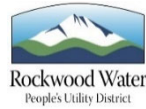


**PRESIDENT**, Tom Lewis  
**VICE PRESIDENT**, Kathy Zimmerman  
**SECRETARY**, Colby Riley



**TREASURER**, Larry Dixon  
**DIRECTOR**, Steve Okazaki  
**GENERAL MANAGER**, Kari J. Duncan

**REGULAR MEETING**  
**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT**  
**BOARD OF DIRECTORS**  
**September 22, 2021**  
**6:00 p.m.**  
**District Boardroom**

**PRELIMINARY AGENDA**

1. Approval of Agenda
2. Approval of Consent Agenda - Action
  - a. General Manager's Report - GM Duncan
  - b. Superintendent's Report - DS Crocker
  - c. Customer Service Report - OS Middleton
  - d. Engineer's Report - DE Hudson
  - e. Government Affairs Activities - GAC Aden
  - f. Financial Status - August 31, 2021
3. Approval of Minutes - August 25, 2021 Regular Board Meeting - Action
4. Approval of Bills - SA Zimmerman - Action
5. Public Comment on Non-Agenda Items
6. Executive Session ORS 192.660 (2)(f). To consider information or records that are exempt by law from public inspection.
7. WIFIA Loan Update - GM Duncan - Discussion
8. In-Person Board Meetings - GM Duncan - Discussion
9. FY 2021/2022 Board Conference Travel Reimbursement Approval - Discussion/Action
10. For the Good of the Order
11. General Manager Goals for Fiscal Year 2021/2022 - Discussion
12. Executive Session ORS 192.660 (2)(i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.
13. Action on Executive Session (if necessary)
14. Adopt General Manager Goals for Fiscal Year 2021/2022 - Action

The meeting location is wheelchair accessible. Requests for a sign language interpreter should be made as soon as possible or at least 5 days prior to the meeting. Requests for language interpretation should be made at least 2 days in advance of the meeting. Requests can be made by calling 503.665.4179.

15. Next Meeting - October 27, 2021 - Regular Board Meeting - 6:00 p.m.
16. Adjournment

The meeting location is wheelchair accessible. Requests for a sign language interpreter should be made as soon as possible or at least 5 days prior to the meeting. Requests for language interpretation should be made at least 2 days in advance of the meeting. Requests can be made by calling 503.665.4179.



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People's Utility District

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## MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: September 15, 2021

Re: General Manager's Report – September 22, 2021 Board Meeting

1. Production, project, financial, fiduciary, engineering and government affairs reports have been completed by staff and are provided.
2. This will be the first in-person regular Board meeting that we have hosted in 17 months. This first foray into a safe, in-person venue will help us to determine if we are prepared to continue in-person meetings with specific safety restrictions or if we will continue to meet remotely for additional Board meetings.
3. The Building permit for the Package 1 Construction of Cascade Reservoir #2 is still in the review and response process with the City of Gresham. Rockwood and the Design Engineer have submitted two follow up submittals in response to questions from the City of Gresham regarding the project and is in process of the third submittal.
4. The surplus property on 185<sup>th</sup> has been back on the market since June. There have been several showings, and some interested parties, so the advice from our Real Estate agent at this time is to leave the property at its current price.
5. The Wholesale Water Managers Group have been meeting monthly to discuss the new Portland wholesale contract. They have now convened a sub-group to focus on the terms for the future regular wholesale purchasers and have indicated that discussions for emergency supply will take place with the systems that have an interest in an emergency connection.
6. COVID-19 safety measures have been updated due to a State and County requirement for all individuals to wear masks while in indoor public spaces, and in outdoor spaces that are crowded. In addition, District Management is monitoring Federal and State OSHA for updates regarding vaccine requirements that may impact the District.

Thank you for reviewing the material in the Board packet and please contact me if you have any questions. I look forward to seeing everyone in person on September 22<sup>nd</sup>.





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## MEMORANDUM

To: Board of Directors  
From: Andy Crocker, District Superintendent  
Date: September 15, 2021  
Re: Operations Update

Crews installed three new services, raised one service, and responded to one emergency repair. Crews were busy finishing concrete and asphalt repairs, while the weather is still nice, in anticipation of weather changing in the next few weeks. We will be starting a pipe replacement project in early October on NE 146<sup>th</sup> from Burnside to Glisan; it will be completed by our crews. We will be installing a meter at the Gresham fire training center to monitor consumption used for training activities. Currently, we are in the recruitment process for a utility worker. This has been a challenge over the past several months, although we selected a great candidate that should be starting early October.

Operations staff continue to manage the higher-than-normal demands through the end of August, although we have started to see some decline in the past couple weeks. Operations staff are spot flushing problem areas and cul-de-sacs. Water temperatures have slowly increased throughout the summer and demand is starting to taper off. It's important to exchange water in areas that don't get as much circulation. We're piloting a few different methods of inventorying our water system's service materials for the revised LCR rules. Planning has started for transitioning to a full groundwater system. We will have several challenges along the way and planning now will help for a smooth transition. We had a serious electrical issue that shut down our groundwater system. Jed Pacheco and Chris Kipp, the operations staff on duty that day, quickly figured out the problem and made repairs to get back up and running. Great job!

Demand for August dipped a little from July. Our average daily demand in August was 8.68 mgd, about 350,000 gallons a day less than 9.04 mgd in July. We continue trending a higher month-to-month comparison for 2021 than 2020. In August 2020 we had an average daily demand (ADD) of 8.35, and in 2021 our ADD was 8.68 mgd, around .33 mgd higher. We saw a high peak day in August of almost 10; peak day being 9.94 mg. Demands were pretty consistent in the 8s to 9s all month. We produced 136 mg of groundwater in August; Rockwood used 58 mg and Gresham used about 78 mg.

**FIELD PRODUCTION REPORT FY 2021/2022**

	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	
ACTIVITY													
Leak Repairs	2	1											
<b>YTD</b>	2	1											
<b>CCF Loss</b>	220	110											
Emergency repairs	1	1											
<b>YTD</b>	193	193											
<b>CCF Loss</b>	193	386											
Utility Locates	388	331											
<b>YTD</b>	388	719											
Meter Replacements	3	8											
<b>YTD</b>	3	11											
Water Service Installs	3	3											
<b>YTD</b>	3	6											
Fire Service Installs	1	0											
<b>YTD</b>	1	1											
Fire Hydrant repairs	2	0											
<b>YTD</b>	2	2											
Vault/Backflow inspections	2	5											
<b>YTD</b>	2	7											
Meter Boxes Repl.	5	12											
<b>YTD</b>	5	17											
Emergency calls	3	2											
<b>YTD</b>	3	5											



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## MEMORANDUM

To: Board of Directors  
From: Cathy Middleton, Office Supervisor  
Date: September 1, 2021  
Re: August Monthly Customer Service Production Report

The meter readers read 6,961 meters this month.

Of the 6,941 bills that were sent out this month, 583 of them were sent via e-mail and 3 were estimated.

We mailed out 1,272 late notices and e-mailed 98 for a total of 1,370.

Of the 458 door hangers that were hung this month, we turned 42 of them off.

Customer assistance was given to 18 customers and we did not send any customers to collections.

There were 26 maintenance orders done. They consisted of the following:

- 20 were to check high usage, verify read, and check if leaking
- 3 were to shut off/on for repairs
- 1 was for dirty water
- 1 was to check why customer had no water
- 1 was to show customer the shut off to the meter

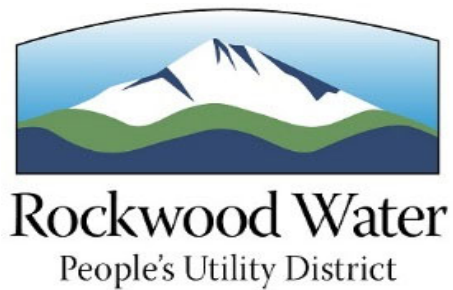
There were 2,341 phone calls this month.

We had 652 walk-ins this month.

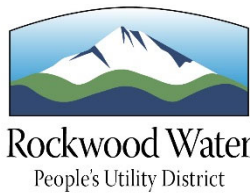
If you have any questions about this data, or would like to see other information, please let me know.

# Customer Service Production Report FY 2021 - 2022

Function:	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Meter Reads	6,954	6,961											13,915
Estimates	6	3											9
Bills	7,119	6,941											14,060
Late Notices	1,102	1,370											2,472
Door Hangers	543	458											1,001
Turn Offs	109	42											151
Final Reads	113	92											205
New Accts	123	103											226
Bill Assistance	26	18											44
Collection Agency	12	-											12
Leak Adjustments	8	14											22
Phone Calls	2,507	2,341											4,848
Walk Ins	336	652											988
Work Orders	24	26											50
Misreads	2	8											10
Found On	-	-											-
Meters Pulled	-	-											-







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## MEMORANDUM

To: Board of Directors

From: Jeremy Hanson, Associate Engineer

Date: September 15, 2021

Re: Engineer's Report: September 22, 2021 Board Meeting

Designs for the Groundwater Development Master Plan (GDMP) Package 3 at 141<sup>st</sup> Avenue Pump Station will begin in 2022 and construction begins in 2023. Consultants are addressing the land-use comments in preparation for future permits. Additional Cascade Well 8 (CW8) development is required and anticipated this fall, when the water demands are reduced, and the pump station and reservoir can be taken offline again.

Site grading and excavation for Cascade Reservoir 2 (CR2) is complete for the GDMP Package 1 project. Building permits are in the second round of comments with structural, on-site plumbing, and pre-treatment items outstanding. Murraysmith intends to resubmit by September 17<sup>th</sup>. The contractor has completed grading at Cascade Well 7 (CW7) and are preparing to start right-of-way work. Package 1 includes the structural updates to Cascade Reservoir 1 (CR1) and the design for CR2, CW7 pump station and transmission main, a Capital Improvement Project (CIP) steel main replacement (ST4,) and a portion of the proposed 36" groundwater transmission main (Package 2B).

The District's 20-year Water Master Plan (MP) update will be completed early this fiscal year. This project will determine what CIPs are recommended for the District. Master Plans are updated every 7-10 years and lists projects for the next 20 years. The last update was completed in 2013.

The projects for this fiscal year are described below. Survey work has been completed and the first draft surveys have been reviewed. All County Surveyors & Planners expects completed surveys for ST7/8, ST14, and ST19 by September 24<sup>th</sup>, for internal waterline design. All County will design ST11, ST20, and ST21. We anticipate advertising the projects in November-December. This would allow a six-month construction window before the end of the fiscal year.

**ST4** – This project is replacing 6" and 14" OD steel with 2,582 lf of 12" DI main. The project is located on NE 201<sup>st</sup>/202<sup>nd</sup> Avenue from NE Halsey Street to NE Glisan Street. This project is included in GDMP Package 1.

**ST7 & ST8** – These projects are located on NE 146<sup>th</sup> Avenue from NE Glisan Street to E Burnside Street and NE Everett Street from NE 146<sup>th</sup> Avenue to the dead-end to the east. These replace 1,460 lf of 8" OD with 8" DI and 312 lf of 4" OD with 6" DI.

**ST11** – This project is located on NE 217<sup>th</sup> Avenue from 340 feet south of NE Stark Street to NW 25<sup>th</sup> Street. ST11 replaces 1,172 lf of 8” OD with 12” DI. 340 lf of 12” DI was installed this FY in preparation for two projects within this area.

**ST14** – This project is located on SE Mill Street from SE 167<sup>th</sup> Avenue to SE 172<sup>nd</sup> Avenue. ST14 replaces 1,326 lf of 4” OD with 6” DI.

**ST19** – This project replaces 1,355 lf of 4” OD lines with 6” DI, on SE Ankeny Street from SE 165<sup>th</sup> Avenue to SE 167<sup>th</sup> Avenue, and SE 167<sup>th</sup> Avenue from SE Ankeny Street to SE Oak Street.

**ST20** – Located on SE 154<sup>th</sup> Avenue between SE Stark Street and E Burnside Street, this project replaces 1,120 lf of 4” OD with 6” DI lines.

**ST21** - Located on SE 157<sup>th</sup> Avenue between SE Stark Street and E Burnside Street, this project replaces 1,102 lf of 4” OD with 6” DI lines.



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## MEMORANDUM

To: Board of Directors

From: Kerry Aden, Government Affairs Coordinator

Date: September 15, 2021

Re: Government Affairs Activities

### CONSERVATION

Since opening our doors to the public, our conservation device giveaways have been picking up. Our toilet rebates remain consistent with previous years.

### EDUCATION/OUTREACH

- We are currently promoting our groundbreaking ceremony on our website home page. We also posted on Facebook.
- We are promoting National Preparedness Month on Facebook.
- The Children's Clean Water Festival Planning Committee is setting up their first meeting of the season in October.

