

ROCKWOOD WATER P.U.D.
MINUTES, REGULAR MEETING OF THE BOARD
MARCH 23, 2005
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, Conservation & PR Coordinator (CPRC).

Guests present: Jeanne Orcutt, Art Landis, Maxine Wilkins, Pat Brown.

President **Sandra Ramaker** called the meeting to order at 7:07 p.m. She apologized for being late due to emergency.

APPROVAL OF THE AGENDA

Herb Brown moved to approve the agenda. Don McCarthy seconded the motion. The motion was approved; none opposed.

APPROVAL OF THE CONSENT AGENDA

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

APPROVAL OF THE MINUTES

Jeanne Orcutt commented that it should have been noted that the minutes were approved as corrected due to a name correction she made.

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

APPROVAL OF THE BILLS

Jeanne Orcutt referred to page 6 and questioned the 1st quarter 2005 water analysis expense for CH2MHill noting that we usually use Coffey Labs. **DS Baker** explained that it was for haloacetic acid sampling that we are required to do every quarter. He added that we used CH2MHill before, then Coffey Labs a few times. We've elected to go back to CH2MHill for this particular test. She asked if there is a difference in price. **DS Baker** replied the price is the same.

Ms. Orcutt asked how long the District will be paying on a share of Integrated Utilities Group (IUG) expenses with Tualatin Valley Water District (TVWD). **DM Barnes** replied until the contract is signed with Portland which is expected in the next couple of months or so. She referred to the charge for resetting the postage meter and asked if there was a change in postage. **DM Barnes** explained that it is probably a service charge to reset our postage meter. She then asked about the charge for two trash pumps. **DM Barnes** explained that we replaced two worn out pumps that are used to pump trashy water out of holes when repairing leaks.

Ms. Orcutt referred to the expense for trees, shrubs and landscape charge and asked if it was for the office or Bella Vista reservoir. **DM Barnes** replied for the office adding that a few trees, several shrubs and a bicycle rack were purchased to meet the requirements of the land use permit issued by the City of Gresham. **Ms. Orcutt** asked for explanation regarding the last page of the financial

report. **DM Barnes** replied that it shows Herb Brown's reimbursement to the District for AWWA conference expenses. She asked about the other amounts listed. **DM Barnes** explained that they are various reimbursements or adjustments and suggested that she contact Senior Accountant Cheryl Colley for further explanation.

Larry Dixon asked about the sidewalk repair expense on page 8. **DS Baker** replied that there were two leaks underneath the sidewalk in front of Portland Lutheran School. **Dixon** asked if we couldn't have repaired the sidewalk ourselves. **DS Baker** explained that it was in an area of all new sidewalks and had to be matched up; we don't have the technical skills to do that type of professional work so someone was hired to do the concrete work.

Don McCarthy noted that there were two charges for Ladybug Theatre. **DM Barnes** replied that it is probably for shows at two separate schools.

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

Jeanne Orcutt commented that the District has been violating policy for some time by not providing a permanent agenda; only preliminary agendas have been provided. **DM Barnes** explained that the agenda becomes permanent after the meeting begins as we do not know if the agenda will change. She commented that this isn't what the policy manual states. **DM Barnes** indicated he would review it.

Ms. Orcutt commented on the Clackamas River Water District (CRW) board choosing to be annexed by Rockwood Water PUD (RWPUD) and then deciding to pursue forming an authority after RWPUD had spent a considerable amount of money to carry out the option. She asked if CRW has approved or paid anything to offset the cost incurred by Rockwood in the attempt to annex CRW. **DM Barnes** replied that he doesn't think we've received anything yet. He noted that he did discuss the issue with CRW's manager and submitted an invoice to CRW for approximately \$33,000-\$34,000. It is his understanding that the CRW board discussed it and agreed to reimburse us.

Ms. Orcutt then stated that it appears that the Board did not follow policy in discharging Administrative Secretary Kathy Stine; following executive session it was reported that no action would be taken. She asked who discharged her and when, and who authorized the charge for an ad to fill the position. **DM Barnes** replied that as chief administrative office and general manager of the District, he has the authority to hire and terminate any District employee. He explained that the employee was terminated during the probationary period (first 180 days). **DM Barnes** added that he also has full authority to advertise for replacement employees.

