

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

May 26, 2021

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); Joey Schlosser, Assistant Superintendent (AS); Daniel Zimmerman, Senior Accountant (SA); Kerry Aden, Government Affairs Coordinator (GAC), Jeremy Hanson, Associate Engineer (AE).

Guests present: Bob Fowler, Christine Hollenbeck, Cori Johnson, Christine Reynolds, David Ulbricht.

President Tom Lewis called the meeting to order at 6:03 p.m.

APPROVAL OF THE AGENDA

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

Steve Okazaki moved to approve the 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.

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

APPROVAL OF BILLS

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

Larry Dixon inquired about page 31, check #50301, PVC Shrimp Gun/Shrimp Pump. **DS Crocker** answered the item is for meter reader and on/off staff to vacuum out water from meter boxes.

Kathy Zimmerman asked about page 25, check #50219, ESRI, Inc. **DE Hudson** responded the item is for the yearly GIS mapping software licensing and maintenance.

Kathy Zimmerman inquired about page 31, check #50311, Earth Capades. **GAC Aden** answered the item is for a video production of the Earth Capades show for the virtual Children's Clean Water Festival. Discussion ensued.

Kathy Zimmerman asked about page 34, check #50346, Competent Person/Trench Training and if the training was provided to new employees or is it a yearly training. **DS Crocker** answered it is not an annual requirement. United Rentals has an updated training we took advantage of and trained all field staff. Having a recent OSHA visit we determined timing was appropriate. Discussion ensued.

Kathy Zimmerman referred to the Customer Service Report on page 8 and the cause of the high misreads for April for meters and how that was determined. **GM Duncan** responded the misreads were the result of the meters that had been overestimated in February due to the large storm. The misreads are a correction to the February estimates. Discussion ensued.

Tom Lewis asked about page 24 and page 25, Point and Pay Payment Processing Fees and if there were a breakdown of the fees. **OS Middleton** answered the items are fees we are charged for online water bill payments. Discussion ensued. **Tom Lewis** stated he would like to know how many customers use the Point and Pay system and a breakdown of the fees.

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

PUBLIC COMMENT

There were no public comments.

BOND SALE UPDATE AND PROCESS - DAVID ULBRICHT, SDAO AND CHRISTINE REYNOLDS, ORRICK - PRESENTATION/DISCUSSION

President Lewis introduced David Ulbricht, Director of Advisory Services with Special Districts Association of Oregon and Christine Reynolds, Partner with Orrick, Herrington & Sutcliffe LLP. Mr. Ulbricht gave an update on the progress of the bond sale process. Ms. Reynolds gave a timeline for the bond sale and next steps. Discussion ensued.

GROUNDWATER DEVELOPMENT UPDATE - GM DUNCAN - DISCUSSION

GM Duncan provided an update on public outreach efforts. Discussion ensued.

SURPLUS ITEMS FOR DISPOSITION - DS CROCKER - ACTION

DS Crocker gave an overview of the items identified for possible disposition. Discussion ensued.

Steve Okazaki made a motion to have **DS Crocker** proceed with the disposal of items mentioned in our meeting. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

FOR THE GOOD OF THE ORDER

GM Duncan noted the revised Covid-19 protocols distributed yesterday. She mentioned a groundbreaking ceremony for the Groundwater Development Project Package 1 project will be scheduled soon.

Larry Dixon asked about the pipe replacement project on 157th Avenue between Stark and Burnside and when it was scheduled. **DE Hudson** replied he will have to look at the schedule and will get back to him.

NEXT MEETING

President Lewis reminded everyone the next Board meeting will be Wednesday, June 23, 2021 at 6:00 p.m. Discussion ensued.

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 6:58 p.m.


Secretary