

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

**August 26, 2020**

**Rockwood Water Boardroom and  
Zoom Video Conference**

---

---

**Board members present:** Larry Dixon, Tom Lewis, Steve Okazaki, Colby Riley, Kathy Zimmerman (via Zoom video conference).

**Staff present:** Brian R. Stahl, 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) (via Zoom video conference).

**Guests present:** None.

**President Steve Okazaki** called the meeting to order at 6:02 p.m.

**APPROVAL OF THE AGENDA**

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

**GM Stahl** noted item 11 should read Adopt General Manager Goals for Fiscal Year 2020/2021 and item 12 should read Next Meeting - September 23, 2020.

**Colby Riley moved to approve the agenda as corrected. Tom Lewis seconded the motion. The motion was approved; none opposed.**

**APPROVAL OF THE CONSENT AGENDA**

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

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

**APPROVAL OF MINUTES**

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

**Tom Lewis moved to approve the minutes from the July 22, 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.

**Colby Riley** referred to page 5, check #49026, 3 Monitors, HDMI CAB. **GAC Aden** said it is for the 3 computer replacements for this fiscal year's IT Replacement Program; however, other items were on the credit card for that month, which are not listed. Discussion ensued.

**Larry Dixon** asked about page 12, check #49135, Multnomah County. **DS Crocker** answered it is decals for the new dump truck. Discussion ensued.

**Kathy Zimmerman** asked about page 5, check #49028, City of Gresham. **GM Stahl** replied it is the 5% privilege tax for water sales within the City of Gresham. Discussion ensued.

**Kathy Zimmerman** inquired about page 7, check #49063, GSI Water Solutions, Inc. **GM Stahl** answered it is the charges to date for the work our Hydrogeologist of Record did for Cascade Well #7. Discussion ensued.

**Kathy Zimmerman** asked about page 8, check #49078, Consortium Dues and if moving to groundwater will lower the cost. **GM Stahl** replied it is for our annual membership dues for the Regional Water Provider's Consortium and moving to groundwater would not affect our dues cost. Discussion ensued.

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

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

There were no public comments.

#### **INTERGOVERNMENTAL AGREEMENT WITH CITY OF GRESHAM ON GROUNDWATER DEVELOPMENT MASTER PLAN IMPLEMENTATION - DISCUSSION**

**GM Stahl** gave an overview of the intergovernmental agreement. He also gave a PowerPoint presentation of the components. Discussion ensued.

#### **UTILITY SERVICE DISCONNECTIONS - DISCUSSION**

**GM Stahl** gave an update on where the District is at for shut-off notices and accumulating debt attributed to the COVID-19 pandemic and moratorium on water service disconnection. Discussion ensued.

The Board directed staff to start the process of customer notifications and possible shut-offs for delinquent accounts at the end of September.

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

**GM Stahl** mentioned the District is exploring demolishing the house on the 202nd property and sell the 202nd properties to recover costs associated with the purchase of the properties.

**GM Stahl** noted we have completed the Request for Proposal for a new billing system and will be posting it in the next couple of days.

**GM Stahl** stated we have had our 185th property for sale for quite some time, so we have hired an environmental land use company to assess the overlays of the property to give us and potential buyers a more accurate description of the property's use potential.

**Tom Lewis** asked about the possibility of coordinating our billing cycle with the City of Portland. Discussion ensued.

#### **EXECUTIVE SESSION ORS 192.660 (2)**

**Tom Lewis made a motion to suspend the regular Board meeting and go into executive session in accordance with ORS 192.660 (2) (a) to consider the employment of a public**

**officer, employee, staff member or individual agent. Colby Riley seconded the motion. The motion was approved; none opposed.**

The Board recessed into executive session at 7:30 p.m.

**President Okazaki** reconvened the Board meeting at 8:31 p.m.

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

**Tom Lewis** moved to add 10 vacation days (80 hours) to the General Manager's PTO bank. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

**ADOPT GENERAL MANAGER GOALS FOR FISCAL YEAR 2020/2021 -  
DISCUSSION/ACTION**

**Tom Lewis** moved to adopt the General Manager goals for Fiscal Year 2020/2021. **Kathy Zimmerman** seconded the motion. The goals were adopted; none opposed.

**NEXT MEETING**

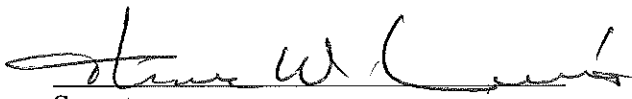
**President Okazaki** reminded everyone the next Board meeting will be Wednesday, September 23, 2020 at 6:00 p.m.

The Board scheduled a Work Session for Thursday, September 10, 2020 at 7:00 p.m.

**ADJOURNMENT**

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

The meeting was adjourned at 8:36 p.m.

  
Secretary