

ROCKWOOD WATER P.U.D.
MINUTES, REGULAR MEETING OF THE BOARD
16, MARCH 2004
Rockwood Water Boardroom

Board members present: Sandra Ramaker, Herb Brown, Stephen McElroy, Larry Dixon, Don McCarthy.

Staff present: Harvey Barnes, District Manager (DM); Mike Baker, District Superintendent (DS); Chris Shaw, Administrative Secretary (AS).

Guests present: Fran Hyson, Jeanne Orcutt, Ray Beach, Robert Paine, Pat Brown.

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

APPROVAL OF THE AGENDA

DM Barnes reported that Tom Pokorny, Powell Valley Road Water District, is unable to attend tonight's board meeting so there will not be a tapping team presentation.

Larry Dixon moved to approve the agenda as amended. **Sandra Ramaker** seconded the motion. The motion was approved; none opposed.

CONSENT AGENDA

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

APPROVAL OF MINUTES

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

APPROVAL OF BILLS

Jeanne Orcutt asked about the following expenses: bond interest payment, US Easy Tax, survey, sewer/storm water, Department of Justice, landscaping, building/grounds maintenance, Ackley Tool, and SDAO conference charges. **DM Barnes** provided explanations for each. He will confirm what the survey and sewer/storm water charges are for.

Jeanne Orcutt asked Herb Brown what MPAC stands for. **Brown** replied Metro Policy Advisory Committee. She then asked Sandra Ramaker why there were two Consortium meetings so close together. **Ramaker** explained that two Executive Committee sessions were close together as one meeting was moved due to the SDAO Conference. **Ms. Orcutt** commented on the number of payments made to board members.

Fran Hyson commented on microphone placement and the legality of purchasing alcohol. **DM Barnes** explained the District's policy. **Ms. Hyson** commented further on the purchase of alcohol and reimbursement to the District. **Jeanne Orcutt** asked if state statute addresses it. **DM Barnes** replied that by statute it is not unlawful for the District to purchase alcohol.

Sandra Ramaker asked which vehicle the radiator repair was for. **DS Baker** replied #20, one-ton Ford.

Larry Dixon asked about the expense for Clemson University. **DM Barnes** replied that it was for a training session for customer service staff here in Portland.

Stephen McElroy asked about the T. Bailey expense. **DM Barnes** replied that it was an interim payment to the company doing the retrofit on the reservoir behind the office.

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

PUBLIC COMMENT ON NON AGENDA ITEMS

Fran Hyson read a statement responding to comments made at the January 2004 board meeting regarding her comments at the December 2003 board meeting. She commended Sandra Ramaker on her position as President of the Board.

Jeanne Orcutt asked why there was no date on the signed intergovernmental agreement between the District and the City of Gresham relative to the transfer of water rights. **DM Barnes** replied that he has been asked that and he doesn't know why. He explained that even though the intergovernmental agreement was signed, we have not transferred any water rights. It will not go into effect until an operations agreement has been signed. He stressed that the date was simply overlooked.

Ms. Orcutt commented on item #27 of the agreement regarding attached exhibits noting that there were no exhibits attached to her copy. **DM Barnes** explained that there were no exhibits to attach and suggested that it was possibly boiler plate language generally used in all agreements. She asked if Gresham could use more than the initial ten million gallons per day without District approval. **DM Barnes** replied no and explained that Gresham will be required to obtain approval from the District Board for all well sites and expansions of use as part of the operations agreement.

Ms. Orcutt asked what progress has been made on the operations agreement. **DM Barnes** explained that one meeting has been held to discuss points of interest on each side; for example, the District wants to be able to approve the sites that Gresham will use. The District also has an interest in operating the well sites here. She asked if Gresham will be able to take any of the District's well water. **DM Barnes** explained that we will develop an exercise program for all wells in this area and explained how they will be used. He stressed that Gresham will only receive its appropriate share. **Ms. Orcutt** asked once the water is mixed in the pipe, how will they know what's coming from where? **DM Barnes** explained through the use of totaling flow meters on each well.

APPOINT BUDGET COMMITTEE MEMBERS

DM Barnes explained that the Board needs to appoint three budget committee members. The vacancies were advertised and three applications were received. He recommended appointing the three individuals that applied.

Jeanne Orcutt asked if Budget Committee member Tom Lewis would be notified regarding the meeting schedule. **DM Barnes** replied yes.

Stephen McElroy moved to appoint the three applicants to the Budget Committee. **Larry Dixon** seconded the motion. **The motion was approved; none opposed.**

RESOLUTION 03/04-004 TO AMEND POLICY MANUAL

DM Barnes explained that the resolution includes policy amendments discussed at the last meeting. He outlined the proposed language changes regarding board meeting packets, setting limits on the number of video tapes checked out at one time, and requiring a deposit for videotape checkout. He noted that the resolution is presented as a draft tonight; if there are no objections it can be approved at the next meeting. Discussion followed.

Jeanne Orcutt commented that citizens within the District should not be punished because someone outside the District checked out five videotapes for five months. She suggested a limit of two videotapes for check out and instead of requiring a deposit, assessing a charge if videos are not returned and charging a fine for late returns.

Fran Hyson commented that she tried to find out the cost of checking out videos. She stated that \$25.00 is excessive; most charge around \$5.00 and the board should reconsider the deposit amount and find out what others charge. She added that she and Jeanne should not be penalized for someone else's actions and commented on treatment of customers versus non-customers.

