

**CORBETT WATER DISTRICT BOARD OF COMMISSIONERS
REGULAR MONTHLY BOARD MEETING March 15, 2022 – 7:15 p.m.**

Meeting Held Electronically through ZOOM

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

STAFF PRESENT: Interim Manager David Jacob, District Clerk Ana Linden

COMMUNITY MEMBERS PRESENT: Malcolm Freund, Cloudy Sears, John Revere Jordan, Gail Griffith, and Michael Arion

1. Call to Order – Jeff Hargens called the meeting to order at 7:20PM

2. Approval of the Agenda – Sara Grigsby moved to approve the agenda, Fred Sanchez seconded.

4. Approval of Board Meeting Minutes – Sara Grigsby made a motion to approve the Regular Board Meeting minutes from February 15, Dan Graff seconded. Fred Sanchez made a motion to approve Special Board meeting minutes from February 22nd, Kelly Piper seconded.
(Both motions carried 5 votes yes, 0 votes no.)

5. Treasurer’s Report February 2022 – Treasurer Sara Grigsby presented the financial reports for February 2022. She highlighted that we have not used funds appropriated for “Lawyer” which is because SDAO hasn’t billed us yet for their services. She also reminded the board that we haven’t spent much in the way of capital outlay due to our lack of a manager. Her intent was to educate the board as she pointed out other annual expenses like security costs. Board Member Kelly Piper made a motion to approve the treasurer’s report and Board Member Fred Sanchez seconded. *(The motion passed, 5 votes yes, 0 votes no)*

6. Leak Adjustment – Account 8273-01: District Clerk Ana Linden introduced the topic by asking if the board would consider going back to in person meetings and that this customer had been hoping to discuss his account with the board in person. Board Treasurer Sara Grigsby said she’d like to keep the option for remote meetings open to the community. Board Member Kelly Piper said that she regularly attends Hybrid meetings with both in person and remote attendees and that it gets pretty complicated. Interim District manager David Jacob said that the technology required for a hybrid meeting would need to be acquired by the district in order to make it possible. Board Chair Jeff Hargens suggested that the board take care of this customer’s leak adjustment first and that they weigh options at the next meeting about in person or not. Commissioner Kelly Piper agreed that after looking over the vast amount of information about this account, the board would most likely be making the same determination either way. Commissioner Sara Grigsby asked Interim Manager David Jacob to please sum up what he thought about this account. Jacob explained that the leaks and high water usage for the customer had been ongoing for years, that the client had a complicated system that was going to be prone to breakages and that the client had blamed the district and water pressure spikes for his water leak issues. David Jacob said that he didn’t think this was the case and that he was an Engineer but that maybe there was a hydro dynamic that he wasn’t aware of. He thought that

between the high turnover at the district, in the manager's office and the number of meetings that this client had had with different district representatives, he thought that the client may have been given conflicting information. Kelly Piper asked what the total balance due was, Jeff Hargens replied that the balance was \$9371.75. The board questioned Manager David Jacob and Clerk Ana Linden to determine how many leak adjustments the customer had received in the last 2 years. The information presented showed that there was a leak adjustment in September 2019 and then the same leak was adjusted further in July of 2020. The current leak in question took place in February of 2021. Jeff Hargens commented that the timeframe of the first leak adjustment and the second leak would mean that the district's leak adjustment policy would need to be applied. Sara Grigsby agreed, stating that the leak adjustment policy allows for only one adjustment per every 2 years, she asked if they would be able to set up a payment plan. Fred Sanchez asked what their water usage had been over the year and stated that he recalled the lengthy discussion from the last leak adjustment, the convoluted system there, and the number of different theories applied. All the board members agreed that it would be improper for the board to do anything but follow policy. Board Member Dan Graff made a motion to deny the leak adjustment request for account 8273-01 and that the staff follow policy regarding this account, Fred Sanchez seconded. *(The motion passed, 5 votes yes, 0 votes no)*

OLD BUSINESS

Board Email Address

District Clerk Ana Linden reported to the board about the website capabilities for the community to directly be able to contact the board. The website could have a sectioned called "contact the board" with a separate contact sheet that went directly to a specific email (ie board@corbettwater.com). If a contact sheet is used it would prevent spam-bots from sending junk and potential viruses. Sara Grigsby mentioned that this was an issue that had been recently discussed at Columbia Grange board meetings. She said that they had decided to create board member emails for each board member as a way for the public to contact but also a way to pass on information about the history of communications with new board members as old ones retired. Jeff Hargens said that he wouldn't mind just being called on his home phone; he gets 100s of emails a day. Kelly Piper said that she is on a board that uses an automatic reply to each email and that is what she would suggest having another way for community members to contact the board. Sara Grigsby asked who the secretary is right now. Dan Graff said he has trouble keeping up on his emails as it is. Sara Grigsby suggested that the community members who were present should contact her and let her know what they thought about the subject and that she would leave her email address in the chat.

Volunteer – Interim Manager David Jacob reported that he just didn't have time to support a volunteer being at the office to help in the manager's office. He suggested that when a full time manager was hired that that person would be able to supervise any volunteers that the district would have onsite. Board member Kelly Piper agreed that there didn't seem to be time for any of the office employees to supervise a volunteer.

NEW BUSINESS

Newsletter- District Clerk Ana Linden explained the research that assistant district clerk Lynda Ronell and her had done – the billing software has the ability to send out emails to

everyone and between that and our website we can fulfill our annual newsletter requirements. When the new manager has been hired they may want to use this as a tool.

Building Inspection Report – The board discussed the building inspection report that showed that the district office building has a leaking roof and needs electrical repairs and upgrades. Malcolm Freund suggested asking the Fire marshal Dave Flood about which type of roof to get, metal or composite.

MANAGER’S REPORT – Interim District Manager David Jacob manager’s report is attached here. He discussed pond cleaning to be done and new meter connections.

PUBLIC COMMENTS

Cloudy Sears asked the board if they were going to raise water rates for big water users, she also said that she had recently received a copy of the water districts policies and found that they were out of date, she suggested that the District Clerk fulfill her job description that includes updating annually the policies and posting them online. She also said she was disappointed that she didn’t get to meet over the last month with Mr. Jacob and Mr. Hargens, as she was promised at the last meeting. She asked the board to please move forward with updating Emergency Response Plan. Sara Grigsby asked if it was ok if we put the ERP on the agenda next month. Jeff Hargens asked Sara to take this subject to a committee and report back. Board Commissioner Sara Grigsby agreed to make a committee with Lynda Ronell, Cloudy Sears, and herself. Board Commissioner Dan Graff asked David Jacob to include a comprehensive ERP in the Master Plan.

Meeting Adjourned Board Chair Jeff Hargens moved to adjourn the meeting Sara Grigsby seconded. Meeting adjourned at 840pm. *(The motion passed, 5 votes yes, 0 votes no)*