

## MINUTES

DECEMBER 11, 2001

### **Corbett Water District Regular Monthly Water Board Meeting**

Chairman Ed Kalberg called the meeting to order at 7:30 p.m. Board members, Ken Blanc, Steve Wilson, Jeff Grover and Henry Schwartz were present. Also present were Superintendent Randy Stark and District Clerk Kathie Cicerich.

Guests present: Gordon Fulks, Malcolm and Kathy Freund, Barb Giddeon, Ernie Yoder, Bob Colclessor, Doug Geller and Sharon Doan.

#### **APPROVAL OF MINUTES**

Ken Blanc moved to accept the November 13, 2001 minutes as read. Board members Steve Wilson, Ken Blanc, Henry Schwartz, Jeff Grover and Ed Kalberg voted for the motion. Passed unanimously.

#### **FINANCIAL REPORT REVIEW**

Kathie Cicerich briefed the Board on the October 2001 monthly financial report.

#### **WATER BILL REDUCTION (SHARON DOAN)**

Sharon Doan asked the Board to consider a water bill reduction due to a spigot left on. Her water usage for the month of November was 163,000 gallons, which resulted in a \$519.94 bill. The staff adjusted the bill to half, which lowered it to \$263.72. After some discussion Steve Wilson moved to reduce Mrs. Doan's bill to a monthly average. Board members Ken Blanc, Henry Schwartz, Jeff Grover, Ed Kalberg and Steve Wilson voted for the motion. Motion passed unanimously.

#### **AUDIENCE COMMENTS RELATING TO ITEMS NOT ON THE AGENDA**

Malcolm Freund passed out a maintenance schedule the School District Board members get each month at their Board Meetings. This is a list of maintenance projects that were completed for the previous month. Mr. Freund thought it would be a good idea if the Corbett Water District Board members received a maintenance schedule each month.

## **UPDATE ON WATER RIGHTS CERTIFICATION**

Mr. Stark mailed letters to twelve certified water rights examiners seeking estimates to certify the District's water rights permits with Oregon Water Resources Department. The deadline for estimates to be received in the District's office is December 21, 2001.

## **MASTER PLAN AND RESERVOIR TIMELINE**

Mr. Wilson obtained several examples of requests for proposals and qualifications for a new master plan. An extra copy was given to Mr. Stark. Mr. Wilson said the District should look for a scope of work that emphasis an evaluation of the hydraulics of the distribution system and make sure that examiners who submit estimates are qualified in this area. Mr. Wilson said he could draft a "Request for Proposal" for the District and run it by Mr. Stark and the Selection Committee for approval. He would like to advertise after the first of the year.

Next, Mr. Wilson distributed a worksheet he put together titled "Corbett Water District 2002 Project Timelines", which shows a parallel process for reservoir construction and the Master Plan Update. Discussion followed after Mr. Wilson went over the worksheet with the Board. Mr. Kalberg asked Mr. Wilson what the next step should be from now and the next Board meeting with regards to the "Master Plan Update". Mr. Wilson suggested going ahead with advertising the "Request for Qualifications". When the statements of qualifications come in, the committee will pick the top three qualified consultants and send them requests for proposals. The Board would be briefed on the recommendation the committee makes and the Board will vote on the final approval. Mr. Wilson thought there would need to be a selection committee meeting between now and January's Board meeting.

Regarding the reservoir, Mr. Grover asked Mr. Wilson how the Committee could advertise "Requests for Proposals" in January, when the Board has not decided on the location, size and type of reservoir. Mr. Wilson said the Board would need to define the District's expectations within the next few months and advertise in March. The Board voted on a \$10.00 monthly maximum per customer. Mr. Wilson is in favor in preserving the BLM site for future projects but wants the reservoir on the treatment plant site. Mr. Stark said BLM is not adverse to future plans, but they require a current plan in order to acquire the land. Mr. Kalberg said the type of financing should be defined first before advertising the "Requests for Proposals". The two sources of revenue are from taxes or fees making the funding process lengthy. Mr. Wilson said the District could most certainly go out for proposal

requests on the reservoir without having funding secured. The proposals are at the contractors risk.

