

ROCKWOOD WATER P.U.D.
MINUTES, REGULAR MEETING OF THE BOARD
MAY 28, 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: Jay Breen, Clark Balfour.

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 requested adding Article 19 Union Contract - Paid Time Off as item 9.a to the agenda.

Larry Dixon moved to approve the agenda with the addition of item 9.a. **Don McCarthy** seconded the motion. **The motion was approved; none opposed.**

APPROVAL OF THE CONSENT AGENDA

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

APPROVAL OF MINUTES

Sandra Ramaker moved to approve the minutes from the April 23, 2008 regular meeting. **Don McCarthy** seconded the motion. **The motion was approved; none opposed.**

APPROVAL OF THE BILLS

Larry Dixon inquired about page 8, line 11, Shop Hoist Repair. **DM Barnes** explained the hoist part of the overhead crane on the north shop wall was repaired.

Sandra Ramaker asked about page 12, lines 18 and 21, CCWF Event Planner and CCWF Facilities Chrg. **DM Barnes** explained those are charges for the Children's Clean Water Festival. Agencies give us funds for the event, and we act as the fiscal agent.

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

ADS Crocker thanked the Board of Directors for allowing his attendance at the American Water Works Association Pacific Northwest Section annual conference. The meeting was a good experience, and he learned a lot. It was beneficial to his future position with the District.

RESOLUTION 07/08-010 - TRAINING

DM Barnes explained this resolution will amend the Policy Manual and will require the District Manager to cross train various employees in key functions.

Don McCarthy moved to adopt Resolution 07/08-010 - Training. Sandra Ramaker seconded the motion. The motion was approved; none opposed.

RESOLUTION 07/08-011 - DISTRICT MANAGER EVALUATION

DM Barnes stated he wanted to discuss the process language with the Board. Discussion ensued.

DM Barnes confirmed the Board wants the language to be revised to say the evaluation materials will be sent in their July Board meeting packets, the evaluation will be conducted at the July Board meeting, a work session will be held in August to set the goals for the next year, and the Board will adopt the goals at the August Board meeting.

Sandra Ramaker moved to adopt Resolution 07/08-011 - District Manager Evaluation as amended. Don McCarthy seconded the motion. The motion was approved; none opposed.

RESOLUTION 07/08-012 – DRESS STANDARDS

DM Barnes stated he received comments from Larry Amburgey regarding the Dress Standards policy, and they are reflected in their packets. Discussion ensued.

DM Barnes confirmed the Board wished to change sneakers to casual shoes in paragraph 2.21.4.

Cathi VanDamme moved to adopt Resolution 07/08-012 - Dress Standards as amended. Sandra Ramaker seconded the motion. The motion was approved; none opposed.

RESOLUTION 07/08-013 – PAID TIME OFF

DM Barnes reviewed the policies affected by the new paid time off (PTO) system. Discussion ensued.

Don McCarthy moved to adopt Resolution 07/08-013 - Paid Time Off. Sandra Ramaker seconded the motion. The motion was approved; none opposed.

ARTICLE 19 UNION CONTRACT - PAID TIME OFF

DM Barnes referred to the new language in the union contract for PTO. Discussion ensued.

Cathi VanDamme stated she liked the way the verbiage was laid out, and it would have been helpful to have had it before her vote to open negotiations with the union at the last meeting. Discussion ensued.

Don McCarthy stated section 19.6, item b should be changed to correct the "sick pay" reference from "sick pay" to "PTO."

Sandra Ramaker stated she has a potential conflict of interest because her husband is an employee of the District. **Cathi VanDamme** noted a potential conflict of interest as well.

Don McCarthy made a motion to approve Article 19 as amended. Cathi VanDamme seconded the motion. The motion was approved; none opposed.

GRESHAM INTERGOVERNMENTAL AGREEMENT - NEW GROUNDWATER WELL - DISCUSSION AND POSSIBLE ACTION

DM Barnes stated we have been discussing the idea the City of Gresham would drill a well in the area of the fire station and that we would manage the project. This agreement will amend an existing agreement. **DM Barnes** gave an overview of the agreement and discussion ensued.

Sandra Ramaker made a motion to approve the City of Gresham Intergovernmental Agreement - New Groundwater Well. Don McCarthy seconded the motion. The motion was approved; none opposed.

PROJECT UPDATE

DM Barnes reported we have advertised the Construction Manager/General Contracting services for the 141st Avenue Reservoir Retrofit and Pump Station project. We have the engineers on board. It is scheduled to begin in October and bring on line before June 2009. We are in the process of obtaining permits for the office building renovation. The Grant Butte Reservoir project is going slower than anticipated, but we are still going to remove the reservoir this summer.

DS Baker reported we are wrapping up the 192nd project and will start paving in the next couple of weeks. We will start the 148th and Division pump station project in a week to 10 days.

FOR THE GOOD OF THE ORDER

DM Barnes stated things are going along good. Financially, we are hitting our targets, and the employees are doing a great job.

Larry Dixon stated things are going pretty good, and he hasn't heard any complaints from anyone.

Cathi VanDamme stated it appears things are well.

Don McCarthy stated things are going well, and the guys are doing a good job out there.

Sandra Ramaker stated **DS Baker** will reach his 30-year milestone with the District on June 1. **DM Baker** stated we have a job advertisement out for a Utility Worker I/Meter Reader position. **Sandra Ramaker** mentioned there will be a Water Providers Consortium meeting on June 4.

Herb Brown stated he agrees with all the good things that were said.

President Brown reminded everyone the next meeting will be a work session on Wednesday, June 18, 2008 at 7:00 p.m. and the regular Board meeting on Wednesday, June 25, 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 7:52 p.m.

Secretary