

# CORBETT WATER DISTRICT

## APPROVED MINUTES

Regular Meeting: 7:00 P.M.

Tuesday, July 19, 2005  
Corbett, Oregon

**Commissioners Present:** Bob Colclessor, Lee Wyatt, Malcolm Freund, Robert Gaughan and Marion Kirkham.

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

**Audience Members Present:** Donna Colclessor, Janet Helus, Ed Kalberg, Sue Fry, Dave Mysinger, and Gordon Fulks.

Chairman Colclessor called the meeting to order at 7:03 p.m. at the Corbett Fire Hall.

### **Swearing-In of Newly Elected Commissioners, Oath of Office.**

Commissioners Kirkham, Gaughan, Colclessor, and Wyatt read their Oath of Office.

### **Review / Approve Agenda.**

Chairman Colclessor changed the RFP auditing services item to Resolution 2005.07.01 "Adopting Public Contracting Rules."

Commissioner Freund moved to approve the agenda as amended. Commissioner Gaughan seconded the motion. Motion passed unanimously.

### **Approval of the Minutes.**

Commissioner Gaughan moved to accept the June 21<sup>st</sup> regular meeting minutes. Motions seconded by Commissioner Kirkham. 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.'

### **District Manager Work Report.**

The District Manager reviewed the following information with the Board:

*Mershon Reservoir:* The tank is currently filling, and waiting for water test to be completed.

*Treatment Plant:* For unknown reasons, the TP produced over 1,000 gpm for three hours on June 29. This created a concern with the Federally regulated contact time that is monitored by the State of Oregon. Contact time is the amount of time allowed for the filtered water to be in contact with the disinfecting agent (chlorine), before it reaches the first user in the system. Phil Beverly and Frank addressed this concern by including the one million gallon Reservoir into the contact time calculation.

*Treatment Plant Upgrade Phase II:* Construction is moving swiftly, with expected completion in October. Three bids have been received for the new generator. The lowest bid received was from Cummings North West for \$11,962. Lee Engineering had estimated the generator would cost between thirteen and fifteen thousand. The crew has taken the old generator and modified it so it is portable and can be taken and used at job sites.

Gordon Fulks asked about the auto-start on the new generator. Frank replied it was fifteen seconds, and the old generator took thirty seconds.

Commissioner Freund moved to proceed with the purchase of the generator from Cummings North West in the amount of \$11,962. Motion seconded by Commissioner Gaughan. Motion passed unanimously.

Commissioner Gaughan asked about the fence for the TP. Frank is still working on obtaining a grant to pay for the security fence.

*Distribution System:* After following the districts procedures, the lowest bid received for 2500 feet of eight inch ductile pipe required for the Christensen line replacement came from United Pipe in the amount of \$20,886. This project is scheduled to begin late September.

Leak repairs scheduled for next week include: Mershon, Woodard and Christensen roads.

#### **Election of Board Officers.**

Chairman Colclessor thanked his fellow Board members and District staff for helping him as Board Chair.

Chairman Colclessor nominated Commissioner Freund for Chairman, Commissioner Gaughan for Vice-Chairman, and Commissioner Wyatt for Secretary/Treasurer. Commissioner Kirkham seconded the nominations. With no other nominations, the Commissioners were unanimously voted into position. Chairman Freund then presided over the meeting.

#### **Policy on Public Input.**

Commissioner Colclessor wished to have a set policy on public input that could satisfy the Board and community. All Commissioners present were for public input. Commissioner Wyatt wanted to find out what the Policy and Procedures Board Committee had to say about this topic.

Chairman Freund said Corbett School District used cards but the downside was it made the meeting formal. Sue Fry said she liked the less formal approach as long as it was done with politeness and respect. Gordon Fulks commented that the policy needed to limit argumentative and repetitive input.

Dave Mysinger commented that public comments in general needed to pertain to the topic being discussed by the Board. He felt the audience could be more courteous towards the Board. Janet Helus said she liked to be able to discuss agenda items, and that the last item was always ‘public input not on the agenda.’ She thought “it would be helpful if the audience was aware of which agenda items they were allowed to comment on.”

Chairman Freund would like for the Board to have their discussion on an agenda item prior to any public comments.

#### **Returned Check Fee.**

Chairman Freund read Ordinance 2005.06.01 to the Board for the second reading.

**Resolution.**

Chairman Freund read Resolution 2005.07.01 “Adopting Public Contracting Rules.”

Gordon Fulks commented that a missing “to” needed to be added to the wording.

Commissioner Gaughan moved to approved Resolution 2005.07.01. Motion seconded by Commissioner Colclessor. Motion passed unanimously.

**Update From the Contract Inventory Board Committee.**

Chairman Freund said the committee has been trying to separate all documents into the correct file.

Commissioner Wyatt said this was a huge project and before the contracts could be analyzed the files had to be organized. The Board commented on the excellent work the District staff had done and the contribution of Committee member Barbara Stausbagh. There was some discussion if Barbara Stausbagh could be hired to work on the contract files to continue working closely with Z Marsh. Commissioner Wyatt proposed that Chairman Freund and Frank Sterzinar talk to Barbara to see if she would be interested in working on the files. Chairman Freund and Frank received a general consensus from the Board to proceed.

**Public Input NOT on the Agenda.**

Gordon Fulks welcomed the Commissioner elects to the Board.

Dave Mysinger spoke about Cycle Oregon.

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

Meeting adjourned at 8:45 p.m.