

**Rivergrove Water District
Minutes-Regular Board Meeting
April 25th, 2016
Regular Board Meeting**

Chair DeVries called the Rivergrove Water District monthly meeting to order at 7:31 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners DeVries, Roth, McDowell, and Patterson were present. District Manager DJ Ezell, Intern Brian Faist, and Finance Manager Dan Zimmerman were present.

Public Comment: No public present.

FINANCIAL REPORT

TAB 5: Financial Report-Deposits Reconciliations and Board Report Checklist beginning Fiscal 7/1/2015

Dan wanted to explain the difference on page 2 of the Reconciliation report. The difference showing is due to the unclaimed property check. He put into last fiscal year to make the report balance due to that is when the water was sold. The Auditor did not want to have anything put back into last year after the Audit was finished. So this threw the reconciliation report off by the amount of the unclaimed property check. He feels the Auditor is not on the same page with us on the importance of the reconciliation report. Dan explained how he reconciles the report. Deposits applied should equal \$50 with the water sold and if a refund is due the customer a check is issued to the customer. If the customer does not cash the check then after a year after it was written and reported in October the amount needs to be sent to unclaimed properties at the State. That makes a duplicate entry for one side of the deposit and he was trying to figure out if we could put it back in the last fiscal year, voiding the check written and substituting it with the State of Oregon portion. But the Auditor didn't want anything changed after he had closed the books. The Auditor just suggested to make it known what it is for to the Board.

Dan stated the amount \$196.48 is the exact amount that was sent to the State of Oregon Unclaimed Properties. That will sit there until the end of this fiscal year. The idea this year is to figure out the unclaimed properties before the end of the year and cut the check for that.

Chair DeVries asked what the time limit was for them to cash it? Dan stated it is one year from the last contact.

Chair DeVries suggested to ask the Auditor how to deal with it. DJ noted that for the budget we couldn't balance our ending and beginning balances with the Audit until we contacted the Auditor found out what was causing the problem.

Chair DeVries asked if we knew any other water districts to ask how they do it? Dan stated yes. Dan stated that our current Auditor doesn't care about the reconciliations. DJ stated that doing this reconciliation was at the request of a previous auditor.

Dan stated he felt that the report is good because the more you get off the harder it is to track but if we just note that the variance is due to the unclaimed property amount that explains it. He explained that if you don't void the previous checks it creates a duplicate entry.

Discussion continued on how to adhere to the Unclaimed Properties Law. Timing was discussed and how to adjust or knowing the justifiable amount it is off and why.

TAB 6: March 2016 Bank Statements and Reconciliations

Dan stated everything is fine. Another transfer was done to the Capital Improvement Fund and we are just reimbursing the General Fund when checks are written from the Capital Improvement Fund for the Emergency Generator. After the Auto Pays are paid for May 10th he feels that we can make another transfer to the Capital Improvement Fund.

TAB 7: Fiscal year 2015-2016 Budget vs. Actual

Commissioner McDowell moved that we approve the financial report. Commissioner Roth seconded. Motion passed. Commissioner Roth, DeVries, McDowell, and Patterson voted aye. Nays-none

Commissioner McDowell moved that we pay the bills and approve the bank statements. Commissioner Patterson seconded. Motion passed. Commissioner Roth, DeVries, McDowell, 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 DeVries completed the “Financial report check list” for this meeting.

CONSENT AGENDA

TAB 1-March 28, 2016 Minutes:

Commissioner Roth moved that we approve the February 22nd, 2016 meeting minutes as presented. Commissioner McDowell seconded. Motion passed. Commissioner Roth, Patterson, DeVries, and McDowell voted aye. Nays-none

UNFINISHED BUSINESS

Emergency Generator Installation Update

Jim noted the Contractor went out to do the panel installation at well house #2 and he felt that the current transformer is on the verge of failing and that it should be replaced. We received a proposal to replace it late Friday for \$4,800 to do that work. Two thousand is parts and two thousand is labor. Chair DeVries asked what the useful life is for a transformer. Jim noted about 35 years and this one has been in there since it was drilled. DJ/Rick wanted to get a complete slab between the transformer pad and pump house pad to put the storage shed on. They quoted \$2,800 for the installed slab. They are also some abandoned wires on top of the tank and also one on the ground. We are asking the Contractor to find the power to those wires and disconnect them and pull the wires if possible. This would take a few hours of labor with a couple workers. Total adjustment to the project would be approximately \$8,000. Board consensus was to complete the changes.

