

**Rivergrove Water District
Minutes-Regular Board Meeting
March 28th, 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, Patterson, and Johnson were present. District Manager DJ Ezell was present and Finance Manager Dan Zimmerman arrived later.

Public Comment: No public present.

CONSENT AGENDA

TAB 1-Minutes February 22nd, 2016:

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

UNFINISHED BUSINESS

TAB 2-Emergency Generator Update-Contract Issues

Chair DeVries had concern about the contract that was provided by MSA to the Contractor for the installation. Two things:

1. In the contract we require the contractor to indemnify us for our own negligence which is expressly prohibited by ORS 30.140.
2. In contract there is no requirement for insurance. Most contractors under their blanket insurance it says to be an additional insured it has to be written in contract.
3. We did get a Certificate of Insurance from them we did not get an additional insured endorsement. A Certificate of Insurance just says that the date they gave us the Certificate they had insurance.

Chair feels that we have contracting issue to fix. He felt that we should talk with Jim about the Contract. Chair DeVries is happy to talk with Jim as a representative of the Board to correct this. Board consensus was for Chair DeVries to make the contact representing the District.

DJ noted that the Contractor has submitted an RFI for more information about whether installing a new conduit between the transfer station and Olson Well Pump house was in the specification. Board consensus was to wait and see how our Engineering firm handled it.

TAB 3-Employee Handbook

Board comments: Most felt it was written fairly well. Following are suggestions and questions.

Page 4 under At Will Employment, the first paragraph last line: Strike the words "related to".

Page 6 third paragraph up from bottom, unsure of what "in difficulty" means. DJ noted that this section came from Clackamas County. Board consensus was to leave it.

Page 19-Discussion about the confusion on the dates for employee wage increases and what we are doing. Doing wage steps were reviewed, but the Board felt we are too small for that. It was discussed how the State and Counties initiate wage increases.

Dan asked if Rivergrove was to plan increases that could go above other positions in the area for doing the same job would that be probable? It could be a possibility but has not been an issue to date. The Board consensus was to stick with the budget cycle for compensation increases and plan some type of an annual review where employee performance is discussed.

Page 10 where it lists a probationary employee would be notified in writing that they have become regular employees has that been done to date? DJ noted no. Commissioner Johnson felt it was a good idea to start. Board consensus was to keep it as it is written.

Page 14-3rd paragraph in sentence which discusses traveling on off hours and getting comp time at one and a half for all hours. DJ stated that it really doesn't mean that, we can clarify it. She felt it was mainly meant for actual travel time, work or education hours. Board consensus was to list what we are currently doing and strike the one sentence.

Page 27-Commissioner Johnson asked on vacation accrual how did we come up with 240 hours? State amount is 300 hours. DJ noted that it was from Lake Oswego and if we go over we have the ability to either be paid accrual amounts over the 240 amounts or the employee can bank it into the 457 fund. This allows employees not to have to use it or lose it especially with our small amount of staff it is difficult some times to be able to take time off. Discussion about having to avoid planning vacation time a year ahead by having the ability of the Manager to approve and coordinate staffing issues.

Page 16-Discussion on District business hours-Board consensus was to totally delete the paragraph listing the business hours. They felt it would be a lot cleaner.

Vacation Days-Rename Employee's birthday a "Personal Day."

Chair DeVries inquired if they should approve it or wait for the changes. Board consensus was to approve after changes have been made.

FINANCIAL REPORT

TAB 4: Financial Report-Deposits Reconciliations and Board Report Checklist beginning Fiscal 7/1/2015

Dan reminded the Board to sign once they have reviewed the bills. There is still is reconciliation between CUSI and Quickbooks which is good. Commissioner McDowell asked about the high uncleared balance statement in the minutes. Did that get cleared up? Dan explained why there was an uncleared balance usually at the end of the month. Mostly it is timing of when the checks were done. Balance sheet was done 2/23/2016. That is why the liabilities are showing because it was done a week ahead of time.

TAB 5: January 2016 Bank Statements and Reconciliations

Dan noted that the transfers are mainly just reimbursing the District from the Capital Improvement fund. \$20,000 was transferred from the non-restricted fund to get us through until the February billing payments came in.

TAB 6: Fiscal year 2015-2016 Budget vs. Actual

Transfers are up to \$102,983 of the 120,000 budgeted. We will be doing another transfer after the April billing.

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

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

NEW BUSINESS

TAB 7: Pump Reads-Completion of District Report

DJ noted that the work on the budget has been started. We looked at the ending numbers for the personal section having Brian working 2 days a week then 5 days a week in June. Closer to the end of the fiscal year we will have a better grasp if we need to move money from other general fund line items. DJ and Dan asked the Board what they were requesting as far as a Financial Analysis for next budget.

Chair DeVries stated a proposal was brought forth to bring Brian on after September.

DJ stated the proposal was to have Brian work as an intern until September and then decide at that time if an offer would be made based on budgetary guidelines to bring him on full time.

Chair DeVries stated that if we decide to keep him on at that time do we have the money to pay him? It would mean our payroll expense would go up in September. It doesn't mean we would hire him in September but we have to have funds to pay him. This has nothing against Brian or his work.

Board discussed after looking at a worksheet that she passed around what the full impact would be for wage and benefits if he was hired full time at the beginning of the fiscal year. Chair DeVries noted that we already budget \$14,920 for our current intern. Roughly about \$38,000 more a year with employee only health coverage. Consensus that the amount budgeted should reflect costs for coverage of family also. It all depends on the options in the budget. Board is not against the proposal but there has to be funds to support it.

DJ noted that we have projected that the proposed 8% increase will bring in an estimated \$51,000.

Dan noted that we have already looked in the budget where we could probably move some monies that could be deleted where they were by having a new staff member, but the rate increase was to plan for Capital Improvement projects and building surplus would those funds be able to be used?

Chair stated that the rate increase is intended to build emergency funds but it is also able to be used to fund growth of the District. As long as the surplus is not eroded to do this.

Board asked for staff to show them options.

DJ noted that our Top Ops team, DJ, Rick, and Brian won the subsection contest and to go on in the competition the next step is to compete in Boise at the Section conference. She asked for Board permission to attend the conference since it is out of State. She said the subsection provides \$150 each to help defray costs. Board consensus was for them to go ahead and attend.

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

Date of the proposed Budget meeting will be May 19th at 5:30 PM.

**Non-agenda item-Commissioner and Staff Reports-None
Agenda Consensus for April 25th, 2016 Meeting**

✓ Employee Handbook Draft

Chair DeVries adjourned the meeting at 8:59AM.

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.