

**Rivergrove Water District
Board of Commissioners Meeting
Thursday, May 21, 2020**

A meeting of the Board of Commissioners was held Thursday, May 21, 2020 at 6:30 p.m. in the District Office at 17661 Pilkington Road. Chair Roth presided over the meeting and other attendees included: Commissioners McDowell, Johnson, Magura and Patterson. Senior Operator Tom Edwards, Utility 1 Operator Tony Lopez and Finance Specialist Janine Casey were in attendance. The meeting was called to order at 6:45 p.m.

Public Forum: No public present.

1. Review and Approval of Minutes: The regular board meeting minutes of April 27, 2020 were approved by a motion from Commissioner Magura, seconded by Commissioner Patterson and passed by Commissioners Roth, Patterson, Magura, McDowell and Johnson.

2. Special Report:

Reservoir 3 – The contractor has completed clearing the site and installing temporary fencing. Frontier was contacted to coordinate utility work for relocating the telephone line at Centerwood. Emery is procuring PRV vaults and other long lead time items. They are currently installing the transmission main from the transfer pump station to Reservoir #2. Work to be completed next month includes completing the installation of the transmission main; Olson Court to Transfer Pump Station, Transfer Pump Station to Reservoir #3 and bypass pipe. Work on the first tier of the soil nail slope is also scheduled. Emery has modified the schedule due to long lead item procurement issues; this is not expected to impact the overall project milestones or completion date. The fence along the west side of the property was in poor condition and not salvageable. This section will need to be replaced with new fencing. Subsurface investigations have resulted in a few minor changes (estimated to be less than \$5,000); Emery has not posted any costs, but has agreed to split some of the expenses.

A communication line, previously identified on the map as abandoned, was hit during excavation and determined to be a live electrical line. Emery failed to immediately notify RGWD. This incident identified a critical flaw in our system as we discovered when the power goes out at the transfer station, it disables the power to the PLC in Well 3. The PLC controls SCADA and all alarms. When power was lost there was no way to alert water operators. When RGWD responded the following day, they observed a 10-foot drop in Reservoir 3 (approximately 300,000 gallons of water). We immediately notified Emery and RH2 who enacted repairs.

Commissioner Patterson requested Emery provide a copy of their Health & Safety Plan (HSP) as well as a list of the training for the project Superintendent who is designated as the Competent Person responsible for administering the HSP on site. This document describes the procedures Emery field personnel follow to maintain a safe worksite and how they respond in the case of an emergency or if first aid is required. This document outlines basic personnel protective equipment and first aid equipment Emery staff have when working in the field, which is consistent with OSHA requirements.

Emery's emergency equipment does not include defibrillators or neck collars as this equipment is beyond the scope of what is normal and customary for a contractor to carry within their field vehicles. The construction industry, like many businesses and governmental agencies, are trained and properly equipped to provide basic first aid, but do rely on the local community's fire and EMS agency to respond with the more specialized equipment and training in the case of a more significant event.

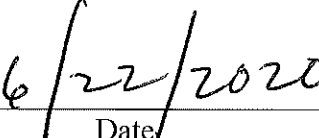
3. Monthly District Reports:

- a. **Administrative:** Tony Lopez joined the District and brings over 20-years of experience. He holds Level 3 Treatment and Level 2 Distribution licenses as well as other certifications. The Water Quality Report for 2020 is complete and was mailed to customers. A new copier contract was executed with Pacific Office Automation through August 2023. The District office rental lease runs until January 1, 2022. In-house modifications were made to the existing location creating a professional appearance and improving functionality. An inspection and cleaning of the air conditioning/heating ducts is scheduled for June. (Janine Casey)
 - b. **Water Operations:** The new valve/vacuum trailer was delivered and put into service. Backflow testing and installation was originally outsourced to NW Electrical Maintenance & Electrical Services at an annual cost of \$14,400. The contractor was not able to obtain the necessary certification and the contract is null and void. A new contractor will be hired to complete the work. An internal program is being developed to streamline valve exercising as well as hydrant flushing and maintenance. These efforts will ensure clear instructions exist to easily execute the recurring maintenance completed by a summer intern during the months of May through September. A tool box containing an asbestos pipe was found at the District shop. A contractor (LOI) was hired to abate and properly dispose of the material. (Tom Edwards)
 - c. **Finance:** The District's financial health remains steady as we enter our second month of COVID-19 restrictions. The American Water Works Association provided web training on "*Facing the New Normal for Credit and Collections During COVID-19*" which was extremely informative. The District's current procedures of suspending late fees, shut offs and other penalties for customers facing financial difficulties are consistent with other water districts. In an effort to streamline financial operations, payroll will be modified from weekly to biweekly at the start of the fiscal year. The Banner Bank contact letter for the District's safe deposit will be updated with current commissioners. The LGIP interest rate dropped from 1.75% to 1.30%; this is the second decrease since the COVID-19 outbreak. Commissioner Magura volunteered to sign checks. (Janine Casey)
4. **New Business:** The staff will reorganize the District's electronic files by mapping to the shared drive and creating specific areas of specialty: District Management, Water Operations and Finance. Documents will be retained and archived in accordance with Oregon's Administrative Rules and Regulations; shared and read access only files will be established. Commissioner McDowell requested a progress report on organizing the digital file cabinets for the June meeting.
 5. **Executive Session:** An Executive Session was scheduled for Tuesday, May 26, 2020 at 1:00 p.m. in the District Office.
 6. **Adjournment:** The meeting was adjourned at 8:02 p.m.


The next meeting will be held on Monday, June 22, 2020 at 7:30 a.m. in the District office.



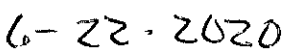
 James W. Johnson, Secretary



 Date



 Christine K. Roth, Chair



 Date