

Minutes

CORBETT WATER DISTRICT  
REGULAR MONTHLY WATER BOARD MEETING

DECEMBER 8, 1998

The meeting was called to order at 7:35 p.m. by Chairman Bob Colclessner. All Board members, Jeff Grover, Jim Mastne, Joe Riehl, and Henry Schwartz were present. Also present were Donna Blanc, Tom Doty, staff personnel Marc Caldwell and Carol Quinn.

The minutes of the last meeting were read and approved as printed.

Carol Quinn advised the Board that she had received election packets for people who are interested in filing for the positions whose terms will be expiring June 30, 1999. Mr. Grover, Mr. Riehl, and Mr. Schwartz all took packets.

Mr. Grover moved that the bills be paid. Mr. Riehl seconded. The motion passed unanimously.

Carol Quinn read comments from Ted Davenport stating that he was opposed to the water district purchasing the Forest Service property. She also reported that Mr. Norman had notified the District that he was also opposed to the purchase and Richard Kerslake was in favor of the purchase. Mr. Mastne commented that he thought the water district priority at this time should be the construction of the reservoir and perhaps the district should pursue the purchase of adjoining land. Mr. Riehl agreed. Mr. Colclessner reminded the Board that if the district should purchase the property through the Flexlease program, rental space would be available only to other municipalities which would be very limiting.

Donna Blanc advised the Board that she liked the newsletter. She asked if the water district might want to consider renting shop space. She has a portion of a building for rent. She and Mr. Doty presented a map of the location and a building description. The shop space is 30 ft. by 35 ft. and includes two small offices, a kitchen nook area, and bathroom. It has two entry doors and a large sliding door for vehicle access. The area is heated, insulated, wired for 220, and has a concrete floor. It is one section of a 30 ft. x 90+ ft. building. The center section is used for hay storage and the other section is used for personal storage. She is interested in leasing the area on a long-term basis. One previous tenant was there for about 25 years and another for 5 years. The tenant is responsible for the electricity which is on a separate meter, in addition to the rent. The building will be available in January. Rent in the past has been \$300-\$400 a month. The Board will consider this option. Renting this space for vehicle storage would free up a lot of space at the current shop. Mr. Mastne moved that the Board members set up a time to tour the site and building. Mr. Riehl seconded. Passed unanimously. The Board scheduled to meet at the water district office at 7:00 p.m. on December 17 and then go to see the premises. Mr. Caldwell asked if the Board would like to know the dimensions of the equipment in order to verify that it would fit through the door. The Board agreed that it would need this information and thought maybe the staff should look at the facility as well.

Since the district is in the process of looking for a new firm to prepare our engineering work and projects, nothing has been started towards the reservoir. The district has been getting references and recommendations from several other water districts of whom they have do their engineer work.

Mr. Colclesser asked the Board to reconsider requiring two signatures on each check written by the district as a Board policy regardless of the fact that the bank does not verify such a requirement for payment of the check. He thinks that a Board member should sign the check, too, as it is the Board's responsibility. It would be a protection and take away any problems that could occur like when there was the embezzlement of the little league funds and others recently. For the Board's information, Carol Quinn contacted the the district's auditor for his recommendation. He agreed that two signatures would be a good idea. For the sake of convenience as well as good business, he suggested that the District superintendent be the additional signer. He also suggested that the District might set a dollar amount such as \$500 that would require the second signature. Mr. Caldwell suggested that perhaps the District should buy a safe to keep the checks in as an additional protection. After additional discussion, Mr. Riehl moved that the Board require two signatures on each check either the clerk and the treasurer of the Board or the chairman of the Board or if they aren't available then the superintendent and that the agenda also include each check that was written after the Board meeting for the rest of the month rather than just a total. Mr. Mastne seconded the motion. Passed unanimously.

Mr. Colclesser advised the Board that he thought it was important that there be a cost analysis of the water district with information concerning a new reservoir, system development and maintenance, more land, new office, vehicle shed, bigger tractor and new equipment with a life span set up, future development at the north fork, increase the lines at the junction of, the north and south fork to 14" or 16" lines, remodel present office, step-grade pay scale, computer upgrades and equipment, tank cleaning, and cross-country lines replaced. This information will tell us what we need to set our rates at each year. The salary item discussion will probably take quite some time. It may be better to plan on it taking a full special meeting. The superintendent needs to provide salary information for the Board to review. The Board members can review the information and decide whether they can set up the pay schedule themselves or have someone else formulate it. Whether the meeting is called a work session or a special meeting, it is a Board meeting because the Board is assembled and it is discussing water district business. Mr. Mastne moved that the Board call for a special meeting to discuss salary on January 19, 1999, at 7:30 p.m. Mr. Schwartz seconded. Passed unanimously.

The meeting was adjourned at 9:10 p.m.