

**ROCKWOOD WATER P.U.D.**  
**MINUTES, REULAR MEETING OF THE BOARD**  
**JANUARY 25, 2012**  
**Rockwood Water Boardroom**

---

**Board members present:** Larry Dixon, Tom Lewis, Don McCarthy, Steve Okazaki, Cathi VanDamme.

**Staff present:** Harvey Barnes, District Manager (DM); Andy Crocker, District Superintendent (DS); Kerry Aden, Administrative Secretary (AS).

**Guests present:** Clark Balfour, Christine Hollenbeck, John Lugton, Roger Rees.

**President Tom Lewis** called the meeting to order at 7 p.m.

**APPROVAL OF THE AGENDA**

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

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

**BOARD ELECTION OF NEW OFFICERS - ACTION**

The Board discussed the procedure for election of new officers, 2012 county elections, check signers, and rotation of officers.

**Cathi VanDamme moved a slate of Steve Okazaki, President; Don McCarthy, Vice President; Cathi VanDamme, Secretary; Larry Dixon, Treasurer; and Tom Lewis, Director. Don McCarthy seconded the motion. The motion was approved; none opposed.**

**OUTGOING PRESIDENT'S COMMENTS**

**Outgoing President Tom Lewis** stated, "With the help from **Harvey** and **Kerry** its administratively been pretty easy and kept me from wandering too far afield. With that, and the support of the Board, I have enjoyed myself through the year and have had some good results for the District, so it's been good, and I appreciate that."

**Tom Lewis** passed the gavel over to **Steve Okazaki**.

**INCOMING PRESIDENT'S COMMENTS**

**President Steve Okazaki** stated, "First of all, I would like to thank **Tom** for doing a good job representing the Board as President the past year. Meetings ran very smoothly; we were always on task. I only hope I can do it half as well as you did. Thank you. This is my third year on the Board, and coming in as a Board member, I had no expectations or goals; I really didn't know what to expect. As a patron of the District, I took a lot for granted. I taste the water, and it makes my lawn green, and that's about the extent of my knowledge of what goes on. I didn't realize how many dedicated, hard-working employees are responsible for delivering quality product, safe, clean, water, and excellent service to the community; and these same employees should also take credit for Rockwood Water PUD maintaining its reputation as being one of the best water districts in the state. I'm really proud to be a part of that. One aspect that has impressed me about the water district is that although we are an outstanding district, we are not sitting on our laurels. We are striving to improve and to go forward to make this an even better

district. I look forward to the opportunity of serving you as President this next year, and thank you."

#### **APPROVAL OF THE CONSENT AGENDA**

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

#### **APPROVAL OF MINUTES**

**Tom Lewis moved to approve the minutes from the December 14, 2011 regular meeting. Cathi VanDamme seconded the motion. The motion was approved; none opposed.**

#### **APPROVAL OF THE BILLS**

**Larry Dixon inquired about page 10, line 31, Cascade SS Venting. DS Crocker responded it is for rebuilding the corroded tank roof vent and screen. Discussion ensued.**

**Cathi VanDamme asked about page 13 line 20, JD1 Rear Window. DS Crocker answered the latch on the rear window broke, but the latch is not replaceable. The whole window had to be replaced.**

**Cathi VanDamme referred to page 3, line 18, Nov Bank Card Charges; page 4, line 23, Dec Bank Card Charges; and Bank of American Visa on page 8 and asked how we typically use these cards and who has them. DM Barnes replied we have one Bank of America Visa card and he has it. Discussion ensued. Cathi VanDamme recommended we look into using procurement cards.**

**Don McCarthy moved to approve the bills as presented. Cathi VanDamme seconded the motion. The motion was approved; none opposed.**

#### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

There were no public comments on non-agenda items.

#### **RESOLUTION RWPUD 11/12-003 DESIGNATING AUTHORIZED CHECK SIGNERS**

**DM Barnes explained the bank requires he be added to the checking account as an authorized person, so he can discuss banking matters with them. Discussion ensued.**

**Cathi VanDamme moved to add DM Barnes as administrator to the checking account. Tom Lewis seconded the motion. The motion was approved; none opposed.**

#### **SET BOARD MEETING SCHEDULE FOR 2012 - ACTION**

The Board discussed the 2012 Board meeting schedule. **Don McCarthy** noted he will not be able to attend the May 23, 2012 Board meeting. **Steve Okazaki** noted he may not be able to attend the March 28, 2012 Board meeting.

**Cathi VanDamme moved to accept the proposed Board meeting schedule as written. Don McCarthy seconded the motion. The motion was approved; none opposed.**

#### **FINANCIAL REVIEW**

**DM Barnes** apprised the Board of the District's financial health. Discussion ensued.

### **SET BUDGET PROCESS SCHEDULE FOR FY 2012/2013 - ACTION**

The Board discussed the budget process and schedule. The Board decided to solicit Budget Committee members.

**Don McCarthy made a motion to approve the Budget Process Schedule as presented.**

**Larry Dixon seconded the motion. The motion was approved; none opposed.**

### **PROJECT UPDATE**

**DM Barnes** reported on the Bon Al Park Booster Pump and Cleveland Reservoir Replacement Projects.

**DS Crocker** reported the Barr Road project completed on schedule.

**DM Barnes** stated Craig Nichols retired, but will be working part time until his position is filled. Discussion ensued. **Cathi VanDamme** stated she would like to have a conversation with **DS Crocker** and **DM Barnes** about the Lead Person position.

### **FOR THE GOOD OF THE ORDER**

**DM Barnes** stated things are going good.

**Cathi VanDamme** thanked **Tom Lewis** for a job well done as President.

**AS Aden** mentioned she had several items for Board signature.

### **EXECUTIVE SESSION**

**Tom Lewis made a motion to suspend into executive session in accordance with ORS 192.660 (2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions, (f) to consider information or records that are exempt by law from public inspection, and (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Cathi VanDamme seconded the motion. The motion was approved; none opposed.**

The Board recessed into executive session at 7:35 p.m.

**President Okazaki** reconvened the regular Board meeting at 8:25 p.m.

### **ACTION ON EXECUTIVE SESSION (IF NECESSARY)**

There was no action on executive session items.

### **NEXT MEETING**

**President Okazaki** reminded everyone the next meeting will be on Wednesday, February 22, 2012 at 7:00 p.m.

### **ADJOURNMENT**

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

The meeting was adjourned at 8:27 p.m.

A handwritten signature in cursive script, appearing to read "Catha Van Damme", written over a horizontal line.

Secretary