



Board of Commissioners Monthly Meeting
Monday, January 22, 2024, 4:30 PM
17661 Pilkington Road, Lake Oswego OR

AGENDA ITEMS

- | | | | |
|-------|---|---------------------|----------------|
| I. | Call to Order | | 4:30 PM |
| II. | Public Comment (2 Minute Limit) | | 4:31 PM |
| III. | Review and Approval of Minutes | | 4:35 PM |
| | • December 18, 2023 Regular Board Meeting | | |
| IV. | General Manager's Report | | 4:36 PM |
| V. | Unfinished Business | | |
| | • Board Policy Notebook Addition: Performance Evaluation of the General Manager (Tabled until February meeting) | Commissioner Howell | 5:00 PM |
| | • Office Space for District | Commissioner Magura | 5:01 PM |
| VI. | New Business | | 5:14 PM |
| | • None | | |
| VII. | Executive Session | | 5:15 PM |
| | • General Manager's Annual Performance Review, ORS 192.660(h) | | |
| VIII. | Reconvene Regular Session | | 5:30 PM |
| | (Board to consider action on any items referred from Executive Session) | | |
| IX. | Adjournment | | 5:31 PM |

Upcoming Meetings

Regular Board Meeting: Monday, February 26, 2024 at 4:30 P.M.

Regular Board Meeting: Monday, March 25, 2024 at 4:30 P.M.

The public is welcome to attend the meeting in person or by calling 971-517-3083.

By calling into the phone bridge, you consent to being recorded.

**CALL
TO
ORDER**



REVIEW & APPROVAL OF MINUTES



**Rivergrove Water District
Board of Commissioners Regular Meeting Minutes
Monday, December 18, 2023**

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

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 October 23, 2023 and November 20, 2023 as well as meeting minutes from the Executive Session held on November 20, 2023 were approved by a motion from **Commissioner Magura, seconded by Commissioner Patterson, and passed by unanimous vote.**
4. **Monthly General Manager’s Report:** See attached.
5. **Unfinished Business:**
 - a. Water District Ordinance No. 23-01: The ordinance was passed by a motion from **Commissioner Magura, seconded by Commissioner Patterson, and passed by unanimous vote.**
 - b. Board Policy Notebook Addition - Performance Evaluation of the General Manager: This was tabled until the January 2024 meeting.
 - c. General Manager’s Annual Performance Review: This was tabled until the January 2024 meeting.
6. **New Business**
 - a. Resolution 2023-05 Conflict of Interest – Relative of General Manager Employment at Ferguson Enterprises: The resolution was passed by a motion from **Commissioner Patterson, seconded by Commissioner Magura, and passed by unanimous vote.**
 - b. Customer Shut-off Letter to Board – McEwan Road: Discussion ensued on the District’s shut off procedures and fee comparisons were made with 12 other water districts. The Board felt the District’s current policy and associated fees were in line with other districts and decided no changes were required.
 - c. Employee Pay Scale – Cost of Living Increase: A 4% cost of living increase for District employees was approved by a motion from **Commissioner Patterson, seconded by Commissioner Magura, and passed by unanimous vote.**
 - d. Office Space for District: Discussion proceeded on a possible relocation for the District office. RH2 will draft a development submittal for a new building to be located at 4100 Old Gate road to include a vicinity map and site plan for use at a Pre-Application Meeting with the City of Lake Oswego.
7. **Chair Report:** Chair Roth discussed basic parliamentary procedures for use of “Point of Order” during Board meetings. She also discussed customer relations regarding a noise complaint against an employee due to the high volume of the radio in the District’s truck during early morning hours.
8. **Adjournment:** The meeting was adjourned at 5:35 p.m. The next regular meeting will be held on Monday, January 22, 2024.

