

# CORBETT WATER DISTRICT APPROVED MINUTES

Regular Meeting: 7:00 P.M.

**Tuesday, February 20, 2007**  
Corbett, Oregon

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

Also present were District Manager Frank Sterzinar and District Clerk Jamie Simms.

**Audience Members Present:** Donna Colclessor, Zachary Bertz, Dave Mysinger, Areta Schmidt, Robert Johnson, Victor Schmidt, Sheila \_\_\_\_, Barbara Griffin, Dave Tobie, Linda Hargens, and Brian Lee from PACE Engineers.

Chairman Gaughan called the meeting to order at 7:01 p.m. at the Corbett Fire Hall.

## **Review / Approve Agenda.**

Chairman Gaughan added PACE Engineering to the agenda.

Commissioner Colclessor moved to approve the agenda as changed. Motion seconded by Commissioner Kirkham. Motion passed unanimously.

## **PACE Engineering.**

Brian referred to a letter he wrote the Board concerning Filter Pond No. 2 passing the one year leak test. The test lasted twenty four hours and in that time the tank leaked a sixteenth of an inch, this was within the maximum allowed leakage amount of an eighth of an inch.

Chairman Gaughan asked about the Schmutzdecke. Brian Lee said the turbidity was down. Frank researched that turbidity levels did not determine if the filter was filtering properly, instead it was the count of the coli forms, which would require a plate count test, and currently staff is in the process of obtaining those samples.

Frank referred to a letter from PACE Engineer's suggesting the inlet valve be throttled back. He questioned why the diversion chamber had been installed. He also did not like the idea of installing CMU blocks, he felt there was a design issue. He would rather see the level of water in the pond adjusted or another step be added to the effluent weir box and increase the level of the water in the pond by approximately four feet. This would require staff to install a piece of Tyvar to the weir box. Frank said there currently was biological growth across the entire filter pond.

Brian Lee said the effluent weir box had been designed to handle three filter ponds, but currently during the transition period it is only operating one filter pond.

Brian spoke about the diatoms and the iron bacteria in the pond. He believed the scouring of the inlet structure in the corner was where the short circuit was occurring. He believed that if the sand was pushed back and made level the 'burping' affect occurring could eliminate the diatoms and bacteria from getting through the filter pond.

Frank said legally before the filter pond could be put on-line the State required a back-t test to be passed. He said iron bacteria was present in the raw water side of the system.

Commissioner Hargens believed that since the Tyvar was inexpensive, (approximately \$60 for the material) that he would like to try and see if it would work, and if it did not work then something else could be tried. Brian Lee said it would be easy to cut the Tyvar to a sixty degree angle and have it installed.

Brian said the Loudon Reservoir had been surveyed and he now had complete records of the Utilities in the area, which had been lacking in the past. Chairman Gaughan asked if staff was capable of completing the bypass without a District Manager. Zac Bertz replied yes, they had already completed the preliminary work and they were currently waiting on the parts to install the bypass.

Brian Lee spoke about the progress of the North Fork intake screens replacement project. He has found that the Seaview project was not an exact match of the District, so he is currently tracking down a different water district of a better comparison. Commissioner Freund asked about the involvement of the Oregon Department of Fish and Wildlife (ODF&W). Brian said the folks from ODF&W would be involved but the Core DSL water work department would not be involved because the work was not in the stream.

Commissioner Freund asked for an update on the Tracer Study. Brian said the high flow test still needed to be completed. He spoke about the possibility of opening a nearby fire hydrant to create an artificial high water flow out of the Reservoir so the test could be completed.

Commissioner Colclessler asked about the time it would take for staff to clean the new filter pond and the time intervals between cleanings, because it had a larger surface area than the other existing ponds. Brian said the pond could take slightly more cleaning time because of the surface area but it would not need to be cleaned as often as the other two ponds. Cleanings would be determined by the amount of gallons through the tank and the turbidity level.

