

ROCKWOOD WATER P.U.D.
MINUTES, REGULAR MEETING OF THE BOARD
JANUARY 28, 2009
Rockwood Water Boardroom

Board members present: Larry Dixon, Don McCarthy, Tom Lewis, Cathi VanDamme, Steve Okazaki.

Staff present: Harvey Barnes, District Manager (DM); Andy Crocker, Assistant District Superintendent (ADS); Jeremy Hudson, District Engineer (DE); Kerry Aden, Administrative Secretary (AS).

Guests present: Clark Balfour, John Lugton.

Vice President Don McCarthy called the meeting to order at 7 p.m.

OATH OF OFFICE

AS Aden swore in newly-elected Board members **Cathi VanDamme, Tom Lewis, and Steve Okazaki.**

APPROVAL OF THE AGENDA

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

DM Barnes asked to add discussion of the purchase of two 2008 F-150 pick-up trucks to the agenda.

Tom Lewis moved to approve the agenda adding agenda item 14a Purchase of Two 2008 F-150 Pick-up Trucks. **Cathi VanDamme** seconded the motion. **The motion was approved; none opposed.**

BOARD ELECTION OF NEW OFFICERS

Tom Lewis presented a slate nominating **Don McCarthy** as President, **Cathi VanDamme** as Secretary, **Larry Dixon** as Treasurer, and **Steve Okazaki** as Vice President. **Steve Okazaki** seconded the slate. **The slate was approved; none opposed.**

PRESIDENT'S COMMENTS

The Board took a three-minute break.

Don McCarthy made the following statement:

I would like to thank the Board of Directors for giving me the opportunity to be President of the Board. I feel that we have a great organization, and it's one of the best in the State of Oregon, thanks to the entire staff. When I first started on the Board, I had a few goals that were important to me and, I hope, to the rest of the Board. The first is the City of Portland wholesale contract, which we did very well on. The second thing is the District's own water supply which we did new wells and is a very good thing. The third is capital improvements with the District. Fourth is community outreach and water conservation. The fifth is working with other water agencies on our new water supply, with Gresham wells. The sixth and final thing is a solid, well-trained work force, which we have one of the best here at Rockwood Water PUD. I will strive for total customer

satisfaction by providing the safe and highest quality water and most responsible cost; to professionally manage Rockwood Water PUD to assure the financial health for the ongoing protection of our customers, as our mission statement reads. I hope to carry on this mission statement throughout the new year. Again, thank you for supporting me.

APPROVAL OF THE CONSENT AGENDA

Larry Dixon moved to approve the consent agenda. Cathi VanDamme seconded the motion. The motioned was approved; none opposed.

APPROVAL OF MINUTES

Tom Lewis moved to approve the minutes from the December 29, 2008 regular meeting. Larry Dixon seconded the motion. The motion was approved; none opposed.

APPROVAL OF THE BILLS

Larry Dixon inquired about Page 5, Line 52, Nov 08 Consult and Page 9, Line 41, Dec 08 Consulting. **DM Barnes** answered the item is for our computer consultant. **Tom Lewis** asked if those charges typically happen each month. **DM Barnes** responded yes.

Tom Lewis asked about the pumping expense with Portland General Electric (PGE) and how we could reduce the cost. **DM Barnes** answered the City of Gresham pays part of the cost of pumping. The cost is primarily for groundwater. Discussion ensued.

Tom Lewis inquired about Page 11, Line 10, 55 Gal Drum Oil. **DM Barnes** answered the item is for synthetic oil for the backhoes. Discussion ensued.

Larry Dixon moved to approve the bills. Steve Okazaki seconded the motion. The motion was approved; none opposed.

PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments.

RESOLUTION 08/09-002 DESIGNATING AUTHORIZED CHECK SIGNERS (IF NECESSARY)

DM Barnes explained we usually have three designated, authorized check signers. Currently, **Don McCarthy** and **Larry Dixon** are authorized. The Treasurer must be one of the designated authorized check signers. Discussion ensued.

Larry Dixon moved to approve Resolution 08/09-002 Designating Authorized Check Signers and add Cathi VanDamme as the third authorized signer. Tom Lewis seconded the motion. The motion was approved; none opposed.

SET BOARD MEETING SCHEDULE FOR 2009

Cathi VanDamme moved to approve the Board meeting schedule for 2009 as presented. Tom Lewis seconded the motion. The motion was approved; none opposed.

