

# CORBETT WATER DISTRICT

## APPROVED MINUTES

Regular Monthly Meeting

Tuesday, February 17, 2004  
Corbett, Oregon

**Commissioners Present:** Chairman Gordon Fulks, Vice-Chairman Doug Geller, Secretary-Treasurer Malcolm Freund, and Ken Blanc.

Also present were District Interim Manager Marc Caldwell and District Clerk Jamie Simms.

**Audience Members Present:** Barb Adams, Bob & Donna Colclessor, Torey Redfern, Gene Hubbard, Marion Kirkham, Jim Anderson (Local 701), David Glenn (Local 701), Gordon Handley, Richard Weill, Susan Leigh, Sandy Manion, Dan Graff, Shirley Poffenberger, Keith Evans, Jr., Jan and Jim Leckron, Leroy Smith (Chairman of the Corbett Fire Department), Daniel Day, Victor Jones, Clint Davis, Woody Davis, Debbie & Dan Ballard, Rick Weaver, Tom Layton, Tom & Jean Auble, Dave Tobie, Dale Burkholder, and Don Sturm.

### **Executive (Closed) Session (Pursuant to ORS 192.660 (1) (h)).**

To consult with legal counsel concerning potential litigation. Present: Chairman Gordon Fulks, Vice-Chairman Doug Geller, Secretary-Treasurer Malcolm Freund, Ken Blanc and Attorney Richard Weill. The executive session was recorded and filed at the District office.

The meeting was opened back up to the public. There was no discussion of the executive session.

### **Changes to the Agenda.**

- Engineer report
- Fire Department
- Hiring of the Labor Attorney
- Purchase of Kathleen Reiter's logo

### **Discussion of January 19<sup>th</sup> and 20<sup>th</sup> Minutes.**

Commissioner Freund made a motion to approve the January 19<sup>th</sup> minutes. Motion seconded by Commissioner Geller. The motion passed unanimously. Commissioner Geller made a motion to approve the January 20<sup>th</sup> minutes. Motion seconded by Commissioner Freund. The motion passed unanimously.

### **Financial Report.**

Jamie Simms reported that Marc Caldwell had successfully transferred money between the LGIP accounts, to reflect the actual reservoir rate surcharge, according to the 2002-03 audited financial statements. The process for drawing \$10,000 as a test run, from loan proceed was started about two weeks ago and to date the money is still pending. Janet Hillock from the Oregon Economic and Community Development (OECD) estimated that it would take 2-3 weeks for processing.

The water sales, for six months of billing, are at 55%. Last year at this time the District was at 58%. The percent decrease in water sales is attributed to the rate reductions made in 2003.

Marc Caldwell informed the Board that the District had received a bill from Chairman Fulks for video security and that he did not feel comfortable signing the check without the Board approving the new equipment.

## **Monthly Work Report.**

Mr. Caldwell briefed the Board on work projects performed in January and February 2004.

- The crew switched seven more customers over to the 10 inch main, along the Scenic Highway. Six of these hookups required road pushes.
- A 6-inch valve was located (it was lost temporarily) that shuts off the old main along the Scenic Highway.
- The crew installed meters and DCVA's on Corbett Hill, Bell and Hurlburt roads. A road push was required on Hurlburt.
  
- The crew is clearing the trees near Reservoir #4, to allow the reservoir to be repainted.
- The dump truck and service truck were taken in for repair. The anti-lock brakes and turn signal were not working on the dump truck. The rear caliber seized up on the service truck.
- The crew repaired a leak on the Scenic Highways old 6 inch main, near the Corbett Market.

## **Calendar.**

The crew is continuing to work on switchovers along the Scenic Highway. The switchovers will include a tap and bore for Benfield Loop, a tap for 365<sup>th</sup>, the completion of 366<sup>th</sup>, and four customers on the Scenic Highway.

The crew plans on clearing the remaining trees and debris that are hindering the repainting of Reservoir #4. Mr. Caldwell would like to order the material for 366<sup>th</sup> with the Board's approval. The material is expected to increase by 2% in the near future; purchasing the material now, would save an estimated \$500.

Mr. Caldwell believed that once they receive the permit for 366<sup>th</sup> and with some good weather, they could abandon the old 6-inch main in about one month's time. The key factor would be the permit and the material for 366<sup>th</sup>.

