

**Rivergrove Water District
Minutes-Regular Board Meeting
November 27, 2017**

Chair DeVries called the Rivergrove Water District regular board meeting to order at 7:37 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners DeVries, Roth, McDowell, and Patterson were present. Commissioner Johnson was absent. District Manager DJ Ezell and Finance Specialist Eelia Bean were also present.

CONSENT AGENDA

Public Comment: None

TAB 1: Minutes October 23rd, 2017 Regular Board meeting Approval tabled due to not having quorum for approval that were present at the meeting.

Discussion on whether written minutes are necessary. If taped they are not but Commissioners present liked concise written version also. DJ will confirm with Auditor if digital minutes would work for the Audit.

Larry Magura entered the meeting at this time.

UNFINISHED BUSINESS

TAB 2, and 3 RFP for Engineering Services-Board, Staff RFP Review Comments/Selection of firms to interview

Discussion on how to do the process: Suggested by Larry to start with selecting the firms to interview. DJ will compile ratings of the RFP firms that applied. Chair DeVries felt that for the benefit of the bidders we do need to score them and provide them with the scores as a matter of public record. Larry felt as a consultant that he would feel no expectations of getting scores from an application but interviews yes he would absolutely want to know. Chair DeVries respectfully disagreed. He requests scoring whether he wins or loses to get an idea of how he can approve. Commissioner McDowell noted that they are important for a reference to make selections. It also helps to show that we don't play favorites.

Committee selection for interviews: In order to avoid it being a public meeting if we stay with the Committee of two Board members-Shon and Sherry, and DJ and Larry would work. Chair DeVries noted that leaves four. DJ stated that she did ask Rick and he said he would do it. Commissioner McDowell said he felt Brian would be a good one for the 5th person. Commissioner Roth agreed. DJ asked why? Commissioner Roth felt that it would keep the issue of Rick and she being related completely out of it and if Brian was staying on he would know more about who he might be working with. That Committee selection will then bring a recommendation to the Board for a vote.

Selecting firms to interview: Discussion first about rankings then decide on numbers to interview. DJ noted that with all the ones that were supplied you could delete the ones that just proposed on one specialty example Geotech or Scada type proposals. Those would be Geodesign, Portland Engineering, and Professional Services, Inc. These may be perfect subcontractors for the firm that is chosen and we can keep the information.

Concise discussion on remaining proposals:

4B Engineering: Concerns: 2 person firm one Engineer and one drafter and lists no 4 year Engineering degree but is a fellow, it is possible, and some had trouble reading it: run on sentences, grammar issues. DJ noted that he did not come to the optional pre bid meeting, explained about being a certified DRC for water systems, concerned about his health issues. Firm located farther away than preferred. Decision: Do not include for interview.

Curran & McCleod: Concerns: Have a couple of good subs-GSI and Cornforth Consultants are probably the gold standards for slope stability. Concerned there is not an in-house Structural Engineer. Liked the statement that they don't have marketing staff and the proposal would be short. Found it strange that their projects were almost everywhere but the Portland area. Look qualified but small. DJ noted that when the transition from Don Murray to MSA because Don Murray did development work in the City of LO they did not want an Engineer that did other than municipal work so there were no conflicts of interest and this firm states that is all they do

work for municipal water and waste water systems. Longevity of the program two very senior personnel. On lower end of the points but we can circle back and see after our full review.

FTG/Keller: Discussion-Sample project was kind of cool-Appendix B. Nicely organized proposal a lot of graphics. Concern they reference the City of Rivergrove many times like they don't realize the only connection we have to them is providing water. One place he caught was on page 9 talks about deliverables to the "City" probably should be "District." Chair thought their icons were cute but unnecessary. Some grammatical errors and typos. Collaboration of two firms gives another layer of management complexity but their subcontractors are top tier according to Larry. Chair thought it was interesting that they had a Contractor on their team does that prohibit them from bidding on our projects. Commissioner McDowell stated that Firwood has a good reputation for design. Project discussion was very well done.

Commissioner Patterson felt that if we do this again that we should ask about the composition of women in the firm.

