

**Rivergrove Water District  
Minutes-Regular Board Meeting  
February 22<sup>nd</sup>, 2016  
Regular Board Meeting**

Chair DeVries called the Rivergrove Water District monthly meeting to order at 7:33 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners DeVries, Roth, Patterson, and Johnson were present. Commissioner McDowell was excused. District Manager DJ Ezell, and Jim Helton, District Engineer.

**Public Comment: No public present.**

**CONSENT AGENDA**

**TAB 1-Minutes January 27<sup>th</sup>, 2016:**

Commissioner Roth had a correction. On page 4 the last paragraph it is the Southwest Employment Area not Agency.

*Commissioner Roth moved that we approve the January 27<sup>th</sup> meeting minutes as corrected.*

*Commissioner Johnson seconded. Motion passed. Commissioner Roth, DeVries, and Johnson, voted aye. Commissioner Patterson abstained. Nays-none*

**UNFINISHED BUSINESS**

**TAB 2-Emergency Generator Update**

District Engineer Jim Helton explained the results of the bid opening. We had four bids. The low bid came in from Design Electric at \$88,900 from Vancouver Washington. They are a fairly new company in terms of electrical contractors in the area. MSA called around and they were given good references.

They would like to recommend to the Board that the Board accept the bid and award the contract to Design Electric contingent on not receiving any protests during their Notice of intent to award process.

*Commissioner Johnson moved to accept the bid from Design Electric for the electric generator project as the lowest responsive bidder. Commissioner Roth seconded. Motion passed. Ayes-Commissioner Patterson, Roth, DeVries, and Johnson. Nays-none.*

Commissioner Patterson asked about the schedule. Jim thought it would be about a month to get the contract in place. The contract has about a 110 day contract time. It should be concluded around June.

**Timberland Estates:** is a four lot partition on Pilkington. We are requiring them to replace the AC pipe in front of the property. This would leave about an 80 foot stretch of AC pipe and we asked them for an estimate of the project and also an estimate on replacing the 80 feet of AC pipe to the Dawn Intersection. We asked them to include in their contract documents replacing that 80 feet of pipe and that the District would reimburse that portion. We have reviewed the plans and will be approving the plans but we have not received the cost estimate on the project at this time so that we are aware of the District portion so that we could come back and ask approval of the cost. Board consensus is that it would be a good idea.

Other plans reviewed: A 2 lot partition at 18635 Pilkington they will not be doing main upgrade as it is only a 2 lot partition. But we have required an easement in case the district decides to loop the main and also that they extend the line and add a blow off.

There has also been questions concerning a lot off of Canal Rd developing but we have 8 inch ductile iron there.

### **Employee Handbook-Tabled**

#### **Appoint Budget Officer**

*Commissioner Roth appointed DJ as Budget officer with Dan as Assistant Budget Officer.*

*Commissioner Patterson seconded. Motion passed. Commissioner Roth, Patterson, Johnson, and DeVries voted aye. Nays none.*

## **FINANCIAL REPORT**

### **TAB 3: Financial Report-Deposits Reconciliations and Board Report Checklist beginning Fiscal 7/1/2015**

DJ read Dan's email concerning the Financials. She also reminded the Board to sign once they have reviewed the bills. There is still is reconciliation between CUSI and Quickbooks which is good.

Transfers are up to date and will probably make budgeted amounts.

### **TAB 4: December 2015 Bank Statements and Reconciliations**

Chair DeVries noted that he reviewed and everything seemed to be in line. He mentioned what he thought was the high uncleared balance in the checking.

### **TAB 5: Fiscal year 2015-2016 Budget vs. Actual**

*Commissioner Patterson moved that we approve the financial report. Commissioner Johnson seconded. Motion passed. Commissioner Roth, DeVries, Patterson, and Johnson voted aye.*

*Nays-none*

**TAB 6:** *Commissioner Roth moved that we pay the bills and approve the bank statements. Commissioner Johnson seconded. Motion passed. Commissioner Roth, DeVries, Johnson, and Patterson voted aye. Nays-none*

*All Board members present reviewed and signed the "Approval of Payment Form and Approval of reconciliations between CUSI and QuickBooks for Water Sales, Penalties and Water Deposits (including attached supporting documents)". And all Board members present reviewed and signed the form entitled Rivergrove Water District-Bank & LGIP Statements." Commissioner Roth completed the "Financial report check list" for this meeting.*

## **NEW BUSINESS**

### **TAB 6- Pump Reads-Completion of District Report**

DJ stated that the pump reads are going down which is expected this time of the year. DJ did a snapshot picture of actual water sales through February.

