Lake Grove Water District
Minutes of Regular Board Meeting
October 19, 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, Edward Hodges, Tyler Curtis, Steve Koper, Dan Taylor, JD Pavek, Larry Kitchen, Clark Balfour, Christopher Hudson, Neil Beadle, and Paul Howard. By phone: Bruce Goldson

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1. **PUBLIC COMMENT:** None.

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

3. **APPROVAL OF THE FOLLOWING:**
   September 21, 2026, Board meeting minutes, September 2026 Financials, and September 2026 Accounts Payable:
   Motion – Larry Kitchen
   Second – Dan Taylor
   Vote was called
   In favor - Virgil Pearce, Steve Koper, Dan Taylor, JD Pavek, and Larry Kitchen.

4. **NEW BUSINESS:** Global Consulting discussed security measures the District should take to avoid risks of any type of cyber attack. Global Consulting will not be able to assist with the revenue forecast model but recommended hiring a data analyst or rate consulting firm. Encryptions and confidential data was also discussed. Purchasing a Microsoft 365 license for the iPads is a possibility for the Board. Any and all data files should remain on the District's server and not be transferred out to an outside source. External VPN/access may not be safe to use. Global consultants also did a brief IT review. Purchasing two more computers in the next two years should be budgeted. The District's website has been updated and corrected with concerns and complaints back in April 2026. A password manager will be implemented for the District. A formal continuity plan will be in place for the future.

5. **OLD BUSINESS:**

   Board Policy Resolution 2026-01: The cover page will be edited to include: Approved by Resolution 2026-01, October 19, 2026. Larry Kitchen made a motion to approve resolution 2026-01, Board Policy. JD Pavek seconded the motion. A vote was called. In favor: Larry Kitchen, JD Pavek, Virgil Pearce, Dan Taylor, and Steve Koper.

   Davis Lane backflow vault update: In summary and discussions, it was suggested that a backflow should be installed. If a new contract with the City of Lake Oswego surfaces, negotiation should be included in regards to connection and costs. A backflow survey has not been done yet. It's possible that we could budget this in the spring. The City of Lake Oswego is firm with LGWD having the backflow installed. The cost will be $50-100K.

   Revenue forecast model update: The district manager confirmed that RVS does not report usage by tier. She can instead export month-end data and use spreadsheet formulas every two months to calculate meter usage and amounts for Tiers 1, 2, and 3.

6. **DEPARTMENTS:**

COMMISSIONERS: JD Pavek requested revisions to the backflow postcards to note that the Oregon Health Authority maintains a public list of certified backflow assembly testers. Users can search, sort, and download contact information at https://yourwater.oregon.gov/backflow.php.
Larry Kitchen met with a city council candidate and shared his experience with working with the city council staff in the past.

NW NATURAL WATER SERVICES: Paul Howard reported smooth operations and a transition to winter rates, with Lake Oswego.. Replacement of bad radio meters is nearly complete.

OFFICE: District manager provided a sample spreadsheet with data that was created in the office and thinks it could help the revenue forecast model that has been discussed in the last two months.

ENGINEER: Current updates on the following projects:

Sunset Commons – **16607 Boones Ferry –** There is no change and still lacks 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) Contractor work has been delayed to the end of October due to difficult issues that were faced in the last two weeks.

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. Ed Hodges will follow up on SDC fees.

16650 Boones Ferry Rd – LU25-0026, Steve Kaer's mixed-use project, plans are scheduled for late November.

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

Davis Lane Connection– Ed Hodges met with the City of Lake Oswego to discuss the backflow valve. The City is still requiring a valve to be installed. Discussions will continue in the next few months.

15985 Lake Forest – The meter is sized at 1 inch, and the plans have been reviewed. Nothing has been scheduled.

5335 Madrona – This is a Renaissance Home. New 1" meter is required and abandon the existing. Nothing has been scheduled yet.

7. **EXECUTIVE SESSION:**

7:28 pm – The regular meeting was adjourned and the executive session started under "ORS 192.660(2) (i) to review and evaluate the employment related performance of the chief executive office of any public officer, employee or staff member who does not request and open hearing.

8. EXECUTIVE SESSION AND REGULAR MEETING ADJOURNED AT 7:40 pm

11/13/26
Commissioner, Chair Date

11/13/26
Commissioner, Treas/Secretary Date