CORBETT
WATER DISTRICT

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BOARD OF COMMISSIONERS REGULAR MONTHLY BOARD MEETING
HYBRID MEETING: IN-PERSON ~ VIRTUAL MEETING VIA ZOOM
Tuesday, July 21, 2026 at 6:00pm ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy

BOARD MEMBERS PRESENT: Michael Arion, Erika Bronson, Dan Graff, Andrew Parker, Kelly Piper
BOARD MEMBERS ABSENT: None
STAFF MEMBERS PRESENT: District Manager Andrew Dirks, District Clerk Kelsey Zavoral, District Clerk Heather McGivney, Clerk Lynda Ronell

AMENDED AGENDA
1. Call to Order – Board President Erika Bronson called the meeting to order at 6:38pm.
2. Roll Call – All Board members were present.
3. Approval of the Agenda – Michael Arion moved to approve the agenda, seconded by Kelly Piper *(motion passed 5 yes votes: M. Arion, E. Bronson, D. Graff, A. Parker, K. Piper; 0 no votes)*.
4. Election of Officers Kelly Piper nominated Erika Bronson to be President, seconded by Michael Arion *(motion passed 5 yes votes: M. Arion, E. Bronson, D. Graff, A. Parker, K. Piper; 0 no votes)*. Kelly Piper nominated Michael Arion to be Treasurer, seconded by Dan Graff *(motion passed 5 yes votes: M. Arion, E. Bronson, D. Graff, A. Parker, K. Piper; 0 no votes)*. Michael Arion nominated Kelly Piper to be Secretary, seconded by Dan Graff *(motion passed 5 yes votes: M. Arion, E. Bronson, D. Graff, A. Parker, K. Piper; 0 no votes)*.
5. Public Comments – None
6. Leak Adjustment Customer # 5460-00 – The customer said that two leaks were fixed, but she would like relief from the balance due after the leak adjustment that the CWD office provided. Kelly Piper moved to forgive the remaining leak amount of $167.09, seconded by Michael Arion *(motion passed 5 yes votes: M. Arion, E. Bronson, D. Graff, A. Parker, K. Piper; 0 no votes)*.
7. Grant Update

- *System Optimization Review:* Lauri Aunan reported that the update on the SOR grant will be a presentation later in the meeting.
- *Hazard Mitigation Grant Program (HMGP):* Angie Kimpo reported that our potential $3 million grant from FEMA to replace the Larch Mountain reservoir that we thought had stalled, now has a 60-70% chance of moving forward. The District would need to secure a loan for the full amount because the grant will be reimbursements of invoices that have been paid. CWD is responsible for paying 25% out of pocket (approximately $737,500), but a grant from OEM through BizOregon will cover $500,000 of our portion. We are currently responding to requests for information.
- *Aquifer Storage and Recovery (ASR) Feasibility Study:* Andrew Dirks said that we are continuing to try to find a site for a potential well. The firm we've hired will be on-site soon, and we hope to make in-person visits to local well owners so that we can test their wells. Response has not been good so far, so we hope that being there in-person will improve responsiveness.
- *Drinking Water Source Protection (DWSP):* Jim Morgan provided updates on the watershed grant, which will try to identify land in our watershed critical to protect our water quality and quantity into the future. The firm we hired, GSI, is moving forward and the project is proceeding well.

8. Approval of the Minutes:

- Kelly Piper moved to approve the June 16, 2026 Regular Board Meeting Minutes, seconded by Dan Graff. *(motion passed 5 yes votes: M. Arion, E. Bronson, D. Graff, A. Parker, K. Piper; 0 no votes)*

THIS WAS A PUBLIC MEETING

9. Treasurer's Report June 2026

- Michael Arion reported that we ended the last fiscal year with approximately $1.3 million on hand. Our adopted budget projected we would have $980,000, so we are in good shape there. There was around $568,000 unspent from last year's budget due to the stalled Larch Mountain reservoir project. Otherwise, the fiscal year ended with a few variances here and there, but nothing major to report. Andrew Parker moved to approve the Treasurer's report for May 2026, seconded by Dan Graff *(motion passed 5 yes votes: M. Arion, E. Bronson, D. Graff, A. Parker, K. Piper; 0 no votes)*.

10. Manager's Report – District Manager Andrew Dirks

- We rebuilt the fire hydrant on Gordon Creek, but it is still leaking so we are now waiting on parts. There was a service line repair on Pounder.
- We removed the trees that grew along the back fence line and replaced the back fence. Now there are no trees to fall on and damage the new fence.
- We purchased two new vehicles, a 2026 Silverado 1500 and a 2026 RAM 2500. The total came in $65,000 under budget, even with the upfit expenses. We've also had the hydraulic pump replaced on the vac trailer, which was, unfortunately, expensive.
- We've sent lab samples from filter pond 3 to OHA.
- We've been working a lot on the transition to monthly billing, and reviewing rates. We sent the customer Rules and Regulations out for legal review.
- Andrew has been working with Kennedy Jenks on the hydraulic model review, and with Summit Water about the ASR well. Summit is working on the Quarterly Reports for the ASR grant.
- Steve and Alivia attended a charity golf tournament with one of our vendors. Alivia, Kelsey, and Steve will transition to working four 10-hour shifts instead of their current split schedule.