Lawrence M. Magura, Treasurer

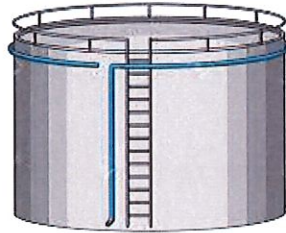
Date

Christine K. Roth, Chair

Date

General Manager's Report

Operations



Administrative/HR/Finance





GENERAL MANAGER'S REPORT January 2024

Capital Improvement Projects

- **2022 Water Main Replacement Grant Project**
 - o Pending invitation from Business Oregon

Water Operations

- **Oregon Health Authority Service Line Inventory**
 - o Federal and state rules mandate inventory of all service lines within our water system
 - Categories to identify: lead, non-lead, galvanized requiring replacement or unknown
 - o Inventory submission due to State of Oregon Drinking Water Services by **11/16/24**
- Total Connections: 1,385 □ Total Connections Identified: 537 □ Compliance Percentage: 38%
- **Well 1 Pump Motor Replacement**
 - o Pump shut down 12/28/23; initial troubleshooting indicates motor needs to be replaced
 - Well Improvement Project took place 2011/2012; pump and motor were replaced
 - Motor failed in 4/2017 and was replaced in 6/2017
 - No significant troubleshooting appears to have taken place; attributed to a faulty motor
 - o Initial findings on current pump and motor:
 - Pump assembly was pulled and motor shaft has dropped significantly due to the thrust bearing wearing out; primary wire has two splices and one pinched area which require replacement; probe tube was glued together and requires replacement; column pipes exposed/located in water have excessive build-up and corrosion requiring replacement; pump end shows signs of minor cavitation and wear on the impellers
 - Technician took video of well and nothing obvious stood out
 - o Before new pump is installed, a review of pump setting and pumped water level data from SCADA as well as data on the level transducer will be conducted by the District, RH2, Control Systems NW, & Schneider Water Services
 - o Estimated costs to date: \$28,308
- **Customer Assistance Requests & On Call Duty**
 - Site visit requests: 18 □ Emergency callouts: 11

Consider whether shut off fee should be applied to customers not utilizing and/or not installing main shutoff valve at premises in accordance with current and past ordinances during inclement weather events

Finance/Administrative/HR

- **Shut-off Notices**
 - o Notices sent to delinquent account holders 1/11/24
 - Shut-offs scheduled **1/31/24**
 - 29 accounts identified: 2.0% delinquent shut-off rate

- **Annual Budget Fiscal Year 2024/2025**
 - o Final draft is complete; anticipated projects from the Board due 2/26/24

- **Water Service Ordinance No. 23-01**
 - o Recorded with Clackamas County on 1/8/24 and recording fees paid
 - Clackamas County did not show any recording for the District's previous two ordinances 10-01 and 19-01
 - o Ordinance is effective on 1/17/24 (30 days after adoption)

- **Employee Training Completed**
 - o Lessons from the Field: Improving Drinking Water Capacity (GM)
 - o Phishline Training: Spear Phishing (All employees)
 - o Office Safety: Common Office Injuries, Workplace Stress & Fatigue (All employees)

FINANCIAL REPORTS



**Monthly Reconciliation Summary -
Checking, Deposit, and LGIP Accounts**

Balance Sheet

Accounts Receivable Summary

Check Register

Revenue & Expense Budget vs Actual

Monthly Reconciliation Summary December 2023

Reviewed & Approved by Commissioners
Board Meeting: January 22, 2024

Bank	QB's	Bank	QuickBooks	Statement	QuickBooks	
Account	Account	Statement	Beginning	Ending	Ending	Uncleared
Name	Number	Date	Balance	Balance	Balance	Balance
Banner Bank (Checking Act)	1015	12/29/2023	\$278,185.50	\$303,368.34	\$312,971.40	(\$9,603.06)
Banner Bank (Deposit Act)	1085	12/29/2023	\$56,338.72	\$56,266.58	\$56,585.58	(\$319.00)
LGIP (SDC)	1106	12/31/2023	\$429,897.05	\$431,330.96	\$431,330.96	\$0.00
LGIP (Capital Improvement)	1107	12/31/2023	\$793,142.30	\$793,311.82	\$793,311.82	\$0.00
LGIP (Unemployment)	1108	12/31/2023	\$36,420.99	\$36,575.61	\$36,575.61	\$0.00
LGIP (Truck)	1109	12/31/2023	\$32,356.29	\$32,493.66	\$32,493.66	\$0.00
LGIP (Non-Restricted)	1110	12/31/2023	\$376,092.14	\$377,688.80	\$377,688.80	\$0.00

