

CORBETT WATER DISTRICT DRAFT MINUTES

Regular Monthly Meeting

Tuesday, October 21, 2003
Corbett, Oregon

Commissioners Present: Chairman Gordon Fulks, Vice-Chairman Doug Geller, Secretary-Treasurer Malcolm Freund, Steve Wilson and Ken Blanc.

Also present were Corbett Water District Interim Manager Marc Caldwell and Corbett Water District Office Manager Jamie Simms.

Audience Members Present: Barb Adams, Bob Colclessor, Torey Redfern, Gene Hubbard, Marion Kirkham and Daniel Day.

The October 21, 2003 Agenda was approved by all Commissioners.

Discussion of July and August Minutes.

Commissioner Wilson requested to receive the minutes more in advance. Commissioner Wilson moved to table the minutes. The minutes were moved ahead to the November 4th meeting.

Financial Report.

Chairman Fulks explained how the details by vendors are useful. Commissioner Geller questioned why Worker's Comp is over budget. It was estimated that the Springdale main break cost the Water District approximately a thousand dollars in labor plus the costs of Davis Excavation.

Thanks to Donna and Bob Colclessor.

Chairman Fulks wanted to personally thank Mr. & Mrs. Colclessor for helping paint the front office. Chairman Fulks appreciated their hard work.

Special Districts Association of Oregon (SDAO) Information.

Commissioner Freund explained that the school is not a part of SDAO, only the fire and water districts are. Mr. Colclessor commented on his experience with seeing the SDAO video and he believed it to be a couple hours long. The video was moved to the November 4th meeting.

Special Meeting.

Chairman Fulks explained that all bids will be in by October 28th giving Lee Engineering time to compile and compare the bids to be presented for Board approval at the November 4th meeting.

Change of Meeting Location.

Chairman Fulks discussed the need for a new location for the January and February 2004 meetings because the Fire District needs the Fire Hall. Commissioner Freund said he would find research the possibility of using the School.

Monthly Work Report.

Mr. Caldwell briefed the Board on work projects and leak repairs performed in September 2003.

- The crew fixed a leak on Mershon Road.
- Purchased a new Backhoe.
- A new meter service was installed on Bell Road.
- Delivery of the new pipe was on the 1st and the crew started laying pipe on the 2nd.
- The crew is busy laying down pipe on Rohrbach Road.
- Purchased a road plate.

Bi-Monthly Billing.

Chairman Fulks introduced this topic, describing how the district can save money.

Chairman Fulks estimated that \$42,000 is spent on billing, which includes eight man days of meter reading. The current monthly meter rate of \$12.19 will become \$24.00 bi-monthly.

Chairman Fulks pointed out the reduction of the meter rate is approximately what is being saved on postage. Chairman Fulks also mentioned that certain customers with payment problems may stay at a monthly rate, as well as the big users of water, such as the School.

Commissioner Wilson wants to set a goal for getting reports and attachments a week in advance. Commissioner Wilson would like the information the Thursday before the meeting at the latest. Commissioner Wilson would also like the Agenda to be labeled action, no action or possible action. Ms. Adams stated that for years many people have complained they don't get the information in a timely matter.

Chairman Fulks read the Resolution to the Board. Commissioner Blanc had no problem with this new approach. Commissioner Geller thought it was low risk and if it did not work then The District could go back to monthly billing. Commissioner Freund agreed with Commissioner Geller. Commissioner's Freund and Blanc stressed the need to get the community informed of this change. Commissioner Wilson believed this to be a good idea, but did not want to rush into it.

Commissioner Geller wanted to know what the employees thought about bi-monthly billing. Mr. Caldwell thanked Commissioner Geller for wanting the employee's opinions. Mr. Caldwell wanted to give it a try. Mr. Caldwell believed it will save wear and tear on the vehicles. Mr. Hubbard wished to try it and then give out a survey to see how the community felt about bi-monthly billing. Ms. Adams said she does not see the savings being passed along to the customers. Commissioner Wilson stated that the crew will not be going home, but instead working on other projects. Mr. Colclessor stated that the rates cannot be reduced until the new budget comes out.

