

# CORBETT WATER DISTRICT



**BOARD OF COMMISSIONERS    SPECIAL BOARD MEETING**  
**Special Board Meeting    4 p.m August 23<sup>rd</sup> , 2022**  
**Virtual Electronic Meeting through ZOOM**

**BOARD MEMBERS PRESENT: Fred Sanchez, Sara Grigsby, Jeff Hargens Kelly Piper**  
**STAFF PRESENT: District Clerk Ana Linden, Interim District Manager David Jacob**  
**COMMUNITY MEMBERS PRESENT: Cloudy Sears, Michael Arion**

## **AGENDA**

- 1. Call to Order** by Board President Jeff Hargens at 4:07 p.m.
- 2. Roll Call** – Jeff Hargens, Fred Sanchez, Kelly Piper, and Sara Grigsby Via Zoom, and Dan Graff joins at 4:10 p.m.
- 3. Approval of the Agenda** – Jeff Hargens Moves HR Answers recommendations to #2  
Jeff Hargens moved to approve the agenda as amended. Sara Grigsby seconded. - (*motion passed 4 yes votes, 0 no*)

## **NEW BUSINESS**

### **1. Review Policy Manuals and approve recommended changes**

District Clerk Ana Linden introduces the policy manuals the board will be looking through. She clarifies that this is a working meeting and that no final decisions or motions will be made at this time. Board President Jeff Hargens agrees, discussion only. The board will be going through the Board Policy Manual first, starting on pg. 27 section III Billings and Receipts. There is a monthly billing option and the board policy states that we charge \$5 to accommodate that. District Clerk Ana Linden states that the district has not been charging this fee to customers. She goes on to say that it makes sense to charge our customers this fee because it does require someone to go out with the radio read and then send out additional bills. Board Commissioner Kelly Piper suggests language that is more generic, like “additional fee” instead of an exact dollar amount. Jeff Hargens points out that \$5 doesn’t cover the current cost of gas and proposes a \$15-\$20 bi-monthly range. Board Secretary Dan Graff points out that \$20 bi-monthly would end up being \$10 monthly. Ana Linden asks the board if this is something that should be part of the rate assessment. The board decides to not enforce this policy until the rate increase hearing. Next the board looks at pg. 28 section VII. Internal controls letter K. which says that Bonded employee must take mandatory annual vacations of at least five consecutive working days. Jeff Hargens inquires about who is considered a bonded employee. Ana Linden responds that any employee that has access to district assets is considered a bonded employee – which is everyone in the office. This is an issue because Lynda Ronell works part time and doesn’t accrue paid vacation time, but is a bonded employee. Ana Linden clarifies that she believes that this policy is aimed at the book keeper, but if the policy is read as is, everyone in the office is required to take a week off. Jeff Hargens asks Ana Linden to contact insurance company and ask if this policy is a current requirement. Pg. 30 section XI. Purchase approval procedures letter B3. Jeff Hargens asks the staff if purchases and purchase orders are being used, and how? Ana Linden says that purchase orders are not currently being used. Assistant Clerk Lynda Ronell states that there wasn’t a good system for it in the past which created a lot of confusion and messiness. The board agrees

that purchase orders would be good if they were done correctly. Moving onto pg. 36 section B. Board Approval Required, states that no purchase of goods over \$1,000 will be awarded without board approval. Ana Linden says presently the board is not approving purchases. Dan Graff voices an issue with such a low dollar amount because you wouldn't be able to buy basic things the district needed without pre-approval, he recommends that the dollar amount be adjusted to higher amounts. Sara Grigsby raises the question around HR answers and what each position's purchasing power will be. Dan Graff says that it will need to be changed so that the policy and org. chart reflect each other accurately once an HR decision is made.

The board moves on to the Rules and Regulations document

Pg. 2 deposits, the water districts current policy says we collect \$120 for a deposit and anything 1 inch and over we collect \$240. Jeff Hargens voices that he doesn't see anything wrong with the policy and believes the district should enforce the policy going forward. Dan Graff agrees and says that it's important to have bigger deposits on larger meters because they have the capability to use more water, intentionally or unintentionally. He goes on to say that fees are based off potential capacity, not what people use month to month. The board agrees this policy should be enforced.

