

**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT
MINUTES, REGULAR MEETING OF THE BOARD
December 21, 2022**

Rockwood Water Board Room and Zoom Video Conference

Board members present: 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), Cathy Middleton, Office Supervisor (OS); Joey Schlosser, Assistant Superintendent (AS)

Guests present:

Cori Johnson, Steve Mullenburg, Jeff Voreis - Pauly Rogers and Co

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 updates to the agenda. **GM Duncan** noted there were no changes to the agenda.

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

Steve Okazaki moved to approve the consent agenda. **Kathy Zimmerman** 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 November 16, 2022, regular Board meeting. **Kathy Zimmerman** 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 if line item # 11378, Pg. 23 (Water Worker Job Description consulting) was the payment for consultants to review our newly updated job descriptions. **GM Duncan** answered that it was.

Kathy Zimmerman asked if line item # 11377, Pg. 25 (Job 313 – Reservoir Progress Inspections) was for a contractor outside of our original (general) contract to come and inspect the progress. **GM Duncan** answered that it was for a specialist third-party contractor to come and inspect the progress. **DE Hudson** added that it is required by the City.

Kathy Zimmerman asked about line item # 00793, Pg. 27 (City of Gresham). **GM Duncan** answered that it is for the drilling of Well #6, which is a shared well. The project is being managed by the City of Gresham however the cost of the project is being split 50/50.

Kathy Zimmerman asked about line item # 00017, Pg. 27 (Hazardous substance possession fee). **DS Crocker** answered that they monitor the amount of hazardous material we have and this is the fee we pay for keeping large quantities on hand.

Steve Okazaki asked about line item # 11441, Pg. 24 (Department of Justice). **GM Duncan** explained that this is for an employee payment.

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

PUBLIC COMMENT

Public comment was given by resident Scott Mullenburg.

OUTSIDE AUDIT REPORT AND MANAGEMENT RESPONSE - PRESENTATION - PAULY ROGERS AND CO., PC - REVIEW/DISCUSSION/ACTION

GM Duncan introduced Jeff Voreis with Pauly Rogers and Co., PC. Jeff Voreis presented the fiscal year ending June 30, 2022 findings and gave an overview of the Communication to the Governing Body. Discussion ensued.

Colby Riley moved to accept and approve the audit report Steve Okazaki seconded the motion. The motion was approved; none opposed.

SET JANUARY BOARD MEETING DATE (PER POLICY SERIES 1000, ARTICLE 4.0, SECTION 4.1) FOURTH WEDNESDAY IN JANUARY IS THE 25TH- ACTION

The group discussed meeting January 25, 2023; the fourth Wednesday of the month.

Steve Okazaki moved to set January 25, 2023 at 6:00 p.m. as the next regular Board meeting date. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

Groundwater Development Master Plan (GDMP) OVERALL BUDGET REVIEW

GM Duncan provided an updated on the GDMP project and costs. Due to inflation and supply chain disruptions, there is an anticipated overall cost increase from the 2020 cost estimate in the Groundwater Development Master Plan. **GM Duncan** explained that this is a draft and these numbers will be given to our financial modeler to see what the impact will be. These findings will be shared at a later board date. The Board discussed the increased costs and the impacts on the District.

FOR THE GOOD OF THE ORDER

DS Crocker announced that the District has hired a new employee for the Water Worker in Training position. The District also hired an internal candidate for the open Operator position. Both employees are scheduled to start after January 1, 2023.

GM Duncan acknowledged two employee anniversaries, Ben Jacobson Maintenance Mechanic, who has been with the District for 10 years and Jedidiah Pacheco, Operator 2 who has been with the District for 5 years.

GM Duncan thanked the Board for the generous employee appreciation gift cards given to staff. GM Duncan also shared that we are planning the employee appreciation event which will happen this winter. More information will be shared when it is available.

NEXT MEETING

President Lewis reminded everyone the next Board meeting will be Wednesday, January 25, 2023 at 6:00 p.m.

ADJOURNMENT

Kathy Zimmerman made a motion to adjourn the meeting. **Colby Riley** seconded the motion. The motion was approved; none opposed.

The meeting was adjourned 7:52 p.m.

Kathy Zimmerman

Kathy Zimmerman (Feb 6, 2023 13:17 EST)

Secretary







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Final Audit Report

2023-02-06

Created:	2023-02-06
By:	Nyla Clark (nclark@rwpud.org)
Status:	Signed
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-  Document emailed to kzimmerman@rwpud.org for signature
2023-02-06 - 4:13:58 PM GMT
-  Email viewed by kzimmerman@rwpud.org
2023-02-06 - 6:16:29 PM GMT
-  Signer kzimmerman@rwpud.org entered name at signing as Kathy Zimmerman
2023-02-06 - 6:17:23 PM GMT
-  Document e-signed by Kathy Zimmerman (kzimmerman@rwpud.org)
Signature Date: 2023-02-06 - 6:17:25 PM GMT - Time Source: server
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