

ROCKWOOD WATER P.U.D.
MINUTES, REGULAR MEETING OF THE BOARD
July 27, 2005
Rockwood Water Boardroom

Board members present: Sandra Ramaker, Herb Brown, Stephen McElroy, Larry Dixon, Don McCarthy.

Staff present: Harvey Barnes, District Manager (DM); Michael Baker, District Superintendent (DS); Sabrina Walyer, Administrative Secretary (AS)

Guests present: Jeanne Orcutt, Fran Hyson, Randy McElroy, Commissioner Scott Reinhardt

President **Sandra Ramaker** called the meeting to order at 7:00 p.m.

Ramaker expressed her sympathy on behalf of the board to Stephen McElroy and his family for wife Dixie's passing, as well as to Mel Edward's family for his passing.

APPROVAL OF THE AGENDA

DM Barnes added one item to the agenda: discussion of creating a history book about RW District and PUD. **President Ramaker** suggested that it be added as item 9a on the agenda.

Herb Brown moved to approve the agenda as amended. **Don McCarthy** 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 motion was approved; none opposed.**

APPROVAL OF THE MINUTES

President Ramaker asked for two amendments to be made to the July 12th special meeting minutes. **Ramaker** asked that DS Baker's name be added to the minutes as having attended, and that a comment be included that was made by her (Ramaker) as to why she was voting nay on the approval of the union contract.

Herb Brown moved to approve the June 22nd minutes and the July 12th minutes as amended. **Stephen McElroy** seconded the motion. **The motion was approved; none opposed.**

President Ramaker announced that Commissioner Scott Reinhardt, a new board member of CRW, was present as a guest that evening and welcomed him.

APPROVAL OF THE BILLS

Jeanne Orcutt first asked why the May bank charges were on the July bills (page 2). **DM Barnes** responded that the bank didn't send the bill out in time to make it onto the June bills.

Orcutt then questioned if all the board members had reimbursed the District for the costs of family members at the AWWA Conference in San Francisco. Both **DM Barnes** and **Herb Brown** replied yes, they had. **DM Barnes** explained that the board members have to pay for family travel before the trip, not upon return. **Orcutt** then noted all the amounts spent by the board members,

emphasizing that Herb Brown's amount was higher than the others. **Brown** asked to respond, and said that that amount included airfare, for which he was paid because he traveled via his own car. **DM Barnes** explained that they reimburse a board member for whatever the amount of the lowest airfare is should they choose to travel by car.

Orcutt mentioned the groundwater right permit, and inquired what it was for (page 3). **DM Barnes** clarified that we hired Golder Associates to consult in the reorganizing of our water rights.

Orcutt also asked why the sewer and storm water charges were so low (page 5). **DM Barnes** said that that is simply what the bill was, and that the renters had moved out of the house next door.

Orcutt then questioned why the Gresham sewer and storm water bill was so high (page 6). **DM Barnes** answered that it included the Rockwood office building, Belle Vista and Bon-al combined to create a larger bill. Next, **Orcutt** wanted to know if ['05 meter reader vehicle] was a budgeted item (page 9). **DM Barnes** confirmed that it was indeed a budgeted item.

Herb Brown asked for further elaboration on the cost of graphic design for the water quality report (page 6). **DM Barnes** clarified that it is a charge for design and printing, and that we partner with Gresham to produce the same report. **President Ramaker** then questioned the Chevy van refund that was given twice. **DM Barnes** explained that the insurance company mistakenly credited RWPUD twice for the van, and it has been corrected (page 6).

Larry Dixon pointed out an inventory purchase and wanted to know if it was anticipatory of a coming project (page 10). **DS Baker** said that it was a cost for 2500 feet of 12" pipe.

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

Jeanne Orcutt questioned the effective date of the 2.5% COL increase that was approved by the board for union and non-union employees. **DM Barnes** confirmed that the effective date was retroactive to July 1st.

Fran Hyson commented on the Hindsman's public hearing from the June 22nd meeting, saying that since their bills are consistent in their usage, she thinks there is something wrong, and that it should be looked into further. Regarding the discussion of a refund in the same meeting, **Hyson** referred to a previous 1998 board meeting where a refund was rejected and in turn, the people [district] got shafted.

Hyson requested, in writing, the total cost incurred by the CRW contract, and mentioned that it was passed without the people's approval. **Hyson** asked if there was any response by CRW about our offer to sell back the contractual rights. **DM Barnes** replied that CRW is refunding the requested amount, and that the board approved the IGA transaction. **Barnes** said that he has been assured by Jeff Winter that Monday 8/1 there will be a check cut to RWPUD in the amount of \$748,288.

Barnes continued to say that CRW has already reimbursed us for all the operations and maintenance fees associated with the annexing, and in conclusion, all the money we have paid them will have been refunded. **Commissioner Scott Reinhardt** interjected to say that he has been assured that a check will be en-route to RWPUD no later than the close of the day on Friday.

