

ROCKWOOD WATER P.U.D.
MINUTES, REGULAR MEETING OF THE BOARD
JANUARY 23, 2008
Rockwood Water Boardroom

Board members present: Sandra Ramaker, Herb Brown, Larry Dixon, Don McCarthy, Cathi VanDamme

Staff present: Harvey Barnes, District Manager (DM); Mike Baker, District Superintendent (DS); Kerry Aden, Administrative Secretary (AS)

Guests present: Pat Brown, Korey Ligatich, Michelle Humphrey, Andy Crocker, Jay Breen

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

APPROVAL OF THE AGENDA

President Ramaker asked if there were any changes or additions to the agenda.

DM Barnes asked to add Discussion and Motion to Join the Regional Water Providers Consortium as agenda item 9a.

Don McCarthy moved to approve the agenda with agenda item 9a added. **Herb Brown** seconded the motion. **The motion was approved; none opposed.**

BOARD ELECTION OF NEW OFFICERS

President Sandra Ramaker recommended the Board rotate their positions as in the past. The positions would rotate to be:

President: Herb Brown
Vice President: Don McCarthy
Secretary: Sandra Ramaker
Treasurer: Larry Dixon

Herb Brown moved to approve the officers as rotated. **Don McCarthy** seconded the motion. **The motion was approved; none opposed.**

APPOINT NEW BOARD MEMBER

DM Barnes explained one application was received for the vacancy on the Board. The applicant meets the requirements. The position would complete the term to expire January 2008.

Sandra Ramaker moved to appoint **Cathi VanDamme** to the vacant position on the Board of Directors. **Don McCarthy** seconded the motion. **The motion was approved; none opposed.**

AS Aden swore in **Cathi VanDamme** to the vacant seat on the Board of Directors.

PRESIDENT'S COMMENTS

President Herb Brown stated the District is going along well. The employees have done a good job. The District is working toward no rate increases for the public. He thanked the Directors, **DM Barnes, DS Baker, and AS Aden.**

APPROVAL OF THE CONSENT AGENDA

Don McCarthy moved to approve the consent agenda. **Sandra Ramaker** seconded the motion. The motioned was approved; none opposed.

APPROVAL OF MINUTES

Sandra Ramaker moved to approve the minutes from the December 19, 2007 regular meeting. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

APPROVAL OF THE BILLS

Sandra Ramaker explained on Page 6, Lines 21 and 46 were travel reimbursement from the American Water Works Association for her attendance at the Public Officials national conference.

Larry Dixon inquired about Page 7, Line 30, RW 20 Tow. **DM Barnes** explained the Pitman arm on the steering broke.

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

RESOLUTION 07/08-006 DESIGNATING AUTHORIZED CHECK SIGNERS (if necessary)

Sandra Ramaker suggested the Board keep the same authorized check signers.

Sandra Ramaker moved to keep the same check signers. **Don McCarthy** seconded the motion. The motion was approved; none opposed.

DISCUSSION AND MOTION TO JOIN THE REGIONAL WATER PROVIDERS CONSORTIUM

DM Barnes explained it would be financially beneficial to join the Regional Water Providers Consortium. The District would benefit from the collective efforts of developing programs and plans, so the District would not have to finance them independently.

Don McCarthy moved to join the Regional Water Providers Consortium. **Cathi VanDamme** seconded the motion. The motion was approved; none opposed.

DM Barnes stated he hopes to have our request to join the consortium on their Board's agenda in early March, so they can vote on it.

Sandra Ramaker suggested the Rockwood Water PUD attend that meeting. **DM Barnes** stated he will also attend that meeting.

SET BOARD MEETING SCHEDULE FOR 2008

Sandra Ramaker moved to adopt the regular Board meeting schedule for 2008 as noted in the Board packet. Cathi VanDamme seconded the motion. The motion was approved; none opposed.

FINANCIAL REVIEW

DM Barnes gave a mid year financial review. He stated overall the District is doing fine. He said there should be no rate increases, unless there was a catastrophic event. **DM Barnes** mentioned he has been looking at retiring the entire District's debt in August 2009. The \$500,000 debt service per year could offset the City of Portland's costs and retail rates and would have no affect on the District's plans to rebuild pump stations or complete its projects.

BUDGET PROCESS SCHEDULE

DM Barnes asked the Board if they wanted to put in the budget schedule and on the budget member applications that Budget Committee applicants must be present at the March Board meeting to be appointed to the committee. The Board agreed.

Sandra Ramaker stated a couple of days on the proposed schedule would not work; May 14 and May 28. May 7 and May 21 were chosen as the second and third Budget Committee meeting dates.

Sandra Ramaker moved to adopt the Budget Committee meeting schedule as proposed in the Board packet with the May 7 and May 21 dates. Cathi VanDamme seconded the motion. The motion was approved; none opposed.

DISTRICT MANAGER EVALUATION FORM - DISCUSSION AND AMENDMENT (if necessary)

DM Barnes stated last year some Board members mentioned they may want to revise the District Manager's evaluation form. Discussion ensued regarding item 6, "Encourages staff development."

Sandra Ramaker moved to use the current evaluation form without amendment. Don McCarthy seconded the motion. The motion was approved; none opposed.

PROJECT UPDATE

DM Barnes stated the Grant Butte reservoir project will be bid out after the first of the year, and the 141st Reservoir and pump station renovation project is continuing. He stated we will advertise for an auditor in February.

DS Baker stated the District will start the main replacement project along 192nd between Glisan and Halsey the first week of February, which will take a couple of months.

EXECUTIVE SESSION

President Brown adjourned this portion of the Regular Board meeting at 7:50 p.m. to convene the Executive Session in accordance with ORS 192.660 (2) (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Sandra Ramaker and **Cathi VanDamme** stated for the record they have a potential conflict of interest regarding the Executive Session discussions.

President Brown re-convened the Regular Board meeting at 8:26 p.m.

FOR THE GOOD OF THE ORDER

DM Barnes stated things are looking good.

AS Aden asked the Board members to remain after the meeting is adjourned to sign documents.

Larry Dixon asked if there had been any main breaks recently. **DM Barnes** replied, none.

Don McCarthy welcomed **Cathi VanDamme** to the Board of Directors. He stated the work crew is doing a fantastic job and he is very proud to be a part of this organization.

Sandra Ramaker mentioned the Public Officials Committee for American Water Works Association (AWWA) Pacific Northwest Section (PNWS) has an article in *Water Matters*. She stated she will be attending the Special Districts Association of Oregon conference the first week of February and will be involved in a Metro Policy Advisory Committee presentation breakfast during the conference. She mentioned registration is available for the AWWA and PNWS annual conferences, and the Board members should let **AS Aden** know as soon as possible if they are planning to attend the AWWA conference, so the District can take advantage of the early registration discount rate. **Ms. Ramaker** reminded the Board the annual banquet would be held Saturday evening.

Herb Brown stated the order is in good condition. He hopes everyone continues to do the good job they have been doing.

President Brown reminded everyone the next meeting will be on Wednesday, February 20, 2008 at 7:00 p.m.

ADJOURNMENT

Larry Dixon moved to adjourn the meeting. **Don McCarthy** seconded the motion. **The motion was approved; none opposed.**

The meeting was adjourned at 8:33 p.m.

Secretary