

**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT**  
**MINUTES, REGULAR MEETING OF THE BOARD**  
**June 23, 2021**  
**Zoom Video Conference**

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**Board members present:** Larry Dixon, Tom Lewis, 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:** Christine Hollenbeck, Cori Johnson, David Ulbricht, Steven White.

**President Tom Lewis** called the meeting to order at 6:14 p.m.

**APPROVAL OF THE AGENDA**

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

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

**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. **Colby Riley** seconded the motion. **The motion was approved; none opposed.**

**APPROVAL OF MINUTES**

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

**Colby Riley** moved to approve the minutes from the May 26, 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.

**Kathy Zimmerman** asked about page 25, check #50350, Install Water Bottle/Drinking Fountain. **GM Duncan** responded the item is for a new drinking fountain and bottle filling station.

**Kathy Zimmerman** inquired about page 29, check #50420, Refund Overpayment and noted the amount seems large. **GM Duncan** answered she will investigate the cause and report back to the Board.

**Larry Dixon** asked about page 30, check #50422, Jack for Vac Trailer. **DS Crocker** replied it is to replace the hydraulic jack on the vac trailer.

**Larry Dixon** moved to approve the bills as presented. **Colby Riley** 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 STEVEN WHITE, ORRICK - PRESENTATION/DISCUSSION**

**President Lewis** introduced David Ulbricht, Director of Advisory Services with Special Districts Association of Oregon and Steve White, Partner with Orrick, Herrington & Sutcliffe LLP. Mr. Ulbricht gave an update on the bond sale. Mr. White gave details on the final process. Discussion ensued.

## **SUSPEND REGULAR BOARD MEETING AND CONVENE BUDGET COMMITTEE MEETING - ACTION**

**Kathy Zimmerman** made a motion to suspend the regular Board meeting and convene the Budget Committee meeting. **Larry Dixon** seconded the motion. **The motion was approved; none opposed.**

## **BUDGET COMMITTEE MEETING**

**Budget Committee Chair, Cori Johnson**, called the Budget Committee meeting to order at 6:35 p.m.

## **APPROVAL OF AGENDA**

**Chair Johnson** asked if there were any changes or additions to the agenda.

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

## **APPROVAL OF APRIL 28, 2021 BUDGET COMMITTEE MINUTES**

**Chair Johnson** asked if there were any changes to the Budget Committee minutes.

**Colby Riley** moved to approve the minutes from the April 28, 2021 Budget Committee meeting as written. **Kathy Zimmerman** seconded the motion. **The motion was approved; none opposed.**

## **COMMENTS FROM THE BUDGET COMMITTEE CHAIR**

**Chair Johnson** thanked the Budget Committee members for going through the financial information and thanked the staff for providing a comprehensive packet. She also noted it was beneficial to take a tour of the District office site to be able to see the planned projects. **Chair Johnson** expressed her appreciation for the committee and staff being open with the District's vision and sharing answers to questions.

## **COMMENTS FROM THE BUDGET OFFICER - GM DUNCAN**

**GM Duncan** stated we do not have any changes to the budget from what we discussed in May and gave a brief overview of the changes compared to last year's budget. She thanked the Budget Committee and Board for being patient with her learning the District's budget processes. Discussion ensued.

**QUESTIONS FROM THE BUDGET COMMITTEE**

**Chair Johnson** asked if there were any questions from the Budget Committee. **Chair Johnson** shared some insightful suggestions and useful ideas for future budget materials. Discussion ensued.

**APPROVE THE BUDGET AND RECOMMEND IT TO THE BOARD - ACTION**

**Christine Hollenbeck** moved to approve the fiscal year 2021/2022 budget and recommend it to the Board. **Colby Riley** seconded the motion. The motion was approved; none opposed.

**ADJOURN BUDGET COMMITTEE MEETING**

**Colby Riley** moved to adjourn the Budget Committee meeting. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

The Budget Committee adjourned at 6:48 p.m.

**Board President, Tom Lewis**, reconvened the regular Board meeting at 6:48 p.m.

**PUBLIC HEARING - FY 2021/2022 BUDGET**

**President Lewis** asked if there were any comments from the public on the fiscal year 2021/2022 budget. There were no public comments.

**RESOLUTION NO. RWPUD 20/21-005 - ADOPTING BUDGET & MAKING APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 - ACTION**

**Colby Riley** moved to adopt Resolution No. RWPUD 20/21-005 - Adopting Budget & Making Appropriations for the Fiscal Year Commencing July 1, 2021. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

**RESOLUTION NO. RWPUD 20/21-006 - ESTABLISHING FEES AND CHARGES FOR THE PROVISION OF WATER - ACTION**

**GM Duncan** gave an overview of the changes in fees.

**Colby Riley** moved to adopt Resolution No. RWPUD 20/21-006 - Establishing Fees and Charges for the Provision of Water. **Kathy Zimmerman** seconded the motion. The motion was approved; none opposed.

