

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

Board members present: 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: Robert Paine, Ray Beach, Fran Hyson, Jeanne Orcutt, Frank Moran.

Vice President **Herb Brown** called the meeting to order at 7:01 p.m.

APPROVAL OF THE AGENDA

DM Barnes noted that regular agenda item For the Good of the Order was inadvertently omitted and asked that it be added.

Larry Dixon moved to approve the agenda as amended. **Stephen McElroy** seconded the motion. The motion was approved; none opposed.

CONSENT AGENDA

Stephen McElroy 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. **Stephen McElroy** seconded the motion. The motion was approved; none opposed.

APPROVAL OF BILLS

Herb Brown noted the high July water bill due to high usage and associated charges. **Jeanne Orcutt** commented on bank charges and asked about the availability of free business accounts. **DM Barnes** replied that it has been researched and there isn't a less expensive bank available. **Ms. Orcutt** asked about the charge for crew t-shirts. **DM Barnes** explained that the District purchases the required orange safety t-shirts for the crew. **Ms. Orcutt** asked about legal services provided by attorneys other than Clark Balfour, the District's regular attorney. **DM Barnes** explained that the District hires legal counsel based on expertise. Attorneys Farrell and Amburgey were hired to handle labor issues.

Ms. Orcutt commented on the August landscape expense for the Bella Vista Reservoir property. **DM Barnes** explained that there is approximately two acres of landscaping to maintain including a large area of grass and over 2000 plants. The landscaping was required to meet city code. He noted that we will be changing landscape companies and charges will drop around \$200 per month. **Ms. Orcutt** asked about payment for unclaimed checks to the Oregon Division of State Lands. **DM Barnes** replied that any unclaimed funds such as customer deposits or refunds have to be turned over to the state. Discussion followed regarding efforts to notify customers.

Ms. Orcutt commented on the \$1750 payment to Powell Valley Road Water District (PVRWD) adding that she thought \$1500 was the amount approved by the Board for the tapping team. **DM**

Barnes explained that HDR Engineering paid its \$250 contribution to the District; the District then paid PVRWD its \$1500 contribution plus the \$250 received from HDR. **Ms. Orcutt** suggested that a report showing accounts receivable outside of customer payments be provided. **DM Barnes** indicated that he will look at what type of report can be produced and report at the next meeting.

Ms. Orcutt asked about the bond escrow agent fee paid to Wells Fargo Bank. **DM Barnes** replied that the District pays Wells Fargo a fee to take care of our bond payments on the reservoir each year. She then asked what the OMFOA seminar charge is for. **DM Barnes** replied that it was for the Oregon Municipal Finance Officers Association training provided to our accounting staff. **Ms. Orcutt** asked what the payment to Form Ideas was for. **DM Barnes** explained that we purchase our billing statements and other printed forms from Form Ideas; the postage is for mailing of customer bills. She asked about the reimbursement to the District for the AWWA Conference from Johnson and Joe. **DM Barnes** explained that he had SA Colley print out a miscellaneous revenues statement to show that all board members have reimbursed the District. The payments from Johnson and Joe are for something else.

Fran Hyson asked if the VISA bank charges are for the customers who pay their bill by VISA. **DM Barnes** replied no and explained that the District has a credit card used for various purchases. She commented on the use of different attorneys and asked DM Barnes where he gets his information on whom to hire. **DM Barnes** replied that it varies. **Larry Dixon** asked about the payment to JD 1 Parts & Service. **DM Barnes** explained that it was for inspection and testing of a District backhoe that keeps blowing off hydraulic hoses. Discussion followed.

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

PUBLIC COMMENT ON NON AGENDA ITEMS

Fran Hyson distributed a copy of her letter to the District requesting agendas by mail and phone call notification for meeting dates changed on short notice. She commented that she was very upset that she didn't know the August meeting date changed and added that no mention was made at the July meeting. She noted that a printed message could have been included on billing statements. **Ms. Hyson** requested a copy of the August board meeting tape. She indicated that she presented her letter to DM Barnes on August 13th, but didn't receive an agenda by mail.

