

CORBETT WATER DISTRICT

APPROVED MINUTES

Regular Meeting 7:00 p.m.

Tuesday, August 19th, 2003
Corbett, Oregon

Commissioners Present: Chairman Gordon Fulks, Malcolm Freund, Ken Blanc and Steve Wilson.

Also present: Interim Manager Marc Caldwell.

Changes to the Agenda.

Chairman Fulks added the hiring process for the front office and a discussion of the Reynolds School project.

Financial.

Chairman Fulks said that he had found hand written sheets that contained water usage amounts for the last seven years.

Commissioner Wilson wanted to know who would be responsible for the minutes in August. Chairman Fulks said that it would be the tape recorder and himself responsible for the minutes.

Consider/Approve Bid Documents for New Reservoir and Repainting of #4.

Chairman Fulks talked with BLM and was told that the District would be charged rent of \$22.40 per acre of road used on Donahue road. Chairman Fulks said that a survey of the road would not have to be conducted because he could calculate the acreage with Marc Caldwell's help.

Duane Lee explained that Schedule A (the new Reservoir) and Schedule B (the painting of Reservoir # 4) would be combined together during the bidding process. All Commissioners present were okay with this decision.

Duane Lee said that all conditions needed to be cleared before a building permit could be received.

Commissioner Freund made a motion to continue with the bidding process. Motion seconded by Chairman Fulks. Motion passed unanimously.

Commissioner Blanc asked if there would be any problems with the dirt permits. Duane Lee said that the excess dirt would be hauled to either of the two approved sites, but the cost could be high. He would like for the contractor to be able to haul the dirt to a site of their choosing, as long as it did not exceed the cost of either approved site.

Chairman Fulks asked why the draft Master Plan did not contain an executive section. Duane Lee said that the Master Plan was standard for the industry. There is a format that must be followed, including page coloring for certain topics.

Chairman Fulks asked about the fiberglass ladder. Duane Lee said that it was the preferred way to go because the metal tank would rust.

Chairman Fulks spoke about meters and their accuracy. A new test meter was created that could be used to help customers test for accuracy.

Work Report.

Mr. Caldwell briefed the Board on work projects performed in July and August.

- Filter pond number two had been cleaned.
- The crew located a two inch main valve on Christensen road.
- The fence in front of the District office had been washed and painted.
- A new water meter was installed between Northway and Christensen.
- All staff members are now Certified Flaggers.
- Installation, sheet rocking and concrete have been installed in the 'barn.'
- The crew has fixed leaks on Christensen, Smith, Wand and Rohrbach road.
- The crew has replaced 19 service lines, 8 of these required road crossings. Double check valves were also installed at the same time.

Projects for the future include: hooking up the rest of the customers to the ten inch water main, cleaning filter pond number three, and a tap at the ten inch main on Rohrbach road. The crew will continue the planning for the water line replacement on Rohrbach road. A few more upgrades are still needed in the 'Barn.' Marc Caldwell would also like for the Board to consider replacing the two inch PRV stations because they are insufficient.

Some discussion continued about leaks in the Districts two inch steel pipes.

Consider/Approve Purchase of a New Backhoe for General use and for Laying Pipe.

Marc Caldwell said that many comparisons had been completed. The crew has demoed a few different backhoes and they have come to an agreement. The crew liked the John Deere the best; it was user friendly and would be sufficient for the District. Chairman Fulks said that the trade-in value for the Districts Kubota was \$8,000. The John Deere would cost about \$59,579 after the trade in of the Kubota.

Chairman Fulks asked how much extra it cost for air conditioning. Marc Caldwell said it was about \$1,000. Chairman Fulks said that the windows would open up, allowing the air to circulate. Some discussion followed if air conditioning was a necessity. Chairman Fulks said that he would like to see an approval for a backhoe not to exceed \$70,000.

An audience member asked if the backhoe under discussion was considered under the line item 'New Equipment' in the budget for \$50,000. Chairman Fulks said yes, but this backhoe would be a larger piece of equipment. Commissioner Wilson said that the \$50,000 was for a larger tractor.

Chairman Fulks said that the backhoe would pay for itself with the first pipe replacement project. Commissioner Wilson wanted to know more details. Chairman Fulks said that Rohrbach road included three thousand feet of pipe at \$15 a foot (\$50,000), not including labor, to hire a contractor it would be closer to \$300,000.

Commissioner Blanc made a motion to approve the purchase of a backhoe not to exceed \$65,000. Motion seconded by Commissioner Freund. Voting for the motion were Commissioners Fulks, Freund and Blanc. Voting against the motion was Commissioner Wilson.

Approval of a 2% COLA for Regular Employees.

Chairman Fulks said that typically the District increased employee salaries to keep up with inflation. Chairman Fulks proposed that regular District employees receive a 2% COLA retroactive to July 1.

Commissioner Freund made a motion to approve a 2% COLA for the regular employees. Motion seconded by Commissioner Blanc. The motion passed unanimously.