Brian asked about the DRC Agreement that was on the agenda. Commissioner Freund said with Frank resigning he was looking at PACE Engineering to be the DRC for the District. Commissioner Colclessler would like for Brian to submit a contract to the Board for DRC. Commissioner Colclessler asked how long it would take the current employees to reach the required levels for DRC. Zac said he would receive his Treatment certificate very soon and he believed Kevin Moran was about six months away from receiving his Water Distribution II level. Commissioner Hargens commented that it would also depend on what qualifications the new District Manager would have, but he still wanted the agreement with PACE to make sure the District was covered.

Brian also provided to the Board an invitation to attend the upcoming Water People Gala event.

### **Leak Adjustments.**

The Board discussed the specifics of account No. 9825. There was an error of 1 unit applied to the September / October billing in the amount of \$3.65. Commissioner Hargens wished to use the unadjusted number for September / October so the customer was penalized some for not fixing their leak in a timely

matter. The six month prior average using the actual bill of 70 units (the leak) would result in a credit to the November / December bill of \$237.25 minus the above stated error of 3.65 resulting in a leak adjustment of \$233.60.

Commissioner Colclessler spoke about updating the Rules and Regulations to adjust for bi-monthly billing.

Commissioner Hargens moved to adjust account No. 9825 using the 70 units as part of the leak adjustment calculation of the previous six months. (Total adjustment of \$233.60 ) Motion seconded by Commissioner Kirkham. Motion passed unanimously.

Commissioner Freund asked about the \$5 late fees on account No. 9825. Jamie said the account history document showed the bill and the late fee and then a separate reduction for the customers' payment being applied to the bill, including the late fee.

The Board discussed in general account No. 3610 being denied by the District Manager because of the lengthy time of the leak. Commissioner Hargens believed the usage in the summer months was actual use and he wished to adjust the leak starting in October. He wanted to keep his decision consistent and he wanted to adjust both bills based on the same parameters previously applied. Jamie said it would result in a leak adjustment credit of \$113.15, with a balance due of \$85.50.

Commissioner Hargens moved to adjust account No. 3610 using 37 units as a part of the leak adjustment calculation, for a credit to the customer in the amount of \$113.15. Motion seconded by Commissioner Kirkham. Motion passed unanimously.

Barbara Griffin said the leak had occurred in the summer time and the property was not used that much in the summer. Chairman Gaughan asked her if she was okay with the Board's decision. Barbara replied yes.

### **Approval of the Minutes.**

Commissioner Freund changed on page two the word 'higher' to 'hire' in the December 19, 2006 minutes.

Commissioner Freund moved to accept the December 19, 2006 minutes last saved by the Clerk on February 15 with the above correction made. Motion seconded by Chairman Gaughan. Motion passed unanimously.

Commissioner Freund made the following changes to the January 23, 2007 minutes: page 3 'Seevview' to 'Seaview', page 4 'obtaining' to 'pertaining', page 6 '15KW' to '15KV' and 'regulated' to 'rated.'

Commissioner Colclessler moved to approve the January 23, 2007 minutes with the above changes. Motion seconded by Commissioner Freund. Motion passed unanimously.

Commissioner Colclessler moved to accept the January 25, 2007 minutes as presented. Motion seconded by Commissioner Freund. Motion passed unanimously.

Commissioner Freund wished to insert a note to the minutes for February 6<sup>th</sup> when it refers to a 2.5% increase in health insurance cost that it's noted the actual increase cost was 3.1% over last year.

Commissioner Colclessler moved to approve the February 6<sup>th</sup> minutes with the above note added to the minutes. Motion seconded by Commissioner Kirkham. Motion passed unanimously.

**Secretary / Treasurer Report.**

Commissioner Colclessler has asked the Clerk to include with the budget packet the spreadsheet / chart on health insurance. Jamie asked the Board if they wanted the dependent health care coverage to be zero percent. The Board in general wanted the dependent health care coverage to be zero. Commissioner Colclessler commented that the Board could change this in the future. Jamie referred to an email she had received from Tory Dittman asking about life insurance, since it had been approved in December, but when it was redone in January it was not approved.

