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Corbett Water District Regular Monthly Water Board Meeting

October 12, 1999

The meeting was called to order at 7:30 p.m. by Chairman Jeff Grover. All Board members, Ed Kalberg, Jim Mastne, Sandra Redfern and Henry Schwartz, were present. All staff members, Marc Caldwell, Jan Leckron, Torey Redfern, Supt. Randy Stark and Dist. Clerk Carol Quinn, were present. There were 10 visitors in attendance including Al Kimbley who was scheduled to speak on the agenda.

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

Mr. Stark presented the revised job appraisal forms for the Board's review. He explained the objectives and scoring. The points will be used to determine the percentage of merit raise for employees. Mr. Stark will conduct the job appraisals for the staff and present his report to the Board of Commissioners during an Executive Session. The Board will conduct the job appraisal of Mr. Stark in Executive Session as well. Mr. Kalberg moved these forms be accepted into the personnel policy and become part of the Corbett Water District Employee Handbook. Ms. Redfern and Mr. Schwartz seconded. The motion passed with Mr. Kalberg, Ms. Redfern, Mr. Schwartz and Mr. Grover voting in favor and Mr. Mastne abstaining from voting.

There were no audience comments concerning old business.

Mr. Kimbley questioned the Board regarding several issues including the additional costs of the Hurlburt/Ellis Road project and the authority of the Superintendent and District Clerk to contact the District's lawyer regarding the GSPC complaint. The figures relating to the Hurlburt/Ellis Road project Mr. Kimbley used included the cost of the engineering. Engineering costs were not part of the bid although they were part of the total project. Mr. Grover explained these figures were discussed last Board meeting as part of the agenda and no one showed up. This is old business and the Board has reviewed and settled these issues to its satisfaction. Mr. Grover told Mr. Kimbley the Board has delegated the day-to-day business of running the Water District to Mr. Stark. As such, Mr. Stark is authorized to contact the lawyer or he is authorized to request the District Clerk contact the lawyer. Mr. Kimbley commented he thought this was a very odd way to do business and so next meeting he will find some more stuff. As Registered Agent, the District Clerk is authorized to contact the lawyer, too. Mr. Kimbley complained that staff sits with the Board members at the table and makes comments during the discussion of Board business. He also stated he is disgusted he has been accused of bad-mouthing the guys who are doing the work while the other guy just sits doing nothing. He said he has been to many meetings and knows the Water Board Meeting is not run correctly or above-board. Mr. Grover commented he has not heard Mr. Kimbley at any Water Board meetings he has attended bad-mouth anyone nor has he heard anyone else attending the Board meetings bad-mouth Mr. Kimbley. Mr. Grover also explained the staff sits at the table and makes comment or provides information in response to questions the Board may have.

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Mr. Mastne questioned the chain of command and objected to staff making comments on issues the Board is discussing. He doesn't think it is right or maybe even legal for staff to be involved in Board discussion because they were not elected and are not members of the Board. He doesn't think staff other than the Superintendent and District Clerk should be paid to attend the meeting. The minutes of last month's meeting were reviewed because the Board discussed this issue at that time. Mr. Kalberg answered that since the meetings are not structured and the meetings cover unexpected subjects, staff needs to be here to answer the many questions and comments. If the meetings are structured and stick to the agenda, it may not be necessary for additional staff to be in attendance. He believes it is the Board's obligation to see that the District has clean water, usable water, delivered at the most reasonable price. It is not to get into the daily operation items. If the Board is trying to get involved in the daily operation, it is more like the Board members trying to become employees than the employees trying to act like Board members. Mr. Kalberg stated that he would just as soon not have the additional employees required to be here but he would also just as soon keep to an agenda. Mr. Grover polled the Board members for their preference as to whether the meetings should be structured to keep to an agenda or unstructured to cover any topic. It was the consensus of the members of the Board to have future meetings in a structured environment. Topics for discussion will be agenda items. Anyone requesting to speak on the agenda will provide the issue they will be addressing. Public comment will be limited to agenda items or a brief statement that may be discussed further at the next meeting if the Board agrees it needs additional attention.

Mr. Grover requested Mr. Stark present his information concerning the long-range Capital Improvement Plan. Mr. Stark referred to the 20-year plan done in 1995, which listed about 43 pipeline replacement projects totaling about 4 million dollars. Some have been done, and some have been partially completed. Pipeline replacement is not the only thing the District needs to look at for capital improvement. Of course, funding needs to be considered too. The District will have high priority and low priority projects and goals. The same study suggests completing this pipeline replacement over the next twenty to twenty-five years. However, the current income levels will not allow this to occur. There are seven out of the 43 that have been done completely and three that are partly done. The District is already saving for a large capacity reservoir to be built at the treatment plant site. Mr. Stark indicated he would like to establish pressure zones within the District. There are such extreme altitude changes within the District that cause extremely high pressure in some areas. This is difficult for the District as well as customers to manage. The Board asked staff to formalize a plan for future projects and estimate costs. The Board can then review, seek public input, pursue funding, based on definite goals. Mr. Stark explained some of the piping is from 1935 and will definitely need replacing.

