

**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT
MINUTES, REGULAR MEETING OF THE BOARD
July 27, 2022**

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); Jeremy Hudson, District Engineer (DE); Daniel Zimmerman, Senior Accountant (SA); Nyla Clark, Government Affairs Coordinator (GAC), Jeremy Hanson, Associate Engineer (AE), Jay Breen, Assistant Superintendent: Operations (ASO)

Guests present: Cori Johnson

President Tom Lewis called the meeting to order at 6:02 p.m.

APPROVAL OF THE AGENDA

President Lewis asked if there were any changes or additions to the agenda. GM Duncan noted an agenda item added, *Fund 501 Groundwater Production Expense Over Budget*. This agenda item is just before *For the Good of the Order*.

Steve Okazaki moved to approve the agenda as amended. Larry Dixon 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. GM Duncan noted there were no changes to the consent agenda.

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

Larry Dixon moved to approve the minutes from the June 22, 2022, regular Board meeting. Steve Okazaki seconded the motion. The motion was approved; none opposed.

APPROVAL OF BILLS

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

Kathy Zimmerman asked for more details on the line item: 01089, City of Portland, Marketing Items.

GAC Clark answered that they are marketing items provided by the Regional Water Providers Consortium for the community. The District utilizes these in the front office and at community events.

Kathy Zimmerman asked why there are now individual line items located on page 40 for IRS, Oregon department of Revenue, etc., rather than them all being bundled into one.

GM Duncan explained that this is the result of the new Tyler System. OS Middleton added that it will always show this way when the District does payroll and that some of the items on this month's statement were corrections.

Tom Lewis asked if the line-item, 11378, HR Answers, was a result of the service reviewing the most recent job description, referring to the Assistant Superintendent Operations.

GM Duncan answered that they did a review of the most recent job description and have helped review job descriptions and conduct a wage study for all positions at the District. DS Andy Crocker commented that the study has helped the District with description and classification of current positions and the newly created Operator job series.

Colby Riley moved to approve the bills as presented. Larry Dixon seconded the motion. The motion was approved; none opposed.

PUBLIC COMMENT

There were no public comments.

LUSTED HILL WATER SYSTEM WHOLESALE PURCHASE CONSIDERATION

GM Duncan shared that Lusted Hill Water District, partially located within the City of Gresham's Urban Growth Boundary, is interested in having the City of Gresham sell them water wholesale. They currently purchase from the City of Portland. GM Duncan explained that per Intergovernmental Agreement (IGA) 1827 Amendment No. 1 Rockwood committed 18 MGD of its water rights to the City of Gresham for its use, and it is recommended that the Board allow the use of this portion of the water rights for Lusted Wholesale purchase as well. If the Rockwood Board consents to the use of the water rights, Gresham will proceed with negotiations with Lusted and the use of water for this purpose, once formalized, may be defined in a future operations IGA between Rockwood and Gresham.

Lusted Hill Water Usage:

- Average Day Demand: 0.145 Million Gallons per Day (MGD) or 101 Gallons Per Minute (GPM)
- Peak 3 Day average demand: 0.40 MGD or 278 GPM
- July, Aug & Sept average day is 0.24 MGD or 167 GPM

Larry Dixon asked if the wholesale income would come to Rockwood or Gresham. GM Duncan answered that Gresham would receive the income but Lusted Hill Water District would need to pay for any infrastructure needed.

The board discussed the benefits and concerns of this partnership. The Board advised that they would like to continue this discussion and learn more as the process continues.

STRATEGIC PLAN REVIEW

The board provided feedback on the strategic plan during the May Board meeting. GM Duncan provided the updated version with the included feedback from the Board. Because this is a guidance document board approval is not needed. The Board noted their appreciation for the hard work from staff on the plan. The Board is pleased with the Strategic Plan overall.

OREGON INFRASTRUCTURE FINANCE AUTHORITY BOARD EXECUTIVE APPOINTMENT

On June 30 2022 GM Duncan received an invitation to become a Board Member on the Oregon Infrastructure Finance Authority. This Board reviews and approves infrastructure funds in Oregon. GM Duncan asked for approval to accept the invitation and to serve on the Board.

The Board discussed the position and the potential issues and benefits. The Board asked GM Duncan what the time commitment would be. GM Duncan answers that the time commitment includes six (6) meetings per year, with one of the meetings being a site visit to a Business Oregon funded project. This years on the road meeting is scheduled for August 5th in Coos Bay.

After much discussion it is decided that the board supports this position. GM Duncan will move forward and accept the position.

RESOLUTION NO. RWPUD 22/23-001 RESOLUTION TO AUTHORIZE AN FY 22/23 ANNUAL WAGE ADJUSTMENT FOR NON REPRESENTED DISTRICT STAFF

Steve Okazaki moved to adopt Resolution No. RWPUD 22/23-001 - Resolution to authorize an annual wage adjustment for non represented district staff for the fiscal year commencing July 1, 2022. Colby Riley seconded the motion. The motion was approved; none opposed.

FUND 501 GROUNDWATER PRODUCTION EXPENSE OVER BUDGET

GM Duncan explained that a discrepancy in the budget was discovered. In fund 501 there were two-line items: Pumping & operating supplies that both came in over budget. This was due to the heat dome last year and increased pumping along with chlorine shortages and increased expenses. GM Duncan explained that corrective action has been taken and that future budgets will include an increased funding level to appropriately fund pumping and operating supplies during high water demand years.

FOR THE GOOD OF THE ORDER

GM DUNCAN shared employees that have upcoming employee anniversaries:

- Cathy Middleton, 25 Years
- Heather Conner, 5 Years
- Jesse Stroh, 5 Years
- Christopher Kipp, 5 Years

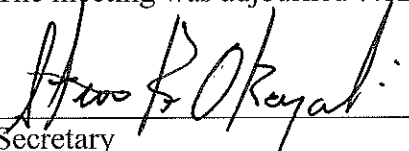
NEXT MEETING

President Lewis reminded everyone the next Board meeting will be Wednesday, August 24, 2022 at 6:00 p.m.

ADJOURNMENT

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

The meeting was adjourned 7:12 p.m.


Secretary