

ROCKWOOD WATER P.U.D.
MINUTES, REGULAR MEETING OF THE BOARD
12, AUGUST 2003
Rockwood Water Boardroom

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

Staff present: Harvey Barnes, District Manager (DM); Mike Baker, District Superintendent (DS); Chris Shaw, Administrative Secretary (AS).

Guests present: None.

President **Sandra Ramaker** called the meeting to order at 7: 05 p.m.

APPROVAL OF THE AGENDA

DM Barnes indicated that the Board needs to discuss board member reimbursement to the District. It was agreed to add this item as 12a.

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

CONSENT AGENDA

Herb Brown moved to approve the consent agenda. Larry Dixon seconded the motion. The motion was approved; none opposed.

APPROVAL OF MINUTES

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

APPROVAL OF BILLS

DM Barnes referred to the extra document in the board packet showing miscellaneous revenues. He explained that at the last board meeting it was requested that documentation of board member and District Manager reimbursements to the District be provided. He noted that the report shows that he and Larry Dixon have reimbursed the District for their travel expenses.

Discussion followed regarding payments for the budget hearing notice and check signature stamps.

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

PUBLIC COMMENT ON NON AGENDA ITEMS

No comments were made.

BOARD VACANCY UPDATE

DM Barnes stated that a candidate will be appointed at the October meeting to fill the vacant board position until the November 2004 election. A candidate will then be elected to fill the remaining two years of the term. The vacancy has been advertised in the local papers, on the web page and in the newsletter. The application deadline is October 15th, the Wednesday prior to the Board meeting,

so that candidate information can be included in the board packet. It was noted that no letters of interest have been received.

Sandra Ramaker asked if a board member recommends someone, does a letter of interest still have to be submitted. **DM Barnes** replied yes.

ELECT VICE PRESIDENT

DM Barnes stated that due to Richard Scariano's resignation, the Vice President position needs to be filled.

Stephen McElroy nominated Herb Brown. **Larry Dixon** seconded the nomination.

Stephen McElroy moved to close the nominations for Vice President. **Larry Dixon** seconded the motion. **The motion was approved; none opposed.**

Herb Brown accepted the position of Vice President.

RESOLUTION 03/04-001 – DESIGNATE AUTHORIZED CHECK SIGNERS

DM Barnes explained that the resolution will allow us to have three authorized check signers for the District. Discussion followed.

Herb Brown moved to approve resolution 03/04-001 designating **Larry Dixon, Stephen McElroy and Sandra Ramaker** as authorized check signers. **Larry Dixon** seconded the motion. **The motion was approved; none opposed.**

BOARD TRAVEL REQUEST – AWWA SUMMIT, SDAO CONFERENCE

DM Barnes explained that the AWWA Summit is coming up in October; the Special Districts Association of Oregon (SDAO) Conference is scheduled for February. He noted that Board approval is needed for him to reimburse board members for travel expenses.

Herb Brown stated that it is worthwhile for someone to attend these meetings.

Herb Brown moved to authorize travel to the AWWA Summit and SDAO Conference for those Board members who are interested. **Larry Dixon** seconded the motion. **The motion was approved; none opposed.**

Sandra Ramaker commented that she just attended an SDAO education and planning committee meeting. She added that there are some great things planned for both the SDAO conference and the AWWA Summit.

AS Shaw noted that registration packets for the AWWA Summit were distributed.

PROPERTY DONATION – SPECHT PROPERTIES

DM Barnes explained that as discussed at the last meeting, Specht Properties has offered to donate a piece of property to the District that adjoins District property on 185th Street. He reported that he has read through the phase I environmental assessment and there doesn't appear to be any concerns. Discussion followed regarding access, development and additional items to research (title, liens, restrictions, etc.).

Larry Dixon stated that DM Barnes should keep looking at the property and if satisfied, he should accept it. **DM Barnes** suggested that once the donated property is acquired, the District should consider selling both pieces of property to a developer.

