

**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT  
MINUTES, REGULAR MEETING OF THE BOARD  
June 26, 2024  
Rockwood Water Board Room and Zoom Video Conference**

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**Board members present:** Larry Dixon, Tom Lewis, Colby Riley, Kathy Zimmerman, Steve Okazaki

**Staff present:** Kari Duncan, General Manager (GM); Andy Crocker, District Superintendent (DS); Jeremy Hudson, District Engineer (DE); Nyla Clark, Government Affairs Coordinator (GAC), Dan Zimmerman, Senior Accountant (SA); Cathy Middleton, Office Supervisor (OS); Joey Schlosser Assistant Superintendent (AS); Jeremy Hanson Assistant Engineer (AE)

**Guests present:** Catherine Nicewood, Eric Cole, Christine Hollenbeck, Cori Johnson

**President Okazaki** called the meeting to order at 6:00 p.m.

**APPROVAL OF THE AGENDA**

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

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

**APPROVAL OF THE CONSENT AGENDA**

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

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

**APPROVAL OF MINUTES**

**President Okazaki** asked if there were any changes to the minutes.

**Kathy Zimmerman** moved to approve the minutes from the **May 22, 2024** regular Board meeting. **Colby Riley** seconded the motion. The motion was approved; none opposed.

**APPROVAL OF BILLS**

**President Okazaki** 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.

**SUSPEND REGULAR BOARD MEETING AND CONVENE BUDGET COMMITTEE MEETING - ACTION**

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

**BUDGET COMMITTEE MEETING**

Budget Committee Chair, Catherine Nicewood, called the Budget Committee meeting to order at 6:08 p.m.

**APPROVAL OF AGENDA**

Chair Nicewood asked if there were any changes or additions to the agenda. There were no changes.

Cori Johnson moved to approve the agenda. Eric Cole seconded the motion. The motion was approved; none opposed.

**APPROVAL OF APRIL 24, 2024 BUDGET COMMITTEE MINUTES**

Chair Nicewood asked if there were any changes to the Budget Committee minutes. There were no changes.

Eric Cole moved to approve the minutes from the April 24, 2024 Budget Committee meeting as written. Cori Johnson seconded the motion. The motion was approved; none opposed.

**COMMENTS FROM THE BUDGET COMMITTEE CHAIR**

Chair Nicewood asked about the overspending on the reservoir maintenance account. DS Crocker explained that was due to the winter storms this year, and it is not expected to be an ongoing expenditure. The District is seeking FEMA funding to reimburse them for the cost.

**COMMENTS FROM THE BUDGET OFFICER DESIGNEE – GM DUNCAN**

GM Duncan shared a presentation summarizing the FY 2024/2025 budget.

**QUESTIONS FROM THE BUDGET COMMITTEE**

Chair Nicewood asked if there were any questions from the Budget Committee. The Committee discussed their questions.

**APPROVE THE BUDGET AND RECOMMEND IT TO THE BOARD - ACTION**

Cori Johnson moved to approve the FY 2024/2025 budget and recommend it to the Board. Eric Cole seconded the motion. The motion was approved; none opposed.

**ADJOURN BUDGET COMMITTEE MEETING**

Eric Cole moved to adjourn the Budget Committee meeting. Cori Johnson seconded the motion. The motion was approved; none opposed.

The Budget Committee adjourned at 6:56 p.m.

Board President, Steve Okazaki, reconvened the regular Board meeting at 6:57 p.m.

**PUBLIC HEARING - FY 2024/2025 BUDGET**

President Okazaki asked if there were any comments from the public on the FY 2024/2025 budget. There were no public comments.

**RESOLUTION NO. RWPUD 23/24-008 ADOPTING BUDGET & MAKING APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2024**

Tom Lewis moved to adopt Resolution No. RWPUD 23/24-008 Adopting Budget & Making Appropriations for the Fiscal Year Commencing July 1, 2024. Larry Dixon seconded the motion. The motion was approved; none opposed.

**RESOLUTION NO. RWPUD 23/24-009 ESTABLISHING FEES AND CHARGES FOR THE PROVISION OF WATER**

Kathy Zimmerman moved to adopt Resolution No. RWPUD 23/24-009 Establishing Fees and Charges for the Provision of Water. Colby Riley seconded the motion. The motion was approved; none opposed.

**RESOLUTION NO. RWPUD 23/24-010 - RESOLUTION TO AUTHORIZE GENERAL MANAGER TO INVEST DISTRICT FUNDS IN STATE AND LOCAL GOVERNMENT SECURITIES**

Colby Riley moved to adopt Resolution No. RWPUD 23/24-010 - Resolution To Authorize General Manager To Invest District Funds In State And Local Government Securities. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

**RESOLUTION NO. RWPUD 23/24-011 - RESOLUTION TO AUTHORIZE GENERAL MANAGER TO ENTER INTO A CONTRACT FOR THE GROUNDWATER DEVELOPMENT PROJECT PACKAGE NO. 3 – JOB # 320**

Colby Riley moved to adopt Resolution No. RWPUD 23/24-011 - Resolution To Authorize General Manager To Enter Into A Contract For The Groundwater Development Project Package No. 3 – Job # 320. Larry Dixon seconded the motion. The motion was approved; none opposed.

**CUSTOMER ASSISTANCE PROGRAM**

OS Middleton shared that customers have been reporting issues with getting in contact with the third party service provider used by the District for customer assistance. Due to these issues OS Middleton is proposing that the District start managing it's customer assistance program in house. This will ultimately allow for more dollars to be spent on the program since we won't have to pay the service provider and will allow us to provide a better experience to our customers.

The Board discussed the proposal. After much discussion the board gives it support for OS Middleton to move forward with the program.

**LUNCHTIME CLOSURE RESULTS**

During the January meeting it was decided that the District would try out closing from Noon – 1:00 PM daily to allow our customer service team to have a predictable lunch hour. The Board asked that an update be provided after a few months. OS Middleton shared that the pilot is going well. The office staff would like to continue the lunch hour closure. The board discussed the lunch hour closure. After much discussion the board gives it support for continuing to close from Noon – 1:00 PM.

**FOR THE GOOD OF THE ORDER**

DS Crocker announced that a new Water Worker in Training & Customer Service Associate have been hired. The new employees will start July 1.

GM Duncan shared that The District won a project award for their work on the transition from our old billing system to Tyler. SA Zimmerman and OS Middleton attended the Tyler Conference to accept the award.

GM Duncan shared that the District is planning to purchase a vending machine to keep stocked for employees to use as needed.

GAC Clark shared that the Employee Party will be held on Sunday, July 14 at Oaks Park. Board and Staff are encouraged to attend.

GAC Clark shared that District Elections will occur this year. In November District Seats # 1, 3 & 4 will be up for election. The election filing period is between July 18 – August 27.

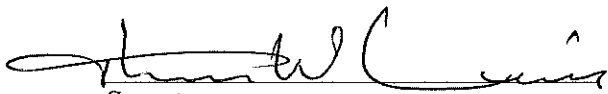
**NEXT MEETING**

President Okazaki reminded everyone the next Board meeting will be Wednesday, July 24, 2024 at 6:00 p.m.

**ADJOURNMENT**

Larry Dixon made a motion to adjourn the meeting. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

The meeting was adjourned at 7:46 p.m.



Secretary