

CORBETT WATER DISTRICT

APPROVED MINUTES

Regular Meeting 7:00 p.m.

Tuesday, March 15, 2005
Corbett, Oregon

Commissioners Present: Bob Colclessor, Lee Wyatt, Malcolm Freund, Ken Blanc, and Robert Gaughan.

Present from Lee Engineering was Brian Lee and present from Clackamas Construction was Vern Gardner.

Also present was District Clerk Jamie Simms.

Audience Members Present: Sue Fry, Torey Redfern, Donna Colclessor, Dick Wand, Ed Kalberg, Dan Graff, Marion Kirkham, Barb Adams, Dave Mysinger, Tom Layton, Jim Layton, Brian James, Barbara Strasbaugh, Dale Burkholder and Janet Helus.

Chairman Colclessor called the meeting to order at 7:00 p.m. at the Corbett Fire Hall.

Review / Approve Agenda.

Commissioner Freund moved to approve the agenda. Commissioner Gaughan seconded the motion. Motion passed unanimously.

Approval of the Minutes.

Commissioner Blanc moved to accept the February 15th and March 7th minutes. Motion seconded by Commissioner Freund. Motion passed unanimously.

Commissioner Wyatt arrived just after the approval of the minutes.

Financial Report.

The District Clerk stated the financials included a list of all approved purchase orders and 'Transaction List by Vendor' reports. There was also discussion of the 'Budget vs. Actual' and an update on shutoffs.

The Clerk also reminded the Board that the last day to file for elections was Thursday, March 17, 2005.

Utility Crew / District Manager Work Report.

There was no report at this time, because District Manager Frank Sterzinar had not attended the meeting due to work being performed on the pressure reducing vault located at the corner of Loudon and Littlepage.

Commissioner Geller Reimbursement Request.

Commissioner Wyatt said she needed information from the District's attorney in order to move forward. She questioned the possibility of holding an executive session to discuss this matter. Commissioner Freund agreed there was a lack of information available to make an informed decision.

Chairman Colclessor will work with the District Manager and the attorney to find out the details.

Update From the Policy & Procedures Board Committee.

Barb Adams reported that sections 1-5 were currently available for review and she encouraged public comments. The committee was currently working on public records, contracts, budgeting and finance.

Update From the Contract Inventory Board Committee.

Barbara Strasbaugh reported that the committee was having difficulties finding a day when all committee members could meet. She would like for the Board to decide how the committee should continue.

Commissioner Wyatt asked the Chairman to seek more volunteers. Commissioner Freund said the current committee consisted of Bob Hattan, Ed Kalberg, Barb Strasbaugh, and Commissioner's Freund and Wyatt.

Sue Fry said she would be willing to help, but she had hoped that others in the community would ~~have~~ want ~~ed~~ to be involved.

Lee Engineering Services Contract.

Chairman Colclessor said the Lee Engineering contracts had been reviewed by SDAO. Commissioner Blanc & Wyatt both questioned the changes made. Commissioner Wyatt requested revised contracts be redlined in the future for the most help to the Board.

Brian Lee said the only change made had been the removal of the termination language as requested by the Board. He said Frank had printed the revised watermark on each of the contracts. SDAO's remarks had been irrelevant because it dealt with boiler plate information for construction work. The president of Lee Engineering had spoken with Bob Murch (SDAO's insurance council) and had no changes to the contracts.

Chairman Colclessor spoke to Luanne with SDAO and he believed everything was resolved.

Commissioner Wyatt commented that she had not expected any of the changes from Bob Murch's email would be made to the contract with Lee Engineering. In her experience as a business lawyer, Bob Murch's comments related to standard contract boilerplate that was customarily not altered by parties to a contract.

Commissioner Freund spoke about insurance coverage of the contract.

Commissioner Wyatt moved to finalize the approval of engineering service contracts for general services, tracer study, DRC and hydraulic model & PRV upgrade. Motion seconded by Commissioner Freund. Motion passed unanimously.

Public Input NOT on the Agenda.

Commissioner Blanc asked about information request forms being stamped confidential.

Torey Redfern asked why the District Manager was not present. (This was explained under management report, page 1) Chairman Colclessor replied that the PRV on Littlepage and Loudon had frozen up and was being repaired. Frank had thought it was a six inch but it was actually a four inch, so they did not have the proper parts to complete the repair.

