

**Rivergrove Water District  
Minutes-Regular Board Meeting  
February 25<sup>th</sup>, 2019**

Chair DeVries called the Rivergrove Water District regular board meeting to order at at 6:05 PM at 17661 Pilkington Rd, Lake Oswego. Commissioners DeVries, Roth, McDowell, Johnson, and Patterson were present. Water District Manager DJ Ezell and Finance Specialist Janine Casey were also present. Kyle Pettibone, from RH2 Engineering, was also present.

**Public Comment: None present**

**Chair DeVries Announcement:** He passed out his letter of resignation from the Board effective immediately due to the most recent legal determination by the District's Attorney. He relinquished his voting rights and chairmanship and passed the gavel to Commissioner Roth, Vice-Chair now presently Chair, to run the meeting and he will be a member of the public.

**CONSENT AGENDA**

**TAB 1: Minutes-December 17<sup>th</sup>, 2018 Regular Board Meeting**

Chair Roth pointed out a partial sentence on end of 3<sup>rd</sup> paragraph that says "They usually." Those words will be deleted.

*Commissioner McDowell moved we accept the minutes as corrected. Commissioner Johnson seconded. Motion passed. Commissioners Roth, McDowell, Johnson, and Patterson voted aye. Nays none.*

**TAB 2: Minutes-January 14<sup>th</sup>, 2019**

Chair Roth asked if there were any corrections or additions. No discussion:

*Commissioner McDowell moved we accept the minutes as presented. Commissioner Patterson seconded. Motion passed. Commissioners Roth, McDowell, and Patterson voted aye. Nays none. Commissioner Johnson abstained.*

**Appointment of 2019-2020 RGW Budget officer**

*Commissioner McDowell moved to appoint DJ as our 2019-2020 Budget officer with Janine Casey as her assistant. Commissioner Johnson seconded. Motion passed. Commissioners Roth, McDowell, Johnson, and Patterson voted aye. Nays none.*

**UNFINISHED BUSINESS**

**TAB 3-Reservoir #3 Update Report-**

Kyle reported on status of the design and surveys. Reservoir design is in the process. Surveying as of today is complete and the Geotechnical study and report is in progress. That analysis will drive the design for the slope stabilization it is a bit delayed but they don't anticipate not being able to put out a contract this Spring for this phase.

The design for the distribution improvements, phase 2, is on schedule and will be completed by the end of March.

Water Management and Conservation plan: No real developments as DJ has no been able to get back to the data on that due to personnel issues in the office. We are ok but it is already late and Water Resources has been contacted and they are aware of that. There are no penalties or fines associated with that.

Kyle attended a meeting with the City of LO for the pavement management program for the next 3 years. They have identified the projects that they will be working on. Those that might affect us are the Jean Road/ Pilkington Rd intersection. The City is researching putting in a signalized

intersection or a mini-roundabout. He only brings it up because the developer at 5550 has decided on only one house on the lot so there would be no shared opportunity to upgrade the AC pipe to Ductile. Kyle felt that if the City moves forward with this that the District should budget to do that replacement before they do the intersection upgrades. That would be a 2020 construction year.

In 2021 they will be rehabbing around Old Gate road and there would be a section of AC main that would be affected by that project. Board discussion continued on possible construction projects.

## **FINANCIAL REPORT**

### **TAB 4-January 2019 Checking, Water Deposit, LGIP Reconciliations Statements and Reconciliations**

DJ reported that everything reconciled. There are no transfers listed but she worked on one today and will get those caught up and they will be in next month's financials. We also got all the uncleared deposits and expenses, two checks were put on stop payment and voided, and this helped bring our uncleared balance down to only \$1,968.74.

She also mentioned that Janine has been working on the finals both negative and positive balances and is getting them caught up about \$4,000 in arrears have been collected. She also turned over the very old delinquents to the collection agency.

### **TAB 5: Profit and Loss Budget vs. Actual, P & L by Class, Trial Balance,**

DJ stated that she didn't think too many stuck out over budget with the exception of those that have been discussed before i.e. the AMR meters purchase in the Fall. She asked Kyle to put together possibly a spreadsheet for each of the development and their costs to us on the different ones. We have to make sure we get reimbursed by the developers. We are all done with the Temp agency's costs hiring Janine. DJ contacted Clackamas Community instructors about the paid internship we have and they have distributed the information to their students. So far, we have a couple of applications. We hire the student for the Spring term as they are required to do 120 hours in a water system. She advertised the position at \$18.00 per hour. Rick is still working Mondays and Tuesdays but it may not be for too much longer. There has been no decision there yet. Any questions?

### **TAB 6: Approval for Payment Form & Supporting Document, Fiscal year 2018-2019 Pay Bills**

All the bills have been paid and a transaction form attached to the list of bills.

