to take the system out of service by March.

### **5. Timber Harvest Fact Sheet – Angie Kimpo**

- Angie Kimpo discussed a Timber Harvest operation near their water intake on the North Fork of Corn Creek. They expressed concerns about the potential impact on water quality and sought to involve themselves in the process.
- The Corbett Water district contacted the forester for their area and the timber company, Frank Timber, to discuss possible delays or agreements to increase buffer sizes. They also considered real-time water quality monitoring strategies.
- The district noted that the Oregon Forest Practices Act had been amended to increase protection for fish-bearing streams, but the protection for drinking water remained at 75 feet. The district is open to further conversations with Frank Timber and is considering water quality testing before any spraying operations.

### **6. Board of Commissioners Election, May 2025 – Heather McGivney**

- Heather brought up the upcoming Board of Commissioners election in May 2025, with two board positions up for election. The candidate filing deadline is February 8th, and the last day to get into the voter's pamphlet is March 24th.
- Heather and Kelsey Zavoral considered advertising the election on Facebook or in the Corbett Newsletter. Kelly encourages the Clerks to advertise, she thinks it great to have community members run for a position.
- Sara also encourages some of the volunteers to run for a position.
- Kelly Piper and the District discussed their potential re-election, with Kelly needing to decide if she would run again.
- Kelly also discussed the importance of community involvement in the election process.

## **PUBLIC COMMENTS**

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- Malcom Freund is very happy to see the new upgrades coming and the PRV work that is being done.

**ITEMS NOT ON THE AGENDA / SUGGESTIONS FOR FUTURE AGENDA ITEMS** – Waiting to hear an update from the State from David Jacobs.

**ADJOURNMENT OF MEETING** – Kelly Piper moved to adjourn the meeting at approximately 7:30 pm. Sara Grigsby seconded. (*motion passed 4 yes votes: K. Piper M. Arion, S. Grigsby, Angie Kimpo; 0 no votes*)

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