### INFORMATION TECHNOLOGY

- We are working with Pavelcomm on the following projects:
  - Board room audio/visual equipment replacement fiscal year 21/22 - We have received a quote from an audio/visual company for this project. Kari Duncan and I are discussing options for this project.
  - Computer expansion for field staff and training fiscal year 21/22. This will be included and integrated with the new billing system. Two fiscal year 20/21 repurposed computers are operable for the field Lead Persons. New equipment has been purchased with billing system funds budgeted for last fiscal year. The new equipment has arrived, and I hope to program the new equipment in the next few weeks.
  - WiFi expansion fiscal year 21/22 - We will be coordinating with Pavelcomm to begin this project this fiscal year. This item was an if needed item but is now one of the projects required for the SDIS Best Practices Program and the Board room audio/visual equipment replacement project.
  - The theme for this year's SDIS Best Practices Program is cyber security. We will be completing several IT-related items to receive our insurance discounts for the calendar year 2022.

## UPCOMING EVENTS/TRAINING OPPORTUNITIES

Please contact Kari Duncan or me if you would like to register or attend any of these events.

### **October 28, 2021 - PNWS/AWWA Annual Conference Virtual Quarterly Conference**

**Event** - \$60 for half day, \$120 for full day

- 0.6 CEUs (OR, WA, ID) Full Day – One CEU equals one professional hour.
- 0.3 CEUs (OR, WA, ID) Half Day – One CEU equals one professional hour.
- Quarterly training – Mark Your Calendars Now for:
- **Asset and Data Management:** Will cover asset management, including using analytics to make maintenance decisions, developing an asset management system for a new water supply system; maintaining distribution system piping; and updating pressure zones. The data management topics include building a data strategy for a utility; preparing an organization to move to digital water; managing and optimizing data and machine learning to improve system operation; and planning for the future. **Kari Duncan will be presenting a paper on work she did with Lake Oswego to assess and create a Replacement and Renewal Fund for large assets for the Lake Oswego/Tigard Water Partnership.**

### **2022 SDAO Annual Conference**

Thursday, February 10 - Sunday, February 13, 2022

Eugene, Oregon

More information to be announced.

### **2022 Pacific Northwest Section/AWWA Conference**

Thursday, April 27, Thursday, April 29, 2022

Tacoma, Washington

More information to be announced.

### **2022 AWWA Annual Conference and Exposition**

Sunday, June 12 - Wednesday, June 15, 2022

San Antonio, Texas

#### Sunday, June 12, 2022

8:00 a.m. - 4:30 p.m. Registration Open  
9:00 a.m. - 4:00 p.m. Sunday Workshops

#### Monday, June 13, 2022

8:00 a.m. - 4:30 p.m. Registration Open  
8:15 a.m. - 10:00 a.m. Opening Session  
10:00 a.m. – 5:00 p.m. Exhibit Hall Open  
12:15 p.m. - 5:00 p.m. Sessions

#### Tuesday, June 14, 2022

8:00 a.m.- 4:30 p.m. Registration Open  
8:00 a.m. - 4:00 p.m. Sessions  
9:00 a.m. – 5:00 p.m. Exhibit Hall Open

#### Wednesday, June 15, 2022

8:00 a.m. – 1:15 p.m. Registration Open  
8:00 a.m. - 2:00 p.m. Sessions  
10:00 a.m. - 2:00 p.m. Exhibit Hall Open



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## MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: September 15, 2021

Re: Finance/Budget Report – August 2021

The Finance/Budget Report is provided below and on the attached spreadsheet. The numbers provide the general conditions of the District. As more data is accumulated through the year, better estimates will be made and course corrections implemented, if needed.

- Water sales revenue at the end of August 2021 (Period 2) showed a **26.0%** increase when compared to Period 2 in August 2020. Water sales are showing the effects of an increased water demand over the similar period in FY 2020/21 and the effects of the 10.5% rate adjustment on July 1, 2021. The revenue demonstrates that the planned path for ensuring the ability to meet debt service requirements for the 2021 Bond sales that are funding the first portion of the Groundwater Development Plan are on target.
- Overall revenue for Period 2 is **26%** over the same period in 2020/2021 reflecting very high-water demand and the impact of the rate increase in July 2021. Please note that the groundwater payments from the City of Gresham for the Cascade Groundwater Supply Projects is removed from this calculation. The non-sales revenue in Period 2 FY21/22 is up substantially from the same period in FY 20/21 by **59%**. This is due to late fee revenue which was low in the previous year FY 20/21 due to the pause in collections during the beginning of the Pandemic, and a higher Gresham utility fee collection. Late fees alone for the second period of 2021/22 are over double the late fees we collected in the second period of FY 20/21.
- Personal Services and Total Operations & Maintenance show a normal use pattern for the first month of the fiscal year, with an overall 13% expended in most of the major budget segments.

**FISCAL YEAR 2021-22**

**AUGUST, 2021**

**REVENUES**

Category	Budget	August 2021	August 2020	Variance	Year To Date	Projection	Balance of FY 20-21	
100.3-01-0101	Beginning Fund Balance	<b>7,646,810</b>						
100.3-10	Water Sales	<b>10,834,000</b>	-	1,224,013	-100.00%	2,310,599	<b>10,679,351</b>	8,368,752
100.3-20	Fees & Special Charges	<b>319,270</b>	30,201	16,727	80.55%	59,039	<b>331,184</b>	272,145
100.3-40	Charges for Service	<b>450,000</b>	15,354	3,066	400.79%	35,277	<b>455,123</b>	419,846
100.3-50	Investment Income	<b>135,920</b>	19,753	13,542	45.87%	41,174	<b>142,779</b>	101,604
100.3-60	Other Income	<b>666,100</b>	82,912	51,605	60.67%	156,328	<b>666,283</b>	509,954
100.3-90	Other Financing Sources	<b>883,500</b>	125	192,940		185,530	<b>1,228,645</b>	1,043,116
<b>Total Revenue Budget</b>		<b>20,935,600</b>	148,346	1,501,893		2,787,947	<b>13,503,364</b>	10,715,418
Annual Running Revenue (Includes Codes 100.3-10 thru -90)		13,288,790	148,346	1,501,893	-90.12%	2,787,947		

Assumptions: Projections are based on the balance of prior year's actual revenue plus current revenue to date.

**EXPENDITURES**

	Budget	August 2021	Total To Date	% Expended	
5.10-4000	Personnel Services	<b>3,495,423</b>	256,835	511,495	14.6%
5.20-5000	Material & Services	<b>2,139,138</b>	78,753	173,891	8.1%
	Water Purchase	<b>3,004,860</b>	256,835	482,817	16.1%
5.40-4000	Capital Outlay	<b>2,136,709</b>	81,199	245,106	11.5%
5.60-7000	Transfers	<b>3,017,291</b>	-	-	0.0%
5.70-7000	Contingency	<b>1,400,000</b>	-		
5.90-8000	Unappropriated Balance	<b>5,742,179</b>	-		
<b>Total Expense Budget</b>		<b>20,935,600</b>	673,622	1,413,310	7%
Annual Running Expense (Includes Codes 5.1 - 5.4)		10,776,130	673,622	1,413,310	13%

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

**August 25, 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, 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:** Cori Johnson.

**President Tom Lewis** called the meeting to order at 6:04 p.m.

**APPROVAL OF THE AGENDA**

**President Lewis** asked if there were any changes or additions to the agenda. **GM Duncan** verified the group was viewing the Revised Preliminary Agenda.

**Steve Okazaki** moved to approve the revised agenda. **Colby Riley** seconded the motion. The motion was approved; none opposed.

**APPROVAL OF THE CONSENT AGENDA**

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

**Colby Riley** 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.

**Steve Okazaki** moved to approve the minutes from the July 28, 2021 regular Board meeting. **Kathy Zimmerman** seconded the motion. The motion was approved; none opposed.

**APPROVAL OF BILLS**

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

**Kathy Zimmerman** inquired about page 25, check #50641, City of Gresham Apr - Jun 2021 Privi and if was permits. **GM Duncan** responded the item is for privilege tax, not for permits. Discussion ensued.

**Larry Dixon** asked about page 28, check #50690, 5 Gal Jug of Oil for Well Pumps. **DS Crocker** answered the item is for a specific, full synthetic oil for the pump motors. **AS Schlosser** added the oil is changed every three years and is specific to U.S. Motors. Discussion ensued.

Steve Okazaki asked about page 28, check #50697, Flag Pole Flags and asked if we replaced the flagpole and the flags. GM Duncan replied the item is just for the flags, which we replace about three times a year, depending on wear and tear.

Larry Dixon moved to approve the bills as presented. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

#### **PUBLIC COMMENT**

Cori Johnson commended everyone on the success of the groundbreaking event. President Lewis reflected Ms. Johnson's comments.

#### **RESOLUTION NO. RWPUD 21/22-001 RESOLUTION TO AMEND POLICY MANUAL TO ADD TAX EXEMPT GOVERNMENTAL BONDS TAX COMPLIANCE AND CONTINUING DISCLOSURE COMPLIANCE GUIDELINES - ACTION**

GM Duncan explained this is a procedure written by the District's bond attorney who recommended the Board add this procedure to the District's Finance Policies in the policy manual. Discussion ensued.

Steve Okazaki moved to adopt Resolution No. RWPUD 21/22-001 Resolution to Amend Policy Manual to Add Tax Exempt Governmental Bonds Tax Compliance and Continuing Disclosure Compliance Guidelines. Colby Riley seconded the motion. The motion was approved; none opposed.

#### **WIFIA LOAD UPDATE - GM DUNCAN - DISCUSSION**

GM Duncan gave a PowerPoint presentation on the progress of the WIFIA loan application submission. Discussion ensued.

#### **SET GENERAL MANAGER EVALUATION DATE AND GOAL SETTING - DISCUSSION**

GM Duncan recommended we hold the General Manager evaluation in September. She stated that she will have been in the role for eight months by that time, and the review typically occurs in July or August according to the District Policy and GM Contract. Discussion ensued.

Colby Riley moved to hold the General Manager evaluation and goal setting during the September regular Board meeting. Steve Okazaki seconded the motion. The motion was approved; none opposed.

#### **FISCAL YEAR 2020/2021 GENERAL MANAGER GOALS RECAP AND ACCOMPLISHMENTS - GM DUNCAN - DISCUSSION**

The group will discuss the 2020/2021 General Manager goals and accomplishments at the September regular Board meeting.

#### **IN-PERSON BOARD MEETINGS - GM DUNCAN - DISCUSSION**

The group discussed whether to begin holding in-person Board meetings. GM Duncan stated that Oregon COVID-19 safety requirements did allow an in-person public meeting as long as all in attendance at the meeting wear masks.

**The Board decided to hold the September Board meeting in person.**



**FOR THE GOOD OF THE ORDER**

**DS Crocker** stated we may have a candidate to fill the Utility Worker I position.

**GM Duncan** acknowledged the staff for their hard work on the groundbreaking event and thanked the Board and **Cori Johnson** for attending.

**GM Duncan** mentioned the new outdoor face covering requirements for COVID-19.

**Kathy Zimmerman** asked about the permit designated for the first project and is that cost shared with the City of Gresham. **GM Duncan** replied yes, the cost is shared with Gresham, and we will send them an invoice for their portion, which will be half.

**GAC Aden** mentioned she had several documents for **President Lewis** and **Secretary Riley** to sign.

**NEXT MEETING**

**President Lewis** reminded everyone the next Board meeting will be Wednesday, September 22, 2021 at 6:00 p.m.

**ADJOURNMENT**

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

The meeting was adjourned at 7:31 p.m.

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Secretary





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## MEMORANDUM

To: Board of Directors

From: Daniel Zimmerman, Senior Accountant

Date: September 10, 2021

Re: Checklist and Financial Report

Enclosed is the checklist for your review. The total amount of the checks listed for your approval is \$1,339,290.25. If you have any questions regarding any of the checks listed, please don't hesitate to call Kari or myself anytime.

The cash balances at August 31, 2021 are as follows:

Restricted Cash - \$2,338,977.44  
Unrestricted Cash - \$24,812,808.82



**Rockwood Water**  
People's Utility District

19601 NE Halsey Street  
Portland, OR 97230-7430  
503-665-4179 - Phone  
503-667-5108 - Fax  
[www.rwpud.org](http://www.rwpud.org)

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## MONTHLY FINANCIAL MONITORING CHECKLIST

BOARD OF DIRECTORS MEETING: 9/22/2021

FOR THE PERIOD **August 2021**

1. Were books balanced and reconciled (General & Trust)? Yes  
If no, why not?
2. Are YTD revenues and expenditures tracking per budget plan? Yes  
If no, explain variances or flags.
3. Were all payroll liabilities paid in a timely manner? Yes  
If no, explain why not.
4. Were required payroll reports (Federal, State) filed in a timely manner? Yes  
If no, explain why not.
5. Were any cases of fraud detected and addressed? No  
If yes, explain situation and actions taken and underway.
6. Were any changes made to the internal control system? No  
If yes, describe changes.
7. Were all cash and investment accounts reconciled per schedule (LGIP)? Yes  
If no, explain why not.

