

**Rivergrove Water District
Public Hearing/Regular Board Meeting
November 25th, 2019**

Chair Roth called the Rivergrove Water District regular board meeting to order at 7:37 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners Roth, Johnson, McDowell, Magura and Patterson were present. Water District Manager, DJ Ezell, Finance Specialist, Janine Casey, and District Engineer Kyle Pettibone were also present.

Public Comment - No public present.

CONSENT AGENDA

TAB 1: Minutes-September 23rd, 2019

Commissioner McDowell moved we accept the minutes as presented. Commissioner Patterson seconded. Motion passed. Commissioners Roth, Magura, McDowell, Johnson, and Patterson voted aye. Nays none

TAB 2: Minutes-October 28th Regular Board Meeting- Commissioner Magura moved we accept the minutes as presented. Commissioner Patterson seconded. Motion passed. Commissioners Roth, Magura, McDowell, Johnson, and Patterson voted aye. Nays none

UNFINISHED BUSINESS

TAB 3: Reservoir #3 Project Status:

Kyle stated the plans/specifications are 100% complete. Permits have been submitted to the County, Oregon Health Authority, and IFA who will review the contract documents to make sure they comply with the loan. We are awaiting response back on the permits. The schedule is to advertise for bids by December 5th and to open bids in mid-January. Due to a short IFA Board deadline, the knowing about funding will now be delayed from December to February 7th. This is a significant change for the Board to be aware of. Until we meet with IFA and they make a decision, we won't know if additional funding will be received. All indications are there shouldn't be a problem getting IFA approval, but the 60-day delay results in the bid opening before the District knows if funding is approved. The Board will most likely delay approval pending the outcome of our funding request. A special meeting may be required to approve the prospective contractor. IFA has requested updated financial information as well as a letter requesting the additional funding and extension of the project timeline. We will proceed as if the funds are there. The risk to the District is minimal; if funding becomes a problem the bids will be cancelled. A steep slope permit was requested by County. They want to ensure the soil nail wall is properly designed and no other issues will be created.

Board had a consensus that neighbors should be notified of the project. DJ noted that next door neighbors on all sides have had some type of notification it's going to happen but not when.

Kyle will submit an amendment to the contract for Engineering services during the construction phase that may carry over some of the additional work for the funding/IFA issue. RH2 is working on the presentation to IFA. In addition, a letter is required asking for an extension for the first approved loan of \$1,000,000 as it expires at the end of 2020. Chair Roth asked if the IFA gives verbal approval; Kyle stated yes and it is recorded in their minutes. This starts the process for the official contract amendment. RH2 was hoping to execute the contract at the end of February and hold a preconstruction meeting in March. The schedule needs to be consistent so the main work on slope stabilization will be done during the summer months and Reservoir #3 should not be taken off line until after the peak summer usage. They have talked with numerous Contractors and they feel comfortable with the project and understand the tight spacing which is a reason for the higher than originally expected project cost.

Kyle presented the plans for the interties to LO. Kyle and DJ are meeting with LO because they have concerns about the meter working properly. In addition, at the meeting will be reviewing how the new

intertie works and if the current IGA needs to be amended. The Board consensus is to have Kyle proceed with the current schedule. Kyle left the meeting at this time.

TAB 4: Board Policy Book Update

Commissioner Magura asked if we had come to any decision on putting DJ on a contract for her services. Chair Roth stated the contract had not been discussed any further. Commissioner Magura and McDowell suggested it could be an meeting agenda item.

Commissioner Magura moved we accept the Board policy book as presented. Commissioner Johnson seconded. Motion passed. Commissioners Roth, Magura, McDowell, Johnson, and Patterson voted aye. Nays none

FINANCIAL REPORT

TAB 5: October 2019 Bank Statements, Reconciliations, Balance Sheet, Accounts Receivable, Income/Expense Summary Charts, Check Register, Transaction Detail by Account, Revenue & Expense Budget vs Actual and by Class

Janine asked if there were questions/comments. Commissioner Johnson felt it was very comprehensive and easy to understand.

Commissioner Magura moved to approve the financial report as submitted. Commissioner Johnson seconded. Motion passed. Commissioners Roth, Patterson, Johnson, Magura, and McDowell voted aye. Nays-none.

Commissioner McDowell moved we pay the bills. Commissioner Johnson seconded. Motion passed. Commissioners Roth, Patterson, Johnson, Magura, and McDowell voted aye. Nays-none.

TAB 6: District Report/Pump Reads

DJ said 32 shut off notices went out; this normally lowers to 7. Audit fieldwork was completed.

Non-agenda items: Commissioner Magura noted he and his wife visited the Old Gate site and spoke with employee Tom Edwards. Commissioner Magura commented on how clean and organized the site was. The topic of Rivergrove's hard water was discussed. Commissioner Magura felt the Board should discuss whether it would be better to buy water from LO. Commissioner McDowell stated he has talked with neighbors and they oppose it. Board discussed the political issue and costs of buying water from LO. More discussion to follow during the March meeting.

DJ discussed the purchase of a new truck; Board agreed to move ahead if cost was below \$30,000.

Agenda Consensus for December 16th, 2019 Board Meeting: Reservoir project status

Adjournment: The meeting adjourned at 8:40 AM.

Respectfully submitted,

DJ

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.