

# CORBETT WATER DISTRICT APPROVED MINUTES

Special Meeting: 6:00 P.M.

Thursday, April 19, 2007  
Corbett, Oregon

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

Present was District Clerk Jamie Simms.

**Audience Members Present:** None.

Chairman Gaughan called the meeting to order at 6:11 pm.

## **Review / Approve Agenda.**

Commissioner Freund added a discussion of the District Manager Vacancy, and an executive session pursuant to ORS 192.660(2)(a).

Commissioner Colclessor added a discussion on the back yard and complaint by public.

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

## **PACE Engineers.**

Commissioner Hargens questioned if the Board was responsible to review the Loudon Reservoir project documents or if they were to hire an Engineer who took the responsibility. Commissioner Colclessor said it was up to the Engineer. Commissioner Hargens said the District hired a professional service to perform the task correctly. He said it was okay for the Board to review the document but if any changes were made the Board could take some of the liability away from the Engineer, and he did not want that to happen. He did not want to use his professional skills to take away from the professional help the District has hired. Commissioner Colclessor said the Engineer was responsible to ensure all the bonds were completed before the bids are accepted.

Commissioner Freund said the Board was acting as proof readers although they shouldn't be. Commissioner Hargens felt the Board should not act as proof readers because of liability issues.

Commissioner Colclessor said the major change was removing BOLI. Commissioner Freund said BOLI was still a part of the Document. He questioned a previous statement from Brian when he said because the District was using their own funds eliminating BOLI. Commissioner Hargens said Brian may have found out different information. Commissioner Freund said BOLI had been used for Reservoir No. 4. Commissioner Kirkham would like for Brian Lee to clarify why BOLI was being used, when he previously stated it would be removed. Commissioner Hargens said it depended on what the law required. He said if public money was being used BOLI was required. Commissioner Colclessor said the project was funded with public money.

It bothered Commissioner Freund that the Board had previously shown Brian simple typo errors in the original draft copy and those errors were still in the revised document. He's concerned that since those errors have yet to be corrected what else could be incorrect in the document. Before the contract was signed he would like for the District's attorney to review the contract to ensure there were no pitfall.

Commissioner Colclessler said the Board needed to trust the Engineer. Chairman Gaughan said even if some folks had additional knowledge it was still the Engineer's responsibility for the document. Commissioner Hargens said the District was paying the Engineer to be accurate.

The Board in general agreed to approve the document but they wanted an answer on the BOLI issue.

Jamie also provided the Board copies of the DRC invoices. Jamie pointed out to the Board the Treatment DRC did not include any time for Phil Beverly, however he did make site visits during the month. The Treatment DRC invoice is for \$408, and the Distribution DRC is \$391 for the month. Commissioner Hargens felt these invoices were in line with what he believed the cost would be.

Commissioner Hargens referred to the top of the invoice where it showed the summary for the billing. He questioned if this was monthly or for one year. Commissioner Freund said the Board had previously approved the task order for the DRC with a total not to exceed of \$2,140 per month.

#### **Personnel Manual.**

This topic was postponed until the next Board meeting.

#### **District Manager Vacancy.**

Commissioner Hargens moved for the District Manager application date to be changed to open until filled. Motion seconded by Commissioner Freund. Motion passed unanimously.

#### **District Yard.**

Chairman Gaughan has received several complaints from community members about the debris and equipment scattered throughout the yard. He previously spoke to the Utility Workers on this matter and they will clean up the yard.

Commissioner Colclessler said staff needed to think about things being left outside. Zac Bertz had previously told Commissioner Colclessler the pressure washer did not work. Commissioner Colclessler questioned if the pressure washer didn't work because it had been left outside for several weeks and the gas had become mixed with water.

Commissioner Colclessler said the Gator was being left outside at the Treatment Plant, when he had believed it was being stored inside the shed. He felt staff needed to be responsible for the equipment. Commissioner Hargens asked if the Gator was only used at the TP. Commissioner Colclessler said yes, and that he had suggested that staff build a lean-to off the generator shed to store the Gator. Commissioner Kirkham said he would rather have the Gator stored at the shop because someone could easily steal the Gator at the TP because nobody was around. He said the Gator was only used to clean the filter ponds and that only occurred every couple of months.

Commissioner Colclessler said it would be easy for staff to load the Gator on a trailer and bring in back down to the shop. Commissioner Freund had previously seen the Gator stored at the shop on several occasions. Chairman Gaughan said the Gator had been at the TP since last year. Commissioner Colclessler wished to direct staff to put things away and not leave them out in the elements. Commissioner Hargens felt this was a Manager's decision and not a Board decision. He said he would

relay this information on to the staff, including storing the Gator at the shop when it was not needed at the TP.

Commissioner Freund spoke about a water District in Washington that issued a boil order because someone had cut through their fence and they didn't know if the water had been tampered with. He said our District had a nice new fence, but that only kept the honest people honest. He said it would be prudent to have the equipment at the shop. Commissioner Hargens said the Gator should not be left at the TP for security reasons, even though it was behind a locked gate.

Commissioner Colclessler asked what the 20 bags of ruined cement had been intended to be used on. Commissioner Colclessler spoke about the possibility of building a pole-barn to store the equipment and maybe even the Bobcat if the District purchased the new piece of equipment. Jamie said the staff had talked about moving the fence to increase the yard by decreasing the wasted space in the parking lot allowing the current shed expanded to store equipment.

Commissioner Freund spoke about seeing a ratchet sitting in a bucket half full of water in the back yard of the shop. He said staff needed to take better care of the equipment. Commissioner Colclessler said this was a part of managing.

Commissioner Freund said a community member had also spoken to him about equipment being left in the bucket of the backhoe that was being exposed to the elements for an entire weekend.

Commissioner Hargens said he would talk to the staff about the Gator and the condition of the yard.

### **Executive Session.**

Chairman Gaughan moved to Executive Session at 6:55 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.'

Chairman Gaughan opened the meeting back up to the public at 7:14 pm, stating that no decision had been made.

Commissioner Colclessler asked if the crew was working four or five days a week. Commissioner Hargens said he was going to talk to the crew about discussing different scenarios, for example: the possibility of one field employee working Monday thru Friday, while the other worked Tuesday thru Saturday. Chairman Gaughan felt this plan would be feasible until the crew started working on the Christensen project. Commissioner Hargens spoke about the possibility of also hiring temporary help.

Commissioner Freund would like to send the applicants who had yet to receive a letter for the District Manager position a copy of the previous letter sent to the prior applicants.

Commissioner Colclessler moved for the Clerk to send the letter to the applicants. Commissioner Freund modified the motion to include any applicant who had yet to receive the letter. Commissioner Colclessler accepted the modification. Motion seconded by Commissioner Freund. Motion passed unanimously

Commissioner Hargens moved to adjourn. Motion seconded by Commissioner Freund. Motion passed unanimously. The meeting adjourned at 7:30 p.m.