

**CORBETT WATER DISTRICT  
REGULAR MONTHLY BOARD MEETING**

Chairman Ed Kalberg called the meeting to order at 7:00 p.m. Board members Ken Blanc, Steve Wilson and Jeff Grover were present. Also present were Superintendent Randy Stark and District Clerk Kathie Cicerich.

Community members present were: Gordon Fulks, Bob Colclessor, Doug Geller, Isaac Grover, Barb Adams, Rick Weaver, Dave Mysinger, Dan Marsh, Al Kimbley and Torey Redfern. Duane Lee, Phil Beverly and Mark Nelson from Lee Engineering were also present.

**REVIEW AND APPROVAL OF AGENDA**

Under audience comments pertaining to items not on the agenda, Ken Blanc would like Board members added also. Randy Stark requested employee dental insurance be added under new business to the agenda and also to have the reservoir project update as an action item rather than a no action item. Jeff Grover moved to accept the agenda with the above-added items. Board members voting for the motion were Ken Blanc, Steve Wilson, Ed Kalberg and Jeff Grover. Motion passed unanimously.

**APPROVAL OF MINUTES**

Steve Wilson moved to accept the January 14, 2003 minutes. Board members voting for the motion were Ken Blanc, Steve Wilson, Ed Kalberg and Jeff Grover. Motion passed unanimously.

**FINANCIAL REPORT**

Kathie Cicerich went over January 2003 payables and receivables. Year to date expenses were also discussed. There was a question about the accuracy of the year to date total of water sales. Kathie Cicerich will research this and report back to the Board members at the March 11, 2003 Board meeting.

**MONTHLY WORK REPORT**

Mr. Stark briefed the Board on work projects and leak repairs performed in January 2003.

- Septic tank at shop was pumped out.
- Replaced two-meter services, one on Rickert Rd and the other on Evans Rd.
- New storage shelves were installed in the shop.
- Marc Caldwell attended a leadership and management class.
- A section of the 4" steel main on Littlepage split and was repaired.

- An ODOT dump truck kicked up a rock that hit and damaged the bumper on the new white truck.
- A main break on Ogden Road occurred while the crew was installing a new meter service. A seven-foot section was replaced.
- The Reynolds School District project is moving along slowly. The School's engineer, Kent Cox, sent Mr. Stark a proposal for engineering services for the work the Water District will be doing, which is replacing the Job Corp meter service and setting new vaults. The proposed engineering cost is not to exceed \$3,800.

### **AUDIENCE AND BOARD MEMBER COMMENTS NOT ON THE AGENDA**

Gordon Fulks commented on quantity of water used, verses money from water sales. Mr. Fulks also commented on items added to the agenda the night of a Board meeting. His experience from being on a water board was agenda items that are action items can't be added unless it is an emergency.

Al Kimbley said the break on Grange Hall Rd. washed a big ditch down the shoulder of the road and wanted to know who is responsible for fixing it. Mr. Stark said it would be the County that repairs the ditch. Mr. Kimbley said there was no emergency exit out of the Board meeting room and thought that was illegal.

Doug Geller said he would like future discussion on pipeline replacement because every month there are main breaks but there is no discussion on current and future pipeline replacement. Mr. Stark said line replacement would be completed this budget year on Hurlburt Rd. Murray, Smith and Associates engineered a portion of this project in 1999.

Ken Blanc read aloud a humorous article from the Hells Canyon Journal. Ken asked if the Superintendent and District Clerk get regular or overtime pay for attending Board meetings. Mr. Stark said overtime pay.

### **WAGE SCALE RESOLUTION**

Mr. Stark presented the new Wage and Step Scale for the 2003-2004-budget year. The scale is not a pay increase but rather an adjustment in the pay scale to keep current with inflation and competitive with other water suppliers. The new scale shows an increase of 1.3% from the previous year and is based on the Portland Consumer Price Index. A wage comparison chart with four other water suppliers was also presented and discussed. Mr. Stark recommends the Board adopt this wage and step scale resolution. Mr. Stark read aloud resolution 2003.02.01 concerning the wage scale increase. Jeff Grover made motion to accept resolution 2003.02.01. After some discussion, Mr. Kalberg requested for next months Board meeting, a wage and step scale that identifies where each employee is.

Under audience comments, Doug Geller said the profit and loss report shows each employee's monthly wage. Barb Adams questioned why Corbett was left out of the average taken from the four other water suppliers.

Board members voting for the motion were, Ken Blanc, Steve Wilson, Ed Kalberg and Jeff Grover. Motion passed unanimously.

#### **APPOINT TWO BUDGET COMMITTEE MEMBERS.**

Doug Geller and Rick Weaver both submitted letters of interest to be on the Corbett Water Budget Committee. Steve Wilson moved to appoint Rick Weaver and Doug Geller. Board members voting for the motion were Ken Blanc, Steve Wilson, Ed Kalberg and Jeff Grover. Motion passed unanimously.

#### **APPOINT BUDGET OFFICER**

Jeff Grover made motion to appoint Randy Stark to be the 2003-2004 budget officer. Board members voting for the motion were Ken Blanc, Steve Wilson, Ed Kalberg and Jeff Grover. Motion passed unanimously.

