

**Rivergrove Water District
Minutes-Regular Board Meeting
May 13th, 2019
Regular Board Meeting**

Chair Roth called the Rivergrove Water District monthly meeting to order at 7:45 PM at 17661 Pilkington Rd, Lake Oswego. Commissioners Roth, Magura, McDowell, and Patterson were present. District Manager DJ Ezell and Finance Specialist Janine Casey were present.

Public Comment: No public present.

CONSENT AGENDA

TAB 1-Minutes April 22nd, 2019:

Commissioner McDowell moved that we approve the April 22nd, 2019 meeting minutes as presented. Commissioner Magura seconded. Motion passed. Commissioner Roth, Magura, and McDowell voted aye. Nays-none

FINANCIAL REPORT

Banner Bank Master Signature Cards Signing-Financial Report process: Janine shared the clipboard with the paperwork that the Board should be signing monthly. She mentioned that everyone has a colored pencil on the front of their notebook. Then they can expect that when the clipboard goes around to look for the same color tab and sign on the corresponding appropriate line. Commissioner Magura is orange, Chair Roth is yellow, Commissioner Patterson is pink, and Commissioner McDowell is green. This clipboard will be here at every meeting and those Commissioners need to sign where indicated by their color tab.

For today only Janine has the Master Signature cards for Banner Bank and she has indicated where each needs to sign. Each meeting she asked Chair Roth to sign the Monthly Financial Checklist, and all Commissioners and DJ present need to sign the Bank Statement Reconciliation sheet and the transaction report i.e. your expense sheet. Every meeting look for the clip board and sign by your color tab.

TAB 2-April, 2019 Bank Statements & Reconciliations (Checking, Deposit & LGIP Accounts)

Janine stated that there wasn't anything unusual everything reconciled. The bank accounts and the LGIP account paperwork is separated by a separate piece of paper for understandability.

TAB 3-Financial Reports (Balance Sheet, Accounts Receivable & Transactions List by Vendor)

We have restructured how these reports are in your packet. The foremost important being the Bank Statements and Reconciliations, your balance sheet, your accounts receivables is another word for income, and the vendor report is just another word for expense.

TAB 4-Financial Reports (Profit & Loss Budget vs Actual 2018-2019 Profit & Loss by Class

Janine noted as DJ said we have met our projected water sales for the year. She explained that on the vendor sheet there was Brian Rollins. He is a customer that just overpaid his account by \$601.00 so we refunded his money to him. With the Boards permission she would like to talk to Mr.

Gregoire about our rent costs. DJ stated that she and they have already negotiated this. Our rent is more per month than the Fire District because we were here renting before they were.

Janine stated Profit and Loss there is nothing that stands out as unusual.

Commissioner Magura mentioned that he had been on non-profit Boards before and the terms “Profit” and “Loss” are really not the correct terms in this situation. It was discussed what may be the appropriate title. Income and Expense was noted. DJ stated that those can be changed when the report information is exported to Excel.

Commissioner McDowell stated that if the check copies don’t have to go into the notebook, then the notebook is ok to leave at his door if there is no one home. He would like a copy of the checks to check all the signatures left monthly in his Commissioner box so he can check them at the office.

Commissioner Magura asked in the expense report how we track it? Janine stated that these are the expenses that are paid from the last Board meeting until the present Board meeting and they are listed alphabetical. She is also trying to be more meticulous in the memo section that describes what the expenses are.

TAB 5: Resolution 2019-03 RGW District Capital Improvement Fund Renewal: DJ explained that every 10 years we are supposed to review the funds and see if we need to keep them. This is the time we need to review the Capital Improvement Fund.

Commissioner Magura moved that we approve Resolution 2019-03 as presented. Commissioner McDowell seconded. Motion passed. Commissioner Roth, Magura, McDowell, and Patterson voted aye. Nays-none

TAB 6: Resolution 2019-04 Resolution to Adopt the Oregon Guide for Public Officials’ and Financial Management Policy: DJ noted that the copy of the letter from the State Department of Revenue to show the District’s plan to improve and deal with our significant deficiency in Internal Control for dealing with our financials.