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ROCKWOOD WATER P.U.D.  
 ROLLING A/P REGISTER  
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FROM 8/12/21 TO 99/99/99

DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
8/20/21	15291	49	ADEN	L 2,653.85	PAYROLL
8/20/21	15292	40	ALLEN	L 2,745.94	PAYROLL
8/20/21	15293	81	BRAY	R 1,785.59	PAYROLL
8/20/21	15294	47	BREEN	M 2,802.94	PAYROLL
8/20/21	15295	72	CONNER	M 1,535.81	PAYROLL
8/20/21	15296	35	CROCKER	D 3,360.99	PAYROLL
8/20/21	15297	88	DUNCAN	J 3,946.60	PAYROLL
8/20/21	15298	84	HANSON	G 2,673.72	PAYROLL
8/20/21	15299	90	HERNANDEZ	E 1,532.41	PAYROLL
8/20/21	15300	87	HOFFMAN	T 1,372.62	PAYROLL
8/20/21	15301	46	HUDSON	C 3,381.46	PAYROLL
8/20/21	15302	51	HUNT	L 2,115.06	PAYROLL
8/20/21	15303	56	JACOBSON	E 1,913.75	PAYROLL
8/20/21	15304	42	JONES	W 2,491.04	PAYROLL
8/20/21	15305	74	KIPP	S 2,141.11	PAYROLL
8/20/21	15306	34	MCNEIL	J 2,229.15	PAYROLL
8/20/21	15307	8	MIDDLETON	C 2,657.91	PAYROLL
8/20/21	15308	76	PACHECO	A 1,865.02	PAYROLL
8/20/21	15309	68	PELAYO	M 1,792.78	PAYROLL
8/20/21	15310	41	SCHLOSSER	L 2,946.91	PAYROLL
8/20/21	15311	7	SCHMUNK	A 1,801.82	PAYROLL
8/20/21	15312	73	STROH	N 1,421.85	PAYROLL
8/20/21	15313	48	TOMPKINS	L 1,412.26	PAYROLL
8/20/21	15314	75	ZIMMERMAN	J 2,401.92	PAYROLL
8/26/21	15315	64	DIXON	G 46.12	PAYROLL
8/26/21	15316	63	LEWIS	W 46.12	PAYROLL
8/26/21	15317	66	OKAZAKI	R 46.12	PAYROLL

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FROM 8/12/21 TO 99/99/99

DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
8/26/21	15318	77	RILEY	E 46.12	PAYROLL
8/26/21	15319	78	ZIMMERMAN	A 46.12	PAYROLL
8/27/21	15320	90	HERNANDEZ	E 388.28	PAYROLL
9/03/21	15321	49	ADEN	L 2,653.85	PAYROLL
9/03/21	15322	40	ALLEN	L 2,804.74	PAYROLL
9/03/21	15323	81	BRAY	R 1,785.59	PAYROLL
9/03/21	15324	47	BREEN	M 2,707.17	PAYROLL
9/03/21	15325	72	CONNER	M 1,535.81	PAYROLL
9/03/21	15326	35	CROCKER	D 3,360.99	PAYROLL
9/03/21	15327	88	DUNCAN	J 3,946.60	PAYROLL
9/03/21	15328	84	HANSON	G 2,673.72	PAYROLL
9/03/21	15329	87	HOFFMAN	T 1,372.62	PAYROLL
9/03/21	15330	46	HUDSON	C 3,381.46	PAYROLL
9/03/21	15331	51	HUNT	L 2,115.02	PAYROLL
9/03/21	15332	56	JACOBSON	E 1,913.75	PAYROLL
9/03/21	15333	42	JONES	W 2,191.27	PAYROLL
9/03/21	15334	74	KIPP	S 1,946.76	PAYROLL
9/03/21	15335	34	MCNEIL	J 2,229.15	PAYROLL
9/03/21	15336	8	MIDDLETON	C 3,545.75	PAYROLL
9/03/21	15337	76	PACHECO	A 2,129.13	PAYROLL
9/03/21	15338	68	PELAYO	M 1,792.78	PAYROLL
9/03/21	15339	41	SCHLOSSER	L 2,946.91	PAYROLL
9/03/21	15340	7	SCHMUNK	A 1,801.82	PAYROLL
9/03/21	15341	73	STROH	N 1,586.64	PAYROLL
9/03/21	15342	48	TOMPKINS	L 1,412.26	PAYROLL
9/03/21	15343	75	ZIMMERMAN	J 2,449.71	PAYROLL
8/12/21	25214	1267	ROTSCHY	153,106.56	

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ROCKWOOD WATER P.U.D.  
ROLLING A/P REGISTER  
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FROM 8/12/21 TO 99/99/99

DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
				153,106.56	601-100-5205120 JOB 313 PACKAGE 1
8/19/21	25215	733	UMPQUA BANK	796.13	
				796.13	101-100-5205740 JULY BANK FEES
8/19/21	25217	1211	HRA VEBA PLAN CONTRIBUTIONS	1,240.00	
				1,240.00	101-100-6202150 PAYROLL DEDUCTION
8/19/21	25218	17	OREGON DEPARTMENT OF REVENUE	5,264.88	
				5,264.88	101-100-6202230 STATE PAYROLL TAX
8/19/21	25219	16	NATIONWIDE RETIREMENT SOLUTION	465.00	
				465.00	101-100-6202150 PAYROLL DEDUCTION
8/19/21	25220	24	ICMA RETIREMENT TRUST-457	680.00	
				680.00	101-100-6202150 PAYROLL DEDUCTION
8/19/21	25221	736	UMPQUA EASY TAX	20,184.58	
				11,695.28	101-100-6202210 FICA PAYROLL TAX
				8,489.30	101-100-6202220 FEDERAL PAYROLL TAX
8/19/21	25222	22019	ENVIRONMENTAL PROTECTION AGENC	100,000.00	
				100,000.00	601-100-5205110 WIFIA LOAN APPLICATION FEE
8/24/21	25223	1235	POINT & PAY	3,908.99	
				3,908.99	101-100-5205740 JULY PAYMENT PROCESSING
8/26/21	25224	18	PERS	42,488.62	
				21,150.64	101-100-6202110 8/6 PERS PAYABLE
				21,337.98	101-100-6202110 8/20 PERS PAYABLE
8/26/21	25225	736	UMPQUA EASY TAX	120.14	
				68.68	101-100-6202210 FICA PAYROLL TAX
				38.30	101-100-6202210 BOARD FICA PAYROLLT AX
				13.16	101-100-6202220 FEDERAL PAYROLL TAX
8/26/21	25227	17	OREGON DEPARTMENT OF REVENUE	12.53	
				12.53	101-100-6202230 STATE PAYROLL TAX
9/02/21	25229	1211	HRA VEBA PLAN CONTRIBUTIONS	1,200.00	
				1,200.00	101-100-6202150 PAYROLL DEDUCTION
9/02/21	25230	17	OREGON DEPARTMENT OF REVENUE	4,967.00	
				4,967.00	101-100-6202230 STATE PAYROLL TAX
9/02/21	25231	16	NATIONWIDE RETIREMENT SOLUTION	565.00	
				565.00	101-100-6202150 PAYROLL DEDUCTION
9/02/21	25232	24	ICMA RETIREMENT TRUST-457	680.00	
				680.00	101-100-6202150 PAYROLL DEDUCTION
8/31/21	25233	736	UMPQUA EASY TAX	19,536.95	
				124.14	101-100-5205760 AUG RETURN AUTO PAYS

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FROM 8/12/21 TO 99/99/99

DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
				491.68	101-100-5205760 AUG RETURN CHECKS
				11,383.72	101-100-6202210 FICA PAYROLL TAX
				7,537.41	101-100-6202220 FEDERAL PAYROLL TAX
9/09/21	25234	507	GRESHAM, CITY OF	307.95	
				307.95	101-100-5205610 PERMIT FOR BURNSIDE FIRS 20012
8/16/21	50598	22003	CLAYTON, SCOTT	8,106.69-	
				8,106.69-	101-100-6302421 NS753,754 CONTRACTOR REFUND
8/12/21	50727	461	ALLWOOD RECYCLERS, INC.	39.00	
				39.00	101-100-5205610 BRUSH DUMPING
8/12/21	50728	1268	ATLAS	1,237.50	
				1,237.50	601-100-5205120 JOB 313 PACKAGE 1 MATERIALS TESTING
8/12/21	50729	1	CHAVES CONSULTING, INC.	666.67	
				666.67	101-100-5205110 JULY TECH/CONSULTING
8/12/21	50730	637	COMCAST CABLE	330.05	
				113.35	101-100-5205660 192ND/DIVISION INTERNET
				108.35	101-100-5205660 CLEVELAND INTERNET
				108.35	101-100-5205660 148TH/DIVISION INTERNET
8/12/21	50731	66	CONSOLIDATED SUPPLY COMPANY	10,880.91	
				962.96	101-100-5205610 MJ CAPS, PLUGS, MEGALUGS
				106.58	101-100-5205610 MJ GLAND PACK
				9,811.37	101-100-5406010 JOB 323 ST7 PIPE AND FIELD LOCKS
8/12/21	50732	131	FEENAUGHTY MACHINERY CO.	113.50	
				113.50	101-100-5205540 MX1 FRONT AND REAR GLASS
8/12/21	50733	607	FERGUSON WATERWORKS #3011	21,999.36	
				20,868.00	101-100-5205610 141 5/8" METERS
				1,131.36	101-100-5205650 BREAKAWAY KITS
8/12/21	50734	85	H.D. FOWLER COMPANY	2,405.56	
				2,405.56	101-100-5205610 PIPE, MEGALUGS FOR INVENTORY
8/12/21	50735	300	HACH COMPANY, INC	2,457.00	
				2,457.00	101-100-5205630 CL-17 CHLORINE ANALYZER
8/12/21	50736	1248	HOLT SERVICES INC	185,851.83	
					JOB 300 CASCADE #7 F
8/12/21	50737	1137	JW UNDERGROUND INC	482.06	
				192.82	101-100-5205610 GRAVEL/DUMP FEES ALBERTINA KERR
				289.24	101-100-5406010 SD734 GRAVEL/DUMP FEES
8/12/21	50738	742	LAKESIDE INDUSTRIES	604.50	
				604.50	101-100-5205610 MISC ASPHALT
8/12/21	50739	112	LEGACY LAB SERVICES	102.00	
				102.00	101-100-5205110 3 DOT LAB PANELS



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ROCKWOOD WATER P.U.D.  
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FROM 8/12/21 TO 99/99/99

DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
8/12/21	50740	1209	LOOMIS	411.81 411.81	101-100-5205740 LOCKBOX SERVICE
8/12/21	50741	1217	MURRAYSMITH	37,808.58 37,808.58	601-100-5205120 JOB 315 PROJECT MANAGEMENT STUDY
8/12/21	50742	1125	NORTHSTAR CHEMICAL INC	2,516.00 2,516.00	501-100-5205610 2000 GAL SODIUM HYPOCHLORITE
8/12/21	50743	940	O'REILLY AUTO PARTS	34.95 34.95	101-100-5205560 RW32 CRANE FLUID
8/12/21	50744	1203	PELAYO, VICTOR	109.99 109.99	101-100-5205440 SAFETY BOOT REIMBURSEMENT
8/12/21	50745	1234	PETERSON TRUCKS, INC	325.31 325.31	101-100-5205540 RW33 FUEL SENDING UNIT, PHONE MOUNT
8/12/21	50746	181	PORTLAND GENERAL ELECTRIC	44,515.95 19,830.80 24,685.15	501-100-5205670 192ND PUMPING 501-100-5205670 192ND PUMPING
8/12/21	50747	899	POTTER WEBSTER COMPANY	99.48 99.48	101-100-5205540 JACK FOR SHORING TRAILER
8/12/21	50748	458	PREMIER RUBBER LLC	465.38 410.39 54.99	101-100-5205530 HYDRAULIC PUMP HOSES 101-100-5205540 RW32 HYDRAULIC HOSE FOR CRANE
8/12/21	50749	1218	PRINT & PROMOTIONAL IMAGING	2,118.10 2,118.10	101-100-5205320 DOOR HANGERS PRINTING
8/12/21	50750	189	QUILL CORPORATION	210.97 210.97	101-100-5205320 CHAIR FLOOR MATS, TISSUE
8/12/21	50751	721	SPECIAL DISTRICTS INSURANCE SE	259.00 259.00	101-100-5205430 ADD LOADER TRACTOR TO INSURANCE
8/12/21	50752	221	WASTE MANAGEMENT, INC	322.24 322.24	101-100-5205520 GARBAGE SERVICE
8/12/21	50753	223	WEST COAST WIRE ROPE	378.00 378.00	101-100-5205610 CHAIN HOOKS
8/19/21	50754	637	COMCAST CABLE	403.20 289.85 113.35	101-100-5205210 OFFICE INTERNET 101-100-5205660 NW 1ST INTERNET
8/19/21	50755	66	CONSOLIDATED SUPPLY COMPANY	2,135.03 2,135.03	101-100-5205610 CURB STOP, FLANGE COMPANIONS
8/19/21	50756	73	DELUXE FUEL OIL INC.	818.39	

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ROCKWOOD WATER P.U.D.  
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FROM 8/12/21 TO 99/99/99

DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
				818.39	101-100-5205560 228.6 GAL UNLEADED GAS
8/19/21	50757	131	FEENAUGHTY MACHINERY CO.	91.16	
				91.16	101-100-5205540 MX1 UBELTS
8/19/21	50758	748	FERGUSON ENTERPRISES #3007	43.55	
				43.55	101-100-5205610 NIPPLE, ELLS, BORING BIT
8/19/21	50759	607	FERGUSON WATERWORKS #3011	596.40	
				596.40	101-100-5205610 4 1.5"X2" METER REDUCERS
8/19/21	50760	747	GENERAL PACIFIC, INC	5,550.00	
				1,882.00	101-100-5205610 PARTS FOR PEBBLE CREEK NEW INSTALL
				943.00	101-100-5205610 PARTS FOR STARK STREET NEW INSTALL
				277.00	101-100-5205610 MOVE SERVICE ALBERTINA KERR PARTS
				277.00	101-100-5205610 PARTS FOR BURNSIDE FIRS NEW INSTALL
				2,171.00	101-100-5406010 SD734 ALBERTINA KERR HYDRANT
8/19/21	50761	427	GRAINGER	237.89	
				237.89	101-100-5205610 SHARP'S CONTAINERS, TRASH TONGS
8/19/21	50762	813	GSI WATER SOLUTIONS, INC	6,062.50	
				2,822.50	101-100-5406010 JOB 300 CASCADE #7
				3,240.00	101-100-5406010 JOB 307 CASCADE #8
8/19/21	50763	22015	HAL'S CONSTRUCTION, INC	193.19	
				193.19	101-100-6302430 HYDRANT DEPOSIT REFUND
8/19/21	50764	1137	JW UNDERGROUND INC	313.33	
				96.41	101-100-5205610 MISC ROCK/DUMP FEES
				216.92	101-100-5406020 NS766,767 ROCK/DUMP FEES
8/19/21	50765	1120	KNAPHEIDE TRUCK EQUIPMENT-NW	419.00	
				419.00	101-100-5205540 RW54 24" TOOL BOX
8/19/21	50766	753	KNIFE RIVER CORPORATE NW	1,416.11	
				497.25	101-100-5205610 MISC ROCK/DUMP FEES
				259.74	101-100-5406010 SD734 ROCK/DUMP FEES
				659.12	101-100-5406020 NS766, 767 ROCK/DUMP FEES
8/19/21	50767	1217	MURRAYSMITH	5,257.50	
				5,257.50	601-100-5205120 JOB 313 PACKAGE 1
8/19/21	50768	236	NORTHERN SAFETY CO., INC.	196.96	
				196.96	101-100-5205440 VP MUCK BOOTS, ADVIL, TYLENOL
8/19/21	50769	144	OFFICE DEPOT, INC.	256.49	
				256.49	101-100-5205320 CREAMER, FORKS, RECEPTION CHAIR
8/19/21	50770	14	OREGON AFSCME	443.43	
				443.43	101-100-6202140 PAYROLL DEDUCTION
8/19/21	50771	1264	ORRICK, HERRINGTON & SUTCLIFFE	3,478.13	

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ROCKWOOD WATER P.U.D.  
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FROM 8/12/21 TO 99/99/99

DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
				3,478.13	101-100-5205140 BOND/WIFIA COUNSEL
8/19/21	50772	1057	OXARC, INC	26.14	
				26.14	101-100-5205560 FORKLIFT PROPANE
8/19/21	50773	181	PORTLAND GENERAL ELECTRIC	2,038.39	
				246.63	101-100-5205670 NW 1ST/ROYAL AV PUMPING
				477.80	101-100-5205670 14801 SE STARK PUMPING
				633.80	101-100-5205670 2021 NW 1ST PUMPING
				33.23	101-100-5205670 192/DIVISION PUMPING
				646.93	101-100-5205670 SE 235 AV PUMPING
8/19/21	50774	26	ROCKWOOD WATER PUD	77.02	
				47.04	101-100-5104600 MILEAGE FOR ON CALL
				29.98	101-100-5205710 PLAQUE FOR GROUND BREAKING
8/19/21	50775	22016	SITTON, ANGELITA	65.89	
				65.89	101-100-6302430 CLOSED ACCOUNT REFUND
8/19/21	50776	22017	STARK STREET DEVELOPMENT GROUP	8,106.69	
				8,106.69	101-100-6302421 NS757 CONTRACTOR REFUND
8/19/21	50777	22018	TALENT, SANDRA	35.81	
				65.00	101-100-6302410 DEPOSIT REFUND
				29.19	101-100-6302430 DEPOSIT REFUND
8/19/21	50778	1265	TYLER TECHNOLOGIES, INC	498.75	
				498.75	101-100-5406140 BILLING SYSTEM PROGRESS BILLING
8/19/21	50779	1167	ULINE	1,213.48	
				860.00	101-100-5205440 500 CT NITRILE GLOVES
				353.48	101-100-5205610 TRASH CANS, RECYCLING BINS, BAGS
8/19/21	50780	22	UNITED WAY OF THE COLUMBIA-WIL	82.50	
				82.50	101-100-6202120 PAYROLL DEDUCTION
8/19/21	50781	1254	ZIPLY FIBER	1,331.32	
				933.20	101-100-5205210 TELEPHONE
				222.98	101-100-5205210 OFFICE FIOS INTERNET
				138.98	101-100-5205660 BELLA VISTA FIOS INTERNET
				36.16	101-100-5205660 SE 148TH TELEMETRY
8/26/21	50782	1249	ACI PAYMENTS, INC	105.05	
				105.05	101-100-5205740 HOME BANKING FEES
8/26/21	50783	1080	ALLEGIANCE BENEFIT PLAN	100.00	
				100.00	101-100-5205460 HEALTH INSURANCE SEC 125 PLAN FEE
8/26/21	50784	1224	AT&T MOBILITY	1,730.44	
				1,730.44	101-100-5205210 CELL PHONES
8/26/21	50785	1	CHAVES CONSULTING, INC.	268.28	
				88.25	101-100-5205110 PRINT BLACKFLOW NOTICES

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DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
				180.03	101-100-5205330 POSTAGE MAIL BACKFLOW NOTICES
8/26/21	50786	1253	CITY WIDE FACILITY SOLUTIONS	2,425.00	
				2,425.00	101-100-5205520 FLOOR CLEANING AND WINDOW WASHING
8/26/21	50787	131	FEENAUGHTY MACHINERY CO.	320.12	
				791.77	101-100-5205540 MX1 FRONT AND REAR GLASS
				471.65	101-100-5205540 CREDIT ON FREIGHT
8/26/21	50788	607	FERGUSON WATERWORKS #3011	59,153.57	
				894.60	101-100-5205610 6 METER REDUCERS
				3,752.32	101-100-5406010 JOB 323 ST7 PARTS
				54,506.65	101-100-5406010 JOB 316 ST19 PARTS
8/26/21	50789	427	GRAINGER	327.11	
				99.71	101-100-5205610 NO TRESSPASSING SIGN & POST 185TH
				227.40	101-100-5205610 PUNCH SET CORD REEL SCREWDRIVERS
8/26/21	50790	1137	JW UNDERGROUND INC	96.41	
				96.41	101-100-5406020 NS770 ROCK/DUMP FEES
8/26/21	50791	15	KAISER PERMANENTE	18,630.24	
				18,630.24	101-100-6202107 EMPL MED/DENTAL INSURANCE
8/26/21	50792	1004	LIFEMAP ASSURANCE COMPANY	1,814.90	
				1,814.90	101-100-6202109 EMPL LIFE/DISB INSURANCE
8/26/21	50793	123	METRO	480.00	
				480.00	101-100-5205460 RLIS LIVE ANNUAL SUBSCRIPTION
8/26/21	50794	1217	MURRAYSMITH	13,446.50	
				982.50	101-100-5406010 JOB 314 MASTER PLAN UPDATE
				12,464.00	601-100-5205120 JOB 315 PROJECT MANAGEMENT
8/26/21	50795	1125	NORTHSTAR CHEMICAL INC	3,404.00	
				3,404.00	501-100-5205610 2000 GAL SODIUM HYPOCHLORITE
8/26/21	50796	139	NORTHWEST NATURAL GAS COMPANY	33.34	
				33.34	101-100-5205230 HEATING
8/26/21	50797	940	O'REILLY AUTO PARTS	47.97	
				19.99	101-100-5205540 MX1 FUSES
				27.98	101-100-5205560 MX1 COOLANT
8/26/21	50798	1124	PAVELCOMM INC.	2,985.81	
				2,985.81	101-100-5205110 SEPT REMOTE IT SUPPORT
8/26/21	50799	443	POLLARD WATER	157.90	
				157.90	101-100-5205610 2 RATCHET WRENCHES
8/26/21	50800	189	QUILL CORPORATION	394.19	
				66.45	101-100-5205320 DOOR HANGERS
				151.11	101-100-5205320 PAPER PLATES, CUPS, UTENSILS

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ROCKWOOD WATER P.U.D.  
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DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
				92.60	101-100-5205320 COPY PAPER
				66.45	101-100-5205320 DUSTER REFILLS, JETDRY, MOUSEPAD
				17.58	101-100-5205320 BUS CARD REFILL PAGES, WRIST PAD
8/26/21	50801	1214	TACOMA SCREW PRODUCTS, INC	40.00	
				40.00	101-100-5205540 O-RINGS, SCREW DRIVERS
8/26/21	50802	1265	TYLER TECHNOLOGIES, INC	525.00	
				525.00	101-100-5406140 BILLING SYSTEM PROGRESS BILL
9/02/21	50803	461	ALLWOOD RECYCLERS, INC.	224.00	
				224.00	101-100-5205610 8 YARDS OF SOIL MIX
9/02/21	50804	22020	BULIGA, DAVID	56.74	
				56.74	101-100-6302430 CLOSED ACCOUNT REFUND
9/02/21	50805	1029	CARDMEMBER SERVICE	7,263.39	
				130.00	101-100-5205110 WEBSITE MAINTENANCE
				1,953.60	101-100-5205120 TENT & CHAIRS FOR GROUNDBREAKING
				159.30	101-100-5205120 FOOD FOR GROUNDBREAKING
				525.00	101-100-5205120 TOILET FOR GROUNDBREAKING
				23.98	101-100-5205120 ICE, BAGS, BASKETS GROUNDBREAKING
				250.09	101-100-5205320 WEBCAM, IBM PRINTER RIBBONS
				823.42	101-100-5205440 HARD HATS & SAFETY GLASSES
				195.79	101-100-5205440 FACE MASKS
				75.00	101-100-5205450 KD TRAINING
				700.00	101-100-5205450 CM,DZ OGFOA FALL CONFERENCE
				140.00	101-100-5205450 GOLF TOURNAMENT 4 PEOPLE
				560.00	101-100-5205460 MICROSOFT & ZOOM LICENSES
				258.94	101-100-5205540 RW32 CRANE REBUILD
				196.88	101-100-5205560 SGAL ELECTRIC MOTOR OIL (5)
				135.92	101-100-5205570 ENGINEER TAPE MEASURE (8)
				175.00	101-100-5205610 MX1 GLASS INSTALL
				97.32	101-100-5205610 BATTERY FOR SPRAYER
				683.56	101-100-5205720 BS RETIREMENT GIFT & PARTY FOOD
				179.59	101-100-5205730 SNACKS FOR STAFF MEETINGS
9/02/21	50806	1	CHAVES CONSULTING, INC.	4,548.39	
				1,341.83	101-100-5205110 AUGUST BILLINGS
				3,206.56	101-100-5205330 AUGUST POSTAGE
9/02/21	50807	1253	CITY WIDE FACILITY SOLUTIONS	673.00	
				673.00	101-100-5205520 JANITORIAL SERVICE
9/02/21	50808	1230	CLACKAMAS STEEL MFG, INC	453.00	
				453.00	101-100-5205610 100FT 1.5"X 1.5" SQUARE TUBE
9/02/21	50809	59	COAST PAVEMENT SERVICES, INC	300.00	
				300.00	101-100-5205520 NIGHT SWEEPS
9/02/21	50810	637	COMCAST CABLE	113.35	
				113.35	101-100-5205660 141ST INTERNET
9/02/21	50811	737	CORE & MAIN LP	1,068.00	