DJ working on a mailing for source water protection to those within our Source Water Protection Area and also the logistics of having a consultant help with a workshop for the community on May 12<sup>th</sup> from 5:30 to 7pm just before the Rosewood Neighborhood Association. Commissioner Roth was researching if it is something that they would like to have done. DJ stated that the consultant

that does the workshop charges \$225 for doing it and she wasn't sure if it would be supported with money from the grant.

Board consensus was that sounded like a good idea.

DJ stated that Brian has interned with us twice and he is just at the end of his schooling. Usually February is the month that she gets a new student intern and gets them ready for testing. But since he is here she asked him if he would consider doing what he did last year (backflow testing) and working through the summer. He said he would be happy to do that.

We are getting to the point that there are almost too many backflow tests to do for just a summer intern. And previous Board discussion brought up this very issue. DJ noted he is motivated and a great worker and is well liked by all staff. She discussed the problems we have been having with Contractors installing the backflows. Brian has started installing backflows and puts in at least 2 per day which costs us less when Brian does it than the Contractors.

DJ felt that since he was doing this work she was going to propose to the Board to increase Brian's pay to \$18 per hour. At this time we only pay the intern \$11.00 per hour which soon will be less than minimum wage. She did a preliminary estimate and funds needed to cover until June would be \$5,320. She and Dan would recheck the figures and if so the Board would need to do a transfer resolution from line items in the budget that could supply the funding.

Board discussion:

He has proven that he is reliable. A financial analysis should be done. Holding on for a year or two this could be a transition position. Chair DeVries was concerned about knowing how it will affect the Budget. Benefits included in this will bring up the cost. Will we have to do a rate increase or would we be able to trim down in other areas? Commissioner Patterson noted that he had proven himself, she would like him to have some incentive to stay and feels like we should look at contingency funding, he has history of quality. She is comfortable with \$18 per hour.

Chair DeVries still feels that we need to make sure the investment of him is in the budget and he feels that we need more analysis to be sure.

DJ noted that if he decides to look elsewhere then we are in a big conundrum as we have no intern to test backflows.

Chair stated that we have questions:

#1-Can we pay him \$18 per hour for the same scope of work as an intern? For that we could probably vote on that-that's basically adding hourly wage amounts to the internship. Or:

#2-Should we hire him as a full time employee? We need to look at the figures and maybe that is something we consider in the new fiscal year.

So back to question 1. What about \$18 per hour? Commissioner Johnson felt that it was a big jump. Commissioner Roth suggested \$16 per hour. Board consensus was \$16 per hour.

Board concern is mainly if we can afford it. Also of concern is the transition coming up in the next few years and having someone reliable and has the knowledge to slide into the operations positions.

**Commissioner appointment for check approval or signing:** Commissioner Roth will sign checks for March.

### **Non-agenda item-Commissioner and Staff Reports**

Chris noted that discussion was held about the City of LO proposing to annex 650 feet of Pilkington which was the only part of Pilkington not within the City. That would have created an Island that could have been annexed without a vote. City did decide that they were not going to annex it at this time.

Chris noted that Tri-met was at the Rosewood CPO meeting and they want to take Pilkington out of the loop. She thinks they are looking at the decrease ridership.

**Agenda Consensus for March 28<sup>th</sup>, 2016 Meeting**

- ✓ Employee Handbook Draft

**Chair DeVries adjourned the meeting at 8:19AM.**

Respectfully submitted,

DJ Ezell,  
Manager  
Rivergrove Water District

These minutes are not verbatim and the meeting was tape recorded. The Tape Recorder was found to be inactive for the first portion of the meeting. Upon discovery it was fixed and the balance of the audio version is available on You Tube under Rivergrove Water. First section of the minutes of meeting was documented from notes.

**ORS 192.650 Recording or written minutes required; content; fees.** (1) The governing body of a public body shall provide for the sound, video or digital recording or the taking of written minutes of all its meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

- (a) All members of the governing body present;
- (b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- (c) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
- (d) The substance of any discussion on any matter; and
- (e) Subject to ORS 192.410 to 192.505 relating to public records, a reference to any document discussed at the meeting.