Checks issued this period 9968 - 9973 from Banner Bank Act 1015

Checks voided this period: None

1:53 PM

01/12/24

Cash Basis

RIVERGROVE WATER DISTRICT

Balance Sheet

As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	302,641.29
1085 · Water Deposit-Banner Bank	56,266.58
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	431,330.96
1107 · Capital Improvement Account	793,311.82
1108 · Unemployment Account	36,575.61
1109 · Truck & Equipment Account	32,493.66
Total 1101 · Restricted	1,293,712.05
1110 · Non-Restricted	377,688.80
Total 1100 · LGIP	1,671,400.85
Total Checking/Savings	2,030,308.72
Total Current Assets	2,030,308.72
TOTAL ASSETS	2,030,308.72
LIABILITIES & EQUITY	
Equity	
32000 · All Fund Balances	1,928,708.30
Net Income	101,600.42
Total Equity	2,030,308.72
TOTAL LIABILITIES & EQUITY	2,030,308.72

RIVERGROVE WATER DISTRICT

Accounts Receivable Summary

From 12/11/2023 Through 01/18/2024

OPEN BALANCE						<u>Balance</u>
	5,605.10					5,605.10
BI-MONTHLY-Adjustment	<u>Amount</u>		<u>Usage</u>		<u>Count</u>	
WATER	-571.93		-98.00		9	5,033.17
WATER Miscellaneous	239.41		0.00		1	5,272.58
WAT.Penalty	75.00		0.00		51	5,347.58
***Total Adjustment	<u>-257.52</u>		<u>-98.00</u>		<u>61</u>	
BI-MONTHLY-Charge	<u>Minimum</u>	<u>Overage</u>	<u>Usage</u>		<u>Count</u>	<u>Total</u>
WATER	74,026.84	60,710.70	16,593.00		1,390	134,737.54
***Total Charge	<u>74,026.84</u>	<u>60,710.70</u>	<u>16,593.00</u>		<u>1,390</u>	<u>134,737.54</u>
BI-MONTHLY-Penalty	<u>Amount</u>				<u>Count</u>	
WATER	2,895.00				193	142,980.12
***Total Penalty	<u>2,895.00</u>				<u>193</u>	
BI-MONTHLY-Miscellaneous	<u>Amount</u>				<u>Count</u>	
WATER Miscellaneous	1,340.00				58	144,320.12
***Total Miscellaneous	<u>1,340.00</u>				<u>58</u>	
BI-MONTHLY-Payment	<u>Amount</u>				<u>Count</u>	
WATER	-125,662.19				1,315	18,657.93
WATER Miscellaneous	-418.37				2	18,239.56
WAT.Penalty	-960.00				1	17,279.56
***Total Payments	<u>-127,040.56</u>				<u>1,318</u>	
BI-MONTHLY-Return Check	<u>Amount</u>				<u>Count</u>	
WATER	396.15				3	17,675.71
***Total Return Check	<u>396.15</u>				<u>3</u>	
BI-MONTHLY-Deposit Applied	<u>Amount</u>				<u>Count</u>	
WATER	-220.00				5	17,455.71
WAT.Penalty	-30.00				1	17,425.71
***Total Deposit Applied	<u>-250.00</u>				<u>5</u>	
						Closing Balance
						17,425.71

