

**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT
MINUTES, REGULAR MEETING OF THE BOARD
March 22, 2023
Rockwood Water Board Room and 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); Jeremy Hudson, District Engineer (DE); Joey Schlosser, Assistant Superintendent (AS); Daniel Zimmerman, Senior Accountant (SA); Nyla Clark, Government Affairs Coordinator (GAC), Jay Breen, Assistant Superintendent Operations (ASO).

Guests present: Catherin Nicewood, Eric Cole, Cori Johnson

President Colby Riley called the meeting to order at 6:00 p.m.

APPROVAL OF THE AGENDA

President Riley asked if there were any changes or additions to the agenda. **GM Duncan** noted there were no changes to the agenda.

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

APPROVAL OF THE CONSENT AGENDA

President Riley asked if there were any changes or updates to the consent agenda. **GM Duncan** noted there were no changes to the consent agenda.

Larry Dixon moved to approve the consent agenda. **Steve Okazaki** seconded the motion. **The motion was approved; none opposed.**

APPROVAL OF MINUTES

President Riley asked if there were any changes to the minutes.

Tom Lewis moved to approve the minutes from the February 22, 2023 regular Board meeting. **Larry Dixon** seconded the motion. **The motion was approved; none opposed.**

APPROVAL OF BILLS

President Riley asked if there were any questions about the bills.

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

PUBLIC COMMENT

There were no public comments.

APPOINT BUDGET COMMITTEE MEMBERS

GAC Clark gave an overview of the positions to be filled on the Budget Committee and their terms. Discussion ensued.

Steve Okazaki moved to appoint **Eric Cole** and **Catherine Nicewood** to the Budget Committee term ending **December 31, 2025**. **Kathy Zimmerman** seconded the motion. The motion was approved; none opposed.

2022 FINANCIAL MASTER PLAN MODEL UPDATE

GM Duncan introduced **Josiah Close**, from **HDR Inc.** who gave a PowerPoint presentation of the preliminary finance model report and preliminary results. Discussion ensued.

SDIS BEST PRACTICES PROGRAM

GAC Clark explained the focus of this year's SDIS Best Practices Program is Emergency Planning. **GAC Clark** informed the board that staff have already begun taking on portions of the program. Discussion ensued.

GOVERNMENT STANDARDS ACCOUNTING BOARD (GASB) 96 REQUIREMENTS

SA Zimmerman share that **GASB 96** is a new pronouncement that will take effect in the current fiscal year 2022-2023. It will require public entities to report on Software Subscriptions. The District's Auditor has advised to use a third-party service as **Pauly, Rogers and Co CPA** doesn't currently have the staffing capacity to provide the additional analysis, support schedules and reports that are required under **GASB 96**. The auditors preferred solution for compliance with the standard is a company called **Debt Book**.

The District met with **Debt Book** Representatives and obtained discounted pricing on a one year contract of \$7,200 with the option to renew or cancel.

POLICY UPDATES

GM Duncan shares a draft policy change for Policy 3.4.4 Paid Time Off. The proposed change removed the language that prohibits employee transfers of PTO and replaces it with language that describes the creation of an employee PTO donation bank.

At the December 22nd Board Meeting, the District Board of Directors received public comment related to District policy and practices for customers stopping and starting service, as well as notifications to customers that may have a leak. **GM Duncan** shared recommendations around policy changes regarding starting and stopping services and notifications to customers.

FOR THE GOOD OF THE ORDER

DS Crocker shared that pilot **AMI** meters have been installed around the District including at all Board Members houses.

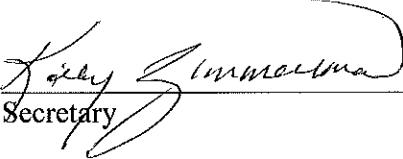
NEXT MEETING

President Riley reminded everyone the next Board meeting will be Wednesday, April 26, 2023 at 6:00 p.m. with a Budget Committee meeting following and a Budget Committee meeting on May 24, 2023, if necessary.

ADJOURNMENT

Tom Lewis 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.


Secretary