

**ROCKWOOD WATER P.U.D.**  
**MINUTES, REGULAR MEETING OF THE BOARD**  
**MARCH 26, 2008**  
**Rockwood Water Boardroom**

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**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:** Pat Brown, Chad Stokes, Jo Guillory, Val Guillory, Tom Lewis

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

**APPROVAL OF THE AGENDA**

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

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

**APPROVAL OF THE CONSENT AGENDA**

**Don McCarthy** moved to approve the consent agenda. **Larry Dixon** seconded the motion. The motioned was approved; none opposed.

**APPROVAL OF MINUTES**

**Larry Dixon** moved to approve the minutes from the February 20, 2008 regular meeting and March 18, 2008 work session. **Sandra Ramaker** seconded the motion. The motion was approved; none opposed.

**APPROVAL OF THE BILLS**

**Larry Dixon** inquired about page 6, line 7, RW 20 Repair. **DS Baker** replied it was to have the RW 20 vehicle aligned.

**Sandra Ramaker** asked about page 10, line 39 Nextel Jan - Mar 08, 20 Field Phones/Carriers. **DM Barnes** answered the District switched to Nextel phones from the radios because they are less expensive, provide better communication, and are easier to maintain than the radio system.

**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.

**REQUEST FOR RATE ADJUSTMENT - JO GUILLORY**

**DM Barnes** stated **Jo Guillory** is requesting a water rate adjustment because her water bill was \$232.91 even though she had been in Arizona for the winter, and no one was in the home. Discussion ensued.

**Donald McCarthy** made a motion to adjust **Jo Guillory's** bill by taking an average of six previous readings from the last year to adjust her her bill. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

**APPOINT BUDGET COMMITTEE MEMBERS**

**DM Barnes** stated there were two returning members to the Budget Committee and three vacancies. There were no applicants to be considered for appointment to the Budget Committee. Discussion ensued.

**Pat Brown** commented the reason she resigned from the Budget Committee was because she didn't like the inconsistencies in how the Board handled last year's appointments to the Budget Committee.

The Board decided the Budge Committee would consist of the two returning members, Tom Lewis and Colleen Lisoski.

**APPOINT WATER PROVIDERS CONSORTIUM BOARD MEMBER**

**DM Barnes** explained the District will re-join the Water Providers Consortium in July, and we need a Board member to fill a primary voting seat and an alternate voting seat on the Consortium. Discussion ensued.

**Sandra Ramaker** made a motion **Don McCarthy** be appointed in the primary voting member position and **Larry Dixon** be appointed to the alternative voting member position for the Water Providers Consortium. **Cathi VanDamme** seconded the motion. The motion was approved; none opposed.

**Sandra Ramaker** recommended we start attending the Consortium meetings now.

**MARCH 18, 2008 WORK SESSION - DISCUSSION AND ACTION (IF NECESSARY)**

**DM Barnes** stated the following five items are matters the Board wished to address as a result of the March 18, 2008 work session.

**LIFT RESTRICTIONS ON ADMINISTRATIVE SECRETARY POSITION**

**DM Barnes** asked the Board to lift the job restrictions from the Administrative Secretary position, so he could utilize the position more efficiently.

**Cathi VanDamme** moved to lift the restrictions from the Administrative Secretary position. **Don McCarthy** seconded the motion. The motion was approved, none opposed.

**RESOLUTION 07/08-007 - VACATION POLICY**

**DM Barnes** stated the Board asked to have the verbiage "on the job" removed from the portion of the policy that discusses employment terminated by death from the vacation policy.

**RESOLUTION 07/08-008 - SAFETY AND HEALTH PROGRAM POLICY**

**DM Barnes** went over the typographical errors in the Health and Safety policy the Board discussed at the work session.

**RESOLUTION 07/08-009 - AMENDMENT OR SUSPENSION OF POLICIES AND BYLAWS**

**DM Barnes** stated this Resolution will amend paragraph 3.1.3 to state "The Board will periodically review the District Policy Manual and determine any necessary amendments. Work sessions will be held as needed."

