

**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT
MINUTES, REGULAR MEETING OF THE BOARD
January 26, 2022
Zoom Video Conference**

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), Jeff Allen.

Guests present: Cori Johnson, David Ulbricht, and Steven White.

President Tom Lewis called the meeting to order at 6:01 p.m.

APPROVAL OF THE AGENDA

President Lewis asked if there were any changes or additions to the agenda. **GM Duncan** noted there were no changes.

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

BOARD ELECTION OF NEW OFFICERS - ACTION

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

OUTGOING PRESIDENT'S COMMENTS

Tom Lewis made the following comments:

This last year has been a little bit of a challenge with Zoom, but I think we've made the best of it and will continue as necessary to move things along, with our construction in particular. We can't hold that up, so I think we're well engaged and on our way. We'll carry on.

INCOMING PRESIDENT'S COMMENTS

President Tom Lewis made the following statement:

I accept the vote of confidence. I have found that having the time is good for me; that I can dedicate what's necessary to be President for another year, and that things will be fine. We've got some more work to do, and we'll cross those bridges along the way, and thank you again for the vote of confidence. The communication with the staff has been wonderful; has been good, and I don't think any surprises or things should be much different from the challenges that we will carry over from this last year, and I thank you for that.

APPROVAL OF THE CONSENT AGENDA

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

Kathy Zimmerman moved to approve the consent agenda. Larry Dixon 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 December 15, 2021 regular Board meeting. Larry Dixon seconded the motion. The motion was approved; none opposed.

APPROVAL OF BILLS

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

Colby Riley asked about page 35, check #51206, Hats, Beanies, Shirts & Sweatshirts and page 38, check #51241, Tshirts, Sweatshirts Printed and if we used two separate companies to order those items, since it's in two separate entries. **AS Schlosser** answered the items are coded the same, but we used two separate companies.

Larry Dixon inquired about page 41, check #51292, Forklift Lease Tax. **SA Zimmerman** responded the District leased the forklift in 2021 but purchased it the next fiscal year. The tax is for the lease in the prior fiscal year. Discussion ensued. **Larry Dixon requested staff investigate the lease and purchase tax for the forklift.**

Steve Okazaki asked about page 46, check #51360, 2021 Ford F-150 and if there was a trade in on a new vehicle. **DS Crocker** answered it is a new vehicle replacing a vehicle that has reached the end of its useful life. The old vehicle will be requested to be surplussed and sold according to policy.

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

PUBLIC COMMENT

There were no public comments.

RESOLUTION NO. RWPUD 21/22-002 A RESOLUTION OF THE ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT, AUTHORIZING THE ISSUANCE, SALE, EXECUTION AND DELIVERY OF WATER REVENUE BONDS, IN ONE OR MORE SERIES, FROM TIME TO TIME, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$30,419,935, EVIDENCING A LOAN WITH THE ENVIRONMENTAL PROTECTION AGENCY, FOR THE PURPOSES OF FINANCING OR REFINANCING THE COSTS OF ADDITIONS, REPLACEMENTS, EXPANSIONS OR IMPROVEMENTS TO THE SYSTEM AS MORE FULLY DESCRIBED IN THE DISTRICT'S GROUNDWATER DEVELOPMENT MASTER PLAN AND PAYING COSTS OF ISSUANCE RELATED THERETO; AUTHORIZING THE EXECUTION AND DELIVERY OF FINANCING AND LEGAL DOCUMENTS; DESIGNATING AUTHORIZED REPRESENTATIVES AND DELEGATING AUTHORITY; AND RELATED MATTERS - GM DUNCAN/STEVEN WHITE, ORRICK/DAVID ULBRICHT, SDAO - DISCUSSION/ACTION

GM Duncan introduced Steven White with Orrick and David Ulbricht with SDAO. She gave a brief introduction to the documents contained in the Board packet materials.

David Ulbricht gave an overview of the Resolution and noted the loan agreement. **Steven White** noted part of the bond issued last year approved the Master Declaration and was the vehicle for incorporating this resolution and loan agreement. Discussion ensued.

GM Duncan gave a PowerPoint presentation on the WIFIA Loan Agreement and Repayment Schedule. Discussion ensued.

Colby Riley moved to adopt Resolution No. RWPUD 21/22-002 A Resolution of the Rockwood Water People’s Utility District, Authorizing the Issuance, Sale, Execution and Delivery of Water Revenue Bonds, in One or More Series, from Time to Time, in an Aggregate Principal Amount Not to Exceed \$30,419,935, Evidencing a Loan With the Environmental Protection Agency, for the Purposes of Financing or Refinancing the Costs of Additions, Replacements, Expansions or Improvements to the System as More Fully Described in the District’s Groundwater Development Master Plan and Paying Costs of Issuance Related thereto; Authorizing the Execution and Delivery of Financing and Legal Documents; Designating Authorized Representatives and Delegating Authority; and Related Matters. **Kathy Zimmerman** seconded the motion. The motion was approved; none opposed.

SET BOARD MEETING SCHEDULE FOR 2022 - ACTION

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

President Lewis reviewed the proposed Board meeting schedule for 2022.

Steve Okazaki moved to adopt the proposed Board meeting schedule for 2022. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

SET BUDGET MEETING SCHEDULE FOR FISCAL YEAR 2022/2023

The group discussed the proposed budget meeting schedule for fiscal year 2022/2023.

Colby Riley moved to adopt the Budget Process Schedule for fiscal year 2022/2023. **Kathy Zimmerman** seconded the motion. The motion was approved; none opposed.

POSITION CREATION: ASSISTANT SUPERINTENDENT, OPERATIONS - GM DUNCAN - DISCUSSION

GM Duncan explained the proposed position and provided background information. Discussion ensued.

IN-PERSON BOARD MEETINGS - GM DUNCAN - DISCUSSION

President Lewis asked the group if they want to continue to meet by video conference or in person and if there were any comments. **GM Duncan** noted COVID cases have risen, and staff is avoiding in-person meetings at this time. She and **GAC Aden** provided an update on the Board room audio/visual upgrade project. Discussion ensued.

The group decided to do a Zoom meeting for February but see how COVID rates are closer to the meeting date.

FOR THE GOOD OF THE ORDER

Larry Dixon asked for an update on drive-by meter reading. **DS Crocker** said we have done a vast survey and received a couple of cost estimates. We are looking at a couple of different options. Discussion ensued.

Steve Okazaki noted he is happy to hear **GAC Aden** is extending her retirement through the recruitment/training process. **Kathy Zimmerman** asked about applicants. **GM Duncan** reported we received nine applications and the job announcement closed today. Discussion ensued.

DS Crocker noted the difficulty with staff shortages in December and January in addition to some main breaks, winter storms, etc. He thanked the staff for coming in and their dedication.

OS Middleton mentioned the District's billing process is going ahead and the tentative go live date is February 14. Financials will be in March. **GM Duncan** noted **OS Middleton, SA Zimmerman** and their team have been working extremely hard on making the final push for the billing process.

GM Duncan also recognized **DS Crocker's** group for their extremely hard work in January, and in many cases, they were short staffed.

President Lewis noted that over the last few years he has recognized some staff have stepped up and out into attending and participating in events, meetings, and serving on committees to represent the District. He thanked those staff for putting in the extra time and their volunteer efforts are noticed.


NEXT MEETING

President Lewis reminded everyone the next Board meeting will be Wednesday, February 23, 2022 at 6:00 p.m.

ADJOURNMENT

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

The meeting was adjourned at 7:16 p.m.


Secretary