Commissioner McDowell moved that we approve Resolution 2019-04 as presented. Commissioner Patterson seconded. Motion passed. Commissioner Roth, Magura, McDowell, and Patterson voted aye. Nays-none

TAB 7: Resolution 2019-05: Water Operations Specialist Job Description Adoption

Commissioner McDowell asked DJ if this was the position that she talked about last Board meeting. DJ stated yes and that RH2 helped her craft it after she discussed it with their HR person. She sent over a couple of our current job descriptions and then talked with them on the duties that she wanted this position to have.

Discussion continued on the job description and what would be expected of the new employee as far as field work, office work, employee experience, and their ability to do field work. Commissioner Patterson asked Brian if he had a chance to read the job description. He stated yes. She asked if he had any recommendations. He stated he wasn’t sure but that his only hesitation would be if we got a person that isn’t capable of doing the field work fully. Commissioners Magura and McDowell said that’s a hiring issue not a job description issue. You wouldn’t hire them if they couldn’t do it.

Commissioner McDowell asked Brian’s priority would be in hiring. Would he want someone that could do the field work but could be trainable in the other aspects of this job. Commissioner McDowell asked what would be his priority be. Would it be the technical aspect of being able to do the work? Brian stated could train anyone to do the field work. DJ stated she felt that his concern was for the person hired to be able to do the physical portion of the job. He didn’t want an old

person to be hired. Commissioner McDowell stated that is discrimination. DJ said she knew that but got that opinion from Brian. Brian stated the only part of the job description that catches his eye is that looked like a combination of the Senior Operator Position and the Manager's position. Commissioner Magura stated that it does not say anything about any managerial duties in the description which leads him to wonder can this be a non-exempt position. DJ stated that they won't hire and fire and that her position is the only exempt position with the District. Commissioner Magura realized that he was thinking backwards and understood now. Commissioner McDowell asked would this be an opportunity for DJ to find an employee that might be trainable for her position. DJ stated that it is a better take away at this point than hiring a Utility 1. That's her position.

Commissioner McDowell asked if we will be able to hire someone experienced or could be trained in some of the financials to do some duties to deal with the internal control issues. DJ said she wasn't sure. In part of the description it does talk about them doing the operations budget. Chair Roth asked if that was something that could be added at some point? DJ stated yes of course. Commissioner Magura stated that he didn't have any problems with the job description. Commissioner Patterson asked if we should delay passing this until the next meeting and make recommended changes if they are acceptable and then go from there. DJ felt that she needed to get this job out on the street as it may take a while to get word out and we need to fill the position as soon as possible. Commissioner Patterson asked why do you need it passed to do that? DJ said until there is an adopted job description you don't want to advertise or anything because candidates need to be knowledgeable of the essential duties of the job, when they apply. Chair Roth agreed that it gives us a clearer line for what we are looking for and a defensible line if we are questioned about why this person was hired. If we could make changes and clarify what Brian's concerns are, she felt that we should go ahead and pass this tonight and go from there.

Commissioner Magura asked if this could be amended in the future? DJ stated yes of course.

Commissioner McDowell suggested to pass this and if it needs to be changed in the future, we can discuss it then.

Commissioner McDowell moved that we approve Resolution 2019-05 as presented. Commissioner Magura seconded. Motion passed. Commissioner Roth, Magura, McDowell, and Patterson voted aye. Nays-none

TAB 8: Current board policy resolutions-DJ noted that she put this information in to show the Board members what has been passed by the Board members previously. The resolutions are 1999-06 and 2011-02. She informed the Board that she has received a Board policy notebook that is used for the Lake Grove Water District. It has been reviewed by their Attorney. She sent the notebook over to our Board officers and they felt it would be a good place to start. DJ stated she could review it and make changes that is more specific to Rivergrove. Board consensus was to have DJ review it and bring it back to the Board in future meetings.

TAB 9: Pump Reads

Nothing surprising here for the time the pumps are running. This is the last report from Rick and Brian will be taking over from here on this report.

Commissioner and Staff Reports-Commissioner McDowell stated that he could do the signing of the checks for the rest of the month.

Non-agenda item-DJ reminded everyone that Shon's recognition dinner is Wednesday the 15th at Gubanc's. We have a couple recognition items to give him.

Agenda Consensus for June 24th, 2019 Board Meeting

✓ Budget Public Hearing and Adoption

Adjourn: Chair Roth adjourned the meeting at 8:15 PM.

Respectfully submitted,

DJ Ezell,
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.