

MINUTES

CORBETT WATER DISTRICT
SPECIAL BOARD MEETING

FEBRUARY 2, 1999

The meeting was called to order at 7:30 p.m. by Chairman Jeff Grover. Board members present were Joe Riehl and Henry Schwartz. Also present were Sandra Redfern, Marc Caldwell, Supt. Randy Stark and Dist. Clerk Carol Quinn.

Mr. Grover announced that Mr. Mastne had contacted him and told him he would not be at tonight's meeting. Mr. Mastne also advised him that he was planning to resign from the Water Board. Mr. Grover asked that he submit a letter of resignation if that was his decision.

The purpose of the special meeting was to discuss the procedure for appointing a member to the Board to serve out the unexpired term of Bob Colclessor. Mr. Stark told the Board it was not necessary for Mr. Colclessor to submit a resignation in writing since he had announced in a public board meeting that he was resigning effective immediately and left. Staff contacted SDAO about how this appointment should be handled. They said it was not necessary to advertise for the position. If Board members knew of persons interested in serving, they could contact them to come and make a decision on who to select. The Board would need to appoint that person by a majority vote. If no one could be found to fill the position, the county court or commission would then be contacted and they would appoint a person. Mr. Riehl said he would contact a couple of people to see if they would be interested in the position. Mr. Schwartz introduced Sandra Redfern who he had talked with and who had expressed an interest in serving. Carol Quinn announced that she had received a call from Sue Fry who was unable to attend the meeting tonight but who might be interested in the appointment. Carol advised her that the Board would probably appoint someone at the next regular Board meeting which will be February 9. Ms. Redfern notified the Board that she was interested but wanted the Board to be aware that she did not want this to create a conflict since her son, Torey Redfern, was on staff with the district. It was noted that since Torey was already on staff, this should not be a problem since she would have had nothing to do with his being hired.

At this time there has not been a candidate file for Mr. Riehl's position which expires June 30, 1999. There will probably be a person elected by a write-in vote. Both Mr. Colclessor's and Mr. Mastne's terms will expire on June 30, 2001. It is too late to have their positions placed on the ballot for the next regular election so whoever is appointed will serve to the end of their terms.

It was decided that anyone who is interested in the appointment to the unexpired terms should come to the Board meeting. The Board can then talk with those individuals and make the appointment. According to the Executive Session rules no executive session may be held for the purpose of filling a vacancy in an elective office. It would be good to have a full Board in place before the March meeting which begins the budget process. At the end of next week's meeting an appointment could be made. If Mr. Mastne submits his official resignation, there would be a possibility that both positions could be filled if there are two or more people who are present and interested in becoming a Board member. There are seminars that are helpful for educating board members in their duties. The District also purchased a video tape that explains Board member duties and responsibilities. Carol distributed a paper explaining "Executive Session" purposes and conduct for review.

Mr. Stark explained his wage and salary schedule proposal. He had contacted Oak Lodge, Fairview, Wood Village and Troutdale for comparison. The information was reviewed, compiled, incorporated in the draft of the Wage and Salary Policy he submitted for the Board's examination. His general statement of policy is just slightly changed from the current statement in the Employee Handbook. He included Cost of Living Adjustment, Performance Appraisals/Merit Increases and Discretionary Bonus wording. The bonus section refers to policy presented in the Cost Consciousness section of the Employee Handbook.

The Board thoroughly discussed the draft of the Wage and Salary Proposal submitted. Following this discussion, the Board asked that Mr. Stark revise the draft to show no minimum on the COLA portion of the policy based on the PCPI. They also wanted to adjust the percentage raise based on the performance rating to be rounded to the nearest one-half percentage i.e. a 2.2% would result in a 2% raise, but a 2.3% would result in a 2.5% raise and a 2.7% would result in a 2.5% raise, but a 2.8% would result in a 3% raise.

There was a discussion of the Grade and Step Scale presented representing eight steps. After an extended discussion of this proposal the Board agreed with the proposal except the Board would use step 7 as the monthly maximum and drop step 8 from the chart. This will be modified for the next meeting as well. The current step and grade scale which was prepared by the LGPI for the District some years ago had 7 steps as well.

The Board was reminded that there will be an Executive Session at 7:00 p.m. next Tuesday night for the purpose of a performance evaluation of the Superintendent.

The meeting was adjourned at 10:45 p.m.