RIVERGROVE WATER DISTRICT
Check Register
December 1 - 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
						278,798.75
Check	12/01/2023	ACH	AFLAC	Monthly Health Premium	-608.74	278,190.01
General Journal	12/01/2023	jc	Customer Refund	Customer Refund	50.00	278,240.01
Deposit	12/01/2023		Deposit	Deposit	35.00	278,275.01
Check	12/02/2023	ACH	COMCAST CABLE	Monthly Service	-610.79	277,664.22
Deposit	12/04/2023		Deposit	Deposit	82.39	277,746.61
Check	12/04/2023	ACH	VANCO Payment Solutions	Monthly Service Fee	-61.00	277,685.61
Check	12/04/2023	ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water	-15.60	277,670.01
Deposit	12/05/2023		Deposit	Deposit	481.41	278,151.42
General Journal	12/05/2023	jc	Customer Deposit	Customer Deposit	-50.00	278,101.42
Deposit	12/05/2023		Deposit	Deposit	50.00	278,151.42
Deposit	12/05/2023		Deposit	Deposit	197.53	278,348.95
Check	12/05/2023	ACH	Streamline	Website Fee	-126.00	278,222.95
Check	12/05/2023	ACH	PGE	Monthly Electric Fees	-171.40	278,051.55
Check	12/07/2023	ACH	PAYCHEX	Payroll	-73.40	277,978.15
Deposit	12/08/2023		Deposit	Deposit	82.27	278,060.42
Deposit	12/08/2023		Deposit	Deposit	29,268.00	307,328.42
Check	12/08/2023	ACH	PAYCHEX	Payroll	-62.70	307,265.72
Deposit	12/11/2023		Deposit	Deposit	137.29	307,403.01
Deposit	12/11/2023		Deposit	Deposit	76.40	307,479.41
General Journal	12/11/2023	jc	Customer Refund	Customer Refund	50.00	307,529.41
Deposit	12/11/2023		Deposit	Deposit	86.05	307,615.46
Check	12/11/2023	ACH	VERIZON WIRELESS	Monthly Service	-390.03	307,225.43
General Journal	12/11/2023	PR 12/07/23	Payroll	Payroll	-1,655.56	305,569.87
General Journal	12/11/2023	PR 12/07/23	Payroll	Payroll	-712.58	304,857.29
Deposit	12/12/2023		Deposit	Deposit	271.25	305,128.54
Check	12/12/2023	ACH	KAISER FOUNDATION HEALTH PLAN	Monthly Health Premium	-2,093.70	303,034.84
General Journal	12/12/2023	PR 12/09/23	Deferred Comp Payroll	Deferred Comp Payroll	-440.97	302,593.87
General Journal	12/12/2023	PR 12/09/23	Deferred Comp Payroll	Deferred Comp Payroll	-225.60	302,368.27
General Journal	12/12/2023	PR 12/09/23	Deferred Comp Payroll	Deferred Comp Payroll	-290.47	302,077.80
Check	12/12/2023	ACH	PAYCHEX	Payroll	-72.25	302,005.55
General Journal	12/12/2023	PR 12/09/23	Payroll	Payroll	-5,714.98	296,290.57
General Journal	12/12/2023	PR 12/09/23	Payroll	Payroll	-3,017.67	293,272.90
Deposit	12/12/2023		Deposit	Deposit	210.86	293,483.76
Deposit	12/13/2023		Deposit	Deposit	3.01	293,486.77
Check	12/14/2023	ACH	RH2 Engineering, Inc.	Engineering Services	-3,516.25	289,970.52
Check	12/14/2023	ACH	Moonlight Business Process	December 2023	-1,159.06	288,811.46
Check	12/14/2023	ACH	Turney Excavating Inc.	Generator 1 Project - Retainage	-3,588.75	285,222.71
Deposit	12/14/2023		Deposit	Deposit	50.00	285,272.71
Deposit	12/15/2023		Deposit	Deposit	274.31	285,547.02
Check	12/15/2023		Service Charge	Service Charge	-187.21	285,359.81
Deposit	12/18/2023		Deposit	Deposit	490.67	285,850.48
Deposit	12/18/2023		Deposit	Deposit	138.09	285,988.57
Deposit	12/18/2023		Deposit	Deposit	149.42	286,137.99

