

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

Tuesday, February 18, 2025, 6:00 p.m. ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy

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

BOARD MEMBERS ABSENT: Angie Kimpo

STAFF MEMBERS PRESENT: District Manager Ana Linden, District Clerk Heather McGivney, District Clerk Kelsey Zavoral, DRC for Distribution David Jacob, DRC for Treatment & Utility II Alivia Pence, Utility Lead Steve Young, Utility II Keith Bunnell

AGENDA

1. Call to Order – Board President Kelly Piper called the meeting to order at 6:00pm.

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

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, K. Piper; 0 no votes)*

4. Approval of the Minutes: Kelly Piper moved to approve the January 21, 2025 Regular Board Meeting Minutes, Dan Graff seconded. *(motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, K. Piper; 0 no votes)*; Kelly Piper moved to approve January 27, 2025 Budget Committee Meeting #1 Minutes, Michael Arion seconded *(motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, K. Piper; 0 no votes)*; Kelly Piper moved to approve February 10, 2025 Budget Committee Meeting #2 Minutes, Michael Arion seconded *(motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, K. Piper; 0 no votes)*

5. Treasurer’s Report January 2025 – Michael Arion

- Michael discussed a 23% decrease in water sales compared to the previous year due to weather conditions. He also highlighted a significant decrease in overtime pay and a substantial increase in interest income. The year-to-date water sales were down by 16%, flagging was down by \$2,500, and Legal expenses are currently at \$30,000, about half of where it was last year because of our ASR well lawsuit. He also mentioned that only 14% of the infrastructure budget has been spent.
- Dan Graff moved to approve the Treasurer’s report. Kelly Piper Seconded *(motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, K. Piper; 0 no votes)*

6. Staff Report

- Alivia Pence the new Treatment DRC, reported on the installation of our new turbidimeters and an SC 1000 Controller. The plan is to replace the old turbidimeters one at a time, ensuring functionality before moving on to the next one. The goal is to complete this project by the second week of March. Alivia presented a new daily treatment plant log, which includes the CT calculation for contact time, and shared that she attended a watershed meeting and a defensible space meeting. She mentioned receiving sample kits for PFAS (also known as “forever chemicals” testing from OHA, which will test the amount of PFAS in our treated water. She would also like to test our raw water for PFAS. Lastly, she shared that the treatment plant has treated 14.7 million gallons of water since the last meeting.

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- Kelsey Zavoral announced that both she and Heather McGivney have passed the State Exam and they both have their Notary Licenses. We may begin to offer notary service to our customers. The decision on whether to charge CWD customers, or offer it as a courtesy will be made during the rate hearing.
- Ana Linden updated the Board on the progress at the triangle property. We received a letter from a community member asking about the property. We will use it to store sand cleaned from our filter ponds, which will be repurposed for sandbags and as part of the fill in our work ditches. A permit is being sought for the property, and a sign will be placed to inform people about the availability of the sand.
- Ana also shared her positive experience at the SDAO Conference, emphasizing its value for networking and learning. She encouraged the Board to attend the conference next year, which will be held at Seaside.
- There are ongoing issues with groundwater and pipe drainage at Larch. The crew replaced exposed drainage pipes and connected new corrugated pipes to bring the runoff further down the hill, which we hope will better support the slope and protect against more erosion.
- During our recent winter storm, the Utility crew had to set the valve at the Cabbage Hill reservoir to constant fill due to freezing temperatures, which resulted in an overflow. The idea was like homeowners trickling water at their faucets to prevent frozen pipes. This measure controlled the situation and prevented further damage. They also addressed a high-pressure event caused by a sensing line popping off, which led to a 250-gallon spill. During the storm the team worked diligently to resolve the issues and maintain the system's functionality. However we are grateful that this storm was not as bad as the storm last year.
- The crew discussed potential savings from replacing their filter pond sand using a different supplier along with Hydra Engineering's testing protocol. They estimated a cost of \$273,750.00 over three years if they were to buy sand from the new supplier compared to \$578,737.50 if they continued with the NSF-certified supplier.
- Steve Young discussed the maintenance of CWD's valve stations. We have about 60 valve stations total, with 34 being Pressure Reducing Valve (PRV) stations. Our plan is to service each valve every five years, which translates to a frequency of one valve per month. The crew has ordered all the necessary tools and equipment to rebuild the stations themselves, which will save money. They also found valve equipment on a shelf in the shop and we now have 4 complete 6-inch stack-ups and 6 brand new 6-inch lids. They plan to replace three 6-inch valves in the next month, starting with Deverell, Loudon, and Larch. He also mentioned the need to inspect and replace brass fittings, which are prone to cracking.
- Dan Graff suggested that we keep Corbett Fire apprised of our progress with our PRVs, as the maintenance will change the pressure in the water system and at hydrants. He thinks this would be valuable information for them to have. However, he is pleased that the District will be servicing our valves.

