

**CORBETT WATER DISTRICT
REGULAR MEETING OF THE BOARD
September 18, 2007**

Board members present: Robert Gaughan, Marion Kirkham, Sonny Boyd, Victor Schmidt.

Staff present: James Jans, Barbara Strasbaugh.

Audience members present: Brian Lee, Robert Colclessor, Malcolm Freund.

Robert Gaughan called the meeting to order at 7:00p.m.

APPROVAL OF THE AGENDA

Barbara Strasbaugh would like to remove the minutes from July 17, 2007 from the agenda as they are not yet ready. **Marion Kirkham** made a motion to approve the agenda as modified, **Sonny Boyd** seconded, passed unanimously.

ENGINEERING

Christensen Road 6” Main Replacement – Non-compatible Parts:

James Jans says he went to pressurize the 1600 feet of Christensen and found a couple of leaks. After checking, there were bells where the pipe has been stabbed in. In October of 2006 the bids went out for different manufactures, and they purchased the lowest items from different contractors that were not compatible. We replaced the 14 leaking joints with the bell joint repair couplers. We pressurized the main and chlorinated it, next week we will start tying over to services.

Loudon Reservoir Recoating and Lead Abatement – Change Order:

Brian Lee states that two different change orders were distributed to the members of the board. Per the original contract that was signed and put out to bid one of the items specifically specified is that Corbett Water District and their crew would provide electrical service adjacent to the site and get the permits. At that time Frank was on board and said it would all be ready by the time the contractor arrives. It has yet to be done so we still need to get electrical service to the site. We have a bid from the contractor to perform that work. There are many choices and the board can accept it or reject it. If accepted it would go under the contract, however the funding sources set up for the contract is loan money. If we do the work ourselves or hire an independent contractor it would be district funds paying for it. That is the primary differences he sees for the decision on the funding side of it. The contract specifically says that when we have a change order we can do it several different ways, first they try to do a lump sum, they just sent him a bottom line price of almost \$20,000. He told the contractor that probably won't fly with the board. He told them they need to do an itemized break down of quantity and it can then be shown to the board where the prices are going. Whoever the lowest tier is who is performing the work is allowed their labor of materials, their 10% overhead and 5% profit, which would be Red Hills. **Brain Lee** states the contractor is looking for a decision tonight either to accept it or reject it. **Sonny Boyd** made a motion to accept the changes and change order 01 and 1 as proposed, **Marion Kirkham** seconded, passed unanimously. **Brian Lee** states with Loudon reservoir they completed the paint issue that came up last meeting. He called and the representative came out and fixed the problem. They did not do a whole lot on North Fork Intake repair last month, the engineer had hurt his shoulder, however James Jans will work out a temporary fix for the winter.

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APPROVAL OF THE MINUTES

Sonny Boyd stated that his name was listed Sonny Earcel numerous times on the August 21st, 2007 minutes and needs to be corrected. He says on page 3 it says “the Barbara Strasbaugh”, and needs to be changed. On page 6 it should read roll out instead of “role” out. Cla-val is the correct spelling, it was written on the minutes as clay valve. CFF should be CFS (cubic feet per second). Change wording to “skim today” on page 3. **Victor Schmidt** made a motion of approve the August 21st, 2007 minutes as corrected, **Sonny Boyd** seconded, passed unanimously.

DISCUSSION OF PERSONNEL ISSUES

COLA:

Robert Gaughan said that Jeff, James Jans and himself sat down to discuss the evaluations because James Jans does not feel it is fair to evaluate the field workers due to the shortness of time he has been employed. COLA is \$0.56 per hour, 3.4% of the average wage. **Robert Gaughan** states that the idea was brought up that we should give the performance evaluations in June to take effect in July since we will know by then what the budget will allow. The employees will get the COLA and pay increase at the same time. **James Jans** says in the past practice it says that August is the merit raises and July is the cost of living. **Sonny Boyd** made a motion to accept the COLA at \$0.56 per hour for the regular employees to be affective July 1st, 2007 and for the Clerk and Manager after 6 months of employment, **Victor Schmidt** seconded, passed unanimously. The discussion regarding pay raises will be set for a special meeting on September 24, 2007.

Replacement of Office Assistant:

Barbara Strasbaugh would like to know if the position is for an assistant district clerk or an office assistant as they would have different job descriptions. **Marion Kirkham** asked Barbara Strasbaugh how many hours she would like to work. **Barbara Strasbaugh** replied that she could work up to forty hours a week, however there were reasons why the board chose two people to work 20 hours per week. It is nice to have two people in the office so they can cross train and there can be two eyes looking over the books. **Sonny Boyd** states that once an employee goes over 25 hours per week they are eligible for insurance. **Barbara Strasbaugh** states that she does not qualify for insurance because even though she is working over 25 hours per week, the job offer was only for a 20 hour week. **Victor Schmidt** made a motion to place a notice in the office and Gresham Outlook to find an office assistant for up to 20 hours per week, **Sonny Boyd** seconded, passed unanimously. **Victor Schmidt** made a motion to authorize Barbara Strasbaugh to work up to 40 hours per week, **Marion Kirkham** seconded, passed unanimously.

Insurance and Hours of District Clerk:

Barbara Strasbaugh says she will have to call La Porte to find out if she is eligible for insurance even though the 40 hour per week she will be working is just for a temporary amount of time and if insurance will be mandatory. **Victor Schmidt** made a motion to have Barbara follow through with her insurance questions then follow procedures from there, **Marion Kirkham** seconded, passed unanimously. **Barbara Strasbaugh** called Tori at La Porte regarding the temporary employee Robin Deming receiving insurance. Tori stated that Robin Deming did not qualify for insurance even though she was working 40 hour weeks due to her employment status.

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LEAK ADJUSTMENT – ACCOUNT 3620-00

Barbara Strasbaugh said that it was decided upon issuing a standard leak adjustment for this customer, then however the customer came back with some more information and would like it to go to the board. She says that the customer bought a pressure regulator recently and would like the leak adjustment to go back farther than the previous three billing cycles to make it seasonal. **Victor Schmidt** made a motion to issue a leak adjustment taking the average from before June 2006 so it is seasonal, **Sonny Boyd** seconded, passed unanimously.

WATER SERVICE TERMINATION

Barbara Strasbaugh states she is shutting off three customers water service due to delinquent payments. She says we will put a notice on the customers door prior to shut off.

MONTHLY REPORTS

Managers Report – See attached.

Financial Report – **Barbara Strasbaugh** distributed copies of the financials. She states that we have until the end of the month to close out MBank.

DUE TO TAPE MALFUNCTION AND IMPROPER NOTES, MINUTES CANNOT BE CONTINUED FROM THIS POINT ON.

Managers Report –

PUBLIC COMMENTS ON ITEMS NOT LISTED ON THE AGENDA

UNFINISHED ITEMS FOR BOARD CONSIDERATION

ADJOURNMENT OF MEETING