

**Rivergrove Water District  
Board of Commissioners Meeting  
Monday, June 22, 2020**

A Public Hearing and meeting of the Board of Commissioners was held Monday, June 22, 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, Magura and Patterson. Commissioner McDowell attended via remote telephone conferencing. Senior Operator Tom Edwards, Utility 1 Operator Tony Lopez and Finance Specialist Janine Casey were in attendance.

**1. Public Hearing for Adoption of Fiscal Year 2020/2021 Budget:** The public hearing was called to order at 7:30 a.m. No public comments were received and no public attended.

- Fiscal Year Budget 2020/2021 was presented. *Commissioner Magura moved to approve the Budget, seconded by Commissioner Patterson and passed by Commissioners Roth, Johnson, McDowell, Magura and Patterson. Nays: None*

- Resolution 2020-04 Budget and Appropriations for Fiscal Year 2020/2021 was presented. *Commissioner Patterson moved to approve the resolution, seconded by Commissioner Johnson and passed by Commissioners Roth, Johnson, McDowell, Magura and Patterson. Nays: None*

- Budget Committee meeting minutes of May 21, 2020 were presented. *Commissioner Johnson moved to approve the minutes, seconded by Commissioner Magura and passed by Commissioners Roth, Johnson, McDowell, Magura and Patterson. Nays: None*

With no further business, the Public Hearing was adjourned at 7:41 a.m. The regular meeting of the Board of Commissioners was called to order at 7:44 a.m.

**2. Review and Approval of Minutes:** The regular board meeting minutes of May 21, 2020 were presented. *Commissioner Johnson moved to approve the minutes, seconded by Commissioner Patterson and passed by Commissioners Roth, Johnson, McDowell, Magura and Patterson. Nays: None*

**3. Special Reports:**

**Reservoir 3** – The contractor coordinated with Frontier/Ziply to relocate the telephone line at Centerwood and procured PRV vaults which should be delivered in the next two weeks. They are currently installing a thrust block/valve at Olson Ct and installing the transmission main from the transfer pump station to Reservoir No. 2. Work to be completed next month includes: installation of the bypass pipe as well as installation of the Childs Road PRV station and the Centerwood PRV station (contingent upon deflecting the Frontier/Ziply communication line, otherwise this could be pushed out another month). Emery is projecting completing the installation of the transmission main; Olson Ct to Transfer Pump Station, Transfer Pump Station to Reservoir No. 3 and bypass pipe which is associated with the first tier of the soil nail slope. There is a minor change request with respect to a boulder excavation in the trench and relocating the communication line at Centerwood. Emery has been modifying the schedule due to long lead item procurement issues; this is not expected to impact the overall project milestones or completion date. The fence along the west side of the property was in poor condition and unsalvageable. This section will need to be replaced with new fencing.

Subsurface instigations resulted in a few minor changes (estimated to be less than \$5,000). Emery has not posted any costs, but has agreed to split some of the costs. (Patrick Lau, RH2 Engineering)

**Executive Session:** The regular meeting of the Board of Commissioners was adjourned at 8:15 a.m. to meet in Executive Session in accordance with ORS 192.660(2)(f) to discuss employment of an individual employee. The regular meeting of the Board of Commissioners reconvened at 8:37 a.m. A recommendation was made to conclude the employment of Ms. Ezell. **Commissioner Johnson moved to approve the motion, seconded by Commissioner Magura and passed by Commissioners Roth, Johnson, McDowell, Magura and Patterson. Nays: None**

**Special Reports Continued:**

**Water Operations** - Abatement of asbestos in a tool box has been completed. A maintenance list was created for fire hydrants requiring numbers, reflective street markers and high visibility paint. The District entered into a contract with Cascadia Backflow in the amount of \$14,910 for testing 720 back flows. Cascadia provided all credentials to include insurance coverage. The estimated date of contract completion is October 31, 2020. New appointment paperwork was submitted to the Oregon Health Authority to change the DRC from Ezell to Edwards and reflect current personnel. Locks were changed at critical points of entry in the District to ensure proper security. (Tom Edwards)

**Finance/Administrative** – The June billing cycle was completed with billed water usage of 23,506 cubic feet and revenue in the amount of \$134,934. The annual audit for Fiscal Year 2019/2020 is scheduled for July 22, 2020. A reimbursement request was submitted to OBDD for Reservoir 3 expenses from 3/31/20-5/31/20. The monthly requirement to file mandatory Construction Progress Reporting Survey with the U.S. Census Bureau for the Reservoir No. 3 project was completed. The District's SAIF (Workers' Compensation) Insurance Policy was renewed and the annual premium paid at a 10% discount. The Annual Workers' Compensation Payroll Report was submitted to SDAO. The District will start bi-weekly payroll in July 2020. The building HVAC system was inspected June 3, 2020 and is in good working order. Michelle Cushing, former auditor, was hired as a Financial Consultant at \$35 an hour; anticipated annual cost of \$400. (Janine Casey)

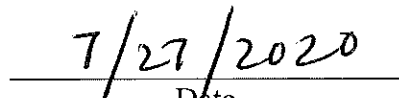
**4. Unfinished Business:** Staff is continuing to reorganize the District's electronic files by mapping to the shared drive and creating areas of specialty: Management, Water Operations and Finance. Documents are being retained and archived IAW Oregon's Administrative Rules & Regulations.

**5. New Business:** None

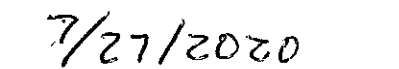
**6. Adjournment:** The meeting was adjourned at 9:23 a.m.

The next meeting will be held on Monday, July 27, 2020 at 7:30 a.m. in the District office.

  
James W. Johnson, Secretary

  
Date

  
Christine K. Roth, Chair

  
Date