

**ROCKWOOD WATER P.U.D.**  
**MINUTES, REGULAR MEETING OF THE BOARD**  
**DECEMBER 15, 2010**  
**Rockwood Water Boardroom**

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**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); Jeremy Hudson, District Engineer (DE); Kerry Aden, Administrative Secretary (AS).

**Guests present:** John Lugton.

**President Cathi VanDamme** called the meeting to order at 7 p.m.

**APPROVAL OF THE AGENDA**

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

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

**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 November 17, 2010 regular meeting. **Steve Okazaki** seconded the motion. The motion was approved; none opposed.

**APPROVAL OF THE BILLS**

**Larry Dixon** asked about page 4, line 43, Cascade Exhaust Fan. **DM Barnes** answered it is for the rebuilding of the exhaust fans in the air conditioners or one of the big exhaust fans in the pump room, but will find out exactly.

**Tom Lewis** inquired about page 8, line 39, Pinnacle Engineering and why we use an outside engineer for some projects. **DM Barnes** replied we use outside engineering firms for large projects involving pipe bigger than 12". Discussion ensued.

**Cathi VanDamme** asked about page 10, line 30, 2011 Ford Ranger Supr Cab. **DM Barnes** answered we didn't purchase a pickup last year as planned, so we put the purchase of a pickup in this year's budget. Discussion ensued.

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

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

There were no public comments.

**SET JANUARY BOARD MEETING DATE**

**Steve Okazaki** moved to set **January 26, 2011** as the next regular Board meeting date. **Don McCarthy** seconded the motion. The motion was approved; none opposed.

**141ST AVENUE RESERVOIR RETROFIT AND PUMP STATION REPORT**

The Board discussed the 141st Avenue Reservoir Retrofit and Pump Station Report from CH2M Hill.

**Tom Lewis** moved to accept the **141st Avenue Reservoir Retrofit and Pump Station Report**. **Steve Okazaki** seconded the motion. The motion was approved; none opposed.

**POLICY MANUAL HOUSEKEEPING AND DISCUSSION**

**AS Aden** went over policy manual housekeeping issues for the following policies:

Overtime, Series 3000, Article 4.0, Section 4.3.4 change vacation to PTO in last sentence. Change Administrative Assistant to Secretary, add Office Supervisor and Conservation and Public Relations Coordinator to salary positions.

Paid Time Off, Series 3000, Article 4.0, Section 4.4.1 replace the word vacation with PTO in second sentence.

Job Description, District Manager, Appendix VI(a) under Supervision Exercised, first sentence, change Finance Director to Senior Accountant and add Office Supervisor, Conservation and Public Relations Coordinator.

Job Description, Senior Accountant, Appendix VI(b) page 2, eliminate Item 8 maintains phone system programming.

Safety and Health Program, Appendix VIII page 9, Item II Evacuation Procedures, Number D, eliminate Item 4 referring to hand held radios.

**Don McCarthy** stated he would like to discuss a policy regarding Board-initiated action to engage the lawyer. Discussion ensued.

**DM Barnes** mentioned he would like to discuss a policy for bringing pets to work.

**Cathi VanDamme** stated she would like the Board to consider a donation-type policy District employees can fix leaks on customers' sides of their meters for fixed-income customers. Discussion ensued. **Cathi VanDamme** requested a copy of the state law requiring a licensed plumber to fix leaks on owner's side of meter.

**LORNA WATER COMPANY UPDATE**

**DM Barnes** stated Lorna Water Company was sold, but the deal failed. Discussion ensued. The Board decided not to pursue the purchase of Lorna Water Company further, but if they approach us, the Board will discuss it then. The Board requested **DM Barnes** provide them with Lorna Water Company's rates.

**PROJECT UPDATE**

**DM Barnes** gave an update on the 190th Avenue project.

**DS Crocker** gave an update on the 188th/187th Avenue, Social Security Building, Rockwood Building, and fire station projects.

**FOR THE GOOD OF THE ORDER**

**DM Barnes** stated the order is pretty good. He is looking forward to starting a new project from 214th and Stark east to 223rd.

**DS Crocker** reported our new employee, Pete, is doing good and works out really well.

**Don McCarthy** wished everyone happy holidays.

**Steve Okazaki** wished everyone happy holidays.

**EXECUTIVE SESSION**

**Don McCarthy** made a motion to recess into executive session in accordance with ORS 192.660 (2) (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. **Steve Okazaki** seconded the motion. The motion was approved; none opposed.

The Board recessed into executive session at 8:07 p.m.

**President VanDamme** reconvened the regular Board meeting at 9:50 p.m.

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

There was no action on executive session issues.


**NEXT MEETING**

**President VanDamme** reminded everyone the next meeting will be on Wednesday, January 26, 2011 at 7:00 p.m.

**ADJOURNMENT**

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

The meeting was adjourned at 9:51 p.m.

  
Secretary