

MINUTES

CORBETT WATER DISTRICT
REGULAR MONTHLY WATER BOARD MEETING

JANUARY 12, 1999

The meeting was called to order at 7:30 p.m. by Chairman Bob Colclessner. Board members present were Jeff Grover, Jim Mastne and Henry Schwartz with Joe Riehl arriving at approximately 8:00 p.m. Also present were Monica Azzara, district personnel including Marc Caldwell, Jan Leckron, Torey Redfern, Superintendent Randy Stark and Dist. Clerk Carol Quinn.

Monica Azzara requested the Board consider her water bill for further leak adjustment based on a hardship case. She had a huge leak of 380,000 gallons with a bill of \$766.25. The staff could adjust it to \$385.25, but this is still a hardship. She is renting the property. The landlord fixed the leak on the day the district called to notify them of it. After discussion, Mr. Mastne moved that the bill be adjusted further to their monthly average of 30,000 gallons which is \$66.25. Mr. Schwartz seconded. Passed unanimously. Mr. Grover suggested that the Board consider guidelines for a clearer policy on what qualifies as a hardship case.

There was some discussion about the numerous leaks that developed during the freezing weather. It was suggested that the next newsletter contain information about preparing for the cold weather to prevent pipes breaking and to check the meters after the freeze to verify if there are leaks.

The minutes of the last meeting were read and approved as printed.

Mr. Colclessner announced that he had been in contact with Donna Blanc in regards to the District renting her shop. The Board members had gone to assess the facility for meeting the district's needs. At that time no staff members were present. Mr. Colclessner came the next day and talked with Marc and later with Randy about why they weren't there and also about renting the building and that he had set up a meeting between Randy and Ms. Blanc to discuss the space. Randy advised Mr. Colclessner that the staff would go look at the site, but he would not be able to keep the appointment. After the staff inspected the property, Randy notified Mr. Colclessner that the space was not adequate. Mr. Colclessner met with Ms. Blanc to inform her that the shop would not be suitable for the District's purposes. Mr. Colclessner thought perhaps in the future, it would be best if the staff handled this type of business.

Carol Quinn read a statement to the Board regarding a difficult situation that has turned into a real problem with Mr. Colclessner. She informed the members that especially since the new check signing policy was adopted at the last regular Board meeting requiring Board member signatures, Mr. Colclessner has been increasingly irritated that he has to come to the office to sign. He has criticized her business organization, office procedures, attitude, and accused her of stirring up trouble for the Board. She advised the Board that she considers his behavior as irresponsible and harrassment and it is creating a hostile work environment. She explained when she made a general statement in March, 1998, to caution the the Board about meetings and about individual Board members not giving the impression of speaking for the Board without authorization, Mr. Coclessner berated her for not identifying the specific member. As requested, this time she was was more specific.

Mr. Colclessner complained that he had to come every other day to sign checks and he wanted to know when the illegal meeting was and who was there. Carol read an account she had written following her encounter with Mr. Colclessner

when he came to sign checks on December 28, 1998. At that time he brought up the illegal meeting issue, her bad attitude, and that he might have to talk with Randy about it. He informed her that he didn't have to do what she said, he didn't work for her, she worked for him. She advised him she worked for the district not him. She agreed with him about talking with Randy and also suggested that if she wasn't doing her job, she should be replaced. Torey Redfern mentioned that the check signing policy had precipitated the latest confrontation which had nothing to do with an illegal meeting. The Board was advised that rather than every other day, a Board member was asked to come sign checks about six times in the five weeks since the last meeting.

Mr. Grover commented that the Board is not here to run the District but to set policy. The Board is not here to interfere with the daily business of the District or tell the employees what to do. As expressed in the Board Member Tape, employees do not work for the Board, they work for the District. Mr. Colclessner expressed that in the four years he has been on the Board he has had a lot of unpleasantness dealing with Carol. Mr. Caldwell expressed that staff has worked with Carol for a lot more than four years and there has not been a problem getting along with her. Mr. Colclessner told Marc he couldn't talk because he had not been recognized to speak by the chairman. Mr. Mastne interrupted Mr. Colclessner to agree with him. Mr. Colclessner explained that the staff worked in cahoots. Mr. Schwartz commented that he had served on the Board for many years and there had never been problems like there are now. He feels Mr. Colclessner should stay out of the office if his coming causes problems unless he is asked to come. Mr. Riehl agreed that the Board sets policy and it is up to the Superintendent to implement that policy. As a single Board member there is no reason for Mr. Colclessner to come to the office unless asked. The Superintendent is to run the district. The staff and the Board both work for the District in different capacities and they should work together. Carol read a letter from March, 1997, written to Mr. Colclessner advising him that she would not be able to fulfil his request that she arrange a meeting because it was not Board authorized. She reminded the Board members there have been many times in past meetings when they have been present that Mr. Colclessner has berated her for her bad attitude and been upset with her. Mr. Riehl commented that staff should not feel obligated to do something they feel is not appropriate or illegal. Staff does not have to agree or be happy with policy, but they must deal with it if it is appropriate. If it is bad policy or not right, then the Board can change it.