Mr. Day asked what will happen to the extra water once the leaks are fixed, and The District has a surplus of water. Mr. Caldwell stated that he believed we could sell the water in accordance to rules and regulations. Commissioner Geller stated that the neighboring community's we could sell to have enough water already.

Commissioner Freund made a motion to approve Resolution 2003.10.01 bi-monthly billing. Voting for the motion were Commissioners Blanc, Geller, Fulks and Freund. Commissioner Wilson voted nay.

Employee Reviews and Salary Adjustments.

Chairman Fulks stated that the reviews will affect Mr. Redfern and Mr. Hubbard, while Mr. Caldwell will be reviewed separately next month. Chairman Fulks read the Resolution to the Board. Chairman Fulks also pointed out that last year there was no pager pay increase, but if it's added to the salary then it would be included in the COLA and Merit raises. Commissioner Blanc stated that there are a lot of items in the employee review resolution. Chairman Fulks wanted to make everything predictable.

Commissioner Wilson wanted to know if there has been any discussion of a bonus to the crew for stress factors. Commissioner Wilson stated that the crew has stepped up and taken on more. Commissioner Geller wanted to see Mr. Stark's previous pager pay split between the crew, in order to compensate them for the additional work.

Mr. Redfern stated that it's approximately \$212.00 a month per employee for pager pay. Chairman Fulks stated that it's approximately a \$1.20 more an hour for each employee. Mr. Caldwell stated that the pager is a burden because you have to stay in town. Mr. Redfern stated that pager pay has never been an issue before. Mr. Redfern also worried this could cause some hard feelings between the employees that were not previously there. Mr. Hubbard commented that having pager pay gives them flexibility. Commissioner Geller stated that pager pay gives accountability and any change might cause a problem. Commissioner Wilson excused himself from the meeting at 9:00 pm. The Commissioners agreed to move on.

Establishing Controls.

Chairman Fulks read the next draft Resolution. Commissioner Blanc made motion to Resolution 2003.10.02 "Establishing Controls on Handling of District Money". Voting for the motion were Commissioners Blanc, Geller, Fulks and Freund. Commissioner Wilson was absent from the vote.

Headworks Project.

Chairman Fulks commented that the "Headworks Project" included everything that was "up" there.

Pipe Replacement.

Chairman Fulks stated that everything is going well. The real test will be when the crew pressurizes the system. The pressure on a 4 inch pipe is very high and Chairman Fulks hoped it would not blow apart and leak. Mr. Caldwell stated that it won't leak. Commissioner Freund commented that the folks on Rohrbach road are happy with the crew's work.

Purchase of New Jumping Jack Compactor (JJC).

Chairman Fulks stated the need to purchase a JJC. The Water District is renting a JJC for about \$360 per job and a new JJC would cost about \$2,400. Mr. Caldwell asked what would happen if the District goes over budget with the purchase of the JJC. Commissioner Blanc suggested that

the crew choose the equipment because they are the ones using it. Chairman Fulks also mentioned that the staff would like to purchase a new transfer pump for about \$900. At the Treatment Plant we have ones that cost \$250 but they do not last long. The Commissioners present all stated that they are happy about both of these purchases.

Revisions of Late Payment Procedures.

Commissioner Freund stated the billing cycle:

- Bills due on the 15th.
- Bills become delinquent on the 16th.
- On the 16th a delinquent report is made.
- On the 16th & 17th phone calls are made and if need be a late notice is sent out.
- On the 30th a \$5.00 late payment fee is charged.

Commissioner Freund also stated a need to change the policy on bounced checks. Currently the bank charges the Water District \$2.50 per returned check and we charge our customers \$3.00.

Job Corps / Reynolds School Projects.

Chairman Fulks stated there is nothing new to report on the Job Corp. Chairman Fulks commented on the Reynolds School project and how it is moving right along. Chairman Fulks stated that the costs for Reynolds will be passed along to Reynolds. The Water District will have no additional costs associated with this project.

Commissioner Geller made a motion to adjourn. Voting for the motion were Commissioners Blanc, Geller, Fulks and Freund. Commissioner Wilson was absent from the vote.

Adjourn at 9:42pm

(Minutes prepared by Jamie Simms)