

ROCKWOOD WATER P.U.D.
MINUTES, REGULAR MEETING OF THE BOARD
JULY 25, 2007
Rockwood Water Boardroom

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

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

Guests present: Brenda Daggett, Mrs. Aurel Florean, Dan Leusca, Jay Breen, Andy Crocker

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

APPROVAL OF THE AGENDA

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

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

APPROVAL OF THE CONSENT AGENDA

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

APPROVAL OF MINUTES

Herb Brown moved to approve the minutes from the June 20, 2007 regular meeting. **Don McCarthy** seconded the motion. The motion was approved; none opposed.

APPROVAL OF THE BILLS

Larry Dixon inquired about page 12, lines 34 through 39. He asked why the price was the same for different pieces of equipment. **DM Barnes** stated he believes they are filters common for those types of vehicles.

Larry Dixon referred to page 13, lines 29 and 30, Truck Ramp and 2 10Ton Airlift Jacks. **DM Barnes** stated we have stopped using the shop hoist because of safety reasons. We are using smaller jacks and ramps instead. The hoist is an older model that doesn't have a height adjustment nor does it hold pressure.

The Board took a five-minute recess for Metro East Community Media to set up their equipment.

President Ramaker re-convened the meeting at 7:18.

Herb Brown referred to page 13, lines 39 through 50, and asked if the item numbers indicated different sizes of rock. **DM Barnes** replied, yes.

Sandra Ramaker noted the District had received a reimbursement check from American Water Works Association (AWWA) for some of her expenses associated with the Public Officials' program at the Annual Conference and Exposition (ACE).

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no public comments.

REQUEST FOR RATE ADJUSTMENT - AUREL FLOREAN

DM BARNES explained Aurel Florean's water bill is \$722.40, but the water meter is fairly new and tested at 100%.

Dan Leusca explained Mr. Florean is recuperating from surgery and he will be addressing the Board along with Mrs. Florean. He stated there are 2 adults and 2 children living in the house. They have checked and have had no repairs or noticed water loss anywhere. They do not have a pool, sprinkler system, or water-consuming devices on the property. They have monitored and taken readings since the high bill, and the readings look normal. **Mr. Leusca** stated the only reason he can think of is during that period, work was being done in the area. Rock was spread over the vaults and meters, some vaults were replaced and/or raised. Discussion ensued.

Sandra Ramaker stated the general consensus of the Board is to test the meter to try to make it fail and ask the Florean family to come back to the Board and see what we can do. **DM Barnes** stated we will conduct the test this week or next week and he would speak with the Office Supervisor to set the full amount of the bill over until after the next Board meeting.

ANNUAL POLICY MANUAL REVIEW

DM Barnes explained usually in July we discuss potential policies for review or amendment. He would like to firm up the federal law language in the medical marijuana policy, identify we are a drug free workplace under federal law in the substance abuse program policy, and change the language regarding drug testing during the hiring phase for non-safety sensitive employees. He stated he will write potential language for the three policies to present to the Board at the August Board meeting.

RESOLUTION 07/08-001 SICK LEAVE POLICY

DM Barnes gave an overview of the resolution to amend the sick leave policy.

Herb Brown moved to adopt Resolution 07/08-001 - Sick Leave Policy. Don McCarthy seconded the motion. The motion was approved, none opposed.

CONVENE AS THE CONTRACT REVIEW BOARD - PICKUP TRUCK AND FORKLIFT

President Ramaker convened the Board of Directors as the Contract Review Board at 7:48 p.m. **DM Barnes** explained the District would like an exemption from competitive bidding to purchase a pickup truck and forklift. He reviewed the report. **Herb Brown** asked if we will trade in a vehicle to purchase the pickup truck. **DM Barnes** stated we will take sealed bids to

sell a 1983 truck; it has no value as a trade in. Discussion ensued about vehicle trade in and type of vehicle to be purchased.

Don McCarthy moved to adopt the findings in the report. Herb Brown seconded the motion. The motion was approved, none opposed.

President Ramaker closed the Contract Review Board meeting at 7:53 p.m. and reconvened the regular Board meeting.

RESOLUTION 07/08-002 - EXEMPT PURCHASE OF PICKUP TRUCK AND FORKLIFT

Herb Brown moved to adopt Resolution 07/08-002 - Exempt Purchase of Pickup Truck and Forklift. Stephen McElroy seconded the motion. The motion was approved, none opposed.

PROJECT UPDATE

DM Barnes stated he is looking at designs for the building to add the Operations Center. He expects to hire an architect in the next two weeks. We will add space on the east side of the building.

The Grant Butte Reservoir demolition is proceeding. We hope to have it demolished by the end of October.

DS Baker stated we are in the final stages of the main replacement project started in December. There are a couple of major installations going in. One for the new corporate center and one at 201st and Sandy.

Sandra Ramaker asked if there was anything new going on with Gresham. **DM Barnes** replied we have completed and paid for our entire portion of the program. We produced 6,000 gallons of water per minute when we had the 90 degree temperatures last week. It's working very well.

FOR THE GOOD OF THE ORDER

DM Barnes stated we are financially sound and we have an excellent work force.

DS Baker stated we have finished the interview process for the Meter Reader position. We should have someone starting August 16. We moved Lanny Jones to the Utility Worker I position. Joey Schlosser and Jeff Allen have expressed interest in the Utility Worker II positions.

Stephen McElroy stated the AWWA ACE was a good conference. He stated the Public Officials' functions were at times educational.

Don McCarthy stated he appreciates being able to go to the AWWA ACE. It was fulfilling and he enjoyed it tremendously. He also stated he is involved with a couple of committees and learning new things.

Sandra Ramaker also stated the AWWA ACE went well. She said there are other committee things going on with the Pacific Northwest Section of AWWA, and thanked AS Aden for her

assistance. **Ms. Ramaker** noticed the memoriam plaque was hung in the entry way, and she thanked Jay Breen for hanging it up for us.

President Ramaker reminded everyone the next meeting will be on Wednesday, August 22rd at 7:00 p.m.

ADJOURNMENT

Don McCarthy moved to adjourn the meeting. **Herb Brown** seconded the motion. **The motion was approved; none opposed.**

The meeting was adjourned at 8:05 p.m.

Secretary