

# CORBETT WATER DISTRICT APPROVED MINUTES

Special Meeting: 9:00 A.M.

Wednesday, March 8<sup>th</sup>, 2006  
Corbett, Oregon

**Commissioners Present:** Malcolm Freund, Lee Wyatt, Robert Gaughan, Bob Colclessler, and Marion Kirkham.

Present from West Coast Bank were Leslie Radcliff and Carl Thornton.

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

**Audience Members Present:** None.

Chairman Freund called the special meeting to order at 9:07 a.m. at the Corbett Water District.

## **Approval of the Agenda.**

Commissioner Colclessler moved to adopt the Agenda as presented. Motion seconded by Commissioner Gaughan. Motion passed unanimously.

## **I-Deposit.**

The Board discussed with the folks from West Coast Bank the possibility of electronically depositing checks online from the District office.

Chairman Freund said it was the Boards' responsibility to look at every possibility to save money for the District. He felt I-Deposit banking would be good for the District. Frank wants to do some research on the security of the system and the different checking accounts available.

There was some discussion about the projects that need to be completed within the District.

Commissioner Gaughan asked Frank if he would be comfortable making a decision on I-Deposit banking by the end of the month. The scanner cost \$600, but if the Board could decide by the end of the month it would be free.

Chairman Freund checked with several other banks and none offered I-Deposit services at this time.

Chairman Freund said the District would be responsible for keeping customer checks for sixty days. These checks will need to be secured in a locked cabinet or safe. The District's safe is fire proof. No decisions were made on I-Depositing at this time.

## **Board Policy.**

Chairman Freund said Special District's Association of Oregon (SDAO) will be reviewing chapter nine in the policy manual pertaining to contracting.

Commissioner Colclessler would like for section seven item L on internal controls to also be in section four.

Commissioner Colclessler moved to accept the updated January 2006 policy manual with the changes stated above excluding chapter nine. Motion seconded by Commissioner Gaughan. Motion passed unanimously.

**Resolution 2006.03.01**

Commissioner Gaughan asked about the profit and break even point for the proposed new meter installation fees. Frank said there would be a slight profit margin in the pricing of a new meter installation. Commissioner Wyatt asked about the current new meter installation fees. Frank said that currently a ¾” meter install cost \$1,700, and 1” cost \$1,900 each of these increased by \$3,300.

Commissioner Wyatt moved to approve Resolution 2006.03.01. Motion seconded by Commissioner Colclessler. Motion passed unanimously.

**State Revolving Loan Fund.**

Commissioner Wyatt said if the full option of \$600,000 additional funds were considered then rates would not have to be increased for at least five years. Frank agreed with Commissioner Wyatt.

Frank spoke about maximizing the loan and leveraging the District’s funds effectively. Commissioner Colclessler thinks the additional funds would unload the pressure off of the District and staff. He said the District had put between \$600,000 and \$800,000 of its own money into the Headwork’s project. Chairman Freund said that to date, the District had spent \$618,000 of its own money and continues to pay out additional funds.

Commissioner Gaughan asked when he would know about the feedback from community members. Commissioner Wyatt said she had the meeting times and needed to make a few phone calls.

Frank said the District was only staffed to complete one major project each year. Commissioner Gaughan asked about completing Loudon Reservoir and Christensen this upcoming budget year, because the Loudon Reservoir would be contracted out. Frank said he would have to strategically plan on overseeing a contractual project while working on other projects at the same time.

The Board will hold a special meeting once Commissioner Wyatt has spoken with a few community members to get their opinions. Commissioner Wyatt has spoken to the District’s auditor, Matt Graves and is currently waiting on hearing back from him.

Commissioner Colclessler felt the past had not been well planned because the past projects were completed one piece at a time.

Commissioner Wyatt said it was the sense of the Board that they should go with lump A and lump B. She would like to see this item tabled until next Tuesday. There was some discussion on loan terms.

Commissioner Kirkham moved to direct Frank to get a hold of Neil Winters to perform a District audit as soon as possible. Neil Winters is with Special District’s Association of Oregon. Motion seconded by Commissioner Wyatt. Motion passed unanimously.

Commissioner Colclessler moved to adjourn. Motion seconded by Commissioner Wyatt. Motion passed unanimously. Meeting adjourned at 10:50 a.m.