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DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
				1,068.00	101-100-5205610 6 HYDRANT BREAKAWAY KITS
9/02/21	50812	1147	CRYSTAL GREENS LANDSCAPING INC	1,050.00	
				550.00	101-100-5205520 BELLA VISTA LANDSCAPE
				500.00	101-100-5205520 OFFICE LANDSCAPE
9/02/21	50813	7	DAILY JOURNAL OF COMMERCE OREG	249.00	
				249.00	101-100-5205460 SUBSCRIPTION RENEWAL
9/02/21	50814	22021	GARTNER, JACK	178.05	
				178.05	101-100-6302430 CLOSED ACCOUNT REFUND
9/02/21	50815	747	GENERAL PACIFIC, INC	19,814.00	
				1,138.00	101-100-5205610 2 BADGER 2" METERS
				537.00	101-100-5205610 GATE VALVE FOR BURNSIDE FIRS
				18,139.00	101-100-5205610 GATE VALVES, VALVE BOXES & LIDS
9/02/21	50816	813	GSI WATER SOLUTIONS, INC	1,477.50	
				1,477.50	101-100-5406010 JOB 309 CASCADE #9
9/02/21	50817	300	HACH COMPANY, INC	222.19	
				222.19	101-100-5205610 MONO CHLORAMINE AND TUBING
9/02/21	50818	22022	HANSON, JEREMY	130.00	
				130.00	101-100-5205440 SAFETY BOOT REIMBURSEMENT
9/02/21	50819	1137	JW UNDERGROUND INC	301.29	
				192.83	101-100-5205610 MISC ROCK/DUMP FEES
				108.46	101-100-5406020 NS769 ROCK/DUMP FEES
9/02/21	50820	753	KNIFE RIVER CORPORATE NW	406.92	
				120.80	101-100-5205610 MISC ROCK/DUMP FEES
				120.80	101-100-5406020 NS770 ROCK/DUMP FEES
				165.32	101-100-5406020 NS769 ROCK/DUMP FEES
9/02/21	50821	22023	LAPIRA, ERIC	221.91	
				221.91	101-100-6302430 CLOSED ACCOUNT REFUND
9/02/21	50822	604	LOWE'S	412.24	
				22.37	101-100-5205520 SPRAY PAINT
				46.48	101-100-5205540 CUTTING KNIVES & BLADES
				52.58	101-100-5205540 DUCT TAPE, CABLE TIES, DUCT TIES
				123.29	101-100-5205610 PAINT RAGS, TAPE MEASURES, WASP SPRY
				87.39	101-100-5205610 36IN CV S, STUDS, ANT SPRAY
				80.13	101-100-5205610 2X6 CEDAR BOARD
9/02/21	50823	1259	MC ELECTRIC VEHICLES	294.00	
				294.00	101-100-5205540 WINDOW LATCH
9/02/21	50824	22024	MCAFEE, LORELEA	11.25	
				11.25	101-100-6302430 CLOSED ACCOUNT REFUND
9/02/21	50825	22025	MCMANUS, BAILEY	53.47	

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DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
				53.47	101-100-6302430 CLOSED ACCOUNT REFUND
9/02/21	50826	22026	MEISNER, ALEX	24.19	
				75.00	101-100-6302410 DEPOSIT REFUND
				50.81-	101-100-6302430 DEPOSIT REFUND
9/02/21	50827	806	NEW PIG CORPORATION	228.65	
				228.65	101-100-5205610 ROLL OF OIL ABSORBENTS
9/02/21	50828	940	O'REILLY AUTO PARTS	109.56	
				109.56	101-100-5205540 4 FILTERS FOR STOCK
9/02/21	50829	14	OREGON AFSCME	414.89	
				414.89	101-100-6202140 PAYROLL DEDUCTION
9/02/21	50830	360	PARKROSE HARDWARE	85.04	
				27.99-	101-100-5205540 CREDIT FOR RETURN ITEM
				108.84	101-100-5205540 SANDING DISC-LARGE HOLE SAW
				4.19	101-100-5205540 JD2 BOLT
9/02/21	50831	849	PNWS-AWWA	2,100.00	
				2,100.00	101-100-5205460 OREGON WATER UTILITY COUNCIL DUES
9/02/21	50832	899	POTTER WEBSTER COMPANY	74.14	
				74.14	101-100-5205540 TRAILER WIRING
9/02/21	50833	458	PREMIER RUBBER LLC	685.08	
				291.98	101-100-5205540 VAC HYDRO HOSES (2)
				30.18	101-100-5205540 VAC HYDRO PLUMPING
				362.92	101-100-5205540 BIG VAC FIRE HOSES (2)
9/02/21	50834	1009	RICOH USA, INC	269.40	
				269.40	101-100-5205110 COPIER COST PER COPY
9/02/21	50835	22027	ROSE CITY SOUND	484.50	
				484.50	101-100-5205120 SOUND SYSTEM & TECH FOR GROUNDBREAK
9/02/21	50836	767	SUPERIOR TIRE SERVICE	170.78	
				170.78	101-100-5205550 RW39 2 REPLACEMENT TIRES
9/02/21	50837	21462	TUFULE, BEZU	52.96	
				52.96	101-100-6302430 CLOSED ACCOUNT REFUND
9/02/21	50838	1265	TYLER TECHNOLOGIES, INC	210.00	
				210.00	101-100-5205110 BILLING SYSTEM PROGRESS BILLING
9/02/21	50839	1167	ULINE	604.19	
				604.19	101-100-5205610 SHOP TOWELS, WIPES, MARKERS
9/02/21	50840	22	UNITED WAY OF THE COLUMBIA-WIL	82.50	
				82.50	101-100-6202120 PAYROLL DEDUCTION
9/09/21	50841	251	ADT COMMERCIAL LLC	104.96	

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DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
				104.96	101-100-5205520 ALARM SERVICE SEPT 21
9/09/21	50842	461	ALLWOOD RECYCLERS, INC.	26.00	
				13.00	101-100-5205610 MISC DEBRIS DUMP
				13.00	101-100-5205610 MISC DEBRIS DUMP
9/09/21	50843	883	ASSET CONTROL, INC	113.17	
				113.17	101-100-5205110 BACKGROUND CHECK KP
9/09/21	50844	981	CENTURYLINK	45.28	
				45.28	101-100-5205660 SE 148TH TELEMETRY
9/09/21	50845	1	CHAVES CONSULTING, INC.	2,642.92	
				2,642.92	101-100-5205110 TECH ASSIST & SOFTWARE CONVERSION
9/09/21	50846	637	COMCAST CABLE	108.35	
				108.35	101-100-5205660 148TH & DIVISION INTERNET
9/09/21	50847	66	CONSOLIDATED SUPPLY COMPANY	11,660.08	
				2,774.94	101-100-5205610 CREDIT MEMO
				2,668.54	101-100-5205610 INVENTORY BRASS FITTINGS, PIPE, PEX
				1,251.60	101-100-5205610 INVENTORY BRASS FITTINGS, PIPE, PEX
				9,180.61	101-100-5205610 INVENTORY BRASS FITTINGS, PIPE, PEX
				1,334.27	101-100-5205610 4 BOXES & 4 LIDS
9/09/21	50848	1085	EDGE ANALYTICAL LABORATORIES,	1,753.60	
				1,753.60	101-100-5205620 3RD QTR DBPS 2021
9/09/21	50849	1263	ELECTRIC WORKS, INC	20,561.00	
				561.00	101-100-5205630 IR SCAN AND CONNECTIONS ON RTUS
				20,000.00	101-100-5406210 OFFICE LIGHTING UPGRADE
9/09/21	50850	250	FEDEX	173.68	
				173.68	101-100-5205330 SHIPPING CHARGES REIMBURSABLE
9/09/21	50851	607	FERGUSON WATERWORKS #3011	6,897.80	
				6,897.80	101-100-5406010 JOB 323 PARTS
9/09/21	50852	1074	FIRST RESPONSE SYSTEMS	249.00	
				249.00	101-100-5205520 SECURITY CAMERA MONTHLY FEE
9/09/21	50853	507	GRESHAM, CITY OF	1,364.76	
				953.87	101-100-5205220 OFFICE SEWER/STORMWATER
				410.89	101-100-5205220 NW 1ST SEWER/STORMWATER
9/09/21	50854	753	KNIFE RIVER CORPORATE NW	520.26	
				268.71	101-100-5205610 SHOP MISC DUMP FEE
				251.55	101-100-5205610 SHOP MISC DUMP FEE
9/09/21	50855	396	METRO OVERHEAD DOOR, INC	228.00	
				228.00	601-100-5205120 JOB313 KNOX BOX INSTALL/PROGRAM
9/09/21	50856	22028	PHAM, CASEY	100.00	



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ROCKWOOD WATER P.U.D.  
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FROM 8/12/21 TO 99/99/99

DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
				100.00	101-100-5205410 TOILET REBATE X2 17210 SE WOODWARD
9/09/21	50857	181	PORTLAND GENERAL ELECTRIC	44,440.77	
				918.21	101-100-5205230 OFFICE ELECTRICITY
				715.55	101-100-5205670 141ST AVE PUMPING
				6,198.31	501-100-5205670 HALSEY PUMPING
				15,498.03	501-100-5205670 HALSEY PUMPING
				21,110.67	501-100-5205670 192ND PUMPING
9/09/21	50858	184	PORTLAND WATER BUREAU	226,445.71	
				226,445.71	101-100-5205010 AUG 21 WATER PURCHASE
9/09/21	50859	189	QUILL CORPORATION	249.31	
				201.33	101-100-5205320 MISC OFFICE SUPPLIES
				47.98	101-100-5205320 MISC OFFICE SUPPLIES
9/09/21	50860	194	S & B INC.	52,433.90	
				3,040.40	101-100-5205660 CELL MODEM MIGRATION 141ST/BELA VIS
				49,393.50	601-100-5205120 JOB 313 INSTRUMENTATION & CONTROL
9/09/21	50861	20	SAIF CORPORATION	1,370.67	
				1,370.67	101-100-5104840 WORKERS COMP PREMIUM
9/09/21	50862	1183	STROH, JESSE	200.00	
				200.00	101-100-5205440 JSTROH BOOT ALLOWANCE
9/09/21	50863	221	WASTE MANAGEMENT, INC	561.15	
				289.97	101-100-5205520 TEMPORARY DUMPSTER
				271.18	101-100-5205520 MONTHLY GARBAGE SERVICE

GRAND TOTAL 1,339,290.25



8/01/21 THRU 8/31/21

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	7,646,810	--	8,188,418.88	541,608.88-	107
	REVENUE ACCOUNTS	7,646,810		8,188,418.88	541,608.88-	107
3-10-1100	WATER SALES	10,834,000	1,577,961.49	2,310,598.88	8,523,401.12	21
	WATER SALES	10,834,000	1,577,961.49	2,310,598.88	8,523,401.12	21
3-20-2100	BACKFLOW CHARGES	40,000	4,586.08	6,376.26	33,623.74	16
3-20-2200	SET-UP FEES	27,270	1,945.60	4,438.40	22,831.60	16
3-20-2300	LATE FEES	252,000	23,669.61	48,224.15	203,775.85	19
	FEES & SPECIAL CHARGES	319,270	30,201.29	59,038.81	260,231.19	18
3-40-4100	SERVICE INSTALLATIONS	250,000	14,191.00	29,223.50	220,776.50	12
3-40-4200	SUB-DIVISION PROJECTS	50,000	--	--	50,000.00	0
3-40-4300	OTHER SERVICE INCOME	150,000	1,163.12	6,053.23	143,946.77	4
	CHARGES FOR SERVICES	450,000	15,354.12	35,276.73	414,723.27	8
3-50-5100	INTEREST INCOME	70,000	11,316.99	23,581.72	46,418.28	34
3-50-5200	RENTAL INCOME	65,920	8,436.00	17,592.52	48,327.48	27
	INVESTMENT INCOME	135,920	19,752.99	41,174.24	94,745.76	30
3-60-6100	SCRAP METAL SALES	7,500	1,718.62	25,973.33	18,473.33-	346
3-60-6200	CONSTRUCTION PLAN SALES	--	--	--	--	0
3-60-6600	OTHER MISC INCOME	40,000	460.09	10,207.14	29,792.86	26
3-60-6800	GRESHAM UTILITY TAX	415,000	74,137.09	85,670.80	329,329.20	21
3-60-6900	PORTLAND UTILITY TAX	190,000	3,642.19	31,515.93	158,484.07	17
3-60-7000	FAIRVIEW UTILITY TAX	13,600	2,954.42	2,961.26	10,638.74	22
	OTHER INCOME	666,100	82,912.41	156,328.46	509,771.54	23
3-90-9200	INTERFUND TRANSFERS	365,000	--	--	365,000.00	0
3-90-9300	FIXED ASSET DISPOSITION	500,000	125.00	125.00	499,875.00	0
3-90-9500	OTHER GOVERNMENT AGENCIES	18,500	--	185,404.60	166,904.60-	2
	OTHER FINANCING SOURCES	883,500	125.00	185,529.60	697,970.40	21
T O T A L DEPT 100 R E V E N U E		20,935,600	1,726,307.30	10,976,365.60	9,959,234.40	52
E X P E N S E S						
5-10-4001	GENERAL MANAGER	--	--	--	--	0
5-10-4010	SUPERINTENDENT	--	--	--	--	0
5-10-4030	ENGINEER	--	--	--	--	0
5-10-4035	SENIOR ACCOUNTANT	--	--	--	--	0
5-10-4040	ASSISTANT SUPERINTENDENT	--	--	--	--	0
5-10-4043	OFFICE SUPERVISOR	--	--	--	--	0
5-10-4045	ACCOUNTING CLERK	--	--	--	--	0
5-10-4050	ADMINISTRATIVE SECRETARY	--	--	--	--	0
5-10-4055	CONSER & PR COORDINATOR	--	--	--	--	0
5-10-4100	CUSTOMER ACCT SPECIALIST	--	--	--	--	0
5-10-4110	CUSTOMER ACCT SPECIALIST	--	--	--	--	0
5-10-4115	CUSTOMER ACCT SPECIALIST	--	--	--	--	0
5-10-4120	RECEPTIONIST	--	--	--	--	0

