

**CORBETT WATER DISTRICT
REGULAR MONTHLY BOARD MEETING**

Chairman Ed Kalberg called the meeting to order at 7:00 p.m. Board members Ken Blanc, Steve Wilson, 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, Doug Geller and Barb Adams.

APPROVAL OF MINUTES

Jeff Grover moved to accept the September 10, 2002 minutes. Board members voting for the motion were Ken Blanc, Steve Wilson, Ed Kalberg, Jeff Grover and Henry Schwartz. Motion passed unanimously. Ken Blanc moved to accept the minutes from the special Board meeting on September 24, 2002. Board members voting for the motion were Steve Wilson, Ed Kalberg, Jeff Grover, Henry Schwartz and Ken Blanc. Motion passed unanimously.

ELECTRONIC CHECK PAYMENTS

Customer Terry Ege asked the Board to consider electronic check payments from customers. Mr. Ege travels throughout the year and on many occasions is not around to receive his bill, which results having his water shut off for non-payment. With electronic check payments this would eliminate water shut off's for customer's who travel and are not home to receive their bill. After some discussion the Board directed Kathie Cicerich to look into this and bring the information to next month's Board meeting. Mr. Ege also suggested sending shut-off notices by registered mail. Superintendent Randy Stark said that customers who aren't going to pay their bill would not accept the registered mail.

FINANCIAL REPORT

Kathie Cicerich went over September 2002 expenditures and payables. The September 2002 ending account balance for the LGIP loan re-payment fund is \$20,632.14 which resulted in much conversation between the Board, primarily Chairperson Ed Kalberg and District Clerk Kathie Cicerich. The Loan repayment fund is budgeted at \$123,600 for the budget year 2002-2003. Superintendent Randy Stark instructed Kathie Cicerich to put 1/12 of this dollar amount each month into the account, which at the end of the budget year would equal the \$123,600 that was budgeted. Ed Kalberg said his understanding was that each month, 20% of the water sales would be put into this account. Mr. Blanc and Steve Wilson agreed with Mr. Kalberg. Again, Kathie Cicerich told the Board her intent was not to go against the Boards recommendation, but was following orders from the District Superintendent Randy Stark. After much conversation, the decision was made to put 20% of the monthly water sales into the loan repayment fund.

Audience members commented on calculation of the loan re-payment fund and employee health insurance.

MONTHLY WORK REPORT

Randy Stark briefed the Board on work projects and leak repairs performed in September.

- The 2" meter service at the Fire District was completed
- CPR training for all employees
- Replaced two service lines on Knieriem Rd.
- Repaired 2 leaks on Christensen Rd.
- Installed 1½" standpipe on Knieriem Rd for flushing
- Started cleaning filter #3

Liqui-Vision cleaned reservoir #5 on Loudon Rd. A video was taken during the cleaning which was played for the Board and audience members. The video shows large paint chunks that have come off the inside ceiling of the reservoir. This is the first time this reservoir has been cleaned since its construction in 1982.

SDAO SURVEY

Jeff Grover made a motion to have District Clerk Kathie Cicerich complete the survey and forward to (SDAO) Special District's Association of Oregon. Board members voting for the motion were Ken Blanc, Steve Wilson, Ed Kalberg, Henry Schwartz and Jeff Grover. Motion passed unanimously.

RESERVOIR PROJECT UPDATE

The loan application was received and the District Attorney has been sent a copy for review before it is submitted. Before the application is returned, a public hearing needs to be held which is scheduled for the November 12, 2002 Board meeting at 7:30 p.m., and a special Board meeting with Duane Lee is scheduled for October 15, 2002, at 7:00 p.m.

Under public comments, Barb Adams wondered if additional things could be done to get more community members to attend the Board meetings each month. She recommended using a sandwich board, and also distributing flyers at various locations in the District. Barb Adams has encouraged people in the District to come to Board meetings if they have complaints about water rates or write letters to the Board. Bob Colclessor said he has also received comments regarding the water rates from customers.

SUPERINTENDENT EVALUATION POINT SYSTEM

Ed Kalberg, Barb Adams and Randy Stark had their meeting to further define the following five areas of responsibility, which the superintendent will be evaluated under.

- Technical Capabilities
- Supervisory Responsibilities
- Fiscal Responsibilities
- Long Term Planning/Goal Setting
- Board/Community Relations

The proposed superintendent evaluation policy and procedure was read aloud by Ed Kalberg. The performance scoring would be based on the five areas of responsibilities listed above. The job description for the District Superintendent should be used as a guideline to determine the job expectations. Board members will individually evaluate and score the Superintendent before the November Board meeting at which time the Superintendent will make a presentation highlighting and reviewing her/his own job performance. The Board members will then ask questions or make comments. Following this discussion the Superintendent will leave the room and the individual Board members will finalize their scoring, which will be given to the Board Chair to compile the average score from the above listed five areas of accountability.

Once the average score is compiled the Board will discuss whether to accept the final scoring, or to modify it. Any reasons for modification must be documented in writing. The superintendent will return to the room at which time the results of the evaluation will be discussed. Twenty points is the highest score, whereas 10 points results in an average job performance. Merit increases would be earned only if the total score exceeds 10. The increase would be at a rate of 1% per point above 10. A score of less than 10 could result in the possibility of reprimand, probation or dismissal.

Mr. Kalberg made motion to accept the new superintendent evaluation policy and procedure. Barb Adams talked about how she has used the job expectations system when evaluating employees in the past. Mr. Fulks said the score of less than 10, which could result in possible, reprimand, probation or dismissal was a bit heavy handed. Maybe the first course could be possible criticism then reprimand, probation or dismissal if the situation arises. The current job description for the Superintendent was developed in 1993 and no changes have been made from the original. Mr. Blanc questioned if the Board should look at the current Superintendents job description to see if the responsibilities have changed and then rewrite the job description if necessary. Mr. Stark agreed. Board members voting for the motion were, Ken Blanc, Steve Wilson, Ed Kalberg, Jeff Grover and Henry Schwartz. Motion passed unanimously. Mr. Stark will put this motion into a resolution to be read and signed at the November 12, 2002 Board meeting.

AUDIENCE COMMENTS NOT ON THE AGENDA

Barb Adams said she is going to put together fliers, announcing Board meeting and distribute them throughout the community. Bob Colclessor suggested putting the Board members names on customer's monthly bills. Mr. Kalberg suggested putting the Board member names in the quarterly newsletter each time.

Mr. Schwartz moved the meeting be adjourned at 8:35 pm. Board members voting for the motion were Ken Blanc, Steve Wilson, Ed Kalberg, Jeff Grover and Henry Schwartz. Motion passed unanimously.