Commissioner Freund moved to drop life insurance coverage with the total health insurance cost total of 264.62. Motion seconded by Commissioner Hargens. Motion passed unanimously.

**Financial Report.**

Jamie reviewed the financials with the Board. Commissioner Freund spoke about purchase orders not tracking expenditures properly. He spoke about several purchase orders being authorized for less than the actual cost of the item listed. Example: purchase order number 237 was for \$287.66 and check number 3991 was issued for \$447.82 purchased under purchase order 237. Zac spoke about unknown shipping cost. Additional purchase orders are needed to cover all additional / unknown cost. For example, for the above item an additional purchase order would be needed as 237A for the additional cost incurred and the reason why there was an additional cost. The new purchase order could then be stapled to the original purchase order. Commissioner Hargens spoke about his experience in using a purchase order system.

In order to correct this the purchase order summary sheet will have new columns titled 'Actual' and 'Differential', if the actual cost is more than the approved an additional purchase order will have to be written and approved.

Commissioner Freund asked about the placement of the \$3,000 SDAO safety grant. Jamie said because it was not budgeted this budget year it could not be used until the next year when it could be budgeted.

Chairman Gaughan asked about purchasing hay from Burns Brothers for the Christensen project. Zac said they actually purchased straw and it was for erosion control.

Commissioner Freund said now that Frank had resigned he wanted to have two Board members sign all purchase orders. Commissioner Freund moved for two Board members to sign purchase orders until a new manager was in place. Motion seconded by Commissioner Colclessler. Chairman Gaughan said a Board member could still authorize a verbal purchase order. Also, the motion is for two Board members and not two Board officers so a non-officer could be one of the authorizers for purchases. Motion passed unanimously.

Chairman Gaughan asked how the credit cards would work without a District Manager. Jamie said the credit cards with West Coast Bank could not be obtained until a District Manager had been hired. Once the position has been filled West Coast Bank will proceed with the paper work. Also, the ACH payments are also on hold until the District Manager position has been filled. There will be a notice on the bills sent out this month, telling folks that the automatic bill payment was coming soon.

Commissioner Freund moved to adopt Resolution 2007.02.01 'Authorizing Credit Cards'. Motion seconded by Commissioner Colclessler. Motion passed unanimously.

Commissioner Hargens moved to adopt Resolution 2007.02.02 'Health Insurance Cap'. Motion seconded by Chairman Gaughan. Motion passed unanimously.

Frank spoke about the PERS rate increase. During the budget process Frank was unsure what amount was needed in this category, but he now had the current rate and an adjustment could be made. Commissioner Freund asked if this category had been budgeted incorrectly because of an error. Frank replied no, that he had budgeted the category at the stated amount on purpose because he did not know what the rate would be. He said this Resolution would satisfy the folks at TSCC.

Commissioner Colclessler moved to adopt Resolution 2007.02.03 'Contingency Transfer'. Motion seconded by Commissioner Kirkham. Motion passed unanimously.

Jamie spoke about the District having two separate LGIP accounts. One is a general savings account and the other is to hold funds from the Reservoir Rate Surcharge to make the yearly payment to the Oregon Economic and Community Development Department (OECDD). Both of these accounts are charged a monthly \$10 service charge. The loan repayment account was set up several years ago to show the community good faith that the reservoir rate surcharge was being dedicated to the repayment of the OECDD loan. Jamie would like to consolidate the Loan repayment LGIP account into the general savings account to eliminate an unnecessary service charge. The interest accrued on the loan repayment funds would still be contributed to the loan repayment. Jamie has yet to hear back from Janet Hillock with the OECDD to make sure they did not have an issue with this consolidation. Commissioner Colclessler did not believe it would be a problem and he felt it would be a benefit to the community. Commissioners Freund and Colclessler said they had not been aware when the account was setup several years ago that there was an additional monthly service fee. Commissioner Freund said the original account had been setup before he had been involved with the District.

