

**CORBETT WATER DISTRICT  
REGULAR MONTHLY WATER BOARD MEETING**

Board Chairman Bob Colclessler called the meeting to order at 7:30 p.m. All Board members, Jeff Grover, Jim Mastne, Joe Riehl, and Henry Schwartz, were present. Also present were Fire Chief of RFPD #14 Tom Layton, Budget Committee members, Sue Fry, Mike Grover and Jim Leckron, staff personnel Randy Stark, Jan Leckron, Supt. Marc Caldwell and District Clerk Carol Quinn.

The minutes of both the last regular meeting of February 10, 1998, and the special meeting of March 3, 1998, were read and approved as printed.

Carol Quinn spoke to the Board reminding them again that they must be careful to not discuss Board business outside of Board meetings if three members happen to meet. Three members create a quorum and if Board business is discussed, it becomes an illegal meeting. To prevent misunderstandings and wrong conclusions, it is important that a Board member be cautious when speaking to not give the impression he is speaking for the Board if he has not been authorized to do so. She also advised the Board that the apparent discussion about the Superintendent position which was held last month during Executive Session was not an Executive Session item and should have been held in the open meeting as was indicated on the agenda. The discussion regarding filling this position had been tabled at the December 9 Board Meeting to be resumed at the February meeting. However, as it was handled, there was no opportunity for public discussion.

In response Mr. Colclessler said that Board business was not discussed at the meeting to view the SDAO Board member tape. He said he came in and made a statement to staff members that reflected his personal opinion regarding picking a new superintendent. He felt that Carol's comments reflect a poor attitude on her part. Mr. Colclessler expressed he felt in the past staff members picked out certain Board members to find fault with something they have done and use it to purposely create friction and bias within the District between personnel and the Board.

Randy Stark addressed the Board in regards to the Board's previously expressed desire for better communication but it is apparent that communication often receives a negative reaction. He mentioned that the Board has indicated that they feel that the employees needed to better protect the Board members from liability issues when they arise. That was the point of the advising the Board that the discussion about whether to advertise for the Superintendent's position should have been done in regular meeting not Executive Session. The motion was made, seconded and passed before the staff had any opportunity to make comment that there needed to be some procedures in place before this step was taken. However, he also explained that the staff does not know a lot about advertising for a position and hiring procedures because the District has not been involved with these issues before. He suggested that perhaps before proceeding, a Human Resources firm should be hired because this is what they do. He indicated that according to the article in the newspaper that was given to the Chairman tonight regarding hiring practices, the Board asked him some illegal questions regarding his medical history. It is important to know the proper procedures before not during or after the fact. The Board could have some legal liabilities if these are not addressed properly. Mr. Stark advised the Board they need to also have

some way of evaluating whomever the Board hires as superintendent. There is no process in place for the Board to distinguish whether the person is doing a good job or bad job. It is the Board's responsibility to set up an evaluation procedure for the Superintendent position. The Board discussed what they should do to insure they are acting in accordance with the law. Mr. Mastne moved that this discussion be tabled and the Board ask their attorney to attend the next Board meeting to advise what can and cannot be done in hiring an executive officer for the District. Mr. Schwartz seconded. To expedite the process Mr. Riehl amended the motion by changing the meeting time from the next regular meeting to a special meeting at the earliest available time when the lawyer can meet with the Board. Mr. Mastne seconded the amendment. Mr. Schwartz opposed the motion as he expressed that the Board is trying to do too much too quickly. All other Board members approved it. The motion passed. The Board instructed Carol Quinn to schedule the special meeting and advertise it.

Mr. Layton notified the Board that he has been pleased with the cooperation he has received from both Mr. Caldwell and Mr. Stark in working with the Fire District regarding hydrant installation. He mentioned that he has had some difficulty in the past trying to communicate with the Water District. He commented that he supported the current employees in the Water District for the position of superintendent. He stated there is more and more a need for the Districts to work together. He asked the Water Board to consider contributing some funds toward purchasing hydrants for placement within with area. He requested that when line replacement or installation is planned, the staff notify the Fire Department so hydrants can be placed wherever possible. The Board advised Mr. Layton to discuss funding fire hydrants with the Fire Board if any arrangements can be approved

Mr. Leckron commented that people who don't care won't say anything, while people who do care will take a risk and say something. He observed a negative response by the Board when the Staff cautioned them about procedures instead of a willingness to learn.

Mr. Colclessor read letters that the Board had received from Al and Karen Kimbley, from Kathy Fagan and from Don Adamson of Cascade Utilities recommending Marc Caldwell for the job of District Superintendent. Mr. Schwartz mentioned he had gotten a phone call from a former Water Board member and from a district patron requesting that current staff fill the Superintendent position rather than hire from outside the District.