Ms. Orcutt asked why there was an executive session to discuss this. **DM Barnes** replied there was no executive session to discuss this issue. **Sandra Ramaker** added it was for another issue. **Ms. Orcutt** referred to District policy, Series 1000, Article 5.0, Section 5.1.8, that states that the Administrative Secretary will poll the Board and record the votes of members of all actions regarding the appointment or discharge of any or all District employees. **DM Barnes** replied that his job description clearly states his authority. **Ms. Orcutt** replied that this is conflicting and that maybe there needs to be a change. **DM Barnes** replied that he would review the policy. She asked if Interlachen is paying the District for all the work we are doing for them. **DM Barnes** replied yes.

She asked if they pay labor, materials, wear and tear on equipment and administrative overhead. **DM Barnes** replied yes.

Sandra Ramaker apologized to Pat Brown who had come forward to speak at the last meeting. **Ramaker** stressed that she wasn't trying to ignore her or put her off. She explained that she was attempting to respond to a statement made by Fran Hyson. Ms. Brown had waited patiently and then returned to her chair. She wanted Ms. Brown to know that she did attempt to get her to come back up. **Herb Brown** thanked Ramaker adding that he thinks it was just a misunderstanding.

APPOINT BUDGET COMMITTEE MEMBERS

DM Barnes reported there was one applicant, Maxine Wilkins. **Maxine Wilkins** provided a statement of interest. **Stephen McElroy** noted there are two vacancies with different terms. **Herb Brown** explained that committee members are normally appointed to three-year terms, but these are fill-in positions. **Ms. Wilkins** stated she would leave the decision to the Board. **Herb Brown** suggested the two-year term.

Herb Brown moved to appoint Maxine Wilkins to the unexpired two-year term. Don McCarthy seconded the motion. The motion was approved.

Jeanne Orcutt commented that since the District needs to fill one more position, and there is time to advertise again, she would like to see one more citizen member so there are equal numbers of board and citizen members. **DM Barnes** replied that we do have time to advertise, but we cannot appoint a member until the April meeting, which is the same night as the first budget committee meeting. **Ms. Orcutt** stated that would be satisfactory and reiterated that she would like to see the fifth position filled if at all possible; she suggested posting a sign on the door. **Sandra Ramaker** replied that a sign has been posted for quite awhile.

Ms. Orcutt stated that all existing appointed members should also have to sign a statement committing to attend just as the new applicant had to. **DM Barnes** replied that existing committee members were appointed prior to developing the new form that includes the statement.

DM Barnes asked if the Board wants to readvertise the vacancy and outlined potential dates for each newspaper. **Jeanne Orcutt** commented that she didn't think it was advertised in the Outlook as she didn't see a bill for it. **CRPC Shaw** confirmed that the vacancy was advertised in both the Outlook and the Oregonian. Following discussion, board members agreed that it is not necessary to readvertise.

MASTER PLAN UPDATE

DM Barnes stated that this item is on the agenda for further consideration by the Board. He explained that he thinks it is really down to the scenario to finance the capital improvement plan. He asked the board if there were any questions. **Sandra Ramaker** asked if we really know what we are going to do yet or can we hold off. **DM Barnes** replied that we can delay making a decision another month or so, but noted that the master plan cannot be completed until the Board makes a decision about the finance plan. **Sandra Ramaker** stated she would like to move the item to next month's agenda as she still has some questions. **DM Barnes** stated he could provide information about the contract with Portland during executive session.

Larry Dixon asked if the water sales information we provided is off, either high or low, how would it affect the overall master plan. **DM Barnes** replied that if we grossly overstate in either direction,

it could have some impact on the size of pipes we build or don't build. He outlined demand and added that he doesn't see where anything is grossly misstated regarding our flow.

Dixon stated that one of the charts shows peak consumption in 2004 of 16 million gallons per day (MGD) but it was actually 13 MGD. **DM Barnes** explained that it includes the flow that would be required to meet our obligation to Microchip. The meters it purchased guarantee another 5.5 MGD; current use is about 1 MGD. He explained that all of our projections, especially peak day demands, include that additional 5.5 MGD. We have to be able to provide that. **Herb Brown** commented that 14 MGD is in order; all anyone can do is estimate.

