

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

**July 23, 2025  
Video Conference**

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**Board members present:** Larry Dixon, Tom Lewis, Colby Riley, Cori Johnson.

**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); Cathy Middleton, Office Supervisor (OS); Jeremy Hanson, Associate Engineer (AE); Jay Breen, Assistant Superintendent Operations (ASO).

**Guests present:** Mario Villavicencio and Nicholas Engels

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

**APPROVAL OF THE AGENDA**

**President Lewis** asked if there were any changes or additions to the agenda. GM Duncan noted that agenda item #14 District Surplus will be deferred to the August meeting.

**Larry Dixon** moved to approve the agenda. **Cori Johnson** 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. There were no changes.

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

**APPROVAL OF MINUTES**

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

**Colby Riley** moved to approve the minutes from the June 25, 2025 regular Board meeting. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

**APPROVAL OF BILLS**

**President Lewis** asked if there were any questions about the bills.

**Cori Johnson** 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.

**DIRECTOR VACANCIES APPLICANT INTERVIEWS**

**GM Duncan** introduced Mario Villavicencio and Nicholas Engels and gave a brief overview of the recruitment process.

The Board asked questions of both candidates.

### **BOARD DISCUSSION**

The Board discussed both candidates.

### **DECISION TO APPOINT - ACTION**

Cori Johnson moved to appointment Nicholas Engels to the Subdistrict #4 position on the Board of Directors. Colby Riley seconded the motion. The motion was approved; Larry Dixon opposed the motion.

### **OATH OF OFFICE**

GAC Clark administered the Oath of Office to Nicholas Engels.

### **MASTER PLAN REVIEW AND APPROVAL**

Colby Riley made a motion to approve the Master Plan as presented. Larry Dixon seconded the motion. The motion was approved; none opposed.

### **UPDATE AUTHORIZED SIGNER**

SA Zimmerman explains that since Steve Okazaki has stepped off the board new authorized signers will need to be added.

Larry Dixon moved to appoint Colby Riley as an additional authorized signer. Nicholas Engels seconded the motion. The motion was approved; none opposed.

### **CASCADE GROUNDWATER ALLIANCE OPERATIONS STAFFING PLAN**

With the CGA projects getting closer to completion the Operations team is starting to plan for the increased technical and operational responsibilities of the new water supply and treatment facilities. DS Crocker advised that although additional FTE's are not anticipated, a staffing plan outlining updated job duties, qualifications and certifications needed for existing staff has been developed. A position titled "Lead Operator" is part of the staffing plan. This role has long been anticipated as part of our staffing model and is already included in the approved job classification system and budget. We are now ready to move forward with filling this position.

To support organizational development and recognize internal experience, and because no new employees are being added to the department, we intend to fill the Lead Operator role through an internal recruitment process. This process will follow the guidelines established in the Collective Bargaining Agreement (CBA) and the District's personnel policies for position openings.

### **4 TENS UPDATE ON COMMUNICATIONS AND LOGISTICS\**

GM Duncan informed the board that the new 4 Tens schedule will go into effect on Monday, August 4. GM Duncan went over the logistics for the change. GAC Clark gave an overview of the communication efforts happening to inform customers of the change.

The board expressed that they would like the Customer Service team to waive late fees for customers affected by Friday closures for the first couple of months.

### **FOR THE GOOD OF THE ORDER**

GM Duncan Thanked staff for their work while she was on vacation.

**GAC Clark** reminded the board that on August 28 the District will have their 100<sup>th</sup> Anniversary Celebration.

**Director Johnson** noted the importance of encouraging interest and awareness of District careers from within the District, and recommended a future discussion of Oregon PERS.

**President Lewis** welcomed Nicholas Engels to the Board.


**NEXT MEETING**

**President Lewis** reminded everyone the next Board meeting will be Wednesday, August 27, 2025 at 6:00 p.m.

**ADJOURNMENT**

**Colby Riley** made a motion to adjourn the meeting. **Cori Johnson** seconded the motion. The motion was approved; none opposed.

The meeting was adjourned at 8:30 p.m.

  
Secretary