#### **EMPLOYEE DENTAL INSURANCE**

Two of the five District employees have their medical/dental insurance through Kaiser. A letter dated February 6, 2003 from Kaiser was received, stating that dental coverage was terminated effective January 31, 2003. Per Kaiser the dental coverage was dropped because of the small pool of employees and the medical coverage will most likely be dropped in the near future. Mr. Stark said the employees wanted him to ask the Board if they can have the dental premium paid to them in their paycheck to help offset the cost of no dental coverage. The total cost for both employees' is \$107.48, which was the amount of the dental premium being paid by the District. A call to the District's other medical carrier, "Lifewise" has been made too see if they will pick up the dental coverage for the two employees who lost their coverage. An answer to this question should be received within a few days. After much discussion, the Board took no action.

## RESERVOIR PROJECT AND MASTER PLAN UPDATE

Mr. Stark said the community service use permit and grading & erosion control permit were submitted to Multnomah County on January 31, 2003. The planning staff has thirty days to review the applications for completeness and will notify us if additional material is needed. If no further material is needed a date will be set for a public hearing. Soil disposal was an issue of the permit, so for the purpose of the permit, Portland Sand & Gravel was used for the disposal site at a cost of \$4.00 per yard. There is an individual in the Corbett community who is willing to pay the \$344 grading and erosion control permit fee just to find out if he can have his site designated as a fill site. His process should take thirty days once he submits the application.

Bureau of Land Management (BLM) did provide a letter stating the reservoir and water treatment improvements are consistent with the terms of the lease and were included with the application submitted to Multnomah County.

Randy Stark talked briefly about the new reservoir/water treatment plant project timeline that was included in the Board and Community member packets. The individual tasks can be moved as needed. The Board needs to take action on the engineering fee estimate from Lee Engineering so that we can go ahead with the final design and agree that Lee Engineering will be the Engineer that bids the project and does the inspection services during construction.

Next Duane Lee from Lee Engineering talked about cost issues. Lee Engineering recommends a 1.0 mg reservoir to be built at the treatment plant with a cost estimate of \$1,300,000. The total cost for engineering services is approximately \$185,956. The estimate includes all engineering, surveying, and geotechnical and permitting, except the fees themselves, which are included in the estimate. Mr. Lee said the estimated cost for water treatment improvements and upgrades has moved up to approximately \$1 million. Due to lack of funds, many of the improvements can be deferred until later.

Mr. Lee talked about the engineering agreement and asked the Board if they wanted Lee Engineering to proceed on an hourly rate basis or a lump sum basis, with the exception of phase's thirty and forty. These two phases are for pre-construction meetings, site visits, construction inspections, soil investigation, design survey and county permits.

Mr. Wilson said he doesn't want a lump sum contract for the work and would like the contract linked to a timeline schedule. He is used to seeing a schedule tied to a contract with milestones. Mr. Kalberg would like the Board to be informed when a task is pushed out farther on the project timeline and the reason for it. Mr. Lee said the project design has been delayed due to obtaining permits from the county. He is reluctant to go to bid until the permitting process is

completed, though he can go ahead with the plans and specifications if the Board so desires him to at this time.

Mr. Lee said an updated work plan summary that shows the percentage of completed work under the various phases will be presented at each Board meeting, this way the Board can compare this data against the timeline schedule. In order to give the Board members time to review this information before the Board meeting, Mr. Wilson asked if this information could be obtained in advance of the Board meetings. Mr. Lee said it depends on how early in the month the Board meetings fall, but said he could e-mail the Board members the information as soon as it was completed.

Under audience comments, Doug Geller talked about the timeline. Gordon Fulks talked about the engineering contract.

Steve Wilson moved to approve the proposed contract with modifications to reflect that the fees will be based on time and materials not to exceed the budgeted amount and that the contract is linked to the timeline developed by Randy Stark and Lee Engineering. Board members voting for the motion were Ken Blanc, Steve Wilson, Ed Kalberg and Jeff Grover. Motion passed unanimously.

Next Mr. Lee talked about the status report for ongoing projects letter dated February 11, 2003. The water rights application was submitted several months ago, but no feedback has been received as of yet. The water master plan update has been completed and is submitted to the Board tonight for review and future discussion. The report will not be submitted to the Oregon Health Division until the Board has reviewed and approved it. Mr. Lee would like to be in attendance at the Board meeting where discussion will take place on the new master plan. Each Board member was given a copy of the 1995 water master plan and a copy of the proposed 2003 water master plan update.

The public can request to check out a hard copy of the water master plan, but the Board decided against Lee Engineering sending out electronic files of the master plan to the public. Electronic files can be modified. It was suggested that if any one individual wants a copy, they could take it to Kinko's to copy.

Each Board member received a copy of the water management/conservation plan and also a draft of the public water system emergency response plan packet. Mr. Lee briefly discussed these two handouts and suggested that the Board members read through them for future discussion. Mr. Kalberg requested that these two items be put on next month's agenda for discussion.

Jeff Grover made motion to adjourn the meeting at 9:15 pm. Board members voting for the motion were Ken Blanc, Steve Wilson, Ed Kalberg and Jeff Grover. Motion passed unanimously.

