

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

Tuesday, October 21, 2025 at 6:00pm ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy

BOARD MEMBERS PRESENT: Michael Arion, Erika Bronson, Dan Graff, Angie Kimpo, Andrew Parker

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: District Manager Andrew Dirks, District Clerk Kelsey Zavoral, District Clerk Heather McGivney, Clerk Lynda Ronell, DRC for Treatment & Utility II Alivia Pence, Lead Utility Steve Young

AGENDA

- 1. Call to Order** – Board President Erika Bronson called the meeting to order at 6:00pm.
- 2. Roll Call** – All Board Members were present. Dan Graff arrived at 6:03pm.
- 3. Approval of the Agenda** – Michael Arion moved to approve the agenda; Andrew Parker seconded. (*motion passed 4 yes votes: M. Arion, E. Bronson, A. Kimpo, A. Parker; 0 no votes*).
- 4. Public Comments** – None
- 5. Grant Update**
 - *System Optimization Review*: The crew provided Kennedy Jenks with information about peak flow rate for the hydraulic model.
 - *Hazard Mitigation Grant Program (HMGP)*: No real updates: the land swap and permitting processes are continuing, and no word from FEMA about funding.
 - *Aquifer Storage and Recovery (ASR) Feasibility Study*: This grant will have a project kickoff meeting next week with Summit Water, Angie Kimpo, and District Manager Andrew Dirks.
 - *Drinking Water Source Protection (DWSP)*: No update
- 6. Approval of the Minutes**: Andrew Parker moved to approve the September 16, 2025 Regular Board Meeting Minutes, seconded by Michael Arion (*motion passed 4 yes votes: M. Arion, E. Bronson, A. Kimpo, A. Parker; 0 no votes*).
- 7. Treasurer's Report September 2025**
 - Michael Arion noted that there wasn't anything on the financial reports that stood out this month.
 - He attended a meeting with Steve Silva of WHA Insurance, Andrew Dirks, and Heather McGivney to discuss our property and casualty insurance coverage. Our fraud and cyber security coverage was \$100,000, and will be increased to \$250,000. We've also updated our property lists to include our new office generator, and to make sure all equipment is insured at the proper value.
 - Michael had Heather create a document to summarize the details and progress of each of our grants. He thinks this is important information to communicate to both the community and stakeholders. The grant that has had the most consistent activity is the SOR grant, for which we've been reimbursed about \$34,000 of our expenditures and staff/volunteer match time. The second grant that has seen activity is the HMGP grant. The preliminary work is progressing, and then will go into a holding pattern to see if we get funding from FEMA. We've been approved for funding on the ASR Test Well

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project, and work will start soon. Angie will look into what kind of match will need to be provided for these funds. We've also been awarded \$55,000 for a Drinking Water Source Protection grant.

- Erika asked about the budget vs. actual report, and the fact that we are at about 80% of our budget for Materials and Services Buildings and Grounds. Michael responded that he believed that expense was related to backfilling the septic tank. He also noted that the Security line item is over budget because of some specialty padlocks that we needed to buy so that the Forest Service would have access to the gate at the treatment plant. Dan Graff noted that the percentage of budget used is high for these lines because the amount budgeted for each is low. So any spending out of the ordinary would take up a good portion of those line items. Angie asked about the amount spent on the Building in Capital Outlay being approximately \$8,000 over budget. This was due to the remodel, which cost more than expected.
- Angie Kimpo moved to approve the Treasurer's report, seconded by Andrew Parker (*motion passed 5 yes votes: M. Arion, E. Bronson, D. Graff, A. Kimpo, A. Parker; 0 no votes*).

8. Manager's Report

- District Manager Andrew Dirks referred to the Manager's report included in the Board packet. Andrew mentioned that the main repair on Larch Mountain will occur the next day, on October 22nd. Also, the small claims court case has been switched to mediation, which hasn't been scheduled yet. Discussions included water loss calculations, which showed approximately 50% discrepancy between billing and production numbers. Lynda Ronell will try to cross reference the amount of water sold with the software we use for meter reading.

OLD BUSINESS

1. Base Rate Breakdown

- The base rate has been through many changes over the years, being raised several times and then decreased, and then changed again when we switched from monthly to bi-monthly billing. In 2012 it was raised \$1 per billing cycle to help pay our loan. Since 2021, base rate increases have not been for a specific purpose, and have stated that the base rate is used to "to maintain and repair the critical infrastructure and meet the state and federal guidelines for providing clean safe drinking water."

NEW BUSINESS

1. Winter Preparation Checklist

- Andrew Dirks said that they will be using the winter preparation checklist that was developed following the January 2024 storm. The main things we will focus on are blankets and heaters in each vault, chains for the trucks, fuel reserves, and making sure the generators are operating. Discussions around winter preparedness plans included equipment checks and communication protocols, noting that Everbridge emergency notification system implementation was nearly complete with final training scheduled for the following day.
- A discussion around new billing software ensued because the newest version of our current software would include Everbridge-like communication abilities. Our current software is from 2009, so we recognize that we'll have to upgrade soon. Kelsey Zavoral and Lynda Ronell have solicited quotes from software companies but haven't gotten very far. We also want something that will integrate with Diamond Maps, our new GIS. It was suggested that Kelsey call Diamond Maps to see if they have recommendations for software that will work with our GIS.
- Erika suggested completing the winter review by November 1st, in case we need to purchase anything. She asked Andrew Dirks if he had any materials for heat illness prevention training, and offered to share her materials. Andrew Parker added that the OSHA website has a lot of good materials for heat and other safety training. Finally, Erika asked if any of the staff were trained in FEMA's Incident Command System (ICS), specifically ICS 100 and ICS 700. Angie said that she thinks Andrew Dirks, at least, should take the training. Andrew Parker agreed, and said he believes that everyone should be trained.

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Public Comments – None

ITEMS NOT ON THE AGENDA / SUGGESTIONS FOR FUTURE AGENDA ITEMS

- Angie asked about a recent emergency preparedness workshop for water providers that Andrew Dirks and the crew attended. Andrew responded that it had been valuable, and that, as a small water system, our perspective was sought. Andrew particularly highlighted the panel discussion, which talked about different perspectives on an emergency event like a Cascadia earthquake. Angie said that it would be good to speak to experts to develop a contingency plan for a situation like this. Erika said that Fairview, Troutdale, and Wood Village are exploring doing a table top exercise to talk about emergency preparedness. She will try to advocate for Corbett Water to be included.
- There was a discussion about having Andrew Dirks meet with Corbett Fire to develop a sort of interagency agreement to help us figure out how much water they are using. It would help us to determine what amount of our water is being used by hydrants and training, which will help us to narrow down our water loss estimates. He can also address the old agreement between Corbett Water and Corbett Fire to install or replace hydrants. Andrew Parker asked how often the hydrants are exercised? We believe that Corbett Fire has taken over the task, and we haven't received a report recently. Andrew Parker said that it would be good to exercise them ourselves so that we could check for things other than flow rate, like leaky fittings, etc.
- Angie inquired about Andrew Dirks' progress toward getting his certifications transferred to Oregon. Andrew responded that his current certifications have already been transferred, and he has been cleared to take his Distribution II certification test, which he will do shortly.

ADJOURNMENT OF MEETING – Michael Arion moved to adjourn the meeting at 7:09pm, seconded by Angie Kimpo. (*motion passed 5 yes votes: M. Arion, E. Bronson, D. Graff, A. Kimpo, A. Parker; 0 no votes*) The meeting adjourned at 7:09pm.

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