

Rivergrove Water District
Board of Commissioners Work Session Meeting Minutes
Monday, February 8, 2021

A work session meeting of the Board of Commissioners was held Monday, February 8, 2021 via remote teleconference. Chair Roth presided over the meeting and other attendees included: Commissioners Johnson, McDowell, Magura, and Patterson. General Manager Janine Casey was also in attendance. The meeting was called to order at 7:32 a.m.

1. Public Forum: No public attended.

2. Unfinished Business:

- **Risk & Resilience Assessment** – The District had its first work session meeting between RH2 and District staff to begin work on the Risk and Resilience Assessment. Each commissioner was afforded the opportunity to identify any asset and/or threat they felt was relevant to the District. Staff will continue identifying assets and risks as well as compiling other required information.

3. New Business:

- **Backflow Letter** – The State of Oregon requires any customer with an irrigation system to have a backflow device installed and have it tested annually. Customers will receive a letter in the February billing cycle informing them of this requirement. The District will monitor, regulate, and assist customers to ensure compliance.

- **Finance & Loans** – The District finances remain stable despite COVID-19's impact on the economy. A review of current loans for various projects the District has undertaken over the past 10-years was discussed. The financial statements for the District will continue to be presented using the cash basis of accounting.

- **Board Packages & Reports** – In accordance with Oregon Administrative Rules, Special Districts are governed by rules for maintaining, storing, and accessing administrative records. These records include paper, discs, tapes, and all other forms of medium to include electronic records. The official records of the District are maintained at the office in secured, fire retardant cabinets. Records are kept in accordance with the applicable retention period for the minimum length of time a record must be retained. The Commissioners recognize the Board packages they receive for regular monthly meetings and/or work session meetings are official records of the Rivergrove Water District and must be maintained in accordance with state laws.

4. Adjournment: The meeting was adjourned at 8:34 a.m.

The next meeting will be held on Monday, March 8, 2021 at 7:30 a.m. via remote teleconference.



James W. Johnson, Secretary



Date



Christine K. Roth, Chair



Date