

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

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

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

Guests present: Fran Hyson, Jeanne Orcutt, Ray Beach, Pat Brown, Robert Paine, Roger Korvola, Adam Otte.

President **Sandra Ramaker** called the meeting to order at 7:02 p.m.

APPROVAL OF THE AGENDA

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

CONSENT AGENDA

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

APPROVAL OF MINUTES

Jeanne Orcutt referred to page three of the minutes and stated that her comment regarding excluding an item by cost should be phrased as a question.

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

APPROVAL OF BILLS

Sandra Ramaker asked about the over weight limit tickets. **DM Barnes** explained that an employee misunderstood the rated capacities for axles; the manufacturer weight limits are not the same as Oregon State law limits. He noted that employees now have the correct information. **Ramaker** asked about the employee dishonesty policy. **DM Barnes** explained that the District has an insurance policy to cover employee theft and added that board members are covered also.

Stephen McElroy asked about the Pacific Tek expense for a trailer mount valve vacuum. **DM Barnes** replied that it was for a valve operator with vacuum exerciser like the one board members saw at the AWWA National Conference.

Larry Dixon asked about the side window for RW2. **DM Barnes** replied that it had to be repaired due to vandalism. He stated that in the next month's bills, the board will see repair work for the side of a pickup. He explained that a customer experiencing a heart attack backed into one of the District's vehicles. **DM Barnes** noted that the customer's insurance company has contacted the District and indicated it will cover the repair. **Dixon** then asked about the customer assistance expense. **DM Barnes** explained that the District contracts with Human Solutions, Inc., to provide low income evaluation and eligibility assistance services for the District's customer assistance program.

Herb Brown asked about the City of Gresham building permit. **DM Barnes** replied that it's for the initial permit on the reservoir project out back. He explained that the District pays permit fees pass through for all contracts so there is no mark up.

Jeanne Orcutt asked about payment to Arbe Homes. **DM Barnes** replied that he thinks it's for a refund on a water line installation. He explained that we collect a deposit for installation up front; any money left over is refunded. **Ms. Orcutt** commented that she thought the District was going to get less expensive landscaping for Bella Vista through a new landscape company. **DM Barnes** confirmed that the District does have a new company; however, there is a one time fee to clean up all the debris after which we go to a monthly fee. He noted that there may be extra costs at different times of the year for fertilizing, etc.

Ms. Orcutt asked about the Complete Tree Service charge. **DM Barnes** explained that five trees on District property were starting to rot and had to be removed to eliminate the danger of falling on surrounding houses. **Ms. Orcutt** asked about the expense for locating spray paint. **DM Barnes** replied that the District purchases paint used to mark streets.

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

REVIEW AND APPROVAL OF 2002-03 AUDIT REPORT

DM Barnes distributed the handouts provided by the auditors. **Roger Korvola** introduced himself and Adam Otte, then outlined the contents of the handouts. **Adam Otte** reviewed the management letter and comments/suggestions relating to internal controls and operating efficiency.

Mr. Korvola reviewed the various sections of the audit report and the accompanying exhibits provided in graph format. He concluded his presentation by commending the Board for actively participating in the internal control process by reviewing and approving expenses.

Following discussion regarding the District's reduction in revenue, **Herb Brown moved to approve the 2002-03 audit report. Larry Dixon seconded motion. The motion was approved; none opposed.**

PUBLIC COMMENT ON NON AGENDA ITEMS

Fran Hyson stated that the auditors did a great job of making the audit report understandable. She then commented on the timing for mailing of board meeting agendas and packets and referred to ORS 192.640 (1). **Sandra Ramaker** explained that she requested packets be provided for this meeting as there was information she wanted everyone to see prior to the meeting; she noted that she asked that they be mailed the same day they are provided to Board members. **Ms. Hyson** commented further on mailing of the agenda and added that it was a nice idea to include the next meeting date on the agenda.

Robert Paine reported on his attendance of the Fire District 10 board meeting. He stated that Gresham has proposed drilling a well on the fire district's property on 192nd and asked if it would affect the two wells here. **DM Barnes** replied that it will not and added that we are partnering with Gresham to drill the well and are currently working on operating standards.