Since the meeting about viewing the SDAO Board Member tape was brought up, Carol read a portion of the outline of the Oregon Public Meetings Law which states "meetings called for the purpose of receiving information in order to make recommendations or decisions are subject to the law, if a quorum of the members of the Board is convened for this purpose. On-site inspections of projects or programs, and the attendance of members of the Board at a gathering of any national, regional, or state association to which the District or its Board members belong, are statutorily excluded from the definition of "meeting" contained in the Public Meetings Law." Although the tape was made at a conference, viewing the tape in a home is not the same as attending a conference. There are very specific topics that can legally be discussed in "Executive Session". Her cautions to the Board have been to protect them not cause them trouble. If her intent was to cause trouble, she could have contacted the Ethics Commission to investigate as was done with the Corbett School Board. Carol commented that she has worked for the District 16 years and has worked with many different Board Chairmen and never had the problem she has with Mr. Colclessner. Perhaps there is a personality conflict. She said she had worked with Mr. Riehl and Mr. Schwartz and not had a problem.

Mr. Mastne indicated that there had not had a problem with her when he was chairman that he was aware of.

Mr. Grover responded that in light of the legal points that have been brought up and having heard the comments in the meetings that she referred to, it appears that she might be able to file a harrassment suit for those comments that are on tape. He suggested that in order to calm things down it might be wise to keep quiet rather than make some of those statements. Everyone gets angry, but comments like those put the district at risk.

Mr. Colclessor advised the Board that he was turning in his resignation as of now. He was asked if he didn't want to think about it first. He added that he had served for four and one-half years and it hasn't been a pleasant time. He has seen a lot of trouble, things that the Board didn't take care of, feelings opposed to a Board member or something and a lot of bad things happen over the South Fork and things going on there. It is sad the things he's seen. He was hoping it would work out better than it has. He is sorry if he has offended and sorry if Carol felt that he had done her harm, but she had done him just as much harm and hurt him just as much by her response and it has not been pleasant. He announced he would not reconsider and he is done tonight. As he was leaving the meeting, he told Mr. Schwartz he felt Mr. Schwartz had been harsh, too.

As Vice-chairman, Jeff Grover began presiding over the remainder of the Board meeting. There was some discussion of the check-signing policy which the Board approved at the last meeting but which is causing a disruption in the office and does not provide the necessary financial protection for the district. Superintendent Stark presented a proposal which suggests that the District Clerk prepare the checks, the Superintendent sign the checks and the Office Assistant reconcile the checkbook. This provides a check and balance procedure that requires more than one person handle the checks making it more difficult for an individual to conceal fraud or theft for an extended period of time. In fact, the office assistant has been reconciling the checkbook for nearly a year as a security precaution. If the Superintendent were not available for signing the checks, the District Clerk would be authorized to do so. However, the person who signs the checks should not be the person who reconciles the bank statement. After some discussion Mr. Riehl moved that the motion requiring two signatures including one by the Board treasurer or chairman if they can be contacted to sign the checks be recinded. Mr. Schwartz seconded. The motion passed with Mr. Mastne abstaining. The Board treasurer would also be an authorized signer on the account. As has been the c urrent practice the monthly checks prepared and brought to the Board meeting could continue to be signed by the treasurer. There would still be a listing for the Board to review of all the checks that were written during the month. The cancelled checks are available at the office anytime for review by Board members.

Mr. Stark requested that the Board complete its job review of his position as superintendent. Mr. Stark completed the appraisals of the staff in November, 1998, and the Board members reviewed those job appraisals at that time. He had intended for his own job review to be done by the Board at that time as well. However, the time factor interfered with this plan and his was postponed. Upon further examination of the job performance review process, the Board must establish criteria for this review. It was decided that the Superintendent would fill out the same review form as the other employees and the Board would fill out a similar form for the Superintendent as the Superin-tendent had completed for the other employees. The Superintendent and the

Board would then meet to discuss the comments. The Board would need the form which they need to complete along with the completed form by the Superintendent about two weeks to prepare for the review. Joe moved that the Board hold an Executive Session prior to the next regular Board Meeting, at 7:00 p.m. on February 9, 1999, for the purpose of compiling their portion of the job performance review. Then, they would meet with Randy to complete the review. Mr. Schwartz seconded. Passed unanimously.

Mr. Stark asked the Board to postpone the Special Meeting scheduled last month to be held on January 19 for the purpose of discussing the wage and salary update and proposal. In order to have this information ready for use in budget preparation, the Board would like to have this completed before the regular February Board Meeting. Mr. Riehl moved that the Special Meeting be rescheduled to February 2, 1999, at 7:30 p.m.. Mr. Schwartz seconded the motion. Passed unanimously.

Mr. Grover asked if Mr. Stark would include an update on the Reservoir plans at the next regular meeting. There is a lot of preliminary work that needs to be completed before the designing the reservoir can take place. Some of that preliminary work has been done. The engineers surveyed the area last Thursday. However, before the engineering can be started, there are a lot of decisions that have to be made such as site excavation, funds, etc. At this time Randy is interviewing other engineering firms. However, he thinks the District will probably have Compass do the Reservoir project because it is a big project and we do have a long relationship with them.

Mr. Stark advised the Board of the safety hazard presented by reading meters. The last time meters were read, Torey missed being hit by inches. This is an ongoing safety concern. There are a couple of options available - hire a meter reading service at a rate of approximately .60 or .80 cents a meter or go to a remote reading system which would be very expensive. Hiring a service would free our employees for other duties and save wear and tear on the vehicles. There are meters on blind corners and the county has paved the shoulders of the roads for bicycle paths allowing motorists to speed and cut corners more easily. At this time we do not have a proposed solution, but want the Board to be aware of the problem. This is an issue we will be addressing.

Mr. Mastne moved that the bills be paid. Mr. Riehl seconded. Passed unanimously.

Mr. Mastne moved the meeting be adjourned. Mr. Schwartz seconded. Passed unanimously. The meeting was adjourned at 10:15 p.m.