

**Rivergrove Water District
Minutes-Regular Board Meeting
June 27th, 2016**

Chair DeVries called the Rivergrove Water District public hearing to discuss the Fiscal Budget 2016-2017 adoption to order at 7:35 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners DeVries, Roth, Johnson, and Patterson were present. Commissioner McDowell excused. District Manager DJ Ezell and Finance Manager Dan Zimmerman were also present.

Public Hearing: No public present for budget adoption hearing

TAB 1: 2016-2017 RGW Budget to adopt

DJ discussed the changes that she made in the income or resource line items. She found that the amount that will be reimbursed for Brian's wages would not be \$17,306 it would be \$8,160. The changes that she made was to correct this which made a difference in total resources and less contingency.

Chair discussed the figures on the LB-1 form and where the numbers came from.

Public Comment: Public not present for comment.

Commissioner Roth moved that we adopt the revised RGW 2016-2017 Fiscal year budget to reflect the \$8,160 corrected resource amount for line item Preferred Worker Cost Share. Commissioner Johnson seconded. Motion passed. Commissioners Patterson, Roth, Johnson, and DeVries voted aye. Nays-None.

TAB 2: Resolution 2016-02: Budget Appropriations for fiscal year 2016-2017

Commissioner Roth moved that we approve Resolution 2016-02 with the corrected resource amount for line item Preferred Worker Cost Share. Commissioner Johnson seconded. Motion passed.

Commissioners Patterson, Roth, Johnson, and DeVries voted aye. Nays-None.

Public hearing adjourned at 7:40 AM.

**Regular Board Meeting
June 27th, 2016**

Chair DeVries called the Rivergrove Water District regular board meeting to order at 7:41AM at 17661 Pilkington Rd, Lake Oswego. Commissioners DeVries, Roth, Johnson and Patterson were present. District Manager DJ Ezell and Finance Manager Dan Zimmerman were also present.

CONSENT AGENDA

TAB 3: Minutes-May 19th, 2016 Regular Board Mtg.

Dan noted to DJ that the amount of his total raise amount is 4.5% with 1.1 COLA and 3.4 Merit.

Commissioner Roth moved that we approve the May 19th, 2016 minutes as presented. Commissioner Patterson seconded. Motion passed. Commissioners Patterson, Roth, Johnson, and DeVries voted aye. Nays-None.

UNFINISHED BUSINESS

TAB 4: Board Meeting Calendar 2016-2017 Resolution 2016-03

Commissioner Johnson moved that we approved Resolution 2016-03. Commissioner Patterson seconded. Motion passed. Commissioners Patterson, Roth, Johnson, and DeVries voted aye. Nays-None.

FINANCIAL REPORT

TAB 5: Financial Report-Deposit Reconciliations and Board Report Checklist

Dan stated on the reconciliations everything is fine with the exception of the unclaimed property amount showing but that amount has been accounted for.

DJ proposed a solution for this going forward to not be included in the report amount. We would do a sub account of the 6075 such as 6075-1 for the unclaimed properties amount that shows up as an uncleared balance and it would not be included in the deposit reconciliation report figures but would be on all other reports. He will check with the Auditor to get the final ok on that.

TAB 6: May 2016 Bank Statements and Reconciliations

Dan stated we did our last transfer to the Capital Improvement fund to complete the budgeted amount of \$120,000. Some big checks were written for the Generator Project and the Fire Hydrant installations. Budget to Actual we did hit up our projected water sales amount for the year. It will be some over for any deposits done until the 30th. Chair DeVries noted that it was good budgeting to agree with estimates. Commissioner Johnson concurred.

Dan stated that we submitted and received our funds back from any of the expenses that were incurred for the grant monies.

DJ noted that the Grant ends in October so she will still reach out and see if we can get the whole grant money spent. It will take some time to ask for reimbursement so we may not have until October 31st. Discussion continued on the percentage of expenses and income realized. DJ noted that in Quickbooks that we are one company and that all the funds income and expenses show in the budget to actual. It doesn't separate out the Capital Improvement Fund expenses and income from the General Operating expenses and income for example so the percentages shown on the budget to actual is misleading.

Commissioner Roth moved that we approve the financial report. Commissioner Patterson seconded. Motion passed. Commissioner Patterson, Roth, DeVries, and Johnson voted aye. Nays-none

TAB 9: Financial Report-Fiscal year 2015-2016-Pay Bills

Commissioner Patterson moved that we pay the bills and approve the bank statements. Commissioner Johnson seconded. Motion passed. Commissioner Roth, DeVries, Patterson, and Johnson voted aye. Nays-none

All Board members present reviewed and signed the "Approval of Payment Form and Approval of reconciliations between CUSI and QuickBooks for Water Sales, Penalties and Water Deposits (including attached supporting documents)" And all Board members present reviewed and signed the form entitled Rivergrove Water District-Bank & LGIP Statements." Commissioner Roth completed the "Financial report check list" for this meeting.

NEW BUSINESS

Board Goals for 2016-2017

TAB 8-District Report and Pump Reads May 2016: DJ reported that our District Team placed 8th out of 19th at National ACE Top Ops competition in Chicago. The Exhibit hall and equipment show was very impressive.

Today will be staff training on the emergency generator and the telemetry is supposed to be changed to operate off of the standby generator in case we lose power.

Discussion continued on the change order requests from Design Electric. DJ noted that we have held back 5% on the contract. She would like to get through the training and to make sure the generator is working properly and then at the end if we have to bring this back up in discussion we will make a

determination at that time. DJ noted a modified contract with just the change order for \$624 on fixing the hot wires on top of Reservoir #3. Board was ok to pay this change order.

Board Elections: Board consensus was to keep the Board officers the same.

Commissioner/Staff Comments: None at this time.

Non-agenda items-None

Agenda Consensus for July 27th, 2016 Meeting

Board Goals and Objectives

Look again at the District's mission statement-See if update is necessary.

For information and reminder the current Rivergrove Water District Mission statement is:

Rivergrove Water District's goal is to provide adequate amounts of safe drinking water in an environmentally sustainable manner and at a rate sufficient to generate adequate revenue at the least possible cost consistent with our 20 year Master plan.

Chair DeVries adjourned the meeting at 8:22 AM.

Respectfully submitted,

DJ Ezell,
Manager
Rivergrove Water District

These minutes are not verbatim and the meeting was tape recorded. The Tape Recorder was found to be inactive for the first portion of the meeting. Upon discovery it was fixed and the balance of the audio version is available on You Tube under Rivergrove Water. First section of the minutes of meeting was documented from notes.

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.