RIVERGROVE WATER DISTRICT

Check Register

December 1 - 31, 2023

General Journal	12/18/2023 CC	Customer Refund	Customer Refund	50.00	286,187.99
Deposit	12/18/2023	Deposit	Deposit	3,662.77	289,850.76
Check	12/18/2023 9968	Oregon Backflow Testing, LLC	Annual Backflow Testing	-120.00	289,730.76
Check	12/18/2023 9969	Cable Huston, LLP	General Services	-305.00	289,425.76
Check	12/18/2023 9970	Employee Reimbursement	Employee Reimbursement	-123.91	289,301.85
Check	12/18/2023 9971	Special District Insurance Services	Policy # 38P54789-946	-27.00	289,274.85
Check	12/18/2023 9972	GOVERNMENT ETHICS COMMISSION	Annual Fee 2023/2024	-945.68	288,329.17
Check	12/18/2023 9973	River Grove, LLC	Rent & Utilities	-1,605.58	286,723.59
Deposit	12/18/2023	Deposit	Deposit	922.90	287,646.49
Deposit	12/19/2023	Deposit	Deposit	238.77	287,885.26
Deposit	12/19/2023	Deposit	Deposit	4,322.94	292,208.20
Deposit	12/19/2023	Deposit	Deposit	1,779.56	293,987.76
Deposit	12/20/2023	Deposit	Deposit	114.06	294,101.82
Deposit	12/20/2023	Deposit	Deposit	2,173.32	296,275.14
Check	12/21/2023 ACH	PACIFIC OFFICE AUTOMATION INC	Copier Service	-297.00	295,978.14
Check	12/21/2023 ACH	SOUND TELECOM	Answering Service Monthly Fee	-311.15	295,666.99
Deposit	12/21/2023	Deposit	Deposit	433.27	296,100.26
Check	12/21/2023 ACH	Moonlight Business Process	December 2023 Newsletter	-245.00	295,855.26
Deposit	12/21/2023	Deposit	Deposit	481.58	296,336.84
Deposit	12/22/2023	Deposit	Deposit	200.66	296,537.50
Deposit	12/22/2023	Deposit	Deposit	2,288.79	298,826.29
Deposit	12/22/2023	Deposit	Deposit	2,613.97	301,440.26
Deposit	12/22/2023	Deposit	Deposit	906.78	302,347.04
Check	12/26/2023 ACH	CHEVRON AND TEXACO CARD	Monthly Fuel Charges	-260.96	302,086.08
Deposit	12/26/2023	Deposit	Deposit	490.32	302,576.40
General Journal	12/26/2023 PR 12/23/23	Deferred Comp Payroll	Deferred Comp Payroll	-461.54	302,114.86
General Journal	12/26/2023 PR 12/23/23	Deferred Comp Payroll	Deferred Comp Payroll	-225.60	301,889.26
General Journal	12/26/2023 PR 12/23/23	Deferred Comp Payroll	Deferred Comp Payroll	-307.61	301,581.65
Check	12/26/2023 ACH	PAYCHEX	Payroll	-72.25	301,509.40
Deposit	12/26/2023	Deposit	Deposit	224.43	301,733.83
General Journal	12/26/2023 PR 12/23/23	Payroll	Payroll	-5,958.87	295,774.96
General Journal	12/26/2023 PR 12/23/23	Payroll	Payroll	-3,117.60	292,657.36
Deposit	12/26/2023	Deposit	Deposit	2,468.29	295,125.65
Deposit	12/27/2023	Deposit	Deposit	567.13	295,692.78
Deposit	12/27/2023	Deposit	Deposit	714.01	296,406.79
Deposit	12/28/2023	Deposit	Deposit	77.92	296,484.71
Deposit	12/28/2023	Deposit	Deposit	235.11	296,719.82
Transfer	12/28/2023	Funds Transfer	Funds Transfer - Well 1 Generator	3,197.58	299,917.40
Transfer	12/28/2023	Funds Transfer	Funds Transfer - Well 1 Generator	391.17	300,308.57
Deposit	12/29/2023	Deposit	Deposit	109.16	300,417.73
Deposit	12/29/2023	Deposit	Deposit	1,743.38	302,161.11
Deposit	12/29/2023	Deposit	Deposit	241.41	302,402.52
Deposit	12/29/2023	Deposit	Deposit	238.77	302,641.29
				23,842.54	302,641.29
				23,842.54	302,641.29