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REVENUE/EXPENDITURE REPORT

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RWDANIEL  
FUND-101 GENERAL FUND  
DEPT-100 FUND ACTIVITIES

8/01/21 THRU 8/31/21

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
5-10-4150	PART TIME LABOR/OFFICE	--	--	--	--	0
5-10-4180	ENGINEERING TECH I	--	--	--	--	0
5-10-4200	LEAD PERSON	--	--	--	--	0
5-10-4210	LEAD PERSON	--	--	--	--	0
5-10-4220	UTILITY WORKER II	--	--	--	--	0
5-10-4230	UTILITY WORKER II	--	--	--	--	0
5-10-4240	UTILITY WORKER II	--	--	--	--	0
5-10-4250	UTILITY WORKER I	--	--	--	--	0
5-10-4260	UTILITY WORKER I	--	--	--	--	0
5-10-4270	UTILITY WORKER I	--	--	--	--	0
5-10-4290	PART-TIME LABOR/FIELD	--	--	--	--	0
5-10-4300	MECHANIC	--	--	--	--	0
5-10-4310	WATER QUALITY TECH	--	--	--	--	0
5-10-4315	WATER OPERATIONS SPEC	--	--	--	--	0
5-10-4320	METER OPERATION SPEC	--	--	--	--	0
5-10-4330	METER READER-OFF/ON	--	--	--	--	0
5-10-4340	METER READER	--	--	--	--	0
5-10-4350	METER READER	--	--	--	--	0
5-10-4450	SALARIES/WAGES	2,018,961	151,404.44	299,501.51	1,719,459.49	15
5-10-4500	OFFICE OVERTIME	1,500	--	--	1,500.00	0
5-10-4550	FIELD OVERTIME	16,000	475.09	2,303.69	13,696.31	14
5-10-4600	ON CALL DUTY	69,233	4,282.38	8,972.62	60,260.38	13
5-10-4610	WATER CERTIFICATIONS	14,040	1,034.50	2,080.25	11,959.75	15
5-10-4620	EMPLOYEE BONUS	1,000	--	--	1,000.00	0
5-10-4630	MARKET BASED WAGE ADJUST	15,000	--	--	15,000.00	0
5-10-4700	CHANGE/VACATION ACCRUAL	--	--	--	--	0
5-10-4800	SOCIAL SECURITY	132,415	9,478.12	18,874.37	113,540.63	14
5-10-4810	MEDICARE	30,968	2,216.67	4,414.17	26,553.83	14
5-10-4820	UNEMPLOYMENT INSURANCE	6,407	--	--	6,407.00	0
5-10-4830	TRI-MET	15,456	--	--	15,456.00	0
5-10-4840	WORKERS COMPENSATION	25,742	913.07	3,124.36	22,617.64	12
5-10-4850	SICK LEAVE P/O	--	--	--	--	0
5-10-4900	P.E.R.S	591,512	42,488.39	85,043.51	506,468.49	14
5-10-4920	EMPLOYEE INSURANCE EXPENS PERSONAL SERVICES	557,189 3,495,423	44,542.29 256,834.95	87,181.00 511,495.48	470,008.00 2,983,927.52	16 15
5-20-5010	WATER PURCHASES	3,004,860	226,445.71	452,427.42	2,552,432.58	15
5-20-5110	CONTRACT SERVICES	110,156	5,514.46	18,319.67	91,836.33	17
5-20-5120	TECHNICAL & CONSULTING	38,000	2,661.88	2,421.88	40,421.88	6
5-20-5130	AUDITING	19,020	--	--	19,020.00	0
5-20-5140	LEGAL SERVICES	100,000	3,478.13	3,478.13	96,521.87	3
5-20-5210	TELEPHONE	36,140	3,176.47	6,248.29	29,891.71	17
5-20-5220	SEWER/STORM WATER	8,050	--	--	8,050.00	0
5-20-5230	HEATING/ELECTRICITY	23,575	1,055.80	1,088.17	22,486.83	5
5-20-5310	ENGINEERING SUPPLIES	1,000	--	--	1,000.00	0
5-20-5320	OFFICE SUPPLIES	32,000	12,786.15	15,405.25	16,594.75	48
5-20-5330	POSTAGE	45,300	3,373.48	3,373.48	41,926.52	7
5-20-5410	CONSERVATION	56,350	300.00	450.00	55,900.00	1
5-20-5420	ELECTIONS/LEGAL ADVERTISE	3,000	--	93.15	2,906.85	3
5-20-5430	INSURANCE-GENERAL	92,005	6,294.50	12,330.00	79,675.00	13
5-20-5440	SAFETY GEAR & EQUIPMENT	23,000	2,001.55	3,786.03	19,213.97	16
5-20-5450	TRAINING & EDUCATION	31,500	--	309.10	31,190.90	1
5-20-5460	DUES/LICENSES/SUBSCRIPTNS	93,450	1,140.00	44,491.87	48,958.13	48
5-20-5470	OFFICE EQUIPMENT	2,000	--	--	2,000.00	0

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RWDANIEL  
FUND-101 GENERAL FUND  
DEPT-100 FUND ACTIVITIES

8/01/21 THRU 8/31/21

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
5-20-5480	TAPPING TEAM EXPENSE	--	--	--	--	0
5-20-5510	COMPUTER/OFFICE EQUIPMENT	4,400	--	--	4,400.00	0
5-20-5520	BLDG/GROUNDS MAINTENANCE	80,960	5,925.24	8,534.27	72,425.73	11
5-20-5530	SHOP EQUIPMENT MAINT	10,000	410.39	426.33	9,573.67	4
5-20-5540	VEHICLE MAINTENANCE	35,000	2,208.95	2,949.34	32,050.66	8
5-20-5550	TIRES	8,000	--	46.50	7,953.50	1
5-20-5560	GAS/LUBRICANTS & DISPOSAL	30,000	952.42	2,484.60	27,515.40	8
5-20-5570	SMALL EQUIPMENT/TOOLS	10,000	242.53	191.84	10,191.84	2-
5-20-5610	UTILITY OPERATING SUPPLY	275,000	51,159.30	62,660.65	212,339.35	23
5-20-5620	WATER SAMPLES/TESTING	40,000	1.98	4,507.10	35,492.90	11
5-20-5625	WATER QUALITY & NOTICES	8,000	--	--	8,000.00	0
5-20-5630	RESERVOIR MAINTENANCE	10,000	2,457.00	2,457.00	7,543.00	25
5-20-5640	METER MAINTENANCE	40,000	1,402.33	2,253.28	42,253.28	6-
5-20-5650	HYDRANT MAINTENANCE	3,000	1,131.36	1,131.36	1,868.64	38
5-20-5660	TELEMETRY	20,112	777.17	1,553.93	18,558.07	8
5-20-5670	PUMPING	41,720	2,701.17	4,979.75	36,740.25	12
5-20-5710	BOARD MEETING FEES	5,800	250.00	500.00	5,300.00	9
5-20-5720	DIRECTORS' EXPENSE	24,000	29.98	29.98	23,970.02	0
5-20-5730	MANAGER'S EXPENSE	7,000	--	--	7,000.00	0
5-20-5740	GENERAL OFFICE	64,900	5,222.03	5,863.75	59,036.25	9
5-20-5750	CASH OVER/SHORT	--	--	--	--	0
5-20-5760	BAD DEBT EXPENSE	25,000	--	--	25,000.00	0
5-20-5770	GRESHAM UTILITY TAX	415,000	--	--	415,000.00	0
5-20-5780	PORTLAND UTILITY TAX	190,000	--	--	190,000.00	0
5-20-5790	FAIRVIEW UTILITY TAX	13,600	--	--	13,600.00	0
5-20-5800	CUSTOMER ASSISTANCE	60,000	616.00	1,650.00	58,350.00	3
5-20-5810	NON-REIMBURSED LIABILITY	--	--	--	--	0
5-20-5820	TAXES & ASSESSMENTS	3,100	--	--	3,100.00	0
5-20-7050	PAYMENTS ON FINANCING	--	--	--	--	0
5-20-7070	INTEREST EXPENSE	--	--	--	--	0
	MATERIAL & SERVICES	5,143,998	335,587.56	656,708.12	4,487,289.88	13
5-40-6010	WATER SYSTEM	1,153,920	78,145.32	81,483.32	1,072,436.68	7
5-40-6015	CRW CAPACITY	--	--	--	--	0
5-40-6020	METERS	65,000	1,872.45	1,872.45	63,127.55	3
5-40-6030	METER UPGRADES	50,000	--	--	50,000.00	0
5-40-6110	METER EQUIPMENT	27,000	--	3,398.71	23,601.29	13
5-40-6120	SHOP EQUIPMENT	5,000	--	--	5,000.00	0
5-40-6130	AUTOMOTIVE EQUIPMENT	201,277	--	156,908.13	44,368.87	78
5-40-6140	COMPUTER/OFFICE EQUIP	94,850	1,181.25	1,443.75	93,406.25	2
5-40-6210	BUILDINGS	39,662	--	--	39,662.00	0
5-40-6220	LAND	500,000	--	--	500,000.00	0
	CAPITAL OUTLAY	2,136,709	81,199.02	245,106.36	1,891,602.64	11
5-60-5810	NON-REIMBURSED LIABILITY	--	--	--	--	0
5-60-7110	TRANSFER TO OTHER FUND	3,017,291	--	--	3,017,291.00	0
	TRANSFERS	3,017,291	--	--	3,017,291.00	0
5-70-7210	CONTINGENCY	1,400,000	--	--	1,400,000.00	0
	CONTINGENCY	1,400,000	--	--	1,400,000.00	0
5-90-8010	UNAPPROP ENDING FUND BAL	5,742,179	--	--	5,742,179.00	0
	ENDING FUND BALANCE	5,742,179	--	--	5,742,179.00	0

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 FUND-101 GENERAL FUND  
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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	TOTAL PERSONAL SERVICES	3,495,423	256,834.95	511,495.48	2,983,927.52	15
	TOTAL MATERIAL & SERV	5,143,998	335,587.56	656,708.12	4,487,289.88	13
	TOTAL CAPITAL OUTLAY	2,136,709	81,199.02	245,106.36	1,891,602.64	11
	TOTAL ALL OTHER	10,159,470			10,159,470.00	0
T O T A L DEPT 100	E X P E N D I T U R E	20,935,600	673,621.53	1,413,309.96	19,522,290.04	7
T O T A L FUND 101	R E V E N U E	20,935,600	1,726,307.30	10,976,365.60	9,959,234.40	52
	FUND PERSONAL SERVICES	3,495,423	256,834.95	511,495.48	2,983,927.52	15
	FUND MATERIAL & SERV	5,143,998	335,587.56	656,708.12	4,487,289.88	13
	FUND CAPITAL OUTLAY	2,136,709	81,199.02	245,106.36	1,891,602.64	11
	FUND ALL OTHER	10,159,470			10,159,470.00	0
T O T A L FUND 101	E X P E N D I T U R E	20,935,600	673,621.53	1,413,309.96	19,522,290.04	7
	FUND PRIOR BALANCE	8,510,369.87				
	NET FUND BALANCE	9,563,055.64				

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 FUND-201 SDC FUND-REIMBURSEMENT  
 DEPT-100 FUND ACTIVITIES

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	696,263	--	853,220.32	156,957.32-	123
	REVENUE ACCOUNTS	696,263		853,220.32	156,957.32-	123
3-40-4500	SYSTEM DEVELOPMENT FEES	200,000	37,445.51	74,890.51	125,109.49	37
	CHARGES FOR SERVICES	200,000	37,445.51	74,890.51	125,109.49	37
3-50-5100	INTEREST INCOME	10,000	696.67	1,431.23	8,568.77	14
	INVESTMENT INCOME	10,000	696.67	1,431.23	8,568.77	14
T O T A L DEPT 100 R E V E N U E		906,263	38,142.18	929,542.06	23,279.06-	103
E X P E N S E S						
5-60-7110	TRANSFER TO OTHER FUND	300,000	--	--	300,000.00	0
	TRANSFERS	300,000			300,000.00	0
5-90-8010	UNAPPROP ENDING FUND BAL	606,263	--	--	606,263.00	0
	ENDING FUND BALANCE	606,263			606,263.00	0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	906,263			906,263.00	0
T O T A L DEPT 100 E X P E N D I T U R E		906,263			906,263.00	0
T O T A L FUND 201 R E V E N U E		906,263	38,142.18	929,542.06	23,279.06-	103
	FUND PERSONAL SERVICES					0
	FUND MATERIAL & SERV					0
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	906,263			906,263.00	0
T O T A L FUND 201 E X P E N D I T U R E		906,263			906,263.00	0
	FUND PRIOR BALANCE	891,399.88				
	NET FUND BALANCE	929,542.06				

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	179,446	--	231,274.77	51,828.77-	129
	REVENUE ACCOUNTS	179,446		231,274.77	51,828.77-	129
3-40-4500	SYSTEM DEVELOPMENT FEES	60,000	11,184.49	22,369.49	37,630.51	37
	CHARGES FOR SERVICES	60,000	11,184.49	22,369.49	37,630.51	37
3-50-5100	INTEREST INCOME	1,200	113.91	231.45	968.55	19
	INVESTMENT INCOME	1,200	113.91	231.45	968.55	19
T O T A L DEPT 100 R E V E N U E		240,646	11,298.40	253,875.71	13,229.71-	105
E X P E N S E S						
5-60-7110	TRANSFER TO OTHER FUND	--	--	--	--	0
	TRANSFERS					0
5-90-8010	UNAPPROP ENDING FUND BAL	240,646	--	--	240,646.00	0
	ENDING FUND BALANCE	240,646			240,646.00	0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	240,646			240,646.00	0
T O T A L DEPT 100 E X P E N D I T U R E		240,646			240,646.00	0
T O T A L FUND 202 R E V E N U E		240,646	11,298.40	253,875.71	13,229.71-	105
	FUND PERSONAL SERVICES					0
	FUND MATERIAL & SERV					0
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	240,646			240,646.00	0
T O T A L FUND 202 E X P E N D I T U R E		240,646			240,646.00	0
	FUND PRIOR BALANCE	242,577.31				
	NET FUND BALANCE	253,875.71				