Marc Caldwell would like to see two pressure reducing stations installed by the end of the budget year. As far as water leaks go, he believes that 366<sup>th</sup> is one of the worst in the District. Between the day to day work in the office and field, the laying of new pipe on 366<sup>th</sup> and the switchovers on the Scenic Highway, the crew will be very busy. A lot of the pipe work depends on the weather. This time of year it's hard to predict the daily weather. Commissioner Geller asked what type of permits, if any, were needed for the pressure reducing valve stations. Marc Caldwell believed that the engineer would have to sign off on the project with the Health Division.

## **Progress.**

- The barn is being upgraded to be suitable for all weather. The furnace still needs to be installed. Chairman Fulks believes the furnace is a do-it-yourself type of job or otherwise it would cost the District about \$1,000. Torey Redfern said that it was illegal for the crew to install the furnace themselves; it would go against building codes.
- The computers are coming along. More hardware still needs to be purchased.
- The new telephone system would utilize the Cascade Utilities DSL line.
- The video security system would better protect the District's property.
- The billing system needs to be upgraded.
- Meter reading has gone to bi-monthly. Chairman Fulks suggested that the meter readers might use a motor scooter to read the meters. He also mentioned the possibility of hiring one person to simply read meters. Gordon Handley pointed out that if it requires one person eight days to read the meters, it would be easier to have the current three employees, who know the District, read the meters. Marc Caldwell pointed out that knowing the location of the meters, has required years of experience. He believed that teaching someone the location of each meter would be time consuming.

Dave Tobie pointed out that when the crew reads meters they can spot trouble that someone else might not notice. Rick Weaver, who works for the Beaverton Water District, said they hired a contractor to read their meters over 15 years ago because of the lower costs. He said it costs them \$0.16 to read each meter. However, hiring a contractor caused them to lose a lot of customer service. When their employees read the meters, they looked at other things as well. The hired contractor was only interested in the numbers and did not consider leaks or repairs that needed attention. He stated that the meter readers read their town in 5 days and then their staff spends the rest of the month catching up on the things the meter readers did not do.

- The garbage service might be modified to an “as-needed” pickup. Currently the dumpster is emptied every other week, and sometimes it’s only half full.

### **Engineering Report.**

The new Reservoir will be very heavy and must be built on undisturbed soil. The construction site was believed to be undisturbed, but about 100 years ago it was filled with organic material that was covered with red clay. Five hundred cubic yards of soil has been removed which could cost \$25,000 to \$50,000.

Commissioner Blanc questioned the soil tests that were completed during the engineering phase. Marc Caldwell stated that about a month ago, a geotech was at the site and tested the soil and said it was fine. Rick Weaver stated that Stellar J used the plans given to them by Lee Engineering to create their bid. If Lee Engineering’s specs were wrong, Stellar J has a right to request the change.

Dale Burkholder questioned the possibility of challenging the report from when the Treatment Plant (TP) was put in. He wanted to know if years ago when the TP was built, if soil tests were completed. Woody Davis also questioned the possibility of going back to the Engineer as the one responsible for the soil tests. Marc Caldwell stated that the geotech was present when Stellar J put the rock down on the disturbed soil. Stellar J had to go back and remove the new rock along with the soil.

### **Fire Department Water Billing.**

Chairman Fulks explained that the Fire District is charged for water that is put into their trucks at the fire station, but not if they fill up at a fire hydrant. Leroy Smith, the Chairman of the fire Board, stated that historically the fire station had not been metered. He also said that the firemen are volunteers who donate their personal time to the District and the Water District is asking them to volunteer more time, to fill up their tanks at a fire hydrant.

Torey Redfern said that the District did not install meters to bill the Fire Department for water use, but just to make sure there were no leaks. In the past, the Fire Department was not metered, and they had a huge leak that took a long time to detect.

Chairman Fulks mentioned the possibility of charging the Fire Department a flat rate fee for domestic use and no additional fees for usage. Torey Redfern stated that everything inside the building was metered and everything outside was not metered. Jim Leckron questioned why the District would charge the Fire Department for any water usage. Leroy Smith said that the Water District did not pay any fire taxes, because the District is exempt. Commissioner Freund pointed out that the community pays taxes for the Fire Department and for the Water District, so they are both in the same family. Commissioner Blanc said that many organizations use the Fire Hall for free, including the Water District.

