

**Rivergrove Water District
Minutes-Regular Board Meeting
March 19th, 2018**

Chair DeVries called the Rivergrove Water District regular board meeting to order at 7:35 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners DeVries, Roth, McDowell, Johnson, and Patterson were present. District Manager DJ Ezell and Finance Specialist Eelia Bean were also present.

CONSENT AGENDA

Public Comment: None

TAB 1: Minutes-February 26th, 2018 Regular Board Meeting-(Tabled)

UNFINISHED BUSINESS

TAB 2- Adjourn to executive session per ORS 192.660 (3) to conduct labor negotiations and ORS 192.660 (2) A To discuss employment of an individual employee

Chair DeVries adjourned the regular meeting at 7:45 am to go into executive. Chair DeVries reconvened the regular meeting at 8:21 am.

TAB 3-Resolution 2018-01 To adopt updated and new Job Descriptions for RGW Employees

Commissioner Patterson felt that on the job description where it lists for the employee to have a “clean” driving record that we should exchange the word “clean” for “acceptable” in the job descriptions.

Commissioner McDowell moved that we adopt Resolution 2018-01 with the noted changes on the job descriptions. Commissioner Patterson seconded. Motion passed. Commissioners Roth, Patterson, McDowell, Johnson, and DeVries voted aye. Nays-None.

TAB 4- Office Lease

DJ explained that we have a signed addendum for a five-year extension on the lease of the office. It extends the lease from November 1, 2017 to January 1, 2022 for the monthly rent of \$1,100. Then it notes that the monthly amount would increase to 1,200 per month.

Board consensus was that it was reasonable and Chair DeVries signed the addendum.

TAB 5: District Report-DJ

DJ reported that we had to add an addendum that had to be added for the Task order with RH2 Engineering that had the proper wording that is required for the Safe Drinking Water Loan. She got the information to Kyle and he worked with the State to see that the proper wording was included and Chair DeVries came in and signed the addendum and we were good to go.

They will be doing borings up at the site at the end of next week.

Jim Helton sent the final completion letter (his last) to the developer of Canal Road lots. Budget update-DJ has started on the notebook and has all information in up to end of February. When she ran off reports there were a few odd sections that said Other with

amounts attached. That shouldn't have happened so she asked Eelia to reclass them. Eelia was able to do all with the exception of one attached to payroll. DJ explained the history behind getting the payroll software and the 457 Pension set up with Quickbooks. She felt that we had a professional work with her to set up the payroll and Mary Jo set up the 457 when it was approved. Ever since then we had no issues or were never told we were doing it wrong. We passed many audits and one that included an IRS audit that we were "randomly" selected for. DJ suggested Eelia called our Auditor Dennis to ask how she could get help to fix it. Dennis suggested us getting a hold of Dena Singer of Bennett and Porter & Associates, Inc, and get her in to the office to help fix it. Eelia will continue under financial report. On the budget committee DJ sent out an email to the Committee members and has not heard from any of them if they can do it or not. She will try and phone each after doing another email.

FINANCIAL REPORT

TAB 6: Financial Report-February 2018 Bank Statements and Reconciliations

Eelia noted that because of the help from Dena the checking account could not be reconciled as it is "still under construction." She will get it to Commissioner McDowell and Commissioner Patterson prior to next months meeting. She did note that Dena was able to change our subscription to Quickbooks. It had just renewed for over \$600 and they will refund that amount and we are going to a different type of subscription that will be just over \$300. And it is supposed to do the payroll almost automatically and file all required reports anyway.

TAB 7: Pay Bills: Approval for payment Form & Supporting Documents

TAB 8: Board Report Checklist-Fiscal year 2017-2018-Pay Bills P & L Budget to Actual, P & L by Class (Fund), Trial Balance: All reports except checking reconciliation were included.

TAB 9: CUSI & QB's Reconciliation Spreadsheet & Supporting Documents

Monthly Financial Report approval tabled until next meeting.

Commissioner McDowell moved that we pay the bills. Commissioner Roth seconded. Motion passed. Commissioners Roth, Patterson, McDowell, Johnson, and DeVries voted aye. Nays-None.

All Board members present reviewed and signed the "Approval of Payment Form. And all Board members present reviewed and signed the form entitled Rivergrove Water District-Bank & LGIP Statements." Chair DeVries signed the check list the "Financial report check list" for this meeting.

NEW BUSINESS

Commissioner and Staff Comments: Commissioner Roth discussed that the City of Lake Oswego is again bringing up the Island annexations due to the results of the study from Portland State. She has a report that she will send everyone. They did incorrectly state that Lake Grove supplied water to Rosewood. Discussion was held about annexation and that usually the way they do it is annex the roads until an island of residents are made and then annex.

Commissioner Volunteer to sign checks this month: DJ noted that we will need 2 signers for checks while she is on vacation. Commissioner Roth, DeVries, McDowell,

Patterson, and Johnson suggested that to just call two of them starting with Commissioner Roth and Patterson. The rest if they are able they will come in if needed. It will only be during the time that DJ is off.

Non-agenda items: None

Agenda Consensus for April 23rd, 2018 Meeting

Budget Committee complete and approved?

Executive session per ORS 192.660 (3) to conduct labor negotiations cont.

Chair DeVries adjourned the regular Board meeting at 9:01AM.

Respectfully submitted,

DJ

DJ Ezell,
Water District Manager
Rivergrove Water District

These minutes are not verbatim and the meeting was tape recorded up until the executive session. After the session the minutes are from notes as the recorder did not come on. A link to those recordings is available at www.rivergrovewater.com.

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.