Ms. Hyson made a reference to the issue discussed in the June 22nd meeting about employees' salaries, and some of them leaving RWPUD for other jobs. **Hyson** commented that she didn't think it had anything to do with salary, as RWPUD offers generous wages and good benefits.

Concerning non-union and union members receiving the same benefits, **Hyson** said she's never heard of office-workers getting the same allowances. **Hyson** said she thinks it is wrong for them to have equal benefits, when the union members pay dues. **DM Barnes** clarified that RWPUD supervisors, such as him, do not get any more benefits than the union employees. In most cases, **DM Barnes** explained, managers are paid more and given better benefits in other industries. **Hyson** then pointed out a few articles concerning supervisor's salaries and how highly some are paid. **Hyson** posed one example of a manager being paid a supreme amount because one board member coerced the others into agreeing to this high salary. **Hyson** said that in the end, the people get shafted when the board makes these kinds of decisions.

Hyson then asked if there had been any reaction to the water quality reports that were sent out. **DM Barnes** answered that we received only 2 calls, both of which were negative responses.

DM Barnes clarified that he does not have a contract with RWPUD and that he does not have the perks that Ms. Hyson referred to. **President Ramaker** confirmed that statement by saying that there are a lot of advantages that we don't give our manager compared to other establishments.

DISCUSSION OF EMPLOYEE ATTENDANCE AT BOARD MEETINGS

President Ramaker mentioned that she was specifically referring to the senior accountant attending the meetings, as the idea was raised in previous discussions. **Jeanne Orcutt** asked if her [SA Cheryl Colley] attendance at the meetings would incur overtime. **DM Barnes** explained that supervisors are not paid overtime, but that she would receive some time-off. **Orcutt** stated that she would like for SA Colley to attend the meetings, but that the rest of the employees should only have to attend if they want to.

Fran Hyson agreed, saying that she also felt that employees should attend only on their own accord. **Hyson** further remarked that if employees attended, they might feel intimidated or have fear of retribution concerning any comments they may offer at the meetings. Furthermore, **Hyson** said that budget committee members should be attending the regular board meetings so they are more aware of what is going on.

President Ramaker reiterated that she meant only to consider the senior accountant's attendance meetings, not other supervisors unless necessary. **Herb Brown** said that he thought it would be a step backward to have the SA attend. **Larry Dixon** commented that DM Barnes does a good job of offering information about the finances, and that it would be a waste of the SA's time to be at the meetings. **Stephen McElroy** added that while it would be a nice idea to have the SA here if needed, that it does not need to be mandated. **Don McCarthy** remarked that usually questions concerning accounting issues can be answered via phone call by the next day [after the board meeting], and so he did not see a reason to have the SA at the meetings. **President Ramaker** concluded that no further discussion was necessary.

BOARD MEMBER TRAVEL REQUEST- AWWA SUMMIT

DM Barnes explained that President Ramaker has requested to attend the annual AWWA Summit and board approval is needed to reimburse for travel. **President Ramaker** announced that it will be the 7th-9th of October and the title of the Summit is "The Value of Water".

Jeanne Orcutt commented that she feels that the board needs to limit their out-of-state travel, and she believes it is a vacation, or the spouses would not attend also. **Herb Brown** mentioned that the Summit only invites select people, and that it is informative news, therefore worthwhile for Sandy to attend.

Herb Brown moved to approve reimbursement for travel to the AWWA Summit in Denver. Larry Dixon seconded the motion. The motion was approved; none opposed.

ANNUAL POLICY MANUAL REVIEW

DM Barnes stated that while a policy was changed in the recent union contract regarding the sick-leave incentive program, he did not find that any related policies in the manual need to be amended.

President Ramaker asked if we had a security or emergency policy plan. **DM Barnes** replied that while he is not sure that we have a specific policy, we do have the ERP (emergency recovery plan) and the VA (vulnerability assessment). **Ramaker** explained that the recent seminar she attended had prompted her to question if we currently have a standard protocol about how we will handle emergency situations. **DM Barnes** replied that no, we do not have such a policy. **Ramaker** stated that at the seminar she was asked to consider what her role would be in an emergency situation, and to question her district about the procedures.

Pat Brown commented that discussing an emergency plan should be done in a closed [executive session] meeting. **Ramaker** and **DM Barnes** both insisted that they were not going to discuss the plan details at this meeting, but are rather reviewing if we have a specific policy.

Larry Dixon asked if we could consider changing the policy on how we rent our meters. **Dixon** suggested that our technicians accompany the individuals who are renting our meters, and set them up and show them how to operate it, so that there will be less chance of a malfunction. **DS Baker** interjected that while we do brief the renters on how to operate the meters, our technicians do not go check on how they are using them. **DS Baker** offered that we could tighten-up that procedure and become more involved. **Dixon** asked if we needed to review the policy.

DM Barnes questioned **DS Baker** if we could have technicians already in the field go over to check on how the renters are doing with the meters. **Don McCarthy** asked if the renters lock the meters. **DS Baker** replied that they have the option of doing so, should they wish to. **DM Barnes** remarked that we could change the way we do things to better ensure that our meters are being used properly. **President Ramaker** asked if we needed a motion or a vote on amending the policy in the manual. **Herb Brown** responded that no, it could simply be considered a managerial decision.

