

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

August 23, 2023

Rockwood Water Board Room

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), Jeremy Hanson, Associate Engineer (AE), Jay Breen, Assistant Superintendent Operations (ASO).

Guests present: Cori Johnson, Eric Cole

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 proposed changes.

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.

Tom Lewis 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. There were no changes to the minutes.

Steve Okazaki moved to approve the minutes from the July 26, 2023, regular Board meeting. **Kathy Zimmerman** seconded the motion. **The motion was approved; none opposed.**

APPROVAL OF BILLS

President Riley asked if there were any questions about the bills. The board discussed their questions.

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

PUBLIC COMMENT

There were no public comments.

SUSPEND REGULAR BOARD MEETING AND CONVENE LOCAL CONTRACT REVIEW BOARD - ACTION

Steve Okazaki made a motion to suspend the regular Board meeting and convene the Local Contract Review Board. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

President Riley convened the Local Contract Review Board at 6:09 p.m.

GM Duncan explained the Local Contract Review process. GM Duncan, DE Hudson and DS Crocker gave a presentation about the proposed contract services and the findings related to the Contract Specific Special Procurement.

PUBLIC HEARING FOR EXEMPTION FROM COMPETITIVE BIDDING REQUIREMENTS FOR A CONTRACT SPECIFIC SPECIAL PROCUREMENT

President Riley asked if there were any comments from the public on the exemption from competitive bidding requirements for a contract specific special procurement.

LOCAL CONTRACT REVIEW BOARD TO ADOPT PROPOSED FINDINGS - ACTION

Steve Okazaki made a motion to adopt the proposed findings. Tom Lewis seconded the motion. The motion was approved; none opposed.

ADJOURN LOCAL CONTRACT REVIEW BOARD MEETING - ACTION

Kathy Zimmerman moved to adjourn the Local Contract Review Board. Tom Lewis seconded the motion. The motion was approved; none opposed.

RECONVENE REGULAR BOARD MEETING

President Riley reconvened the regular Board meeting at 6:53 p.m.

RESOLUTION NO. RWPUD 23/24-001 EXEMPTION FROM COMPETITIVE BIDDING REQUIREMENTS FOR A CONTRACT SPECIFIC SPECIAL PROCUREMENT FOR INSTRUMENTATION AND CONTROL EQUIPMENT INTEGRATION FOR GROUNDWATER DEVELOPMENT PROJECT PACKAGE NO. 4 - ACTION

Steve Okazaki moved to adopt Resolution No. RWPUD 23/24-001 - Exemption from Competitive Bidding Requirements for a Contract Specific Special Procurement for Instrumentation and Control Equipment Integration for Groundwater Development Project Package No. 4. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

FISCAL YEAR (FY) 2022/2023 GENERAL MANAGER GOALS RECAP AND ACCOMPLISHMENTS

GM Duncan gave a PowerPoint presentation on the FY 2022/2023 goals and accomplishments.

GENERAL MANAGER GOALS FOR FY 2023/2024 - DISCUSSION

GM Duncan gave a PowerPoint presentation on the proposed FY 2023/2024 goals.

EXECUTIVE SESSION ORS 192.660 (2)(i)

Tom Lewis moved to suspend the regular Board meeting and go into executive session in accordance ORS 192.660 (2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or

staff member who does not request an open hearing. Steve Okazaki seconded the motion. The motion was approved; none opposed.

The Board recessed into executive session at 7:48 p.m.

President Riley reconvened the Board meeting at 8:10 p.m.

There was no action during executive session.

ACTION ON EXECUTIVE SESSION (IF NECESSARY)

Steve Okazaki moved to accept the salary increase of the General Manager's salary by 2.5%. **Kathy Zimmerman** seconded the motion. The motion was approved; none opposed.

ADOPT GENERAL MANAGER GOALS FOR FISCAL YEAR 2023/2024 - ACTION

Tom Lewis moved to adopt the proposed General Manager goals presented and discussed with the addition of a goal regarding the progression of the Master Plan. **Steve Okazaki** seconded the motion. The motion was approved; none opposed.

FOR THE GOOD OF THE ORDER

GAC Clark reminded the board that they are invited to the staff BBQ on September 7.

NEXT MEETING

President Riley reminded everyone the next Board meeting will be Wednesday, September 27, 2023, at 6:00 p.m.

ADJOURNMENT

Steve Okazaki made a motion to adjourn the meeting. **Tom Lewis** seconded the motion. The motion was approved; none opposed.

The meeting was adjourned at 8:19 p.m.

Kathy Zimmerman
Kathy Zimmerman (Oct 18, 2023 11:56 PDT)

Secretary








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Final Audit Report

2023-10-18

Created:	2023-10-02
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-  Document emailed to kzimmerman@rwpud.org for signature
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-  Email viewed by kzimmerman@rwpud.org
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-  New document URL requested by kzimmerman@rwpud.org
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-  Signer kzimmerman@rwpud.org entered name at signing as KathyZimmerman
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-  Document e-signed by KathyZimmerman (kzimmerman@rwpud.org)
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