

CORBETT WATER DISTRICT

APPROVED MINUTES

Regular Meeting 7:00 p.m.

Tuesday, November 16, 2004

Corbett, Oregon

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

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

Audience Members Present: Gene Hubbard, Zac Bertz, Janet Helus, Sue Fry, Brian James, Torey Redfern, Kathy Werner, Barb & Dave Adams, Donna Colclessor, Gordon Fulks, Al Kimbley, Dick & Sharon Wand, Bob Hattan and Dale Burkholder.

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

Review / Approve Agenda.

Commissioner Blanc added estimated billing as item 9a and the separation agreement as item 9b.

Commissioner Blanc moved to approve the agenda with the above changes. Commissioner Gaughan seconded the motion. Motion passed unanimously.

Approval of the Minutes.

Commissioner Freund moved to accept the October 19th and October 21st minutes. Motion seconded by Commissioner Blanc. 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 discussion of the 'Budget vs. Actual'.

Utility Crew / District Manager Work Report.

Treatment Plant: Equipment and electrical issues have been repaired and everything is working accordingly. A complaint had been filed with the Oregon Health Division against the Water District claiming the district was in violation. Frank Sterzinar said that the crew had followed the directions of Lee Engineering and Andy Baker who is a surface water specialist with the Oregon Health Division.

Leaks: A main break occurred at the intersection of Larch Mtn. and Salzman road. Frank Sterzinar thanked the Board, employees, fire department and the community for the help during the main break. Smaller leaks were also repaired on the Historic Columbia River Highway (HCRH) and Mershon roads.

Projects: The staff completed Benfield Loop, 366th main replacement and the 365th tie in. This allowed the crew to abandon the old 6" line down the HCRH from Littlpage to Evans roads.

Dead end main flushing continues and the crew is looking into replacing certain Pressure Reducing Valve (PRV) stations.

Theft of District Property: Police reports have been filed for the Water Treatment Plant (WTP) break-in and the theft of five road traffic control signs.

Someone is also moving district road cones from areas in the district and placing them in front of the Corbett Market or on Bell road and the HCRH. These cones are placed at work sites to protect the community and the district.

At this time the total theft has been estimated at almost \$1,600. Frank Sterzinar will be creating reward posters to be placed throughout the community.

Training Available: There are classes on records and open meeting laws and organizing and maintaining files coming up in December and February.

Customer Letter: Frank Sterzinar read a letter from a customer concerning a tie in. Frank said that the community members were the eyes and ears of the district.

Rescind Prior Board Action.

Commissioner Freund spoke to the Tax Supervising and Conservation Commission (TSCC) about a board action on October 19th that transferred money from miscellaneous income to computers. TSCC said this could be done, but the correct procedure had not been followed.

Commissioner Freund moved to rescind the motion on October 19th that moved money from miscellaneous to account No. 610. Motion seconded by Commissioner Gaughan. Motion passed unanimously.

Billing Software – Contingency Transfer.

Commissioner Freund moved that \$4,000 from Contingency be transferred to 610-Computers. Motion seconded by Commissioner Blanc. Motion passed unanimously.

Gordon Fulks said that the miscellaneous income could not be used without going through a new budget process. Commissioner Freund said that it did not require a supplementary budget because it was less than 10% of the general fund; but a written notification would have to be published in the newspaper stating in detail source of the money.

Theft of District Property.

Frank Sterzinar said he was looking at offering \$150 - \$200 as the reward for the district's road signs. The signs had ODOT anti-reflective backs. All board members supported Frank's efforts.

Update From the Contract Inventory Review Committee.

Chairman Colclessor had spoken to the district's attorney, Andrew Jordan about the documents that are in Andrew's possession. Frank Sterzinar said that the documents would be returned to the district this week.

Commissioner Freund said the committee had gone through the available documents and put them into spreadsheets by topic and by date.

Update From the Policy & Procedures Review Committee.

Barb Adams informed the Board that the committee had created 17 topics, of which 6 had been completed and would be dispersed to the board in December.

