

**CORBETT WATER DISTRICT  
BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING MINUTES October 19<sup>th</sup>, 2021  
6:30pm  
Meeting Held Electronically through ZOOM**

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

**BOARD MEMBERS ABSENT:** None

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

**AUDIENCE MEMBERS:** Loren Wilton, Michael Arion, Malcom Freund and David Jacob of Hydra Engineering

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

**APPROVAL OF THE AGENDA**

Kelly Piper made a motion to accept the October 19, 2021 Agenda as presented. Fred Sanchez seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, J.Hargens, F.Sanchez, D.Graff & K. Piper, 0 no votes)*

**APPROVAL OF THE BOARD MEETING MINUTES**

**Regular Board Meeting September 21<sup>st</sup>, 2021**

Sara Grigsby made a motion to approve the September 21<sup>st</sup>, 2021 Board Meeting Minutes as presented. Kelly Piper seconded, all were in favor, motion carried. *(5 yes votes: S Grigsby, K Piper, J.Hargens F.Sanchez & D.Graff, 0 no votes)*

**Special Board Meeting October 12<sup>th</sup>, 2021**

Kelly Piper made a motion to approve the minutes of the October 12<sup>th</sup>, 2021 Special Board Meeting as presented. Dan Graff seconded, all were in favor, motion carried. *(5 yes votes: K Piper, S Grigsby, J.Hargens, F.Sanchez & D.Graff 0 no votes)*

**TREASURERS REPORT – September 2021**

Audience member Michael Arion asked if it was possible to get a copy of Treasurers Report. The District Clerk will send him a copy of the Summary of Accounts prior to meetings.

Treasurer Sara Grigsby went over the information in the Summary of Accounts and the Revenue and Expenses for September 2021 that was included in the Board Packets. Sara noted that we have used 107% + of Engineering line in Materials & Services portion, for personnel & contractor spending. She noted David Jacob is quite active in the work he is currently doing for the district therefore this spending makes sense. Sara continued the numbers on the detail of Revenue & Expenditure for September don't match up with line items from Personnel Services Report. Sara explains that while there are no line items, the on-call pay is currently 100% Manny and most OT for the month is Gail as she has a significant amount of additional work due to fulfilling both District Clerk & District Manager responsibilities. Sara added that in regards to Capital Outlay - South Fork budget, that while that \$25,000 was originally to go to Pace for contract work, much of that money was saved due to work being done by our crew. Therefore that \$25k budgeted will not need to go to South Fork as planned.

Kelly Piper asked if makes more sense to separate OT by employee in report, Gail explains she could provide a different report showing who OT is specifically going to if board prefers.

President Jeff Hargens commented that water sales is already at 50% despite being only 1/3<sup>rd</sup> of the way through the year and asks if that is higher than normal. The District Clerk responded it's not necessarily higher; not selling more water, but you can see there is an additional line item for water sales rate increase.

Kelly Piper made a motion to approve the September 2021 Treasurers Report as presented. Fred Sanchez seconded, all were in favor, motion carried. *(5 yes votes: K Piper, F Sanchez, S Grigsby, J.Hargens, & D.Graff 0 no votes)*

**PUBLIC COMMENTS**

Treasurer Sara Grigsby asked why public comments are no longer at the end of the board meeting as opposed to in the middle, Kelly Piper agrees it makes more sense to have public comments at the end of meeting. President Jeff Hargens notes that will be fine as long as it remains limited in time.

### **CYBER-SECURITY POLICY – 1<sup>ST</sup> READING – REVIEW-INTERIM MANAGER**

Interim District Manager/District Clerk Gail Griffith explained that SDAO suggests Districts adopt a cyber-security policy. Currently we do not have one in place. If approved this year, SDAO will offer 2% off our property and liability insurance. Gail noted she attended a webinar to get an additional 2% off. Because of the other items she has previously taken care of, if approved, the districts total insurance savings will be 10% for the year.

Gail explained this policy is an amended version of the one SDAO sent out, as theirs was lengthy and difficult to understand. President Jeff Hargens asks if there was a downside to approving, Kelly Piper responded the only downside would be if policy was so restrictive that virtual meetings could not be possible. Sara Grigsby added that a policy makes sense and should be a part of all employees training.

The policy will be read again next month and at that point a motion can be made to approve the policy.

### **QUARTERLY AGED RECEIVABLES REPORT – DISTRICT CLERK**

President Jeff Hargens inquired about account with outstanding bill over \$9k. Interim District Manager Gail Griffith explained that this is a residential property that has had lots of leaks & pressure issues as well as miscommunication with 3 different District Managers. Gail believes a portion of this bill should be written off. The office has documented communication between account holder and managers, and due to inconsistencies in communication, she believes bills should be reduced down to normal average. Sara Grigsby asks how the board can find out more, she is not inclined to write it off. Jeff requested that a summary of that account and communication associated with such is presented to the Board for board member review.

Kelly Piper asked about account of vacant home, where is water off & locked, and what happens there. Assistant District Clerk Lynda Ronell explained that once the home is sold, new owner will take responsibility of outstanding bill.

### **RECRUITMENT OF MANAGER POSITION – UPDATE**

Board members will be receiving copies of applications& interview packets by tomorrow October 20<sup>th</sup> in preparation for interviews.

### **MANAGERS REPORT**

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

In regards to filter pond cleaning, Kelly Piper asked how often ponds are cleaned; David Jacob stated since his involvement with the district, ponds are getting cleaned every 6 months – fall & spring.

In regards to backflow testing, Gail is confident we will meet the December 31<sup>st</sup> to have all backflows tested.

Sara Grigsby inquired about Pounder Road issue in regards to Multnomah County & suit against property owner for unlawful work and the districts involvement. Interim Manger responded we have gone in with Multnomah County in this suit and explained an estimated 20 customers will have to have water shut off while that work is being done.

Gail noted that she is in communication with insurance adjuster in regards to landslide on Loudon Rd. and waiting on more information to how the county will proceed with claim against the District.

### **SUGGESTIONS FUTURE AGENDA ITEMS**

Sara Grigsby suggested introductions for new District Clerk at next meeting.

### **BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER**

### **ADJOURNMENT OF MEETING**

Jeff Hargens made a motion to adjourn the meeting at 7:15p.m. 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)