

**Rivergrove Water District
Regular Board Meeting
August 21st, 2019**

Chair Roth called the Rivergrove Water District regular board meeting to order at 7:40 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners Roth, Johnson, Magura, McDowell, and Patterson were present.

CONSENT AGENDA

TAB 1: Minutes-July 24th, 2019

Chair Roth had a couple of corrections. On page 6 of 7 the second paragraph change the word “abdicate to advocate”. Same page paragraph 4 where it states “DJ mentioned exchange the work jest with “gist”.

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

Election of Board Officers: Offices to be filled: Chair, Secretary, and Treasurer

Commissioner McDowell moved to nominate Commissioner Roth as Chair.

Commissioner McDowell moved to nominate Commissioner Magura as Treasurer.

Commissioner McDowell moved to nominate Commissioner Johnson for Secretary.

Commissioner Johnson moved to close the nominations. Slate of officers passed.

Commissioner McDowell noted that he would like to be removed from the District’s LGIP account.

UNFINISHED BUSINESS

TAB 2-Board Policy Book Update

DJ stated that she sent the book to SDAO consultant Greg DeLoretto for review. He reviewed it and his notes are highlighted. Board consensus was that they wanted to review the comments and discuss this at the next meeting. Quick comments were to remove where it labels specific organizations after the words “such as” that could be pointed out as bias. Second comment is that having new Commissioners attend Board member training from SDAO is a good idea and should remain in there. Board member travel expense was discussed and also Board to approve ability for employees or Commissioners to choose hotels with fire sprinkling systems that are out of Tsunami zone.

TAB 3-Meeting summary with Business Oregon for loan status-2019 Reservoir #3 Project Status

Kyle and she met with our past and new loan officer from Business Oregon to go over the procedures for doing the amendment to the loan. We have to apply for the amendment and because it is going to be over a certain limit it has to go before the IFA Committee for approval. They meet quarterly. So, Kyle is going to have all the paperwork ready to get to Business Oregon prior to their December meeting in order to get the approval. Of the two ways talked about either going out to bid and then knowing how much more we would need or just doing a very detailed and up to date estimate of the final costs of the project, the Business Oregon reps felt the detailed estimate would be the best way to go. They didn’t feel comfortable getting bids without the funding. So, Kyle is going to do his best at doing an up to date project cost estimate to provide in the paperwork. Commissioner Magura would like to sit down with Kyle to review the estimate prior to the Committee meeting. Board consensus was that would be a good idea.

TAB 4-Backflow program Update

Brian passed out information on the Backflow program at LaPine to go with his previous information. He provided information on other water systems that have premise isolation programs. Bend is one. They install about 2% of their customers a year. They contract out a company that installs the boxes. Then their staff will come back in and installs the meter/backflow unit. They have no intentions of stopping the program.

Sunrise stopped their premise program about 4 or 5 years ago. They were finding a lot of misinformation was going out. People were getting sprinkler systems installed and because they had a premise backflow, they did not install one on the new sprinkler system. Some people got sick because of that and there were some lawsuits that came out of that. So, they stopped the program removed all the installed premise backflow devices.

Discussion continued on what the District's plans are: should we continue there are 704 installed if it is stopped then those would have to be removed. If we decide to stop then we still are responsible for a cross connection program but would have to revise the Ordinance to reflect the change.

Commissioner Johnson said he hadn't heard any complaints on the program. Commissioner Magura asked DJ what she thinks of backflow prevention. DJ said it is a responsibility of water systems. She thinks premise isolation is a good program but it is time consuming and costly. One of the things it has helped with is that customers tend to use the meter stops to shut their water off. They end up breaking them and then they have to be fixed which isn't an easy task. With the premise backflow on their service they have two very easy shut offs that many times they can be turned by hand. This prevents the customers breaking the meter stops.

Discussion continued about District liability when installing the backflows that may cause something on the customer's side to break. The District does give the customer notice about possible changes in pressure due to install. Commissioner McDowell feels that doesn't matter he feels if something happens due to us installing the backflow, we are responsible. DJ stated that when that happens Brian calls a plumber to fix it. Brian stated simply putting in a backflow the customers usually have to put in an expansion tank.

