

CORBETT WATER DISTRICT

DRAFT MINUTES

Special Board Meeting

Tuesday, November 4, 2003
Corbett, Oregon

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

Present from Lee Engineering were Brian Lee and Duane Lee.

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

Audience Members Present: Barb Adams, Bob Colclessor, Marion Kirkham and Daniel Day.

Discussion of July and September Minutes.

Commissioner Wilson made a motion to approve the July 8th, July 15th and August 5th minutes. All Commissioners present voted for the motion.

Bids for New Reservoir and Repainting of Reservoir #4.

Brian Lee, P.E. compared five bids received on October 28th; he considered all bids to be of good quality. The lowest bidder was Steller J with a bid of \$777,627.04. The engineer had estimated the costs to be \$771,000. The bid versus actual was within 1%; Lee Engineering strives to be within 10%.

Brian Lee said that two bids had minor arithmetic errors that made no difference to the outcome. Duane Lee, P.E. stated approval of the contract would give the Water District the appropriate bonds. Duane Lee believed it would be appropriate to have a lawyer look at the contracts.

Chairman Fulks wanted to know if any audience member had prior experience with the bidders. Brian Lee had worked with all of the contractors and he found them to be of good quality. Chairman Fulks asked if the contracts were a package deal for Phase A & B, and could not be separated. Brian Lee said that they could not be separated.

Commissioner Blanc asked about the 14 day protest period. Mr. B. Lee stated that an Oregon Administrative rule requires them to notify the unsuccessful bidders in writing. Chairman Fulks wanted to know if Steller J could change subcontractors. Brian Lee said they cannot change anyone that is on the contract, but they could change the ones that are not listed for minor things. For example, the tank supplier, BMT, will do the work, it cannot be given to another subcontractor.

Chairman Fulks wanted to know what the General Contractor was responsible for. Brian Lee said Steller J was responsible for coordinating subs, project management and several other things.

Award Contract to Steller J.

Chairman Fulks asked for a vote for the mailing of the award, notice of intent to award and an authorization for the Chairman to sign the contract. Duane Lee wanted to have the board move to award the contract subject to Steller J.

Commissioner Wilson moved to accept the engineer's recommendation and award the contract to Steller J for \$777,627.04, subject to attorney review, approval and signature of the Chairman. Voting for the motion were Commissioners Fulks, Freund, Wilson and Blanc. The motion passed unanimously.

Continued Questions on New Reservoir and Repainting of Reservoir #4.

Commissioner Freund wanted to know the timeline for the New Reservoir. Duane Lee said it depended on the weather. Brian Lee said on November 18th they could begin work on the New Reservoir, weather permitting. Barb Adams wanted to thank Lee Engineering and the Board for moving the New Reservoir along. Mr. Caldwell believed the New Reservoir would benefit the community.

Commissioner Blanc asked if Keith Evans site would be used for the fill dirt. Brian Lee stated he had all of the permits to use Keith Evans property for fill dirt. Chairman Fulks stated the New Reservoir would help out in the peak periods of water use. Chairman Fulks wanted to know if there would be a ground breaking ceremony. Brian Lee said they have a gold painted shovel.

Chairman Fulks wanted to know the ultimate date for the New Reservoir and repainting of Reservoir # 4. Brian Lee said Steller J has 180 calendar days for the New Reservoir and 60 days for repainting of # 4.

Chairman Fulks wanted to know if the contractor was well bonded. Duane Lee stated that Steller J is 100% bonded. If Steller J is not able to finish the project then we will collect on the bond, than hire a different contractor to finish the job.

Chairman Fulks asked if Lee Engineering expected the contractors to say there is more dirt to be moved than was estimated. Brian Lee said no, he did not believe that would happen.

Chairman Fulks wanted to know when we should get started on the Treatment Plant upgrade. Duane Lee plans to have a workshop in December and begin design in January, 2004.

Main Break on Loudon Road.

Chairman Fulks discussed the main break on Loudon over the weekend. Unlike the Springdale break it was in a low pressure area. The plastic pipe came apart the same way the Springdale main break did, and Chairman Fulks would like to know why this happened. Chairman Fulks mentioned a safety issue, involving a 7,000 volt electrical cable buried near the main break. Chairman Fulks recommended that if there is any significant question about safety the crew needs to back off, even if that means people for without water for a while longer.

Special District Association of Oregon (SDAO) Video.

Commissioner Wilson had an alternative to watching an SDAO video. He passed out three chapters from an SDAO manual and wished to go through them. Commissioner Blanc agreed.

Commissioner Wilson wanted to see more financial data at the regular Board meetings.

Commissioner Wilson read selections of the SDAO manual to the Board about Board member duties and responsibilities. Commissioner Blanc stated they did give authorization to certain board members to hire a clerk, but the “Barn” up grades were done without board approval. Commissioner Blanc believed any decisions of laying pipe should be Mr. Caldwell’s decision, since Mr. Caldwell is the Manager. Commissioner Freund believed the “Barn” upgrades were in the budget.

Chairman Fulks said that the budget for this year is being used far differently than was originally intended. He suggested a parallel budget to show how the District is using the money saved on personnel. Chairman Fulks agreed that the SDAO manual is useful, but does not go as far as the Water District needs it to go.

Commissioner Wilson to look at the way the School Board does their agendas and resolutions. He would like to see all Board members and managers bonded. Chairman Fulks said that Ms. Simms should be bonded because she handles all of the money for the District.

Commissioner Wilson thought that Board member roles were limited to adopting a budget, developing policies and signing contracts.

SDAO Duties of Manager.

Commissioner Wilson wanted to have a list of duties for the manger, since there is no Superintendent. Chairman Fulks said the duties can be found in the minutes the Board does not know yet exactly where the job will end up. Commissioner Freund believed there needs to be a set of guidelines for the manager.

Commissioner Wilson also wanted a list of duties for the Office Manager, District Clerk. Chairman Fulks said that this position is essentially is a Jack of all Trades. The new person has all the duties of the previous District Clerk and a more.

Public Comment on Items Not on The Agenda.

Barb Adams wanted to thank the Board members for volunteering and helping the Corbett Water District. Marion Kirkham was impressed with the amount of money being saved on the New Reservoir.

Commissioner Wilson made a motion to adjourn. The motion passed unanimously.

Adjourn at 9:12 pm

(Minutes prepared by Jamie Simms)