

**Rivergrove Water District
Minutes-Regular Board Meeting
August 29th, 2016**

Chair DeVries called the Rivergrove Water District regular board meeting to order at 7:32 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners DeVries, Johnson and Patterson were present. Commissioner Roth and McDowell excused. District Manager DJ Ezell and Finance Manager Dan Zimmerman were also present.

Public Hearing: No public present.

CONSENT AGENDA

TAB 1: Minutes-July 25th, 2016 Regular Board Mtg.

Chair DeVries noted under the Financial Report about 5 lines down it said “Staff will research how the time” replace the word “the” with the word “much.”

Commissioner Patterson moved that we approve the June 27th, 2016 minutes as corrected.

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

UNFINISHED BUSINESS

TAB 2: Collections Update

Dan stated that we can go back 6 years. Out of the list last time about $\frac{3}{4}$ of the balances were two old to collect. Anything less than \$25 the collections agency will not pursue. He sent over 5 collectible accounts at this time. He also sent out 35 letters to those accounts which are over \$25 unpaid balance. Once the letters go out and the customers are given time to pay the debts off and they haven't they will be sent over to the collection agency.

He will be giving a future update at the October meeting.

TAB 3: Audit Update

Dan said Dennis was out to the office on Friday. Everything seemed to go smoothly. When he comes out he is data testing, matching invoices with checks paid, deposits and testing the bank statements. Dennis said he didn't stump us on anything. He asked if this year he could do the Board report over the phone at the meeting. Board consensus was yes. Staff enjoys working with him. He will be sending a draft of the Audit and staff will review. Then we get a final document and an Auditor Board Report at the future meeting before the end of the year. DJ noted that Commissioner McDowell had asked to visit with the Auditor on questions concerning the financials such as SDC's and other items. Staff to inquire and arrange if possible.

TAB 4: Resolution 2016-04 Ten-year Renewal of Unemployment Fund

DJ stated that funds are supposed to be looked at every 10 years and reapproved. When doing the budget staff discovered that this needs to be done on the Unemployment Fund.

Board discussion: We need to keep it going but revisit the amount of money that we are accruing in the fund.

Commissioner Patterson moved to adopt Resolution 2016-04. Commissioner Johnson seconded. Motion passed. Commissioners Patterson, Johnson, and DeVries voted aye. Nays-None.

TAB 5: Employment Policies-Quarterly (SHORT) Update Discussion

DJ wanted to clarify about the wellness policy what is required in order for the District to reimburse employees. The wording says employees are required “to attend the approved activity as scheduled or at least twice a week.” This is what it was intended to say so no further discussion needed.

Vacation Accrual Limit: DJ noted that since this is new she wanted clarification on how to deal with it. In July at her 20th work anniversary with the addition of her accrued vacation she had 279 hours. Since then she has used enough to get below the maximum accrual. But what is the best way to handle when an employee goes over. We have options in the handbook that the employee can be paid, deposit overage in employees 457 account or take time off up to two times a year. But how, when and why is the question?

Board discussion included when do we require employee to use hours before anniversary and if over on that date they lose it? When the employee knows at their anniversary date they will go over the accrued maximum of 240 hours can they cash in money to the 457 or be paid for the vacation time? Do we give them until the next anniversary to adjust it? Timing is the issue.

Does anyone track this? DJ noted that vacation hours are listed on an employee’s payroll stub. Budgeting the proper overage in case vacation is needed to be cashed out if an employee leaves is another issue. We need a system to work it out.

Commissioner Patterson asked DJ to research and bring back a recommendation that she feels as fair and that the District’s financial position be considered and a procedure to the Board that will work for the employees and the District. She is to clarify a cap of overage, timing, and the process that it is being implemented.

DJ would also like to strike the wording about only using sick or vacation in 1 hour increments. If it is perceived as an issue with employees we could possibly reinstate it.

Chair DeVries talked about changing the header from sick leave to personal leave.

Commissioner Johnson mentioned the State after three sick days requires employee’s to provide a note from their medical provider. He also mentioned that the State has employee’s round sick leave to the ½ hour increments.

FINANCIAL REPORT

TAB 6: Financial Report-Deposit Reconciliations and Board Report Checklist Beginning Fiscal 7/1/2016

Dan stated that there is nothing exciting. The report is almost two months numbers due to it being the end of the month. The deposit report numbers are reconciling between Quickbooks and CUSI. We haven’t done anything about unclaimed properties for this year so that shouldn’t be an issue.

TAB 7: July 2016 Bank Statements and Reconciliations

Dan said the water deposit uncleared balance of \$50 is just a timing issue. The checking having an uncleared balance is normal. Down below we are still tracking transfers-the \$15,000 was the amount that was transferred to the Capital Improvement Fund as the percentage of water sales. There was enough funds in the checking to also transfer what was budgeted for the transfers to the Unemployment and Truck Fund for this fiscal year so those budgeted transfers are complete. And also included in transfers are those from Capital Improvement fund that are paying the checking back. This is for funds expended out of the checking for the Generator.

Chair DeVries asked if we have a service contract on the generator. DJ stated it isn't signed but one has been proposed at \$1,090.00 for the year from where the generator was purchased. Board consensus was that seemed to be reasonable.

TAB 8: Fiscal year 2016-2017-Budget vs. Actual

Dan said nothing crazy here. As always you will see liabilities in the State line items. There should never be liabilities in the Federal payroll tax line as these are paid weekly. Water sales are at \$108,000 or 15%. The office has received some calls from customer mostly due to high bills or the possibility of leaks. Some leaks in the customers plumbing have been found also.

Approve Financials/Pay Bills

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

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

NEW BUSINESS

TAB 9-Completion of District Report and Pump Reads July 2016: DJ said the Sanitary Survey was held and DJ had all the paperwork on the table according to his letter of what they would be looking at. Because of that the paperwork review went pretty fast. Then we went out to the District sites in the field and looked at all the facilities from the Chlorine Generators to the Reservoirs. She has not received anything back from the State on the survey. We did have to get additional pictures of the vents on the reservoirs. We had the pictures of the hatches he requested but as the vents are in middle of the roof we had MSA out with one of their staff that had proper fall protection take the pictures of the vents and DJ sent those on to Pete. Brian completed the lead testing, VOC's and the disinfection by products testing. All of the results are not back yet. DJ provided the Board with water and usage numbers from 2015 and 2016 for comparison. Usage was way down due to weather and water sales for the August billing is \$5,635 less than last year even with the rate increase this year.

Commissioner/Staff Comments: None

Non-agenda items-Commissioner Patterson asked if we had received any maintenance reports about the fire hydrants. DJ stated not at this time and when they find something they email us weekly until the hydrant is fixed.

DJ also talked to the Board about having our Engineer Jim Helton revisit the Capital Projects to bring numbers up with any inflation additions since the Master Plan was done. She also mentioned that the State Drinking water loan fund interest on their loans are at 1.77% and they want applications for projects. She would like to look into applying for funding to do upcoming projects. Board consensus was for her to research that and see what can be done and bring a report back to the Board.

Commissioner Patterson would like to offer the employees going to Conferences the ability to stay in lodging that would be out of the inundation zones and to stay at hotels with fire sprinkling systems in them. Board consensus was that they felt that employees should be advised that the option is available to them.

Commissioner to sign checks for the month: Commissioner Patterson volunteered to sign checks for September.

Agenda Consensus for the September 26th, 2016 Meeting

Vacation accrual procedures for employees

Audit status

Capital Improvement Project Funding through Safe Drinking water loans

Chair DeVries adjourned the meeting at 8:32 AM (one hour from start.)

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.