

**Rivergrove Water District
Minutes-Regular Board Meeting
April 24th, 2017**

Vice-Chair Christine Roth called the Rivergrove Water District regular board meeting to order at 7:36 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners Patterson, Johnson, McDowell and Roth were present. Chair Shon DeVries was excused. Manager DJ Ezell and Finance Manager Dan Zimmerman were also present.

Public Comments: None

CONSENT AGENDA

TAB 1: Minutes-March 20th, 2017 Regular Board Mtg.

Commissioner McDowell moved that we approve the March 20th, 2017 minutes as presented.

Commissioner Patterson seconded. Motion passed. Commissioners Patterson, McDowell, Roth, and Johnson voted aye. Nays-None.

TAB 2: Minutes-April 7th, 2017 Special Board Meeting

Chair DeVries offered the comments and amendments to the minutes in his absence.

1. Not sure he liked singling out the Chair (C) from individual Board members (B) but see what other Commissioners think. DJ stated that she did the formatting that way because she was writing Commissioner and Chair so much it was just easier. Commissioner Johnson stated that it is very common do separate comments by using Chair and Commissioners. Discussion on whether we wanted to continue putting the video version of the minutes on You Tube. DJ noted that the Chair felt that needed to be done and a link put on the website. The other Board members concurred and thought that we should remain transparent so that those not attending the meeting could hear what was said if they wished. DJ will see that it happens.
2. #11: change “abdicating” to “advocating”
3. #54 change “applies” to “implies”

Commissioner McDowell moved that we approve the April 7th, 2017 minutes as amended. Commissioner Patterson seconded. Motion passed. Commissioners Patterson, McDowell, Roth, and Johnson voted aye. Nays-None.

UNFINISHED BUSINESS

Projects Status: DJ stated that in her Admin report she noted the issues that we are having with the electrical contractor. The latest is that they hadn’t scheduled or coordinated the changeover with PGE and so the date for that is uncertain. DJ noted that an invoice for \$67,000 is in the bills. Jim has looked it over and approved the charges but we were holding on to it for as long as possible by law to see if we could get some cooperation from them.

Commissioner Patterson asked if DJ and Rick were happy with the project direction that Jim has been doing. DJ said mostly but when the project was awarded there should have been some prequalification on the project and also looking into the company’s experience with this type of work. Seems like they had no experience doing this and should have been excluded.

TAB 3-Fran Wilson Account Status

Vice Chair Roth discussed Commissioners Patterson and DeVries work on sending the letter and emails back and forth to Ms. Wilson. She felt that the letter was very good but in the emails she was concerned that Commissioner Patterson offered to pick Ms. Wilson up to get her to the office with the signed payment agreement. Commissioner Patterson noted that before she sent the email she had conferred with Chair DeVries about the content of the email. He didn’t express to her that the part about picking her up needed to be deleted. Commissioner Roth stated that she spoke with Chair DeVries also about her opinion. She also felt on the settlement that it should have been sent to the entire Board not just the two of them.

Commissioner McDowell disagreed. Commissioner Patterson stated that she had received another email

from Fran that morning and was having trouble sending it on. Commissioner Johnson stated that he didn't want to see any more emails. We have settled it and we need to move on.

Commissioner Patterson asked if received the signed payment plan back on the previous Friday. Dan answered yes but she had amended the document to say she signed it under duress with additional verbiage. Chair DeVries had asked DJ to confer with the Board about running it by our Attorney. Board consensus was yes.

TAB 4: Compilation of Leak Adjustment Policies Examples of Leak Adjustment Policies

TAB 5: Leak adjustment Policies and examples for updating District Leak Adjustment Policy

Board wanted to table the leak adjustment policy update until a future meeting. DJ will put the leak adjustment information back into the agenda in June for Water Service Ordinance Updates.

Regular meeting adjourned to executive session per ORS 192.660 (3) to conduct labor negotiations.

Regular meeting back into session at 8:13 AM.

FINANCIAL REPORT

TAB 6: Financial Report-Deposits Reconciliations and Board Report Checklist Beginning Fiscal

7/1/16: Dan stated everything reconciled. Any questions?

TAB 7: March 2017 Bank Statements and Reconciliations

Dan stated he is tracking a lot of transfers for the generator project reimbursing the checking account. Also we have had a couple of meters purchased and the SDC fees paid. Commissioner McDowell had a concern about the report to him with all the bank account numbers being left at his door. Dan stated that Commissioner McDowell is the only one that gets the information. Discussion continued and Dan will scan the document and send it to him.

TAB 8: Fiscal year 2016-2017-Budget vs. Actual-Profit and Loss by Class

Dan stated on line 4045 we have \$47,445 for the SDC income. We may get another one or two by the end of the year.

Commissioner Roth and McDowell discussed the zoning changes to the area that may affect development. Commissioner Patterson asked if they had heard any more about the Portland State Study being done for the Rosewood and Lake Forest area? Commissioner Roth said they are waiting but hadn't heard anything. Dan stated we are at about 85% of Water Sales. He thought maybe we might make our budgeted amount.

Approve Financials/Pay Bills, Profit and loss by Class

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

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

TAB 7: Pump Reads-Completion of District Report

Pump reads down due to weather. DJ stated that she would know if we got the Septic Grant on May 19th. The loan is being reviewed now. Subsection trophy for Top Operations is back. She asked about another budget committee member. She discussed the options of the Commissioners getting separate water district emails rather than their personal email. Commissioner Johnson discussed how the Soil, Water, and Conservation District using google to do it. Commissioner Johnson will track it down and find out how they do it.

Commissioner Appointment to sign checks for the month of April/May: Commissioner McDowell volunteered to sign in August. Commissioner Patterson will sign checks for April/May.

Non-agenda items-Commissioner and Staff Reports: Commissioner Roth mentioned the reserves decision for Stafford is coming up real soon.

DJ noted that she found where the first note about the tape not working was put it. It was in the December 2014 meeting. So she went back and took that part out of each minutes after that. She was also going to check the statute because changing the word tape to audio would have to be done in the statute not for us to do. As soon as she does that maybe next meeting the Board can move that these changes are approved.

Agenda Consensus for the May 17th, 2017 Meeting

Budget

Vice-Chair Roth adjourned the meeting at 8:29 AM.

Respectfully submitted,

DJ Ezell,
Manager
Rivergrove Water District

These minutes are not verbatim and the meeting was audio 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.