RIVERGROVE WATER DISTRICT

Revenue & Expense Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Income				
4005 · Water Sales & Charges	706,616.14	1,100,000.00	-393,383.86	64.24%
4010 · Water Deposit Fee	3,150.00	5,000.00	-1,850.00	63.0%
4015 · New Service Fee	200.00	200.00	0.00	100.0%
4020 · Installation Fee	2,200.00	2,000.00	200.00	110.0%
4024 · Pre-Application Meeting Fee	2,000.00	1,000.00	1,000.00	200.0%
4026 · Development Security Deposit	10,938.20	6,000.00	4,938.20	182.3%
4030 · Delinquent & Restoration Fee	10,367.32	12,000.00	-1,632.68	86.39%
4035 · SDC Chgs-SDC Restricted CI Fund	49,564.00	10,000.00	39,564.00	495.64%
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	1,355.80	900.00	455.80	150.64%
4059 · LGIP - Non Restrict Int Earn	8,814.66	3,500.00	5,314.66	251.85%
4064 · SDC Interest-LGIP CI Fund	10,097.28	10,000.00	97.28	100.97%
4065 · CI Interest -LGIP CI Fund	19,096.78	12,000.00	7,096.78	159.14%
4066 · LGIP-Int Earn Unemployment Fund	853.62	500.00	353.62	170.72%
4067 · LGIP-Int Earn Truck&Equip Fund	758.36	600.00	158.36	126.39%
Total 4056 · Bank Interest/LGIP Interest	40,976.50	27,500.00	13,476.50	149.01%
4090 · Miscellaneous Income	7,841.71	1,000.00	6,841.71	784.17%
Total 4000 · Income	833,853.87	1,164,700.00	-330,846.13	71.59%
Total Income	833,853.87	1,164,700.00	-330,846.13	71.59%
Gross Income	833,853.87	1,164,700.00	-330,846.13	71.59%
Expense				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	77,327.40	145,000.00	-67,672.60	53.33%
5040 · Operator Wages	57,698.53	135,000.00	-77,301.47	42.74%
5090 · Deferred Compensation	11,153.75	28,000.00	-16,846.25	39.84%
Total 5001 · Compensation	146,179.68	308,000.00	-161,820.32	47.46%
5100 · Payroll Tax Expense	14,564.94	35,000.00	-20,435.06	41.61%
5200 · Payroll Benefits				
5210 · Workers' Compensation	2,093.31	4,000.00	-1,906.69	52.33%
5220 · Health Benefits	18,163.82	92,000.00	-73,836.18	19.74%
5235 · Employee Recognition	0.00	1,000.00	-1,000.00	0.0%
5240 · Wellness Benefit	0.00	600.00	-600.00	0.0%
Total 5200 · Payroll Benefits	20,257.13	97,600.00	-77,342.87	20.76%
Total 5000 · Personnel Services	181,001.75	440,600.00	-259,598.25	41.08%
6000 · Material Services				
6001 · Administration/Billing/Overhead				
6005 · Property/Liability Insurance	27.00	30,000.00	-29,973.00	0.09%
6006 · Furn & Office Equipment - Admin	0.00	3,400.00	-3,400.00	0.0%

