

**Rivergrove Water District
Minutes-Regular Board Meeting
June 25th, 2018**

Chair DeVries called the Rivergrove Water District public hearing to discuss the Fiscal Budget 2018-2019 adoption to order at 7:29 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners DeVries, Roth, Johnson, McDowell and Patterson were present. District Manager DJ Ezell and Finance Specialist Eelia Bean were also present.

Public Hearing: No public present for budget adoption hearing

TAB 1: 2018-2019 RGW Budget to adopt

DJ noted that the numbers for the adopted column coincide with the Budget Committee approved figures as some were changed from the Budget officer recommended numbers.

Chair DeVries noted that he had a suggestion from Peter Klabe, who called him after the meeting. Peter felt uncomfortable with the process, that we are approving the minutes from a year ago, and then the budget is pretty much prepared and we have a short discussion on the budget and make a few changes and there is no reconvening of the budget Committee to review that the changes have been made and approve the process. He thinks that we should have another meeting maybe two-one to go over the minutes and adopt them, one to go over the budget, one to make sure the changes were made and approve the budget. Chair DeVries thought that it wasn't a bad idea. The way we are doing it is one meeting to meet for refreshments and pizza and the budget is pretty much done and we are just rubber stamping it.

We might consider taking feedback from the budget committee to hear their thoughts, Commissioner Roth stated there is nothing that requires us to have a ton of meetings.

DJ noted and for every meeting you have to advertise in the legal section which adds to the costs of the meetings and you have to have a certain amount of time between the advertisement and the meeting. She usually does the calendar to have enough time if a second meeting is required before the Committee adopts the budget. What she does with the minutes is to get them done (which she hasn't done yet). She would run them by the Secretary of the Committee for her review and then the Secretary would sign them. Then they would be added to the budget book at the next Committee meeting for the next year. She could send the minutes around to the entire Committee members for review for the upcoming year.

Commissioner Johnson stated that at the Soil and Conservation Board they just went through this also. He said you are always going to have the last situation where the Budget Committee does not see the final document that is adopted by the Board and there is no way around that. The Committee is going to make a recommendation. They are not going to approve or deny a budget. The Board is still going to have to make the final decision on the budget. How many times we meet is up for discussion but he does not remember the Soil & Water Budget Committee meeting more than once.

Commissioner Patterson noted that he is only one of the five public members of the Committee and we haven't heard any feedback from the other people.

DJ noted that Peter said he didn't want to be on it next year. Chair DeVries noted that he said he did want to remain on it.

Commissioner Patterson asked if there was an opportunity for him to come in to the office to discuss his concerns with DJ? Sometimes a little one on one meeting might help to see why numbers change and maybe get a little background about expenses. DJ stated that she has a notebook with all the numbers and how we come up with it.

Commissioner Roth suggested maybe we should send around the budget that is going to be adopted when it is ready.

Commissioner Patterson would like to suspend the discussion until DJ has time to meet with Peter and talk about what questions he has and what process might meet his needs. DJ would be happy to do that.

Commissioner Roth thought that he is not really interested in one on one. He wants to assure the rest of the citizens on the Committee understand the process.

Commissioner McDowell noted his concern is that why would it be necessary for us to reconvene the Budget Committee, because at the end of the meeting the budget is approved with the changes. Why would we have to reconvene just to make sure the changes were made?

Chair DeVries believes what Peter is saying to the extent that there were changes it is hard to assimilate that the changes were done and it lengthens the meeting. Nobody gets a chance to objectively read the final document. So that's what he is saying let us 1-have the meeting and make changes and 2-review the final document.

Commissioner Johnson stated that in the public hearing the Board has the right to make changes on the document even beyond the Committee. The document is fluid until it's adopted. He doesn't want it to become a rubber stamp.

Chair DeVries noted that maybe we need to just make it clear at the budget meeting that the Committee is adopting a budget that they recommend to the Board and that at the Public Hearing, which will be done at the next Board meeting at such and such a date, is when the Board will make the final adoption and until then some changes can be made from the recommendation. Maybe we just need to clarify the process a little bit.

Board consensus was for DJ to reach out to the Budget Committee members for their input about the budget process this year. Training for the Committee members and also the Budget Chair was discussed.

Commissioner Roth moved that we adopt the RGW 2018-2019 fiscal year budget as presented. Commissioner Patterson seconded. Motion passed. Commissioners Patterson, Roth, Johnson, McDowell, and DeVries voted aye. Nays-None.

