

**CORBETT WATER DISTRICT
REGULAR MONTHLY BOARD MEETING**

Chairman Ed Kalberg called the meeting to order at 7:00 p.m. Board members Ken Blanc, Jeff Grover and Henry Schwartz were present. Also present were Superintendent Randy Stark and District Clerk Kathie Cicerich.

Community members present were: Gordon Fulks, Bob Colclessor and Barb Adams.

APPROVAL OF MINUTES

Jeff Grover moved to accept the August 13, 2002 minutes. Board members voting for the motion were Ken Blanc, Ed Kalberg, Jeff Grover and Henry Schwartz. Motion passed unanimously.

FINANCIAL REPORT

Kathie Cicerich went over August 2002 expenditures and payables. Discussion followed.

MONTHLY WORK REPORT

Randy Stark briefed the Board on work projects and leak repairs performed in August. Two meter services were replaced on Pounder Road. A meter was installed on the Highway, west of the phone company. Leaks were repaired on 365th and Grange Hall Road. Installation of a 2" meter at the Corbett Fire District has started. Mr. Stark has made inquiries regarding the Towerlink America cell phone proposal, but has received no responses to date.

A data logger was purchased and installed. The data logger records pressure over five days at one-minute intervals. It can be moved around the District to check pressure fluctuations in several areas, which in turn will help Lee Engineering with the hydraulic analysis being developed for the District. Employee Torey Redfern manufactured a cover that locks onto the hydrant to prevent theft of the data logger and also built a diffuser. The diffuser's function is to diffuse flow of water while flushing a hydrant or standpipe. A picture of the three items was distributed to Board members. Conversation followed between the Board members and Mr. Stark. The biggest fluctuation of pressure has been the main line that goes through Corbett and on up to Mershon to the far reservoir.

Under audience comments, Mr. Fulks commented on the data logger.

AUDIENCE COMMENTS RELATING TO ITEMS NOT ON THE AGENDA

None

MASTER PLAN UPDATE

Mr. Stark passed out a satellite aerial photograph showing property lines and road overlays that will help the District set up an asset management program. All utilities are required to track active and abandoned assets. Duane Lee from Lee Engineering would like to set up a special meeting with the Board to go over the master plan and reservoir preliminary report. The special Board meeting will be Tuesday, September 24, 2002 at 7:00 pm.

Mr. Stark handed out pictures showing the slow sand treatment plant at Brownsville, Oregon that Lee Engineering designed. Duane Lee gave Mr. Stark and Mr. Caldwell a tour of this plant to show them the control and monitoring system. The valves at this plant are controlled by computer system automatically. The automatic valves control flow through the clearwell and filters. The monitoring equipment tracks the turbidity of the raw and filtered water from each of the filter cells.

RESERVOIR PROJECT UPDATE

A letter was passed out to the Board members from the Oregon Economic & Community Development Department stating the \$1,500,000 loan fund has been awarded to the District for the design and construction of a new reservoir. The \$1,500,000 loan is amortized over twenty years with a 4.06% interest rate, which accrues as funds are disbursed. The estimated annual payment will be \$110,959.83 if the District borrows the \$1.5 million. The loan will have an estimated completion date of October 31, 2004. The first payment will be due no sooner than December 1, 2003 with the next payment date being 12/1/2004. When the project is completed, final amortization schedules will then be prepared. Disbursement of funds will be to the District's LGIP account based on supporting invoices and cash requests. There is an optional prepayment clause subject to written notice and permission. A public hearing will be held at the October 8, 2002 Board meeting, at which time the Board will receive public comment regarding the "Safe Drinking Water Revolving Loan Fund". Following the public hearing, a resolution adopting the loan fund will be required. There was Board discussion.

Audience member Gordon Fulks asked what type of computer system the Brownsville treatment plant uses. Mr. Stark thought it was PC based, but was not 100% sure.

Ed Kalberg commended Torey Redfern on the data logger lock he manufactured and the diffuser he built.

EMPLOYEE EVALUATION POINT SYSTEM

Mr. Kalberg recapped why he thinks the current supervisor's evaluation point system needs updating. The evaluation needs to be clearly stated of what the job expectations are from the Board. Mr. Kalberg has developed five areas of accountability that are: technical capabilities, supervisory and fiscal responsibilities, long-term planning/goal setting and board/community relations. He would like a committee of three people, preferably one community member, one board member and Randy Stark to define the five areas of responsibility.

Ken Blanc talked about the wage scale that is updated each year and also rate increases. There was some discussion.

The suggested evaluation committee would include community member Barb Adams, Board member Ed Kalberg and Superintendent Randy Stark. After discussing the responsibilities of the evaluation committee, Jeff Grover made motion to have community member Barb Adams, Board member Ed Kalberg and Superintendent Randy Stark be the three-member committee. Board members voting for the motion were Ken Blanc, Ed Kalberg, Jeff Grover and Henry Schwartz. Motion passed unanimously. The committee will meet together before the next Board meeting to define the five areas of evaluation. At the October Board meeting, the changes will be presented to the Board for possible approval. The wage and salary policy will need to be changed only for the Superintendent if the Board approves the changes.

Jeff Grover motioned to adjourn the meeting at 8:25 pm. Board members voting for the motion were Ken Blanc, Ed Kalberg, Jeff Grover and Henry Schwartz. Motion passed unanimously.