

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING**

August 17, 2021

6:30 p.m.

Meeting Held Electronically through ZOOM

BOARD MEMBERS PRESENT: Sara Grigsby , Dan Graff, Kelly Piper, Fred Sanchez and Jeff Hargens.

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Assistant District Clerk Lynda Ronell and Interim Manager/District Clerk Gail Griffith

AUDIENCE MEMBERS: David Jacob of Hydra Engineering, Loren Wilton, Mike Griffith, Malcolm Freund, Cloudy Sears

President Jeff Hargens called the Zoom meeting to order at 6:30 p.m.

APPROVAL OF THE AGENDA

Fred Sanchez made a motion to accept the August 17, 2021 Agenda as presented. Dan Graff seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, K.Piper, F.Sanchez & D.Graff 0 no votes)*

APPROVAL OF THE BOARD MEETING MINUTES

Regular Board Meeting July 20, 2021

Dan Graff made a motion to approve the July 20, 2021 Board Meeting Minutes as presented. Kelly Piper seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, K.Piper, F.Sanchez & D.Graff 0 no votes)*

Special Board Meeting August 4, 2021

Sara Grigsby made a motion the minutes of the August 4, 2021 Special Board Meeting be approved as presented. Dan Graff seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, K.Piper, F.Sanchez & D.Graff 0 no votes)*

TREASURERS REPORT – July 2021

Treasurer Sara Grigsby went over the information in the Summary of Accounts and the Revenue and Expenses for July 2021 that was included in the Board Packets. Sara Grigsby noted our account balance in our Local Government Investment pool is low. It was noted the Telemetry is an annual payment. Kelly Piper made a motion to approve the July 2021 Treasurers Report as presented. Fred Sanchez seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, K.Piper, F.Sanchez & D.Graff 0 no votes)*

PUBLIC COMMENTS

None

RESPONSE TO JULY 14, 2021 LETTER FROM CORBETT FIRE DISTRICT 14

Jeff Hargens commented that some of our previous managers have expressed concern that we are taxing our District by putting six inch fire hydrants on four inch lines which can cause problems for the distribution system. David Jacob noted that six hydrants are the only ones available. These connect to a six inch line. There used to be 4" hydrants with two small ports. Those are no longer available. If you open a 5 ¾" (6"hydrant) on a four inch line the water flows as fast as it can through the line. The problems occur when the valve is closed quickly, which can cause water hammer and break pipes. This is what happened in Springdale last year when a firefighter closed a valve and caused a water main break.

Sara Grigsby gave a summary of the letter. Discussion of the tone of the letter. Further discussion. Kelly Piper said we need to move forward and have a meeting and see what we can do. Jeff Hargens said he would like to meet with the Fire Chief Dave Flood and another Water Board Member to discuss the hydrants and then plan to move forward when we have a new Manager.

Kelly Piper suggested we need to get a written agreement for the future.

Sara Grigsby made a motion that Jeff Hargens, Kelly Piper and David Jacob meet with the Fire Chief regarding the fire hydrant issue and an inter-governmental agreement. Dan Graff seconded, all were in favor, motion carried. (5 yes votes: S Grigsby, J.Hargens, K.Piper, F.Sanchez & D.Graff 0 no votes)

AUDITOR RICHARD WINKEL LETTER OF ENGAGEMENT FY2020-2021

Jeff Hargens made a motion to accept the letter of engagement with Richard Winkel CPA to conduct the Fiscal Year 2020-2021 Audit in the amount not to exceed \$5,750. Sara Grigsby seconded, all were in favor, motion carried. (5 yes votes: S Grigsby, J.Hargens, K.Piper, F.Sanchez & D.Graff 0 no votes)

EMPLOYMENT OFFICE – FRAUDULENT UNEMPLOYMENT CLAIM

The District Clerk/Interim Manager Gail Griffith informed the Board that someone filed an un-employment claim under her name. She stated she has contacted the Employment office as the Employer representative and as the person listed on the claim. She informed the Employment Department this is a fraudulent claim and that it is identity theft since she has not filed a claim. The Board needs to be aware that the Water District is a reimbursing Government employer and if the Employment Department pays anything out on this fraudulent claim the Water District would be required to pay the Employment Department even though we notified them it was fraud.

RECRUITMENT OF MANAGER POSITION

a. Review approve timeline: Fred Sanchez asked what our fall back position is if we do not get qualified applicants in the time frame. Jeff Hargens suggested we would ask David Jacob. Sara made a motion we go with the calendar for hiring the District Manager as prepared by SDAO, until we come to a time we may have to change it. Kelly Piper seconded, all were in favor, motion carried. (5 yes votes: S Grigsby, J.Hargens, K.Piper, F.Sanchez & D.Graff 0 no votes)

b. Review Options and finalize Job description: Discussion of whether to include DRC responsibilities in the Manager position. Dan Graff said separating it means if we have a manager leave we still have operators that are the DRC or have qualifications to be DRC. Sara Grigsby said we need to add back in “assuring safe and adequate drinking water” to the manager position descriptions. Dan Graff said that should be in all job descriptions it is the mission of the District. Sara Grigsby and Kelly Piper suggested that possibly we could add “DRC” qualifications is a plus. Fred Sanchez said we may have a better chance to get qualified applicants if we remove the DRC requirement and see what we get for applicants.

The Board went through the job description that does not include DRC requirements.

CHANGES

First Page- “Staff Supervision and Responsibility” combine first two bullets to state “Recruit qualified employees using Equal Opportunity Employment Practices. Responsible for full recruitment process of all positions incorporating appropriate recruitment policies and procedures and ensuring compliance with applicable State and Federal legislation.”

Same section- Add “in compliance with policies and State and Federal legislation” in the bullet starting “Reviews and determines actions related to leave requests...” That addition is legally required.

Same section – Add in the bullet “Responsible for maintaining current employee policies...”

Second Page - “Specific Job Knowledge, Skill and Ability” no change leave as is.

Same section – “Education, Experience, and Certification/Licensure: Required” First bullet change to “Minimum of two years of college education, preferably in management, administration or related field.”

Same section – leave in “A valid driver’s license”

Third Page - “Job Conditions” : Do not include third bullet “This position is eligible to work a hybrid work schedule....”

c. Determine Salary and Benefits package: Discussion. The Board came to a consensus salary range should be \$70,000 to \$80,000. Dan Graff noted if the DRC is not part of the Manager position than the position that is assigned the DRC should be compensated for additional responsibility.

Benefits package follows what the Board approved Spring of 2021.

d. Determine if entire Board or selection committee will decide who is interviewed.

This will be discussed at the September Regular Board Meeting.

e. Determine if interviews will be held in person or via ZOOM

No decision on how interviews will be held at this point.

Jeff Hargens made a motion to adopt second job description for Manager as modified and that salary range be \$70,000 to \$80,000 per year. Fred Sanchez seconded, all were in favor, motion carried. (5 yes votes: S Grigsby, J.Hargens, K.Piper, F.Sanchez & D.Graff 0 no votes)

MANAGERS REPORT

Interim Manager Gail Griffith read from the Managers Report that was included in Board packets (attached to minutes)

SUGGESTIONS FUTURE AGENDA ITEMS

Special Meeting September 1 at 4:30 p.m. via ZOOM to discuss job description and hiring of District Clerk.

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

ADJOURNMENT OF MEETING

Jeff Hargens adjourned the meeting at 8:00 p.m.

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