

**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT  
MINUTES, REGULAR MEETING OF THE BOARD**

**January 27, 2021**

**Zoom Video Conference**

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**Board members present:** Larry Dixon, Tom Lewis, Steve Okazaki, Colby Riley, Kathy Zimmerman.

**Staff present:** Kari Duncan, General Manager (GM); Andy Crocker, District Superintendent (DS); Cathy Middleton, Office Supervisor (OS); Jeremy Hudson, PE, District Engineer (DE); Joey Schlosser, Assistant Superintendent (AS); Daniel Zimmerman, Senior Accountant (SA); Kerry Aden, Government Affairs Coordinator (GAC), Jeremy Hanson, Associate Engineer (AE).

**Guests present:** Doug Goe, Orrick; Cori Johnson, David Ulbricht, SDAO

**President Steve Okazaki** called the meeting to order at 6:01 p.m.

**OATH OF OFFICE**

**AS Aden** administered the oath of office to **Tom Lewis, Steve Okazaki, and Kathy Zimmerman.**

**APPROVAL OF THE AGENDA**

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

**Colby Riley moved to approve the agenda. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.**

**BOARD ELECTION OF NEW OFFICERS - ACTION**

**Steve Okazaki** suggested a slate of officers as follows: **Tom Lewis**, President; **Kathy Zimmerman**, Vice President; **Colby Riley**, Secretary; **Larry Dixon**, Treasurer; and **Steve Okazaki**, Director.

**Larry Dixon moved a slate of officers as Tom Lewis, President; Kathy Zimmerman, Vice President; Colby Riley, Secretary; Larry Dixon, Treasurer; and Steve Okazaki, Director. Colby Riley seconded the motion. The motion was approved; none opposed.**

**Tom Lewis** thanked the Board for their confidence and said we will be continuing on for a lot of projects and strategies that we have going forward, and I look forward to that.

**OUTGOING PRESIDENT'S COMMENTS**

**Steve Okazaki** made the following statement:

I would like to thank the employees and the Board. It has been a very tough year having social distancing and wearing masks, but despite that it was a very busy and very productive year. We have our projects, three wells in the making, and we hired a manger, and so we have all been really busy this year, and next year's going to be more of the same, and I'll just leave it at that.

## **INCOMING PRESIDENT'S COMMENTS**

**President Tom Lewis** made the following statement:

Thank you, Steve, for getting us through another manager search. I know it's as much coming around for the Board to understand applicants and paw through that process and come up with a viable manager, so I appreciate your effort, Steve. I'm sure you look forward to maybe that you won't have to do it again. It's kind of landed on you three times, so thank you for that. The times that we've had together that have been less than desirable with COVID, and not having some education with conferences and such. I always see a need to revive myself with and look forward to them, so we'll see if we can get nearer to how we used to attend conferences by gaining instruction and education in our online services. I think that will be one of my mantras going forward this year. That we get ourselves to stay up to speed in our duties and responsibilities that we need going forward and recognizing we have lost a little bit of that time and effort with the pandemic that we can probably do better, but not easily better, but we'll make it. We'll be okay. We'll take the District forward in the best ways, so that's what I look forward to.

## **APPROVAL OF THE CONSENT AGENDA**

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

**Steve Okazaki** moved to approve the consent agenda. **Kathy Zimmerman** seconded the motion. The motion was approved; none opposed.

## **APPROVAL OF MINUTES**

**President Lewis** asked if there were any changes to the minutes.

**Colby Riley** moved to approve the minutes from the December 16, 2020 regular Board meeting. **Steve Okazaki** seconded the motion. The motion was approved; none opposed.

## **APPROVAL OF BILLS**

**President Okazaki** asked if there were any questions about the bills.

**Larry Dixon** asked about page 32, check #49768, Hydrant for TriMet Job and page 35, #49817, Fire Hydrant for TriMet Job and why are their two bills and at different prices. **DS Crocker** responded TriMet's Division Street renovation required the District to replace a fire hydrant and connect a few services. Discussion ensued.

**Steve Okazaki** moved to approve the bills as presented. **Colby Riley** seconded the motion. The motion was approved; none opposed.

## **PUBLIC COMMENT**

**Cori Johnson** stated she did not have comment but was interested in observing the meeting and was interested in applying to be on the Budget Committee for this year. **President Lewis** stated that is good news and thanked **Ms. Johnson** for her interest.

## **BONDING PRESENTATION - DISTRICT AND INVITED GUESTS - DISCUSSION**

**GM Duncan** introduced David Ulbricht with SDAO and Doug Goe with Orrick. Mr. Ulbricht and Mr. Goe gave an overview of the process and timeline for purchasing bonds to fund the groundwater development projects as well as the details of the bond resolution. Discussion ensued with a key point in the discussion being, after approval by the Board of the bond

resolution, a public notice will be placed in the *Oregonian* for a 60-day notice period prior to issuing the bonds.

