

ROCKWOOD WATER P.U.D.
MINUTES, REGULAR MEETING OF THE BOARD
FEBRUARY 20, 2008
Rockwood Water Boardroom

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

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

Guests present: Clark Balfour, Pat Brown, Jay Breen, Kristina McNeil.

President Herb Brown called the meeting to order at 7:01 p.m.

APPROVAL OF THE AGENDA

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

Sandra Ramaker requested adding Agenda Item 9.a., Discussion on Policy.

Don McCarthy moved to approve the agenda with the addition of Agenda Item 9.a. - Discussion on Policy. **Sandra Ramaker** seconded the motion. The motion was approved; none opposed.

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

Don McCarthy moved to approve the minutes from the January 23, 2008 regular meeting and the minutes from the February 11, 2008 special meeting. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

APPROVAL OF THE BILLS

Cathi VanDamme 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 on non-agenda items.

EXECUTIVE SESSION

President Brown adjourned this portion of the regular Board meeting at 7:05 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 stated she may have a conflict of interest, since her husband is an employee of the District. **Cathi VanDamme** stated she also has a possible conflict of interest.

President Brown re-convened the regular Board meeting at 7:43 p.m.

ACTION ON EXECUTIVE SESSION ITEMS (IF NECESSARY)

No action was necessary on executive session items.

DISTRICT MANAGER EVALUATION

Cathi VanDamme stated because she was not a member of the Board of Directors during the evaluation period, she would not participate in the District Manager's evaluation.

Don McCarthy stated, overall, **DM Barnes** is a competent manager for Rockwood Water People's Utility District and the entire District. Through his leadership we have accomplished the goals we set to achieve. He has my support now and for the future of the District.

Larry Dixon stated **Don McCarthy's** comments were close to the comments he was going to make. Overall he is doing an excellent job.

Sandra Ramaker stated **DM Barnes's** has done a great job, but has been a little lax with a couple of managers in policies the Board is going to re-write. She stated there are some goals and plans for next year with some ideas that can be explored by putting together some workshops to improve on the little weaknesses we have.

Herb Brown stated the fiscal management has been excellent. He stated the manager's evaluation should be in July after the end of the fiscal year. He agreed we may, in the future, want to have workshops and open discussions for some plans for the future. He stated he would like to have taken into consideration, when deciding District salaries, the American Water Works Association wages and salaries studies.

MANAGER TRAINING AND UPGRADING OF EMPLOYEES

Herb Brown explained it was mentioned to him the manager was training employees for the manager position, and some felt there may be a conflict. He asked for the Board's discussion.

Sandra Ramaker stated the Board needs to address cross training some employees to do parts of the Manager's job and look at the various positions as to who would be appropriate to do those tasks. Discussion ensued.

The Board decided to hold a work session on Tuesday, March 18, 2008 at 7:00 p.m.

DISCUSSION ON POLICY

This item was discussed under Manager Training and Upgrading of Employees.

CONVENE AS THE LOCAL CONTRACT REVIEW BOARD - CM/GC PROJECT

President Herb Brown paused the regular Board meeting, and convened the Local Contract Review Board at 8:09 p.m. to discuss the 141st Reservoir Retrofit and Pump Station

Construction Management/General Contractor (CM/GC) Project. **DM Barnes** gave an overview of the project. Discussion took place.

PUBLIC HEARING - ALTERNATIVE SOURCES OF PROJECT DELIVERY

Clark Balfour explained the difference between a design-bid-build approach and the CM/GC process.

ADOPT PROPOSED FINDINGS

Don McCarthy moved to adopt the Proposed Findings for the 141st Reservoir Retrofit and Pump Station Project Alternative Project Delivery Option. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

RESOLUTION 07/08-006 - RESOLUTION AND FINDINGS OF THE BOARD OF DIRECTORS ACTING AS THE LOCAL CONTRACT REVIEW BOARD EXEMPTING THE 141ST RESERVOIR RETROFIT AND PUMP STATION PROJECT FROM COMPETITIVE BIDDING

Sandra Ramaker made a motion to adopt Resolution 07/08-006 - Resolution and Findings of the Board of Directors Acting as the Local Contract Review Board Exempting the 141st Reservoir Retrofit and Pump Station Project from Competitive Bidding. **Don McCarthy** seconded the motion. The motion was approved; none opposed.

The Local Contract Review Board adjourned at 8:23 p.m.

RECONVENE REGULAR BOARD MEETING

President Herb Brown reconvened the regular Board meeting at 8:23 p.m.

PROJECT UPDATE

DM Barnes stated we are still working on the final landscape design for the City of Gresham for Grant Butte reservoir. It should be done in the next week or so.

DS Baker reported we are ordering materials for the 148th and Division pump station project next week. We should be done with the 192nd Street project by the time the materials arrive for the 148th and Division project.

FOR THE GOOD OF THE ORDER

DM Barnes stated the order is in pretty good shape. We have a lot of well skilled employees here to make sure we get everything done, and that's an important part of the District.

Don McCarthy thanked the Board for letting him attend the Special Districts Association of Oregon (SDAO) annual conference. There were a lot of things discussed about ethics. He encouraged every Board member to attend the conference at least once to attend the Board members program held on Thursdays of the conference.

Sandra Ramaker stated she had distributed packets from the SDAO conference to the Board members. Ethics discussions were a big topic. One of the recommendations is we have our lawyer, **Clark Balfour**, attend as many meetings as possible. **Ms. Ramaker** reminded the Board March 5 is the next Consortium meeting, the American Water Works Association (AWWA) Pacific Northwest Section conference is April 30, and the AWWA conference registration

packets are out. She recognized **Steve VanDamme** has reached the 30-year mark with his employment with the District.

Herb Brown thanked the guests for coming and **Clark Balfour**. He stated the employees were doing a good job.

President Brown reminded everyone the next meeting will be on Wednesday, March 26, 2008 at 7:00 p.m.

ADJOURNMENT

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

The meeting was adjourned at 8:34 p.m.

Secretary