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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	559,830	--	553,752.91	6,077.09	99
	REVENUE ACCOUNTS	559,830		553,752.91	6,077.09	99
3-40-4500	SYSTEM DEVELOPMENT FEES CHARGES FOR SERVICES	--	--	--	--	0 0
3-50-5100	INTEREST INCOME	6,000	258.80	538.70	5,461.30	9
	INVESTMENT INCOME	6,000	258.80	538.70	5,461.30	9
3-90-9200	INTERFUND TRANSFERS	2,817,291	--	--	2,817,291.00	0
3-90-9400	FINANCING PROCEEDS	--	--	--	--	0
	OTHER FINANCING SOURCES	2,817,291			2,817,291.00	0
T O T A L DEPT 100 R E V E N U E		3,383,121	258.80	554,291.61	2,828,829.39	16
E X P E N S E S						
5-60-7110	TRANS TO DEBT SERV FUND TRANSFERS	1,687,871	--	--	1,687,871.00	0 0
5-90-8010	ENDING FUND BALANCE	1,695,250	--	--	1,695,250.00	0
	ENDING FUND BALANCE	1,695,250			1,695,250.00	0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	3,383,121			3,383,121.00	0
T O T A L DEPT 100 E X P E N D I T U R E		3,383,121			3,383,121.00	0
T O T A L FUND 301 R E V E N U E		3,383,121	258.80	554,291.61	2,828,829.39	16
	FUND PERSONAL SERVICES					0
	FUND MATERIAL & SERV					0
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	3,383,121			3,383,121.00	0
T O T A L FUND 301 E X P E N D I T U R E		3,383,121			3,383,121.00	0
	FUND PRIOR BALANCE	554,032.81				
	NET FUND BALANCE	554,291.61				

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 FUND-401 DEBT SERVICE FUND  
 DEPT-100 FUND ACTIVITIES

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	REVENUE ACCOUNTS	--	--	--	--	0
3-50-5100	INTEREST INCOME INVESTMENT INCOME	--	--	--	--	0
3-90-9200	INTERFUND TRANSFERS	1,687,871	--	--	1,687,871.00	0
3-90-9400	FINANCING PROCEEDS OTHER FINANCING SOURCES	-- 1,687,871	--	--	-- 1,687,871.00	0
T O T A L DEPT 100 R E V E N U E		1,687,871			1,687,871.00	0
E X P E N S E S						
5-20-7040	ADMINISTRATION FEES MATERIAL & SERVICES	--	--	--	--	0
5-50-7050	PAYMENTS ON FINANCING	1,046,480	--	--	1,046,480.00	0
5-50-7070	INTEREST EXPENSE DEBT SERVICE	641,391 1,687,871	--	--	641,391.00 1,687,871.00	0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	1,687,871			1,687,871.00	0
T O T A L DEPT 100 E X P E N D I T U R E		1,687,871			1,687,871.00	0
T O T A L FUND 401 R E V E N U E		1,687,871			1,687,871.00	0
	FUND PERSONAL SERVICES					0
	FUND MATERIAL & SERV					0
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	1,687,871			1,687,871.00	0
T O T A L FUND 401 E X P E N D I T U R E		1,687,871			1,687,871.00	0
FUND PRIOR BALANCE						
NET FUND BALANCE						

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	362,369	--	74,795.92	287,573.08	21
	REVENUE ACCOUNTS	362,369		74,795.92	287,573.08	21
3-50-5100	INTEREST INCOME	3,000	--	--	3,000.00	0
	INVESTMENT INCOME	3,000			3,000.00	0
3-90-9200	INTERFUND TRANSFERS	200,000	--	--	200,000.00	0
3-90-9400	CITY OF GRESHAM	200,000	--	--	200,000.00	0
	OTHER FINANCING SOURCES	400,000			400,000.00	0
T O T A L DEPT 100 R E V E N U E		765,369		74,795.92	690,573.08	10
E X P E N S E S						
5-20-5530	EQUIPMENT MAINTENANCE	10,000	--	--	10,000.00	0
5-20-5610	OPERATING SUPPLIES	30,000	5,920.00	16,601.00	13,399.00	55
5-20-5615	WELLHEAD PROTECTION	70,000	--	--	70,000.00	0
5-20-5620	TESTING	5,000	351.44	351.44	4,648.56	7
5-20-5630	RESERVOIR MAINTENANCE	5,000	--	503.42	4,496.58	10
5-20-5670	PUMPING	200,000	68,563.48	68,563.48	131,436.52	34
	MATERIAL & SERVICES	320,000	74,834.92	86,019.34	233,980.66	27
5-50-7070	INTEREST EXPENSE	--	--	--	--	0
	DEBT SERVICE					0
5-60-7110	TRANSFER TO OTHER FUND	65,000	--	--	65,000.00	0
	TRANSFERS	65,000			65,000.00	0
5-90-8010	ENDING FUND BALANCE	380,369	--	--	380,369.00	0
	ENDING FUND BALANCE	380,369			380,369.00	0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV	320,000	74,834.92	86,019.34	233,980.66	27
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	445,369			445,369.00	0
T O T A L DEPT 100 E X P E N D I T U R E		765,369	74,834.92	86,019.34	679,349.66	11
T O T A L FUND 501 R E V E N U E		765,369		74,795.92	690,573.08	10
	FUND PERSONAL SERVICES					0
	FUND MATERIAL & SERV	320,000	74,834.92	86,019.34	233,980.66	27
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	445,369			445,369.00	0
T O T A L FUND 501 E X P E N D I T U R E		765,369	74,834.92	86,019.34	679,349.66	11
	FUND PRIOR BALANCE	63,611.50				
	NET FUND BALANCE	11,223.42-				

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	16,298,000	--	18,491,356.60	2,193,356.60-	113
	REVENUE ACCOUNTS	16,298,000		18,491,356.60	2,193,356.60-	113
3-50-5100	INTEREST INCOME	--	--	--	--	0
	INVESTMENT INCOME					0
3-90-9200	INTERFUND TRANSFERS	--	--	--	--	0
3-90-9400	FINANCING PROCEEDS	8,711,644	79,102.43	79,102.43	8,632,541.57	1
3-90-9600	BOND PROCEEDS	--	--	--	--	0
3-90-9650	WIFIA LOAN PROCEEDS	5,000,000	--	--	5,000,000.00	0
	OTHER FINANCING SOURCES	13,711,644	79,102.43	79,102.43	13,632,541.57	1
T O T A L DEPT 100 R E V E N U E		30,009,644	79,102.43	18,570,459.03	11,439,184.97	62
E X P E N S E S						
5-20-5110	CONTRACT SERVICES	200,000	100,000.00	100,000.00	100,000.00	50
5-20-5120	ENGINEERING SERVICES	3,344,000	212,536.02	482,920.63	2,861,079.37	14
	MATERIAL & SERVICES	3,544,000	312,536.02	582,920.63	2,961,079.37	16
5-40-6035	GROUNDWATER CONSTRUCTION	20,994,500	--	--	20,994,500.00	0
5-40-6220	PROPERTY RELATED TO GW	--	--	--	--	0
	CAPITAL OUTLAY	20,994,500			20,994,500.00	0
5-60-7110	TRANSFER TO OTHER FUND	--	--	--	--	0
	TRANSFERS					0
5-90-8010	ENDING FUND BALANCE	5,471,144	--	--	5,471,144.00	0
	ENDING FUND BALANCE	5,471,144			5,471,144.00	0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV	3,544,000	312,536.02	582,920.63	2,961,079.37	16
	TOTAL CAPITAL OUTLAY	20,994,500			20,994,500.00	0
	TOTAL ALL OTHER	5,471,144			5,471,144.00	0
T O T A L DEPT 100 E X P E N D I T U R E		30,009,644	312,536.02	582,920.63	29,426,723.37	2
T O T A L FUND 601 R E V E N U E		30,009,644	79,102.43	18,570,459.03	11,439,184.97	62
	FUND PERSONAL SERVICES					0
	FUND MATERIAL & SERV	3,544,000	312,536.02	582,920.63	2,961,079.37	16
	FUND CAPITAL OUTLAY	20,994,500			20,994,500.00	0
	FUND ALL OTHER	5,471,144			5,471,144.00	0
T O T A L FUND 601 E X P E N D I T U R E		30,009,644	312,536.02	582,920.63	29,426,723.37	2
	FUND PRIOR BALANCE	18,220,971.99				
	NET FUND BALANCE	17,987,538.40				
	GRAND TOTAL REVENUE	57,928,514	1,855,109.11	31,359,329.93	26,569,184.07	54
	TOTAL PERSONAL SERVICES	3,495,423	256,834.95	511,495.48	2,983,927.52	15
	TOTAL MATERIAL & SERV	9,007,998	722,958.50	1,325,648.09	7,682,349.91	15

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 FUND-601 GW CONSTRUCTION FUND  
 DEPT-100 FUND ACTIVITIES

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8/01/21 THRU 8/31/21

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNENCUMBERED BALANCE	%
	TOTAL CAPITAL OUTLAY	23,131,209	81,199.02	245,106.36	22,886,102.64	1
	TOTAL ALL OTHER	22,293,884			22,293,884.00	0
	GRAND TOTAL EXPENDITURE	57,928,514	1,060,992.47	2,082,249.93	55,846,264.07	4
	PRIOR BALANCE	28,482,963.36				
	NET FUND BALANCE	29,277,080.00				





**Rockwood Water**  
People's Utility District

19601 NE Halsey Street  
Portland, OR 97230-7430  
503-665-4179 - Phone  
503-667-5108 - Fax  
[www.rwpud.org](http://www.rwpud.org)

## MEMORANDUM

To: Board of Directors

From: Kari J. Duncan, General Manager

Date: September 1, 2021

Re: Conference/Meeting Travel for FY 2021/2022

Per District policy, Directors' Education and Travel Expense Series 1000, Article 8.0, Section 8.1, "Directors wishing to attend such conferences or meetings must submit requests to the Board for prior approval in order to be reimbursed for expenses." This memo and Board discussion/action is meant to comply with the policy and address travel concerns previously expressed by the Board and staff. The following conferences will fall under the District policy.

**2022 SDAO Annual Conference**

Thursday, February 10 - Sunday, February 13, 2022  
Eugene, Oregon

More information to be announced.

**2022 Pacific Northwest Section/AWWA Conference**

Thursday, April 27, Thursday, April 29, 2022  
Tacoma, Washington

More information to be announced.

**2022 AWWA Annual Conference and Exposition**

Sunday, June 12 - Wednesday, June 15, 2022  
San Antonio, Texas

Sunday, June 12, 2022

8:00 a.m. - 4:30 p.m. Registration Open  
9:00 a.m. - 4:00 p.m. Sunday Workshops

Monday, June 13, 2022

8:00 a.m. - 4:30 p.m. Registration Open  
8:15 a.m. - 10:00 a.m. Opening Session  
10:00 a.m. - 5:00 p.m. Exhibit Hall Open  
12:15 p.m. - 5:00 p.m. Sessions

Tuesday, June 14, 2022

8:00 a.m. - 4:30 p.m. Registration Open  
8:00 a.m. - 4:00 p.m. Sessions  
9:00 a.m. - 5:00 p.m. Exhibit Hall Open

Wednesday, June 15, 2022

8:00 a.m. - 1:15 p.m. Registration Open  
8:00 a.m. - 2:00 p.m. Sessions  
10:00 a.m. - 2:00 p.m. Exhibit Hall Open







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## MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: September 15, 2021

Re: Summary of 2020/21 General Manager Goals and Accomplishments and Proposed 2021/22 Goals

Enclosed you will find a copy of the 2020/21 Goals and Accomplishments write up shared at the August Board Meeting, and a Draft proposed Goals for 2021/22. The Board Goal Setting Process typically takes place in August of each year; however, at the July Board meeting the Board recommended that we delay this until September in expectation that we can have an in-person meeting for the General Manager Evaluation and the Goal Setting. In preparation for the September evaluation and Goal setting, the Board requested a summary of how the previous year's goals were met. Retired General Manager Stahl and District staff made excellent progress on the goals during the first half of the year and set the District up for an extremely smooth GM transition. With the strong support and work from all District Staff, the substantial list of goals set in August of 2020 have all been accomplished!

The proposed goals for 2021/22 include the next stages of design and construction related to the GDMP. Successful implementation of the largest capital program that the District has ever taken on is the most critical focus for the next five years. Additional, optional goals for discussion include a revision of the Strategic Plan and review of the District policies, specifically those related to public contracting.