The Budget Committee meeting was called to order at 8:35 p.m. Two Budget Committee members, Delbert Riehl and Chuck Herndon, were unable to attend. Nominations were opened for Chairman. Mr. Mastne nominated Jeff Grover. Sue Fry seconded. There were no other nominations. Jeff Grover was elected Chairman. Several members of the committee commented about how well done and easy the Budget Message was to read.. Randy Stark did an excellent job of preparing the message.

There was some discussion regarding establishing a plan for installing hydrants on a regular basis and in cooperation with the Fire Department. Fire hydrants cost approximately \$1000 to \$1500 each. At this time no money has been allocated for this specific purpose. Current Water District policy has required that individuals purchase the hydrant and staff would install it. If fire hydrants are going to be installed on a regular basis as part of policy, that should probably

be part of the budget proposal. Mr. Layton expressed his opinion that the Fire Department would be delighted to have hydrants placed on water lines when the Water District replaces or installs new lines. This would be the most cost-effective time to add a hydrant to an area. They do not have a specific list of priority areas that should have hydrants. However, full-service hydrants would benefit the community in most any area they would be placed. Mike Grover moved the Capital Outlay - System Improvement /Line Replacement funding be reduced by \$2,783 to \$68,000, and that the \$2,783 be placed in Fire Hydrants. Sue Fry seconded the motion. Passed unanimously.

There was some discussion of where operating revenue comes from and how it can be increased. As far as raising additional funds, the Board can raise rates or add a surcharge without a vote of the people. The Budget Proposal called for raising rates to bring in additional money to be used for building a new reservoir. A main focus of this year's budget is to allocate funds towards the building of a new reservoir. The District must decide which is most cost effective – to borrow funds with a low interest loan or continue to save money and not go in debt. If construction costs continue to increase, it may cost more to wait than it would cost in interest on a loan.

Mr. Leckron reminded the committee that he had relatives working for the Water District so he wanted everyone to be aware that there could be a conflict of interest on some issues.

There was considerable discussion regarding the proposed salaries in the Personnel Services. Previously the District had used a salary schedule prepared some years ago with wage scales and step increases. With the uncertainty of whom and how many people will be working for the Water District in the next budget year, the Budget Officer proposed a new schedule. There were 5% increases in position steps on the old schedule. Mr. Grover moved that the Superintendent's salary be changed from \$44,113 to \$37,000 with the difference of \$7,113 to be placed in the contingency of the General Fund. Mr. Mastne seconded. The motion passed with Mr. Leckron abstaining..

Mr. Riehl moved that the salary of the Water Treatment Plant Operator be adjusted from the proposed \$39,177 to \$35,401 which reflects a 5% step increase and a 2% COL raise from last year for a total of 7% with the difference of \$3,776 being placed in the Utility Worker I position. Mr. Mastne seconded. The motion passed with Mr. Leckron abstaining.

Mr. Riehl moved that District Clerk position salary be adjusted from the proposed \$19,588 to \$17,881 with the difference of \$1,708 being placed in the Utility Worker I category. This matches the 7% increase from last year that the previous position was adjusted. Mr. Mastne seconded. The motion passed with Mr. Leckron and Mike Grover abstaining. During this time there was some discussion of the possibility of staff needing additional training and perhaps more money should be placed in the education funding.

Mr. Mastne moved that the Utility Worker II position salary be adjusted to increase 7% over last year as had the others from the proposed \$34,984 to \$31,440 with the difference of \$3,544 going into the education fund. Mike Grover seconded. There was some discussion of where the funds would come from if in fact the Utility Worker I position needed funding. Some could come from contingency, some from unneeded temporary help, some from what has been

transferred into that line position . The motion passed with Mr. Leckron abstaining.

There was discussion of the Office Assistant Position's salary. There is no health insurance benefit coverage for the Office Assistant or the District Clerk. This is a quarter time position that has vacation and sick benefits paid at quarter time as well. Mr. Mastne moved that the Office Assistant salary be adjusted to reflect the same 7% increase as the other positions were over last year wages from \$6,999 to \$5,620 with the difference of \$1,379 being placed in the education fund. Mike Grover seconded. The motion passed with Mr. Leckron abstaining and Mike Grover opposed .

There was further discussion concerning the other line item proposals in the budget but no additional changes were made. Mike Grover moved that the Budget Proposal be approved with the changes made with the tax base based on the permanent tax rate as established by Multnomah County. Sue Fry seconded. Mr. Riehl amended the motion by proposing to table Mr. Grover's motion until next month to give the Budget Committee additional time to study and review the proposal before making a decision. Mr. Colclessor seconded the amendment. The amended motion passed with Joe Riehl, Jim Mastne, Bob Colclessor, and Henry Schwartz voting in favor, Mike Grover opposed, and Sue Fry and Jim Leckron abstaining.

Jim Mastne moved that the Budget Committee be adjourned. Mike Grover seconded. Passed unanimously.

The regular monthly Water Board meeting was reconvened. Mr. Caldwell presented his monthly report.

Mr. Mastne moved that the bills be paid. Mr. Riehl seconded. Passed unanimously.

The meeting was adjourned at 11:30 p.m.