**SUSPEND REGULAR BOARD MEETING AND CONVENE LOCAL CONTRACT REVIEW BOARD - ACTION**

**Larry Dixon** made a motion to suspend the regular Board meeting and convene the Local Contract Review Board. **Colby Riley** seconded the motion. The motion was approved; none opposed.

**President Tom Lewis** convened the Local Contract Review Board at 6:58 p.m.

**GM Duncan** explained the Local Contract Review process and Proposed Findings.

**PUBLIC HEARING FOR EXEMPTION FROM COMPETITIVE BIDDING REQUIREMENTS FOR A CONTRACT SPECIFIC SPECIAL PROCUREMENT**

**President Lewis** asked if there were any comments from the public on the exemption from competitive bidding requirements for a contract specific special procurement.

**Cori Johnson** expressed concerns about using this type of process for awarding contracts. **GM Duncan** agreed this is not or should not be a frequently used method for awarding contracts and explained the unique circumstances and financial impacts that resulted in both the Districts Attorney and General Manager recommendation that the alternative procurement process under Oregon Contract Law titled "Contract Specific Special Procurement" was the most appropriate method for contracting services associated with the Supervisory Controls and Data Acquisition (SCADA) system for the District. Discussion ensued.

**LOCAL CONTRACT REVIEW BOARD TO ADOPT PROPOSED FINDINGS - ACTION**

**Colby Riley** made a motion to adopt the proposed findings. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

**ADJOURN LOCAL CONTRACT REVIEW BOARD MEETING - ACTION**

**Colby Riley** moved to adjourn the Local Contract Review Board. **Kathy Zimmerman** seconded the motion. The motion was approved; none opposed.

**RECONVENE REGULAR BOARD MEETING**

**President Lewis** reconvened the regular Board meeting at 7:24 p.m.

**RESOLUTION NO. RWPUD 20/21-007 EXEMPTION FROM COMPETITIVE BIDDING REQUIREMENTS FOR A CONTRACT SPECIFIC SPECIAL PROCUREMENT FOR INSTRUMENTATION AND CONTROL EQUIPMENT INTEGRATION FOR GROUNDWATER DEVELOPMENT PROJECT PACKAGE NO. 1 - ACTION**

**Colby Riley** moved to adopt Resolution No. RWPUD 20/21-007 - Exemption from Competitive Bidding Requirements for a Contract Specific Special Procurement for Instrumentation and Control Equipment Integration for Groundwater Development Project Package No. 1. **Kathy Zimmerman** seconded the motion. The motion was approved; none opposed.

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

**GM Duncan** presented information on the new COVID-19 rules, regulations, guidelines, safety requirements, and logistics of in-person meetings and asked for Board feedback and if members were interested in holding live Board meetings. Discussion ensued.

The Board decided to revisit the subject at the July regular Board meeting looking at the potential of holding in-person meetings beginning in August or September.

**GM Duncan** mentioned the fourth-Thursday-of-the-month all staff meetings have resumed in the shop area.

**EVENTS DISCUSSIONS - GROUNDWATER DEVELOPMENT PACKAGE NO. 1/CASCADE GROUNDWATER ALLIANCE GROUNDBREAKING EVENT AND STAHL RETIREMENT EVENT - GM DUNCAN - DISCUSSION**

**GM Duncan** noted we have been working on a groundbreaking event with the City of Gresham for August. U.S. Senator Jeff Merkley will possibly attend. In addition, **GM Duncan** noted

**Brian Stahl** will be attending the event; therefore, we would like to plan a separate retirement event with the same funding approved by the Board last year, since the originally planned event was cancelled due to COVID-19 restrictions. The Board approved of both the groundbreaking event and a retirement event for **Brian Stahl**.

**FOR THE GOOD OF THE ORDER**

**President Lewis** stated he wanted to notify **DE Hudson** he was interested in participating in the John Aho Memorial Golf Tournament hosted by PNWS/AWWA.

**GM Duncan** noted **Victor Pelayo** will be presented with his five-year anniversary award and pin at tomorrow's staff meeting and extended an invitation for Board members to attend that meeting and any future meetings.

**GAG Aden** noted she had several documents for Board members' signature at the office front desk.

**DE Hudson** mentioned the John Aho Memorial Golf Tournament will be held Friday, August 13th.

**NEXT MEETING**

**President Lewis** reminded everyone the next Board meeting will be Wednesday, July 28, 2021 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 7:51 p.m.

  
Secretary