Fran Hyson asked about the well and the District's water rights. **DM Barnes** explained that as discussed at the last board meeting, the District is partnering with the City of Gresham to drill the well and share the cost of some of the facilities here. The District does have a right to comment on any possible interference with its wells. Further discussion followed regarding the District's water rights, potential cost savings by partnering, and operation of the new well.

POLICY DISCUSSION

DM Barnes explained that the budget policy was discussed at the last meeting and it was asked that a copy of the budget law be provided for further discussion tonight. He noted some of the questions raised at the last meeting. Discussion followed regarding options for adopting budget law, committee selection and terms, and public comment.

Sandra Ramaker commented that current policy does not explain how public comment will be allowed and suggested adding a statement to allow comment at each meeting. **DM Barnes** explained that it is difficult to have a lot of public comment at the initial budget committee meeting when providing the budget message. He added that it works well to address questions at the second meeting after everyone has had time to review the budget documents. Discussion followed regarding the number of meetings.

It was agreed that the structure for the first budget committee meeting be held the same. A statement will be added to the policy to allow for public comment at subsequent meetings.

Larry Dixon asked if the first budget committee meeting could be scheduled for the same night as a regular board meeting. **DM Barnes** explained that a meeting can be scheduled at any time as long as public notice is provided. It was agreed that the first budget committee meeting could be scheduled with the April board meeting.

Fran Hyson referred to specific sections of the budget law pertaining to public comment. **Jeanne Orcutt** commented that time should be allowed to review the budget documents. She stated that citizen input should be taken prior to voting on each issue. She noted that different aspects of the budget are presented and discussed at each meeting; allowing public comment at only one meeting is not sufficient.

EASTSIDE WATER PROVIDER PARTNERSHIP UPDATE

DM Barnes reported that he has a meeting tomorrow with the Oregon Water Resources Division in Salem to discuss amending the District's water rights permit to add a point of diversion. This was discussed at the last meeting and the board moved to proceed with the process.

PROPERTY DONATION UPDATE – SPECHT PROPERTIES

DM Barnes reported that the property donation has been completed. The District took ownership last Tuesday; it was recorded, however, the official documents have not yet been received.

WELL PROJECT UPDATE

DM Barnes reported that drilling has been completed. We are waiting for the screen which usually takes a few weeks. The pump test is being designed. Soil samples indicate that we have hit another extremely good well. Conditions are similar to those of the well drilled 400 feet to the east with the exception that one water-bearing layer looks like it is going to provide more water. He commented on the screening process. Discussion followed regarding well production rates.

DM Barnes noted that Mike Baker is returning tonight from looking at a used generator in Texas. The generator fits our needs. Off the shelf new, it would cost in the \$250,000-\$270,000 range; the used generator can be purchased for \$150,000 plus freight to get it here (approximately \$20,000). He noted that the generator has 51 hours on it and is all sound attenuated. He stated that the well house is out for bid right now; a pre-bid meeting was held here today.

SET JANUARY BOARD MEETING

DM Barnes stated that District policy requires the January meeting be set in December. He explained the issue with providing a meeting date on the agenda prior to officially setting it. The board agreed to still include the date.

FOR THE GOOD OF THE ORDER

DM Barnes reported that things are going very well. **Don McCarthy** thanked the Board and staff for making him feel welcome. He heard from Tom Pokorny, Powell Valley Road Water District, that the tapping team took second place in the England competition.

Herb Brown reported on the Metro Policy Advisory Committee (MPAC) meetings he has been attending as the elected representative for special districts in Multnomah County.

Larry Dixon indicated that he attended the Clackamas River Water (CRW) board meeting. He added there was nothing on the agenda pertaining to us, but it was interesting to see how their board operates.

Sandra Ramaker commented that she is very pleased with the audit report. She reported on the Regional Water Providers Consortium Executive Committee meeting; the next public meeting is December 3rd. They are looking at some restructuring. She indicated that the upcoming SDAO Conference has some really good topics on the agenda.

Ramaker noted next month's meeting date of Tuesday, December 16, 2003.

ADJOURNMENT

Stephen McElroy moved that the meeting be adjourned. **Herb Brown** seconded the motion. **The motion was approved; none opposed.**

The meeting was adjourned at 8:30 p.m.

Secretary