WAGE STUDY

DM Barnes stated that a wage study was requested at the last board meeting. Given that union negotiations have been settled, **DM Barnes** asked if the board still wanted to consider a wage study, or if they would rather agree to a study beginning about a year before the next contract is to be negotiated. **Don McCarthy** agreed that it would be a waste of money to conduct a study now, but that he will suggest it in future years if he is still a board member. **Herb Brown** also agreed.

Fran Hyson remarked that a wage study would be a waste of money. **Don McCarthy** responded that it would be [a waste of money] at this time. **Hyson** continued that there has been a squandering of district funds, and that the board has made poor decisions regarding spending. **Hyson** referred to the attendance of all of the board members at the AWWA National Conference, and that the manager and employee also attended. **Larry Dixon** called for a point of order and asked what her remarks had to do with the wage study. **Dixon** explained that the wage study is not related to the AWWA Conference. **Hyson** apologized for getting off-track, and public comments concluded.

Don McCarthy moved to disregard the wage study at this time. Stephen McElroy seconded the motion. The motion was approved; none opposed.

DISCUSSION OF HISTORY BOOK ABOUT RW DISTRICT/PUD

Herb Brown said that he was interested in creating a history book after reviewing the book by the Powell Valley Road Water District. **Brown** commented that he thought it might be of interest to the public. **President Ramaker** asked Brown to elaborate more specifically on what ideas he had for the book. **Brown** replied that it would be a summary of activities about events over the years. **Stephen McElroy** asked where the book would be available. **Brown** responded that it would be available here at the district. **Larry Dixon** said that he had given the district a number of papers about the history which he had received from a previous board member.

President Ramaker suggested forming a committee to work on the book, and noted that there may be previous board members that will be able to offer a lot of information. **Don McCarthy** commented that it would be an expensive project. **DM Barnes** remarked that he could assign an employee to work on the book, but that the difficulty will be in finding information from years back.

President Ramaker said that we could gather as much information as we can, and go from there. **Ramaker** suggested that DM Barnes could look into the cost and details of what it would take to create the book.

Pat Brown mentioned that someone could contact Mel Edwards’s family, as they are going through his personal effects, and ask them if they find anything about the district. **DM Barnes** responded that the idea was a good one, and they will move ahead on researching it.

PROJECT UPDATE

DM Barnes began by saying that the ground wells are producing 1200 gallons per minute. **DM Barnes** explained that the team is currently working on the restoration of the Cascade Pump Station and has received some high bids. **Barnes** said he will reject the bids and re-think the project where RWPUD would purchase the parts and hire a contractor to complete the construction.

DS Baker added that the main line was completed between Stark and Glisan.

*****1 min. pause in meeting/ Changed CD*****

DM Barnes mentioned how the company that we were buying our parts from for the automatic meters went out of business, so we can’t find a manufacturer to find the replacements to repair them. **Barnes** explained that he and **DS Baker** agreed that it would be best to hire another meter-reader, discontinue the Automatic Meter-Readers (AMR’s) and return to using the manual-read meters.

Don McCarthy asked if you can pull the wires on the AMR’s and use them as manual meters, or if you have to pull them out and replace them. **DS Baker** replied that yes, we could do that, but that we are considering a pursuit of the company that sold us the AMR’s. **DM Barnes** confirmed that they are contemplating what action to take in that matter, and will inform the board further when their assistance is needed. **Stephen McElroy** questioned what the AMR failure will ultimately cost us. **DM Barnes** responded that he will discuss that in an executive session.

Herb Brown inquired about the size of the production pipes running from our wells. **DM Barnes** answered that the smaller pipe is an 8” and the larger pipe is a 14”.

FOR THE GOOD OF THE ORDER

DM Barnes announced that the water rights have been reassigned from RWD to RWPUD. **Barnes** also mentioned the plaque that AS Sabrina Walyer is working on commemorating the deceased board members, and asked that the board look over a list of names to confirm those who should be on the plaque.

Stephen McElroy commented on his request for a report regarding our risk of contamination like that of the City of Fairview. **DM Barnes** replied that yes, contamination is always a possibility, and our water operations specialist monitors the chlorine residuals very closely and sometimes adjusts the levels daily. **Barnes** said that the Fairview problem had nothing to do with RWPUD.

Herb Brown extended his condolences for the passing of Dixie McElroy and Mel Edwards.

President Ramaker read a letter written to the board by employee, Andy Crocker expressing his enthusiasm for his experience at the AWWA Conference and detailing his interest in learning more about the water works industry. **DM Barnes** commented that Crocker has enrolled in a water operations course at Clackamas Community College. **DS Baker** added that Crocker was certified as a number 2 operator.

President Ramaker offered for the board to look over some materials that she brought back from the recent security conference in Denver, and thanked the board for the opportunity to attend.

ADJOURNMENT

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

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

Secretary