

Minutes

Corbett Water District
Regular Monthly Water Board Meeting

September 14, 1999

The meeting was called to order by Chairman Jeff Grover at 7:30 p.m. Board members present were Ed Kalberg, Sandra Redfern, and Henry Schwartz. Also present were staff members Marc Caldwell, Jan Leckron, Torey Redfern, Supt. Randy Stark and Dist. Clerk Carol Quinn.

Mr. Kalberg moved the minutes of the last meeting be approved as read. Mr. Schwartz seconded. Passed unanimously.

There was some discussion of the cost of the Hurlburt/Ellis Road project. The bill was more than the original bid. This was the result of an extra hydrant being installed and the fact that Class D Backfill was required. This backfill was more expensive. Each bidder presented bids for both Class B & D Backfill. Both grades of backfill were included in hopes of being able to use the cheaper for at least part of the project. Multnomah County did not permit this. Mr. Stark reported that he thought MSA Engineering estimated cost to be between \$85,000 and \$100,000.

There was some discussion of whether the costs of the new trucks would be within the budgeted amount. Mr. Stark explained that he has contacted the State of Oregon regarding the Cooperative Purchasing Agreement, which allows purchase of vehicles from companies, who have won the bid process for the state. This would save the District individually from having to advertise for bids. He is waiting for more information regarding this program. The cost of the service truck will determine what can be spent on the small truck. Once ordered, it may take three months to be delivered.

Although the Capital Outlay fund is not overspent at this time, Mr. Kalberg advised the Board the contingency fund was established to cover unexpected costs. Since the line replacement project was more than anticipated, this would qualify as such an expenditure. It is his judgment that it would be better to transfer funds now rather than wait until the end of the year. Therefore, Mr. Kalberg moved \$10,000 be transferred from Contingency to the Capital Outlay Fund, System Improvement and Replace Lines category. Ms. Redfern seconded. Passed unanimously.

Mr. Kalberg suggested that new officers be elected for the Board to preside over this fiscal year. Elections had been held earlier this year with the resignation of the previous chairman but in the interest of being correct new officers should be

elected. Mr. Kalberg nominated Jeff Grover as chairman. Ms. Redfern seconded. Passed unanimously. Mr. Kalberg nominated Sandra Redfern as vice-chairman. Mr. Schwartz seconded. Ms. Redfern wondered if it would be a problem since she has a relative who works for the District. Mr. Grover, Mr. Kalberg and Mr. Schwartz voted in favor of Ms. Redfern as vice-chairman and Ms. Redfern abstained from voting. Mr. Grover nominated Mr. Kalberg as Secretary/Treasurer. Ms. Redfern seconded. Passed unanimously.

Mr. Kalberg asked the Board for the policy or for the reasoning for staff members being paid to be present at Board meetings. Mr. Stark advised that as superintendent he authorizes overtime and has authorized their being paid to be here. Since others do the fieldwork and he spends most of his time in the office he relies on the staff to answer questions pertaining to the field. If the district were bigger with more employees, this would not be feasible. Mr. Grover and Mr. Schwartz explained staff began attending meetings primarily because Board members, Bob Colclessor and Jim Mastne requested their attendance in the interests of establishing better communication and understanding between the board and the employees. The superintendent and the district clerk are required to attend the meetings. When Mr. Hubbard was superintendent, communication between the Board and superintendent was not always satisfactory. Ms. Redfern commented that where she works if employees are asked to attend safety meetings and it happens to be during their time off, they are paid. There was no official motion for staff to attend the meetings but it was a verbal request. Mr. Kalberg asked how the staff members how they felt about attending meetings. Torey Redfern stated that he felt he had to come in order to defend himself. Mr. Grover felt Torey and Marc provide valuable information. Mr. Kalberg agreed that as long as the questions and comments often do not pertain to agenda items and are specific job related items that require specific answers, it is good to have employees present. Jan Leckron explained that she attends the meetings partly as a learning experience.

Mr. Stark presented his job appraisal forms for the Board to review. Ms. Redfern stated she might have a "conflict of interest" if she discussed the form to be used for evaluating Torey and Jan. The Board won't be doing the appraisals for any employee but the superintendent. The same form will be used for everyone, but Ms. Redfern will not participate in any discussion pertaining to forms for the positions of Utility Worker II and Office Assistant. After an extensive discussion, the Board requested that the form be simplified and pertain specifically to the areas related to performance based on the four criteria items as related in the policy. They will review the revised forms at the next meeting.

Mr. Stark advised that the state requires the district to publish a Consumer Confidence Report, which is a water quality report. It has specific wording and needs to be sent out by October 19. The District will send it out along with a new Waterline Direct newsletter.

Mr. Stark presented his work report. There was some discussion of future capital improvement plans.

Mr. Schwartz moved the meeting be adjourned at 10:15 p.m. Mr. Kalberg seconded. Passed unanimously.