Brian Lee introduced Vern Gardner from Clackamas Construction. Vern said Clackamas Const. had been in business for 17 years and had previously worked with Lee Engineering on a project in Lake Oswego.

Commissioner Wyatt asked Vern about the bid process. Vern said the most difficult part of the WTP upgrades would be the small work area. On a daily basis about 10-12 people would be working on site. He said that the 240 days allowed for construction would be acceptable.

Commissioner Wyatt asked about the effects a ~~draught-drought~~ would have on the project. Vern replied that more rain would be his concern because they would be doing a lot of concrete work.

Dick Wand spoke about the summer of 1976 when the ~~Forest-forest~~ was shut down for the fire season.

Commissioner Wyatt asked Corbett Fire Department Chief Layton about fire concerns. Tom Layton said that three brush fires had already occurred this month. He said the USFS would make the fire decision for the area surrounding the WTP. He said they could require standby fire protection and a 24 hour fire watch. Brian Lee said the site was protected with hydrants onsite.

Commissioner Wyatt asked about a cost contingency. Dick Wand said it could include the fire watch and/or a delay in the contract.

Commissioner Wyatt wanted to make sure that Clackamas Const. had been made aware of the vandalism that had previously occurred at the WTP. Chairman Colclessler commented that the Logging Company located on BLM land had items stolen.

Chairman Colclessler commented that he and Commissioner Freund had called and checked Clackamas's references. Commissioner Freund commented that those he had talked to ~~o~~ had spoken highly of Clackamas Const.

Chairman Colclessler moved to recess at 7:55 pm to break and then to finish audience comments.

Chairman Colclessler reconvened the meeting at 8:10 pm.

Tom Layton spoke about attending a conference on 'safety on construction projects.' He commented on a few concerns about the previous main break on Salzman road, including ~~o~~ shoring and traffic control. He said that the Fire Department had helped out but they are not trained for trench rescue. He felt that ~~with~~ ~~thesince~~ CWD ~~having-had~~ a small crew, they could not perform work and flag at the same time.

Brian James commented on Frank visiting with folks at the office after hours, specifically visiting with Gordon Fulks. Commissioner Wyatt said that she wanted to be notified if Frank was not available to the public. She said the manager treated people ~~even-even~~-handedly. Barbara ~~Str~~asbaugh commented that she had found the District to be accommodating. Chairman Colclessler said that Frank also answered the phone after hours.

Brian James said he worked and could not go to the District during regular business hours. He was informed that he could call Frank to make an appointment after hours.

Dale Burkholder asked about water rates. Chairman Colclessler referred him to the budget committee meeting discussion that was to follow the regular Board meeting.

Chairman Colclessler recessed the regular Board meeting at 8:25 pm to hold the budget committee meeting.

The regular meeting was called back to order at 9:20 pm.

Commissioner Wyatt wanted to delegate that a very firm, legal letter be obtained from District council that specified the affects of the rate reduction in terms of what happens after the expiration of the Resolution: Is it counted as a sunset or as a requirement for a rate increase. She would like this information in black and white.

Dave Mysinger said that public comment would be taken at next week's budget committee meeting.
~~public comment would be taken.~~

Janet Helus asked about public information and if it would be on a future agenda. She also spoke about who could approve information requests. Commissioner Wyatt asked that this item be placed on the agenda.

Torey Redfern asked if Zac Bertz had been hired as a full time employee. Chairman Colclessor said that Frank had hired Zac in January as a regular full time employee.

Tom Layton asked if the Board was looking at filling any other positions. Commissioner's Freund & Wyatt replied that it was not Board business. Chairman Colclessor said that Frank was looking to hire someone who he felt would fit the position. Dick Wand asked if the position had been advertised.

Dan Graff asked how the \$30,000 discrepancy for the WTP would affect the projects that would be performed by the crew. He questioned how much staff would be needed to run the District. Chairman Colclessor said there were a lot of leaks that needed to be fixed. (See budget meeting page 2)

Commissioner Freund directed the District Clerk to follow the Board manual in regards to Board candidates. Board candidates should receive a copy of the Board policy manual.

Commissioner Wyatt moved to adjourn. Motion seconded by Commissioner Gaughan. Motion passed unanimously.

Meeting adjourned at 10:10 p.m.