Mr. Stark submitted his Work Report for the Board to discuss and review.

Under audience comments for new business, Mr. Kimbley asked for a Board Member packet to study before the Board meeting. The Board discussed this proposal. It was decided that at the beginning of the meetings, an agenda and a work report can be available for interested audience members. The minutes of the meeting are not official until the Board has approved them. Agendas are posted at the post office and the district office. The Board tries to hear all sides to an issue but it also needs specific information in order to make a decision. People will be able to make comment concerning an agenda item. However, it is the Board who is responsible for the

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decision. The meetings are public and there is nothing to hide. The public is invited to attend the Board meetings. Mr. Kalberg expressed his opinion that it is sad that comments can get personal rather than sticking with policy issues.

Ms. Giddeon questioned the accuracy of the July 1999, minutes relating to the issue of Dick Rogers Construction dumping dirt at Bill Marble's site. Mr. Grover wondered the purpose of her question. Ms. Giddeon advised that she had talked with John Holmes of Mult. Co. Road Dept. and he said he did not refer Dick Rogers Construction to Bill Marble. Mr. Redfern explained that a driver of a Mult. Co. dump truck told them about Bill Marble wanting dirt not John Holmes. Ms. Giddeon was concerned that 20 years from now if this was brought up, the minutes be an accurate reflection of what actually happened. She stated there is a possibility of litigation involved with Mr. Marble's dump site. Mr. Stark advised the Board that he has not talked with the county about any litigation. Mr. Grover advised Ms. Giddeon that her concern has been duly noted.

Ms. Fry asked about the rate increase and the reservoir fund. As has been discussed many times before, funds are being saved for the reservoir. For the last several years the District has been saving for large Capital Improvement Projects. A treatment plant was built. Since 1991, money has been saved for headworks projects which included improving the south fork intake and pipe line and a reservoir. The south fork was completed first which was a good thing since the new regulations regarding endangered species are limiting water rights. During the last four budgets the District has set aside \$270,000 for these projects. This amount is more than the rate increase generated. Mr. Stark explained again the reservoir the Board voted to buy for \$335,000 was for a steel reinforced concrete tank. It was for a tank only, no piping, no site prep, no installation. Our current engineering firm, Murray Smith & Associates has advised us that no one is building steel reinforced concrete tanks over 200,000 gallons anymore. The District is planning to build at least a 1,000,000 gallon tank. This size tank is built with pre-stressed concrete.

Mr. Kalberg assured those in attendance that the Board is going to thoroughly review future projects and question the engineering firm regarding what could go wrong in hopes of preventing cost overruns. Mr. Mastne inquired why the Board did not approve the change orders on this project. He referred to the South Fork project which the engineer brought change orders to be approved by the Board. Mr. Grover reminded Mr. Mastne the Board has delegated to Supt. Stark the oversight of the projects and he is authorized to approve such changes. Mr. Grover noted Mr. Mastne was referring to a different engineer, a different superintendent and a different board. Mr. Mastne thought the Board should follow the policy of the past and objected to changing policy in the middle of a project. Mr. Stark referred to the Board Member's Handbook. This handbook was adopted by the Corbett Water District Board of Commissioners in December, 1995. Mr. Stark read the first item in the handbook referring to Governance by Policies which states: "The primary duty and function of the Board of Commissioners is to establish policies for the governance of the District. It is the policy of the Board to delegate to the Chief Executive Officer and staff the responsibility for the day-to-day administration of the District." This policy was in force when the South Fork Project was completed. Although the Board approved the change orders, the work was already done and the decisions were made on the job. Since 1995, the superintendent has had the authority in writing for administration of district business. The previous superintendent may not have exercised that authority. Mr. Stark informed the Board he

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has no intention of cutting the Board out of certain things. That is why the Board receives work reports and information on what is happening, what is coming up. This is the Board Policy that was considered and passed while Mr. Mastne was on the Board and he probably voted for it. The Board cannot delegate policy making but it can delegate administrative authority which it has done in this handbook. The current Board has agreed to continue this policy as has been stated. If board members are not present at the meetings, it should not be necessary to keep going over previously discussed issues.

Mr. Schwartz moved the meeting be adjourned. Mr. Kalberg seconded. Passed unanimously. The meeting was adjourned at 9:40 p.m.