**TAB 7: Staff Report on Payroll Services-**DJ asked Janine to look into payroll services when she was off on vacation. In this Tab is a compilation of her calls. DJ would just as soon keep doing the payroll. She has it down to about 40 minutes to complete paying employees, the Federal and State Taxes, and our deferred compensation contributions.

DJ is still getting contacted by ODR for mistakes done by Eelia and possible fines to be incurred and she would like to continue doing payroll until that is settled. We can look at this information later to see if that's the route to go but she would like to postpone any action on it.

Commissioner McDowell asked if the software we have now has the ability to do direct deposit for employees. DJ said yes. Commissioner McDowell said what the Board needs is to have her print out the transaction for him to approve when he comes in to sign checks. He also asked if they wanted weekly or bi-weekly paid. DJ said weekly as that is how she has taxes and deferred compensation set up. He also asked if we were paying employees for the week before they get

their checks or the week they get their checks. DJ said the week but she will change it to paying like the Monday following the week the employees work. DJ will put it into place. Board discussed several things-felt if DJ was comfortable to continue but would like to see direct deposit implemented and also paying employees in the week following where they worked. Workers compensation will remain as we do it now.

***Commissioner McDowell moved that we approve the financials. Commissioner Johnson seconded. Motion passed. Commissioners Roth, Patterson, McDowell, and Johnson voted aye. Nays-None.***

***Commissioner McDowell moved that we pay the bills. Commissioner Johnson seconded. Motion passed. Commissioners Roth, Patterson, McDowell, and Johnson 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.” Commissioner McDowell signed the check list the “Financial report check list” for this meeting.**

### **Unfinished Business (Cont)**

#### **District Report/Pump Reads**

Geoff, our insurance agent, did get back to her and she included his information about the flood insurance. Her suggestion is not to pursue and/or discuss. It isn't worth the time and/or money. Billing was done on February 10<sup>th</sup> and it went pretty well. Pump reads are low but with the last rate increase we are still just treading water maybe just a bit above last years amounts of the billings.

**10-01 Ordinance Update Workshop Date/Time Confirmation:** DJ said we need to set a date for workshop. After much discussion on schedules etc., it was decided that in our next scheduled Board meeting we will have a shell of action items and concentrate on the Ordinance Update. Commissioner McDowell felt they should have a full Board for the Ordinance discussion. DJ said that Larry is willing to fill the vacated seat for the remainder of Shon's term as he has spoken with several Board members and her. DJ also mentioned that Janine has finished training and taken the oath for being a notary public. All she needs to do is order a stamp. And then she can swear in Larry for the Commissioner #4 position.

***Commissioner McDowell moved to appoint Larry Magura from 19700 River Run Drive to finish out the term of the Commissioner #4 spot vacated by resignation of Chair DeVries. Commissioner Patterson seconded. Motion passed. Commissioners Roth, Johnson, Patterson, and McDowell voted aye. Nays none.***

March meeting date was discussed and a date set for the 19<sup>th</sup> at 7:30 am.

#### **TAB 10: Resolution 2019-01**

DJ said she has researched action items that were voted on or signed by Shon. There are not very many. She has sent them over to Steve and he felt that we could do it two ways both of which are acceptable. He did a shell general resolution for DJ then said the Board has the option of doing a blanket resolution which covers all the items or resolutions for each item which is around nine. DJ asked if she should do the blanket resolution and send it by SDAO for their approval or just send it by Steve for review?

Chair Roth asked if anyone have any objection with the choice of doing the blanket resolution as DJ suggested.

Commissioner Patterson stated yes she did have a question in terms of should the list of the actions be sent to SDAO to review.

DJ said that she has sent it to Steve and he gave us the choice that either way is acceptable doing a blanket or doing a resolution for each action.

Shon stated that every contract or resolution that he signed was based on an affirmative vote taken by the Board he was just the signatory. He was simply the ink on the paper. And the only thing that you should worry about if the Board decision involved only three Commissioners and he was one of the Commissioners.

Chair Roth stated the only one that falls under that consequence is the vote on the Reservoir #3 contract. And unless Commissioner Patterson wants to change her mind, they are still unanimous. Commissioner Patterson stated ok then she will withdraw.

Commissioner Johnson stated just do the blanket resolution and have Steve review it to see if it is acceptable. If she wanted, she could run it by SDAO but he has worked with Steve for over 25 years and he is the best that there is. Commissioner McDowell agreed.

**Non-agenda/Commissioner comments:** Commissioner Johnson stated he was glad to hear about DJ's comments about working with Janine and how she has helped get things going.

**Commissioner Volunteer to sign checks this month:** Commissioner McDowell volunteered to sign checks.

**Agenda Consensus for March 19<sup>th</sup>, 2019 Board Meeting**

Ordinance work session review and update

**Chair Roth adjourned the regular Board meeting at 6:57 PM.**

Respectfully submitted,



DJ Ezell,  
Water District Manager  
Rivergrove Water District

These minutes are not verbatim and the meeting was tape recorded.

**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.