FINANCIAL REVIEW - DM BARNES

DM Barnes gave a mid-year financial review. He stated the District is doing a little better than last year for same period of time. System Development Charges (SDCs) are not doing very well

due to the economy. The groundwater pumping fund is doing very well. Discussion ensued regarding the state pool, budget, stimulus package, infrastructure, wells, and reservoirs.

BUDGET PROCESS SCHEDULE

DM Barnes stated we currently do not have any Budget Committee members. We will advertise vacancies on the Committee. The Board discussed the budget process schedule.

Tom Lewis moved to adopt the budget process schedule as presented. Steve Okazaki seconded the motion. The motion was approved; none opposed.

AT-LARGE POSITION VACANCY ON REGIONAL WATER PROVIDERS

CONSORTIUM EXECUTIVE COMMITTEE

DM Barnes stated there is an at-large position open on the Regional Water Providers Consortium Executive Committee, and asked if any Board members were interested in serving on the Committee. Nominations will take place February 4th. Discussion ensued regarding the Committee's function and Board participation and involvement.

Tom Lewis moved to recommend Don McCarthy be nominated for the at-large position on the Regional Water Providers Consortium Executive Committee. Cathi VanDamme seconded the motion. The motion was approved; none opposed.

RESOLUTION 08/09-003 TO AMEND POLICY MANUAL APPENDIX IV(b) SPECIAL CHARGES - DISCUSSION

DM Barnes explained we need to adjust our charges for a "Broken Curb Stop" and "Broken Lock" because the current charges no longer cover our cost of replacement. **Cathi VanDamme** stated she would like to see a report showing the amount of money spent on repeat offenders. Discussion ensued regarding late fees, door hangers, and shut-offs. **DM Barnes** said he could provide the Board, at the next meeting, a report that shows repeat offenders and the door hangers issued, actual number of customers shut off, and what the success rate is.

Tom Lewis moved to approve verbiage by title only Resolution 08/09-003 to amend policy manual Appendix IV(b) Special Charges and put it on the February agenda for approval. Larry Dixon seconded the motion. The motion was approved; none opposed.

PURCHASE 2 VEHICLES

DM Barnes stated he found two 2008 F-150 pick-up trucks for \$16,300 a piece plus license, title, and fees if you purchase by February 2. He asked the Board if he could purchase them now rather than in July. Discussion ensued.

Tom Lewis moved to purchase two F-150 pick-up trucks for less than \$17,000 each. Larry Dixon seconded the motion. The motion was approved; none opposed.

EXECUTIVE SESSION

Cathi VanDamme made a motion to recess into executive session. Tom Lewis seconded the motion. The motion was approved; none opposed.

The Board recessed at 8:22 p.m.

President Don McCarthy reconvened the regular Board meeting at 9:05 p.m.

The Board directed **DM Barnes** to remove the reference to ORS 198.190 out of the Meeting Attendance and Expense Report form.

BOARD REIMBURSEMENT - DISCUSSION

The Board did not discuss Board reimbursement.

PROJECT UPDATE

DM Barnes gave a progress report on the Well #5, 141st Avenue Pump Station and Reservoir Retrofit, Stark Street Main Line, and Administration Building Remodel projects.

ADS Crocker reported on the NE Hoyt and 192nd, and Hazelwood-area projects.

FOR THE GOOD OF THE ORDER

DM Barnes stated we have a lot of good employees that do outstanding work here.

ADS Crocker mentioned we assisted meals on wheels again yesterday because of the snow.

Larry Dixon mentioned we have three wells, not five. **DM Barnes** explained we have to number them for Oregon Water Resources Department and the water rights. They are called Cascade 3, 4, and 5.

Tom Lewis asked about the conservation program with respect to low-flow toilets. He asked if there is a rebate program. **DM Barnes** replied, yes, we are participating in a pilot program called the High Efficiency Toilet (HET) program. Discussion ensued.

Tom Lewis mentioned his neighbor had a leak and was concerned about how long it takes before we know there is a leak. **DM Barnes** answered we do leak adjustments and also get an alarm if the customer's meter is excessively high or low. Discussion ensued.

Cathi VanDamme welcomed the new Board members, and she is looking forward to working with them.

Don McCarthy welcomed the new Board members and mentioned the Special Districts Association of Oregon annual conference will be held next week.

Don McCarthy reminded everyone the next meeting will be on Wednesday, February 25, 2009 at 7:00 p.m.

ADJOURNMENT

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

The meeting was adjourned at 9:19 p.m.

Secretary