

CORBETT WATER DISTRICT

APPROVED MINUTES

Regular Meeting 6:00 p.m.

Tuesday, December 21, 2004
Corbett, Oregon

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

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

Audience Members Present: Gene Hubbard, Janet Helus, Sue Fry, Brian James, Torey Redfern, Kathy Werner, Donna Colclessor, Gordon Fulks, Dick & Sharon Wand, Ed Kalberg, Tom Layton, Dave Tobie, Dan Graff and Erin Shea from *The Outlook*.

Chairman Colclessor called the meeting to order at 6:00 p.m. at the Corbett Fire Hall and moved to executive session pursuant to ORS 192.66(1)(i) "to review and evaluate the performance of an officer." The meeting reconvened at 7:30 p.m.

Review / Approve Agenda.

Chairman Colclessor removed Resolutions 2004.06.07-Corrected, 2004.12.01, and 2004.12.02. Resolution 2004.12.03 would become Resolution 2004.12.01. Commissioner Freund said that these Resolutions were being removed because the Districts auditor and TSCC said they were not needed. It was decided all Commissioners be notified prior to meeting if items were not going to be discussed.

Commissioner Wyatt moved to approve the agenda with the above changes. Commissioner Freund seconded the motion. Motion passed unanimously.

Discussion of Manager's Review

Commissioner Wyatt moved to make Frank Sterzinar, Jr. the permanent manager. Motion seconded by Commissioner Gaughan.

Commissioner Blanc said that he hoped Frank would take charge of the District so the Commissioner's would not have to be directly involved in the District office.

Motion passed unanimously.

Approval of the Minutes.

Commissioner Blanc moved to accept the November 16th minutes. Motion seconded by Commissioner Freund. 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: Plant output is currently at 380gpm. The crew is updating the operation manuals and creating a standard operating procedure manual for the Treatment Plant. Frank Sterzinar spoke about exceeding the MCL for Halocetic Acids, test results were .062 mg/l and the acceptable level is .060 mg/l. Halocetic Acids are a disinfection by-product resulting from the reaction between chlorine and biological contaminants in the water.

Leaks: Leaks were repaired on Rickert, Christensen, and Smith roads.

Projects: The crew is looking into updating and replacing several PRV stations. There was some discussion of new hydrant installation plans. The District office has also been reorganized.

Theft of District Property: The crew recently discovered that the Hach sensION156 Portable PH had also been stolen at the Treatment Plant back in November. Total theft damages total over \$3,000. Commissioner Wyatt spoke about obtaining a picture of the portable PH and showing local Pawnshops.

Board Communications.

Chairman Colclessler read a letter dated 12/14/04 from Ed Kalberg removing himself for the Contract Inventory Board Committee. Commissioner Wyatt spoke to Ed, and he decided to stay on the Committee after all.

Chairman Colclessler read a letter dated 11/22/04 from Phil Beverly of Lee Engineering, Inc. that stated the District had not violated any Health Division Laws when bringing Reservoir's No. 6 & 4 online. (See Attachment)

Modification of Ordinance 1996.2 Section 11 "Leak on Premises."

Frank Sterzinar read a revised Ordinance 1996.2 Section 11 and the original version to the Board. Frank said that he felt the current leak adjustment policy was vague. He said that this newer version would create a paper trail.

Dan Graff questioned the one claim per year per customer. Commissioner Wyatt said that she would like to see what would have happened to the last few leak adjustments if they had followed the revised Ordinance. She would like to see a written report and for the staff to contact a few customers to get their opinions.

Commissioner Wyatt said that it would be prudent to attach the water loss adjustment policy to the billing adjustment request form so customers know what leak adjustments Frank could make to their water bill. Commissioner Gaughan said that customers would still have a right to ask the Board to further adjust their bill.

Gordon Fulks felt that the manager should continue making water bill adjustments on a case-by-case basis.

Chairman Colclessler spoke about a prior PRV failure that caused water pressure to increase. The Board discussed the benefits of customer's installing a PRV and surge tank to their personal water line. Frank Sterzinar said that a surge tank allows a place for the water heater to expand into. He also said that the PRV's came pre-set from the manufacturer at 55 PSI.

Commissioner Freund asked about the removal of the liability statement from the original version to the revised version. Frank Sterzinar said it was a repetitive statement because it could be found in other sections of the Ordinance.

Stellar J Contract Closeout "Where we are and Where we Stand."

Frank Sterzinar spoke about the following change orders for Reservoir's No. 4 & 6:

Reservoir No. 4

- The safety ladder was not fully enclosed.
- The Reservoir was badly pitted.

- The painter had to spend extra time sandblasting because moisture was allowed into the tanks when they turned off their equipment on the weekends. Moisture control was to be obtained 24-hours a day, seven days a week.

Frank Sterzinar said that the District staff still needed to install the power to Reservoir No. 4. Commissioner Freund asked about the permits needed. Frank replied that he needed to obtain a permit for working in the road.

Reservoir No. 6

- The over-excavation cost is still in dispute.
- The slope is incorrect. Rock and debris is sliding down the hill.

Tom Layton questioned the amount currently under dispute from the over-excavation. Frank Sterzinar said that the Board had previously approved a fair market value for the over-excavation. Tom asked about back charging the person(s) responsible for the error. Frank said that it was still being discussed as to who was responsible. Commissioner Wyatt said that the over-excavation went from approximately \$60,000 to \$20,000; the \$40,000 had been paid to Stellar J to avoid litigation.

Torey Redfern believed that either Lee Engineering or Cornfoth (who performed the ground test) should be looked at because the contract had not yet been awarded to Stellar J when the test had been done.

Commissioner Blanc would like a summary of the original contract price and the total change order amounts for Reservoir's No. 6 & 4.

Resolution 2004.12.01 Transferring Appropriations.

Commissioner Wyatt would like for the Resolution to be reworded, to show that it reaffirmed a prior Board decision and it was not another contingency transfer.

Commissioner Wyatt moved to table Resolution 2004.12.01. Motion seconded by Commissioner Freund. Motion passed unanimously.

Update From the Contract Inventory Board Committee.

No Committee update at this time.

Update From the Policy & Procedures Board Committee.

Brain James said that the Board had previously received a copy of draft sections 1-3 for review. He said that the next committee meeting would be January 11th 2005.

Commissioner Blanc said the draft sections had not been reviewed by an attorney.

Public Input NOT on the Agenda.

Commissioner Wyatt announced an SDAO training session in February and a budget training session by TSCC also in January. She said that the job descriptions of the District Manager and District Clerk should include that they are both confidential management positions.

Woody Davis asked about the billing system. Chairman Colclessor said it was new software. Commissioner Wyatt said that customers could chose to receive an estimated bill.

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

Meeting adjourned at 9:35 p.m.