

**Rivergrove Water District
Board of Commissioners Work Session Meeting Minutes
Monday, January 11, 2021**

A work session meeting of the Board of Commissioners was held Monday, January 11, 2021 via remote teleconference. Chair Roth presided over the meeting and other attendees included: Commissioners McDowell, Magura, and Patterson. Commissioner Johnson was not in attendance and excused. General Manager Janine Casey was also in attendance. The meeting was called to order at 7:32 a.m.

1. Public Forum: No public attended.

2. New Business:

- **Annual Insurance Renewal** – Geoff Sinclair, Brown & Brown Insurance Agent of Record
Mr. Sinclair presented, via remote teleconference, the Annual Insurance Renewal Policy for 2021. This year's policy had a slight increase of less than \$500.00 for an annual cost of \$16,194. Mr. Sinclair advised the Board to budget for a 10% increase for the year 2022 due to rising costs associated with the pandemic. Liability coverage for Commissioners was also discussed with Mr. Sinclair emphasizing liability coverage was limited to actual meetings or while performing official functions for the Board when approved by a majority vote. Commissioners acting outside a meeting without Board approval, are acting as a private citizen and are not afforded the District's liability coverage.

- **Risk & Resilience Assessment** – Kyle Pettibone, P.E., RH2
Mr. Pettibone presented, via remote teleconference, the contract and scope of work to be performed by RH2 for the upcoming Risk & Resilience Assessment (RRA). The assessment is required every 5 years and identifies potential threats to the District as well as assets available. Once completed, the RRA will stay within the District and a letter will be sent to the EPA and State of Oregon no later than June 30, 2021 confirming the assessment has been completed.

In addition to the R&R Assessment, the District's Emergency Response Plan (ERP) will be revised as well. The Emergency Response Plan certification is required every 3 years and must be submitted to the State within 6 months of RRA certification; therefore, it is due December 31, 2021. Work session meetings between RH2 and District representatives will begin within the next two weeks to start the process of completing both the RRA and ERP.

3. Unfinished Business:

- **Well 1 – Doosan Generator** – Kyle Pettibone, P.E., RH2
In August 2020, a recommendation was made to the District Board to sell the portable Doosan Generator at Old Gate Road. This recommendation was based on previous maintenance issues and on the advice of a repair technician from Cummins Sales and Service. A review of past service invoices did not reflect any notable maintenance issues. A recent changeover of District employees prevented the opportunity to obtain additional historical information on maintenance and servicing concerns of the unit. In November 2020, RH2 prepared a standby generator feasibility study that explored the issues, need, and alternatives associated with replacing the standby generator.

On January 9, 2021, a meeting was held at Old Gate Road to inspect and discuss the Doosan Generator. The attendees included: David McCallum (Pacific Power Group representative), Kyle Pettibone (District Engineer), Chris Roberts (RH2 Electrical Engineer), Ed Stalnaker (Pacific Power Group generator technician), Commissioner Lawrence Magura, General Manager Janine Casey, Utility III Operator Randal Magnuson, and Utility I Operator Bruce Reid. The meeting agenda consisted of:

- Inspection of the generator to determine operational availability
- Thorough discussion on the generator's intended use based on the original specifications at the time of purchase and its continued value to the District
- Review of EPA requirements for stationary standby application versus mobile

After inspecting, discussing, and operating the generator, it was determined the generator is fully operational and it remains a viable fit for the District. While the unit was being exercised, the decibel range for neighboring properties ranged between 65-67. Any noises at or below 70 dBA is considered normal and safe. An important detail to note is only 18.2 hours of usage was recorded since the generator was purchased in 2016. This minimal usage is concerning since the generator is designed to be exercised weekly for 30 minutes. Based on the age of the unit, expected usage should be 200+ hours of runtime. The minimal usage is likely the root cause of the maintenance issues to date. While testing, Pacific Power Group identified an issue with the oil pressure and is coordinating with the District to dispatch a service technician to address this issue.

The portable Doosan Generator is fully functional and may be utilized at either Well 1 or Well 3 to provide standby power. If the Board decides to add standby power to Well 3, it is recommended that the portable Doosan Generator be permanently relocated to Well 3 and replaced with a new stationary standby generator at Well 1. This recommendation is consistent with RH2's November 20, 2020 technical memorandum and is the least cost alternative.


After the meeting, the Pacific Power Group technician went to Well 2 to inspect the MTU stationary generator. The technician found the unit in good order and without any maintenance issues. The unit is tested for 15 minutes each week and the history usage reflected 113 hours which is within the range expected.

4. Adjournment: The meeting was adjourned at 8:52 a.m.

The next meeting will be held on Monday, January 25, 2021 at 7:30 a.m. via remote teleconference.



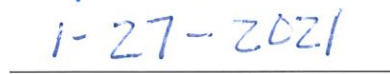
James W. Johnson, Secretary



Christine K. Roth, Chair



Date



Date