

Rivergrove Water District
Minutes-Regular Board Meeting
April 22nd, 2019

Chair Roth called the Rivergrove Water District regular board meeting to order at 7:34 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners Roth, McDowell, Magura, and Patterson were present. Commissioner Johnson was excused. Water District Manager DJ Ezell, Finance Specialist Janine Casey, and guest Jon Koch-Consolidated Supply were also present.

Public Comment: None present

Propagation study for conversion from AMR (drive-by) to AMI (fixed network with collectors and repeaters:) Jon Koch-Consolidated Supply

Highlights of discussion:

Where Rivergrove is now: Purchased 192 meters (120 installed) and AMR hardware and software. Those meters can be read by going by in vehicle. Brian has been installing and working on. Currently Metereaders, Inc are contracted to read ALL of Rivergrove's meters per contract. However, that contract is up for renewal.

Future considerations: Customer Service, frequency of readings (switching from bi-monthly to monthly), in the 902-level radio network, carbon footprint saving trucks running, employee safety, customer portal, water conservation, and security-they are only listening for numbers for the meter number and the read. There is no customer information that is out there that can be hacked. Meters range from \$200 and if there is an automatic shut off on it the cost is \$300.

Type of Warranty: Radios are warrantied fully for years 1-10 years. Years 11-20 are prorated.

Mueller's' end user agreement spells out all the warranty information. Warranty for the Nutating disk meters on accuracy is 5 years.

Quote information will attach to minutes: Sections

1. Hardware collectors and repeaters
2. Project management fees and installation
3. Dealing with the billing interface and the software and the training that goes along with that.
4. Annual fees-extended warranties on the collectors. Maintenance fee for software and Maintenance fee for hardware.
5. Water smart per meter is additional charge. There is other charges and things that can be added.

DJ asked what if we don't need all 6 repeaters and can you do part of the whole project in so many years? Can you put in maybe a couple repeaters and one collector and see what the coverage is?

Jon stated yes that's possible. All costs with billing interface and software are set but you can get less hardware. He said there is a second promo this year-for 176 meters cost would be approximately \$153 per meter with a new transceiver or collector.

Commissioner Patterson asked if they offer financing? Jon stated that they could look at it.

Financing types were discussed: Our bank, energy saving contractors could show savings, SDWLF or grants, Apollo, Foresco, USDA, WIFIA grants, etc.

Board thanked Jon for the information.

Board Discussion: they would like a cost/benefit discussion and when the system will pay for itself, benefits for customers, at a future meeting.

CONSENT AGENDA

TAB 1: Minutes-March 25th, 2019

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

UNFINISHED BUSINESS

Ordinance update status: Tabled until information is received back from our Attorney.

TAB 7: Resolution 2019-02 Resolution to Ratify Past Actions Involving Commissioner DeVries: Commissioner Patterson noted that a comma is needed after the word “moved” on the first page the 9th sentence down and the 5th word in.

Commissioner Patterson moved to approve the Resolution 2019-02 as amended. Commissioner McDowell seconded. Motion passed. Commissioners voting aye, Roth, McDowell, and Patterson. Commissioner Magura abstained. Nays-none.

FINANCIAL REPORT

TAB 4-March 2019 Checking, Water Deposit, LGIP Reconciliations Statements and Reconciliations

Janine reported that she has reviewed the financials and made two changes in the reports with a memo to record to the Board and hoped that they concurred. Board consensus was yes.

TAB 5: Profit and Loss Budget vs. Actual, P & L by Class, Trial Balance,

TAB 6: Approval for Payment Form & Supporting Document, Fiscal year 2018-2019 Pay Bills

Janine noted that she felt the report she prepared lists all the checks and transactions and she also felt by having this report there would be no need to have the checks at the meeting for the Board members to review. They would be available but not necessary to review especially since one Board member reviews the checks weekly when they sign them and initial their review.

She also passed around the due diligence forms for the bank. She filled in as much as she could but she highlighted where they needed to fill in their information. This form is needed to complete to become signers on the account. She noted that she redid Commissioner Magura’s Oath of office with his complete name he just needs to sign it.

Commissioner McDowell asked why they had to have their income. Commissioner Patterson concurred.

Janine noted that it is a KYC form or know your customer form. They are mandatory now in the financial world. They are used to help prevent fraudulent transactions. The bank requires it. If they don’t want to complete it, they will be removed from the account.

Commissioner Patterson stated that she would like additional information on where this requirement is. Janine stated she could run a google report on it. Commissioner Patterson stated that this is something that she thought our Attorney should be reviewing.