Commissioner Kirkham moved to adopt Resolution 2007.02.04 'Consolidation of LGIP Accounts'. Motion seconded by Commissioner Freund. Chairman Gaughan said this change was stipulated with the approval of the OECDD. Motion passed unanimously.

### **Manager's Report.**

Frank spoke about the Reservoir No. 4 power conduit installation. The project started slow because of issues with Cascade Utilities on Monday and an issue of weather. Early Tuesday Frank called Mrs. Schmidt and notified her the project had been delayed until further notice. Frank believed there was potential for a safety hazard for the employees and the residence at the Schmidt house.

Frank had made an executive decision to move the staff's effort to the Reservoir No.5 bypass. Staff had completed the exploratory digging and have ordered the necessary materials to complete the project. This project will require the pressure reducing station on Littlepage to be upgraded. This upgrade will correct the flow issue through the valves in the lower Springdale area.

Frank spoke about an agreement with Multnomah County, Troutdale, and Rockwood PUD for emergency assistance. Chairman Gaughan asked how much it cost to have these other entities assisting our District. Frank said it was an exchange of services. There would be no fee to have them assist us and those entities could also call upon us to help out in an emergency situation. Commissioner Freund asked if there needed to be an inter-government agreement. Frank replied no, it only took a phone call asking for assistance.

Frank said staff was currently working on finishing the construction of the generator shed. This shed will protect the generator from snow drifts and the potential damage the snow melt could create.

**Correspondence.**

Chairman Gaughan referred to a letter Sheila wrote Frank concerning the work at the Schmidt's property. Victor Schmidt spoke about the project work in general. Victor spoke with Ed Extrim with PGE concerning the work to be done. Victor said staff placed work signs up on Monday and he believed about 12:00 pm District staff had called in an emergency locate to Cascade Utilities to locate the phone lines. About this time Sheila went to the Water District office and spoke with Frank about the timeline for the project. Victor said both Monday and Tuesday had been sunny days, Wednesday was okay, Thursday was rainy and by Friday it had cleared up. Tuesday morning they had received a call from Frank saying the project had been discontinued.

Victor referred to his conversation with Sandy at Cascade Utilities and she told him it was fairly common for the Water District to have emergency calls for locates. Victor said he was surprised the locate had not been done ahead of time.

Victor said he would have been surprised if while Sheila had been at the District Office that she had raised her voice to Frank. Frank said what had been mentioned in Sheila's letter had not occurred. He said there was no yelling or argument. He felt it was an exchange of information, and he apologized for the misunderstanding. The locate that was called in to Cascade Utilities was for a remarking and not an emergency. Frank cancelled the project for safety reasons. He felt the hole would have ended up larger than the size of the plate to cover the hole. Sheila said she appreciated Frank's apology.

Sheila asked about the open ditch near the Reservoir. She felt it was a safety issue because the sand was being undermined. Frank said the ditch was open because work still had to be done on the altitude valve and that was why it was exposed. Sheila and Victor both said the ditch had been open for almost three years. Commissioner Freund said he appreciated their concerns. He referred to the original letter Frank had issued to Mrs. Schmidt concerning the project and where it stated if there were any changes to the stated plans that Mrs. Schmidt would be notified immediately and he felt that didn't happen and he apologized to the Schmidts.

Commissioner Kirkham questioned why the work had not been completed in the summer time. Frank said it was because of funding issues. The \$600,000 from the loan proceeds had not been received until September. He spoke about the District funds being dedicated to the Water Treatment Plant Upgrades. Commissioner Kirkham felt the delay of the loan funds was because of staff. Commissioner Freund said staff didn't follow through with the directions from Janet Hillock with the Oregon Economic Community Development Department causing a one month delay in receiving the funds. Frank asked what item staff had not followed directions properly to cause a delay. Commissioner Freund said he did not know precisely, but Janet had provided a precise list that had to be completed and some of those items had not been completed. He then stated it was immaterial because the District could have used contingency funds and he felt the work could have been done.

