

**Rivergrove Water District
Minutes-Regular Board Meeting
January 27th, 2016
Regular Board Meeting**

Chair DeVries called the Rivergrove Water District monthly meeting to order at 7:35 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners DeVries, Roth, McDowell, and Johnson were present. Commissioner Patterson was excused. District Manager DJ Ezell, Finance Manager Dan Zimmerman, and Ron Cutter and Claire Fredrick from Brown and Brown Insurance were present, the District Agent of record.

Public Comment: No public present.

UNFINISHED BUSINESS

Annual Insurance Report:

The Annual Report was distributed to all Board members and staff. Claire stated on page 3 is the premium rate comparison. Difference is one dollar lower pretty flat renewal. District staff bumped up the percentage of credit for best practices from 6% to 10%. Page 8 is the property schedule. Ron noted we have \$500 deductible, district does have earthquake coverage but not flood coverage. Coverage for Distribution piping is expensive to cover all of it. Chair DeVries asked if we could cover the canal crossings only. Ron thought that the next best thing is if the area is declared an emergency then FEMA funds would be available.

Claire explained the mobile equipment coverage. Chair DeVries noted that we are adding a standby generator for power. We need to note when that is close to completion to call our agent and increase the coverage.

Equipment Breakdown and Boiler: If lightning strikes off site and a surge fries all computers then that is covered under equipment breakdown. If it strikes on site than that is a property coverage item.

Public entity liability is covered at 500,000 with an additional 4.5 Million a total liability coverage of 5 million. If the District plans on letting employees go they need to call SDIS pre loss legal prior to that or the District would be liable for \$25,000 deductible.

Chair DeVries asked about the potable water pollution in light of what is happening at Flint Michigan does negligence go in to the equation. Ron stated yes and they could look into the pricing for \$10 million if the Board is interested.

Crime coverage is at \$250,000 per incident. SDIS does have limits of up to 1 million.

District has Auto coverage for two vehicles. Liability is at \$5 million.

Chair DeVries asked if Ron saw any other Insurance Company with viable options other than Special Districts. Ron said not really you wouldn't get the same amount of coverage and the premiums would be higher.

Ron and Claire left the meeting at this time.

CONSENT AGENDA

TAB 1: Minutes November 30th, 2015

Chair DeVries the first bullet under 4.1 add a comma after the word Manager. Also at the top of page three change the word “towne” to “town”.

Commissioner Roth moved that we approve the November 30th as corrected. Commissioner McDowell seconded. Motion passed. Commissioner Roth, DeVries, Johnson, and McDowell voted aye. Nays-none

TAB 2: Minutes December 28th, 2015

Chair DeVries noted on page 2 the fourth bullet up from the bottom replace the word “what” with the words “that we consider what”

Bullet four he felt he was saying “Do we test post-accident? Or do we just limit it to OSHA recordable.”

Middle of page 3 add the word “said” after Dan.

Commissioner McDowell moved that we approve the November 30th as corrected. Commissioner Roth seconded. Motion passed. Commissioner Roth, DeVries, Johnson, and McDowell voted aye. Nays-none

UNFINISHED BUSINESS

Update employee handbook & workshop:

Board consensus was ok for February 9 from 8 to 10am. DJ met with Amy and forwarded all the files to her for her review.

TAB 3: Website Contract Proposal:

DJ shared the contract that was supplied by Chris Slaughter to maintain the website. After Board discussion the District would stay on month to month rather than yearly with Mr. Slaughter and research others who provide that service.

Major concern is that when the website is hacked and our customers are the ones to report it credibility of the website may be a concern. Discussion on the secure portion of paying bills. Dan reported that when customers click on paying online it leaves our website and is handled by the third party website that is secure. It has an s in the website link example: <https>

FINANCIAL REPORT

TAB 4: Financial Report-Deposits Reconciliations and Board Report Checklist beginning Fiscal 7/1/2015

Dan reminded the Board to sign once they have reviewed the bills. There is still is reconciliation between CUSI and Quickbooks which is good.

TAB 5: December 2015 Bank Statements and Reconciliations

Dan noted that transfers were done putting \$40,000 into non-restricted account. The source water grant was also reimbursed.

Chair DeVries asked what funds are left in the grant? Dan noted that it depends on the budget of the items in the grant.

Dan explained which are paid by autopay-Comcast, PGE. Other ACH payments are CUSI and Federal Taxes.

TAB 6: Fiscal year 2015-2016 Budget vs. Actual

Dan stated that on the balance sheet-Non restricted since 7-1 it was increased to \$106,000. Chair DeVries asked if we are tracking or know when we have the reserve we need? Dan stated that he is unsure.

DJ said that we may have to go back to Debbie and have her look at our funds at budget time and give us a quick synopsis on where we are. It would probably cost something but we would have a better perspective.

Discussion was held about the transfers to the Capital Improvement Fund, SDC Fund, how the expenses are paid for the Stand-by Generation project and which line items will be affected.

Dan stated he made transfers to unemployment and the truck fund that were budgeted.

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

TAB 6: Commissioner Johnson moved that we pay the bills and approve the bank statements. Commissioner McDowell seconded. Motion passed. Commissioner Roth, DeVries, 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 and Secretary/Treasurer Jonathan McDowell completed the “Financial report check list” for this meeting.

NEW BUSINESS

TAB 7- Pump Reads-Completion of District Report

DJ stated that the pump reads are going down which is expected this time of the year.

Commissioner appointment for check approval or signing: Commissioner Roth will sign checks for February.

Non-agenda item-Commissioner and Staff Reports

Discussion was held about the lead contamination at Flint, Michigan and how the Board needs to be cognizant of the District liability and insurance coverage for the District. Also we need to make sure any contracts that the District would go in to we need to review them carefully.

Intergovernmental agreement between the District and other governmental entities could help cover the District and individual Board members.

Chair DeVries will be attending the SDAO conference representing his firm he will ask around and see if there is discussion on it if possible.

Overpayments from customers:

Commissioner McDowell felt that if a credit balance on a customers' accounts exceeds maybe \$200 that we should refund the money.

Dan noted that these are customers that just set up their bank to issue a check on a monthly basis to keep a running balance. We checked into 3 water systems West Slope and Lake Grove. They have no program.

DJ read the email response from City of LO which included State policy.

Board consensus was to adhere to the same policy as Lake Oswego and the State regulations.

Commissioner Roth reported the SW Employment Agency plan went to the planning commission this week. She thought that one thing that might affect the District is the realignment of Lakeview Blvd.

Board discussed the issues on the SW Employment Agency plan.

Agenda Consensus for February 22nd, 2016 Meeting

- ✓ Employee Handbook Workshop Result
- ✓ Budget-Budget officer appointment

Chair DeVries adjourned the meeting at 9:11 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.