Contract issues-Jim and Chair DeVries talked over the contract issues. The insurance clauses were included in the contract specifications in the bid documents. The one clause about the Contractor indemnifying others for their work was removed and Jim wasn't sure how it got in there. They found out the Attorney of one of their clients wanted it in there even after the law was passed so they put it in. It has been removed. Discussion continued about having DJ approve the changes up to \$15,000.

Commissioner Patterson proposed that we approve the Engineer's recommendation up to \$8,000. Commissioner Roth seconded. Motion passed. Commissioner Roth, Patterson, DeVries and McDowell voted aye. Nays-none.

Jim addressed the 2nd part of the standby power. We are looking into purchasing a 125KW towable generator to run either well #1 or well #3. Well #3 is already ready with electrical transfer switch and plug. Electrical improvements need to be made to Well #1 including installing a soft start at well #1. Total projected cost is \$175,000. Initially they thought about a stationary unit but with the permitting and land use issues with Lake Oswego. We would store it next to the shop and get a standup temporary cover for the generator. Next step is to have MSA prepare the task order for them to design the electrical fabrications and procuring the mobile electrical generator to provide power to well #1 and well #3.

TAB 2-Employee handbook Attorney Polished.

Board discussion: Commissioner McDowell is happy with it he read the entire book. Chair DeVries asked if we should put a limit on the amount of sick leave an employee may donate. Chair DeVries decided that if an employee wanted to donate an amount it shouldn't matter.

Chair DeVries asked about the conversion at retirement is that percentage in reverse? Commissioner McDowell noted that this is an incentive to attend work and not abuse sick leave.

Chair DeVries requested adding the words "if applicable" on page 26 middle of the page. Accidents must be reported to authorities "if applicable". Errant period in the section on vehicle section. No additional discussion.

Commissioner McDowell moved to approve the amended handbook as provided. Commissioner Roth seconded. Motion passed. Commissioner McDowell, Roth, Patterson and DeVries voted aye. Nays none.

TAB 3-Budget Committee Member Approval-we are one short

Commissioner Roth noted that she had two candidates that she could ask. Board discussed customers that they would ask. Chair DeVries will ask his some of his candidates.

Commissioner Roth moved that we approve the proposed Budget Committee Roster at this time. Commissioner Patterson seconded. Motion passed. Commissioner McDowell, Roth, Patterson and DeVries voted aye. Nays none.

Adjourn to executive session per ORS 192.660 (3). DJ noted that she was really not ready to do the labor negotiations. Any kind of raises would not start until July 1 of the next fiscal year. Chair DeVries noted that as long as we can provide notice to the media the board tabled the session until it could be rescheduled prior to next meeting.

TAB 4: Budget Update

DJ noted that we are looking at somewhat higher water sales than projected at \$662,726. Applying the 8% increase would go to approximately \$717,000. So we projected next year water sales at \$700,000. DJ and Dan tried to not touch the 8% increase for any personnel issues and most went to the transfer to Capital Improvement and also the Contingency went to \$74,738 and we are at \$110,514 for the 2016-2017 which is what we are striving for. DJ explained how we went about doing the changes. This is what we will see at the Budget Hearing. DJ asked Commissioner McDowell if the COLA was 1.1%. He will check and get back to DJ. The only suggestion DJ had

was to go back to Deb Galardi and see if at the end of the year if we are at the point where we need to be and maybe don't have to implement a future increase or two.

Commissioner appointment for check approval or signing: Commission McDowell noted that he would sign checks for the month. Commissioner McDowell left the meeting at this time.

NEW BUSINESS

TAB 8: Delinquent Customer (after we shut him off-cut two locks and turned his water back on)-update

DJ quickly summed up the issues and noted the recommendations of the Attorney. Circuit court or small claims court are two but that will take more staff time and possible Attorney fees that would be more than the current bill. We shouldn't set a precedent by not following through after he destroyed the locks. Chair DeVries felt that we should send the bill off to collections and see what happens there. And for the safety of our employees we don't go back without backup. Dan will check into Collections to see what or if we can get anything.

TAB 9: Pump Reads-Completion of District Report-Nothing to report at this time. Septic workshop will be the 12th of May if anyone wants to attend.

**Non-agenda item-Commissioner and Staff Reports-None
Agenda Consensus for May 19th, 2016 Board Meeting**

- ✓ Employee Wage Finalization

Chair DeVries adjourned the meeting at 8:30 AM.

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.