

**Rivergrove Water District
Minutes-Regular Board Meeting
April 23rd, 2018**

Chair DeVries called the Rivergrove Water District regular board meeting to order at 7:34 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners DeVries, Roth, McDowell, and Johnson, were present. Commissioner Patterson was excused. District Manager DJ Ezell and Finance Specialist Eelia Bean were also present.

CONSENT AGENDA

Public Comment: None

TAB 1: Minutes-February 26th, 2018 Regular Board Meeting

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

TAB 2: Minutes-March 19th, 2018 Regular Board Meeting

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

UNFINISHED BUSINESS

Adjourn to executive session per ORS 192.660 (3) to conduct labor negotiations.

Chair DeVries adjourned the regular meeting at 7:45 am to go into executive.

Chair DeVries reconvened the regular meeting at 8:04 am.

TAB 3-Resolution 2018-02 To adopt updated and new Job Descriptions for RGW Employees: Tabled

TAB 4-Budget Committee Representatives approval

DJ stated Sylvia came into the office and said that she could not do the Budget Committee anymore so we need a representative for her. Brian Gerritz and Gerald Thacker cannot attend. Gary Floyd, Bonnie Robb, Larry Magura, will be alternates for those that cannot attend.

TAB 5: District Report-DJ

DJ stated that the project at Reservoir #3 they are working on the design and will be doing borings up there. DJ talked with Kyle and he has not seen any information from the Geotech's yet. DJ noted that she has been mostly dealing with Kyle there were some other District issues that he has worked on-agency comments for City of Rivergrove, etc.

DJ hired Jeff Tucker for an Intern for the Summer. She said that it seemed to open up and she had another 3 applications 2 from the college and another one from a former student that Brian tutored that currently works for Sunshine Dairy, but it may close. Any of them would have been a good choice. She hired Jeff and felt that all his references were very good and he also completed all the tests, physical, background test and has provided all the required written material. He will start the second week in May.

The following week will be the Pacific Section Conference at Tacoma and DJ, Rick, and Brian will be attending. Bruce Reid will be our on-call person. He ran Lake Grove for a while under the metereaders contract. Our team will compete in Tacoma for Top Ops on Friday. Nationals will be in Vegas in June. At this time, we don't know if we will win but she and Brian got

invitations to a special recognition ceremony for Professional Operators at ACE. We are supposed to let them know by April 27th if we are attending. Staff would like to attend even if we don't win the contests.

Board concerns- Chair DeVries: Is there money available in Continuing Education?

We don't want everyone gone and leave the new guy here by himself? DJ noted that Jeff will not be here that week as he is taking his backflow testers course. But we will have the same thing going for on call-Bruce Reid from Metereaders be our on-call person while we are away. Commissioner McDowell felt that we couldn't send everyone to Vegas. He felt if anyone goes to Vegas it is going to be Brian and DJ. DJ stated that she is not going to Vegas without Rick. Commissioner McDowell felt that we shouldn't be investing training dollars on someone that is not going to be here at the end of the calendar year? Chair DeVries, Commissioner Johnson concurred.

Chair DeVries stated that if he wants to accompany DJ on his own that's fine but we also have to worry about who's left here in the office. DJ stated that we will have Bruce on call to watch the District.

Commissioner McDowell stated it is either Brian or Rick but someone's got to stay.

Chair DeVries stated he agreed that if Rick wanted to go on his own that he should be able but and the District should not invest funds in him. If anyone should get to go for the education component it is Brian.

DJ stated that if we don't win there are a couple days just for Operators with a reduced fee. The staff is not wanting to go for the full registration which is over \$1,000 but there are a couple days that are Operator days and small system classes, and the equipment show.

DJ provided Commissioner McDowell a copy of the Professional Operator recognition invite that she and Brian had received.

Commissioner McDowell reiterated if the staff is going somebody has to stay behind he doesn't want an intern to have to depend on a standby operator if something goes wrong. He doesn't want to put an intern into a position that they may have to make a big decision.

Chair DeVries noted that yes if we have to make a decision it's summertime and possible high-water use.

DJ noted that Jeff sent her the information about his backflow testing classes. They are during the same week as ACE so the intern won't even be here. It will be up to the on call standby person.

Commissioner McDowell noted that after reading the email he felt it was not recognition as much as food and fun. He is getting a lot of invites like this because he is going to a conference in San Diego.