Larry Dixon moved to instruct DM Barnes to continue looking at the property, and if he determines that it is a piece of property that the District should own, to continue with the acceptance of the property. Herb Brown seconded the motion. The motion was approved; none opposed.

Herb Brown noted that acquiring the donated property would increase the value of the District's current property by more than just the value of the separate parcel.

BULL RUN TOUR UPDATE

DM Barnes reported that two upcoming public tours are scheduled for August 16 and September 13. The cost of the tour is \$15.00. He added that special tours can be arranged. The contact for tours is Briggy Thomas with the Portland Water Bureau.

Sandra Ramaker noted that employees and board members would be taking the tour on their own time, but she would like to see the District pick up the cost of the tour. **DM Barnes** replied that it could be covered under education and training. He will provide information to employees at tomorrow's staff meeting.

WELL PROJECT UPDATE

DM Barnes reported that he has an appointment tomorrow to view the 90% plans for the chlorination/ammoniation station, etc. We have already contracted with CH2M Hill to look at the design of the reservoir to increase the inlet size. By the end of the month, we should be accepting bids on the project and moving forward with it. He added that early on, it doesn't look like we will need to baffle the inside of the reservoir out here to slow the water down; some structural improvements to the reservoir may be needed to meet seismic standard three.

DM Barnes reported that the drill rig that is supposed to be here to drill our second well is still on another site that is having some drilling difficulties. We are still in good shape for completing the well on schedule. Discussion followed regarding the strata of the second well, drilling depth, and screen design.

REIMBURSEMENT BY BOARD MEMBERS

DM Barnes stated that board member Stephen McElroy has not yet reimbursed the District for travel expenses. He suggested giving him until the end of August to pay.

Sandra Ramaker stated that she doesn't have a problem with the end of August and added that if payment is not received at that time, the next step is to file a claim with the Standards and Practices Commission.

DM Barnes stated that it may be worthwhile in October or so, to visit the policy that addresses reimbursement, travel, etc., and provide a little more detail. **Sandra Ramaker** commented that uncovered expenses can be charged to a personal credit card as she and others have done.

Herb Brown agreed with the end of August deadline. He added that in October the Board may decide to set a specific timeframe in the policy for reimbursements such as thirty days.

FOR THE GOOD OF THE ORDER

DM Barnes stated that things are going well. He reported that he and two other district managers met to discuss the memorandum of understanding (MOU) signed at the last board meeting. They are leaning towards a fairly simple organization and are looking at participating in a series of partnerships that they all have mutual interest in. Gresham and Rockwood are working together on groundwater; Sunrise and Gresham are interested in playing a part with the District in the Clackamas River water project. They agreed to fully utilize all of their assets in the most efficient manner possible. Projects will be identified as they go along to their respective boards and city councils.

Herb Brown commented on Board and Manager efforts to pursue the best quality of water at the lowest cost and to practice good fiscal management.

AS Shaw noted the recently completed brochures that she passed out to the Board. She added that the conservation brochure was inserted with customer bills; the other informational brochure is being sent out to all new customers.

DM Barnes commented that he had someone review the new customer brochure; comments were that the brochure is friendly and provides good information on services and how to contact the district.

Sandra Ramaker commented that her tour of CRW was valuable and she appreciated the opportunity. She presented a bag of conservation items that was distributed at short school to those who attended the conservation class and suggested that something similar be offered to our new customers.

DM Barnes asked AS Shaw if the items are similar to the conservation kits. She replied yes and noted that she is looking into partnering with other agencies to purchase conservation kit supplies.

Ramaker stated that she will not be attending the Consortium Board meeting in September; Herb Brown will be attending as the alternate. She noted that she will be gone until the 30th of September and will not be at the next board meeting.

ADJOURNMENT

Larry Dixon moved that the meeting be adjourned. Herb Brown seconded the motion. The motion was approved; none opposed.

The meeting was adjourned at 7:44 p.m.

Secretary