

**ROCKWOOD WATER P.U.D.**  
**MINUTES, REGULAR MEETING OF THE BOARD**  
**21, JANUARY 2003**  
**Rockwood Water Boardroom**

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**Board members present:** Sandra Ramaker, Richard Scariano, Larry Dixon, Herb Brown, Stephen McElroy

**Staff present:** Harvey Barnes, District Manager (DM); Mike Baker, District Superintendent (DS); Chris Shaw, Administrative Secretary (AS)

**Guests present:** Jeanne Orcutt, Fran Hyson, Robert Paine, Pat Brown, Clark Balfour, Malinda Senger

President **Sandra Ramaker** called the meeting to order at 7:03 p.m.

**OATH OF OFFICE**

**Sandra Ramaker** announced that Richard Scariano and Larry Dixon were reelected to the Board. Scariano and Dixon were sworn in by Notary Malinda Senger.

**APPROVAL OF THE AGENDA**

**Herb Brown** moved to approve the agenda. **Stephen McElroy** seconded the motion. **The motion was approved; none opposed.**

**ELECTION OF OFFICERS**

**DM Barnes** explained options for electing officers.

**Herb Brown** nominated Sandra Ramaker for President. **Stephen McElroy** seconded the nomination. **Richard Scariano** moved to close the nominations. **Herb Brown** seconded the motion. **Ramaker was elected President by a unanimous vote.**

**Larry Dixon** nominated Richard Scariano for Vice President. **Stephen McElroy** seconded the nomination. **Herb Brown** nominated himself. **Scariano was elected Vice President by a 3 to 2 vote.**

**Richard Scariano** nominated Larry Dixon for Secretary. No other nominations were made. **Dixon was elected Secretary with 4 votes; Herb Brown abstained.**

**Larry Dixon** nominated Stephen McElroy for Treasurer. **Sandra Ramaker** passed the gavel to Vice President Richard Scariano and nominated Herb Brown for Treasurer. **McElroy was elected Treasurer by a 3 to 2 vote.**

**PRESIDENT'S COMMENTS**

**Sandra Ramaker** thanked fellow board members for their support over the last year and expressed appreciation to District employees for the work they do every day. She commented on her opportunities to attend seminars and gain knowledge; the difficult decisions that were made in response to the closure of Fujitsu; gaining Microchip as a customer; the CRW contract and the new well project. Her goals for the next year are to develop alternative water sources, maintain the District's infrastructure, keep the lines of communication open and be dedicated to the needs of the District and its patrons.

## **CONSENT AGENDA**

**Richard Scariano** moved to approve the consent agenda. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

## **APPROVAL OF MINUTES**

**Sandra Ramaker** asked for public comment.

**Fran Hyson** noted that she was listed as a guest but did not attend the meeting. **Sandra Ramaker** added that Doug Ramaker attended but was not listed. **Herb Brown** stated that he thought Ray Beach also attended.

**Herb Brown** moved to approve the minutes as amended. **Stephen McElroy** seconded the motion. The motion was approved; none opposed.

## **APPROVAL OF BILLS**

**Jeanne Orcutt** referred to the cash register purchase. **DM Barnes** explained that a cash register was purchased from the City of Molalla; the intent has always been to have two work stations at the front counter following the remodel. He has located two used cash registers in good condition. The other will be purchased from the City of Burns.

She then asked about the alcohol sampling item. **DS Baker** explained that alcohol is used to sanitize sample stations for testing.

**Ms. Orcutt** asked why DS Baker's AWWA membership dues were more than for other employees. It was suggested that it might be due to additional certifications or sectional membership fees. DM Barnes will look into it.

She referred to the vehicle advertisement and asked how many vehicles were for sale. **DM Barnes** replied three. She asked what the payment to Groundwater Solutions was for. **DM Barnes** explained that Groundwater Solutions is the company that is helping develop the new well.