Commissioner Hargens spoke about driving the current District Manager away and he felt the Board was starting over again. He spoke about Frank winning the 2006 SDAO manager of the year award, he felt the Board was moving backwards. Commissioner Freund said he would like to see Reservoir No.4 completed. Commissioner Hargens spoke about managing a crew and it being hard to tell what the weather was going to do, so projects could be scheduled. He referred to the prior meeting when Frank was told to complete the project and that it was up to Frank to cancel the project and to notify the Schmidt's as soon as possible if the project schedule changed. He apologized for the delay, but he did not feel the Board was getting anywhere. Commissioner Colclessor commented that one of the quotes in Sheila's letter had come from a conversation he had with Frank. Chairman Gaughan agreed with

Commissioner Hargens and he expressed his disappointment with the project not being competed and he apologized to the residents at Mrs. Schmidt's property.

Commissioner Freund spoke about the timber harvest proposal document. He said BLM could meet with the Board in the future to discuss the project with the Board. Frank has spoken to the folks at BLM and they are planning on thinning the forest to prevent fires. Commissioner Hargens questioned if there was need to send BLM a formal notice that they are required to notify the District of work in accordance with the Clean Water Act. Frank spoke about the EPA requirement that required logging to remain a certain amount of feet from the stream bed. He also said the work would not commence until approximately 2010.

**Appoint Budget Committee Member.**

Commissioner Freund said Barb Adams was willing to serve on the budget committee again. Commissioner Freund moved to nominate Barb Adams to the budget committee. Motion seconded by Commissioner Kirkham. Motion passed unanimously. Commissioner Hargens was absent from the vote.

**Adopt Budget Calendar.**

Commissioner Freund moved to adopt the budget calendar as presented. Motion seconded by Commissioner Gaughan. Motion passed unanimously. Commissioner Hargens was absent from the vote.

Frank spoke about preparing documents for the projection of water sales, vehicle fuel expense and insurance cost for the upcoming budget year.

Commissioner Hargens came back into the meeting and said he agreed to the previous two motions.

**DRC Agreement.**

Frank spoke about the liability he would incur if he were to remain the DRC for the District. He said that as a manager of the District he was protected but he would not be protected as an individual. He also had a concern about being five to six hours away from the District, although he would still be able to use his laptop to access the District's Treatment Plant computer. Frank said it would be best if the Board had PACE Engineers as the DRC for the District.

**Personnel Manual Review Committee Update.**

The Board each received a copy of Deb Simone's comments and suggested changes to the personnel manual.

**Public Comment on Items Not Listed on the Agenda.**

None.

**Unfinished Items for Board Consideration.**

Commissioner Freund wished Frank good luck returning to his old roots of tool and dye. He spoke about the current employees being able to provide quality water. Frank said today was his last day, but he would still be available to staff by phone.

Chairman Gaughan said it was an attribute of Frank that the staff had been properly trained. Frank said he has seen the employees grow, and that staff was fully capable of taking care of the District.

Commissioner Hargens felt Frank had done a good job for the District. He believed Frank could feel honored by what he had accomplished and he was sorry to see him leave.

Commissioner Colclessler spoke about it being hard for Frank to come into the community a few years ago. He asked Frank if there were any foreseen problems. Frank believed filter pond No. two would continue to be an issue.

Commissioner Hargens asked Zac if he would be able to present next month's work report to the Board. Zac replied yes, he could provide the report to the Board.

Commissioner Freund asked if the flow meter on the North Fork could be repaired and used in the future. Zac replied no, because of the cost and the uncertainty of its accuracy and durability.

Commissioner Freund would like for there to be a note on the next billing statement notifying folks that ACH payment option would be coming in the future.

### **Executive Session**

Chairman Gaughan moved to executive session at 9:35 pm Pursuant to ORS 192.660(2)(a) 'The governing body of a public body may hold an executive session: To consider the employment of a public officer, employee, staff member or individual agent.' CONSIDERATION OF DISTRICT MANAGER APPLICANTS

Chairman Gaughan opened the meeting back up to the public at ----- pm.

With no other business Chairman Gaughan adjourned the meeting at \_\_\_\_ p.m.