

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

October 26, 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), Cathy Middleton, Office Supervisor (OS); Joey Schlosser, Assistant Superintendent (AS)

Guests present:

None

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

APPROVAL OF THE AGENDA

President Lewis noted that there would be a change to the agenda. Due to scheduling conflicts Tommy Brooks from Cable Huston is unable to attend the meeting, therefore agenda items 12 & 13 will be moved to the November meeting. **GM Duncan** agreed with those changes.

Colby Riley moved to approve the agenda as amended. Kathy Zimmerman 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.

Kathy Zimmerman moved to approve the consent agenda. Steve Okazaki 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.

Steve Okazaki moved to approve the minutes from the September 28, 2022, regular Board meeting. Colby Riley seconded the motion. The motion was approved; none opposed.

APPROVAL OF BILLS

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

Steve Okazaki: asked about page 23, line item# 00793, (City of Gresham, Package 5 Cascade Well 6, for \$53,000). **GM Duncan** explained that Rockwood owns the property which is the site of well #6. However, Gresham is managing the project, this is a bill for the for the drilling of the well, and this work is ongoing. The total cost is split with the City of Gresham.

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

PUBLIC COMMENT

There were no public comments.

POLICY MANUAL UPDATES

GM Duncan went over the policy updates for the board, Policies that have updates include:
Series 3000 – Personnel

- Article 1 – Work Conditions
 - Section 1.2 – Holidays
 - Article 18.1 Holidays: the addition of Juneteenth (June 19th) as a paid Holiday. Juneteenth is a Holiday that has been recognized by both the Federal Government and the State of Oregon. The significance of the day is that this recognizes the date that Slavery ended in the United States. The date would bring the current 10 paid Holidays up to 11 paid Holidays, and the District would recognize the Holiday by closing its offices on the Holiday starting in 2023.
 - Section 1.4 - Leaves of Absence for Jury Duty, Witness Testimony and Bereavement
 - Articles 26 Bereavement Leaves of Absence “An employee may receive up to 40 hours paid leave in the event of a death of an employee’s spouse, domestic partner, parent, child, stepchild, brother, or sister. An employee may receive up to 24 hours paid leave in the event of the death of an employee’s step-mother, stepfather, father-in-law, mother-in-law, grandparents, grandchild, brother/sister of spouse, son/daughter-in-law.”
- Article 2 – Personnel Policies and Procedures
 - Section 2.9 – Travel Expenses
 - An employee or Board member who travels on District related business may accrue and/or personally use travel awards such as coupons, discounts, credit card rebates, tickets and vouchers for being bumped from an airline flight, frequent flyer miles, car rental rewards and hotel reward points as long as the benefit does not incur additional expense to the District. Travel awards have been approved by the Board as part of employee overall compensation and benefits package. Such utilization will be granted in consideration for the inconveniences imposed upon the employee by such travel. Employees and Board members are responsible for determining any personal income tax implications arising from their use of travel rewards earned on District related business.”
 - Section 2.31 – Telework or Telecommute
 - New policy introducing policy around telework/commute.
- Article 4 – Pay Plan and Compensation
 - Section 4.3 – Overtime
 - Updated to include all positions that are exempt from overtime.
 - Section 4.4 – Paid Time Off
 - Updates to comply with the requirements of Oregon’s sick time law in ORS chapter 653 and 659A and the related administrative regulations (collectively, the “Oregon Sick Time Law”). In the event that the Oregon Sick Time Law provides for greater leave rights than this policy, the Oregon Sick Time Law controls.
 - Section 4.6 – Bilingual Pay Policy
 - New Policy Introducing Bilingual Pay.

Appendices

- Appendix IV – Current Water Rates
 - Updated to current rates.
- Appendix VIII Safety and Health Program
 - Added Heat Illness Plans:
 - Rockwood Heat Illness Prevention Plan
 - Acclimatization Plan for Heat Illness Prevention
 - Rest Break Plan for Heat Illness Prevention
 - Added Emergency Medical Plan
- Appendix VIII Information Security
 - Brand New Policy for the District.

President Lewis asked about the origin of the bilingual pay, **GM Duncan and DS Crocker** answered that they reviewed policies from regional areas including Multnomah County, City of Gresham, City of Beaverton, and City of Portland.

