

**Rivergrove Water District  
Board of Commissioners Regular Meeting Minutes  
Monday, November 25, 2024**

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 attendees included: Commissioners Johnson, Magura, Patterson, and Howell. The General Manager also attended.

1. **Call to Order:** The meeting was called to order at 4:35 p.m.
2. **Public Comment:** No public comment was received.
3. **Review and Approval of Minutes:** The October 28, 2024 Board meeting minutes were approved by a motion from *Commissioner Johnson, seconded by Commissioner Howell, and passed unanimously.*
4. **Monthly General Manager’s Report:** See attached.
5. **Legislative Liaison for Grant Funding:** Commissioner Magura provided a draft copy of the brochure that will be used to educate elected officials when lobbying for funds for asbestos cement (AC) pipe replacement. The brochure artfully captured the critical need to replace aging AC pipe that is over 70 years old and at risk for systemic failure. The Board was overwhelmingly enthusiastic with the results. A small correction will be made to update the name of a newly elected representative.

**6. Unfinished Business:**

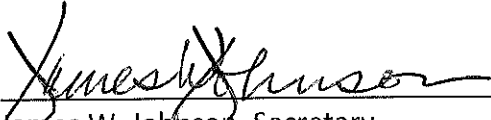
a. Supervisory Control & Data Acquisition (SCADA) & Peripheral Site Control Improvements Project: The Board reviewed proposals that were submitted by five qualified bidders for upgrades to the SCADA system. After discussion on the needs of the District, the Board awarded the contract to OCD Automation by a motion from *Commissioner Johnson, seconded by Commissioner Magura, and passed unanimously.* The bids received and reviewed were as follows:

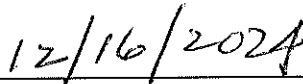
Control Systems NW	\$398,949
Correct Equipment	\$109,163
Industrial Systems	\$378,200
OCD Automation	\$174,596
S&B Inc.	\$358,800

b. Automated External Defibrillators (AEDs): At the previous Board meeting in October, Commissioner Patterson asked the Board to consider purchasing AEDs for the District due to their life saving capabilities. After discussion and opposition from Commissioner Johnson, the issue was tabled pending input from employees on their willingness to use the devices if available. After researching statutes and corporate policies, the General Manager briefed the Board that an employer cannot force an employee to disclose whether they will or will not use an AED as this could be considered a medical inquiry that violates the Americans with Disabilities Act unless there is a direct job-related need and the documentation is handled appropriately. The General Manager stated it was a personal choice for employees whether they felt comfortable using an AED and suggested focusing on providing employees with proper training thereby giving them the confidence to use an AED if needed. The General Manager stated the building owner was open to purchasing and installing an AED in the 1<sup>st</sup> floor vestibule within the next six months. No motion was made and the discussion was closed.


7. **New Business:** District Recorded Voice Plan: The General Manager presented the idea of subscribing to a telephone service that allows users to record customer service calls and voicemails. This would allow the District to record calls to improve the quality of service by analyzing customer interactions which could serve as a valuable training tool. Further value would include the ability to resolve disputes with factual evidence and identify areas for improvement in customer service strategies. Discussion ensued with Commissioner Johnson expressing concern over the need and potential cost. Commissioner Howell voiced it could be a useful tool. The discussion was tabled pending a cost analysis to be presented to the Board at the next meeting.

8. **Adjournment:** The meeting was adjourned at 5:55 p.m. The next regular meeting will be held on Monday, December 16, 2024.

  
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James W. Johnson, Secretary

  
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Date

  
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Christine K. Roth, Chair

  
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Date