

**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT
MINUTES, REGULAR MEETING OF THE BOARD
September 22, 2021
Rockwood Water Board Room**

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: Tommy Brooks, Legal Counsel; John Lugton, MetroEast Community Media.

President Tom Lewis called the meeting to order at 6:06 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 proposed changes.

Kathy Zimmerman 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.

Steve Okazaki 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 August 25, 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.

Larry Dixon asked about page 24, check #50732, MX1 Front and Rear Glass. **DS Crocker** answered the item is to replace the front and rear glass on the mini excavator. Discussion ensued.

Steve Okazaki 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.

WIFIA LOAD UPDATE - GM DUNCAN - DISCUSSION

GM Duncan mentioned the City of Gresham submitted their application and explained the next steps in the process.

IN-PERSON BOARD MEETINGS - GM DUNCAN - DISCUSSION

GM Duncan asked the group if they want to continue to meet in person. Discussion ensued.

The Board decided to meet virtually via Zoom for the September Board meeting.

EXECUTIVE SESSION ORS 192.660 (2)(f)

Steve Okazaki moved to suspend the regular Board meeting and go into executive session in accordance with ORS 192.660 (2)(f) to consider information or records that are exempt by law from public inspection. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

The Board recessed into executive session at 6:31 p.m.

President Lewis reconvened the Board meeting at 7:25 p.m.

There was no action on executive session.

FY 2021/2022 BOARD CONFERENCE TRAVEL REIMBURSEMENT APPROVAL - DISCUSSION/ACTION

The group discussed conference travel and reimbursement.

Colby Riley moved to approve fiscal year 2021/2022 Board conference travel reimbursement as discussed. **Kathy Zimmerman** seconded the motion. The motion was approved; none opposed.

FOR THE GOOD OF THE ORDER

GM Duncan mentioned she received a nice email from a customer complimenting **DS Crocker** and his staff for helping her with a water issue.

GM Duncan presented **GAC Aden** with a vase engraved by **Colby Riley** commemorating her 15-year employment anniversary with the District. **GAC Aden** thanked **GM Duncan** and the Board.

Tom Lewis asked about the project on Mill Street and how it will be handled, since it's a dead end. **DS Crocker** explained once the new mainline is installed, there will be two live mains. The new one will be flushed, and the services will get transferred to the new main before the old main is decommissioned.

GENERAL MANAGER GOALS FOR FISCAL YEAR 2021/2022 - DISCUSSION

GM Duncan gave a PowerPoint presentation on the fiscal year 2020/2021 goals and accomplishments.

The group discussed the proposed goals for fiscal year 2021/2022.

EXECUTIVE SESSION ORS 192.660 (2)(i)

Steve Okazaki moved to suspend the regular Board meeting and go into executive session in accordance with ORS 192.660 (2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

The Board recessed into executive session at 8:06 p.m.

President Lewis reconvened the Board meeting at 8:51 p.m.

ACTION ON EXECUTIVE SESSION (IF NECESSARY)

Steve Okazaki moved to increase the General Manager's salary by 3.3% for a new annual salary of \$156,095.00. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

ADOPT GENERAL MANAGER GOALS FOR FISCAL YEAR 2021/2022 - ACTION

Colby Riley moved to adopt the proposed General Manager goals presented and discussed. Steve Okazaki seconded the motion. The motion was approved; none opposed.


NEXT MEETING

President Lewis reminded everyone the next Board meeting will be Wednesday, September 22, 2021 at 6:00 p.m. Kathy Zimmerman noted she will not be able to attend the September meeting. President Lewis noted the meeting will be held remotely via Zoom.

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 8:55 p.m.


Secretary