TAB 2: Resolution 2018-02: Budget Appropriations for fiscal year 2018-2019

Chair

Commissioner Roth moved that we approve Resolution 2018-02. Commissioner Patterson seconded. Motion passed. Commissioners Patterson, Roth, Johnson, McDowell, and DeVries voted aye. Nays-None.

Public hearing adjourned at 7:45AM.

Regular Board Meeting

June 25th, 2018

Chair DeVries called the Rivergrove Water District regular board meeting to order at 7:45AM at 17661 Pilkington Rd, Lake Oswego. Commissioners DeVries, Roth, Johnson, McDowell and Patterson were present. District Manager DJ Ezell and Finance Specialist Eelia Bean were also present.

Public Comment: No Public present.

CONSENT AGENDA

TAB 3: Minutes-May 17th, 2018 Regular Board Mtg.-TABLED

UNFINISHED BUSINESS

TAB 4: Resolution 2018-03 Personnel Updated Job Descriptions-Water District Manager, Senior Operator, Utility 1 Operator, and Finance Specialist

Chair DeVries and DJ discussed the changes: Manager position made exempt now. Utility 2 position deleted since Brian was made Senior Operator in Training and Lead Operator position title changed to Senior Operator. DJ will give to each employee to have them read and discuss.

Commissioner McDowell moved that we approved Resolution 2018-03. Commissioner Patterson seconded. Motion passed. Commissioners Patterson, Roth, Johnson, McDowell, and DeVries voted aye. Nays-None.

TAB 5: Board Meeting Calendar 2018-2018 Resolution 2018-04

Dates discussed for January 2019 meeting. Consensus was to have the meeting on the 14th. May 16th would be the Board meeting/Budget Committee meeting.

Commissioner Roth moved that we approved Resolution 2018-04. Commissioner Patterson seconded. Motion passed. Commissioners Patterson, Roth, Johnson, McDowell, and DeVries voted aye. Nays-None.

TAB 9: District Report: DJ reported that the front flowerbed and paving is complete at Old Gate. We have received compliments on it. Brian also installed a couple posts with signs that say "RGWD Parking Only."

DJ discussed the issue with the neighbor throwing a fit about the taper that went slightly over their property line. We explained that was the City of Lake Oswego road easement. We were told that we haven't heard the end of it.

How we are doing on the budget? We have met the projected ending amount but will it meet what DJ estimated ending? Time will tell.

The billing was completed after we returned from ACE as Eelia was ill, but it appears we have some issues as we have people that have paid and they can show it in their bank account but it isn't showing on their water bill. It is an issue with the Autopay customers as many have started contacting us.

Eelia stated that it has been a problem since the new server was installed. She has a call in to CUSI to help with the issue.

DJ noted that we are installing 2 hydrants this week one on Kenny and one on the corner of McEwan and Pilkington. Board consensus was that the one on Pilkington is in a good place to get hit in bad weather as the fence there gets taken out every year.

FINANCIAL REPORT

TAB 6: Financial Report-Deposit Reconciliations and Board Report Checklist

Eelia noted that we did some transfers but they will show on the next month's financial report.

TAB 7: May 2018 Bank Statements and Reconciliations

Eelia said nothing too exciting things reconciled.

TAB 8: Financial Report-Fiscal year 2016-2018-Pay Bills

Commissioner Johnson asked if we did any more septic grants. DJ noted that she has one on her desk that she will process after June 30th. And she put a reminder in the Water Quality Report about the program. Discussion continued on septic issues in the neighborhood.

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

Commissioner McDowell moved that we pay the bills and approve the bank statements. Commissioner Roth seconded. Motion passed. Commissioner Roth, DeVries, Patterson, McDowell 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 McDowell completed the "Financial report check list" for this meeting.

Commissioner/Staff Comments: Commissioner McDowell asked about the progress on the Reservoir #3 project. DJ noted that she hadn't heard anything. Board consensus was that they would like a report on the July agenda.

Non-agenda items-Bus barn is a go with the School District. Neighborhood consensus was a lot of unhappiness but School professes to work with everyone to smooth out any issues. Additional discussion on traffic issues and traffic light placement.


Commissioner Johnson volunteered to sign checks and Commissioner Roth will be a backup.

Agenda Consensus for July 2018 Meeting

1. Report on status of Reservoir #3 Project

Chair DeVries adjourned the meeting at 8:33 AM.

Respectfully submitted,



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.