

**Rivergrove Water District  
Minutes-Regular Board Meeting  
September 26, 2016**

Chair DeVries called the Rivergrove Water District regular board meeting to order at 7:35 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners Roth, McDowell, DeVries, Johnson and Patterson were present. District Manager DJ Ezell, District Engineer Jim Helton, and Finance Manager Dan Zimmerman were also present. Also present was Rivergrove Water District customer Mary Nelson at 4116 SW Old Gate Rd.

**Public Comments:**

**Mary Nelson-4116 Old Gate Rd:**

Mary presented the Board with a letter having signatures of 12 residences down Old Gate Rd. They have concerns about the looks of the frontage of the District property. She provided pictures. They have lived there 43 years. Property is eyesore. Nothing has been done to it since 1973. Bushes aren't trimmed. Last year when construction was done in the winter frontage turned to mud and there were big ruts in it.

Chair DeVries thanked her for coming and said that we will look into it and for the length of time he has been on the Board it never was an issue.

She also continued about the barb wire at the top being so rusty. The Weinberg's and they would like to have the barb wire removed because it is very rusty. She feels that the wood slats are rotting. The Rhododendrons are never watered.

Commissioner Roth mentioned that we can look into planting some plants that use less water. DJ mentioned that she would like to have black top installed to the same level at that the Nelson's do. Ms. Nelson stated that would be nice.

Chair DeVries stated we will look into it and come up with a plan.

DJ asked Mary about the noises she has experienced when the District's pump turns on.

DJ/Jim explained that we are working on replacing the starter equipment at the well site.

**CONSENT AGENDA**

**TAB 1: Minutes-August 29<sup>th</sup>, 2016 Regular Board Mtg.**

Commissioner Patterson noted under Tab 2 second line that the word "two" should be replaced with the word "too".

*Commissioner Patterson moved that we approve the August 29<sup>th</sup>, 2016 minutes as corrected. Commissioner Johnson seconded. Motion passed. Commissioners Patterson, Johnson, and DeVries voted aye. Nays-None. Commissioners Roth and McDowell abstain since they weren't at the meeting.*

**UNFINISHED BUSINESS**

**TAB 2: Engineering Update-2<sup>nd</sup> Generator plan/contract approval, CIP Update**

Jim stated that he has brought the final plans for the electrical contracts for the emergency generator at Well #1. Revisions were made to have the automatic transfer switch installed at the shop and then to have the generator plugged in at Well #1 for possible power outage. This added about \$10,000 to the estimate but was moved from contingency. They would like to go to bid with the project this week. They have it in two packages. They have a quote package from the generator supplies. The second document is a public bid. They will update the

complete service to the facility, put in the Automatic Transfer Switch and new transformer, installing a panel at the shop there is none currently, and branch over to the chlorine generator for one consolidated electrical service. They will also install a new starter, a soft starter, in the well house for pump #1. Installing a new soft starter will help keep neighbor pipes from rattling when the pump.

Commissioner Patterson asked what the decibel level of the generator would be? Jim noted the specs call for no more than 75 decibels, it is a level 2 sound attenuation, which is the better level that they offer.

Chair DeVries asked if we can remotely run this? Jim stated that the Automatic Transfer Switch will have the programming in it to start if power is lost.

Commissioner Roth asked if it will be exercised regularly? Jim stated that we can program it to run weekly for a period of time usually 15 minutes. DJ noted that we can inform the neighbors that it will run for a short time weekly and program it to the best time for the area. Discussion continued on possibly adding some landscaping out front as part of the project. It was felt that anything we would have to do would have to go before the City and would cause a big delay in the project. Jim felt that this project is totally electrical and they would have to sub the landscaping work. Discussion continued on how to approach fence improvement and also the flower bed. DJ noted that the neighbors have asked continually to put a community garden on our lot. Board consensus was that this was a huge security and risk issue and that it would not be considered. DJ discussed the intruder we had at one point and the neighbors across the street called us and police. Commissioner Patterson asked about having motion detector lighting on the buildings. DJ noted that we have 3 motion detector lights but because of Ms. Nelson not being able to sleep when they are on we have turned them off. Staff will complete some cleanup and research the fence upgrade pricing and report back to the Board. The Board felt that the landscaping would not be added to the project and would be done separately after the electrical project was complete. Jim will talk with the City about the black top being added to the front to match the Nelsons.

Jim stated that they would advertise the bid as of tomorrow. Then they would open bids on the 20<sup>th</sup> and come back to the next Board meeting with results. They will also give the package out to generator suppliers to quote out the generator and bring those results in.

Jim discussed that he and DJ went over the Master plan projects and the current escalated prices. He stated that they have seen in the last two years construction prices going above the 7% E & R index. The district's SDC amount does increase annually by the E & R index. But a lot of the projects in the Capital Improvement Plan are not SDC funded so the District needs to look at that in considering the rate increases to fund the Reservoir #3 project. Discussion was held on the Safe Drinking Water Loan Funds and a possible second loan to complete the next phase of the CIP. The issue is that in order to take Reservoir #3 offline other work needs to be done within the District. Jim asked the Board to consider consolidating the five projects into one and applying for Safe Drinking Water Loan Funds. He stated the landslide in to the tank and rusting in the tank has been a concern since it happening.

Chair DeVries asked if any of the projects were SDC fundable? Jim stated that 11% of the SDC funds can be used for the projects.