Keith Evans, Jr. wanted to know if the Water District was metered. The District is metered, but it does not get a bill for water use. Rick Weaver mentioned that the Fire Department in Beaverton receives a bill for water use in their living quarters, but nowhere else in the station. Commissioner Blanc made a motion to not charge the Fire Department for water. Motion seconded by Commissioner Geller. The motion passed unanimously.

### **Appoint Citizens to Vacancies on the Board and Budget Committee.**

Chairman Fulks explained that the filling of the Board vacancy will follow State Law and the Board's 'Rules and Regulations'. A person must be an elector of the District, which means a registered voter to be elected or appointed to the Board. The following people wanted to be considered for the Board vacancy: Bob Colclessor, Dave Tobie, Dan Graff and Victor Jones. Susan Leigh (owner of the Corbett Market) also wished to run, but after much discussion, it was established that she was a property owner in Corbett, but not a registered voter. Chairman Fulks said that landowners are eligible, but only when there are fewer than 100 electors.

Those running for the Board vacancy were asked to introduce themselves.

- Dan Graff has lived in Corbett his entire life; he is a self-employed construction worker with plenty of free time on his hands.
- Victor Jones was not present during this time, but he spoke with Chairman Fulks ahead of time and stated that he had prior experience with the construction of water pipe.
- Dave Tobie has lived in Corbett for almost his entire life; he is a self-employed farmer.
- Bob Colclessor was on the Budget Committee in the 80's and 90's. He was also on the Board of Commissioners in the 90's; he served almost 3 years and then resigned. He had helped on the 'reform' campaign for the Water District in 2003. Chairman Fulks stated that Bob Colclessor has also been attending most Board meetings.

Commissioner Blanc voted for Dave Tobie, and Commissioners Fulks, Geller and Freund voted for Bob Colclessor.

Chairman Fulks welcomed Bob Colclessor to the Board of Commissioners. Commissioner Colclessor was sworn into office and joined the other Commissioners.

It was established that the Budget Committee had four openings.

- Barb Adams wished to be re-elected to the Budget Committee. Commissioner Freund made a motion to re-appoint Barb Adams to the Budget Committee for three years. The motion passed unanimously.
- Rick Weaver decided to resign his position on the Budget Committee. He had two years left to serve. Dan Graff, Dave Tobie and Victor Jones were all interested in serving in this position. Commissioner Blanc voted for Dave Tobie, and Commissioners Fulks, Geller, Freund and Colclessor voted for Dan Graff.
- Renée Jimenez decided to resign her position on the Budget Committee. She had one year left to serve. Dave Tobie and Victor Jones were both interested in this position. Commissioner Fulks voted for Victor Jones, and Commissioners Geller, Freund, Blanc and Colclessor voted for Dave Tobie.
- Commissioner Geller had to be replaced, since he was elected to the Board in July. Victor Jones and Marion Kirkham were both interested in serving for this position. The Commissioners unanimously voted for Marion Kirkham.

### **Approval of Hiring Nancy Cooper and Close out of U.S. Bank.**

Commissioner Freund made a motion to approve the hiring of Nancy Cooper, the labor attorney and the close out of the U.S. Bank account in February. Motion seconded by Commissioner Geller. The motion passed unanimously.

### **Approval of Job Descriptions for Manager and Clerk.**

Commissioner Geller stated that if the Board approves the manager position, the effect would be the elimination of the Superintendent position. Chairman Fulks said that the position of Superintendent had

been an office position while the Board envisioned the District Manager being both a field employee and a office employee.

Commissioner Freund had a few suggestions and comments on the job description. One of the changes involved eliminating the repeat of a requirement for a valid driver's license. Commissioner Blanc questioned what "FLSA status" stood for. Commissioner Geller believed that it meant that the manager would not be paid for overtime.

Jim Anderson questioned whether the manager would be exempt from the bargaining unit. Commissioner Geller said yes, the manager would be exempt. Jim Anderson also asked if there would be a manager and three workers under that manager, or the manager and two workers for three total field employees. Chairman Fulks stated that will remain to be seen; budget considerations will be made at a later time.

Woody Davis said that the District has three good, local men that work well together. They work for the community in rain, shine, sleet or snow, day or night and holidays. He questioned why the Board would want to look somewhere else for a manager. Commissioner Geller replied that they want to fill the position for manager, and the first step for that is to have a job description. He pointed out that anybody could apply for the position, including the current employees.

