

**Rivergrove Water District  
Board of Commissioners Regular Meeting Minutes  
Monday, September 25, 2023**

A regular meeting of the Board of Commissioners was held on this day at 17661 Pilkington Road, Lake Oswego. Chair Roth presided over the meeting and other attendees included: Commissioners Magura, Patterson, and Howell as well as the General Manager. Commissioner Johnson was excused.

1. **Call to Order:** The meeting was called to order at 4:32 p.m.
2. **Public Comment:** No public comment was received.
3. **Auditor Report FY 2022/2023:** Mr. Russell Ries, CPA, from Jarrad, Seibert, Pollard and Co attended the meeting and presented the results of the Annual Audit. All financial accounting was in good order; the District received a clean and unmodified opinion based on the cash basis of accounting. Mr. Ries commented on how well the financial records were accurately maintained and noted all Oregon standards were met and there were no adjusting entries required. Commissioner Magura stated the outstanding audit results should be reflected in the minutes. Mr. Ries agreed and stated the audit results were fantastic.

Commissioner Patterson inquired whether Mr. Ries was aware of an incident where an employee, who was a relative of the General Manager, was employed by the District. Mr. Ries noted he was aware of the employment which occurred in FY 2021/2022. He stated he had reviewed the ethical standards and determined there were no activities that impacted the financial operations. Mr. Ries stated since this occurred in the FY 2021/2022 period, it was not relative to the current 2022/2023 audit. GM Casey noted related party and/or related party transactions must be disclosed at the start of any audit and that these were provided for both the 2021/2022 and 2022/2023 audits. Mr. Ries agreed this information is mandatory and was provided. Mr. Ries emphasized once again that he reviewed the employment of a relative occurring in 2021/2022 and did not feel there were any issues that impacted the financial operations nor were there any indications additional financial disclosure needed to be reported to the State of Oregon.

4. **Review and Approval of Minutes:** The August 28, 2023 Board meeting minutes were approved by a motion from *Commissioner Magura, seconded by Commissioner Howell, and passed unanimously.*
5. **Monthly General Manager's Report:** See attached.
6. **Unfinished Business:**
  - a. **Water District Ordinance No. 19-01:** The General Manager reported revisions are still ongoing and requested this item be tabled.
  - b. **Resolution 2023-04: Signing Authority for Banking and Other Financial Documents:** Discussion continued regarding granting signatory authority to the General Manager. The resolution was previously presented and discussed at the August meeting where Commissioner Johnson made a motion to adopt the resolution, seconded by Commissioner Magura. Commissioner Howell stated he wanted additional time to review the financial policy resulting in the motion being tabled until the September meeting. As new discussion ensued at this meeting, Commissioner Patterson objected to granting check signing authority to the General Manager and Commissioner Howell stated he had concerns. Commissioner Magura stated he had no concerns and considered it a reasonable action to take. Commissioner Howell requested he be

allowed to forward questions to Mr. Ries to obtain his professional opinion. Chair Roth stated she would send an email to Mr. Ries with Commissioner Howell's questions and the issue would be tabled until the October meeting. Chair Roth asked Commissioner Howell to forward his questions by close of business Friday, September 29, 2023.

c. **General Manager's Annual Performance Review:** Chair Roth stated she had consolidated inputs from Commissioners Johnson, Magura, and Howell as well as her own to create a draft copy of the annual performance review. Chair Roth stated she had not received inputs from Commissioner Patterson which she felt would eliminate her from participating in the review. Chair Roth stated the overall rating for the annual performance report was a B. Commissioner Magura asked that comments from other Board members be assembled by the specific category and distributed to the other Board members for review. Commissioner Howell suggested the Board begin the evaluation process earlier in the year to ensure it is completed by the end of the fiscal year. Commissioner Magura stated he believed the annual review should be postponed due to the Board not addressing concerns the GM presented in December 2022 regarding harassing and retaliatory actions by a current Commissioner. He believed the outstanding issues brought forward by the General Manager would overshadow the review. The Board agreed to schedule an Executive Session for the October Board meeting to discuss the concerns of the General Manager from December 2022. The Board agreed to postpone the General Manager's annual review until the November Board meeting. The motion was made by **Commissioner Howell, seconded by Commissioner Magura, and passed unanimously.**

7. **New Business:** None

8. **Chair Report:** None.

9. **Adjournment:** The meeting was adjourned at 6:31 p.m. The next regular meeting will be held on Monday, October 23, 2023 at 4:30 p.m.



Grant E. Howell, Secretary

10/23/2023

Date



Christine K. Roth, Chair

11/02/2023

Date