

CORBETT WATER DISTRICT



**BOARD OF COMMISSIONERS REGULAR MONTHLY BOARD MEETING
HYBRID MEETING: IN-PERSON ~ VIRTUAL MEETING VIA ZOOM
Tuesday, May 16, 2023 7:00 p.m. ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy**

BOARD MEMBERS PRESENT: In-Person: Dan Graff, Sara Grigsby, and Jeff Hargens

BOARD MEMBERS ABSENT: Kelly Piper and Fred Sanchez

STAFF MEMBERS PRESENT: District Manager Ana Linden, District Clerk Heather McGivney, DRC David Jacob

COMMUNITY MEMBERS PRESENT: Michael Arion, Jack Garrison, Roland Beebe

AGENDA

- 1. Call to Order** – Board President Jeff Hargens called the meeting to order at 7:00pm.
- 2. Roll Call** – Dan Graff, Sara Grigsby, and Jeff Hargens were present. Kelly Piper and Fred Sanchez were absent.
- 3. Approval of the Agenda** – Dan Graff moved to approve the agenda. Sara Grigsby seconded. *(motion passed 3 yes votes: D. Graff, S. Grigsby, J. Hargens; 0 no votes)*
- 4. Approval of the Minutes** – Dan Graff moved to approve 04/18/23 Regular Meeting minutes, seconded by Sara Grigsby. *(motion passed 3 yes votes: D. Graff, S. Grigsby, J. Hargens; 0 no votes)*
- 5. Treasurer’s Report** – Sara Grigsby presented the April 2023 Treasurer’s Report. Our income is up compared to last year. Our LGIP savings account is healthy, at around \$475,000.00. Next she looked at where we are spending more this year, compared to last year. There are several line items that are over budget, (legal, reservoir repairs, etc.) but they are all explained by our situation this year. This brought up the question of the budget, because all we can ever do is estimate how much we will need for any particular area, and sometimes either unexpected things happen, or the estimate was wrong. So Sara wondered how our numbers this year can influence the planning for next year. Community member Jack Garrison asked to follow up on his question from last month about water usage. Heather ran a report of units used July 1 to April 30 last year vs. the same period this year. The usage is up this year vs. last year. This could be explained partly by our big freeze at the end of 2022. Jeff suggested that we look at usage numbers in conjunction with a rate increase, and at least annually. Jeff Hargens moved to accept the Treasurer’s Report as presented, Dan Graff seconded. *(motion passed 3 yes votes: D. Graff, S. Grigsby, J. Hargens; 0 no votes)*
- 6. Manager’s Report** – Ana Linden reported that the pressure reducing valve (PRV) on Corbett Hill Rd has been repaired. The Corbett Water crew has started flowing hydrants with Corbett Fire District. There are a few new meter installs in the works, which has led to better than expected service connection income. We are in the process of cleaning the filter ponds, Filter Pond 1 is the most recently cleaned. Summer brings a lot of mowing and care of the landscaping around the treatment plant. We did several chemical tests this month, including uranium, gross alpha, arsenic, inorganic chemicals (IOC), volatile organic compounds (VOC), and nitrate. We have excellent water. The alarm, security system, and phone system upgrade is underway. We are putting a “Now Hiring” sign in front of the office in the hopes of attracting applicants for the Utility II position, and a part time seasonal worker.

THIS WAS A PUBLIC MEETING

OLD BUSINESS

1. Building Update – The barn roof is the current project.

2. Rules & Regulations – The customer Rules and Regulations have been reviewed by committee, and updated from past versions. Next we need to send it to a lawyer who is versed in special districts to review it. Jeff Hargens moved to send the revised Rules and Regulations to an attorney for legal review. Sara Grigsby seconded. *(motion passed 3 yes votes: D. Graff, S. Grigsby, J. Hargens; 0 no votes)*

NEW BUSINESS

1. PERS Mistake with Federal FICA Wages – Heather explained that when we changed payroll software in February, we discovered that our old payroll software was set up incorrectly and wasn't taking FICA (Social Security and Medicare) taxes out of our PERS contributions. This meant that both the District and our employees enrolled in PERS were underpaying their taxes. We don't know when the problem originated, but it has been going on for many years. We had an accountant from our yearly audit company look at our payroll and create forms for submitting corrected employee W-2 and quarterly reports to the government. He advised us that, since we are bringing the problem to the attention of the IRS, we are only required to fix the past three years. The bill for back payments is about \$3,500.00. The total cost is approximately \$5,000.00 when the cost of the accountant is included.

2. Cross Connection Survey and Customer Education Brochures – Kelly has re-written the cross connection survey which will be sent to customers in June. She also created informational pamphlets about Cross Connection and Boil Water notices.

ITEMS NOT ON THE AGENDA – None.

SUGGESTIONS FOR FUTURE AGENDA ITEMS – None.

PUBLIC COMMENTS – Jack Garrison asked if the PRV at Clara Smith Rd and Corbett Hill Rd has been fixed. Ana responded that the crew is checking valves all the way down Corbett Hill Rd, but she didn't know if that particular valve has been checked. She also reported that our Assistant Clerk Angela is working on a database of appurtenances that we can update whenever maintenance has been performed.

ADJOURNMENT OF MEETING – Jeff Hargens made a motion to adjourn the meeting at approximately 7:43pm, Dan Graff seconded. *(motion passed 3 yes votes: D. Graff, S. Grigsby, J. Hargens; 0 no votes)*

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