

**CORBETT WATER DISTRICT
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES DECEMBER 21st , 2021 6:30pm
Meeting Held Electronically through ZOOM**

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

BOARD MEMBERS ABSENT: Dan Graff

STAFF PRESENT: District Clerk Ana Linden, Assistant District Clerk Lynda Ronell and Interim Manager David Jacob

AUDIENCE MEMBERS: Loren Wilton, Gail Griffith, Michael Arion, Brian Lee and William Pavlich of Pace Engineering , Malcolm Freund, and Cloudy Sears

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 December 21st, 2021 Agenda as presented. Sara Grigsby and Fred Sanchez seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, F.Sanchez,K. Piper 0 no votes)*

APPROVAL OF THE BOARD MEETING MINUTES

Regular Board Meeting November 16th, 2021

Sara Grigsby made a motion to approve the November 16th, 2021 Board Meeting Minutes as presented. Fred Sanchez seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, F.Sanchez,K. Piper 0 no votes)*

Special Board Meeting November 23rd , 2021

Jeff Hargens made a motion to approve the November 23rd, 2021 Board Meeting Minutes as presented. Sara Grigsby seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, F.Sanchez,K. Piper 0 no votes)*

Special Board Meeting December 8th, 2021

Kelly Piper made a motion to approve the minutes of the December 8th, 2021 Special Board Meeting as presented. Fred Sanchez seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, F.Sanchez,K. Piper 0 no votes)*

TREASURERS REPORT – December 2021

Treasurer Sara Grigsby went over information in the Summary of Accounts and the Revenue and Expenses for November 2021 that was included in the Board Packets. Madame Treasurer Sara Grigsby pointed out the irregularities in the budget percent of usage, all attributable to the lack of District Manager. She asked Interim Manager David Jacob about a check that she had signed that day to the Department of Revenue for \$374, part of it was the late fee why was it paid? David Jacob replied that the fee was for the drilling of the well. Sara Grigsby asked for the detailed bank reconciliation report to no longer be included with the Treasurer's report. Madame Treasurer continued to discuss the way the line items in the budget are in the "buckets" that are not necessarily reflected in the correct accounts especially considering the District Manager. Finally if there was a request for Budget Committee Nominees. Kelly Piper made a motion to approve the November 2021 Treasurers Report as presented. Fred Sanchez seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, F.Sanchez,K. Piper 0 no votes)*

NEW BUSINESS

1. LOAN STATUS

Jeff Hargens said that he had requested more information about the loan listed in the budget from the District's Clerk and Manager. Clerk Ana Linden compiled a report that was presented to the board about the history of when and why the loan was added to the budget. David Jacob explained a phone call he had with the fund's manager, who was requesting more information before a loan would get its final approval. Essentially there is no room in the Corbett Water District's budget at this time for repaying a loan. However once further documentation could be provided the loan would likely be approved. Kelly Piper asked if this was something that the Manager would be submitting. Jeff Hargens asked if the loan was intended for the Master Plan. David Jacob said yes that the Manager in cooperation with the Clerk could complete the requirements for the loan and that yes the loan was intended to pay for the master plan. Jeff Hargens replied that the district had received several bids and would be discussing them this evening. Kelly Piper asked David Jacob if he thought we would be able to get the loan if we filled out the needed information. David Jacob said he did not know. Kelly Piper

asked that District Clerk Ana Linden research the Grant and whether or not it was awarded. No action was taken by board members.

