

CORBETT WATER DISTRICT

APPROVED MINUTES

Regular Meeting 7:00 p.m.

Tuesday, September 21, 2004
Corbett, Oregon

Commissioners Present: Bob Colclessor, Malcolm Freund, Ken Blanc, Lee Wyatt and Robert Gaughan.

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

Audience Members Present: About 15 people were present.

Vice-Chairman Colclessor called the meeting to order at 7:00 p.m. at the Corbett Fire Hall.

Review / Approve Agenda.

Commissioner Wyatt wanted to add under old business the approval of the June 8th, 2004 minutes. She also wanted to add under new business the August 17th, 2004 minutes for approval.

Commissioner Wyatt moved to approve the agenda with the above changes. Commissioner Freund seconded the motion. 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 a list of Water Sales history since 1991. There was also discussion over the list of late notices for September that will become shut off letters on September 30th.

Utility Crew / District Manager Work Report.

Crown Point Highway & Dabney State Park Main Break: Repairs have been completed with an estimated cost of \$5,000 to \$7,000.

Reservoir #4 Recoating and Power Projects: Painting has been completed. Power still needs to be installed.

Benfield Loop Project: Currently awaiting results of Bacti tests before it can be tied into the existing main.

366th Main Replacement: This project has been started and should be completed by the next regular Board meeting, with an estimated cost of \$40,000.

Nielsen Road Main Leak: Permits will be required for this work. The customer has done some tractor work at this location, and the main is about six feet deep. The crew will not be able to use any heavy equipment to dig. Frank Sterzinar spoke about a potential slide if the soil is disturbed.

Pressure Reducing Stations: Vandalism has occurred at the Deverell PRV station. Frank Sterzinar asked if anybody notices unauthorized people near a PRV station to call the District and/or the police immediately. Tampering with a water system is a federal offense. Commissioner Wyatt would like for the staff to report this activity to the police.

Frank Sterzinar also reported on a chlorine residual problem. He also reported an incident of a tamper machine being damaged. The little dump truck and the 1994 F350 both had severely overheated brakes requiring replacement of the front brakes at a total cost of \$960. There was also discussion of the amount of water loss for the current billing period. Frank Sterzinar said that the crew had been working very hard to achieve the goals he had set for them.

There was also discussion of the capacity of Reservoir #6 and the accuracy and reliability of the Master Meter and the Mag Meter. Frank Sterzinar will be looking into both of these concerns.

Glen Bruner Leak Adjustment.

Frank Sterzinar read a letter from Glen Brunner asking for an additional leak adjustment. Commissioner Freund moved to adjust Glen Brunner's bill to a six month average. Motion seconded by Commissioner Gaughan. Motion passed unanimously.

Personal pressure reducers: The District will provide pressure reducers at cost for installation by the customer. The District cannot by law install anything on the customer side of the meter.

Review / Approve Minutes.

Commissioner Wyatt moved to approve the June 8th minutes printed on 8/12 at 8:29 a.m. Motion seconded by Commissioner Freund. Voting for the motion were Commissioners Colclesser, Freund, Wyatt and Gaughan. Voting against the motion was Commissioner Blanc.

Commissioner Wyatt wanted to change the 1st sentence on page 3 under 'Comments of Guest and / or Representative' to read "Dick Wand spoke with the Board."

Commissioner Wyatt moved to approve the August 17th minutes with the above change. Motion seconded by Commissioner Blanc. Motion passed unanimously.

Election of Board Officers.

Commissioner Wyatt nominated Commissioner Colclesser for Chairman. Appointment passed unanimously.

Commissioner Freund nominated Commissioner Wyatt for Vice-Chairman. Voting for Commissioner Wyatt were Commissioners Colclesser, Freund, Wyatt and Gaughan. Voting against Commissioner Wyatt was Commissioner Blanc.

Commissioner Gaughan nominated Commissioner Freund for Secretary-Treasury. Appointment passed unanimously.

Board Officer Signature Authority.

