

**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT
MINUTES, REGULAR MEETING OF THE BOARD
July 24, 2024
Rockwood Water Board Room and Zoom Video Conference**

Board members present: Larry Dixon, Tom Lewis, Colby Riley, 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), Cathy Middleton, Office Supervisor (OS); Joey Schlosser Assistant Superintendent (AS); Jeremy Hanson Assistant Engineer (AE); Jay Breen, Assistant Superintendent – Operations (ASO)

Guests present: 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.

Larry Dixon moved to approve the agenda. **Colby Riley** 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.

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

APPROVAL OF MINUTES

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

Colby Riley moved to approve the minutes from the June 26, 2024 regular Board meeting. **Larry Dixon** 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.

WATER SYSTEM MASTER PLAN UPDATE AND PRESENTATION

The Board received an update of progress on the Water System Master Plan by Brian Ginter of Consor Engineering. A Water System Master Plan is required by the State of Oregon at least

every 20 years, and Rockwood previously updated its Master Plan in 2013, and began this update in 2020. Due to the work on the Cascade Groundwater Alliance Facilities and the significant changes that this project has had on the system, the Master Plan completion was delayed to take into account and incorporate these changes. Brian provided the Board with an update on the status of the plan and the next steps towards completion.

FIRE HYDRANT STANDARD DETAILS

AE Hanson explained currently, the District allows the installation of various fire hydrant brands and models into its water system as long as they adhere to AWWA Standard C502. AE Hanson has proposed adopting a single approved hydrant for future additions: the EJIW Watermaster 5CD250. The Waterous Pacer WB67-25 would be allowed as an alternate hydrant. The board discussed, after much discussion the board gives their support.

WAGE STUDY

GM Duncan explained that the District has completed two contracted wage studies in the past 20 years, one in 2007 and another in 2022. The 2007 wage study matched jobs and salaries to Portland. In 2018 Portland made significant updates to its non-represented (Management) job classifications and some of the position matches with the Rockwood staff became difficult to track and compare with the job match results from the 2007 study, because job titles and descriptions of responsibility changed substantially in many of the Portland classifications. The HR Answers 2022 study indicated that some positions may not have good matches in the City of Portland, however the study was not detailed enough to determine what Portland position is an appropriate match. Because of this GM Duncan suggested that if Rockwood is going to continue to match its wage classification with the City of Portland, a review of the position descriptions and appropriate job classification matches in addition to an interpretation of the salary scale (8 steps for Portland in contrast to 5 steps in Rockwood) will be needed to ensure that the District remains at market levels with its salary scale. Funding for this would come out of the District's Contract Services Fund.

After much discussion the board provides their support. GM Duncan will solicit proposals from qualified firms for a job classification study. The Board also inquired about the taxation of the board compensation and whether it is classified as an employee hourly wage or a daily stipend. GM Duncan will look into this for the board and report back.

BOARD TRAVEL APPROVAL FOR SDAO REGIONAL BOARD TRAININGS

GM Duncan explained that there was interest from members of the board to attend an SDAO regional training. This training will help complete the SDAO Leadership Academy and helps the District to meet its requirements for the SDIS Best Practices Survey. The Board discussed.

Tom Lewis moved to approve travel for the SDAO Regional Board trainings. Colby Riley seconded the motion. The motion was approved; none opposed.

FOR THE GOOD OF THE ORDER

GM Duncan shared that AE Hanson's 5 year anniversary with the District is this month. AE Hanson will be recognized during the July meeting.

GM Duncan shared that she will attend the August Board meeting via Zoom.

GAC Clark shared that the District will have an employee BBQ on September 26, the board is invited 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, August 28, 2024 at 6:00 p.m.

ADJOURNMENT

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

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



Secretary