

CORBETT WATER DISTRICT

APPROVED MINUTES

Regular Meeting: 6:00 P.M.

Tuesday, June 21, 2005
Corbett, Oregon

Commissioners Present: Bob Colclessor, Lee Wyatt, and Robert Gaughan.

Also present were District Manager Frank Sterzinar and District Clerk Jamie Simms.

Audience Members Present: Donna Colclessor, Dick Wand, Brian James, Janet Helus, Marion Kirkham, Ed Kalberg, Judy Dufresne, Sue Fry and Pete Baur.

Chairman Colclessor called the meeting to order at 6:05 p.m. at the Corbett Fire Hall.

EXECUTIVE (CLOSED) SESSION [PURSUANT TO ORS 192.660 (1) (h)].

Chairman Colclessor called the executive sessions in order “to consult with attorney regarding legal rights and duties in regard to current litigation or litigation that is more likely than to be filed.” Present were Chairman Colclessor, Vice-Chairman Wyatt, Commissioner Gaughan, Attorney Andy Jordan, and District Manager Frank Sterzinar.

Chairman Colclessor called the regular meeting to order at 6:12 p.m.

Settlement Agreement and Email Policy.

Commissioner Gaughan moved to accept the settlement agreement and email policy. Motion seconded by Chairman Colclessor. Motion passed unanimously. Chairman Colclessor then signed the papers presented from Attorney Andy Jordan.

Chairman Colclessor returned to the executive session at 6:14 p.m. The regular meeting was once again called back to order at 6:45 p.m.

Review / Approve Agenda.

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

Approval of the Minutes.

Chairman Colclessor added Marion Kirkham’s name to the audience members present during the May 17th 2005 budget hearing minutes. Commissioner Wyatt capitalized, and put quotations marks around “Extraordinary Expense.”

Commissioner Gaughan moved to accept the May 17th budget hearing minutes as amended. Motion seconded by Commissioner Colclessor. Motion passed unanimously.

Chairman Colclessor added to the May 17th regular minutes under Employment Contract District Manager: “... and on approval of Board members, Chairman Colclessor would get the contract signed before the next meeting.”

Commissioner Wyatt changed the following:

- Page 4 “document had not been (add: an actual) contractual offer”
- The second to last sentence on page four was truncated as well as the first sentence on page three.
- Page 5 “Again, she offered to sit down with Clint, (add: at her house to privately discuss his concerns).”

Commissioner Wyatt moved to accept the May 17th regular meeting minutes as amended. Motion seconded by Commissioner Gaughan. Motion passed unanimously.

Commissioner Gaughan moved to accept the May 19th special meeting minutes. Motions seconded by Chairman Colclessor. 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.’

The District Clerk informed the Board that PERS from 1996-2003 had recorded all PERS contributions as pre-tax, instead of after tax and that all contributions shown for 1991 had been recorded as employer paid. The portion paid by the employee was 6%.

District Manager Work Report.

The District Manager reviewed the following information with the Board:

Mershon Reservoir: Frank explained to the Board that repair cost would be over \$5,000, which would require him to obtain three bids. He is having difficulty obtaining three companies to submit bids. The Reservoir needs to be fixed ASAP before water demand increases. Frank considers the repair to be an emergency. He has been working with Luanne Richie with SDAO to figure a way around the three bid requirement. Western Waterproofing had submitted a bid for \$7,000 and he was considering the possibility of having them submit a new bid for \$4,000 and the difference being placed in a change order.

Dick Wand suggested that the District purchase the materials from the supplier ahead of time, so the bid could be reworked and come in under the \$5,000 bid requirement mark. Frank will look into Dick’s suggestion.

Treatment Plant: Everything at the Treatment Plant is running smoothly. New water test results show that the chlorine injection level can be reduced. Water tests show that it takes two weeks for changes made at the TP to reach the end of the system.

Treatment Plant Upgrade Phase II: AWWA standards require filter ponds to have two layers of rock and three layers of sand. When filter pond two was demolished it was established that there was only one layer of rock and one layer of sand. The new filter pond will meet AWWA standards. The life expectancy of a filter pond depends on their exposure to the sun, because the sun promotes algae growth and algae bonds filter media sand together. Filter ponds two and three receive more light than pond one. The top layer of the ponds are skimmed off regularly to discourage algae growth.

Distribution System: A main leak was fixed on Knieriem road. Leaks were also repaired on Mershon and Rasmussen roads. Almost a year ago water loss was at 63% and current estimates show water loss is down to 39%. The industry standard for water loss is 15%.

Frank also spoke about job site safety. He asked that all motor vehicles obey the flaggers directing traffic.

Frank explained to the Board the complete overhaul of the 1995 Ford. Chairman Colclessler thanked Frank for his work on the 1995 Ford.

TSCC Response to Certification Letter.

Frank would like for the Board to direct him to write a response letter to TSCC. Chairman Colclessler directed Frank to complete the letter to TSCC.

Review / Approve 2005-06 Budget.

Chairman Colclessler wanted to move \$40,000 from ‘Contingency’ to ‘System Improvement.’ Commissioner Wyatt moved to accept the \$40,000 transfer. Motion seconded by Commissioner Gaughan. Motion passed unanimously.

Chairman Colclessler read Resolution 2005.06.02 “Adopting the Budget” to the Board. Commissioner Wyatt moved to accept Resolution 2005.06.02. Motion seconded by Commissioner Gaughan. Motion passed unanimously.

Returned Check Fee.

Chairman Colclessler said the Board had previously approved a \$25 returned check fee. He then read Ordinance 2005.06.01 to the Board for the first reading.

Janet Helus asked if there were exception to the rules in case of hardship. Frank replied yes, the Board would still have the power to make an exception in cases of hardship, per Ordinance 1996.2.

RFP – CPA Municipal Auditing Services.

The District Clerk explained that this draft document still needed to have final dates entered and to be reviewed by the District’s attorney. Commissioner Wyatt said she would like for the District Manager to fill in the dates. Frank said he would fill in the dates then forward it to the District’s attorney for review.

Update From the Contract Inventory Board Committee.

Brian James said the committee was moving forward. Files are being organized. He also announced that the next committee meeting would be this coming Thursday, at 7pm.

Public Input NOT on the Agenda.

Brian James asked about the settlement agreement and email policy. Commissioner Wyatt referred him to Janet Helus.

Janet Helus asked about the status of the policy committee. Frank Sterzinar has a meeting with Barb Adams tomorrow to discuss the draft policy. Once the draft policy is finished copies will be made available to the public. The Board discussed holding a special workshop meeting in the near future to discuss the draft policy.

Chairman Colclessler said a cake had been brought to tonight’s meeting to celebrate Commissioner Blanc’s term on the Corbett Water Board.

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

Meeting adjourned at 8:25 p.m.