

**CORBETT WATER DISTRICT BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING MINUTES January 18<sup>th</sup>, 2022 – 6:30 p.m.**  
**Meeting Held Electronically through ZOOM**

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

**BOARD MEMBERS ABSENT:**

**STAFF PRESENT:** Assistant District Clerk Lynda Ronell, Loren Wilton, District Clerk Ana Linden, Interim District Manager David Jacob

**Community Members:** Customer, Brian Lee, Malcolm Freund, Michael Arion, Interim Manager David Jacob, , Cloudy Sears, Gail Griffith.

**1. Call to Order** by President Jeff Hargens at 636 pm

**2. Roll Call** Jeff Hargens said that Fred Sanchez would be attending but that he would be late.

**3. Approval of the Agenda** Sara Grigsby made a motion to approve the agenda as written, Kelly Piper second. *(4 yes votes: S Grigsby, J.Hargens, D. Graff ,K. Piper 0 no votes)*

**4. Approval of Board Meeting Minutes:** Kelly Piper made a motion to approve the Regular Board Meeting December 21<sup>st</sup>, 2021 Sara Grigsby seconded. *(4 yes votes: S Grigsby, J.Hargens, D. Graff ,K. Piper 0 no votes)*

**5. Leak Adjustments**

Kelly Piper asked for more information about what the criteria for approving a leak adjustment was. Jeff Hargens replied that we expect the customer to take action quickly. District Clerk II Lynda Ronell explained the policy to meeting attendees. (Fred joined the meeting at this time) There was a lot of discussion about what the policy says and how to make the adjustments. The staff reminded the board that the policy states that the customer needs to be at the meeting to get a leak adjustment. Dan Graff suggested that they moved the leak adjustment to next month? Sara Grigsby moved that we need to postpone for both for next month. Kelly Piper seconded. There was discussion about whether or not to move forward/ postpone, or throw out. Jeff said to report to those people that they need to attend to get a reduction. *(5 yes votes: S Grigsby, J.Hargens, F.Sanchez D. Graff ,K. Piper 0 no votes)*

**6. Treasurers Report December 2021**

Sara Grigsby highlighted the Oregon state treasury deposit of property tax funds, wondered if it was annual or as people paid their property tax bills. Treasurer Sara Grigsby also showed the BLM lease cost, and to the pump that was purchased for the treatment center. She pointed out the training education line item which was training for Utility worker Loren Wilton. She asked the question do we need to get someone trained up for cross connection? Sara Grigsby mentioned the price for the Master Plan listed in the budget. Fred Sanchez made a motion to approve treasurer's report, Kelly Piper seconded *(5 yes votes: S Grigsby, J.Hargens, F.Sanchez D. Graff ,K. Piper 0 no votes)*

**OLD BUSINESS**

**1. Manager's Performance Review Evaluation Form**

David Jacob he said he didn't know much about personnel evaluations but that it looked ok to him. Kelly Piper and Sara Grigsby felt that sending out Kelly's edited version to the board would be a good way to jog everyone's attention to this matter. The form will be sent to the board as an FYI and tabled unless requested by the board.

**2. Master Plan Committee Report**

Jeff Hargens said he would report - they want to throw out all the bids and would like to do the master plan in house. Fred Sanchez agreed that this was what they decided after having read all of the bids and that having our engineer David Jacob, do the job made more sense. Kelly Piper asked what the format would be, if he (David Jacob) would have a template? David Jacob replied that he used the template provided on the State of Oregon website, (which is a list of requirements on their website) for all the other Master Plans he had done for the other districts he managed. Michael Arion, Budget committee member, asked to know what the savings would be. Jeff

