

# CORBETT WATER DISTRICT

## APPROVED MINUTES

Regular Meeting 7:00 p.m.

Tuesday, April 19, 2005  
Corbett, Oregon

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

Also present was District Clerk Jamie Simms and Utility Worker Zac Bertz.

**Audience Members Present:** Sue Fry, Torey Redfern, Donna Colclessor, Dick Wand, Sharon Wand, Dan Graff, Tom Layton, Brian James, Barbara Strasbaugh, Dale Burkholder, Janet Helus, Rick Weaver and Troy Falconer.

Chairman Colclessor called the meeting to order at 7:08 p.m. at the Corbett Fire Hall.

### **Review / Approve Agenda.**

Commissioner Blanc wanted to add the Water Treatment Plant (WTP) upgrades to the agenda. Chairman Colclessor said the WTP upgrades were a part of the manager's report.

Commissioner Freund commented that at the March 15<sup>th</sup> meeting Janet Helus had asked about the rules for requesting information to be placed on the next agenda and this was the next agenda. The District Clerk said Frank Sterzinar had spoken with legal council about information requests. Commissioner Wyatt wanted to make sure that the information request was placed on the next regular agenda.

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

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

Commissioner Wyatt moved to table the March 1, 15, and 22 minutes. Motion seconded by Commissioner Gaughan.

Commissioner Wyatt felt the minutes needed additional work, including clarification. Commissioner Freund commented that the minutes covered what was on the tapes. Commissioner Wyatt said for historical purposes they needed to be clearer.

Commissioner Blanc asked Commissioner Wyatt if she felt there needed to be additional information. Commissioner Wyatt believed they were in a first draft form, including sentence structure errors.

Commissioner Blanc would like for the budget committee meeting minutes to be physically separated from the regular meeting minutes.

Commissioner Freund commented on the March 22<sup>nd</sup> budget committee minutes. The loan with the state was entered into on November 12<sup>th</sup> 2002 for the amount of \$1,500,000 and this is the amount to be paid with interest. The amount of \$250,000 had already been collected by the District and was added to the project.

Commissioner Wyatt would like for the minutes to be redlined in-order to track the changes made.

Motion passed unanimously.

### **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.'

Commissioner Blanc asked about a check written to the legal firm that handled labor negotiations. The District Clerk said the question would have to be directed to the District Manager, who was absent from tonight's meeting. Commissioner Blanc said he thought the labor matters had been finished.

Commissioner Blanc commented on the purchase orders that had been approved for Pressure Reducing Valves (PRV) and repair kits that added up to \$8,702. In the past he had been told the District Manager could repair the PRVs for \$150/each. He questioned if he had received the wrong information. Zac Bertz commented that old PRV stations had to be replaced on Littlepage/Loudon and on Mershon. Commissioner Wyatt asked Zac if other PRVs still needed to be replaced. To the best of Zac's knowledge no other PRVs needed to be purchased.

### **Utility Crew / District Manager Work Report.**

Zac Bertz, Utility Worker I, reported the following information:

- In March Kevin Moran was hired as the Utility Worker Apprentice.
- The tracer study is underway at the WTP.
- WTP upgrades will begin once all permits have been finalized.
- The South Fork intake is leaking, but the District staff can make the repairs this summer.
- Work should begin on the Mershon Reservoir leak soon.
- SDAO conducted a risk assessment of the District.
- The District office has been remodeled. The barn is in the process of being reorganized.
- Frank, Kevin & Zac have all attended water classes.

Chairman Colclessor also said that Brian Lee's work report had been included in the Commissioner's packet for review. He also commented on the good job the crew did remodeling the District office.

Commissioner Blanc questioned Kevin Moran cleaning the filter pond alone at the WTP. Zac replied that the District Clerk would be helping Kevin, so he would not be alone.

Tom Layton asked that the fire department be notified as soon as possible as to when the Mershon Reservoir will be under construction. Zac said the work would begin the first week of May.

### **Employment Contract District Manager.**

Chairman Colclessor referred the Board back to Frank's original contract dated May 10<sup>th</sup>. He said Frank was currently working on obtaining his certifications.

Chairman Colclessor would like to have himself and another Board member meet with the District's attorney Richard Weill, to discuss a new contract for Frank. Commissioner Wyatt volunteered to help Chairman Colclessor.

Commissioner Blanc commented that he would like the contract to be for two years, and for the contract not to expire in July when there was potential for new Board members to be sworn in as a Commissioner.

