

**Rivergrove Water District
Board of Commissioners Meeting
Monday, July 27, 2020**

A regular meeting of the Board of Commissioners was held Monday, July 27, 2020 at 7:30 a.m. in the District Office at 17661 Pilkington Road. Chair Roth presided over the meeting and other attendees included: Commissioners Johnson, McDowell, Magura and Patterson. Senior Operator Tom Edwards, Utility 1 Operator Tony Lopez and Finance Specialist Janine Casey were in attendance. The meeting was called to order at 7:40 am.

Public Forum: No public present.

1. Review and Approval of Minutes: The regular board meeting minutes of June 22, 2020 were approved by a motion from *Commissioner Johnson, seconded by Commissioner Patterson and passed by Commissioners Roth, Johnson, McDowell, Magura and Patterson. Nays: None*

2. Special Reports:

Reservoir 3 – The Childs Road PRV vault has been installed and connected. The pressure reducing valve needs to be set by a manufacture field representative before the vault will be operational. The connection at SW 35th Place and Reservoir No. 2 has been capped. Emery is currently working on the connection to the Transfer Pump Station and Reservoir No. 2 as well as the power and communication lines. Projected work to be completed next month includes: installing the PRV vault at Centerwood, installing a watermain from the transfer pump station to Olson Court, beginning transfer pump station improvements, and preparing the slope for soil nails and first tier soil nail installation. Significant changes to the schedule or budget include adding anti-buoyancy to Childs Road PRV vault due to standing water in nearby water service vaults during the winter. The source of water is not determined, but currently assumed to be transmitted along existing pipeline in the road. (Patrick Lau, RH2 Engineering, 503.446.293)

Water Operations – Commissioner Magura and Tom met with District Engineer Kyle Pettibone on July 8, 2020 at 1:30 pm in the District office to discuss changing/updating the District's maps. The District's Master Plan will require updating in 2021. The current Risk Assessment & Emergency Action Plan requires updating to comply with new federal guidelines; updates will begin September. Discussion arose on moving to a GIS data base that would be GPS mapped and installing software on the computers. The generator at Well 1 is the wrong type needed based on the intended use. It is currently inoperable and the DEF system is a problem. A proposal was made to sell the existing generator and buy two new standby generators for Wells 1 and 3, as well as ensuring more frequent servicing of the DEF system. The future of the District's backflow program was discussed with a recommendation to abandon and remove backflow devices at the meter box. A concentrated effort next year to remove all backflows and install AMRs will save the District money and remove liability. The money saved by this initiative could be directed toward better fire hydrant coverage and sampling stations. *A motion was made by Commissioner Johnson to discontinue installing new meters with backflow devices and eventually remove all backflows installed by the District. The current stock of backflow devices will be placed on the Surplus List. The motion was seconded by Commissioner Magura and passed by Commissioners Roth, Johnson, McDowell, Magura and Patterson.* The District's water quality remains good as evidenced by non-detects for asbestos in the past 10 years. Discussion ensued on whether water soluble silica is a problem in drinking water or a possible benefit and if it is cost effective to install a hardness removal system at the well sites. (Tom Edwards)

Finance/Administrative – District employees are compiling data for the Asset List to be completed by August 12, 2020 for the upcoming audit. Three bids were obtained from different companies to conducted the Annual Audit for Fiscal Year 2019/2020. The following firms were considered:

Pauly, Rogers & Co	Annual Audit: \$8,100	Single Audit: \$2,500
Dennis Conner CPA	Annual Audit: \$7,920	Single Audit: \$3,000
Jarrad, Seibert, Pollard & Co	Annual Audit: \$5,950	Single Audit: \$1,850

The board approved hiring Jarrad, Seibert, Pollard & Co by a motion moved by Commissioner Patterson, seconded by Commissioner McDowell and passed by Commissioners Roth, Johnson, McDowell, Magura and Patterson. Bi-weekly payroll was started for the new fiscal year and time sheets were created for employees. Recognizing many of our customers are experiencing additional financial expenditures during Covid-19, the District is continuing to waive all late fees. A letter was sent to customers with delinquent accounts exceeding 60 days offering flexible payment plan options. The customer cash box in the amount of \$400 was redeposited back into the checking account. Customers may still pay by cash with the full amount applied to their accounts. All current contracts for the District are being reviewed/renegotiated where appropriate. The contract for Comcast/Xfinity was renegotiated for a period of 3 years at an annual savings of \$2,100. (Janine Casey)

3. Unfinished Business: Staff is continuing to reorganize the District's electronic files by mapping to the shared drive and creating areas of specialty: Management, Water Operations and Finance. Documents are being retained/archived IAW Oregon's Administrative Rules & Regulations. **Closed**

4. New Business:

a. Establish Board Priorities – Chair Roth asked for commissioners and employees to submit to her a list of issues the District needs to address in the new fiscal year.

b. Future Board Meetings and Work Sessions: The schedules for regular and work session meetings were approved for the new fiscal year. *Resolution 2020-05, Notice of Public Meetings, was moved by a motion from Commissioner McDowell, seconded by Commissioner Patterson and passed by Commissioners Roth, Johnson, McDowell, Magura and Patterson.*


c. A review of current medical benefits offered to District employees was discussed. The Board extended an invitation to our AFLAC healthcare representative to brief entitlements at the September 14, 2020 work session meeting.

5. Adjournment: The meeting was adjourned at 9:10 a.m.

A work session meeting will be held on Monday, August 10, 2020 at 7:30 a.m. in the District office.


James W. Johnson, Secretary


Date


Christine K. Roth, Chair


Date