

**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT
MINUTES, REGULAR MEETING OF THE BOARD
July 28, 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: None.

President Tom Lewis called the meeting to order at 6:02 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. **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.

Colby Riley moved to approve the minutes from the June 23, 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 asked about page 34, check #50589, Toyota Forklift Payoff and why we purchased a forklift. **GM Duncan** answered we were leasing a forklift and had budgeted the funds to purchase it in the new fiscal year. This item is the new fiscal year pay off. **DS Crocker** added the old forklift needed repairs extensive enough to justify selling it and purchasing a new one. Discussion ensued.

Kathy Zimmerman inquired about page 27, check #25192, Job 313 Package 1 Build Permit and if building permits are based on time or cost of the project. **GM Duncan** replied they are typically based on a percentage of the cost of the project. Discussion ensued.

Kathy Zimmerman asked about page 28, check #50496, Pacific Agenda, CCWF Consulting Services. **SA Zimmerman** answered the item is for the consultant who plans the Children's

Clean Water Festival and those funds come out of the Children's Clean Water Festival budget funded by those participating agencies.

Kathy Zimmerman inquired about page 31, check #50535, remote hosting renewal. **GM Duncan** replied the item is for our current billing system and we are transitioning to our new billing system.

Kathy Zimmerman asked about page 35, check #50598, NS753, 754 Contractor Refund. **DS Crocker** answered it is for a project that came in under the estimate. The balance was refunded.

Tom Lewis asked about page 35, check #50602, Civil 3D Annual Subscription. Jeremy Hansen, Associate Engineer responded that this is for the CAD software that is used in Engineering and that it is an annual subscription.

Tom Lewis asked about page 25, check 25176 , City of Gresham Package 1 Building Review and asked if this was based on project cost or a set fee. **GM Duncan** speculated that it was based on project cost and stated she would check and follow up with an answer to that question.

Tom Lewis asked about a follow up to the question from a previous Board meeting about the Point and Pay fees. **GM Duncan** explained that the fees averaged about 1% of total payments taken in by the electronic payment system and that a new electronic payment vendor would be needed with the new Billing system.

Kathy Zimmerman inquired about page 27, check #25196, Payment Processing Fees and if that was a per-month cost. **GM Duncan** replied yes. Discussion ensued.

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

PUBLIC COMMENT

There were no public comments.

SET GENERAL MANAGER EVALUATION DATE AND GOAL SETTING

President Lewis suggested several options for conducting the General Manager evaluation and Goal setting. **GM Duncan** noted the General Manager evaluation and goals setting have been conducted during the August regular Board meeting per policy and past practices. **GM Duncan** added the goals set last August have continued to be addressed after the handoff from the previous General Manager and she would be prepared to have the evaluation and goal setting take place at the August regular Board meeting or a special work session in August. Discussion ensued.

The group decided to adopt General Manager goals and conduct the General Manager evaluation at the August Board meeting, if they can meet in person; if not, then at the September regular Board meeting.

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

GM Duncan gave an overview of the proposed policy regarding bond tax and continuing disclosure compliance. Discussion ensued.

SUMMER SUPPLY PLAN

The group discussed the District's Summer Supply Plan and June to date water consumption.

CITY OF GRESHAM VIRTUAL OPEN HOUSE EVENT SUMMARY

GM Duncan briefed the Board on the City of Gresham's Virtual Open House event and gave the PowerPoint presentation presented at the event. Discussion ensued.

AUGUST 17, 2021 GROUNDBREAKING EVENT

GM Duncan provided an update on the groundbreaking event. Discussion ensued.

GM Duncan also noted the retirement celebration for **Brian Stahl**.

IN-PERSON BOARD MEETINGS - GM DUNCAN - DISCUSSION

GM Duncan mentioned the state is recommending masks be worn indoors in public places. At this point we don't know about additional restrictions, but staff is watching for further requirements.

FOR THE GOOD OF THE ORDER

Larry Dixon stated two or three weeks ago he came into the office and to provide some information on, and asked if staff could look into, the feasibility of drive by meters and alternative power options for pumping groundwater. **Mr. Dixon** asked if information could be presented to the Board in the next two or three months.

Kathy Zimmerman asked about the coyote population on or around the District's property. **GM Duncan** stated the construction might cause them to stray away. **GAC Aden** noted the coyotes typically move on in August.

GM Duncan announced **Jesus Hernandez** was hired to fill a Utility Worker I position with the District.

GM Duncan mentioned the SDAO golf tournament and Board and Management training and noted she is attending the Board and Management training in Salem in September. If the Board is interested in attending either events to contact her or **GAC Aden**.

NEXT MEETING

President Lewis reminded everyone the next Board meeting will be Wednesday, August 25, 2021 at 6:00 p.m.

ADJOURNMENT

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

The meeting was adjourned at 7:51 p.m.


Secretary