

**Lake Grove Water District
Minutes of Regular Board Meeting
January 22, 2024**

The meeting of the Lake Grove Water District Board of Commissioners was called to order at 6:02 p.m. at the Celebrate Conference Center 15555 Bangy Rd. Lake Oswego, OR 97035 and chaired by Dan Taylor. Present in person: Larry Kitchen, JD Pavek, Bruce Goldson, Paul Howard, and Tammy Schalk. Virgil Pearce, called in.

1. PUBLIC COMMENT:

- 2. AGENDA APPROVAL:** Larry Kitchen made a motion to approve the agenda. JD Pavek seconded the motion. A vote was called. In favor: All.
- 3. CONSENT AGENDA:** Larry Kitchen made a motion to approve the December 18, 2023, Board meeting minutes. JD Pavek seconded the motion. A vote was called. In favor: All. Larry Kitchen made a motion to approve the December 2023 financials. JD Pavek seconded the motion. A vote was called. In favor: All. Larry Kitchen made a motion to approve the December 2023 accounts payable. JD Pavek seconded the motion. A vote was called. In favor: All.
- 4. NEW BUSINESS:** Resolution 2024-01 A resolution regarding wage ranges for District Employees. Larry Kitchen made a motion to approve resolution 2024-01. Dan Taylor seconded the motion. A vote was called. In favor: All.
- 5. OLD BUSINESS:** Regional Water Provider Consortium - The Board has decided to become members of the Regional Water Provider Consortium. The District manager will submit a letter to the organization requesting to become members.

Fire line charges – The Board has decided to present a proposal to adopt a new resolution to change the fire line charges for customers who have a 4” and 6” fire line. The changes would be to discount 4” fire line at 50% and 6” fire line at 25%. The District manager will contact the attorney’s office to write a resolution to our current rate policy and follow additional procedures. Once the resolution is prepared, it will be presented at a Board meeting to be voted on.

5. DEPARTMENTS:

COMMISSIONERS: Larry Kitchen mentioned that the District needs to understand what the requirements are and what needs to be done for OAR 690 086 0150 (water conservation and management plan) for the Portland contract. The District may just need to draft a plan along with other requirements. The District manager will follow up with legal counsel. Larry Kitchen also asked about the curtailment plan from Portland water, whether it was received or not. The District needs to know the policies and procedures that are required. District manager to follow up on this matter. Dan Taylor asked about section four on the rate review that talks about Portland providing a 10 year capital improvement plan that includes the operational maintenance budget. District manager to provide any updates.

OFFICE: The Portland contract will be distributed to the wholesalers by the end of the week. The City of Lake Oswego has reviewed the draft and has provided comments for us. A subcommittee meeting may need to be scheduled. .

FIELD OPERATOR: Hiland on call was extremely busy during the ice and snow storm. A fire hydrant on Kruse Oaks was also hit during the storm.

ENGINEER: Current updates on the following projects:

Fitkin Development: The fire service has been completed and a meter is stabilized for building to the southerly side of the property.

Leaks:

Bryant and Upper Drive – A revised agreement was sent to the owner.

Metro Lake Grove Apartment Housing – A Fifty five unit plus community room will be developing on the corner of West Sunset Dr. and Lower Boones Ferry. A meeting was held with the design engineer to discuss the requirements.

Summer Woods/Washington Ct. (6244 Washinton Ct.) The city review of the construction plans is now complete. The District has received the easement documents. Renaissance Homes is moving forward to build parcel 3.

5918 Seville – The meter has been determined but there is no schedule for the installation of the new service.

16472 Bonaire redevelopment – Possible contractors and information for A & A drilling was provided to the owner. Nothing has been scheduled yet.

Contract documents for the ***Carman Dr. improvements*** have been delayed.

A letter was sent to the ***Department of Health*** requesting the engineering exemption.

- 6. EXECUTIVE SESSION:** 6:48 pm – Recess regular meeting and convene executive session under “ORS 192.660 (2) (i) to review and evaluate the employment related performance of the chief executive officer of any public body, public officer, employee, or staff member who does not request an open hearing.

The executive session was adjourned at 7:50 pm., and the regular meeting resumed at that time. Larry Kitchen made a motion to approve the 5% increase for the Finance Specialist hourly wage effective January 1, 2024. Dan Taylor seconded the motion. A vote was called. In favor: All.

7. Meeting adjourned at 7:52 pm



Commissioner, Chair Date



Commissioner Date