Pg. 4 Discontinuation of service or change of occupancy

District Clerk Ana Linden reads the change of occupancy section from the manual. The manual states that there has to be notification of at least 14 working days to finalize a customer's bill. The district staff currently accepts verbal notification of final bill. Jeff Hargens thinks customers should be able to call in and give notice that way. Community member Gail Griffith points out the particular language in the manual when it says "requires", she brings to the boards attention that this implies some sort of repercussion. Lynda Ronell suggests it be changed to "request" instead of "require". The board discusses verbal notification vs. written notification. The board settles on changing some of the language as well as 5 days of notice instead of 14.

Pg. 4 Ordinance 2009.05.02

The Rules and Regulations state that the district will be charging customers to turn off and on meters each time. Ana Linden goes on to say that farmers will have the water district turn off their irrigation meters in the winter and then turn them back on in the spring. District staff has not been charging farmers to do this. The board discusses what situations would be appropriate to charge a customer to turn their water off or on. The board agrees that annual requests (Farmers) should be accommodated and exempt from charges. Sara Grigsby adds that she would like to add language to the policy that says, "The district reserves the right to apply surcharges". Lynda Ronell would like the board to define applicable surcharges. The board decides on \$75 because that is what an hour call out would be. Lynda Ronell introduces pg. 6 Billing Practices, Termination of Services for non-payment. She reads over a few minor wording errors she would like changed in this section. She also mentions the in house policy the district has for late fees and shut offs, saying that the office currently assesses late fees to anyone that is at \$50 or above and shutoffs at \$100 or above. However the policy does not mention this. Lynda Ronell goes onto say that this either needs to be incorporated into the policy or if late fees and shutoffs should be issued to anyone past due. Kelly Piper doesn't agree with having a \$50 or \$100 threshold. The board agrees that the district should go back to policy. The board moves onto the next issue on pg. 7 about fees for returned checks. Lynda Ronell says the policy needs to incorporate any returned payment. The next policy being discussed is on pg. 7 Bill stays with meter. Lynda Ronell mentions that this policy can make it hard to collect payments. Ana Linden proposes adding more detailed sentences into the policy. Kelly Piper responds that the policy should continue to be more on the generic side, because the proposed added sentences are more procedural then they are policy. Sara Grigsby agrees. Dan Graff adds that the district needs to hone in on the shutoff policy so it never gets to the point where the district is out a lot of water.

The board agrees to leave this policy as is. The board continues onto pg. 13 -15 of the Rules and Regulations manual. Ana Linden brings up that an ordinance was never made for the new leak adjustment policy, only a resolution. She suggests adding in additional language into the leak adjustment policy. Kelly Piper motioned to include language when the Corbett Water District provides a leak adjustment to customer. The board discusses if the added language should be verbalized or if a signature is needed. Kelly Piper rescinds her motion. The board discusses Pg. 18 Ordinance 2009.05.02 which states that any service call completed outside normal operating hours is a \$100 charge. Lynda Ronell states that this is not something the district has enforced in the past. David Jacobs points out that as a water district we don't want to discourage people from calling in and notifying us about leaks. The board decides that ordinance 2009.05.02 will need to be rescinded. The board moves on to additional questions to be considered in regards to the Rules and Regulations manual. Ana Linden asks the board how much of a positive balance can customers keep with the district. The board discusses what an appropriate positive balance would be and decides to set a dollar limit and starting returning checks to customers if they exceed that. The next question asked is about late fees. The board decides to waive one late fee every two years. Lastly Ana Linden suggests waiving late fees if ACH is set up, thus provide an incentive for using ACH. The board decides there needs to be policy for this. The Rules and Regulations manual is finished being reviewed and the discussion about the personnel policy is tabled because of time.

**2. Review HR Answer's recommendations – advise committee** – The board discusses information they've gotten back from HR Answers. Jeff Hargens explains that Dan Graff and him have met with them twice and are struggling with deciding a chain of command. They are looking for some input from the rest of the board. The information provided by HR answers gives three different options for chain of command. Dan Graff voices his concerns about having a balance for administration and DRC competency. He goes onto say that the district should not be writing policy for the sake of what we have right now, but for the future success of the district. Kelly Piper suggests exploring option A more. Dan Graff and Jeff Hargens both agree. The board agrees to table this discussion until they have more information.

**3. Building direction and roofing bids**

The board decides to table this item because of time and suggests moving it to the next meeting the following Tuesday.

**ADJOURNMENT OF MEETING**

**THIS IS A PUBLIC MEETING**