

**Rivergrove Water District  
Board of Commissioners Meeting  
Monday, December 14, 2020**

A regular meeting of the Board of Commissioners was held Monday, December 14, 2020 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 7:35 a.m.

**Public Forum:** No public attended.

**1. Review and Approval of Minutes:** The regular board meeting minutes of November 23, 2020 were approved by a motion from *Commissioner Magura, seconded by Commissioner McDowell and passed by Commissioners Roth, McDowell, Magura and Patterson. Nays: None*

**2. Monthly District Reports:**

**Reservoir 3** – A Change Order is underway to expand the inlet/outlet from 8½ ft to 10½ ft. This will allow more space on the driveway; estimated cost is \$2,500. Emery is excavating around the reservoir tank, installing rebar, and pouring concrete for the footing extension and drain piping. A sump pump is being installed at the vault on Child’s Road. Upcoming work in January includes cathodic protection and tank coating.

**Water Operations** – The Backflow Program survey is ongoing with 30% of customers identified. A letter will be sent out in February explaining the program changes and instructing customers to have their backflows tested by October 2021. Clean-up around Well 2 was discussed and bids are being obtained to remove the topsoil and broken meter boxes. The District’s water production versus consumption rate dropped 10% from October to December. This is a direct result of leaks repaired at Reservoir 3, Sycamore Avenue, and Childs Road.

**Finance/Administration** – The financial health of the District remains stable during the pandemic; the current delinquency rate is 4%. Several customers with delinquent accounts took advantage of payment plans. The District is continuing to waive late charges on bi-monthly billing for all customers.

**3. Unfinished Business:**

- Board Priorities – Status updates were discussed and estimated completion dates provided.
- Well 1 Generator – Discussion ensued on the reliability of the Doosan Generator. A meeting will be held with representatives from Pacific Power Group, RH2, and the District to discuss the generator’s intended use based on the original specifications at the time of purchase and to determine its operational availability.


**4. New Business:**

- Employee Handbook – The Board reviewed the updated Employee Handbook which replaces the outdated 2016 version. Due to limited time, only a portion was reviewed. This was tabled until the next meeting.


**5. Adjournment:** The meeting was adjourned at 8:59 a.m.

The next meeting will be held on Monday, January 11, 2021 at 7:30 a.m. via remote teleconference.

  
\_\_\_\_\_  
James W. Johnson, Secretary

  
\_\_\_\_\_  
Christine K. Roth, Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date