

**Rivergrove Water District
Board of Commissioners Regular Meeting Minutes
Monday, April 22, 2024**

A regular meeting of the Board of Commissioners was held on this day at 17661 Pilkington Road, Lake Oswego. Commissioner Howell presided over the meeting and other attendees included: Commissioners Johnson and Magura. Commissioners Roth and Patterson were excused. The General Manager was also in attendance.

1. **Call to Order:** The meeting was called to order at 4:30 p.m.
2. **Public Comment:** No public comment was received.
3. **Review and Approval of Minutes:** The regular meeting minutes of March 25, 2024 were approved by a motion from *Commissioner Magura, seconded by Commissioner Johnson, and passed unanimously.*
4. **Monthly General Manager's Report:** See attached.
5. **Unfinished Business:**

a. Office Space for District: The Board discussed inputs received from Mr. Todd Knepper P.E., Engineering Program Manager for the City of Lake Oswego's Engineering Department, on concerns for a proposed office building at 4100 Old Gate Road. The main obstacle in developing the site is due to a lack of a public sanitary main in Old Gate Road that would be needed to service the development. For a new development to be approved, it would require connection to a public sanitary sewer since a septic system is not authorized (see attached Talking Paper). Due to the extreme costs and technical difficulty to run a sewer line from any nearby access point, the Board voted to withdraw the development request by a motion *from Commissioner Johnson, seconded by Commissioner Magura, and passed unanimously.*

b. Rate Study 2024: An update was provided on the progress of the Rate Study. All financial records requested by the contractor have been provided. Initial and secondary meetings have taken place between Mr. Russ Schneider, Senior Project Manager, and General Manager Casey to ensure the study is on schedule. Mr. Schneider will make a formal presentation to the Board once the study is complete.

6. **New Business:**

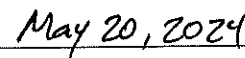
a. **District Employee Handbook:** The Employee Handbook was updated with relevant changes in the following areas: Employee Apparel; Workplace Rules, Schedules, and Breaks; Inclement Weather; Sick Leave; Benefits - Vacation Pay; Personal Appearance and Grooming; Corrective Guidelines; Separation; Job Abandonment; and Financial Interest in Public Contracts. A motion to approve all changes was made *from Commissioner Magura, seconded by Commissioner Johnson, and passed unanimously.*

b. **Appointment of 2024/2025 Budget Committee:** The Board voted to appoint the following District rate payers to the Budget Committee: Mr. Jon McDowell, Mr. John Bartho, Mr. David Paul Butler, Ms. Evelyn Challis, Mr. Gabe Gomez, and Mr. David Law by a motion *from Commissioner Johnson, seconded by Commissioner Magura, and passed unanimously.*

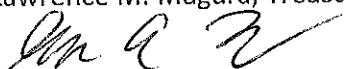
7. **Adjournment:** The meeting was adjourned at 5:08 p.m. The next regular meeting will be held on Monday, May 20, 2024.



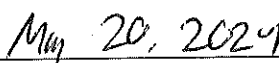
Lawrence M. Magura, Treasurer



Date



Grant E. Howell, Secretary (Acting Chair)



Date