

**BOARD OF COMMISSIONERS REGULAR MONTHLY BOARD MEETING  
HYBRID MEETING: IN-PERSON ~ VIRTUAL MEETING VIA ZOOM**

**Tuesday, December 17, 2024, 6:00 p.m. ~ Corbett Fire Hall 36930 E Hist. Col. Riv. Hwy**

**BOARD MEMBERS PRESENT: Kelly Piper, Michael Arion, Dan Graff, Sara Grigsby, Angie Kimpo**

**BOARD MEMBERS ABSENT: None**

**STAFF MEMBERS PRESENT: District Manager Ana Linden, District Clerk Heather McGivney, District Clerk Kelsey Zavoral, DRC David Jacob, Utility Lead Steve Young**

**AGENDA**

**1. Call to Order** – Board President Kelly Piper called the meeting to order at 6:01pm.

**2. Roll Call** – Board members present: Michael Arion, Dan Graff, Sara Grigsby, Angie Kimpo, Kelly Piper. Board members absent: none

**3. Approval of the Agenda** – Michael Arion moved to approve the agenda, Dan Graff seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

**4. Approval of the Minutes:** Angie Kimpo moved to approve the 11/19/2024 Regular Board Meeting Minutes, Michael Arion seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*; Angie Kimpo moved to approve the 11/26/2024 Special Board Meeting Minutes, Michael Arion seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

**5. Treasurer's Report November 2024** – Michael Arion

- Michael Arion discussed the Treasurer's report, highlighting a \$20,000 difference in maintenance and repair costs between this year and last year. They also discussed the need for replacing meters and computers, and the progress on lab work for sand treatment.
- Michael said that a new report coming to the Treasurer's report will list the checks that are run each month.
- Dan Graff would like consumption rates to be clearer.
- The Fiscal Year 2023-24 audit was discussed with the Board members; Michael Arion said that the Board can ask whatever questions they have when the auditor shares the report. Dan Graff moved to approve the treasurer report. Angie Kimpo Seconded *(motion passed 5 yes votes: K. Piper M. Arion, D. Graff, S. Grigsby, A. Kimpo; 0 no votes)*

**6. Manager's Report** – Ana Linden

- Ana Linden talked about how the lab work from the sand for the filter ponds came back, we are all good and ready to go. David Jacob said he will be coming to office or working from home to write the report we need to submit by the end of the year 2024. Once that is done our waiver should be approved.

*Financial Accountability and Internal Controls*

- Ana gave examples on how the manager and the clerks divide their duties by assigning responsibilities to employees in a manner that reduces risk of fraud or error occurring or going undetected.

**THIS WAS A PUBLIC MEETING**

**Revised 12/18/24, 2:54 pm, pg 1**

- Cash handing and recording is separate from deposit and reconciling. Purchases and payments require the manager's initial that they have been ordered, approved, and received. Payroll is checked, and then double checked by the manager. The team also discussed the importance of taking a full week off each year for admin staff to detect errors.

#### *District's Accomplishments and Future Plans 2025*

- Ana discussed the accomplishments and future goals of the organization. Key achievements included increasing staffing levels, getting staff trained, organizing and updating policies, digitizing the archive of minutes, and implementing various infrastructure improvements.
- Future plans include completing the east section of the Hurlburt line, replacing a leaky roof, updating computers, and purchasing a Mini excavator and dump truck. Ana also mentioned the need for maintenance and remodeling of existing structures.
- The organization is also planning to have an in-house DRC, and conduct a Cla-Val University training for utility workers. Ana also shared an incident where a leak was discovered and repaired, and the organization's involvement in the Stark Bridge repair.
- Clerks Heather McGivney and Kelsey Zavoral will complete notary training.
- Ana would like to offer to include customer lab samples with our monthly tests.
- The District would like to get a financial assistance program going for those who need help.

#### *Alivia's DRC Training and Pay Proposal*

- Ana discussed the progress of Alivia Pence's training as the Treatment DRC, which is set to continue until January.
- The Board will make a decision on the level of payment for the DRC role, with a proposal to cut the current payment in half.
- Angie Kimpo would like to see an excel table of what David Jacobs' monthly payment, and the proposal for Alivia's Pence's payment, so she can process what needs to be done in the budget.

#### *Preparations for Winter*

- Steve Young discussed the preparations for the upcoming winter, focusing on the installation of generators, propane tanks, and making portable water bags available to customers with frozen pipes. He also mentioned the importance of ensuring fuel tanks are filled and the readiness of their equipment, including chainsaws and snow plows.
- Steve highlighted the installation of heaters in vaults and stockpiling chemicals for the treatment plant. He discussed the readiness of the trucks, including the dump truck and the main truck, Bertha.
- Steve also said that the crew is ready fully with a change of clothes, and cold weather gear, along with sleeping bags and MREs in case some of the employees need to stay the night at the office.
- Ana mentioned the plan to have a backup system in place for emergencies, including a communication strategy with Community Patrol and Corbett Fire. She also discussed the need for a smaller, more versatile vehicle for field work.
- Sara Grigsby asked about the plan for emergencies and who would be in charge, to which Ana responded that they would send an email with the necessary information. The team also reviewed their winter weather checklist, which they have been refining over the past few weeks.