Herb Brown moved that this item be moved to the April 27th board meeting agenda for final approval. Larry Dixon seconded the motion. The motion was approved; none opposed.

DRAFT RESOLUTION 04/05-009

DM Barnes explained that it is a simple amendment to the policy manual. He noted that for a past special meeting he was not able to meet the time guidelines for packet distribution due to short notice of the meeting. A complaint was filed. This revision will remove special and emergency meeting from the time deadlines.

Stephen McElroy moved that the resolution be on the next agenda for approval. Herb Brown seconded the motion. The motion was approved; none opposed.

EXECUTIVE SESSION - ORS 192.660 (2)

- (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
- (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Sandra Ramaker stated that should they go into any discussion of labor negotiations she will excuse herself due to a conflict of interest. **DM Barnes** stated that it is likely they will not discuss it.

The meeting recessed at 7:40 p.m. The meeting reconvened at 8:35 p.m.

ACTION ON EXECUTIVE SESSION ITEMS

Sandra Ramaker reported that no action was taken other than board members would like to comment that DM Barnes is doing a good job and want him to continue to work for the District.

PROJECT UPDATE

DM Barnes reported that the well project is in the final stage. The next to the last payment has been made on the chlorinator building. We're going through the final tally to make sure we have all the paperwork before making the final payment within the next few weeks. The wells are producing. We will be making production water tonight. We're running well #3 at 2000 gallons per minute and will be setting up testing in the tank tomorrow or Friday. By Tuesday or Wednesday of next week, we will start pushing well water out into the system. Extensive testing has been completed and everything looks good. We'll probably start on some CIP projects in the next month or so, such as

upgrading the pipe across 192nd. **Don McCarthy** asked if the District will do the work or contract it out. **DM Barnes** replied we'll probably do the work ourselves.

Larry Dixon asked if with blending in the well water we have to worry about Microchip. **DM Barnes** explained that we have talked to and provided test results to all our "sensitive" customers. He doesn't think that hydraulically we can get water to Microchip currently. Generally the water we're producing here will go west hydraulically. Such customers as Boeing, R.R. Donnelly, and a few others will receive some. **DM Barnes** stated that they all understand what we're producing as we have been working with them since we started drilling on the first well. He noted that the blending ratio will not exceed 50/50; we'll probably begin with a blend of 75% Bull Run and 25% well water leaving the site. As it gets further into the system, it will become further diluted.

Larry Dixon asked if we are prepared to fluoridate the well water if we have to. **DM Barnes** replied we could put fluoride in the well water pretty easily, but it will be a job to fluoridate Bull Run water. We have eight different take offs on the Bull Run. His guess is that if legislation passes, Portland would have to figure out how to fluoridate Bull Run water at the headwaters. **DM Barnes** noted that most calls he's received express opposition to fluoridation. **Jeanne Orcutt** commented that she can be added to that list.

FOR THE GOOD OF THE ORDER

DM Barnes reported that things are going well. He mentioned that we spend a fair amount of money training our employees and board members, which has helped us this last year because there were no workers compensation claims. He attributes this directly to safety training and equipment.

Herb Brown asked the Board to consider on the April or May agenda generating a little history book of the District similar to the one done for Powell Valley Road Water District. **DM Barnes** noted that we would need help from Board members who have been around to understand the early beginnings of the District. **Larry Dixon** indicated that he previously provided a folder of notes from a past Board member back in the 1960s. **DM Barnes** replied that he will look through District files.

Sandra Ramaker asked the status of the commemorative plaque; she thought one had been picked out. **DM Barnes** replied that he was under the impression that one was ordered but the person handling it is no longer with the District; he will check into it. She thanked management, staff and board for all the good work they are doing

ADJOURNMENT

Herb Brown moved that the meeting be adjourned. **Sandra Ramaker** seconded the motion. **The motion was approved; none opposed.**

The meeting was adjourned at 8:47 p.m.

Secretary