

**Rivergrove Water District
Minutes-Regular Board Meeting
September 27th, 2017**

Chair DeVries called the Rivergrove Water District regular board meeting to order at 7:36 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners DeVries, Roth, Johnson, McDowell and Patterson were present. District Manager DJ Ezell, Attorney David Bowser of Jordan Ramis, and Finance Specialist Eelia Bean were also present.

Chair DeVries stated we will immediately adjourn to executive session at 7:37 AM per ORS 192.660 (2) (h) to discuss legal matters with counsel.

Chair DeVries re-opened the regular meeting of the Rivergrove Water District at 8:02 AM. All of the previous mentioned people are present with the exception of Attorney David Bowser.

CONSENT AGENDA

Public Comment: None

TAB 1: Minutes July 26th Board Meeting

Commissioner McDowell moved to approve the Board meeting of July 26th, 2017 minutes as presented. Commissioner Patterson seconded. Motion passed. Commissioners DeVries, Patterson, Roth, Johnson, and McDowell voted aye. Nays none.

TAB 2: Minutes August 30th Board Meeting-Tabled

UNFINISHED BUSINESS

TAB 3: Pre-Engineering Scope of Work-Reservoir #3

DJ stated that she researched the questions brought by up by the Board and provided the answers she received under Tab 3. She reported in brief about the Seismic meeting that was held in the office with Commissioners Patterson and Roth attending.

DJ stated that as it is written we could probably go ahead with this but was concerned that with us going out shortly for RFP for Engineering and if Murraysmith doesn't get the contract that we will be spending additional funds maybe in the range of \$10,000 for the next Engineer to confirm MS's information as Engineers will not just take the results MS comes up with and run with it they will have to verify to their satisfaction that those results are what they want to go with and it will cost. DJ checked with the State and they do prefer us to wait if it saves money to delay the project a couple months.

Chair DeVries noted to clarify what he was asking about his question before about limiting the liability in the Geotech contract isn't about Insurance. It is about a limitation of liability in the Contract. They are not the same thing. The insurance is going to follow the contract. And if they limit their liability to the amount of the contract which could be a \$20,000 or \$30,000 contract the insurance is only going to pay that. But there is no limitation to liability in this contract so we have full access to this insurance which is good. Commissioner Patterson noted in the second paragraph in evaluating the Cascadia Event that we should include the 5 minute duration description. The problem with not identifying the 5 minute duration then Engineers can choose how long maybe two or 3 minutes instead of five. Commissioner McDowell stated he thought it was in the code as the Cascadia is described. Commissioner Patterson stated that both probabilistic and deterministic ways should be included in code but they are not.

Discussion was closed at this time because the Commissioner's consensus was to wait until after the RFP for Engineering was complete to start the pre-engineering contract. It was suggested that some of Commissioner Patterson's questions be used during the Engineer's interviews to the proposers.

TAB 4: RFP Discussion-Engineering

DJ has the final draft after review through with our Attorney. Chair DeVries noted that on the schedule we should add an optional pre-bid meeting between when the proposals are due and before any written questions have been answered. This would be informative and only District staff would be needed to present.

DJ will add an optional pre-bid meeting.

Chair DeVries noted under 2.2 it noted that the slope was cut at 1 to 1. He believes that it is inaccurate the slope should be higher. DJ will eliminate the wording about what the incline is on the slope.

Page 7 or 10 last full paragraph, the last sentence move to page 9 of 10 under team experience and qualifications. Page 8 of 10 where it says that all material should be considered property of the District and “subject to public records law.” Add wording about in conjunction with this RFP all property should be property of the District and “subject to public records law.”

Page 9 of 10 eliminate the redundancy in the one section.

Section 3.2.2 the last sentence revise to say “This list should not be considered inclusive and the consultant may include other aspects that are considered to be important to the District.”

Chair DeVries last critique he felt that team experience should not be weighted less than the others so he suggested changing the 25 points on that one to 30 and bringing down the CEU section to 10 points instead of 15. Board consensus was that all the suggestions should be included prior to sending out.

Board discussed if they decided that the entire Board would be the selection committee. Commissioner McDowell felt that it had already been decided the entire Board would be the interview and selection Committee. DJ stated that it would be best that if there are any questions the Board members wish to ask that they send them to her so she can put a master question list together.

Chair DeVries asked about if we were allowing emailed proposals? DJ said it listed paper copies.

Decision was to leave it that way.

TAB 5: Source Water Protection Grant Paperwork

DJ noted the grant is ready to go and the paperwork needs to be signed. She will be starting getting the information around about the rebates and cost share monies available for repairs as soon as she can.

FINANCIAL REPORT

TAB 6: Financial Report-Deposit Reconciliations and Board Report Checklist

Eelia reported that she gave some financial information to all the Board members that she was supposed to give just to Commissioner McDowell. Eelia reported that she did get a new computer and she is just getting caught up from about a week and a half not having it.

DJ noted with the reports that when Dan was leaving he said he didn't have time to show her how to do the reports so he just did them. DJ said she had to show her how to do them the day before the meeting.

The only thing that they can't get balanced with the numbers is the CUSI-Quickbooks reconciliation.

Eelia stated she started it but wasn't completely done with it but hopefully will have this for next meeting.

DJ stated that there may be a chance that we would need to contact Dan to help us get this balanced but hopefully we can get the numbers.

TAB 7: July 2017 Bank Statements and Reconciliations

Chair DeVries noted that there weren't any transfers? DJ stated no there are some to be done but the State is starting a whole new online system up on how to do it so they have to figure that out.

Discussion about uncleared checks back to the year 2014 and how to deal with those and when to send them to the state for unclaimed property. Chair DeVries said he really wished that there was a way that we could say if you don't cash this after 90 days it becomes property of the Rivergrove Water District.

DJ said that could be an Ordinance question when we start working on that. We will research that.

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

TAB 8 Financial Report-Fiscal year 2017-2018-Pay Bills

Commissioner McDowell moved that we pay the bills. Commissioner Patterson seconded. Motion passed. Commissioners Patterson, Roth, Johnson, McDowell, and DeVries 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.” No Commissioner signed the check list the “Financial report check list” for this meeting.

NEW BUSINESS

TAB 9-District report

DJ reported that Lake Oswego finally gave us the ok to pave the driveway and part of the front flowerbed. The Engineer’s estimate is approximately \$10,000. Board discussed the limit that DJ has to implement it (\$15,000) so she will follow through with what we get from the quotes. Discussion on if we are going to put up no parking signs so that our valves would be protected. DJ noted that yes we are working on that to control the neighbors from parking there also. LO has given oral permission to put up something such as no parking signs or bollards to stave off people from parking there. Chair DeVries asked if we can get a bid with a per foot amount to repair Northstar’s lousy blacktop patch.

DJ reported on Water Pro conference.

Commissioner and Staff Comments: Commissioner Roth passed around information about new zoning to be discussed at a meeting on October 12th at the new distribution facility. Also on October 2nd there will be a meeting at the Rivergrove School about the School district purchasing property. Most assume it is to site a bus barn for the District but will be explained at the meeting.

Commissioner Volunteer to sign checks this month: Chair DeVries noted that it was probably his turn. Commissioner Roth stated she would fill in for him if there is a problem signing.

Non-agenda items: None

Agenda Consensus for October 23rd, 2017 Meeting

Engineering “RFP”

Chair DeVries adjourned the regular Board meeting at 8:57 AM.

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.