2. MASTER PLAN PROPOSALS

Board President Jeff Hargens asked for feedback from the Board of Commissioners about how they thought the board should proceed in reviewing the 5 bids received for the Master Plan. Sara Grigsby suggested that the board ask Assistant Clerk Lynda Ronell what her thoughts were, based on her conversation with her earlier in the day. Lynda Ronell said that her understanding was that a committee should review the plans. That they could decide if they had any questions for the 5 engineering firms who had submitted bids and after they had a chance to do so and get their questions answered, bring their findings to the board for a public decision making process. Sara Grigsby suggested that Lynda Ronell would be on the committee. Lynda Ronell agreed to be on the committee and suggested it be comprised of no more than 2 board members. Jeff Hargens asked that the committee be prepared to give a recommendation by the next regular board meeting in January. Fred Sanchez asked if Pace was the last firm to complete the Master Plan, and if they should have it to review the last one made. Lynda Ronell said they had the 2003 Master Plan in digital format and could send it to the board. Sara Grigsby made a motion to form a committee with 2 board members and the assistant district clerk to come with a recommendation to the next board meeting for a master plan. Jeff Hargens seconded and asked which board members would like to be on the committee. In the end Fred Sanchez and Jeff Hargens agreed to be on the committee. Sara Grigsby made a motion that Fred, Jeff and Lynda form a committee to access the Master Plan bids and report back to the board in January. Kelly Piper seconded all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, F.Sanchez,K. Piper 0 no votes) William Pavlich and Gail Griffith left the meeting at this time.*

3. FIRE HALL – Should we reserve the Corbett Fire Hall for the third Tuesday of each month for 2022 going forward for meetings? The Board asked Lynda Ronell to communicate with the Fire Hall that we would like to reserve the 3rd Tuesday but that if the fire hall needed the time slot to please let us know.

OLD BUSINESS

1. EMPLOYEE PAYDAY -2nd READING

Jeff Hargens stated that the resolution would be posted at the office. Lynda Ronell said that the resolution needed to be moved and approved. Jeff Hargens made a motion to approve Resolution 2021.11.16, Fred Sanchez seconded all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, F.Sanchez,K. Piper 0 no votes)*

2. EVALUATION FORM MANAGER

Jeff Hargens said that the issue that he sees with any evaluation was in getting it done. Sara Grigsby asked if there was any action that needed to be done. The Board was interested in David Jacob's assessment of the Manager Evaluation form as well as what Dan Graff's feedback was. The consensus was that if anyone had any suggestions for edits that they could send it to Ana Linden and she could add it back to the agenda as needed for more discussion.

3. RESOLUTION 2021.12.21

Jeff Hargens stated that the board had already discussed at length this information and were all in agreement. Fred Sanchez made a motion to adopt Resolution 2021.12.21, Jeff Hargens seconded all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, F.Sanchez,K. Piper 0 no votes)*

4. CONTINUE INTERIM MANAGER – Kelly Piper made motion to extend David Jacob's role as interim Manager until another Manager is hired. Jeff Hargens seconded all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, F.Sanchez,K. Piper 0 no votes)*

MANAGERS REPORT

Interim Manager David Jacob said that it had been a quiet month, that all the filter ponds on the south fork are operational. He said that the board might want to consider continuing Assistant Clerk Lynda Ronell's hours for another month. Sara Grigsby suggested that this was not a board issue but more of a manager issue. Sara Grigsby asked about the Manager's report line about check valves and chlorine pumps. David Jacobs reported that he and Loren Wilton were at the treatment plant over the weekend due to a failed pump.

PUBLIC COMMENTS

Pace Engineer Brian Lee mentioned that it was discussed earlier in the meeting that the loan and grant process was applied for by Pace for Corbett Water District. Both the grant and loan applications have been approved and its up to the district to further them with some finalization. Brian Lee said he would be happy to provide contact information to District Clerk Ana Linden regarding the seismic grant that was granted. Community member Cloudy Sears stated that she had several questions about the agenda this evening. She talked about the source water assessment that she sent to Sara Grigsby. She requested that community involvement should not be at the end of the meeting but perhaps during the

meeting. Sara Grigsby suggested that Cloudy gets on the agenda if she wants to be part of the discussion. Cloudy Sears suggested that the source water assessment pdf that she sent to Sara Grigsby would be listed on the website. She also wanted to know how the District Manager job description had changed.

BOARD MEMBER ADDITIONAL ITEMS FOR THE GOOD OF THE ORDER

Sara Grigsby asked Lynda Ronell if the website was going to be “shown” to the board at a meeting. She asked that it be included in an agenda that wasn’t over crowded to begin with other items. Jeff asked if there was anything else to add to the meeting aside from recruiting budget committee members.

ADJOURNMENT OF MEETING

Jeff Hargens made a motion to adjourn the meeting at 7:35p.m. Fred Sanchez seconded, all were in favor, motion carried.