Herb Brown replied that it's normal procedure to set the board meeting dates for the year in January. **DM Barnes** replied that he's being criticized for not informing the public regarding the meeting date change which is not true. Board meeting dates were set at the January board meeting; notification was included in the District's newsletter sent out to all customers; and notice was posted on the District's website. **DM Barnes** stated that per District policy we do not send packets out. **Ms. Hyson** clarified that she didn't request a packet - just an agenda.

Herb Brown commented that there will be further discussion on the issue at the October meeting when the entire board is present. **Jeanne Orcutt** commented that she too did not receive notice regarding the meeting change adding that it was uncalled for. She noted that it could have been announced at the July meeting. **Ms. Orcutt** stated that she shouldn't be expected to remember the schedule from January and she doesn't always have time to read newsletters or bill inserts. **Brown** commented that what applies to one person should be applied to everyone in the District

Jeanne Orcutt suggested that the Board send a thank you letter to Microchip for putting up the 9/11 memorial flags on its property. **DM Barnes** replied that this could be done if the Board wants. Discussion followed regarding Microchip production. **Fran Hyson** expressed her objection to the District paying for employee tours of the Bull Run as discussed at the August board meeting. **DM Barnes** noted that no District employees or board members attended.

Stephen McElroy stated that he doesn't see a real need to get into a policy change debate and suggested that agendas be sent to Ms. Hyson and Ms. Orcutt. He added that if the District receives an onslaught of requests, then we can look at policy changes.

DM Barnes stressed that it's really difficult to pick and choose what policies to follow; its best not to do that. He added that he will look at the policy again. **Herb Brown** stated that we should abide by the policies that we have until changed.

BILL ADJUSTMENT – BAYS/MORAN

DM Barnes explained that District policy allows the District Manager to adjust water bills for certain situations such as leak adjustments or errors. He noted that this case is one of suspected vandalism and policy doesn't allow him to adjust for this. **Mr. Moran** explained the situation and requested a bill adjustment on behalf of his father-in-law, Mr. Bays. Discussion followed.

Larry Dixon moved that 1) the standard leak adjustment be applied and 2) eligibility for the customer assistance program be determined. **Stephen McElroy** seconded the motion. **The motion was approved; none opposed.**

Fran Hyson asked for clarification on a few items regarding the request. **DM Barnes** explained.

SPECHT PROPERTY DONATION UPDATE

DM Barnes reported that this project is moving along. He has looked at the title report and it has been reviewed by our attorney. Specific conditions have been set for Specht to meet; when met, the property will be transferred to the District.

WELL PROJECT UPDATE

DM Barnes reported that drilling is at about 340 feet heading for 630 feet. Another three to four weeks of drilling is expected. **Herb Brown** noted that this well will be shallower than the first. **DM Barnes** replied that's correct and noted that soil samples will be watched when drilling reaches 610-630 feet. He explained that looking at the other well log, we don't want to go down to 660 feet as the bottom 30 feet really doesn't produce that much water.

Jeanne Orcutt asked if the drilling equipment was moved off the property between drilling the first and second wells. She added that she thought money would be saved on the second well by not having to move the equipment. **DM Barnes** replied that we did save money because we didn't have to go through the bid process of advertising, etc. Some of the equipment was left here; however, scheduling required the actual drill rig be moved to another site.

FOR THE GOOD OF THE ORDER

AS Shaw noted informational items included in the packet: an invitation to Powell Valley Road Water District's Festival, an update on the Water Efficient Product Labeling Program and an update on the Vance Park project.

Jeanne Orcutt asked if any applications have been received for the board vacancy. **DM Barnes** reported there has been one applicant: Don McCarthy. An appointment will be made at the October board meeting to fill the position until the November 2004 election.

DM Barnes reported that the District is continuing to work on partnerships with the City of Gresham and Sunrise Water Authority. He hopes to have information for the board in October. A new receptionist has been hired and started today.

Herb Brown commented that the District is being run well thanks to management, board members and the audience.

ADJOURNMENT

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

The meeting was adjourned at 8:00 p.m.

Secretary