BUSINESS ITEMS

1. Kennedy Jenks Update for System Optimization Review (SOR)

- Scott Lehman and Salma Taha of Kennedy Jenks (KJ) outlined the results of their hydraulic model study of the Corbett Water distribution system using InfoWater Pro 2026, which includes all existing pipes, PRVs, and tanks. They tested four scenarios, including average daily demand, maximum daily demand, maximum daily demand plus fire flow, and peak hourly demand.
- They outlined four priority categories for system upgrades, with public safety being the top priority to ensure adequate water supply for firefighters during emergencies. 72% of existing pipes are four or six inches in diameter, which creates fire flow issues. KJ focused on the need for economically feasible improvements rather than complete pipe replacement. They identified 18 capital improvement projects to address issues like undersized pipes, high pressures, and fire flow deficiencies.
- The 18 capital improvement projects, totaling $28.5 million, have the goal of improving system reliability while avoiding the need to upsize all of the 4 and 6 inch pipes, maintaining minimum pressure requirements, and ensuring all fire hydrants meet fire flow criteria. Improvements include looped mains, a few upsized water pipes, additional pressure reducing valves (PRVs) to address high pressures due to steep elevation changes, and a new pump station to deliver water to Cabbage Hill.
- They emphasized that these can be implemented in phases rather than all at once. Salma clarified the sequencing requirements for the 18 planned improvements, explaining that each project has a "must build after" indicator which shows which improvements need to be completed before others. The top priority is a main replacement project from the treatment plant to Larch Mountain, upsizing the main feeder to 12-inch pipe, costing $5.8 million. The pump station for Cabbage Hill, costing $1.08 million, in particular needs to be prioritized correctly, as installing PRVs before building the pump station could create pressure issues. We can use the timeline and sequencing to strategically look for grant opportunities to fund the recommended capital improvement projects.
- While individual projects like the pump station for Cabbage Hill have specific costs attached in their report, the total project costs include additional expenses like design, permits, and contractor profits, with Class 5 estimates having a confidence range of 30-50%.

- Kelly Piper inquired if there are pipe and PRV aging considerations, and Scott explained that while most pipes were installed in the 1960s-80s, the system is relatively young with low break rates, and the improvements should extend pipe life.
- Dan Graff questioned if there were storage concerns, like reservoir capacities and treatment plant upgrades? Scott explained that their model did not include improvements to reservoirs or the treatment plant, as it was based on the assumption of no major changes in usage patterns or total demand. Andrew Dirks said that, on the whole, CWD probably does need more storage capacity, but that those concerns can be addressed along the way. Dan responded that he was trying to factor in a new ASR well, and if that would change the need for a new main feeder. Andrew said that there should probably be a separate Capital Improvement Plan for treatment and storage, in addition to this plan about distribution.
- Gordon Fulks asked about the current amount of water loss in the system. Andrew Dirks said that current unaccounted-for water is around 20%, significantly improved from previous rates of 50%.
- Once the improvements are approved by the Board, Kennedy Jenks will write their final report to the US Bureau of Reclamation, and CWD can submit the addition to the Master Plan to the State and begin to evaluate project bundling and funding opportunities.
- Kelly Piper moved to approve recommended improvements for the System Optimization Review presented by Kennedy Jenks, seconded by Dan Graff *(motion passed 5 yes votes: M. Arion, E. Bronson, D. Graff, A. Parker, K. Piper; 0 no votes)*

2. Resolution 2026.07.21 for Monthly Billing Rates

- Erika Bronson reminded everyone that the Board had recommended that the new monthly base rates will be 60% of the bi-monthly base rate and read the Resolution aloud. There was discussion about clause 3 of the Resolution regarding base rate for inactive meters, whether the Board should strike that clause or pass the Resolution as-is and create an amendment to the Resolution after the Board discussion about lowering the base rate for irrigation meters. Kelly Piper moved to approve Resolution 2026.07.21 for Monthly Billing Rates, seconded by Michael Arion. *(motion passed 5 yes votes: M. Arion, E. Bronson, D. Graff, A. Parker, K. Piper; 0 no votes)*

3. Ordinance 2026.07.21-2 to Adopt Rules and Regulations

- Andrew Dirks said most of the proposed changes had to do with the change to monthly billing. He also wants to change the sequence of payment for developers who are building in the area. Previously, the District would pay the developer and they would build, but now Andrew wants the developer to build to our standards at their expense, and bring their invoice to the Board to be reimbursed. Kelly Piper questioned Section 18.3 which addresses long time users who are out of District and says they must petition to be included in the District. However, redrawing District boundaries involves going out for a vote, and could end up having an effect on the District or the tax rate. Andrew Dirks says that the attorney approved the new language, but he can seek further clarity. Kelly thinks that we might want to consider amending the language. Erika Bronson asked about the removal of Section 13.5 about adjusting meter reads if the meter fails. Andrew responded that meters that fail to read electronically still count the units of water, we just need to do a manual read. Andrew feels that the Section was written as if the meter had sped up, whereas Erika read it as applying to a dead meter. Kelly said she is fine with removing that section because she believes that every internal process doesn't need to be spelled out in the Rules and Regulations. Heather McGivney read the Ordinance into the record.

4. Rate Study Proposals

- To accompany the completion of the Capital Improvement Plan, Andrew Dirks sent out a request for proposals for a rate study and got two responses, from FCS and Oregon Association of Water Utilities (OAWU). The target completion date will be February 2027 and deliverables will include a table showing an initial recommendation and routine annual adjustments for the following four years. OAWU bid the rate study at $17,500, and FCS bid $29,740. Kelly Piper moved to accept the proposal from OAWU and contract with them for a rate study, seconded by Dan Graff. *(motion passed 5 yes votes: M. Arion, E. Bronson, D. Graff, A. Parker, K. Piper; 0 no votes)*

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

ADJOURNMENT OF MEETING – Board President Erika Bronson adjourned the meeting at 8:14pm.

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