

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

January 25, 2024

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); Jeremy Hudson, District Engineer (DE); Daniel Zimmerman, Senior Accountant (SA); Nyla Clark, Government Affairs Coordinator (GAC), Jeremy Hanson, Associate Engineer (AE), Cathy Middleton, Office Supervisor (OS); Joey Schlosser, Assistant Superintendent (AS); Jay Breen, Assistant Superintendent Operations (ASO).

Guests present: Cori Johnson

President Colby Riley called the meeting to order at 6:01 p.m.

APPROVAL OF THE AGENDA

President Riley asked if there were any changes or additions to the agenda. GM Duncan noted that Agenda item 15 is to be removed from the agenda.

Tom Lewis moved to approve the agenda with the removal of agenda item #15. **Steve Okazaki** seconded the motion. The motion was approved; none opposed.

BOARD ELECTION OF NEW OFFICERS - ACTION

Colby Riley suggested a slate of officers as follows: **Steve Okazaki**, President; **Kathy Zimmerman**, Vice President; **Tom Lewis**, Secretary; **Larry Dixon**, Treasurer; and **Colby Riley** Director.

Tom Lewis moved a slate of officers as **Steve Okazaki**, President; **Kathy Zimmerman**, Vice President; **Tom Lewis**, Secretary; **Larry Dixon**, Treasurer; and **Colby Riley** Director. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

OUTGOING PRESIDENT'S COMMENTS

Colby Riley made a statement as outgoing president.

INCOMING PRESIDENT'S COMMENTS

President Steve Okazaki made a statement as incoming president.

APPROVAL OF THE CONSENT AGENDA

President Okazaki asked if there were any changes or updates to the consent agenda. There were no changes.

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

APPROVAL OF MINUTES

President Okazaki asked if there were any changes to the minutes. There were no changes.

Colby Riley moved to approve the minutes from the December 20, 2023 regular Board meeting. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

APPROVAL OF BILLS

President Okazaki asked if there were any questions about the bills. The Board discussed their questions.

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.

SET BOARD MEETING SCHEDULE FOR 2024 - ACTION

POLICY: The regular meetings of the District will be determined at the annual Board meeting in January of each year. (Policy Series 1000, Article 4.0, Section 4.1)

President Okazaki reviewed the proposed Board meeting schedule for 2024.

Colby Riley moved to adopt the proposed Board meeting schedule for 2024. Tom Lewis seconded the motion. The motion was approved; none opposed.

SET BUDGET MEETING SCHEDULE FOR FISCAL YEAR 2024/2025

The group discussed the proposed budget meeting schedule for fiscal year 2024/2025.

Tom Lewis moved to adopt the Budget Process Schedule for fiscal year 2024/2025, Larry Dixon seconded the motion. The motion was approved; none opposed.

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

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

President Okazaki convened the Local Contract Review Board at 6:17 p.m.

GM Duncan explained the Local Contract Review process. GM Duncan gave a presentation about the proposed contract services and the findings related to the Contract Specific Special Procurement.

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

President Okazaki asked if there were any comments from the public on the exemption from competitive bidding requirements for a contract specific special procurement. There were no comments.

LOCAL CONTRACT REVIEW BOARD TO ADOPT PROPOSED FINDINGS - ACTION

Tom Lewis made a motion to adopt the proposed findings. Colby Riley seconded the motion. The motion was approved; none opposed.

ADJOURN LOCAL CONTRACT REVIEW BOARD MEETING - ACTION

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

RECONVENE REGULAR BOARD MEETING

President Okazaki reconvened the regular Board meeting at 6:41 p.m.

RESOLUTION NO. RWPUD 23/24-002 EXEMPTION FROM COMPETITIVE BIDDING REQUIREMENTS FOR A CONTRACT SPECIFIC SPECIAL PROCUREMENT FOR INSTRUMENTATION AND CONTROL EQUIPMENT INTEGRATION FOR GROUNDWATER DEVELOPMENT PROJECT PACKAGE NO. 3 - ACTION

Tom Lewis moved to adopt Resolution No. RWPUD 23/24-002 - Exemption from Competitive Bidding Requirements for a Contract Specific Special Procurement for Instrumentation and Control Equipment Integration for Groundwater Development Project Package No. 3. Colby Riley seconded the motion. The motion was approved; none opposed.

RESOLUTION NO. RWPUD 23/24 -003 AMENDING POLICY MANUAL

Colby Riley moved to adopt Resolution No. RWPUD 23/24 -003 Amending Policy Manual. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

PROPOSED LUNCHTIME CLOSURE

GM Duncan and OS Middleton explained to the board the proposed lunchtime office closure. Staff is recommending that The District office be closed from Noon – 1:00 PM daily. Closing the office during this time will allow staff to take their lunch breaks and maintain minimum staff needs. The Board discussed. After discussion the board gave their support to close the office from Noon – 1:00 PM daily as a test run. At a future board meeting staff will report to the board on the results of the office closure.

AMI (ADVANCED METERING INFRASTRUCTURE) UPDATE

DS Crocker informed the board that an award has been made from the AMI RFP (Request For Proposals). The District selected Core and Main to supply the District with Neptune meters which includes a LoRaWan collection system and Neptune 360 interface/platform. The total cost of the proposed meters and system is \$3,849,210.00 which may be reduced slightly due to keeping some current AMI ready meters.

FOR THE GOOD OF THE ORDER

GM Duncan thanked staff for their hard work during the ice storm.

DS Crocker also thanked staff for their hard work and dedication during the storm.

Tom Lewis asked for clarification on remote attendance notation on the minutes. GAC Clark explained that board members who attend meetings remotely are marked as in attendance.

Colby Riley asked if we would be getting an increase in weather safety resources for staff. DS Crocker answered that they are looking to get staff increased resources.

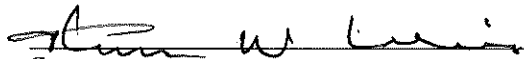
NEXT MEETING

President Okazaki reminded everyone the next Board meeting will be Wednesday, February 28, 2024 at 6:00 p.m.

ADJOURNMENT

Colby Riley made a motion to adjourn the meeting. Tom Lewis seconded the motion. The motion was approved; none opposed.

The meeting was adjourned at 7:43 p.m.


Secretary