The District Clerk will need identification material from Commissioner Wyatt in order to add her to the signature list. Commissioners Colclesser and Freund are already authorized signers.

Contract Inventory Review Committee.

Commissioner Wyatt read Resolution 2004.09.02 "Establishment of Contract Inventory Board Committee" (CIBC) to the Board.

Commissioner Freund spoke about the progress with the office files and thought this committee was a little premature. He questioned the duplication of effort. Commissioner Wyatt said that the committee would prepare a master file. She said that the files still needed to be compared to Lee Engineering files. Frank Sterzinar said that the committee would still have to look into Lee Engineering. He sees the committee as a check and balance approach.

Commissioner Wyatt said it took her and Frank an estimated five minutes to go over a single document. She estimated that if there are 250 documents it would take over 20 hours to complete the Lee Engineering work alone.

Commissioner Blanc said that citizen involvement should make the Boards decision easier. He said that he did not know if a stated end date was needed because they could stop the committee at anytime. Commissioner Wyatt thought the committee would be completed by early summer.

Chairman Colclessor wanted to make sure that there would be no problem with the two Board members on the Committee. Commissioner Wyatt said that she spoke to Lou Ann of Special District, and was told everything was set up okay.

Commissioner Colclessor questioned if this committee would cover other engineering firms work for the District since 1995. Commissioner Wyatt said that the committee should go back to when the Master Plan was created. The Master Plan projects is defined as being Reservoir #6 & 4 and the Water Treatment Plant (WTP) upgrades. She said that the goals of the committee would include organizing files, inventory of what is at Lee Engineering, how we arrived to where we are today, graphs, and answering questions (Ex. 1 million gallon reservoir versus 800,000 gallon reservoir.)

Woody Davis questioned what happened to the Districts documents. Commissioner Wyatt said that clients did not always get the paper work they should.

Barbara Strasbaugh asked what contracts were under review. Commissioner Wyatt responded by saying Lee Engineering and the Master Plan.

Clint Davis asked if Lee Engineering would provide the needed material. Commissioner Wyatt said that Lee Engineering was being cooperative.

Doug Geller said that the Master Plan from 1995 stopped work for a bit and then was picked up again years later when there was a request for proposal (RFP). He said there was a selection committee for the RFPs.

Chairman Colclessor gave the history from 1995 to the present on the District Engineer's. Commissioner Wyatt said she wanted to add under the tasks to prepare chronologically the significant events and relationships that have occurred.

Doug Geller said that this committee could face technical questions and thought that a third party engineering firm might be needed to audit Lee Engineering.

Commissioner Freund said that the committee members should come from within the District. Those on wells and pay taxes to the District are considered to be within the District.

Commissioner Freund would like to see the end date at the end of a fiscal year, or no date at all. Chairman Colclessor said that he would like see the committee end on June 30, 2005 when the Board terms expire.

Commissioner Freund questioned why the requirement to meet on Tuesday evenings. He would like for the committee members to decide the meeting days. Commissioner Wyatt said that it went along with regular board meetings.

Janet Helus wanted to make sure the list for committee members was open ended.

David Davis questioned why the committee was not odd numbered, just in case a swing vote was needed. Commissioner Wyatt said that the committee would be a consensus, so no swing vote would be necessary. Doug Geller spoke about the committee meeting's being open to the public. Commissioner Freund said the meeting would be like a workshop.

Commissioner Wyatt moved to approve Resolution 2004.09.02 "Establishment of Contract Inventory Board Committee," including the following changes: Item 1-live within district, Item 4-dissolving date becomes June 30, 2005, Item 5-adding additional task for preparing chronology of significant events and relationships, and "covering nearly two years" is stricken from the record. Motion seconded by Commissioner Gaughan. Motion passed unanimously.

Chairman Colclessor appointed Commissioners Wyatt and Freund to the committee. He also appointed community members Doug Geller, Barbara Strasbaugh (works at an Engineering firm), Bob Hattan (Engineer) and Ed Kalberg (CPA).