Janine stated that they are very standard in the financial world. She said if Commissioner Patterson doesn’t want to fill it out that she understood and could do more research. The consequence of doing that is that you will be removed from the account. DJ will keep a copy locked in the fire file.

Commissioner McDowell moved that we approve the financials. Commissioner Magura seconded. Motion passed. Commissioners Roth, Patterson, McDowell, and Magura voted aye. Nays-None.

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

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.

TAB 3: Adjourn at 9:28 am to executive session per ORS 192.660 (3) to conduct Labor negotiations

Meeting resumed at 9:40 am.

Commissioner McDowell asked about the expense of edible arrangements. Chair Roth said that was to her as she was in the hospital. Commissioner McDowell was fine with that. DJ asked Commissioner McDowell if he wanted the copies of the checks in the financial report. He stated no that he doesn't want that. Commissioner McDowell left the meeting at this time. 9:42 am.

UNFINISHED BUSINESS (Continued)

TAB 8: Budget Committee appointments/approval:

Discussion on: Budget meeting date-May 13th at 5:30 pm. DJ stated we are still one member short as Peter and Gary cannot attend. She has counted Gerald Thacker as attending. DJ asked Commissioner Patterson if we could use the Fire District office. Commissioner Patterson will ask and confirm. Board members will ask around.

Commissioner Volunteer to sign checks this month: DJ said she will contact Commissioner McDowell and/or Commissioner Johnson to sign. Chair Roth stated that she will be a backup.

Non-agenda/Commissioner comments:

Commissioner Patterson had a comment. It was mentioned that our Attorney Steve Shropshire charged the District for his discussion with Ron Downs from SDAO. Steve changed his mind after that discussion but charged us \$292.50 for the time. She wanted to know why we are paying for the erroneous information. DJ stated before she goes on DJ contacted Luanne at SDAO and told her that she felt that expense of the \$292.50 should be a pre loss legal expense that SDAO should cover. They concurred and paid that expense.

Commissioner Patterson asked when they covered it? DJ stated it was right after the last meeting. Commissioner Patterson said that initially Steve had provided poor legal information and we were being charged for his correction when he talked to SDAO attorney.

Commissioner Magura stated that it in his experience that you don't argue with Lawyers. Chair Roth agreed. It just costs you money.

Commissioner Patterson stated that he needs to be aware and even give us an explanation or owe us an apology. When he makes the comment "I guess he can finish his term."

DJ stated that he did not say "I guess" in his statement. And it still is not written in the ORS.

Commissioner Magura stated it is an interpretation.

Commissioner Patterson stated that with the experience she would hope that the Board would decide on a clarification that if a Board member moves out of the district that they notify us within so many days and we would expect them to resign and the Board would declare that position vacant.

DJ stated that we do have some Resolutions that discuss the rules and procedures for the Board and maybe it is a good time to update the Board policy and procedures. DJ will research and it can be on the agenda.

Commissioner Patterson added that it should be clear who has access to the Attorney.

Commissioner Magura stated that the reservoir project is one that can be done in 2 years. That is his professional opinion. If Kyle has a different opinion then we need to discuss it. But he doesn't want to do anything without the Boards approval. He would like to know more about the loan/grant.

DJ stated it is a loan and the contract is active. It will need to be amended which we have approval for from the State to do an amendment. But in the first phases we can go ahead until the amended portion is needed. She did apply for the first disbursement of the loan for \$74,946 for Engineering costs. We have just been paying the expenses to date because we are required in the project to pay for \$200,000 of the costs. This money is being saved yearly and transferred into the Capital Improvement Fund from the rate increases that we have been doing. This year we are transferring \$200,000 of the yearly budget. She made the disbursement request for this amount of expenses because if you go over \$75,000 spent of Federal funds you have to do an additional Federal Audit. We will hit that next year.

Commissioner Magura discussed his experience with Contractors adding their expertise to his designed contract. But he noted you have to be strict with your Contractors and this contract needs to include liquidated damages clauses. Other than the actual design he wants to review it maybe in their office if that's okay, but he feels someone needs to be the driver of the project. If staff need assistance in doing that, he is willing to assist. He just wants to make sure it gets done and done correctly. DJ stated that she welcomes his assistance. When she was doing the disbursement, the schedule is like a year late. Part of it can be attributed to taking the time to go out for RFP for new Engineering consultants which the State was advised that we were doing it.

Agenda Consensus for May 13th, 2019 Board Meeting

Signature cards updated for signing checks
Reservoir improvement project status
New Job Description approval
Board Policy Notebook/resolutions

Chair Roth adjourned the regular Board meeting at 9:50 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.