Commissioner Patterson asked what is the maximum earthquake design that they will be using for designing the projects? Will they be using the Oregon Resilient program recommendations for design?

Jim noted that they the seismic study that was done previously probably would have been done by the codes at the time. For steel tanks usually the sides are usually ok and the anchor systems would be the ones that need to be updated. Typically they have a site specific study done by a Geotechnical Engineer and then a Structural Engineer will design to the recommendations.

Commissioner Patterson asked if they have seen the first geotechnical study that was done by the District. She felt that everyone might need to see the original study. DJ will scan and send everyone an email with the study information.

DJ asked Chair DeVries if he wanted to review the contracts or if she should send it to the Attorney? Chair DeVries will briefly preview and get back to Jim for any abnormalities.

***Commissioner Patterson moved that after Chair DeVries review and comment to Jim of the contract documents that the District Engineers proceed with advertising the second generator electrical portion for bid and opening the offers. Jim will return with the results to the October board meeting. Commissioner McDowell seconded. Motion passed.***

***Commissioners DeVries, Roth, McDowell, Patterson, and Johnson voted aye. Nays-none.*** DJ/Jim will research the application process for the State Funding Grant and Loan program.

### **TAB 3: Employment policies-Vacation Accrual proposed solution change**

DJ provided a staff report to the Board on information that she had researched through OGFOA and Special District and presented highlighted in yellow what she thought was a solution to dealing with employees with vacation hours that exceed maximum accrual.

Commissioner Patterson inquired about the employee taking either sick leave or vacation hours in a minimum of one quarter hour being pretty labor intensive. Dan responded no one is abusing it and it is very easy to track. He felt it was an easy fix.

Discussion ensued on the vacation accrual solution. Commissioner Johnson objected to the solution as there was no incentive for employees to take time off. They wouldn't lose the time and employees productivity increases when they have that time off of the job. They should only be paid if they are not allowed to have time off. Other comments were: Commissioner McDowell mentioned that at the County you take 40 hours off you can sell 40 back if over the accrual limit. He also mentioned that overage for the employees are also allowed to be banked in a medical savings account at the County. Chair DeVries felt that he would like to see people take vacation time but felt that banking in the pension would be a better option.

Commissioner McDowell felt that if say you have 280 hours and you have taken 40 hours off of vacation you could bank 40 hours in pension or taking the money if it is budgetary feasible and you would be back to the maximum accrual of 240. If you started with 300 and you took 40 hours vacation and banked 40 hours then the 20 hours over would be lost. More discussion was held and then tabled for this meeting and a revised proposal would be brought back.

### **Audit Update:**

Dan stated we are still working with the Auditor to have his numbers and our Quickbooks matching up. It seems that the \$196 check for unclaimed properties still keeps coming back to haunt. Dennis suggested we modify our transactions by adding a class distinction for each of the funds. This separates our income and expenses into the funds and it is easier to see. As soon as the numbers match they will be ready to put out the final report.

Auditor is advocate for not returning amounts in less than \$10 to \$15 of the deposit. Board discussion continued on why we have to do that. Board asked Dan to research from OGFOA and other districts or Attorney to see if there is a way to do that legally.

**TAB 4: SDAO-SDIS Best practices Credit**

DJ noted that she has completed what she could for the Insurance. DJ noted that if the Board could go through the checklist. DJ read the checklist and the Board answered the questions. She will file them with SDAO. Then if the Board wants to schedule an assessment with SDIS she will schedule. Board consensus was that the savings gained from the credit was not enough to justify their time to rehash items.

**TAB 5: Financial Report-Deposits Reconciliations and Board Report Checklist Beginning Fiscal 7/1/16**

Dan stated that everything is currently reconciling.

**TAB 6: August 2016 Bank Statements and Reconciliations**

Dan stated Transfers are all listed. He reimburses the checking account with what has been spent for Capital Improvement Funds.

**TAB 7: Fiscal year 2016-2017-Budget vs. Actual**

Dan said nothing of note. We transferred another \$40,000 to the Capital Improvement Fund. Commissioner Patterson was surprised

**Approve Financials/Pay Bills**

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

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

**TAB 8/9: Outstanding Performer Award-State Drinking Water Program Source Water Grant Correspondence Pump Reads-Completion of District Report**

DJ said she already shared the good news and the Certificate is displayed for our customers to see!

DJ reported that all the paperwork has been completed for the source water assessment grant. DJ also reported that Brian had completed the Lead/Copper testing and the results were 17 non detects and 3 with results way below the action level amounts.

DJ has been working on a new website. This is program through Streamline contracted by Special Districts to help all Districts get a website with transparency and follows all the rules and regulations required for public notice, etc. The cost will be \$100 per month will be less than just the one person that was helping us.

Security Camera issue-DJ will research more numbers.

Short discussion about employee of Industrial Systems filing unemployment claim on the District.

**Commissioner/Staff Comments:** None

**Non-agenda items-**Commissioner

**Commissioner to sign checks for the month:** Commissioner Roth volunteered after meeting to sign checks for October.

**Agenda Consensus for the October 31st, 2016 Meeting**

Emergency standby generator at well #1 bid results

Audit status

Capital Improvement Project Funding through Safe Drinking water loans

Vacation accrual procedures for employees

**Chair DeVries adjourned the meeting at 9:03 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.