

ROCKWOOD WATER P.U.D.
MINUTES, REGULAR MEETING OF THE BOARD
JANUARY 26, 2011
Rockwood Water Boardroom

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

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

Guests present: Clark Balfour, Caroline Guest, John Lugton, Roger Rees.

President Cathi VanDamme called the meeting to order at 7 p.m. and welcomed the audience.

OATH OF OFFICE

AS Aden gave the oath of office to **Larry Dixon** and **Don McCarthy**.

APPROVAL OF THE AGENDA

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

DM Barnes stated he resolved item number 9, Request for Rate Adjustment - Jenny Kim.

Steve Okazaki moved to approve the agenda without item 9. **Don McCarthy** seconded the motion. The motion was approved; none opposed.

BOARD ELECTION OF NEW OFFICERS

Don McCarthy suggested a slate of **Tom Lewis**, President; **Steve Okazaki**, Vice President; **Larry Dixon**, Secretary; **Don McCarthy**, Treasurer; and **Cathi VanDamme**, Director. Discussion ensued.

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

Cathi VanDamme passed the gavel to **Tom Lewis**, thanked the Board for the opportunity to serve as president, and wished **Tom Lewis** well.

PRESIDENT'S COMMENTS

President Tom Lewis thanked **Cathi VanDamme** for her hard work and looks forward to the future year.

APPROVAL OF THE CONSENT AGENDA

Don McCarthy moved to approve the consent agenda. **Steve Okazaki** seconded the motion. The motion was approved; none opposed.

APPROVAL OF MINUTES

Cathi VanDamme moved to approve the minutes from the December 15, 2010 regular meeting. **Don McCarthy** seconded the motion. The motion was approved; none opposed.

APPROVAL OF THE BILLS

Larry Dixon inquired about page 6, line 12, Courtesy Ford, RW37 Replace Fuel Pump. **DM Barnes** replied it was for a fuel pump for the Ford Ranger. Discussion ensued. **DM Barnes** will check into the full charge and send an email to the Board regarding the item.

Don McCarthy asked about page 9, line 20, Legal Fees. **DM Barnes** answered the item is for a variety of things; general legal and special projects assigned by the Board except labor issues.

Don McCarthy inquired about page 10, line 12, Special Districts of Oregon, Mickles Insurance Claim. **DM Barnes** replied we settled a claim, and he will explain it in executive session.

Don McCarthy asked about page 11, line 34, Littler Mendelson P.C., Nov 10 Labor Legal. **DM Barnes** replied the item is for legal fees regarding labor issues.

Don McCarthy inquired about page 13, line 40, SAIF Corporation, MK Nondisable Claim Reimb. **DM Barnes** answered the item is for a small workers comp claim we reimbursed Saif Corporation for.

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments.

RESOLUTION 10/11-001 DESIGNATING AUTHORIZED CHECK SIGNERS (IF NECESSARY)

DM Barnes stated the Resolution is not necessary because the check signers can remain the same. Discussion ensued.

SET BOARD MEETING SCHEDULE FOR 2011

Cathi VanDamme moved to accept the proposed Board meeting schedule with the suggested changes to the November and December meeting dates. **Steve Okazaki** seconded the motion. The motion was approved; none opposed.

FINANCIAL REVIEW - DM BARNES

DM Barnes apprised the Board of the District's financial health. Discussion ensued.

BUDGET PROCESS SCHEDULE

The Board discussed the budget process and schedule. The Board decided to solicit Budget Committee members.

Steve Okazaki made a motion to approve the Budget Process Schedule as presented. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

RESOLUTION 10/11-002 RESOLUTION TO AMEND POLICY MANUAL

Cathi VanDamme moved to adopt Resolution 10/11-002 to Amend Policy Manual. **Don McCarthy** seconded the motion. The motion was approved; none opposed.

POLICY MANUAL - DISCUSSION

Clark Balfour distributed materials to the Board. He began with a discussion on the Capitalization Policy and referred to the Governmental Accounting Standards Board (GASB) memo. **Mr. Balfour** suggests to authorize **DM Barnes** work with a Certified Public Accountant (CPA) and District staff to develop GASB policy using the following steps:

1. CPA meet with staff and give ideas.
2. Presentation to the Board.
3. Board makes adjustments.
4. Create policy.

The policy needs to be in place by June 30th, which would require April/May adoption. The Board agreed to the recommendations.

Clark Balfour discussed a donation policy and referred to his memo regarding state plumbing codes. Discussion ensued. The Board asked **DM Barnes** to have staff contact Human Solutions about providing low income residents funds to fix leaks, make a recommendation about how much money we would commit to each resident, and get an estimate on how much a typical repair would cost.

Caroline Guest discussed a pets at work policy with the Board. The Board asked **Ms. Guest** to write a policy for them to discuss in the near future.

Clark Balfour gave an overview of the Investment Policy and example. Discussion ensued. The Board asked to have it on the agenda to discuss next month.

Clark Balfour presented verbiage to add to the Duties and Responsibilities of the Board and its Officers Policy regarding Board member use of legal counsel. The Board discussed the policy and asked to have it on the agenda to discuss at the next meeting.

Clark Balfour presented verbiage for a donation policy. The Board discussed a \$200.00 limit for District Manager donation approval. The Board asked the policy be discussed further at the February meeting.

PROJECT UPDATE

DE Hudson gave an update on the 190th Avenue Project.

DS Crocker gave an update on the neighborhood and 188th/187th between Burnside and Stark projects.

DM Barnes gave an update on the Water Master Plan update and the Stark Street from 214th to 223rd project. Discussion ensued.

Larry Dixon asked about Lorna Water District. Discussion ensued.

Larry Dixon asked about micro-hydroelectric updates. **DM Barnes** stated he will distribute a report for the Board to review after the meeting.

FOR THE GOOD OF THE ORDER

DM Barnes stated the District is doing well financially and completing good projects.

DS Crocker thanked the crews for their hard work during the cold snap, and they did a good job.

Cathi VanDamme encouraged **DS Crocker** to continue his good work, that it is appreciated, and important to keep it up.

Larry Dixon reported one of the District's meter readers found a leak at his neighbor's, and his neighbor wanted to thank him for finding it.

EXECUTIVE SESSION

Cathi VanDamme made a motion to recess into executive session in accordance with ORS 192.660 (2)(b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing; (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations; (f) to consider information or records that are exempt by law from public inspection (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. **Don McCarthy** seconded the motion. The motion was approved; none opposed.

The Board recessed into executive session at 9:04 p.m.

President Lewis reconvened the regular Board meeting at 10:29 p.m.

ACTION ON EXECUTIVE SESSION (IF NECESSARY)

Steve Okazaki moved to authorize the District Manager to begin work on a Standard Operating Procedure on a Disaster Recovery Plan. **Don McCarthy** seconded the motion. The motion was approved; none opposed.

NEXT MEETING

President Lewis reminded everyone the next meeting will be on Wednesday, February 23, 2011 at 7:00 p.m.

ADJOURNMENT

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

The meeting was adjourned at 10:34 p.m.


Secretary