**RESOLUTION NO. RWPUD 20/21-001 A RESOLUTION OF THE DISTRICT AUTHORIZING THE ISSUANCE, SALE, EXECUTION AND DELIVERY OF WATER REVENUE BONDS FROM TIME-TO-TIME, IN ONE OR MORE SERIES, IN AN AGGREGATE PRINCIPAL AMOUNT SUFFICIENT TO PRODUCE NET PROCEEDS OF UP TO \$75,000,000 FOR THE PURPOSE OF FINANCING ALL OR A PORTION OF CAPITAL IMPROVEMENTS TO THE DISTRICT'S WATER SYSTEM, REFINANCING CERTAIN OUTSTANDING OBLIGATIONS OF THE DISTRICT AND PAYING RELATED COSTS - ACTION**

Steve Okazaki moved to adopt Resolution No. RWPUD 20/21-001 A Resolution of The District Authorizing the Issuance, Sale, Execution and Delivery of Water Revenue Bonds from Time-to-Time, In One or More Series, In an Aggregate Principal Amount Sufficient to Produce Net Proceeds of Up to \$75,000,000 for The Purpose of Financing All or A Portion of Capital Improvements to The District's Water System, Refinancing Certain Outstanding Obligations of The District and Paying Related Costs. Colby Riley seconded the motion. The motion was approved; none opposed.

**RESOLUTION NO. RWPUD 20/21-002 RESOLUTION TO NAME REGISTERED AGENT - ACTION**

Colby Riley moved to adopt Resolution No. RWPUD 20/21-002. Steve Okazaki seconded the motion. The motion was approved; none opposed.

**EMPLOYMENT OF TEMPORARY EMPLOYEE - ACTION**

GM Duncan explained the terms of Brian Stahl's temporary employment have ended and staff would like to extend his temporary employment.

Steve Okazaki made a motion to extend the temporary employment of Brian R. Stahl at his current hourly rate for a mutually agreed upon duration by the General Manager and Brian R. Stahl. Larry Dixon seconded the motion. The motion was approved; none opposed.

**SET BOARD MEETING SCHEDULE FOR 2021 - ACTION**

POLICY: The regular meetings of the District will be determined at the annual Board meeting in January of each year. (Policy Series 1000, Article 4.0, Section 4.1)

President Lewis reviewed the proposed Board meeting schedule for 2021.

Steve Okazaki moved to adopt the proposed Board meeting schedule for 2021. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

**SET BUDGET MEETING SCHEDULE FOR FISCAL YEAR 2021/2022**

The group discussed the proposed budget meeting schedule for fiscal year 2021/2022.

Colby Riley moved to adopt the Budget Process Schedule for fiscal year 2021/2022. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

### **BILLING SYSTEM UPDATE - DISCUSSION**

**OS Middleton** provided an update on the status of the new billing system. Discussion ensued.

### **COVID-19 LEAVE - DISCUSSION/ACTION**

**DS Crocker** went over the benefit extension memo in the packet materials. Discussion ensued.

**Colby Riley** moved to extend the two-weeks (up to 80 hours) of paid COVID-related sick leave at the employee's regular rate of pay and retroactive to January 1, 2021. **Steve Okazaki** seconded the motion. The motion was approved; none opposed.

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

**GM Duncan** thanked the Board for having the confidence to hire her. It has been a very exciting couple of first weeks, and she is energized with all the good work she is seeing here at the District. She is impressed by the work staff has been accomplishing. She is confident we are prepared for the big projects coming up and that we will be successful with those.

**GM Duncan** noted the large agenda for this meeting and although it was not her intent, it sets the tone for the coming year. It will be a busy year and we are going to accomplish a lot.

**GM Duncan** stated she will attend the SDAO virtual conference next week.

**GM Duncan** mentioned staff is looking into federal COVID relief funding through SDAO for reimbursement of costs.

**President Lewis** commented he remembers times when meetings ran pretty late and this meeting is not too bad. We are busy, so taking the time that it needs is important.

**Steve Okazaki** said for everybody to stay healthy.

**GAC Aden** mentioned she needed to discuss the execution of important documents with **President Lewis** and **Secretary Riley** after the meeting.

### **NEXT MEETING**

**President Lewis** reminded everyone the next Board meeting will be Wednesday, February 24, 2021 at 6:00 p.m.

### **ADJOURNMENT**

**Colby Riley** made a motion to adjourn the meeting. **Steve Okazaki** seconded the motion. The motion was approved; none opposed.

The meeting was adjourned at 7:18 p.m.

  
Secretary