

# CORBETT WATER DISTRICT APPROVED MINUTES

Special Meeting: 7:00 P.M.

**Thursday, June 7, 2007**  
Corbett, Oregon

**Commissioners Present:** Marion Kirkham, Robert Colclessor, Robert Gaughan (by telephone), and Malcolm Freund (by telephone).

Present was District Clerk Jamie Simms.

**Audience Members:** Barbara Strasbaugh.

Vice-Chairman Kirkham called the meeting to order at 7:08 p.m. at the Corbett Water District office.

## **Review / Approve Agenda.**

Commissioner Colclessor moved to approve the agenda. Motion seconded by Commissioner Gaughan. Voting for the motion were Commissioners Kirkham, Colclessor and Gaughan. Voting against the motion was Commissioner Freund because he wished to add an update on Reservoirs No. 4 and 5 to the agenda. No Utility workers were present to give an update on either Reservoir.

## **District Clerk Vacancy.**

The Board discussed how to go about staffing the office until the District Clerk's position was filled. Commissioner Colclessor wanted to consider hiring a temporary worker to work 4 hours a day to answer questions and accept payments.

Commissioner Colclessor asked about bonding. Jamie said as the District Clerk she was bonded as well as the Assistant District Clerk Z Marsh. Tory Dittman with LaPorte and Associate is the bonding Agent for the District.

Commissioner Colclessor asked if Z Marsh would be present during the Regular Board meeting on June 19 as the record keeper. Jamie previously discussed this topic with Z and questioned if the Board wanted Z there or if the Utility Worker that would be present could perform the Clerk duties. Commissioners Kirkham and Colclessor said they would like Z to be present at the meeting so she could take notes and then type up the minutes. Jamie said in order to send in the final budget documents to TSCC the minutes for the 19<sup>th</sup> needed to be completed down to the budget Resolution so they could be submitted to TSCC by Friday the 22<sup>nd</sup>.

Commissioner Colclessor asked about the process for adding a surcharge to customer's water bills. Jamie has spoken with Luanne Richie with SDAO who verified that it would take a 30 day written notice to each customer stating the time and place for a water rate hearing to increase the base rate. However, Jamie has not yet discovered if the Board could place a surcharge on the bill without a hearing prior to the Board's vote. Commissioner Colclessor asked how either of these options would affect the budget. Jamie has prepared two budget packets that allows for the PERS debt to be paid by District funds only and another that allowed for a revenue increase due to a surcharge or rate increase. So, either direction the Board chooses when approving the budget, the documentation would be readily available.

Commissioner Colclessler asked about the current applications. Jamie has received four applications so far for the position of District Clerk. An ad will be in this Saturday's Gresham *Outlook*. It was decided that the Board will look at the applicants at a later time.

Commissioner Kirkham asked about having a senior from Corbett High working temporarily in the office. Jamie spoke about having to be bonded to handle public funds. Commissioner Freund said it would be inappropriate to have a non-bonded person accepting payments. Barbara said some temp agency do offer bonded personnel but it could be expensive.

The Board discussed the possibility of having Z work shorter shifts Monday thru Thursday and the office closed on Friday. Jamie said she would ask Z if she would be willing to work three or four days next week between two and four hours a day. The days Z can't work the office would have to be closed. Commissioner Gaughan thought this was a good idea. Commissioner Kirkham said if there were times that Z could not be at the District that Jamie could still work in the evenings or weekends. Jamie said she would want Board approval to make it official that she resigned and was coming back on a temporary basis until the new District Clerk can be hired. Commissioners Gaughan and Colclessler both said that if Jamie was willing to come back and help the District they could really use her assistance in the interim period. Commissioner Freund said Jamie would be the backup and the District needed to be flexible. Commissioner Colclessler said Jamie was bonded and the District would not change that until a new District Clerk was hired.

Commissioner Kirkham asked if there was an alternative if Z only wanted to work on Tuesday's and Wednesday. If Z only wanted to work two days, then the office would be closed the other three days and Jamie could come during the evening time on the days the office is closed.

Commissioner Colclessler moved for Jamie to talk with Z about working four half days or if she can't work Jamie would come in the evening so no checks are left laying about and the rest of the time the office would be closed. Motion seconded by Commissioner Gaughan. Motion passed unanimously.

Commissioner Colclessler moved to adjourn the meeting. Motion seconded by Commissioner Freund. Meeting adjourned at 7:45 p.m.