RH2: Larry stated that they have a couple of past Portland Water Bureau people on the team-Dennis Kessler (very informative guy) and Stu Greenberger. GRI is a very reputable geotechnical firm. Not clear how many people are on in their firm and where their headquarters are. Chair found their approach to be very good. They did their due diligence and had interesting commentary. Best job of describing about corrosion and coatings and assessing the structural integrity of the tank. Team seems a bit big so he is worried about who are they going to give and are they going to give us a new team for every project. Commissioner Patterson felt it was very well organized.

DJ noted that they forgot the second item we expected to have written in the introductory letter. Board consensus was to give them a call and have them clarify that. Maybe it was just overlooked. We wouldn't want to throw out a good proposal over that mistake. Consensus was that if any other proposal had the same issue we would not disqualify this on this technically. Commissioner McDowell felt they were his number 1 and that they might be expensive.

Berger/Abam: Larry noted that he had worked with Tom Wilcox (very good guy-very knowledgeable) and also Brian Murphy (planner by specialization) who are named in this proposal. Shannon/Wilson very good Geotech firm in LO. Not much detail on corrosion/coating. Chair liked these guys maybe not as thorough as RH2. Concise, good readability, and well written proposal.

Pace: Local office but looks like the home office is in Kirkland. Commissioner McDowell stated that they are entirely in house with the exception of Geotech. Chair said it was contradicted in the letter when he said that everything would be done in house. In the written proposal stated that on pages 4 and 5 the words "extensive" or "extensive experience" was repeated a lot. He felt that those words are empty words and they should define what their experience is. Chair asked DJ how she felt about this firm. DJ stated that Jim is very straight forward on telling you what will and won't work and no nonsense. He works with the staff to get what they want and just doesn't say no it can't be done. She doesn't have any problem with them and like them. She would think that they would do a good job. Commissioner McDowell stated that on their customer list there are names of Cities that do not have big budgets but they are working with Pace. The Chair said he liked the team structure and it seemed like they might be lower cost than some of the big firms.

Board members selected firms to interview. The short list is FDG/Keller, RH2, Berger/Abam, and Pace. Commissioner Patterson left the meeting at this time.

TAB 4: Questions for Engineering Interviews: Questions we will provide them prior to interview. Board members discussed questions. Larry will help review them and short list the questions and DJ will get the information on to the firms we are interviewing. DJ will check into getting a room over at the new LO distribution center for the interviews. Dates discussed December 11th and 12th mornings starting at 8 am and we will do 2 on each day.

Commissioner Roth asked can Board members observe but not participate. DJ will research and find out. Larry left the meeting at this time.

FINANCIAL REPORT

TAB 6: Financial Report-Oct 2017 Bank Statements and Reconciliations

Commissioner McDowell said he was impressed with how Eelia is doing and feels she is getting a better grasp of connecting the numbers. Chair noted that it looks like we are doing some transfers and that it all looks good. *Commissioner McDowell moved that we accept the financial report. Commissioner Roth seconded. Motion passed. Commissioners McDowell, Roth, 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 Patterson, Johnson, 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 were explanatory.

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

Commissioner Roth stated that she gets the statements from the LGIP and wondered if the other Board members wanted that information. Board discussion on what type or do they want that type of access.

Board consensus was no.

Commissioner McDowell stated he does not want his notebook left at his door as it has bank info and copies of checks.

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."

Commissioner McDowell signed the check list the "Financial report check list" for this meeting.

Commissioner McDowell left the meeting at this time. No quorum at this time.

TAB 5: District Report/Pump Reads-DJ discussed these items: renewed lease, hiring Eelia with doing our due diligence and possible wage increase, status of Timberland development.

NEW BUSINESS

Commissioner and Staff Comments: None

Commissioner Volunteer to sign checks this month: Commissioner Roth volunteered.

Non-agenda items: None

Agenda Consensus for December 18th, 2017 Meeting

Engineering Firm Selection

Wage status for employees and newest employee

Chair DeVries adjourned the regular Board meeting at 9:39 AM.

Respectfully submitted,

DJ

DJ Ezell,

Water District Manager

Rivergrove Water District

These minutes are not verbatim and the meeting was tape recorded. 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.