Estimated Billing.

Commissioner Blanc said that after listening to the community's opinion on estimated billing he felt he had previously rushed this item. He wanted to offer estimated billing to those folks that request it.

Commissioner Gaughan questioned the fee amount of \$2. He said that six estimated billing fees would total \$12 for the year.

Commissioner Blanc moved to approve estimated billing upon a person's request with a handling fee of \$2 per estimated bill. This overrides the motion made on October 19th pertaining to estimated billing. Motion seconded by Commissioner Gaughan.

Gordon Fulks asked what the cost would be to produce an estimated bill; he felt that a \$2 fee was low. Frank Sterzinar replied that the new software could produce the estimated bill, so the cost would be postage and card stock. Commissioner Gaughan said that the district would not be making money, but would also not be losing money.

Motion passed unanimously.

Separation Agreement.

Commissioner Blanc said he wanted the separation agreement and Marc Caldwell's insurance reimbursement request discussed separately. He said that the separation agreement had not been approved by the Board.

Commissioner Blanc said that as a board member he represented the community. Members of the community had expressed to him that they were in favor of the Board reimbursing Marc for his November and December insurance. He would like for the Board to approve Marc's request.

Commissioner Gaughan questioned what items of the separation agreement Marc had been unhappy with. Chairman Colclessor said that the Board legally could not keep Marc from being re-hired at the district.

Commissioner Blanc asked who had approved the separation form. Chairman Colclessor replied the district manager and the attorney.

Commissioner Freund moved to accept the document drawn up by the district's attorney. With no second the motion died.

Commissioner Blanc moved to honor Marc Caldwell's insurance for November and December 2004. With no second the motion died.

Chairman Colclessor said that Marc should obtain a legal opinion of the document.

Dale Burkholder asked if a separation agreement had been given to past employees. Chairman Colclessor said that Marc was the first employee to ask for something and to give a two week notice.

Gordon Fulks questioned if this would be a gift of public funds. He said that typically health insurance was terminated at the end of employment. Janet Helus believed it could be classified as a continuation and not as a gift.

Frank Sterzinar said that he had been obligated to contact attorney Barbara Bloom because this was the first time a severance pay had been asked for. He also said that this document was not a policy.

Barb Adams believed that either the Board or Frank should contact Marc. The Board agreed that Frank would contact Marc.

Gordon Fulks questioned what would happen in the future if an employee would be willing to sign the document for money.

Public Input NOT on the Agenda.

Brian James suggested that the community be notified that their electric water heaters should be turned off during a water outage. Frank Sterzinar said that in the next newsletter he would add a checklist for what to do in case one loses water.

Chairman Colclessor said that about 400,000 gallons of water was lost during the Larch Mtn. and Salzman leak. Frank Sterzinar said that there was a culvert next to the leak, forcing the crew to do a lot of hand digging. ODOT had been on scene to repair road damages.

Sue Fry said that she appreciated the work and speed of the crew repairing the leak.

Torey Redfern questioned the time frame for repairing the Larch Mtn. and Salzman leak. Frank replied from about 10:15 am until 6 pm. Zac Bertz said that the water had been left on until 2 pm. Chairman Colclessor said that the water had been left on to keep mud from entering into the water system.

Dale Burkholder asked who had determined the cause of the leak on Larch Mtn. and Salzman. Frank Sterzinar had. Frank said that the asphalt was sticking through the pipe. He said that the 10" line had been imbedded in asphalt and was resting on top of the old 1 ½ inch steel water line.

Dale Burkholder also asked if it was standard procedure to leave the water running during a leak repair. Frank Sterzinar said that by leaving the water on, at a reduced rate, it would maintain positive pressure on the main. He said that if the water had been turned off completely, foreign matter could be introduced into the system.

Janet Helus asked about shoring plates. Frank Sterzinar said that he was still waiting for the estimate. He is currently looking at leasing aluminum shoring.

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

Meeting adjourned at 8:30 p.m.