Consideration of a New District Clerk.

Commissioner Wilson felt that it was the Boards responsibility to hire the manager and the manager's responsibility to hire the District Clerk. Commissioner Blanc said that normally he would have agreed but because Marc Caldwell was new at his position he felt that it would be a good idea if the Board was involved in the hiring of a new Clerk.

Chairman Fulks said that there was a potential conflict of interest with an applicant and a Board member. Commissioner Blanc said that there was more than one conflict of interest that needed to be considered.

Chairman Fulks said that Monday, August 25th would be the last day applications could be returned. He believed that the first cut would be easy. Chairman Fulks said that he would be able to come up with five or ten good candidates to be interviewed by himself, Commissioner Freund and Marc Caldwell.

Consider/Approve Re-Imposing Late Charges and Shut-Offs.

Chairman Fulks said that as of the first of July the Board temporarily waived all penalties for late payments. He said that the District had not wanted to penalize the upstanding customers who happen to have gone on vacation and missed a bill. Chairman Fulks said that the Board could go back to the existing rules and regulations or they could go with a modified plan. Chairman Fulks said that the late payment fee was now assessed at \$5 instead of the original 10%, because the cost of handling a late fee was the same no matter how much the water bill was.

Commissioner Freund said that he would like to see a set number of days for a late payment penalty. He said that good customers would be exempt from paying a late fee.

Commissioner Blanc made a motion to table this topic until the next Board meeting. Chairman Fulks said the Board could table this and use the previous rules or the Board could pass it and use the new rules.

Marc Caldwell wanted to know what defined a good customer. Chairman Fulks said that it would be someone who had not paid their bill late more than twice.

Commissioner Freund said that he would like to see that the late payment penalty be changed to \$5 versus 10%. Chairman Fulks said that the District would routinely forgive those late payment fees that are routinely paid on time.

Commissioner Blanc restated his previous motion to table this topic. Chairman Fulks said that he could carry this topic over into a special meeting next month.

Commissioner Freund made a motion to re-impose the late payment fee from 10% to a flat rate of \$5 until a Resolution could be finalized next month. Motion seconded by Commissioner Blanc. Motion passed unanimously.

Resolution to Add Vice-Chairman as an Authorized Signature for the Oregon Economic and Community Development Department (OECDD).

Chairman Fulks said that previously the District had passed a Resolution in November authorizing the loan contract that required one signature to commit the District to loan proceeds. For practical reasons Chairman Fulks felt that it would be appropriate to add the Vice-Chairman to the list. The person that authorized the signatures would not be able to sign for the loan proceeds. Because Commissioner Geller is typically not available as readily as Chairman Fulks it might be better to switch the authorizations around. The Vice-Chairman would authorize the signatures and Chairman Fulks and Marc Caldwell could both sign for loan proceeds.

Commissioner Freund made a motion to approve the Resolution 2003.08.01 “Adding Vice-Chairman Geller to be an Authorized Signature for the OECDD.” Motion passed unanimously.

Consider/Approve Lending OLD Computers to Staff and Commissioners for Home use / District Business.

Chairman Fulks said that several of the older computers were about to be replaced with a newer computer. He would like to lend these old computers to staff and Board members that do not have access to email at home. Chairman Fulks said that the value of these computers would be about \$200 apiece.

Commissioner Freund said that this would allow Commissioner Blanc and Marc Caldwell to have the ability to receive District emails that included agendas and financial information from home. This would also allow Marc Caldwell to have more experience working with a computer.

An Audience member asked if the Board planned on paying for the internet services. Commissioner Freund said no, the District would not be paying for internet service. The audience member asked how Commissioner Blanc or Marc Caldwell could check their emails without the internet. Chairman Fulks said that they would have to pay about \$10 a month for internet service.

Commissioner Freund made a motion to lend the outdated computers to the staff and Commissioners that do not have computers. Motion seconded by Chairman Fulks. Motion passed unanimously.

Consider Giving Scrap Bars (From Front Office) to Corbett Post Office.

Commissioner Freund read a letter from the Corbett Post Office to the Board asking for the use of the scrap bars. The post office has to keep their back door locked at all times. In the summer time the post office becomes very hot, the locking steel bars would allow them to open the back door and circulate the air.

Commissioner Blanc made a motion to donate the scrap bars to the Corbett Post Office. Motion Seconded by Chairman Fulks. Motion passed unanimously.

Reynolds School Project / Job Corps Project.

Chairman Fulks said that he told the Engineer that the District did not want them involved in the permitting or construction of the Reynolds School Project. Chairman Fulks said that the District did not have to pay for the work that would be completed.

Chairman Fulks said that previously the Superintendent had intended to have the Job Corps pay for the new vault. Commissioner Blanc said that he thought the cost was around \$30,000. Chairman Fulks wanted to know if the District would be reimbursed. This item will be looked into further.

Commissioner Freund made a motion to adjourn. Motion passed unanimously.

Meeting adjourned at 9:35 p.m.