Colby Riley moved to approve a motion to recommend the approval of the policies the next board meeting, **Kathy Zimmerman** seconded motion passed unanimously.

SDAO / Best Practices Survey

GAC Clark ran through the survey.

Kathy Zimmerman moved to approve the SDAO best practices survey, contingent on the completion of the Board Member Education portion, **Colby Riley** Seconded motion, motion passed unanimously.

PACKAGE 4 CASCADE SITE IMPROVEMENTS CONTRACT REVIEW

GM Duncan and DE Hudson gave an overview of Package 4 and the contract for engineering services. This package is for the Engineering Design of the Cascade Manganese Treatment Facility. The proposed cost for the scope of work is **\$3,886,373** and is contingent upon a final scope. The consultant will design the 25 million gallon per day Water Treatment Facility at the District Headquarters (Cascade) site and pump station improvements. Construction for this project will start at the end of design, on or around March of 2024.

RESOLUTION NO. RWPUD 22/23-002 RESOLUTION TO AUTHORIZE GENERAL MANAGER TO ENTER INTO A CONTRACT FOR ENGINEERING SERVICES FOR GROUNDWATER DEVELOPMENT PROJECT PACKAGE NO. 4

Steve Okazaki made a motion to approve Resolution No. RWPUD 22/23-002 Resolution To Authorize General Manager To Enter Into A Contract For Engineering Services For Groundwater Development Project Package No. 4, **Larry Dixon** Seconded the motion, motion passed unanimously

BOARD TRAVEL APPROVAL FOR CONFERENCES

GM Duncan shares the upcoming pre-approved training:

2023 SDAO Annual Conference

Thursday, February 9 - Sunday, February 12, 2023
Sunriver Resort, Oregon

SDAO Board Leadership Academy Qualifying Training

Various Workshops Throughout Year

Board members that have signed up for the Academy

<https://www.sdao.com/files/283572d40/academy-brochure.pdf>

2023 Pacific Northwest Section/AWWA Conference

Wednesday, May 3 – Friday May 5th, 2023

Kennewick, Washington

2023 AWWA Annual Conference and Exposition

Sunday, June 11 - Wednesday, June 14, 2023

Toronto, CN (**Passport Required!**)

The board discussed the SDAO Board Leadership Academy and if it should qualify as a training.

Riley made a motion to approve the training as outlined, including the SDAO Board Colby Leadership Academy, Kathy Zimmerman seconded the motion, motion passed unanimously.

FY 2023/2024 SERVICE TRUCK PRE-ORDER REQUEST

DS Crocker & AS Schlosser explained that The District has a Vehicle Replacement Plan, and the District has already ordered a new service truck for the current fiscal year (FY) 2022/2023. A second truck is

planned for the next FY 2023/2024 but due to a very long equipment lead time an order for this equipment must be placed 18 months before it will be received.

Because of this the District staff are seeking an acknowledgment from the Board to follow the approved 10-year vehicle replacement plan and pre-order this equipment in November of 2022 that will then be received and paid for during FY 2023/2024.

FOR THE GOOD OF THE ORDER

Kathy Zimmerman asked about the AWWA Sub-section Meeting the District hosted.

GM Duncan answered that the meeting went very well, 66 people attended

DS Crocker shared that the District is hiring for a Water Worker in Training / Water Worker 1.

DS Crocker Thanked Jay for prompting us to reevaluate our job descriptions.

GM Duncan shared that the District is working to schedule a date for the Rockwood Water Board and Gresham City Council to tour the Cascade Reservoir No. 1 and Pump Station together. There is a tentative date of November 7 at 4:00 PM.

President Lewis asked that **GM Duncan** look into legislative topics and information. **GM Duncan** will look into this further, GM Duncan serves on the SDAO Legislation committee and the Oregon Water Utility Council that focus on legislative topics and committed to report out to the Board on the information shared by these committees.

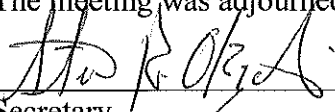
NEXT MEETING

President Lewis reminded everyone the next Board meeting will be Wednesday, November 16, 2022 at 6:00 p.m.

ADJOURNMENT

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

The meeting was adjourned 7:28 p.m.


Secretary