

The meeting was called to order at 7:30 p.m. by Chairman Joe Riehl. All Board Members, Bob Colclessner, Peter Grant, Jim Mastne, and Henry Schwartz, were present. Also present were District personnel, Marc Caldwell, Jan Leckron and Dist. Clerk Carol Quinn.

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

Mr. Colclessner mentioned that those Board Members who had attended the Small Governments Workshop at The Dalles learned a lot of helpful information.

The Board had a short discussion regarding the Employee Handbook. Mr. Colclessner moved that the Board adopt the Employee Handbook prepared by the District's lawyer. Mr. Mastne seconded. Passed. A staff meeting will be necessary to advise the employees. The District Clerk will try to have the paperwork necessary to comply with the changes required by the handbook by January 1, 1996. Mr. Riehl wanted staff to be informed at the meeting that they should feel free and comfortable to come to a Board meeting if they have comments, questions, or complaints.

Regarding the Board Members Policy Manual prepared by the District lawyer, Mr. Grant moved that it be accepted. Mr. Colclessner seconded. Passed. It was noted that having these guidelines should be very helpful and clarify the role of Board member.

There was some discussion concerning the signing of checks for the District. District policy requires two signatures. However, the bank only requires one signature and will only monitor for one signature. Therefore, for the sake of convenience and safety, the District clerk requested permission for a single signature to be accepted on those checks that are required after the regular monthly board meeting. The discussion required that those checks be included in the next monthly report so that the Board is aware of what checks were written. Mr. Mastne moved that the District Clerk be authorized to use a single signature for issuing checks when necessary. Mr. Grant seconded. Passed.

Mr. Caldwell presented the monthly report in the absence of Supt. Hubbard. The overtime hours were necessary to keep the water flowing during the storm.

Mr. Mastne asked about the Backflow Program. An additional report will be required by the State Health Regulations by January 15. The Board asked that Mr. Hubbard have a report at the next meeting.

Mr. Colclessner moved that the bills be paid. Mr. Grant seconded. Passed.

At 8:30 pm the Board went into Executive Session for the purpose of discussing the South Fork Easement negotiations with Frank Lumber Co.

At 8:50 pm the regular Board meeting was reconvened. Mr. Mastne moved that the Board extend the time period for Frank Lumber to respond from January 1, to January 8, 1996. Mr. Schwartz seconded. Passed. The Board requested that the attorney be asked to attend the next meeting. At that time they could question him regarding the South Fork Easement and any questions they may have concerning the Draft of the District's Rules and Regulations as prepared by the lawyer.

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