

**Rivergrove Water District
Minutes-Regular Board Meeting
October 23rd, 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, Johnson, and Patterson were present. Commissioners Roth and McDowell were absent. District Manager DJ Ezell and Finance Specialist Eelia Bean were also present.

CONSENT AGENDA

Public Comment: None

TAB 1: Minutes August 30th Board Meeting

Board discussed possibility of not doing written minutes and if we have to approve them. DJ will research. *Commissioner Johnson moved to approve the Board meeting of August 30th, 2017 minutes as drafted. Commissioner Patterson seconded. Motion passed. Commissioners DeVries, Patterson, and Johnson voted aye. Nays none.*

TAB 2: Minutes September 27th Board Meeting-

Sherry noted on first sentence under Tab 3 in the first sentence the first "by" should be deleted. *Commissioner Patterson moved to approve the Board meeting of September 27th, 2017 minutes as corrected. Commissioner Johnson seconded. Motion passed. Commissioners DeVries, Patterson, and Johnson voted aye. Nays none.*

UNFINISHED BUSINESS

TAB 3: RFP for Engineering Services-Current Schedule-Selection of Firms to Interview, Composition of Interview Committee (All or just 2 Commissioners' & DJ?)

Interview committee to be Commissioner DeVries and Commissioner Patterson along with DJ. Discussed the pertinent schedule dates and times. DJ will distribute proposals to all Commissioners on the 13th. If there are recommendations or questions they will contact DJ and she will forward to the Committee. DJ will do an Addendum to clarify some of the RFP wording and send it out to everyone.

TAB 4: Questions for Engineering Interviews

Board discussed scoring examples and sample questions and felt we needed to par questions down. DJ will par them down and send out to Commissioners. Chair DeVries suggested when we decide we should send to those candidates what to expect-30 minutes presentation/30 minutes for questions. Or alternative could be to send them the questions and they could prepare answers in the presentation. Then we could have time at the end to summarize-Chair's preference. Board would like input from Rick and Jim. November Board meeting agenda we will decide on how we choose finalists, questions, scoring, and agenda of interview.

TAB 5: District Report/Pump Reads

DJ discussed status of final punch list with Northstar after they have received the final letter. Board consensus was to have Jim write final letter stating we are going to finish the punch list and deduct it from the agreed contract amount and deduct liquidated damages.

Old Gate Paving: Two bids only one doing the complete work. Gregory Pacific \$15,303 doing the complete work and Brix for \$8,015 but only included paving no prep work.

Commissioner Patterson moved to accept the quote for \$15,303 to do the work. Commissioner Johnson seconded. Motion passed. Commissioners Patterson, Johnson, and DeVries voted aye. Nays-none.

DJ discussed following issues: audit complete, hydrant raising issues, paving across from Timberland to do, October billing complete-issues she ran into, deposit reconciliation still not up to date. DJ and Eelia discussed issues with deposit reconciliations (QB & CUSI) and Eelia's predecessor.

Chair DeVries mentioned that we should still try to make this reconcile. DJ and Eelia will work on it.

FINANCIAL REPORT

TAB 6: Financial Report-Sept 2017 Bank Statements and Reconciliations

Eelia reported that everything reconciled just fine.

DJ asked if all the Commissioners get the full report with copies of the bank statements? Chair DeVries noted that only the Secretary/Treasurer Commissioner McDowell get the full copies and the rest just get summaries. Chair DeVries asked about any transfers this month? DJ said not on this financial report but that the LGIP has moved to an online system really works well. She did make transfers and passed around a paper showing how the report comes back and next month the summary will show the transfers that were completed. Commissioner Roth and she are so far on as signers and she has find out how to get the rest of the Board signed out.

TAB 7: Pay Bills: Approval for payment Form & Supporting Documents

Chair DeVries noted

TAB 8: Board Report Checklist-Fiscal year 2017-2018-Pay Bills P & L Budget to Actual, P & L by Class (Fund), Trial Balance: All reports were explanatory.

TAB 9: CUSI & QB's Reconciliation Spreadsheet & Supporting Documents-Tabled

Engineer Jim Helton entered the meeting at this time.

Commissioner Patterson moved that we accept the financial report. Commissioner Johnson seconded.

Motion passed. Commissioners Patterson, Johnson, and DeVries voted aye. Nays-None.

Commissioner Johnson moved that we pay the bills. Commissioner Patterson seconded. Motion passed.

Commissioners Patterson, Johnson, and DeVries 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 _____ signed the check list the "Financial report check list" for this meeting.

NEW BUSINESS

Commissioner and Staff Comments: None

Chair DeVries welcomed Jim and expressed our sadness that Murraysmith would not be responding to our RFP for engineering services. Jim explained that the RFP was structured that individual firms in specialties could propose for those services. Chair DeVries and DJ both stated that was not our intent. DJ will do an addendum and Jim will review the addendum to help clarify that our intent was to replace "Jim's" job with the District.

Commissioner Volunteer to sign checks this month: Commissioner Patterson graciously volunteered.

Non-agenda items: None

Agenda Consensus for November 27th, 2017 Meeting

Engineering "RFP" Update-clarification of interviews, questions, scoring, etc.

Chair DeVries adjourned the regular Board meeting at 9:10 AM.

Respectfully submitted,



DJ Ezell,
Water District Manager
Rivergrove Water District

These minutes are not verbatim and the meeting was tape recorded. A link to those recordings is available at www.rivergrovewater.com.

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.