**Herb Brown** moved to approve the bills. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

## **PUBLIC COMMENT ON NON AGENDA ITEMS**

**Fran Hyson** noted an article in the January 16<sup>th</sup> Oregonian regarding the possibility of Sunrise Water Authority (SWA) joining the Portland Bull Run system or merging with Clackamas River Water (CRW). **Sandra Ramaker** commented that there has been discussion between SWA and CRW about merging.

**Ms. Hyson** asked about its bearing on the District's contract with SWA. **DM Barnes** explained that we do not have a current contract to sell water to SWA; the District had expected to but water sales were flat last summer.

**Jeanne Orcutt** asked for a report on Microchip. **DM Barnes** commented that he and DS Baker toured Microchip. It is meeting all its targets. By the end of the month, it intends to have 90

employees. By June, it plans to be in production. Water usage dropped substantially in November but picked up in December. Water sales should continue to increase.

### **SET BOARD MEETING SCHEDULE FOR 2003**

**Sandra Ramaker** explained that meetings are usually held the third Tuesday of the month. **DM Barnes** noted that in June, Board members will be attending the AWWA National Conference and suggested that the meeting be set for the fourth Tuesday in June. He added that Sandra Ramaker will be gone in August and suggested moving the meeting back.

**Herb Brown** moved to approve the meeting dates of June 24<sup>th</sup> and August 12<sup>th</sup> with the remainder of the year's regular meetings to be scheduled for the third Tuesday of the month. **Richard Scariano** seconded the motion. **The motion was approved; none opposed.**

### **LETTER FROM TRI-COUNTY RESOURCES ASSOCIATION RE:GRESHAM ANNEXATION STUDY**

**DM Barnes** referred to the letters included in the board packet. He explained that there is little action to be taken as Gresham has indicated it is not interested in the study. SDAO had intended to provide \$7000 for a feasibility study if both Tri-County Resources and Gresham indicated approval; it is not likely now that the funding will be granted.

**Jeanne Orcutt** asked if a letter could be drafted to the citizens along with a copy of both letters to provide them with an update. **Herb Brown** commented that it would be in the best interest of Gresham to annex with the District. **Jeanne Orcutt** commented that to be effective, the letter from Gresham should have been from the Mayor or the City Council.

### **FINANCIAL REVIEW**

**DM Barnes** provided the Board with a financial update. He reported that the District started out the year with a greater cash carryover than expected. He expects to meet water sales projection. Unaccounted water loss has dropped. It looks like the District will under spend approximately \$100,000 in personal services; three positions will remain open until needed.

The Cleveland elevated reservoir is coming down, the new well drilling will begin this week, and one Cascade well has been sealed with the other to follow in a few weeks. Another MGD will be purchased from CRW. A substantial carryover in Water System is still expected; approximately \$1,000,000 will be rolled over into next year to do some pipeline work.

**DM Barnes** explained that it doesn't look like video surveillance equipment will be purchased. The District is in the middle of conducting a vulnerability assessment and will wait for the consultant's recommendations. Purchase of a valve exerciser will be rebudgeted for next year.

The \$22,500 not spent on automotive equipment will be rolled into next year's budget. The \$150,000 budgeted for a shop is questionable at this time; he wants to wait for security recommendations from the vulnerability assessment.

The \$500,000 budgeted for contingency has not been spent. **DM Barnes** noted that he thought the SDC projection might not be met this year; however, it's been surpassed with six months in the year remaining.

For next year's budget, the main issue will be how much Portland raises its rates. It's anticipated it will be 8-10%. Increases will be seen in personal services per the new contract. PERS rates are expected to increase.

**Herb Brown** asked about the anticipated revenue from Microchip. **DM Barnes** replied that he hopes to reach over \$100,000 every other month over the next year or so. **Brown** asked if a tour for Board members could be arranged. **DM Barnes** replied yes; Board members just need to let him know when.

**Sandra Ramaker** asked for public comment. No comments were made.

### **BOARD ATTENDANCE: AWWA TRAINING, AWWA PNWS CONFERENCE, AWWA NATIONAL CONFERENCE**

**DM Barnes** explained that the AWWA training has been canceled. He noted that he needs Board approval to reimburse expenses for both conferences.

