

ROCKWOOD WATER P.U.D.
MINUTES, REGULAR MEETING OF THE BOARD
19 OCTOBER 2004
Rockwood Water Boardroom

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

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

Guests present: Fran Hyson, Jeanne Orcutt, Pat Brown, Clark Balfour, Ray Beach and Art Landis.

President Herb Brown called the meeting to order at 7:05 p.m.

APPROVAL OF THE AGENDA

DM Barnes requested two additional items be added to the agenda as 5a, Reclassification of Utility Worker I and 6a, District Van Disposal.

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

APPROVAL OF THE MINUTES

Jeanne Orcutt requested an addition from Attorney Clark Balfour; an apology for incorrect information on a handout at the CRW meeting, which stated that voters within a P.U.D. would be able to vote on annexation of another district.

Sandra Ramaker asked for an additional name to be added to her request on page 6, second to last paragraph in the minutes, under For the Good of the Order.

Stephen McElroy moved to approve the September 28, Regular Meeting Minutes as amended. Sandra Ramaker seconded the motion. The motion was approved; none opposed.

APPROVAL OF THE BILLS

Jeanne Orcutt inquired about the sales price of the District van. **DM Barnes** replied no bids were made at the District's office and it has not sold. **Orcutt** referred to a master plan on page 4 and asked if it was completed and what are the related expenses. **DM Barnes** said it was not complete and the total costs will be approximately \$110,000. He added there were many details due to it being a complicated project.

Orcutt asked about line 11 regarding the Integrated Utilities Group (IUG) Plan with Tualatin Valley Water District. She wanted to know if the expense involved would be shared with them. **DM Barnes** said partial payments are happening and will extend throughout the wholesale contract negotiations with the City of Portland.

Orcutt questioned line 17 showing legal fees of \$16,993.99 asking if it was the correct amount. **DM Barnes** replied it was inclusive with the previous billing and included several other items in the payment. **Orcutt** asked about the CRW annexation report and thought they would be paying the attorney fees. **DM Barnes** responded he had checked the minutes from the August CRW meeting and it was not stated in them, that CRW would be paying for legal work.

Ms. Orcutt asked about line 45, page 2 which showed \$30,000 for legal services and asked if it was the total for the year? **DM Barnes** said yes. **Orcutt** said her calculations showed the District was over budget. **DM Barnes** said he did not know if that was correct or incorrect because the records were not in front of him and he would look into the matter. He suggested that she come into the office and speak with the accountant if she has further questions and that staff is always available to help.

Fran Hyson asked about two checks issued over a two month period for legal services. She questioned why legal statements are not itemized when billed making it easier to decipher them. She submitted a written request for an itemized statement from Attorney Balfour following her comments. **Hyson** made known her difficulties in contacting **DM Barnes** regarding her last written request for an itemized statement. **DM Barnes** said he returned the one voice mail he received from her and immediately turned it over to his secretary. The number of pages requested required a fee. **AS Stine** called **Ms. Hyson** with the pertinent information and notified her that documents were available.

Larry Dixon asked about page 5, line 50 regarding advanced underground equipment. **DS Baker** explained this was for purchasing 12 additional push rods at \$75 dollars each and 20 couplings at \$35 dollars a piece for a power wall unit. This unit hooks up to a hydraulic hose on a backhoe and requires a high grade of steel. He said these parts have not been used for awhile and they were necessary to supplement inventory.

Dixon referred to page 7, line 44 and asked if it involved machinery. **DS Baker** said the amount was for repair on a split hydraulic control box for a JD-1 loader (John Deere).

Ramaker referred to page 7, line 29, and asked what does hydro seed mean? **DM Barnes** replied it is grass which is planted around the reservoir in the back of the District office to prevent erosion.

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

Jeanne Orcutt asked **DM Barnes** if Rockwood Water PUD had received a check from the Gresham City Council for one half of the existing treatment facilities. **DM Barnes** responded he had not received it, however, he had not checked today's mail.

Ms. Hyson asked to delay a response she wanted to submit at the meeting until next month. She wanted to respond to the treatment of her comments from the previous meeting.

Art Landis of Clackamas River Water District (CRW) Board of Commissioners apologized that Rockwood Water PUD was not notified regarding a series of meetings that CRW participated in. He said it was due to an administrative error on their part. **Landis** said there have been heated discussions over the petition to annex CRW into Rockwood Water PUD. He stated CRW is 100% in favor of the petition and offered to notify Rockwood of all future meetings.

RECLASSIFICATION OF UTILITY WORKER-1

DM Barnes asked **DS Baker** to talk about changing the current status of Utility Worker I and the reasons why. **DS Baker** explained there are three workers classified as UW-1s who applied for and passed their water certification exams. This process gives them a UW-II status, however, they are still receiving a UW-I salary. He said there are currently two UW-II positions allotted for in the budget and this would be an addition of one more. **DM Barnes** said the cost would have little effect on the District by paying one employee an increased salary. The rate would be adjusted from a UW-1 level and reclassified to a UW-II status.

