

CORBETT WATER DISTRICT

APPROVED MINUTES

Special Meeting: 5:00 P.M.

Thursday, January 25, 2007
Corbett, Oregon

Commissioners Present: Bob Gaughan, Marion Kirkham, Robert Colclessor, Jeff Hargens, and Malcolm Freund.

Also present was District Clerk Jamie Simms.

Audience Members Present: Torey Redfern, Barb Adams, and Dave Mysinger.

Chairman Gaughan called the meeting to order at 5:04 p.m. at the Corbett Water District.

Review / Approve Agenda.

Commissioner Colclessor added the Audit to the agenda. Commissioner Kirkham added the Reservoir No.5 bypass to the agenda. Commissioner Freund added the budget calendar to the agenda.

Commissioner Colclessor moved to approve the agenda with the above additions. Motion seconded by Commissioner Kirkham. Motion passed unanimously.

District Manager - Vacancy.

The Board reviewed the documents from the previous District Manager vacancy posting.

Chairman Gaughan asked about advertisement for the District Manager vacancy. Commissioner Freund referred back to the last meeting when Frank stated the job opening could be posted on free websites and that once it was posted on those websites the newspapers would also pick up on the vacancy.

Barb Adams suggested the position be noticed at the upcoming annual SDAO conference. Commissioner Kirkham said he would be attending the conference and Commissioner Hargens is going to check his schedule to see if he could attend the conference.

The Board discussed the application deadline. They decided to accept applications until the 17th of February. Commissioner Hargens would like for the submitted applications to be reviewed at the next Board meeting. Jamie will research if this can be done in Executive Session.

The Board then reviewed the District Manager's job description and hiring policy guidelines. The Board removed the wording pertained to lifting weight over 90 pounds and annual back exams. They changed that statement to read: Upon date of offer, District requires passing pre-employment physical and drug testing.

Commissioner Colclessor moved to accept these changes for the District Manager vacancy. Motion seconded by Commissioner Hargens. Motion passed unanimously.

Commissioner Kirkham would like for Frank and the Board Chairman to review these documents before they are released to the public.

Budget Officer.

Commissioner Colclessor moved for Frank / Jamie to be the budget officers. Motion seconded by Commissioner Freund.

Commissioner Hargens asked why there needed to be two budget officers. Commissioner Colclessor said it was because Frank was leaving the District and he may not be available to finish out the budget.

Barb Adams asked about having Frank set an exact date for his last day with the Corbett Water District. She believed this would lessen the stress for the new manager. The Board agreed the longer Frank could stay and help train the new manager the better it would be for everybody involved. Commissioner Colclessor referred back to the prior Board meeting when Frank said he could stay on as a consultant for the District.

Chairman Gaughan called for a vote. Motion passed unanimously.

Commissioner Colclessor moved that the Board would appreciate it if Frank stayed 90 days for a smooth transition to a new manager. Motion seconded by Commissioner Freund. Motion passed unanimously.

Reservoir No.5 Bypass.

Commissioner Hargens said it was important to have the Reservoir No. 5 bypass completed while Frank was still employed for the District. Commissioner Freund said this project would take one or two days according to Frank. Torey Redfern believed there was a valve near the edge of the road. Commissioner Kirkham said it could be possible that valve was one of the two valves that were frozen.

The Board seemed to be in agreement that they would like Frank to complete the following projects before he leaves the District:

1. Install the bypass to Reservoir No.5
2. Install the electrical conduit for the Cathodic protection for Reservoir No.4
3. Lay pipe on Christensen down to the creek stop zone
4. Construct the generator shed at the Treatment Plant

2005/06 Audit.

Jamie spoke about the current difficulties the District's Audit firm Pauly Rogers, Inc. is facing with a lawsuit the State has filed against them. The CPA that performed the audits in question no longer works for Pauly Rogers, Inc.

Commissioner Freund spoke about the audit teams from Pauly Rogers, coming out to the District twice a year to perform audit work.

Commissioner Freund moved to accept the 2005/2006 financial report upon satisfactory response to any questions of the manager, clerk, and secretary / treasurer. Motion seconded by Commissioner Hargens. Motion passed unanimously.

With there being no other business Chairman Gaughan moved to adjourn the meeting at 6:10 p.m.