7. Grant Update

- Lauri Aunan, the Grants volunteer with the District, provided two updates. First, she informed the board about the Special Districts Association of Oregon's memo concerning the freeze of Federal Grant funds. She noted that we have been notified that none of our three grants are frozen.
- Second, she updated the progress on the System Optimization Review Grant awarded by the US Bureau of Reclamation. The engineering analysis and data collection for the hydraulic model setup are underway, and the projected date for a list of prioritized projects approval is April or May 2026. Lauri also informed the Board that she will be tracking the budget, attending meetings with the engineering firm, and writing the final report. The first reimbursement request to the Bureau of Reclamation is planned for this month.
- Ana discussed their plans for hazard mitigation funds; they've submitted a pre-application and are waiting for news that we can proceed to the official application. Oregon Emergency Management

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advised them to apply for \$2.9 million, the full cost of our project. Ana also considered the idea of applying for planning funds instead of a project. They were informed that they would only need to pay 25% of the project cost, with the remaining 75% covered by the funds. The District also discussed the potential for plans to change based on the amount of money ordered: two tanks vs. one, and concrete vs. metal. The conversation ended with excitement about the potential for a \$2.9 million project.

OLD BUSINESS

1. Ordinance 2025.02.18-1 Update/Addition to Standby Fire Protection Service Connections and Fire Hydrant Sections in the Rules & Regulations Document

- This was the first reading of the Ordinance, read by title only. The second reading and vote will take place on March 18, 2025. Copies of the Ordinance can be obtained by emailing clerk@corbettwater.com, calling (503) 695-2284, or visiting our office at 36120 E. Historic Columbia River Hwy.

2. Filter Pond Sand Results and Report Update

- David Jacob reported that he received a letter from the State of Oregon acknowledging that his method of testing sand for our filter ponds can be implemented. Now we can move on to a second round of testing, which David expects to go well, Then we can work on purchasing enough sand for one filter pond, an swapping out the sand in the spring.

3. Communication Plan

- Ana talked about the communication plan, and a new volunteer, Michael Wetter, and staff member Lynda Ronell joining the team and assisting with its implementation. Michael suggested two minor changes to verbiage, which Ana believes are positive changes. Michael introduced himself to the Board. Dan Graff moved to approve the Communication Plan as presented with Michael's suggestions. Sara Grigsby seconded. (*motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, K. Piper; 0 no votes*)

NEW BUSINESS

1. Resolution 2025.02.18-2 Declaration of a Surplus Vehicle

- The Resolution was read aloud by Kelly Piper. Copies of the Resolution can be obtained by emailing clerk@corbettwater.com, calling (503) 695-2284, or visiting our office at 36120 E. Historic Columbia River Hwy. Sara Grisby moved to approve Resolution 2025.02.18-2, seconded by Michael Arion. (*motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, K. Piper; 0 no votes*)

2. Approve Watershed Steward Volunteer Job Description

- Ana Linden spoke about the work that has been going on surrounding watershed protection, including meetings with Oregon Fish and Wildlife, Oregon Department of Forestry, Bureau of Land Management, and preparing for the logging that will occur this spring upstream of our water intake. Alivia Pence will be taking the lead on the logistics for the committee. However, Ana wants the Board to formally approve a volunteer job description for Jim Morgan, who has been providing CWD with his help and expertise, including liaising with other agencies and providing regular updates. Kelly Piper wanted to clarify that this position would not have the ability to speak on behalf of the District. Ana said that the job description makes clear that the volunteer cannot speak for the District. Dan Graff expressed concern with a job description being written according to the qualifications of one person. He believes that the job description should be centered around the needs of the District. The Board agreed to table the discussion for now and vote on the job description at the March Regular Board meeting.

PUBLIC COMMENTS – None

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ITEMS NOT ON THE AGENDA / SUGGESTIONS FOR FUTURE AGENDA ITEMS – Heather spoke about the need for an additional Budget Committee Meeting, which will likely after our scheduled meeting on March 10, 2025, and asked the Board to watch out for scheduling polls.

ADJOURNMENT OF MEETING – Michael Arion moved to adjourn the meeting at approximately 7:18 pm. Dan Graff seconded. (*motion passed 4 yes votes: M. Arion, D. Graff, S. Grigsby, K. Piper; 0 no votes*)

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