**Sandra Ramaker** asked for public comment. No comments were made.

**Herb Brown** moved to approve funding for Board members for the AWWA PNWS Conference and for Board members, the manager and a selected employee for the AWWA National Conference. **Richard Scariano** seconded the motion. **The motion was approved; none opposed.**

**Herb Brown** added that employee Steve VanDamme was selected by drawing to attend the AWWA National Conference.

### **WELL PROJECT UPDATE**

**DM Barnes** reported that Cascade #2 has been sealed. In the process of sealing, hydraulic pressure was noted indicating a good source of water in the area for a new well. Drilling for the new well will be set up tomorrow. The casing will be drilled and then Cascade #1 will be sealed.

**Sandra Ramaker** asked for public comment. No comments were made.

**Richard Scariano** asked if a news release would be going out on the well. **DM Barnes** indicated that a mention may be made in the next day or two in the Oregonian. He added that when the project is completed, it will be announced to the public.

### **REVISED SAFETY TRAINING PROGRAM**

**DM Barnes** referred to the revised safety program document included in the board packet and noted that employees have been working on it the past several months in conjunction with OSHA's SHARP (Safety Health Achievement Recognition Program). He asked the Board to review the safety program, which complies with OSHA's standards, and consider adopting it at the February meeting.

**Robert Paine** referred to page 5 where, under employee's responsibility, it states that all injuries must be reported before medical treatment and asked how it applies to serious injuries.

Following discussion on clarification, it was agreed that DM Barnes research the issue and make sure that the language complies with OSHA and insurance requirements.

## **URBAN RENEWAL**

**DM Barnes** reported that the City of Gresham is working on an urban renewal project in Rockwood. A public hearing for the project will be held on February 4<sup>th</sup>. He questioned the inclusion of the District's back lot with reservoir and storage area as the property is never going to be developed. He also questioned the benefit of including the area north of I-84.

**Sandra Ramaker** asked for public comment. **Jeanne Orcutt** commented on the cost of the urban renewal project and added that there is a reason that citizens voted in a charter that all urban renewal projects be brought to a vote.

Following discussion, **Herb Brown** moved to request that all property owned by the District be removed from the urban renewal project boundaries as recommended by **DM Barnes**. **Richard Scariano** seconded the motion. The motion was approved; none opposed.

## **BOARD OF DIRECTORS WEB PAGE CONTENT**

**DM Barnes** explained that content was discussed at a previous meeting and added that it would be helpful to standardize the information included for each Board member. He referred to the suggestions and web page samples included in the board packet.

**Sandra Ramaker** asked for public comment. No public comments were made.

Board discussion followed on which items to include. It was suggested that a counter be used to track hits to the website. It was noted that following the lead notice message on the bills, the District's website address will be included.

The Board agreed by consensus to put together information individually in the next few months and submit it to **AS Shaw** who will then update the Board web page.

## **FOR THE GOOD OF THE ORDER**

**DM Barnes** reported that the District is moving on with the reservoir and well projects. Finances look good.

**Herb Brown** commented that the District is well run. He complimented the Board and District employees on their good work.

**Richard Scariano** congratulated **Sandra Ramaker** on a successful first year as President.

**AS Shaw** noted that policy manual revisions were distributed to Board members.

**Sandra Ramaker** announced that **DM Barnes** has been employed with the District five years as of January. She awarded him with a gift certificate and service pin. She reported that AWWA Meter Madness was held here at the District office. She mentioned that the District has been approached by Powell Valley Road Water District (PVRWD) about sponsoring its tapping team in the AWWA National Conference competition. **DM Barnes** will provide cost information at the next meeting.

**ADJOURNMENT**

**Herb Brown moved that the meeting be adjourned. Richard Scariano seconded the motion. The motion was approved; none opposed.**

The meeting was adjourned at 8:25 p.m.

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Secretary