**Sandra Ramaker moved to present Resolutions 07/08-007, 07/08-008, and 07/08-009 at the next Board meeting for Board decision. Cathi VanDamme seconded the motion. The motion was approved; none opposed.**

**DRESS STANDARDS POLICY - DISCUSSION**

**DM Barnes** gave an overview of the potential changes suggested by the Board at the work session. Discussion ensued. The Board asked **DM Barnes** to incorporate some of the ideas discussed into the Dress Standards policy and bring them to the next Board meeting for discussion.

**EXECUTIVE SESSION**

**President Brown** adjourned this portion of the regular Board meeting at 7:58 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 possible conflict of interest, since her husband is an employee of the District. Cathi VanDamme stated she also has a potential conflict of interest.**

**President Brown** re-convened the regular Board meeting at 8:35 p.m.

**ACTION ON EXECUTIVE SESSION ITEMS (IF NECESSARY)**

**DM Barnes** stated he has reached a tentative agreement with the union. The agreement is:

Amend Article 10 describing the work week for overtime to be consistent with the standard work week Monday through Friday. Saturday and Sunday will be overtime if we call employees in.

It will be a three-year contract with a 3% cost of living adjustment (COLA) each year.

Replace the word nine with ten when referring to holidays.

Allow sick leave to be used in 1/4-hour increments rather than 1/2-hour increments.

Change the language in Article 20 to be consistent with the language in the Policy Manual describing sick leave payout when employment is terminated.

The expiration date of the contract will be 2011.

**DM Barnes** stated two of our Board members, **Sandra Ramaker** and **Cathi VanDamme** have noted a potential conflict of interest. We have discussed the issue with the union contract with our attorneys, and we have been advised by our attorneys that this is a Class Exception to the conflict because all employees under the union contract will get the same thing; therefore, all Board members can vote on this issue tonight.

**Don McCarthy moved to approve the union contract as described. Cathi VanDamme seconded the motion. The motion was approved; Larry Dixon opposed.**

**DM Barnes** asked the Board if the non-represented employees should get a 3% COLA, beginning in July, to match the COLA the union employees are receiving.

**Don McCarthy made a motion the non-represented employees should receive a 3% COLA. Sandra Ramaker seconded the motion. The motion was approved; Larry Dixon opposed.**

**DM Barnes** stated he will bring a Personal Time Off policy and further information for the Board to review at the next Board meeting.

### **PROJECT UPDATE**

**DM Barnes** reported we have advertised requests for proposals from engineering firms for the 141st Reservoir project. By the end of the month we should have a firm hired to design and manage the project. The final design is in place for the demolition of the Grant Butte Reservoir. We will advertise for a contractor and get that on board. The building renovation is moving along. Next week or so, we should have the construction documents and start the permit and contractor process. We will be moving on to the shop building shortly after the building renovation begins. **Herb Brown** asked if the expenses for those projects were included in this year's budget. **DM Barnes** responded they have been included in this year's budget and next year's budget.

**DS Baker** reported the 148th and Division Pump Station is in progress. We got the permit back from the City of Portland. We should be able to start on that as soon as we finish 192nd; the first part of May. **DM Barnes** mentioned **ADS Crocker** put together the 148th project for us and it has been a good learning experience.

### **FOR THE GOOD OF THE ORDER**

**Sandra Ramaker** stated the Public officials program for the Pacific Northwest Section of American Water Works Association Annual Conference is finalized and thanked **AS Aden** for her contributions to the program. **Sandra Ramaker** mentioned the Pacific Northwest Section Oregon Subsection tapping contest will be held at the District offices April 17. She announced April 2 will be Doug Ramaker's 30-year anniversary with the District. **Ms. Ramaker** mentioned **Herb Brown** will be celebrating his 79th birthday April 6.

**Herb Brown** stated the District going along in pretty good condition, and the employees still continue to do a good job.

**President Brown** reminded everyone the next meeting will be on Wednesday, April 23, 2008 at 7:00 p.m.

**ADJOURNMENT**

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

The meeting was adjourned at 8:43 p.m.

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Secretary