Dan Graff asked the Board how the work of the previous Superintendent is now being accomplished. Chairman Fulks said that Marc Caldwell is the Interim Manager and does the outside work. Chairman Fulks does some of the higher level management inside the District, but it's difficult, since he does not get paid for his time.

Don Sturm suggested that the Board look at its current employees only, and to not look for any new ones. Chairman Fulks stated that when former Superintendent Vance Hubbard resigned, the position was opened up to the public, and they ended up promoting from within the District to fill the position. Don Sturm questioned whether an open process for selecting a manager was required. Chairman Fulks stated that the Board sets the process and define the details. The Board's process should result in finding the best possible manager for the District.

Commissioner Freund made a motion to approve the job description for the manager and the clerk. Voting for the motion were Commissioners Fulks, Geller, Freund and Colclessler. Voting against the motion was Commissioner Blanc.

#### **Further Discussion of Process for Selecting New Manager.**

The District Manager's position has been and will be advertised in The Oregonian, American Water Works Association (AWWA), Special Districts Association of Oregon (SDAO) and Oregon Association of Water Utilities (OAWU).

Chairman Fulks said that the application deadline is March 1<sup>st</sup> or open until filled. If the District receives enough applications, the position will close. Applications will be short-listed to those with the highest qualifications. An interview process will follow, including two Board members and possibly a community member. Commissioner Colclessler pointed out that when he was previously on the Board procedures for hiring a new employee were included in the handbook created for the District.

Clint Davis asked what would happen if the Board hired someone as the manager who did not live very close to the District. He wanted to know what would happen if there was an emergency in the middle of the night. Commissioner Geller stated that the time availability of the candidates will be a factor. Chairman Fulks said that some preference will go to local candidates for this reason.

Debbie Ballard asked what the rationale was for hiring outside of the District when at least one candidate is capable, qualified and willing to do the job. She wished to know what costs were associated with the hiring process. Chairman Fulks stated that by looking as widely as the District can, the best candidate will be chosen. Debbie Ballard questioned the usefulness of community input for the Board.

Dale Burkholder said that the District already has the three most qualified employees that the community could hope for. Between the years of experience and knowledge of the District pipes and projects, no others could measure up to these gentlemen. He said that looking elsewhere for a manager was a waste of Board time and District money on advertising; this has created an unhealthy atmosphere in the community. Chairman Fulks replied that the goal is to find the most qualified person and that it may or may not be one of the current employees.

Torey Redfern asked if there were going to be four field employees. Chairman Fulks replied that it was unlikely that there would be four such employees. Jean Auble said that the three currently employees are doing a fantastic job and the community is happy with them. She wanted to know if the Board takes into consideration what the community wants. Chairman Fulks replied that the community would have to wait and see if they agree when the Board chooses the new Manager. Clint Davis said that it appeared that the community was heavily leaning towards hiring someone close to home, and he hopes the Board considers this when they are going through the process for selecting the new manager.

Tom Layton wanted to know how the community member for the manager selection process would be selected. He wanted to know how those that are interested could apply to be a part of the selection process. Chairman Fulks replied that the Board would probably just appoint one person.

Commissioner Freund made a motion that Commissioners Fulks and Geller continue the process as outlined this evening for the process of selecting a District Manager. Motion seconded by Commissioner Colclessler. Voting for the motion were Commissioners Fulks, Geller, Freund and Colclessler. Voting against the motion was Commissioner Blanc.

#### **Purchase of Kathleen Reiter's Logo.**

Kathleen Reiter created a logo for the Corbett Water District. She will allow the Water District to purchase the copy rights to use the logo, unaltered for official business purposes for a \$10 fee.

Commissioner Colclessler made a motion to purchase Kathleen Reiter's logo. Motion seconded by Commissioner Geller. The motion passed unanimously.

#### **Public Input on Items NOT on This Agenda.**

Jan Leckron asked Commissioner Blanc if he knew ahead of time that a security system was approved to be purchased. Jim Leckron asked Commissioner Blanc if, at the last meeting, he was under the impression that the manager's position would be advertised. Commissioner Blanc said that he was led to believe that the job description was to be completed, but he did not know it was going to be advertised.

Commissioner Colclessler made a motion to adjourn. Motion seconded by Commissioner Freund. The motion passed unanimously.

Meeting adjourned at 10:05pm.