DJ noted that this is the recognition of the Professional Operator and it was the first thing that Brian saw when we went to Chicago that made him want to be a Professional Operator.

Chair DeVries felt they were all on board if there is a legitimate education component to it he felt that Brian should go because he is getting closer to taking on a Senior role here. He is not inclined to spend education funds on Rick on the eve of his retirement. Then the question is do we send our Manager yes, he felt we should as she is the captain of the ship and needs to know what things are happening. So, he felt Brian and DJ should go and then if we get coverage here of the District.

Commissioner Johnson said we gotta have the coverage. It is the height of the season.

Commissioner McDowell and DeVries concurred.

Commissioner Roth asked how long it was. DJ stated the Conference part is from Monday to Thursday, the 11th-14th.

Chair DeVries stated let's move on we can get more information next meeting.

Commissioner McDowell asked back up "all three of you are going to Tacoma." DJ stated yes. And the intern does not start until second week in May. DJ stated yes. So Eelia will be by herself and steering the ship. DJ said yes, she has Bruce to call and he has all the phone numbers of all our consultants and contractors to call in case of an issue. Bruce is the guy that reads our meters and he is close to the District and we will be a phone call, text, or email away.

FINANCIAL REPORT

TAB 6: Financial Report-February 2018 Bank Statements and Reconciliations

DJ gave the report and discussed the Quickbooks person that our Auditor recommended to help us with the payroll issue in Quickbooks. DJ noted that she went way beyond just helping to do that-changing accounts, adding some, and then merging another away completely, giving Eelia homework that DJ gave her the okay to come in on the weekend to do-created overtime. Dena was picky about the fact that the line items were in caps so she had Eelia redo them. That was that way when DJ came no reason to get that picky. Chair DeVries asked what public budget law says about that kind of thing? Are we going to be in trouble and the Auditor going to write us up for this?

DJ explained further some of the things she did but she will talk to our Auditor about it and bring back to the next meeting.

Commissioner McDowell asked if DJ gave her a scope of work? DJ stated she signed a paper with an hourly rate and also mileage charges but DJ doesn't remember the exact wording of what it said she would do.

Commissioner McDowell noted that it was an open book right there and that she should have had a scope of work noting only the payroll issue for her to work on. Chair DeVries concurred that any time a consultant is hired we need to have a specific written scope and a not to exceed amount.

Chair DeVries stated that we should advise Dennis that if Dana got us a foul of the budget laws that it is up to him to straighten it out and that he shouldn't charge us for it.

Commissioner McDowell stated that if we bring anyone in that is going to touch our books he wants to know about it and he wants to know what they are doing. He should have known about this a lot sooner!

Chair DeVries asked why are we paying over \$15,000 for pipes and stuff? Is it just restock of parts those from Core and Main?

DJ stated yes for boxes, meters, backflows, and parts for the cross connection. Brian was down to eight boxes and felt he couldn't put any more in until he got more parts. Rick questioned this and Brian made the statement that we have to have extra's in case old ones out in the District break. Rick felt that we only needed a couple but Brian waited until the new parts came in which included the boxes.

Commissioner Johnson left the meeting at this time.

More discussion on the Quickbooks Consultant and also the password situation that happened.

DJ will contact Dennis and go over everything.

Chair DeVries had a couple questions on the bills. There is this new Quickbooks E-pay confirmation and they don't have a reviewed by stamp on them.

And there is one paperwork a water deposit refund that has no review stamps on it.

Commissioner McDowell moved that we approve the Financial report. Commissioner Roth seconded. Motion passed. Commissioners Roth, McDowell, and DeVries voted aye. Nays-None.

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

Commissioner McDowell moved that we pay the bills. Commissioner Roth seconded. Motion passed. Commissioners Roth, McDowell, and DeVries voted aye. Nays-None.

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 except checking reconciliation were included.

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

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." Chair DeVries signed the check list the "Financial report check list" for this meeting.

NEW BUSINESS

Commissioner and Staff Comments: Commissioner

Commissioner Volunteer to sign checks this month: Commissioner McDowell

Non-agenda items: None

Agenda Consensus for May 17th, 2018 Meeting

Staff request to attend the 2018 ACE in Vegas

Quickbooks consultant work and status after discussion with Auditor

Chair DeVries adjourned the regular Board meeting 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. After the session the minutes are from notes as the recorder did not come on. 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.