Don McCarthy moved to reclassify a UW-I position as a UW-II position. **Stephen McElroy** seconded the motion. **The motion was approved; none opposed.**

BILL ADJUSTMENT - RUSSELL

DM Barnes referred to a letter sent to the Board from Mike and Lori Russell (customers) along with an attachment. They presented a bill for the period through 9/07/04 of \$547 and asked for a reduction, due to the fact it has never been that high. Their meter was re-read to validate the read and checked for water leaks. The read was correct and no leak was detected. Their history shows a pattern of peak spans in September, however, not as high as the above mentioned rate. **DM Barnes** could find no justification for the high rate in the period reported.

McElroy asked about vandalism in the area, which **DM Barnes** replied there is no indication of that happening. **Brown** suggested a 10% rate reduction since there seemed to be no reasonable explanation for the billing. **Ramaker** asked what the justification would be for reducing their bill.

After much discussion the Board's consensus was to investigate the matter in more detail to find if a faucet or hose was left running and how to prevent it from happening again.

Sandra Ramaker moved to table the issue and investigate the matter further until the next meeting in November. **Steve McElroy** seconded the motion. **The motion was approved; none opposed.**

DISTRICT VAN DISPOSAL

DM Barnes reported the District received no bids on the van sale advertised in the Oregonian and the Gresham Outlook. He asked how the Board would like to dispose of the van. He suggested that the District donate it to a school for use in the repair shop.

Ramaker recommended it be donated to a worthy cause. **McElroy** suggested Reynolds High School as an option, noting they have a mechanic/shop class which could benefit students.

Larry Dixon moved to grant authority to **DM Barnes** to donate the District van to Reynolds High School or another similar program. **Don McCarthy** seconded the motion. **The motion was approved; none opposed.**

ANNUAL POLICY MANUAL REVIEW – BUDGET COMMITTEE POLICY

President Brown reflected on his past experience and favored the policy as is with one change, a signed statement from the applicant committing to his/her attendance at all meetings.

Ramaker agreed with **Brown** and his idea of having a signed statement. She would like to see a revision in the process requiring applicants to come before the Board so they may be questioned on

their intent before being appointed. This would give Board members a chance to meet potential Budget members and see if there is a strong commitment to the position.

Dixon asked if a two year residency applied in qualifying as a Budget Committee member. **DM Barnes** said no, the ruling for Board electives does not apply to the Budget process.

Dixon, McElroy, Ramaker, Dixon and Brown stressed the need for having qualified people with a strong desire for consistency in meeting attendance.

Ray Beach felt the meetings held in the past were satisfactory and do not need a change in format.

Pat Brown requested meeting schedules be set in January so she would be in a better position to apply and participate on the Budget Committee. **DM Barnes** replied it could be a workable situation and suggested when the Board appoints new members, they make the tentative schedule available at the same time.

Sandra Ramaker recommended a revised application form to include a statement committing applicants to meeting attendance placed above the signature line. In addition, she would like to see a change in the process by bringing applicants forward to meet Board members before being appointed. She asked members to bring their ideas and suggestions to the next Board meeting.

*President Brown declared a 10 minute break at 8:15 p.m.
The meeting resumed at 8:25 p.m.*

PROJECT UPDATES

DM Barnes reported the well project is coming along very well and the chlorinator building has been completed. He said 2,500 gallons of bleach and 6,000 gallons of ammonia are on site and workers are proceeding with a series of testing techniques. They will be testing blending pumps. Another large undertaking is the pipeline project from here to Bella Vista Reservoir and to Grant Butte which the City of Gresham has started and should be operational by July 1, 2005.

EXECUTIVE SESSION ORS 192.660

(2)(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

The Board recessed at 8:40 p.m. for Executive Session.

ACTION ON EXECUTIVE SESSION ITEMS

The meeting reconvened at 9:20 p.m. **President Brown** stated that following initial review of the information received to date, it is the Board's opinion that no District policy was violated and that the General Manager has behaved in a reasonable and appropriate manner. There is no merit to the allegations and no action would be taken.

Sandra Ramaker moved there was no merit to the allegations and no action would be taken. Stephen McElroy seconded the motion. The motion was approved; none opposed.

FOR THE GOOD OF THE ORDER

DM Barnes displayed two samples of plaques which could be used to commemorate past Board members at the District's administrative office. He said they could be tailored to any style the Board

wished to display. The cost of the plaque is in the neighborhood of \$50 to \$70. A catalog is available for Board members to view.

DM Barnes talked about the Metro Policy Advisory Counsel, MPAC. He said they will be making recommendations in the near future to start assigning utility providers within the metro boundary. Rockwood Water PUD needs to watch this issue. **DM Barnes** will keep us updated as time continues on this situation.

McCarthy thanked the board members and management for the opportunity to attend the AWWA Water/Sewer Commissioner and Public Officials Summit. He found it to be very informational and the interaction with other commissioners was a valuable experience. He recommended it to other members.

Ramaker concurred with Don McCarthy regarding the trip. She learned many new concepts in the areas of self-evaluation. She explained how information covered detailed qualities, input, and understanding issues can improve board performance. **Ramaker** asked if copies of a handout could be made and given to others as a valuable tool to use.

McElroy expressed his thoughts that the board is doing a good job and maintaining a balanced budget. He reminded all present of the upcoming election date and wished them luck.

ADJOURNMENT

Don McCarthy moved the meeting be adjourned. Stephen McElroy seconded the motion. The motion was approved; none opposed.

The meeting was adjourned at 9:35 p.m.

Secretary