

**Rivergrove Water District  
Board of Commissioners Meeting  
Monday, January 25, 2021**

A regular meeting of the Board of Commissioners was held Monday, January 25, 2021 via remote teleconference. Chair Roth presided over the meeting and other attendees included: Commissioners Johnson, McDowell, Magura, and Patterson. General Manager Janine Casey was also in attendance. The meeting was called to order at 7:43 a.m.

**Public Forum:** No public attended.

**1. Review and Approval of Minutes:** The regular board meeting minutes of December 14, 2020 were approved *by a motion from Commissioner Magura, seconded by Commissioner McDowell and passed by Commissioners Roth, Johnson, McDowell, Magura and Patterson. Nays: None.* The work session meeting minutes of January 11, 2021 were approved by a motion from *Commissioner McDowell, seconded by Commissioner Magura, and passed by Commissioners Roth, Johnson, McDowell, Magura and Patterson. Nays: None.*

**2. Monthly District Reports:**

**Reservoir 3** – MJE is on-site prepping the tank for sandblasting and painting. Scaffolding is set-up and a door was cut out of the tank to provide inside access.

**Water Operations** – The Backflow Program survey is complete and all backflows identified. Customers will be notified of new testing requirements. All fire hydrants within the District were inspected. A maintenance schedule was created to prioritize required work. Topsoil and broken meter boxes were removed from the Well 2 site, and landscape clean-up around Reservoirs 1 and 2 was completed at a cost of \$4,300.

**Finance/Administration** – The bi-monthly processing of District payroll as well as preparation of annual/quarterly taxes, W2s and 1099s was outsourced to Paychex at a yearly cost of \$962.

**3. Unfinished Business:**

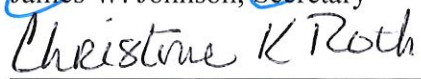
- Board Priorities – Status updates were discussed and estimated completion dates provided.
- Well 1 Generator – A meeting was held at the Well 1 site with representatives from the Pacific Power Group, RH2, and the District to discuss the Doosan generator’s operational effectiveness. It was determined the generator is an asset to District operations and will be serviced to return it to a fully operational status.
- The Board reviewed and approved the updated Employee Handbook. *A motion was made by Commissioner Magura seconded by Commissioner McDowell and passed by Commissioners Roth, Johnson, McDowell, Magura and Patterson. Nays: None.*

**4. New Business:** In the upcoming May election, two seats are available on the Board of Commissioners. Chair Roth announced her intent to run for another 4-year term in Position 5, while Commissioner McDowell announced his intent to vacate his seat, Position 3, after fulfilling his term.

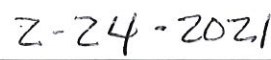
**5. Adjournment:** The meeting was adjourned at 8:57 a.m.

The next meeting will be held on Monday, February 8, 2021 at 7:30 a.m. via remote teleconference.

  
\_\_\_\_\_  
James W. Johnson, Secretary

  
\_\_\_\_\_  
Christine K. Roth, Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date