## **OLD BUSINESS**

### **1. SOR Grant Possible Contract Approval**

- In the meeting, Ana discussed the need for transparency and communication with the public, suggesting that important information should be posted on the website.
- She also discussed the timeline for submitting grant applications for Hazard Mitigation funds and the potential hiring of a grant writer. Ana proposed spending up to \$88,000 to hire Summit, a consulting firm, to help with the grant application process. Kelly Piper made a motion for the Corbett Water District to not exceed \$88,000 to hire Summit to help with the writing of the ASR

**THIS WAS A PUBLIC MEETING**

**Revised 12/18/24, 12:03, pg 2**

feasibility proposal. Angie Kimpo seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

- They also discussed the possibility of hiring ICF for a potential grant writing project, with a maximum cost of \$39,420.
- The conversation ended with a decision to move forward with hiring ICF for the grant writing project. Kelly Piper made motion that Ana Linden has the authority to hire ICF for potential SOR grant writing for the amount to not exceed \$39,420. Dan Graff seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)
- Lauri Aunan talked about the decision for the grant application the Corbett Water District submitted in February of this year to the Bureau of Reclamation. We were awarded the \$50,000 grant.
- She discussed the need to increase the budget for the SOR Grant engineering fee from \$138,354 to \$166,520, with a \$28,200 contingency fee. The increase was due to a more detailed analysis of the project's requirements, which revealed additional costs.
- They also discussed the importance of data collection and the potential for volunteers and staff to reduce costs.
- The project's timeline was set for the 2025-26 fiscal year. Ana mentioned the potential for securing more grants to fund the project. The action required was to seek board approval for the increased budget and contingency fee.
- Kelly Piper made a motion to increase the System Optimization Review grant budget from \$138,354.00 to \$166,520.00 with a \$28,200.00 contingency fee that Ana Linden will manage. Dan Graff seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)

## **2. Rules & Regulations Fire Line Policy Update**

- The Board discussed the implementation of a new fire line policy, which includes a monthly fee for potential water usage and infrastructure maintenance. The policy aims to address issues such as leaks, unauthorized use, and the risks associated with a drain on the system from a large meter.
- The proposed fees would be around \$64 per month for a 2-inch line, with higher fees for larger lines. The policy also includes repercussions for unauthorized use of fire lines, such as fines or penalties. They discussed the need for a Resolution for the fees and the potential for a separate rate hearing.
- Kelly Piper made a motion to approve the updated verbiage in the rules and regulation policy for the fire lines and the fire hydrants. Angie Kimpo seconded. (*motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes*)
- Ana Linden asked what the guidance will be for the Resolution on next month's Agenda since she will not be here. Kelly Piper said she will work with the clerks about a resolution.

## **NEW BUSINESS**

### **1. Audit presentation – Luke McNaughton of Dougall Conradie, LLC**

- Luke McNaughton presented the audited financial statements for the year ended June 30, 2024, highlighting total operating revenue of just over a million dollars, primarily due to water sales.
- The total operating expenditures were also just over a million, with a significant increase of 180,000 from the prior year, mainly due to personal services. The net position increased by about 200,000 from the prior year.
- The District's expenses were significantly under budget, and their long-term debt had about a year and a half left. Luke also mentioned a legal settlement contributing to the increase in interest and other income. The Board expressed satisfaction with the audit and had no questions. Kelly Piper made motion to accept the audit presentation with the inaccurate dates corrected. Michael Arion

**THIS WAS A PUBLIC MEETING**

**Revised 12/18/24, 12:03, pg 3**

seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

## **2. Hiring Communication Assistant**

- Ana Linden presented hiring Assistant Clerk Lynda Ronell as a Communication Assistant for the remainder of the fiscal year, with the possibility of extending her role in the next fiscal year. Kelly Piper made motion to hire Lynda Ronell as a Communication Assistant thru the remainder of this fiscal year for an additional \$15,000.00 and 15 hours per week, which will be reevaluated at the end of the fiscal year 2025. Dan Graff seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

## **3. SDAO Annual Conference February 7 - 9, 2025**

- The team also discussed the upcoming SDAO Annual Conference and Ana requested that a Board member attend the conference for training purposes.

## **PUBLIC COMMENTS**

- Cloudy Sears commented that it's a great idea to have the financial accountability / internal controls implemented. Excellent work getting the staff trained.

## **ITEMS NOT ON THE AGENDA / SUGGESTIONS FOR FUTURE AGENDA ITEMS – None**

**ADJOURNMENT OF MEETING** – Kelly Piper moved to adjourn the meeting at approximately 8:03 pm. Dan Graff seconded. *(motion passed 5 yes votes: M. Arion, D. Graff, S. Grigsby, A. Kimpo, K. Piper; 0 no votes)*

**THIS WAS A PUBLIC MEETING**

**Revised 12/18/24, 12:03, pg 4**