Chairman Colclessor said that raises were the first of July, so he thought it would be a good idea if the contract matched the wage schedule.

Commissioner Freund would like the contract / salary tied to benchmarks, such as education and certification.

There was a general consensus to have Commissioners Colclessor and Wyatt work on Frank's contract.

### **Leak Adjustments.**

Chairman Colclessor said he would like to see the District's Rules and Regulations updated to reflect bi-monthly billing. Chairman Colclessor read the leak adjustment policy from the current Rules and Regulations.

This would be a second leak adjustment for Account 2986-00. The District Manager had already approved one adjustment, and was leaving it up to the Board to authorize the second leak adjustment. Commissioner Wyatt commented that when calculating the six month average, the prior usage rate needed to be adjusted to correct for the prior adjustment Frank had authorized.

After some discussion it was calculated that Account 2986-00 had a prior six month average use of 33. With a current usage of 124 (1,000) gallons that would result in a \$273 credit.

Commissioner Gaughan moved to credit Account 2986-00 \$273. Motion seconded by Commissioner Blanc. Motion passed unanimously.

For Account 7105-00 the prior six month average use was 42 and the actual current water use was 21.

Commissioner Blanc questioned the involvement of the Board when considering a leak adjustment. He said that the Rules and Regulation authorized the District Manager to make the decision. Chairman Colclessor said if the customer was not happy with the decision of the Manager, the customer could go to the Board. Commissioner Blanc believed the second leak adjustment should go through the same process as the first adjustment. Commissioner Wyatt believed these leak adjustments were presented to the Board because Frank would not approve of a second adjustment.

Commissioner Gaughan spoke about a prior meeting discussion about customers having multiple leaks and only being allowed one adjustment per year. It was decided that this had never been approved by the Board. Chairman Colclessor said the Rules and Regulations needed to be changed so the District Manager could handle most situations concerning leak adjustments.

Commissioner Wyatt commented that Account 7105-00 was a very unique circumstance because his six month average was high because of a one time high water use in the summer. She said the prior eight billing cycles did not equal the one time high summer water bill. Commissioner Freund said the current Rules and Regulations needed to be followed until new rules were in place. Commissioner Gaughan said the customer was being punished for using a lot of water in one billing cycle.

Commissioner Freund moved that Account 7105-00 be credited for \$0. Motion seconded by Commissioner Blanc. Voting for the motion were Commissioners Colclessor, Freund and Blanc. Voting against the motion were Commissioners Gaughan and Wyatt.

Janet Helus suggested that in the future when discussing leak adjustments that account numbers be used instead of customer initials.

### **Update From the Policy & Procedures Board Committee.**

Brian James said the committee finished their work and had a complete draft for the Board to review.

Chairman Colclessor brought up the idea of holding a special workshop to review the policy. Commissioner Wyatt said she would like to see the workshop scheduled before or after a regular meeting, although she would prefer it to be at 6:00 p.m. before a regularly scheduled Board meeting.

Commissioner Wyatt asked if any of those present would like a copy of the draft policy. Torey Redfern and Janet Helus both asked if they could have a copy.

### **Update From the Contract Inventory Board Committee.**

Barbara Strasbaugh announced that the next meeting was tentatively scheduled for next Wednesday, April 27<sup>th</sup>.

Chairman Colclessor said the Policy Committee had finished their work and Brian James would be willing to help on the Contract Committee.

### **Public Input NOT on the Agenda.**

Commissioner Blanc asked for a recap of the total amount spent on construction of Reservoir No. 6 and the repainting of Reservoir No. 4. Commissioner Wyatt would like to see a Budget vs. Actual report on both Reservoirs.

Dale Burkholder asked if copies of the field services report could be obtained. Commissioner Wyatt said yes, as long as the proper paper work was filled out requesting the report.

Dick Wand asked if the current District Manager's contract had been fulfilled. Chairman Colclessor said that Frank was working on obtaining his certification. Dick questioned a new contract when the old was not fulfilled. Commissioner Wyatt said the contracts were two separate items. She said how Frank did on his last contract was an assessment and evaluation question. What to include in his new contract for Board discussion was a separate question. Dick Wand said it was like having one contract unfulfilled and asking for another contract.

Brian James commented on the security of the District's assets. Last Thursday the CWD truck was seen at Home Depot with equipment unattended in the bed of the truck. Commissioner Freund commented that it was the same as other work trucks at Home Depot. The Commissioners thanked Brian James for his concerns.

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

Meeting adjourned at 8:15 p.m.