

**CORBETT WATER DISTRICT  
BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
September 21, 2021**

**6:30 p.m.**

**Meeting Held Electronically through ZOOM**

**BOARD MEMBERS PRESENT:** Sara Grigsby, Dan Graff, Fred Sanchez and Jeff Hargens. Kelly Piper arrived at 6:45 p.m.

**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 and Shanta Carter of SDAO

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 September 21, 2021 Agenda as presented. Sara Grigsby seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, F.Sanchez & D.Graff 0 no votes)*

**APPROVAL OF THE BOARD MEETING MINUTES**

**Regular Board Meeting August 17, 2021**

Sara Grigsby made a motion to approve the August 17, 2021 Board Meeting Minutes as presented. Dan Graff seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens F.Sanchez & D.Graff 0 no votes)*

**Special Board Meeting September 1, 2021**

Sara Grigsby made a motion the minutes of the September 1, 2021 Special Board Meeting be approved as presented. Dan Graff seconded, all were in favor, motion carried. *(4 yes votes: S Grigsby, J.Hargens, F.Sanchez & D.Graff 0 no votes)*

**TREASURERS REPORT – August 2021**

Treasurer Sara Grigsby went over the information in the Summary of Accounts and the Revenue and Expenses for August 2021 that was included in the Board Packets. Sara noted that we have used 80%+ of the Engineering line in Materials and Services a portion of that is related to EPA required risk and resilience report. The amount to finish the EPA Emergency Response Plan could cost up to \$35,000 and was not included in the Budget. The District Clerk/Interim Manager reported she is checking into the actual population for our District. It is possible if our population, not connections, is under 3,300 we may not be required to complete the emergency response plan at this time. The Interim Manager continued, that although we should be doing an emergency response plan, if we don't have to complete it right now from a financial standpoint we should not do it now. *(Kelly Piper arrived at this point in the meeting)* Sara Grigsby continued the review of expenses. Sara touched on the Master Plan and the funding for the plan is through a loan and a grant in revenues. Gail Griffith noted the loan listed was applied for by the prior manager. Jeff Hargens said he met with Interim Manager Gail Griffith and we will be going out for quotes for the Master Plan to see if cost might be less than \$170,000.

Fred Sanchez made a motion to approve the August 2021 Treasurers Report 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)*

**PUBLIC COMMENTS**

Sara Grigsby reported that she had received an email from Cloudy Sears stating that if there was a citizen position on the interview committee for the Manager she would be willing to serve.

**PROPERTY AND LIABILITY INSURANCE RENEWAL January 2022 – December 2022**

The Board received the insurance renewal information from Wilson Heirgood by email. The Interim Manager recommended the Board approve the renewal as is. We can make updates throughout the year if we have any changes.

Jeff Hargens made a motion to renew property and liability insurance with Special Districts Association for January 2022 through December 2022. 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)*

**FIRE DISTRICT FIRE HYDRANT REPLACEMENT MEETING**

Jeff Hargens and Kelly Piper met with Fire Chief David Flood. Jeff Hargens reported it was a very informative meeting. Kelly Piper stated that the Fire Chief said the Fire District is very supportive of the Water District, including finding a second source of water. The dialog with the Fire District will continue when we have a new District Manager. The Fire Chief has a list of proposed hydrant sites which will be shared with the new Manager.

**RECRUITMENT OF MANAGER POSITION**

Shanta Carter of Special Districts reported we have one applicant with nine days left on the job advertisement. The job is advertised in many places. Shanta stated the candidate is a strong candidate. David Jacob stated he is the applicant.

The Board will hold a Special Meeting on October 12, 2021 at 5:00 p.m. to review Manager applications and how to move forward. The Board will discuss who will be included on the interview committee and whether interviews will be in person or by ZOOM.

**RECRUITMENT OF DISTRICT CLERK**

Interim Manager Gail Griffith received 21 applications. Gail Griffith, Lynda Ronell and Sara Grigsby will conduct interviews on October 1 and 4.

**MANAGERS REPORT**

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

**SUGGESTIONS FUTURE AGENDA ITEMS**

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

**ADJOURNMENT OF MEETING**

Jeff Hargens made a motion to adjourn the meeting at 7:30 p.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)*