Hargens replied that by going in house and using our existing contractors the savings would be in the 10s of 1000s. Jeff Hargens made a motion to not accept any of the master plans and to do the master plan in house, Fred Sanchez seconded. Sara Grigsby asked if there was a timeline for completion? Jeff Hargens said it needs to be done by 2023. David Jacob said a year is more than adequate to complete it and he plans on proceeding before that. Kelly Piper asked if we should have a target initial review perhaps in August of 2022? David - said we should have one sooner than that. Sara Grigsby said the master plan will be coming up sooner than that because of the budget. Brian Lee of Pace Engineering left the meeting. *(5 yes votes: S Grigsby, J.Hargens, F.Sanchez D. Graff ,K. Piper 0 no votes)*

### **3. District Manager Position**

Jeff Hargens said that to summarize where we were - we talked about having a special board meeting and now we're back at it again. He said he communicated with Gordon Sletmoe with SDAO a couple days ago - he is willing to sit down again and start the process over again. He is pleased at how things are working. Kelly Piper wanted to know if we needed to set up a specific board meeting to discuss what to do? Jeff Hargens agreed that that was a good idea, that everyone could give their feedback. He said he would arrange for an afternoon appointment/meeting with Gordon Sletmoe.

### **NEW BUSINESS**

1. Budget Calendar and appointment of Fiscal year 2022-2023 Budget Officer Jeff said his biggest hurdle is who to put in as the budget officer? A discussion ensued about who would be the budget officer, what the role is, what they do, write the budget message. Jeff Hargens suggested that District Clerk Ana Linden be the person who writes the budget message and presents it to the committee, while Interim Manager David Jacob and Utility Worker III Loren Wilton give guidance about needed funds. The board discussed the timing of the master plan, projects listed in the old master plan and where the budget officer could and would be able to find guidance. Sara Grigsby made a motion to make Ana Linden District the budget officer for 2022-23 budget year, Kelly Piper seconded. *(5 yes votes: S Grigsby, J.Hargens, F.Sanchez D. Graff ,K. Piper 0 no votes)*

The Composition of the Budget Committee will be: Chris Witka, Malcolm Freund, Angie Kimpo, Michael Arion, and Richard Weaver

Budget Calendar Kelly made a motion to approve budget calendar for 2022-2023, Fred Sanchez seconded. *(5 yes votes: S Grigsby, J.Hargens, F.Sanchez D. Graff ,K. Piper 0 no votes)*

**MANAGERS REPORT** – David Jacob – we had to install a new toilet. We had a short power outage. - generator needs to be ordered and put outside and the intake needs to be moved to another spot on the building. Lovett was called to repair some leaks caused by the cold weather. There have been some supply chain issues with generators. Conner's heating and air to do air intake so we either get a secondary generator or divert the generator money towards the replumbing the furnace. Kelly Piper suggested that we should probably move the generator outside as well, isn't it dangerous to have it a generator indoors? David Jacob said that the generator was made for the indoors. David Jacobs suggested that we hire a HVAC company to reroute the power and that was a better use of the budget line item for the outdoor generator. Kelly Piper said that we should probably have a generator that works outdoors as well and David Jacob said we should have a propane one if that was the case. Sara Grigsby asked about the Pounder Rd repair. David Jacob said he believed that they were done with their repair. Community Member Cloudy Sears said the repair was still going on. Jeff Hargens said they were going after the homeowner

### **PUBLIC COMMENTS**

Malcolm Freund: leak adjustments - every board member should read the policy so they are all aware of the policy. Kelly Piper asked Lynda Ronell to send a copy to the board. Malcolm thought that using David Jacob for the Master plan was a "no brainer".

Cloudy Sears: said she was advised at the last board meeting that if she wanted an item discussed she should contact the board - but that didn't work. She thinks that the standard documents should be sent to the board upon their election. She said that she would like to see the office organized and have an index of all the files and documents. She is encouraging the board to discuss that. Kelly Piper said she heard three bullet points that Cloudy wanted on a future agenda: new commissioner packet, office organization, collaboration between the board and the community. Cloudy Sears suggested that we have a subcommittee.

Sara Grigsby made a motion to adjourn at 8:10pm, Fred Sanchez seconded. *(5 yes votes: S Grigsby, J.Hargens, F.Sanchez D. Graff ,K. Piper 0 no votes)*