

ROCKWOOD WATER P.U.D.
MINUTES, REGULAR MEETING OF THE BOARD
APRIL 23, 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: Jeff Allen, Brian Hunt, Doug Ramaker, Tom Lewis, Clark Balfour, Jay Breen.

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.

DM Barnes stated the Board needs to discuss an Intergovernmental Agreement (IGA) with the City of Gresham - Meter Reading as agenda item 5a.

Sandra Ramaker moved to approve the agenda with the addition of agenda item 5.a., IGA with the City of Gresham - Meter Reading. **Don McCarthy** seconded the motion. The motion was approved; none opposed.

APPROVAL OF THE CONSENT AGENDA

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

APPROVAL OF MINUTES

Don McCarthy moved to approve the minutes from the March 26, 2008 regular meeting. **Sandra Ramaker** seconded the motion. The motion was approved; none opposed.

APPROVAL OF THE BILLS

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments.

GRESHAM IGA

DM Barnes stated the City of Gresham would like to enter into an IGA for us to provide meter reads for the City of Gresham. He added it will cost our customers more for wastewater charges if we don't provide them with the information. The City of Gresham will pay half of the expense for meter reads. It is the same procedure we've been doing, but they wanted to put the agreement in writing. Discussion ensued.

Don McCarthy moved to approve the IGA for Meter Reading within the Boundaries of the Rockwood Water People's Utility District. Larry Dixon seconded the motion. The motion was approved; none opposed.

RESOLUTION 07/08-007 - VACATION POLICY

DM Barnes explained this resolution will amend the vacation pay policy to remove "on the job" from the portion of the policy that discusses employment terminated by death as per discussion at the last Board meeting.

Don McCarthy moved to adopt Resolution 07/08-007 - Vacation Policy. Larry Dixon seconded the motion. The motion was approved; none opposed.

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

DM Barnes explained this resolution will correct several typographical errors in the Health and Safety Policy as per discussion at the last Board meeting.

Sandra Ramaker moved to adopt Resolution 07/08-008 - Safety and Health Program Policy. Cathi VanDamme seconded the motion. The motion was approved; none opposed.

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

DM Barnes explained this resolution will amend the policy as per discussion at the last Board meeting.

Don McCarthy moved to adopt Resolution 07/08-009 - Amendment or Suspension of Policies and Bylaws. Cathi VanDamme seconded the motion. The motion was approved; none opposed.

DRESS STANDARDS POLICY - DISCUSSION

DM Barnes stated the Dress Standards Policy contains the language the Board requested as per discussion from the last meeting. Discussion ensued.

DISTRICT MANAGER EVALUATION POLICY - DISCUSSION

DM Barnes gave an overview of the new District Manager Evaluation Policy. He suggested even though an evaluation would not be performed in July, he would like the Board to set goals for him in June or July for the next year. Discussion ensued.

DM Barnes suggested language could state to set goals for the District Manager for the next year after the evaluation for the current year is conducted in June or July. Discussion ensued.

Cathi VanDamme suggested holding a work session for the Board to discuss goal setting. Discussion ensued. The Board set a work session for June 18, 2008 at 7:00 p.m. to set goals for the District Manager.

Sandra Ramaker suggested adding verbiage to paragraph 2.1.3 stating a work session will be held the third week in June to set goals for the District Manager. **DM Barnes** stated we will make the revisions and bring them back at next meeting with a resolution.

TRAINING

DM Barnes stated we want a policy that requires the District Manager to train employees for all of the key functions. He asked for direction on what kind of policy, how strong the language should be, and how specific. Discussion ensued. **DM Barnes** stated we will bring a policy to the next Board meeting with the verbiage discussed.

PERSONAL TIME OFF POLICY - DISCUSSION

DM Barnes gave an overview of the proposed Personal Time Off (PTO) Policy for the non-represented employees. Discussion ensued.

Don McCarthy made a motion to approve a PTO policy for the non-represented employees. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

WATER PROVIDERS CONSORTIUM AGREEMENT

DM Barnes explained the Board is asked to approve an amendment to the Water Providers Consortium which will add a sensitive information clause to the agreement. Discussion ensued.

Don McCarthy made a motion to approve the amendment. **Cathi VanDamme** seconded the motion. The motion was approved; none opposed.

AUDITOR SELECTION

DM Barnes stated we advertised for an auditor and received one bid from Pauly Rogers. He gave an overview of the bid submittal.

Cathi VanDamme made a motion to select Pauly Rogers as our auditor. **Sandra Ramaker** seconded the motion. The motion was approved; none opposed.

EXECUTIVE SESSION

Sandra Ramaker made a statement she has a possible conflict of interest because her husband is an employee of the District. **Cathi VanDamme** made a statement she has a potential conflict of interest.

President Brown adjourned this portion of the regular Board meeting at 7:51 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.

President Brown re-convened the regular Board meeting at 8:27 p.m.

ACTION ON EXECUTIVE SESSION (IF NECESSARY)

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.

The Board discussed the Dress Standards Policy and asked **DM Barnes** to have Larry Amburgey review the policy and bring it to the next meeting for approval with the resolution.

Discussion took place regarding reopening union negotiations to discuss a PTO policy for the represented employees.

Don McCarthy moved to approve opening union negotiations to discuss a PTO clause for their contract. Larry Dixon seconded the motion. The motion was approved; Cathi VanDamme opposed.

PROJECT UPDATE

DM Barnes stated he had a meeting today for the 141st Street Pump Station and Retrofit Project. CH2M Hill has been selected as the engineers. We will advertise for a contractor for the project in the next couple of weeks. We hope to begin construction in late summer/early fall. The office renovation project is moving along. We had a discussion with the City of Gresham over landscaping for the Grant Butte demolition project.

DS Baker stated the 148th Street Pump Station project is moving along. He will be meeting with the engineer who did the Master Plan tomorrow to discuss the Stark Street project. The 192nd Street project will be completed in two to three weeks.

FOR THE GOOD OF THE ORDER

DM Barnes stated things are going pretty well. Revenue is healthy, and the employees are fine.

Don McCarthy stated he attended the Pacific Northwest Section (PNWS) Oregon Subsection annual tapping event here at the District offices, and the City of Portland won. It was a good turnout.

Sandra Ramaker thanked **AS Aden** for her contributions to the Public Officials Committee program. She stated the PNWS annual conference would be held next week. She wished the tapping teams good luck.

Herb Brown stated he would be attending the PNWS annual conference Public Officials/Managers Joint Forum next week.

President Brown reminded everyone the next meeting will be on Wednesday, May 28, 2008 at 7:00 p.m.

ADJOURNMENT

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

The meeting was adjourned at 8:35 p.m.

Secretary

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