

**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 suggested a six-month review to give the Board the opportunity to set the pace over the next six months. 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.

**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