

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

**August 27, 2025  
Video Conference**

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

**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:** David Ulbricht, SDAO

**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. There were no changes.

**Colby Riley** 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 July 23, 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.

**Larry Dixon** moved to approve the bills as presented. **Nicholas Engels** seconded the motion. The motion was approved; none opposed.

**PUBLIC COMMENT**

There were no public comments.

**DISTRICT SURPLUS PROPERTY APPROVAL**

**DS Crocker** and staff explained that they would like to dispose of the following items as surplus, as they have reached the end of their useful life, are no longer necessary, or have been stored for extended periods without purpose:

**Vehicles for Surplus:**

**2004 Ford Freestar Van (RW-35)** – 47,435 miles

Past service life based on industry standards.

Replacement: Ford Cargo Van.

**2007 Ford F-150 (RW-40)** – 41,763 miles

Past service life based on industry standards.

Replacement: Ford F-250.

**2008 Dodge Sprinter Van (RW-44)** – 83,291 miles

Past service life based on industry standards.

Replacement: Ford Service Van.

**Computer Equipment for Surplus:**

6 - View Sonic monitors

5 - Dell monitors

2 - Lenovo monitors

2 - Dell laptops (RW-LT03 and RW-LT04)

**Colby Riley moved to approve the surplus items as presented. Cori Johnson seconded the motion. The motion was approved; none opposed.**

**CCWF**

GAC Clark gave an overview of the Children's Clean Water Festival and Rockwood's involvement over the years. Rockwood Water PUD is one of the partner agencies that sponsors the Festival. In addition, Rockwood Water PUD provides contracting and financial oversight for the Festival. Rockwood Water PUD staff provide these functions in-kind on behalf of the Festival, partners, and planning committee. The Festival planning committee chair and Rockwood staff provide direction and support to the Festival Event Planner contractor.

GAC Clark will serve as the co-chair of the festival this year with her focus being on-boarding the new event planner. SA Zimmerman will continue to serve as the financial chair for the festival. Rockwood Water PUD has been an exhibitor the last three years and will be again this year.

**Cascade Groundwater Alliance Updates**

DE Hudson provided a status update of all projects associated with the Cascade Groundwater Alliance. A blend of groundwater and surface water will begin arriving to customers this fall. Next year in 2026 we will move to 100% groundwater.

**WIFIA Loan Update**

**GM Duncan** gave the board an update on the second WIFIA loan that Rockwood has applied for. The WIFIA loan has been approved but has not yet been issued yet. Rockwood has been advised that the EPA expects this to be issued soon but cannot promise a date. Because of this the District may need to seek out a Line of Credit to pay for construction costs. The Line of Credit would then be paid off with WIFIA funds once they arrive. **David Ulbricht from SDAO** joined via Zoom and went over the process with the board.

At this point no decision needs to be made about a line of credit. If a line of credit is needed it will be brought to a future board meeting for the board to approve. The Board requested a special meeting on September 10 if there are updates and actions needed on the WIFIA Loan and Line of Credit before the next regular board meeting on September 24.

### **Policy Manual Updates Discussion**

GM Duncan introduces a list of policies that staff will be working to update over the next few months.

Policies Identified for Update:

Series 2000 Administration:

Article 2: Section 2.4 Training

Article 4: Section 4.1 Purchasing

Goals:

- Update food purchasing language for training, meetings and incidentals to be consistent with Oregon Government Ethics rules.
- Update purchasing policy to address the use of credit cards.
- Update purchasing limits to be consistent with current Oregon Attorney General's Model Public Contract Rules.

Series 3000 Personnel:

Article 1: Section 1.2 Holidays

Section 1.3 Sick Leave

Section 1.6 Insurance and Retirement Programs

Article 2: Section 2.9 Travel Expenses

Article 3: Section 3.1 Disciplinary Actions

Article 4: Section 4.1: Pay Plan and Compensation

Section 4.4 Paid Time Off

Goals:

- Add certification pay language.
- Update insurance language related to Oregon Paid Leave program.
- Update language to account for 10-hour days.
- Clarify travel and training policies.

### **Portland State University Comp Study Results**

Per Rockwood Policy series 3000, article 4.1, the General Manager is tasked with maintaining a compensation plan which prescribes a base pay rate and any intermediate rates of pay appropriate for each class. Comparison of similar job classifications in other places of public and private employment within the same job market should be used to establish the pay plan and must meet the requirements of ORS Chapter 261.

Per ORS Chapter 261.345 "Employment of Labor, pay and conditions" governing People's Utility Districts, the District must use the following standards when establishing employee compensation:

*"(2) The minimum scale of wages to be paid by a people's utility district or by any contractor or subcontractor for such district shall be not less than the prevailing wage for the character of work in the same trade in the largest city having a population of 5,000 or more in the district, or if there is none, the nearest to the district."*

For Rockwood, the largest city in the District is the City of Portland. This year, the General Manager worked with PSU Center for Public Service to commission a wage and compensation study for all positions in the District.

To meet the prevailing wage requirement in ORS Ch 261, it is recommended that 8 District job classifications are adjusted by + 5%, or one step adjustment, during fiscal year 2025/2026. In the following year, positions should again be evaluated with their match and further adjusted with another 5% step until they are within 5% of the market, which is the Portland median adjusted wage for the matching classification. Adjusting by one step each year helps to minimize the budget impacts to the District. The approximate total budget impact to the District for this 2025-2026 fiscal year is \$54,000, which is within the budget designated for wage adjustments in this budget year.

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

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

GM Duncan shared that staff will be visiting the Boeing site in Rockwood to better understand their water quality needs.

GM Duncan also shared that the District's 185<sup>th</sup> Property sale will close tomorrow.

DS Crocker shared the field team was able to get over 700 AMI meters installed this month. President Lewis asked if we can get some reporting information on AMI in the Superintendent Production Report. DS Crocker said they can look into what data points may be useful for the board.


#### **NEXT MEETING**

**President Lewis** reminded everyone the next Board meeting will be Wednesday, September 24, 2025 at 6:00 p.m.

#### **ADJOURNMENT**

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

The meeting was adjourned at 8:58 p.m.

  
Secretary