

**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT  
MINUTES, REGULAR MEETING OF THE BOARD  
September 25, 2024  
Rockwood Water Board Room and Zoom Video Conference**

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**Board members present:** Larry Dixon, Tom Lewis, Kathy Zimmerman, Steve Okazaki, Colby Riley

**Staff present:** Kari Duncan, General Manager (GM); Andy Crocker, District Superintendent (DS); Nyla Clark, Government Affairs Coordinator (GAC), Cathy Middleton, Office Supervisor (OS); Joey Schlosser Assistant Superintendent (AS); Jeremy Hanson Assistant Engineer (AE); Dan Zimmerman, Senior Accountant (SA); Jay Breen, Assistant Superintendent Operations (ASO).

**Guests present:** Eric Cole, 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.

**Colby Riley** moved to approve the agenda. **Kathy Zimmerman** 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.

**Larry Dixon** moved to approve the consent agenda. **Tom Lewis** 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 August 28, 2024 regular Board meeting. **Kathy Zimmerman** seconded the motion. The motion was approved; none opposed.

**APPROVAL OF BILLS**

**President Okazaki** asked if there were any questions about the bills. The Board discussed their questions.

**Larry Dixon** 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.

**BOARD TRAVEL APPROVAL FOR CONFERENCES**

**GM Duncan shares the upcoming pre-approved trainings:**

**2025 SDAO Annual Conference**

Thursday, February 6 - Sunday, February 9, 2025  
Riverhouse on the Deschutes, Bend, OR  
*More information to be announced.*

**2025 Pacific Northwest Section/AWWA Conference**

Wednesday, May 7 – Friday May 9, 2025  
Boise, ID  
*More information to be announced.*

**2025 AWWA Annual Conference and Exposition**

Sunday, June 8 - Wednesday, June 11, 2025  
Denver, CO  
*More information to be announced.*

**SDAO Regional Trainings**

Dates and Location vary around the State  
<https://www.sdao.com/regional-trainings>

**Tom Lewis made a motion to approve the training as outlined, Colby Riley seconded the motion, motion passed unanimously.**

**MEMORANDUM OF UNDERSTANDING (MOU) 181<sup>ST</sup> AVE PIPELINE AND SERVICE TRANSFER**

The District received a request to connect a new service (future Taco Bell) at 2309 NE 181st Ave, located within the Rockwood Water PUD's service boundary. The closest District waterline to this location is a 12" located on the other side of 181st Ave. An adjacent business, a Burger King located at 2301 NE 181st Ave is also within the District service boundary but is served by the City of Gresham from a 16" line adjacent to the business. Staff recommends that the Board approve the MOU to allow the transfer of the 16" line from Gresham to Rockwood and allow Rockwood to take over service to the Burger King and provide a new service to the Taco Bell. The Board discussed the proposal.

**Tom Lewis moved to approve the MOU to allow the transfer of the 16" line from Gresham to Rockwood and allow Rockwood to take over service to the Burger King and provide a new service to the Taco Bell, Colby Seconded the motion. The motion was approved; none opposed.**

**FISCAL YEAR (FY) 2023/2024 GENERAL MANAGER GOALS RECAP AND ACCOMPLISHMENTS**

**GM Duncan** gave a PowerPoint presentation on the FY 2023/2024 goals and accomplishments.

**GENERAL MANAGER GOALS FOR FY 2024/2025 - DISCUSSION**

**GM Duncan** gave a PowerPoint presentation on the proposed FY 2024/2025 goals.

**EXECUTIVE SESSION ORS 192.660 (2)(i)**

Kathy Zimmerman 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. Larry Dixon seconded the motion. The motion was approved; none opposed.

The Board recessed into executive session at 7:19 p.m.

President Okazaki reconvened the Board meeting at 7:56 p.m.

There was no action during executive session.

**ACTION ON EXECUTIVE SESSION (IF NECESSARY)**

Colby Riley moved to accept the salary increase of the General Manager's salary by 2%. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

**ADOPT GENERAL MANAGER GOALS FOR FISCAL YEAR 2024/2025 - ACTION**

Colby Riley moved to adopt the proposed General Manager goals as presented and discussed. Larry Dixon 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 26.

GM Duncan let the board know that we will need to schedule an additional training that is required by the State of Oregon. GM Duncan will follow up with scheduling details.

**NEXT MEETING**

President Okazaki reminded everyone the next Board meeting will be Wednesday, October 23, 2024, at 6:00 p.m.

**ADJOURNMENT**

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

The meeting was adjourned at 8:03 p.m.

  
Secretary

