

ROCKWOOD WATER P.U.D.
MINUTES, REGULAR MEETING OF THE BOARD
18, FEBRUARY 2003
Rockwood Water Boardroom

Board members present: Sandra Ramaker, 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: Tom Pokorny, Fran Hyson, Jeanne Orcutt, Robert Paine, Bill Schulenberg, Ray Beach.

President **Sandra Ramaker** called the meeting to order at 7:01 p.m.

Sandra Ramaker introduced new Clackamas River Water (CRW) Commissioner, Bill Schulenberg and indicated that he will be the District's liaison.

APPROVAL OF THE AGENDA

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

CONSENT AGENDA

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

APPROVAL OF MINUTES

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

Larry Dixon moved to approve the minutes. **Stephen McElroy** seconded the motion. The motion was approved; none opposed.

APPROVAL OF BILLS

Jeanne Orcutt commented on the VISA machine rental and inquired about purchasing one. **DM Barnes** replied that he will look into purchase cost, maintenance, etc.

Ms. Orcutt asked about the vulnerability study. **DM Barnes** explained that federal law requires that all utilities conduct a vulnerability assessment (VA) to determine system security needs. CH2M Hill is assisting the District with the VA; total cost of the study is expected to be approximately \$40,000. A disaster recovery plan will then be developed. He noted that vulnerability assessments are not public information according to federal law. The vulnerability assessment must be completed by the end of this year. **Ms. Orcutt** asked if bids were received. **DM Barnes** replied no; it is not required on personal services. He added that the cost is similar to what other agencies are paying.

Ms. Orcutt asked why traffic cones were rented instead of purchased. **DS Baker** clarified that the traffic cones were purchased from United Rental.

Ray Beach asked about the work done by the Light Doctor. **DM Barnes** explained that the parking lot and exterior building lights were repaired.

DM Barnes responded to last meeting's question about AWWA membership fees. He explained that the difference in membership dues resulted from being billed incorrectly for some of the membership renewals. The charge for Mike Baker was for a training manual, not dues.

Herb Brown asked about the payment to the Office of Cable Communications. **DM Barnes** explained that it is for the City of Portland privilege tax. **Jeanne Orcutt** commented that the name is confusing. **DM Barnes** will check to make sure that it is stated correctly. **Herb Brown** asked if the payment to Geo-Tech Explorations was for the well. **DM Barnes** replied yes.

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

PUBLIC COMMENT ON NON AGENDA ITEMS

Jeanne Orcutt commented that she would like for the District to apply for community block grants offered by the City of Gresham.

Bill Schulenberg, Clackamas River Water (CRW) Commissioner provided greetings from the CRW Board and provided an update on current CRW projects. He invited District board members to attend CRW Board meetings held the 2nd Thursday of each month.

Sandra Ramaker thanked Commissioner Schulenberg for coming.

SPONSORSHIP OF POWELL VALLEY ROAD WATER DISTRICT TAPPING TEAM

DM Barnes referred to last meeting's request for additional information on sponsoring the tapping team and introduced Tom Pokorny, Manager, Powell Valley Road Water District (PVRWD). **Pokorny** provided information on the importance of the tapping team, the skills and dedication of employees, and the results of past competitions. PVRWD is offering to share the team with the District.

Sandra Ramaker asked about costs. **Pokorny** distributed a handout listing costs for last year's competitions. He noted that competition prize money can offset expenses. **Ramaker** mentioned that a tapping camp will be held at PVRWD. Discussion followed regarding teams representing Oregon and the tapping competition process.

Jeanne Orcutt asked if the team would include Rockwood employees. **Pokorny** replied that for this year it will be the existing team. Rockwood employees may participate in the future. The current team is made up of employees from PVRWD, Gresham, Oak Lodge and Tigard.

Pokorny reported that PVRWD has put together a white paper on future options for its water service and submitted it to the City of Portland for review. An extension on PVRWD's intergovernmental agreement with Portland has been requested. A public meeting to inform ratepayers will be held March 25th at 7:00 p.m. He invited Board members to attend.

Following discussion of the amount of funding, **Herb Brown moved to approve \$1500 for tapping team sponsorship. Larry Dixon seconded the motion. The motion was approved; none opposed.**

APPOINT VOTING MEMBER FOR CONSORTIUM

DM Barnes explained that the Board typically appoints a representative for the Consortium annually. Sandra Ramaker is the current voting member; Herb Brown is the alternate.

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

Herb Brown stated that he supports Ramaker continuing as the voting member and added that he is willing to continue. It was agreed by consensus to leave the voting member and alternate as is.

BUDGET PROCESS SCHEDULE – 2003-04

DM Barnes noted a conflict with the May 7th Budget Committee meeting and suggested May 28th instead. **Sandra Ramaker** asked for public comment. No comments were made. Following discussion, it was agreed by consensus to move the May 7th meeting to May 28th.

APPOINT BUDGET COMMITTEE MEMBERS

DM Barnes reported that there are two vacancies on the Budget Committee. The vacancies were advertised and all returning committee members and those with expiring terms were contacted. Two applications were received (Tom Lewis and Stacy Dodson) and included in the board meeting packet. He noted that it is not imperative to make a selection tonight.

