

**Rivergrove Water District  
Public Hearing/Regular Board Meeting  
October 28<sup>th</sup>, 2019**

Chair Roth called the Rivergrove Water District regular board meeting to order at 7:37 AM at 17661 Pilkington Rd, Lake Oswego. Commissioners Roth, Johnson, McDowell, and Patterson were present; Commissioner Magura was excused. The Water District Manager, DJ Ezell, and Finance Specialist, Janine Casey, were also present.

**TAB 1: 2019-01 Water Service Ordinance Title 2nd Reading**

Chair Roth read the title "2019-01 Water Service Ordinance".

**Public Comment** - No public present.

*Commissioner Johnson moved to adopt 2019-01 Water Service Ordinance as drafted. Commissioner McDowell seconded. Motion passed. Commissioners Johnson, McDowell, Patterson, and Roth voted aye. Nays None.*

**CONSENT AGENDA**

**TAB 2: Minutes-September 23rd Regular Board Meeting-Tabled**

**UNFINISHED BUSINESS**

**TAB 3: Water Testing Results**

The Board reviewed water test results and costs for Asbestos, VOC's, THMs and Haa5's. Test results are good with many Non-Detects. The results for Nitrates will be put in the Water Quality Report.

**TAB 4: Board Policy Book Update**

Commissioners McDowell and Patterson requested additional time to review the document supplied. DJ stated she added Gregg's comments along with Commissioner recommendations. She sent a revised copy electronically to all Commissioners. A consensus was reached to postpone voting on the policy book update.

**FINANCIAL REPORT**

**TAB 5: September 2019 Bank Statements, Reconciliations, Balance Sheet, Accounts Receivable, Income/Expense Summary Charts, Check Register, Transaction Detail by Account, Revenue & Expense Budget vs Actual and by Class**

Janine asked if there were questions/comments; Commissioners liked receiving the financial reports in a new electronic format. The actual bank statements were not included due to file size, but they are available for review. Bank statements will be available for the Treasurer to review and included in the Auditor's monthly package. A new financial report was added to this month's package in lieu of the bank statements: a check register which includes all financial transactions for a 30-day period. Board consensus was this register was adequate. Commissioner McDowell stated the Income & Expense Summary charts are nice; Janine said the charts have been reworked to reflect income and expense separately. The largest area of expense reflected the Reservoir 3 project. There is a pending check for \$30,000 payable to RH2 for the project. DJ remarked the District is fast approaching the maximum approved amount allotted for engineering costs on the project. The combining of the project phases has created more engineering costs up front than originally anticipated. DJ has discussed costs with Kyle; he felt they will get through putting it out to bid before they exceed the approved budget. We still need to petition the IFA Committee for additional funding. DJ stated Commissioner Magura reviewed the plans in their entirety the previous Thursday and Friday. Kyle

will prepare documents for the upcoming IFA Committee meeting tentatively scheduled for December. The District Audit is scheduled November 19<sup>th</sup> 2019. The Auditor will review financial operations and will work with staff to clear adjustments pending from previous fiscal years.

**Commissioner McDowell moved to approve the financial report as submitted. Commissioner Johnson seconded. Motion passed. Commissioners Roth, Patterson, Johnson, and McDowell voted aye. Nays-none.**

**Commissioner McDowell moved we pay the bills. Commissioner Johnson seconded. Motion passed. Commissioners Roth, Patterson, Johnson, and McDowell voted aye. Nays-none.**

**TAB 6: District Report/Pump Reads**

DJ said pump times are going down. She is working on the Property Insurance renewal policy. The October billing cycle was completed; it was noted this year's amount was down \$40,000 from the previous year due to a more moderate weather pattern.

Commissioner Roth volunteered to sign checks this month.

**Non-agenda items:** Commissioner Patterson will email Commissioner McDowell a list of items the District needs to be aware of in preparing for emergency actions.

Commissioners discussed issues on the new Senate Bill for zoning policy. Commissioner Patterson will have more information after LONAC meeting. Consensus was we may have a few places affected, but not many as a whole for Rivergrove.

**Agenda Consensus for November 25<sup>th</sup>, 2019 Board Meeting:**

Reservoir improvement project status  
Commissioner Magura's discussion with LO  
Board Policy Book

**Adjournment:** The meeting adjourned at 8:21 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.