Mr. Kalberg said using the \$10.00 monthly fee per customer; the District could borrow \$1,600,000 at 5% interest over twenty-five years. There was some discussion amongst the Board members on funding a reservoir through property taxes verses fees. Mr. Wilson asked Mr. Kalberg if he could prepare an example for the Board meeting next month showing the pros and cons regarding tax verses rates. Henry Schwartz, Jeff Grover, Ed Kalberg, Steve Wilson and Ken Blanc all still agreed to the \$10.00 monthly maximum cost per customer that was voted and agreed upon at the October 9, 2001 Board meeting.

Under audience comments, Bob Colclessor would like the District to go for a levy and to start the \$10.00 surcharge next month through the end of October 2002. This would raise \$100,000 towards the reservoir. Gordon Fulks said to stick to a short timeline and fund the reservoir through a loan if the District wants to have the reservoir built in 2002. If it is put out to the voters, it will delay reservoir construction. Doug Geller thought using the money the District has saved for the reservoir and having a \$10.00 monthly surcharge was a good way to go. Barb Giddeon suggested building a 500,000 or 1,000,000-gallon reservoir at the treatment plant site and then plan on building another smaller reservoir down where it would disperse the water below. Kathy Freund (228 NE Evans Rd., Corbett, OR 97019) thought that any bond issue the District puts forth to the people, would be voted down.

The Board directed Mr. Stark to contact the necessary people to pursue revenue financing not to exceed \$1,600,000. Mr. Kalberg suggested putting the revenue financing information Mr. Stark receives on next month's agenda. Other items to be put on the agenda are; tax verses rates analysis from Mr. Kalberg, and Board commitment on site and size of reservoir.

#### **AUDIT DRAFT**

Kathie Cicerich went over the audit draft with the Board members. The District did not go over budget in any one main category. After some discussion, Jeff Grover made a motion to accept the 2000-2001 audit. Board members voting for the motion were Henry Schwartz, Jeff Grover, Ed Kalberg, Steve Wilson and Ken Blanc. Motion passed unanimously.

### **NEEDS AND ISSUES PROCESS**

Mr. Stark attended an informational meeting regarding public funding. To get funding for deferred maintenance of a water distribution system, it needs to create or retain jobs. Mr. Stark was told the District was not eligible.

### **BOARD MEETING TIME CHANGE**

Steve Wilson moved to change the future Board meeting to 7:00 pm. Board members voting for the motion were Henry Schwartz, Jeff Grover, Ed Kalberg, Steve Wilson and Ken Blanc. Motion passed unanimously.

### **SUPERINTENDENT EVALUATION POINT SYSTEM**

At the November 13, 2001 the Board discovered the current evaluation point system for the District Superintendent needed updating. Mr. Kalberg read into record a handout he worked up showing the current point system and notable changes that are needed. Mr. Kalberg purposed to revise the areas of accountability to five different areas of responsibility, which are: technical capabilities, supervisory and fiscal responsibilities, long term planning/goal setting and Board/community relations. Mr. Kalberg recommends using the same scoring system in place now, but to be eligible for a merit increase the total score needs to exceed ten. This subject will be put on next month's agenda for further discussion.

Under audience comments, Kathy Freund said the school board is currently updating their employee evaluation process. She also asked if the District periodically reviews the policy book. Malcolm Freund appreciated the work Mr. Kalberg did regarding the evaluation process handout. Bob Colclessor said he was glad to see progress made tonight.

Steve Wilson moved to adjourn the meeting. Board members voting for the motion were Henry Schwartz, Jeff Grover, Ed Kalberg, Steve Wilson and Ken Blanc. Motion passed unanimously. Meeting adjourned at 9:45 pm.