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

Herb Brown moved to appoint the two candidates that applied. Stephen McElroy seconded the motion. The motion was approved; none opposed.

Ramaker confirmed that the candidates have been appointed to serve three year terms.

DETERMINE CRITERIA FOR DISTRICT MANAGER PERFORMANCE REVIEW

DM Barnes explained that the evaluation form used last year was included in the board meeting packet for review. He indicated that the Board needs to decide if this is the criteria to be used for his performance review.

Sandra Ramaker asked for public comment. **Jeanne Orcutt** commented that she doesn't see anything on the form about the customers. **Ramaker** agreed.

Following discussion, it was agreed that a line for customer relations will be added under item 4. Community and Public Relations and on the final rating page, Community and Public Relations will be added as item VI. The Overall rating will become item VII.

An executive session has been scheduled for the next Board meeting to conduct the District Manager's performance review. A packet containing the evaluation forms will be sent out to the Board in advance.

PROPOSED GRESHAM PRIVILEGE TAX UPDATE

DM Barnes reported that at the last meeting, the Board instructed him to notify customers regarding the proposed privilege tax. He stated that he received a fairly good response to the letter that was sent out. A second letter went out today notifying customers that the City Council

will be discussing the proposed privilege tax at its March 4th meeting and encouraging them to attend.

DM Barnes noted recent newspaper articles regarding the issue and added that both he and Gresham City Manager, Rob Fussell, were asked to submit opinion pieces for the Oregonian. The information will also appear in the Gresham Outlook. He added that a number of customers thanked him for the notification. He will continue to express opposition to the tax.

Sandra Ramaker commented that at the last meeting Board members were encouraged to attend the City Council meeting when discussion on the tax was scheduled. She then asked for public comment.

Jeanne Orcutt noted articles in the Saturday Gresham Outlook and read excerpts from City Manager Rob Fussell's opinion piece. She also commented on collection of water bonded debt.

DM Barnes expressed his concerns regarding taxation of required services.

Fran Hyson stated that she believes that we are already paying taxes; businesses are charged a tax and pass it on to customers. She stated that she was surprised to see the articles in the paper and added that she was very happy to see the District inform its customers. She noted that it has not always been the case that the District fully informs patrons and stressed the importance of being honest and up front.

Herb Brown commented that DM Barnes' opinion piece was well done. He stated that the District has always tried to provide information to the public. He indicated that he will attend the City Council meeting to oppose the tax on water and encouraged others to attend.

REVISED SAFETY PROGRAM UPDATE

DM Barnes reported that OSHA has requested to review the District's Safety Program document again so it is not ready for Board approval. As soon as the review is completed, the revised document will be provided to the Board. A resolution will be drafted to add it to the District's policy manual. He noted that the language of concern regarding accident notification will be taken care of.

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

WELL PROJECT UPDATE

DM Barnes reported that one old well has been sealed completely and abandoned; the other well is in the process of being sealed. He explained the difficulties encountered in drilling the new well. Drilling has reached almost 400 feet. It is expected that containment unit two, the clay layer that seals different aquifers, will be reached between 400-450 feet. Everything below the containment unit will be screened off for water.

Fran Hyson asked if there is any information on what happened with the well that was there originally. **DM Barnes** replied that the problem occurred at 399 feet when it silted in. He noted that the new well is being drilled deeper and will have a much more sophisticated filter pack system. **Ms. Hyson** asked if the contractor was aware of the information before going ahead with the new well. **DM Barnes** replied yes. **Ms. Hyson** asked how much the well would produce. **DM Barnes** replied it is being designed to produce about 1000 gallons per minute.

CLEVELAND RESERVOIR DEMOLITION UPDATE

DM Barnes reported that four bids were received. A low bid of \$98,000 was submitted by two companies. There was a problem with one of the low bid packages so it was rejected. It was discovered that the company originally selected was registered, but not licensed to do business in Oregon so its contract has been revoked. The project is now in the process of being awarded to the third place bidder, which bid \$98,500 and is licensed and bonded as required.

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

FOR THE GOOD OF THE ORDER

DM Barnes reported that we have received preliminary water rates from the City of Portland and its calculating out at about an 11% increase. The increase is due to decreased demand and a modified peaking calculation. It will be extremely difficult if not impossible to avoid peaking charges based on the new calculation. About the only way to beat peaking charges is to get another source. He stressed that we need to get off Portland's system if we want to stabilize long term rates.

Herb Brown thanked Bill Schulenberg, Tom Pokorny and ratepayers for attending. **Larry Dixon** commented on his visit to the well project and indicated he is happy with the progress.

Sandra Ramaker announced that at tomorrow's staff meeting, the District will honor its most senior employee, Steve Van Damme, who has been here 25 years. She commented that she believes that this board is trying to be as open as it can and receptive to input from patrons.

ADJOURNMENT

Herb Brown moved that the meeting be adjourned. Larry Dixon seconded the motion. The motion was approved; none opposed.

The meeting was adjourned at 8:28 p.m.

Secretary