

# CORBETT WATER DISTRICT

## DRAFT MINUTES

Regular Monthly Meeting

Tuesday, July 8, 2003  
Corbett, Oregon

**Commissioners present:** Gordon Fulks, Ken Blanc, Doug Geller, and Malcolm Freund.  
Commissioner Wilson was absent.

Mark Caldwell, Interim Manager was also present.

**Audience members present:** Fannie Richard, Lena Thorud, Sue Fry, Donna and Bob Colclessor, Ed Kalberg, Kathy Werner, Charlie O'Neil, Barb Adams, Torey Redfern, Jan & Jim Leckron, Sandra Redfern, and Kathie Cicerich.

Chairman Gordon Fulks called the meeting to order at 7:02 pm at Corbett Community Fire Hall.

Interim Manager Marc Caldwell gave a Work Report noting work on 366<sup>th</sup> Street and repair of leaks on Smith and Mershon. He also talked about the cleaning (in progress) of Filter Pond #2 at the Treatment Plant utilizing two new temporary workers. He mentioned plans to inventory new meters and fix a leak on Evans.

The Agenda was approved. The Minutes prepared by the now departed staff for the June 10 meeting of the old Board were approved unanimously. Commissioner Geller moved for approval of the Minutes for the first meeting of the new Board on July 1. Commissioner Freund seconded the motion. That was also approved unanimously.

There was no financial report due to the abrupt resignation of the office staff and Superintendent on June 30. The financial systems are now shut down for auditing in preparation for the new board. The office is being staffed by volunteers.

Chairman Fulks reported progress on a number of issues. The bid package for the new one million gallon reservoir is almost ready and a workshop to discuss it will be held with Duane Lee of Lee Engineering. The Design and Specifications are also ready for the repainting of Reservoir #4. This will also be addressed at the workshop. One of the hand-outs was a copy of the 2003-2004 budget. The Board intends to stay with the approved budget rather than go through another budget process for the new fiscal year. Greatly decreased expenses for personnel should make it easy to stay within this budget.

**Water Rate Hearing:** The water rate meeting will be July 15 at the Corbett Community Fire Hall. The meeting is not legally required as the board plans to lower rates to keep faith with voters, not to raise them. The rate decrease may be about 10 percent and an "interruptible" rate will also be considered. This is a rate to large-volume users that can stop using water when

needed and/or can use the water at night.

**Staff Reorganization:** Work will be proceeding on staff reorganization. The goal is a smaller staff directed toward needs of the district. More than likely the District will not replace the Superintendent but will have a Manager instead, who will concentrate on field work. Hiring of an office clerk will take place in a few months. People are already dropping off resumes.

**Resolution Concerning Political Activities:** Commissioner Geller reviewed the existing rules regarding political activities of District staff and then read Resolution 2003.07.01 which places restrictions on these in line with Oregon statutes. Commissioner Blanc was concerned about the third paragraph that indicated a problem with staff activity during the recent election. Charlie O'Neil commented that the school board does three separate readings on their resolutions. Resolution 2003.07.01 passed unanimously striking the third paragraph of "Whereas..."

**Compensation Policy Changes:** Issues such as pager pay, overall compensation, insurance and other issues will be decided upon by the October pay reviews. Discussions will be held with employees before that time. Chairman Fulks stated that the COLA increase scheduled for July 1 will go ahead. Commissioner Geller commented that one of the problems with a percentage COLA is that it favors higher paid staff. Commissioner Blanc thought that employees were concerned about compensation changes. Chairman Fulks responded that we intend to pay better than average wages and that everything will stay the same until October..."no secret plan".

**Proposed Policy Changes on Overtime:** a. Not for board meetings. b. Not for manager. c. Not for less than 40 hours. These follow Special District Association of Oregon recommendations and are considered fair. Commissioner Blanc expressed concern at the speed of change and wanted more details. It was agreed to move this discussion to September.

**Revision of Employee Handbook:** The board is looking at revising this handbook

**Policy Revision of Board of Commissioners Manual:** The board is looking at revising this manual.

**Audience Comments on items not on agenda:**

Charlie O'Neil stated that the school board is considering selling two-one acre lots on the four acre lot across from the CWD. That would leave two acres if the CWD is still interested in a new lot and building. Donna Colclessler thanked Marc and Torey for "not jumping ship" and thanked Gordon, Malcolm and Barb for helping during the staffing shortage. Jim Leckron felt that the board should pay Marc more for being interim manager. Jan Leckron wanted it in the record that she resigned because of the new board.

**Customer Service Issues:**

- a. Address widespread dissatisfaction with pressure, etc.
- b. Address staff attitudes/behavior toward customers.
- c. Refund penalties/leak charges over previous year on case by case basis.

Discussion followed with staff, audience and Board comments. Commissioner Freund made the motion and Commissioner Geller seconded to approve these changes. Commissioners Freund, Fulks, and Geller voted 'Yes.' Commissioner Blanc voted 'No.'

**Visible Things:**

- a. Labeling of trucks: 'Corbett Water District' and 'For Official Use Only'
- b. Equipment Policy: District equipment is only for official use.
- c. Employee appearance (uniforms, logos)
- d. Improve friendliness of office by removing bars.
- e. Sandwich board to announce meetings.

On the equipment policy Caldwell stated that employees use their own tools at times to help with CWD work and that sometimes employees use CWD equipment. Chairman Fulks thought that we still needed the "For Official Use Only" rule but that working both ways (each side borrowing) can also still be a part of the understanding. Jim Leckron expressed concern about the safety of the office staff with the iron bars removed. He also thought that we should have a gun in the front office for protection. Ed Kalberg commented that the Board was putting more on the agenda than they legally had to such as the steel bars being removed, uniforms, or some of the other items. He thought the Agenda might be mixing policy with non-policy items. Commissioner Geller moved and Commissioner Freund seconded to approve these changes. All Commissioners present voted 'Yes.'

**Meeting Format (consent item)**

- a) As informal as possible consistent with getting through Agenda efficiently
- b) Adjournment by 9:30 pm with continuation to Special Meeting if necessary
- c) Generally hold meetings at Corbett Fire Hall or equivalent
- d) Paid consultants like engineers to be invited only as needed and moved to beginning of Agenda
- e) Major bills to be paid with motion and signatures
- f) Agenda Packets to be hand delivered or sent email by Thursday before regular meeting
- g) Agenda to be sent email to anyone requesting it
- h) Work report at each meeting to include past and future.

**12. Engineering (consent item)**

- a) *Change emphasis from spending to saving*
- b) Emphasize automation
- c) Proceed with New Reservoir
- d) District Employees to perform most of construction audit not engineer
- e) Stop Work on Treatment Plant upgrades until cost of reservoir is clear
- f) Stop Work on painting of Reservoir #4 until Duane Lee meets with us
- g) Have only 'big picture' engineers like Duane at meetings
- h) Plan Workshops with Duane and Board to discuss engineering details
- i) Revise or amend new Master Plan to align with needs/resources of District
- j) Address Multnomah County permitting problems

Commissioner Freund moved approval of these consent items. Commissioner Geller seconded  
The vote was unanimous.

Ed Kalberg suggested we appoint a personnel liaison to help with compensation issues.

The meeting was adjourned at 9:30 p.m.

(These minutes were prepared by Barb Adams and Gordon Fulks.)