DM Barnes explained that we need to treat everyone the same and would only be charging what it costs the District for the videotapes. He noted the staff time involved to attempt to collect payment for unreturned tapes. **Jeanne Orcutt** suggested putting that person on a list to pay up front.

Sandra Ramaker commented that the reason we offer the tapes is to provide access. She noted that the tapes cost the District \$25.00, but questioned that it costs that much to copy them. She stated she would like to see a lesser deposit amount or a statement of consequences if a tape is not returned.

DM Barnes replied that he doesn't disagree with the statements made tonight, but he didn't expect the problem that came up. He suggested that if we don't charge a deposit, then we should have policy language that states \$25.00 will be charged if a tape is not returned undamaged.

Larry Dixon commented on the staff time involved to collect on unreturned tapes and expressed support for a deposit. **Herb Brown** also expressed support for deposit. **Dixon** added that he doesn't have a problem changing the videotape checkout limit from one to two.

Jeanne Orcutt commented that the District hasn't lost any money yet. She suggested developing a form that individuals would sign at checkout agreeing to pay for any unreturned tapes. She added that it shouldn't be made so difficult for people to obtain information.

Discussion followed regarding the process of collecting and small claims court. **Fran Hyson** commented on the expense of copying tapes and asked how many the District purchases. **DM Barnes** replied two as instructed by the Board; one is the official copy and the other for checkout. **Ms. Hyson** suggested that the District buy one tape and make its own second copy.

DM Barnes asked for confirmation on changing the checkout limit. It was agreed that the limit would be changed from one to two. The deposit amount will remain the same.

Larry Dixon moved to approve the draft resolution as amended. Don McCarthy seconded the motion. The motion was approved with Sandra Ramaker voting no.

INTERGOVERNMENTAL AGREEMENT UPDATE

DM Barnes noted that a copy of the signed agreement was included in the board meeting packet. The concepts of the operations agreement are being worked on and a draft will be presented to the Board and Gresham City Council.

PROJECT UPDATE

DM Barnes reported that the new inlet on the reservoir has been installed, the inside epoxy paint has been touched up, and the handrail on top has been installed. The rebar and concrete work will begin soon followed by the tie downs. The well house is moving along with most of the underground piping in and concrete being poured. Electrical and rebar work should begin within the next week. The pumps for the new wells will be 400 horsepower and 600 horsepower; together they will produce roughly 7500 gallons per minute.

DM Barnes noted that he has decided not to attend the DC Fly-in. Herb Brown is still planning to attend and has been asked to speak before the entire group by the program coordinator.

Larry Dixon asked if Gresham will use the same type of chlorination for its new well. **DM Barnes** replied yes, adding that the current plan is that water from the well down the street will be pumped back here for chlorination. He noted that Gresham will help pay for the chlorinator. Discussion followed regarding chloramination.

RESTORATION PROJECT – 185 ST. PROPERTY

DM Barnes explained that for some years the City of Portland has wanted to restore the wetlands on the north side of the District's 185th Street property and the project has recently resurfaced. The Board is being asked for approval to include a narrow strip on the north side of the slough. He referred to the map he distributed for reference and outlined the area of interest. He commented that due to the nature of the land we probably wouldn't develop it and noted that the adjacent land was donated to the Portland City Parks Department. Discussion followed. **DM Barnes** clarified that currently the District is only being asked if the area of interest can be included in the restoration project; the District is not being asked to donate the property.

Fran Hyson commented on putting bridges across that area and asked about the possibility of a park. **DM Barnes** noted that there is a path built by the parks department; the trail will run all the way through. **Jeanne Orcutt** asked if the property is in Portland or Gresham. **DM Barnes** explained that portions are located in both Portland and Gresham. He added that the two cities are working together on obtaining grant funds to restore the property.

Larry Dixon asked if the entire piece of property on the north side is being restored. **DM Barnes** replied yes. **Larry Dixon** asked what impact the restoration would have on future opportunities to sell the property. **DM Barnes** replied that the property wouldn't be attractive to buy unless a company needed a mitigation project; only part of the property has potential for development.

Sandra Ramaker asked if granting permission to restore the property would cost the District anything. **DM Barnes** replied that the Board could specify that including the property in the restoration be at no cost to the District. **Fran Hyson** asked about liability. **DM Barnes** replied that the District carries liability insurance on everything it owns.

Larry Dixon moved to allow the City of Portland to revegetate the property the District owns on the north side of the slough on 185th at no cost to the District. Sandra Ramaker seconded the motion. The motion was approved; none opposed.

EXECUTIVE SESSION ORS 192.660

(D) To review and evaluate, pursuant to standards, criteria and policy directives adopted by the governing body, the employment-related performance of the chief executive officer of any public body.

The meeting recessed at 8:18 p.m. for executive session.

ACTION ON EXECUTIVE SESSION ITEMS

The meeting reconvened at 8:55 p.m. **Herb Brown** reported that no action would be taken.

FOR THE GOOD OF THE ORDER

DM Barnes reported that all projects are going well.

Sandra Ramaker indicated that a copy of the strategic plan for the Regional Water Providers Consortium was included in the board meeting packet. She encouraged everyone to review the plan and submit their comments on the form distributed.

Herb Brown stated that tomorrow is Mayor Becker's State of the City Address and noted that the District will be receiving an award for its partnership with Gresham. The event will take place tomorrow afternoon between 2:00–4:00 p.m. in the City Council Chambers. He commented on the District's financial condition and the quality of its employees and management.

ADJOURNMENT

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

The next board meeting is scheduled for April 13, 2004.

The meeting was adjourned at 9:01 p.m.

Secretary