Please call at any time if you have questions about the goal setting process, and I look forward to our review and goal setting at the September meeting.

KD



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## **FY 2020/2021 General Manager Goals**

### ***Report on Goal Accomplishments August 25<sup>th</sup> 2021***

#### **General Goals for FY 2020/2021**

##### **1. Build and maintain a positive and effective working relationship with the Board.**

- a. Held one on one meetings with each Board member during first month after start date
- b. Instituted a weekly email communication to the Board and all staff to review highlights for the week and to communicate key topics and critical messages
- c. Interact with Board at each monthly meeting
- d. Phone calls, emails and in person meetings with individual Board members

Goal Accomplished, with additional interest in more in-person interaction once the Pandemic risks are lower.

##### **2. Communicate clearly and effectively with the Board, employees, customers, and stakeholders.**

- a. Board communication outlined in Goal #1.
- b. Employee communication: Reinstated monthly all staff meeting in an open air (Covid safe) setting of the vehicle shop in April 2021.
- c. Hold weekly Management Team meetings by Zoom, and as of June 2021 the meetings are held in person, following current Covid-19 safety protocols.
- d. Met with all Management Team staff during first month after start and continue regular meetings and contact with staff.
- e. Relay safety policies and current events to all staff through monthly meetings, weekly emails, and memos.
- f. Challenges of maintaining open and frequent communication with staff during the pandemic. I had hoped to have in-person one on one meetings with all District staff within the first 90- days of my employment at the District but did not accomplish this objective. Over the course of my first 7 months, I have had the opportunity to connect with all staff, although I look forward to continuing to learn about our team members.

Goal Accomplished, with additional interest in more in-person interaction once the Pandemic risks are lower.

##### **3. Model effective leadership attributes and work habits to employees.**

It has been my objective since starting with the District in January to demonstrate my commitment to the District through my presence, attendance and engagement with staff, the Board, and the Public. Working consistent hours (8:30-5PM) Monday through Friday and taking minimal leave during the first 6 months of my tenure was a goal to help establish staff expectations and to know when they could find me in the office. Promoting accountability, transparency and follow up is also an expectation I hold for myself and for all employees. Healthy work habits and acknowledgment of the exceptional lengths staff have had to go through to navigate work during the Pandemic is also an attribute that I have been conscious of.

Ensuring that I am practicing safe work practices, wearing a mask and distancing, and communicating that this is an expectation I also have for staff, is critically important to maintain a healthy workforce during this time. Remote work capability is an option that we have allowed for staff that can effectively perform their duties remotely and this is a work attribute that has become part of many organizations as a result of the Pandemic. Goal Accomplished

**4. Prepare a FY 2021 Financial Plan and a comprehensive, participatory, and analytical FY 2021/22 Budget that includes a review and update to the 2020 Technology and Equipment/Vehicle Replacement Plans as part of the FY 2021/22 budget process.**

This goal has been accomplished through the annual budget process.

**5. Prepare monthly operational and financial status reports for the Board.**

Goal completed through monthly Board reports from General Manager and Management Team.

**6. Meet all EPA and Oregon Health Authority regulations and requirements.**

All health level drinking water requirements and regulations for the EPA and OHA were met in 2020/21.

Goal Accomplished

**7. Represent the District on the Wholesale Water Managers Board, the Regional Water Providers [RWP] Consortium Technical Committee [CTC], on SDAO committees and regional water management efforts.**

This goal has been completed. In FY 2021/22, I was appointed to serve as the Chair of the Wholesale Water Managers Board, serve on the SDAO Water Committee, and attend the Regional Water Providers Consortium CTC meetings. I also serve on the PNWS-AWWA Utility Management Committee and on the leadership team for the Northwest Women's Leadership Academy (NWWLA) which provides an annual leadership training program for emerging female leaders in public organizations. <https://www.occma.org/nwwla>

Goal Accomplished

**8. Complete a successful audit of FY 2019/2020 financial performance, internal controls, and procedures.**

The 2019/2020 audit was successfully completed by Pauly Rodgers and reported to the Board in January. The 2020/21 audit is currently underway.

Goal Accomplished

**9. Continue growth development strategies for individual District employees focusing on training and succession planning.**

Examples of ongoing growth and development strategies for individual staff include opportunities for staff to present papers at technical conferences, opportunities to present topics to the Board, and opportunities to attend training that will promote personal and professional growth. A few examples (but not all) are below:

- PNWS-AWWA Quarterly Training Presentation: Jeremy Hudson, District Engineer presentation of Package 1 Design and Groundwater Development Master Plan- February 2021
- Interview with Garden Time through the RWPC: Kerry Aden July 2021
- Implementation of Cybersecurity Benchmarking Project: Kerry Aden 2020-21 (ongoing)
- Appointing Andy Crocker as the alternate District Representative on the Water Managers Advisory Board: August 2021
- Gresham Interview of Water Operations Specialist Jay Breen on Water Quality and the Ground Water Development Program: August 2021
- Project Management for RFP and Implementation of new Billing System: Cathy Middleton and Daniel Zimmerman
- Inclusion of the full Management Team in the Bond issuance and development process so that all staff had the opportunity to learn about the process and the future role and responsibilities of the District for Debt service and reporting: April-June 2021

Goal Accomplished

### **Specific Goals for FY 2020/2021**

#### **1. Complete the engineering and bid document preparation for the construction of Cascade Reservoir No.2 and the rehabilitation of Cascade Reservoir No.1.**

Complete - Design documents were completed in May 2021 and the RFQ for Construction was issued in April. Seven proposals were received by General Contractors, which is an outstanding turnout and speaks to the positive reputation of the District, and the bid was awarded to the lowest responsive bidder which was Rotschy Inc. Goal Accomplished

#### **2. Complete engineering design for the wellhead and raw water transmission line from Cascade Well No. 7 to the Cascade Facility on Halsey Street.**

The engineering design for the wellhead and raw water transmission line for Well No. 7 to the Cascade Facility on Halsey St. was completed as part of the design and bid documents above in April 2021. Rotchy, Inc. is the General Contractor working on the construction for Well 7 and the Cascade Facility. Goal Accomplished

#### **3. Prepare notification to the City of Portland by June 30, 2021 related to continued participation as a wholesale water purchaser at the conclusion of the current Wholesale Water Purchase Agreement on June 30, 2026.**

The Portland Water Bureau issued a notice of intent to not-renew the wholesale water purchase contract in April of 2021. This was associated with an active evaluation and negotiation process with all of the wholesale customers, including Rockwood, to develop a new wholesale contract. Because the Water Bureau issued a notice of non-renewal, Rockwood did not need to take this action and our legal counsel, Cable Huston, advised that the letter was not needed. However, on February 22, 2021, I had a meeting with Gabe Solmer, Water Bureau Director, and Cecelia Huynh, Finance Director to discuss Rockwood's intent to develop groundwater supply to meet all of its water requirements by 2026, and that our goal was to maintain an emergency connection with the Water Bureau. The Bureau had not been previously informed of this intent and was able to better plan for their own system

development with the knowledge that Rockwood had plans to offload its demands from Portland after 2026. Rockwood continues to be part of the wholesale managers group and the discussion and negotiation of the new contract, but it is acknowledged by Portland that Rockwood, Gresham and TVWD “The Big 3 Wholesalers” do not intend to continue purchasing water in the future. Goal Objective Changed due to Circumstances, Intent of Goal Accomplished

**4. Begin comprehensive plan approval for the full development of Cascade Well No. 8 and development of the 141<sup>st</sup> Well Facility through the City of Portland.**

The comprehensive plan approval process was started by Rockwood staff and Murraysmith in January 2021. The application was submitted in February 2021 and a typical timeline to move through this process is 12 months. The process is expected to be completed by March 2022. Design of the wellhouse and treatment facilities, along with the pumpstation and reservoir improvements, will begin in January 2022. Construction of these facilities will be in 2023. Goal Accomplished

**5. Submit a joint loan program through the US-EPA WIFIA Loan Program with the City of Gresham. If selected, begin the process of negotiation to meet the terms of the loan application.**

The WIFIA Letter of Interest was submitted jointly from Rockwood and Gresham in October 2020 and a notice of approval to apply was received from the EPA in January of 2021. Rockwood is now in the process of completing the application for the WIFIA loan and is working very closely with the US-EPA and with Gresham staff on this process to ensure a successful loan award. Goal Accomplished

**6. Based on the success of the WIFIA Loan application, begin the revenue bonding for the implementation of Package No. 1 (Cascade Reservoir No. 2 construction, Cascade Reservoir No. 1 rehabilitation, and Cascade Well No. 7 Wellhead and Raw Water Transmission Line) of the 2019 Groundwater Development Master Plan projects.**

The General Manager and Rockwood staff, and financial advisors, completed a very successful Bond sale in June 2021. Goal Accomplished

**7. Proceed with a Request for Proposals from Financial Software vendors for the replacement of the District’s aged billing system.**

The Request for Proposals for a new financial software system and the beginning of implementation was successfully accomplished in the past year, with Cathy Middleton and Dan Zimmerman as the project managers for the RFP and Implementation.

RFP issued September 1, 2020  
Bid Award Notice to Tyler January 5, 2021  
Contract Signed and Project started March 15, 2021  
Expected Completion of System- April of 2022

Total cost: \$79,150 installation fee and recurring annual fee of \$56,966

Goal Accomplished

- 8. Develop an updated IGA with the City of Gresham which outlines future management and operation of the Cascade Groundwater System, joint funding of future projects, and delivery commitments of developed supplies.**

IGA 5794 “For the Implementation of the 2020 Groundwater Development Master Plan and the Construction and Operation of Joint and Independently Owned Groundwater Supply Systems and relating to City of Gresham Contract No. 5794, formerly Contract No. 2046, (Joint Operations Agreement) and City of Gresham Contract No. 1827 (Water Rights IGA),” signed by Rockwood on 9/23/2020 and by Gresham on 10/13/2020. Goal Accomplished

**The focus of FY 2020/21 will be continuing to refine the 2020 Groundwater Development Master Plan. The refinement will include further development of priority tasks beyond Package 1 (transmission lines, pumping and treatment facilities) preceding FY 2021/22. As part of that effort, the maintenance of affordability, the balance of future risk, the evaluation of future bonding, an implementation schedule to assure success, and the maintenance of the financial health and wellbeing of the District into the future and beyond FY 2026/27 will be paramount.**

Thank you for your review and input! If you have any questions about any of the items above, please don't hesitate to give me a call.





## **FY 2021/2022 General Manager Goals** *(Draft for Discussion)*

### General Goals for FY 2021/2022

1. Build and maintain a positive and effective working relationship with the Board.
2. Communicate clearly and effectively with the Board, employees, customers, and stakeholders.
3. Model effective leadership attributes and work habits to employees.
4. Prepare a FY 2022 Financial Plan and a comprehensive, participatory, and analytical FY 2022/23 Budget that includes a review and update to the 2021 Technology and Equipment/Vehicle Replacement Plans as part of the FY 2022/23 budget process.
5. Prepare monthly operational and financial status reports for the Board.
6. Meet all EPA and Oregon Health Authority regulations and requirements.
7. Represent the District on the Wholesale Water Managers Board, the Regional Water Providers [RWP] Consortium Technical Committee [CTC], on SDAO committees and regional water management efforts.
8. Complete a successful audit of FY 2020/2021 financial performance, internal controls, and procedures.
9. Continue growth development strategies for individual District employees focusing on training and succession planning.

### Specific Goals for FY 2021/2022

1. Complete negotiations and collective bargaining agreement with AFSME represented employee group with the effective start of FY 2022/23.
2. Complete the building permit process and progress the construction of Cascade Reservoir No.2.
3. Begin construction of Cascade Well No. 7 and raw water transmission line to the Cascade Facility on Halsey Street.
4. Begin the design of Cascade Well No. 8, 141st avenue well facility, project package 3 of the GDMP.

5. Complete comprehensive plan approval for the full development of Cascade Well No. 8 and development of the 141<sup>st</sup> Well Facility through the City of Portland.
6. Participate in wholesale contract discussions with the City of Portland and make progress on the development an emergency purchase agreement.
7. Complete the application process for the US-EPA WIFIA Loan Program and execute a loan contract and agreement with the US-EPA.
8. Complete the implementation and transition to the new Financial Software system Tyler-Incode 10.
9. Begin development an Asset Inventory with the City of Gresham and negotiate terms for a “buy in” to the remaining facilities of the system.
10. *Review and revise the District policy manual, with specific focus on updating the contracting policies and maintaining consistent policies and practices. \**
11. *Review and revise the District Strategic Plan, with participation from members of the Board, public and staff. \**

The focus of FY 2021/22 will be implementation of the 2020 Groundwater Development Master Plan, including construction and design of specific packages. This year will include substantial capital investment and the risks that go with large projects. The District and staff must focus all of their efforts on successful delivery of these projects. The maintenance of the financial health and wellbeing of the District, and careful engineering and project management of the GDMP packages are critical to the successful future of the District.

Thank you for your review and input! I anticipate an active discussion during the September Board Meeting and Goal setting. If you have any questions about the goals, please contact me.

*\*Optional goals #10 and 11 subject to discussion with the Board.*