Lake Grove Water District
Minutes of Regular Board Meeting
September 21, 2026

The meeting of the Lake Grove Water District Board of Commissioners was called to order at 6:00 p.m. at the Home Building Association, 15555 Bangy Rd. Lake Oswego, OR 97035 and chaired by Virgil Pearce. In person: Tammy Schalk, Bruce Goldson, Edward Hodges, Steve Koper, Dan Taylor, JD Pavek, Larry Kitchen, and Paul Howard.

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1. **PUBLIC COMMENT:** None.

2. **AGENDA APPROVAL:** Larry Kitchen made a motion to approve the agenda. Virgil Pearce seconded the motion. A vote was called. In favor: Virgil Pearce, Steve Koper, Dan Taylor, JD Pavek, and Larry Kitchen.

3. **APROVAL OF THE FOLLOWING:** Larry Kitchen moved to amend August 17, 2026, Board meeting minutes to include the public comment made by Betty Janes regarding the rate increase via email. This was discussed by the Board. Dan Taylor seconded the motion. JD Pavek, abstained. In favor: Steve Koper, Dan Taylor, Larry Kitchen, and Virgil Pearce. Larry Kitchen made a motion to approve the August 2026 financials. JD Pavek seconded the motion. A vote was called. In favor: Steve Koper, Dan Taylor, JD Pavek, Larry Kitchen, and Virgil Pearce. Larry Kitchen made a motion to approve the August 2026 accounts payable. JD Pavek seconded the motion. A vote was called. In favor: Steve Koper, Dan Taylor, JD Pavek, Larry Kitchen, and Virgil Pearce.

4. **OLD BUSINESS:**

   Board Policy Revisions: The Board postponed action on Clark Balfour's draft at the August 2026 Board meeting so JD Pavek could comment on it. Larry Kitchen commented on section 2.3 and noted that "president" should be replaced consistently with "chair. The policies should also specify that the treasurer performs the secretary's duties while keeping the roles separate, and a board member should be assigned responsibility. He also noted that if we adopted the policies, it would require recording members' votes by name in the minutes. The updated policy at the bottom should have the Board's approval, month, date, and year. The board agreed to keep section 3.10 virtual attendance in case it is needed for the future. He also suggested keeping page 21 on a single page. The District manager will ask Clark Balfour for the final and to prepare a resolution for possible approval in October.

5. **DEPARTMENTS:**

   COMMISSIONERS: Steve Koper and Larry Kitchen volunteered to start the District Manager's annual performance review. JD Pavek asked the District manager to add a recurring reminder to the April agenda for the Board to start a committee and conduct the annual performance review starting in May. JD Pavek requested Board approval to contact the District's online provider (BMS Technology) to talk about how and if the tiered rate data can be extracted for a revenue forecast model. Larry Kitchen said the analysis could improve estimated projections of tier-rate revenue and future rate increases. Larry Kitchen suggested that JD Pavek should look at the reports that District already has before trying to generate extra additional reports and data for his use. The District manager will provide JD Pavek a sample of the month-end process reports so he can review the data himself before a decision can be made. A concern for customers confidential data and security measures were brought to attention as well.

NW NATURAL WATER SERVICES: Paul Howard reported that operations are running smoothly. Several paving projects have been completed, and meter reading is scheduled for Wednesday. The four large meters have arrived and are awaiting installation scheduling.

OFFICE: The District manager reported that Clark Balfour will review the current IGA with Lake Oswego to determine whether the backflow valve is required on Davis Lane and assess payment responsibility. This is a best practice. The District manager will contact the City of Lake Oswego to arrange a December or January meeting.

6. **ENGINEER:** Current updates on the following projects:

Sunset Commons – **(16607 Boones Ferry – residential/commercial)** This lacks irrigation and streetlight plans for right of way.

5342 ***Bonita*** – A 1-inch meter service is required and locates have been requested. No Schedule.

6122 Carman Drive – (Pole Barn House) The meter is sized, with a contractor scheduled for October 2, 2026, and weekly progress reports required.

16085 Inverurie Road (Woodlands Estates) – This 4-lot subdivision has been approved, but the preconstruction schedule is unknown. LGWD plans are approved.

16284 Bonaire Ave – The meter is size at 1-inch. No schedule yet.

5110 Carman Dr – LGWD has reviewed and approved the plans for a 2-lot partition. No schedule.

6195 Burma – This 4-unit Clackamas County project is being expedited for land-use review. The review fee has been paid.

16650 Boones Ferry Rd – LU25-0026, Steve Kaer's mixed-use project is temporarily on hold.

16676 Babson Place – The plans were approved, and the preconstruction meeting was set for September 17, 2026.

Davis Lane Connection– Bruce Goldson provided Ed Hodges with the City of Lake Oswego contacts. The District manager will contact the city to follow up on the matter.

15985 Lake Forest – The meter is sized at 1 inch, and the plans have been reviewed. The District manager contacted the owner but received no response, so a certified letter was sent.

7. **MEETING ADJOURNED at 6:57 pm.**

Commissioner, Chair Date

Commissioner, Treas/Secretary Date