

**Rivergrove Water District
Board of Commissioners Regular Meeting Minutes
Monday, September 23, 2024**

A regular meeting of the Board of Commissioners was held on this day at 17661 Pilkington Road, Lake Oswego. Commissioner Roth presided over the meeting via the phone bridge. In-person attendees included: Commissioners Johnson, Magura, Patterson, and Howell. The General Manager also attended.

1. **Call to Order:** The meeting was called to order at 4:30 p.m.
2. **Auditor Report FY 2023/2024:** 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. The Audit Report was accepted by the Board by a motion from **Commissioner Howell, seconded by Commissioner Patterson, and passed unanimously.**

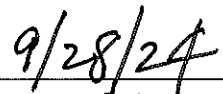
Commissioner Patterson inquired whether Mr. Ries thought automated external defibrillators should be available at the District. Discussion ensued with comments from Mr. Ries, Commissioner Patterson, and Commissioner Johnson. Commissioner Johnson stated this topic was not included on the meeting's agenda and further discussion should be postponed until the October Board meeting where the topic could be placed on the agenda and discussed appropriately.

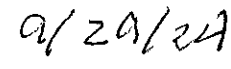
3. **Public Comment:** No public comment was received.
4. **Review and Approval of Minutes:** The August 26, 2024 Board meeting minutes were approved by a motion from **Commissioner Magura, seconded by Commissioner Howell, and passed unanimously.**
5. **Monthly General Manager's Report:** See attached.
6. **Unfinished Business:** Supervisory Control & Data Acquisition (SCADA) & Peripheral Site Control Improvements Project: The General Manager briefed a Request for Proposal with project specifications was sent to eight qualified bidders with a response date of October 31, 2024. Once bids are received, they will be reviewed by the Board along with an earlier bid received from Control Systems Northwest.
7. **New Business:** Steps for Applying and Installation of a New/Upgraded Water Service: The District Development Form "Steps for Applying and Installation of a New/Upgraded Water Service" was revised to make it a mandatory requirement for an existing development (single service) that is being torn down and rebuilt to schedule a Pre-Application Conference with District representatives. In addition, all applicants applying for water service are required to submit three collated sets of approved building plans from the governing municipality. The motion was moved by **Commissioner Johnson, seconded by Commissioner Patterson, and passed unanimously.**

8. **Adjournment:** The meeting was adjourned at 5:35 p.m. The next regular meeting will be held on Monday, October 28, 2024.


James W. Johnson, Secretary


Christine K. Roth, Chair


Date


Date