Policy & Procedures Review Committee.

Commissioner Wyatt read Resolution 2004.09.03 "Establishment of Policies and Procedures Board Committee" (PPBC) to the Board.

Commissioner Freund suggested that the Board be presented the information in sections and paragraphs instead of full drafts. Commissioner Wyatt said to look at other Water District Policies first to see what others do and how well they work. Janet Helus spoke about having first and second readings of the policies.

Frank Sterzinar said that employment issues could not be touched because of litigation. Commissioner Wyatt said the committee would be reviewing the Board of Commissioner Policy and Procedure manual only.

Commissioner Wyatt wanted the changes made from the CIBC also to be included in the PPBC.

Commissioner Wyatt moved to adopt Resolution 2004.09.03 "Establishment of Policies and Procedures Board Committee" to be adopted as amended. Motion seconded by Commissioner Freund. Motion passed unanimously.

Chairman Colclessor appointed Commissioners Blanc and Gaughan to the committee. He also appointed community members Brian James, Barb Adams and Dale Burkholder.

Public Input NOT on the Agenda.

Torey Redfern asked Frank Sterzinar why he chose to install a Kennedy hydrant instead of a Watrus hydrant on Benfield loop. Frank replied that it was because of the traffic flange, location and it was \$270 less.

Dick Wand wanted to know what the Board was going to do about the budget shortage for the WTP upgrades. Janet Helus said that the District was short \$296,000 and the options the Board were looking into included the following: reduce capital expenditures for leak repairs and to use that money for the WTP, increasing the loan amount, consider raising the rates back up, slowing the project down and extending the date to another fiscal year, pre buying pipe, and turning off pond No. 2 and fixing the major leaks first.

Dick Wand said that it appeared that Brian Lee had been pushing the Board to make a decision because of possible code changes. He spoke with two people from the city and neither knew about an October deadline, but a possible April deadline. Commissioner Wyatt said that this matter would be looked into.

Dick Wand also asked about why an engineer was needed for the electrical portion of Reservoir #4. Frank Sterzinar said they would avoid the Gorge Commission if they can avoid digging. The idea was to use an abandoned line, but the water will not shut off. Chairman Colclessler said that the digging would affect Mrs. Schmidt.

Clint Davis questioned how Lee Engineering, as the Direct Responsible Charge (DRC), was working out. Frank Sterzinar said that it was working well and it cost about \$500 per month for Phil Beverly the Treatment Plant DRC. Tom Hatchel the Distribution DRC calls the District, but has not had to be on site, because he is confident in the District. Frank said that the DRC's were worth the money. Commissioner Wyatt would like to know the field crews opinion.

Dale Burkholder said that he had concerns with Lee Engineering pressing the Board to approve the WTP upgrade designs. Commissioner Wyatt said that this was important and needed to be followed through. She said that this was very important and the CIBC will be looking into this. Frank Sterzinar sent the Board a letter from the Planning Commission giving the District a grace period until January 1st.

Dale Burkholder also commented on the DRC. He asked if Marc Caldwell could step in as a qualified individual if the District was in jeopardy. Frank replied that Deb Weatherferd, from the Health Department, still recognized Marc Caldwell as the DRC. He said that right now the District needed a little more education for what was expected with new technologies. He also said that Phil Beverly's work was not permanent, and so far Phil has been happy on how things are going in the District.

Janet Helus commented on the DRC billing. Commissioner Wyatt said because Lee Engineering would be at the District to perform other work, they would also perform the DRC work at the same time.

Commissioner Wyatt said that there would be a tour tomorrow of the WTP at 7:30 a.m. She said that the tour was open to the community. Frank Sterzinar said that he would like to show the community what the WTP / Reservoirs look like, to give them an understanding of the layout.

Woody Davis spoke about holding off on the WTP upgrades in order to put money into fixing water leaks.

Commissioner Blanc moved to adjourn. Motion seconded by Commissioner Freund. Motion passed unanimously.

Meeting adjourned at 9:40 p.m.