

**Rivergrove Water District
Minutes-Regular Board Meeting
February 26th, 2018**

Chair DeVries called the Rivergrove Water District regular board meeting to order at 7:31 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners DeVries, Roth, McDowell, Johnson, and Patterson were present. District Manager DJ Ezell and Finance Specialist Eelia Bean were also present. Engineers Dennis Schafer and Kyle Pettibone, and Insurance agent Geoff Sinclair from Brown and Brown were also present.

CONSENT AGENDA

Public Comment: None

TAB 1: Minutes January 22nd, 2018 Regular Board meeting

Commissioner Roth moved to approve the Board meeting minutes of January 22nd, 2018 as presented. Commissioner Patterson seconded. Motion passed. Commissioners DeVries, Patterson, Roth, and McDowell voted aye. Nays none. Commissioner Johnson abstained due to being absent.

TAB 3-Reservoir #3 Task Order

Kyle explained the task order-Structural and Seismic Analysis involves analyzing the Geological evaluation of land around and under the tank, analyzing the tank structure, identify if better to repair the tank or replace, hydraulic analysis of everything needed to take #3 offline and still support the existing system. At the end of this phase we should know have a better estimate of how much the project will cost and the timing of the project.

Board and Kyle's discussion continued. Kyle stated the assumption is that it will be able to be retrofit but if not, he would like the Board to think about whether they want a reservoir on the same site or maybe think about a different site just to keep that in mind.

Commissioner Patterson inquired on the first page the fifth line down how is the design going to be defined. Kyle noted that it would be on a code-based design.

Commissioner Patterson want to know what the numbers are going to be. Kyle will revise it and send it over to DJ. Commissioner McDowell noted that in a couple weeks there will a new DOGAMI study coming out and they did several studies like which

Commissioner McDowell moved to approve the RH2 Engineering's task order 1 scope of work for the Reservoir #3 project with the more detailed information on the code-based design.

Commissioner Roth seconded. Motion passed. Commissioners DeVries, Patterson, Johnson, Roth, and McDowell voted aye. Nays none.

Budget Officer and Assistant Budget Officer appointment:

Commissioner Roth moved to appoint DJ as budget officer and Eelia as Assistant Budget Officer. Commissioner Patterson seconded. Motion passed. Commissioners DeVries, Patterson, Johnson, Roth, and McDowell voted aye. Nays none.

UNFINISHED BUSINESS

TAB 2-Budgt Calendar Discussion and Adoption

DJ stated the only thing we need to pin down is the date of the budget meeting. The Board consensus was that May 17th would be the meeting date. DJ will contact the existing budget committee meeting to see if they are going to participate. Commissioner Roth and McDowell

suggested Floyd (last name) in neighbor close to Chris. DJ will check to see if we can use the room in the distribution center. If not then we can check with the fire district to use their room.

TAB 5: District Report-DJ

DJ is going to revise the District's job descriptions and offer a wage schedule for each position in the March meeting. She mentioned that for personnel upcoming Rick is going to work two days and then use his vacation for at least six months and that way it will be easier to budget and not have to make one big check and lump sum for all his vacation when he fully retires. That is unless the Board wants him to fully retire now? Board consensus was a no and a big no according to Chair DeVries. They felt that it sounds like a good succession plan.

DJ also will be trying to get another summer intern to test backflows but if not Brian volunteered to test them all again.

TAB 4-Insurance Quote on Cyber Security

Chair DeVries went over what types of problems are covered and explained the options on the quotes received.

DJ noted that we don't take credit card information it is all done through a third party. What we do have is customers bank account numbers on a form for autopay and those are all locked up in the fire file. Board consensus in discussion was it would be prudent to get the extra coverage.

Commissioner McDowell moved to instruct Brown and Brown to put in place the 2 million in coverage for cybercrime from Beazley. Commissioner Johnson seconded. Motion passed.

Commissioners DeVries, Patterson, Johnson, Roth, and McDowell voted aye. Nays none.

TAB 5: District Report-DJ (cont)

Liquivision cleaned the tanks and they took additional pictures the Engineers requested of the inside roof for the Reservoir #3 project.

The Canal Road project is complete and the fire hydrant is now buried to grade. We are waiting on Contractor and good weather to do the Old Gate project.

We are getting the Top Ops trophy back. Billing went out.

FINANCIAL REPORT

TAB 6: Financial Report-January 2018 Bank Statements and Reconciliations

Eelia noted that everything is looking good. And we did do some transfers and she tried to be specific as she could to explain them.

Chair DeVries to sign on to the LGIP along with the rest of the Commissioners. They will all have signing abilities.

DJ noted that we purchased two chlorine monitors for two of our sites and we felt that due to service backup and proper calibration. The company allowed us to try one out first. The process to upgrade our server and DJ and Brian's computer. This will be on a monthly charge that was budgeted to do this fiscal year.

Commissioner Patterson announced the Fire Marshall intends to let us know where would be good places to add fire hydrants.

TAB 7: Pay Bills: Approval for payment Form & Supporting Documents

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 included.

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

Commissioner McDowell moved that we accept the financial report as presented.

Commissioner Patterson seconded. Motion passed. Commissioners Patterson, McDowell, Roth, Johnson, and DeVries voted aye. Nays-None.

Commissioner McDowell moved that we pay the bills. Commissioner Roth seconded. Motion passed. Commissioners Roth, Patterson, McDowell, Johnson, and DeVries 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.

NEW BUSINESS

Commissioner and Staff Comments: Commissioner Roth discussed where the bus barn is being located and a meeting will be on the 8th and the school district will be there. Commissioner Roth spoke on the study the County did for the Stafford Hamlet on traffic and that there will be no road improvements to two intersections for 10 years. Those intersections are 1-Childs and Stafford and 2-Stafford and Johnson.

Commissioner Volunteer to sign checks this month: Chair DeVries volunteered.

Non-agenda items: None

Agenda Consensus for March 19th, 2018 Meeting

Personnel recommendations

Updated job descriptions

Chair DeVries adjourned the regular Board meeting at 9:11 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.