DJ noted that the Board has to give direction as it makes a difference in staff, in ordinance, and work that has to be done.

Commissioner Johnson stated he felt that they should stay the course. He feels that is what makes this District special is that sometimes we go above what we need to do such as in earthquake protection, and in backflow protection and he feels that's what makes this District outstanding. It will just take some extra time to get there. Board consensus was to keep the program as is.

TAB 5-2019 Ordinance Final Clean Draft from Attorney

DJ stated what's in the book is the final document with all the revisions as supplied by our Attorney. Commissioner Johnson asked if Steve was ok with this? DJ stated yes, he's the one who sent this final document over.

DJ stated what she needs if for them to say it's good and she will publish in the newspaper that it or it's title will be read in the next 2 meetings and then at the last meeting the Board votes on it. Board consensus was that they will reread it over the month and do the first reading next month and the final the month after opening it up to public comment.

FINANCIAL REPORT

TAB 6-July 2019 Bank Statements & Reconciliations (Checking, Deposit & LGIP Accounts)

TAB 7: Financial Reports (Revenue & Expense Budget vs Actual 2018-2019, Revenue & Expense by Class)

TAB 8: Financial Reports (Revenue & Expense Budget vs Actual 2019-2020, Revenue & Expense by Class)

Janine reported the finances are moving along and we are getting ready for the upcoming audit. Dennis has all the required information that he needs to prepare the audit and we are just waiting until he is ready to schedule the field work. Nothing much else about the audit.

For finances she is still working on a good format that will give them a good snapshot of the monthly expenses. The other one wasn't all encompassing so she will be formatting the report this month. Hopefully, this will be the final expense sheet.

Commissioner Magura asked if she was still getting the information for the report from Quickbooks? Janine said yes but she exports the information to excel. He said good then hopefully we can get rid of the titles Income and Expense. Janine noted that she already had made that change in the report.

DJ noted that the report she is discussing is the "Transaction details by Account". Janine said she was never really happy with this report and tried a new one but it only listed Vendor expenses for the month-it didn't have all the information. So, she hopes to have that done by next meeting.

Commissioner McDowell noted that he wants one with pie charts! He said he is visual. Janine will work on it.

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

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

UNFINISHED BUSINESS (Continued)

TAB 9: District Report/Pump Reads

DJ discussed said that once she gets the information on the type of tablets everyone wants she will order them. She noted that 3 had chosen iPads, 1 Samsung, and 1 hasn't made a decision yet. Commissioner McDowell stated that if all the others chose iPads that is what he wanted to get also. He felt that it was better to make sure they were all the same operating systems. That left Commissioner Patterson for a decision. She wanted to look at them first. DJ said that she could get all iPads to make them the same operating system. Commissioner McDowell asked if these iPads will just be limited to be able to be used when they are at somewhere with WIFI, or are they going to be on a data plan. DJ said they are going to be on a data plan. DJ said she will be having an IT guy help set them up and she confirmed the email addresses each of the Commissioners wanted. Commissioner McDowell asked if in Office 365 it can archive messages if the Commissioners delete them. She will find out for sure but believes that it can be done.

DJ said that Janine just did the biggest billing for the year and the guys have been busy verifying customers reads and water use because customers never think that they use that much water. Janine added that we upgraded our billing system from 1.0 to 2.0 so we did have some problems with customers trying to log in to the website and we are working on it.

DJ said it takes 3 different vendors to work on this between CUSI, our IT personnel, and our website personnel from Streamline to get the kinks sorted out. DJ noted that she has offered our new position to Thomas Edwards. He was in the Air Force for 8 years, and after that ran the public works at JBLM, he is a WD 4, and WT3, and CC Specialist in Washington. He will start in October.

Commissioner and Staff/Commissioner to sign checks-Commissioners Roth, McDowell, and Magura said that they will be around just give them a call.

Non-agenda items: Commissioner Magura asked DJ to inform him when Kyle has the new estimate ready and also, he has only seen the partial plans when they have the completed plans ready.

Agenda Consensus for August 21st, 2019 Board Meeting

Reservoir improvement project status

Board Policy Book

Ordinance 19-01 First Reading

Board members iPads and own email accounts.

Chair Roth adjourned the regular Board meeting at 8:53 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.