

**ROCKWOOD WATER P.U.D.
MINUTES, BOARD OF DIRECTORS WORK SESSION
MARCH 18, 2008**

Rockwood Water Boardroom

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

Staff present: Harvey Barnes, District Manager (DM); Kerry Aden, Administrative Secretary (AS)

Guests present: Pat Brown

President Herb Brown called the work session to order at 7 p.m.

APPROVAL OF THE AGENDA

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

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

POLICY DISCUSSION AND ISSUES THAT MAY AFFECT THE DISTRICT IN THE FUTURE

Herb Brown stated a policy should be created for the District Manager's evaluation. Discussion ensued. The Board suggested the schedule could be to approve the evaluation criteria at the May Board meeting and conduct the Manager's review at the July Board meeting. The Board suggested the next Manager evaluation would take place in July 2009. **DM Barnes** stated he will bring examples of policies to evaluate the District Manager for the Board to review at the April Board meeting.

The Board discussed adding goal setting to the District Manager's evaluation criteria.

Sandra Ramaker addressed issues with cross training employees. Discussion ensued. The Board suggested writing a policy listing the key positions in the District and what positions would cross train for those key positions. The Board suggested lifting the restrictions off the Administrative Secretary position to help with the cross training of key functions. **DM Barnes** suggested a policy stating the Manager will train appropriate personnel, and a sufficient number of personnel, to cover all the critical functions of the District. All critical functions must be covered including, but not limited to...and state the key functions to the District and list the key staff to cover those functions. The Board asked **DM Barnes** to produce a policy for them to look at for the April Board meeting.

The Board discussed the Administrative Secretary position and the restrictions associated with the position. **DM Barnes** stated he would like permission to use the Secretary in other capacities. The Board asked **DM Barnes** to add to the March meeting agenda releasing the restrictions on the Administrative Secretary position to be able to perform the duties the position needs to do and possibly change the title to Administrative Assistant.

Sandra Ramaker stated at the Special Districts Association of Oregon (SDAO) annual conference it was mentioned we need to change the wording of some of our policies. **DM Barnes** stated we need to make sure our policies are consistent with the Oregon statutes on domestic partnerships and insurance coverage. We will recommend changing the wording to amend them, as the ORSs change, to stay in compliance with the law before the end of the fiscal year.

Sandra Ramaker stated electronic email and public information issues were also discussed at the SDAO conference. Discussion ensued. **DM Barnes** stated it is suggested the Board members have a Rockwood Water PUD email address and those emails sent to Board members be forwarded to the Administrative Secretary or District Manager to file electronically.

Sandra Ramaker suggested changing the wording for Series 3000, Article 4.0, Section 4.4, Vacation, Paragraph 4.4.7. Discussion ensued. The Board suggested removing "on the job" from the policy. The Board asked this change be presented at the March Board meeting.

Sandra Ramaker addressed Series 3000, Article 2.0, Section 2.21, Dress Standards. This issue was discussed at the Utility Management Conference. She suggested adding a Personal Appearance paragraph to the Dress Standards policy, and she read and distributed potential verbiage. Discussion ensued. The Board asked to incorporate into the policy **Sandra Ramaker's** notes, attire worn when representing the District off site, disallow logos other than Rockwood Water PUDs, and add a clause where jeans can be worn every other Friday to present to the Board at the March meeting for their review.

Sandra Ramaker addressed Appendix I, Firm but Fair Discipline Guidance Schedule. She stated the Supervisors need to follow the schedule enforcing attendance and punctuality issues. **DM Barnes** stated he will work through the schedule.

The Board took a five-minute break.

DM Barnes called attention to errors in Appendix XIII, Safety and Health, to the Board's attention. The Board requested the changes be made and brought to the March meeting for approval.

DM Barnes suggested the policy amendments be grouped together as appropriate for Board approval and timeliness.

Don McCarthy stated the work session was a good idea and should be done periodically. The Board agreed.

DM Barnes asked the Board if they wanted to consider removing Paragraph 3.1.3 from Series 1000, Article 3.0, Section 3.1, Amendment or Suspension of Policies and Bylaws. Discussion ensued. The Board suggested removing Paragraph 3.1.3 and adding the Board should review the Policy Manual and have work sessions as needed. **DM Barnes** stated he may have that policy ready for the March meeting.

ADJOURNMENT

Don McCarthy moved to adjourn the work session. Sandra Ramaker seconded the motion. The motion was approved; none opposed.

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

Secretary