

CORBETT WATER DISTRICT APPROVED MINUTES

**Special Meeting: 7:00 p.m.
Tuesday, June 26, 2007
Corbett Water District
36120 E. Historic Columbia River Highway
Corbett, Oregon 97019**

Commissioners Present: Bob Gaughan, Marion Kirkham, Robert Colclessner, Jeff Hargens (came later) and Malcolm Freund.

Also present were: Zac Bertz and Z Marsh, employees.

Audience members present: Jamie Simms, James Jans, Sonny (Earcel) Boyd, Victor Schmidt, and Barbara Strasbaugh.

Chairman Gaughan called the meeting to order at 7:06 p.m.

Review/Approve Agenda.

Commissioner Colclessner added to the agenda as 3A – Summary of PERS letter by lawyer, as 3B – Set rate hearing date, and as 3C – Approval of the Employee Handbook. Commissioner Colclessner moved to approve the agenda with the previously stated additions. Commissioner Freund seconded. Motion passed unanimously.

Leslie Radke from West Coast Bank.

Leslie Radke, West Coast Bank, presented a lengthy summary of Corbett Water District's account, explaining the account services. She also addressed the services offered that hadn't been taken advantage of. These services are the ACH, enabling customers to pay by VISA and also the EFTPS, enabling Corbett Water District to pay taxes online, using West Coast Bank's account to withdraw the monies. This deals directly between the IRS and the State, and then the IRS and State withdraw the monies from Corbett Water District's account to pay the taxes. It also allows the office to do online tax reports to the government offices, making it much more efficient. Leslie thanked the commissioners for their business and hoped to see them even though they were leaving the position. The commissioners also thanked Leslie for going above and beyond the normal duties to work with them. She then left the meeting.

Summary of PERS Letter by Lawyer.

Commissioner Colclessner made the motion that the letter by the attorney, included in the meeting packet, be a part of the newsletter enclosed with the billing of July 1, 2007. Commissioner Freund seconded. Motion passed unanimously.

Rate Hearing Date Set.

Commissioner Colclessler made the motion to include in the newsletter the rate hearing date of July 17, 2007 at 6:00p.m. Jamie Simms advised that the attorney change the wording of the rate hearing. It must include the need to have input from the community, since the Board of Commissioners has not yet made a decision. The notice can state the opinion of the board. Commissioner Colclessler will contact the attorney and have the wording changed. The motion Commissioner Colclessler made for the rate hearing date of July 17th, 2007 at 6:00 p.m. was seconded by Commissioner Freund. Motion passed unanimously. Commissioner Colclessler then made a motion to override the motion to accept the letter by the attorney, included in the meeting packet, be a part of the newsletter enclosed with the billing of July 1, 2007, and to adjust the letter by the lawyer and then include it in the newsletter enclosed with the billing of July 1, 2007. The letter will include the changes mentioned above. Commissioner Freund seconded the motion. Motion passed unanimously.

Approval of Employee Handbook.

Commissioner Colclessler made a motion to approve the employee handbook as written in May 2007 and to have each employee sign it by June 30th, 2007. Commissioner Kirkham seconded the motion. The motion passed unanimously.

At this point, Zac Bertz, employee, informed the commissioners that the Bobcat had been ordered. Since there would be a delay in receiving the Bobcat, they would loan us a Bobcat to use until the ordered one was received. The attachments would be coming by July 9th, 2007. The attachments will belong to us.

Executive Session.

Chairman Gaughan moved to Executive Session at 8:15 p.m. 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. Included in this session, but not attending the whole, will be newly elected Sonny Boyd and Victor Schmidt, James Jans, and Barbara Strasbaugh.

Chairman Gaughan opened the meeting to the public, stating that no decisions had been made during executive session. They did talk about hiring would like to come out and make a vote.

Commissioner Freund moved that Commissioner Colclessler offer James Jans employment as the District Manager including: Two weeks vacation, \$20 per hour/40 hour week, with a 3 and 6 month review, 6 month probation and insurance for him. Commissioner Hargens seconded. Motion passed unanimously.

Other applications for District Clerk need to be seen, and all postings taken down and off the internet.

Set Next Meeting Date.

The next meeting is set for Thursday, June 28, 2007 at 6:00 p.m. at the Corbett Water District. Meeting agenda will be posted June 27.

Commissioner Freund made a motion that PERS and IRS taxes payments be moved from M Bank to West Coast Bank. This would complete the move to West Coast.

Commissioner Colclessor seconded. Motion passed unanimously. Commissioner Freund recommended the electronic way. Zac Bertz said that Jamie and Z had talked about it and would try to get it accomplished by June 30th.

Commissioner Gaughan adjourned the meeting at 11:06 p.m.