RIVERGROVE WATER DISTRICT
Revenue & Expense Budget vs. Actual
July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6007 · Bank Service Charges				
6008 · Banner - Check Bank Charges	1,002.56	1,250.00	-247.44	80.21%
6010 · Vanco Service Charges	422.00	1,250.00	-828.00	33.76%
6012 · LGIP-SDC Ser Charges-CI Fund	0.00	1.00	-1.00	0.0%
6013 · LGIP-CI Ser Chg-CI Fund	0.40	1.00	-0.60	40.0%
Total 6007 · Bank Service Charges	1,424.96	2,502.00	-1,077.04	56.95%
6018 · Meeting/Food Expense	36.18	1,000.00	-963.82	3.62%
6019 · Office Supplies, Equip, Repair	148.92	2,000.00	-1,851.08	7.45%
6020 · Postage & Shipping	159.86	1,800.00	-1,640.14	8.88%
6025 · Printing & Duplicating	519.00	1,500.00	-981.00	34.6%
6030 · Publications & Elections	73.61	2,000.00	-1,926.39	3.68%
6035 · Rent	9,968.91	18,000.00	-8,031.09	55.38%
6045 · Telephone - Admin	6,438.68	12,000.00	-5,561.32	53.66%
6050 · Mileage Expenses	0.00	600.00	-600.00	0.0%
6060 · Continued Education	458.00	5,000.00	-4,542.00	9.16%
6065 · Dues & Subscriptions	5,614.76	6,000.00	-385.24	93.58%
6070 · Fees, License, & Permits	1,937.20	7,500.00	-5,562.80	25.83%
6075 · Water Deposit Refunds	1,991.99	5,000.00	-3,008.01	39.84%
6080 · Water Sales Overpay	263.48	1,500.00	-1,236.52	17.57%
6090 · Meter Reading	2,462.63	6,000.00	-3,537.37	41.04%
6095 · Utilities/Office	971.53	2,500.00	-1,528.47	38.86%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	3,508.87	7,500.00	-3,991.13	46.79%
6099-1 · Copier IT	2,556.16	15,000.00	-12,443.84	17.04%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	882.00	1,800.00	-918.00	49.0%
Total 6099 · Contracted Services - Admin	6,947.03	29,300.00	-22,352.97	23.71%
Total 6001 · Administration/Billing/Overhead	39,443.74	147,602.00	-108,158.26	26.72%
6101 · Operation & Maintenance				
6100 · General Repair & Maintenance	12,109.63	40,000.00	-27,890.37	30.27%
6105 · Utilities	28,029.00	45,000.00	-16,971.00	62.29%
6110 · Small Tools & Equipment	6,795.45	2,500.00	4,295.45	271.82%
6120 · Water Testing	2,210.00	4,000.00	-1,790.00	55.25%
6125 · Truck Maintenance	806.79	3,000.00	-2,193.21	26.89%
6130 · Gas & Oil	1,608.75	3,500.00	-1,891.25	45.96%
6135 · Telemetry/Scada	4,993.70	10,000.00	-5,006.30	49.94%
6155 · Chemicals	1,293.75	4,200.00	-2,906.25	30.8%
6160 · Contracted Services-Operations	3,615.16	15,000.00	-11,384.84	24.1%
6165 · PPE/Safety Equipment	120.49	2,000.00	-1,879.51	6.03%
6170 · Mobile Radio Phone/Pager Operat	2,339.62	5,000.00	-2,660.38	46.79%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%

RIVERGROVE WATER DISTRICT
Revenue & Expense Budget vs. Actual
July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6190 · Cross Connect Program Supplies	120.00	500.00	-380.00	24.0%
6195 · Meters	2,226.68	5,000.00	-2,773.32	44.53%
Total 6101 · Operation & Maintenance	66,269.02	140,700.00	-74,430.98	47.1%
6202 · Professional Services				
6208 · Auditor	6,625.00	8,000.00	-1,375.00	82.81%
6209 · Consultants	0.00	4,000.00	-4,000.00	0.0%
6210 · Engineering (Non-Reimbursable)	16,793.00	150,000.00	-133,207.00	11.2%
6215 · Legal Fees (Non-Reimbursable)	6,997.50	15,000.00	-8,002.50	46.65%
Total 6202 · Professional Services	30,415.50	177,000.00	-146,584.50	17.18%
Total 6000 · Material Services	136,128.26	465,302.00	-329,173.74	29.26%
7000 · Operating Capital Outlay				
7010 · Tool/Equip/Vehicles/Safety-CO	0.00	5,000.00	-5,000.00	0.0%
7020 · Source of Supply, Pumping-CO	42,878.82			
7040 · Fire Protection & Fire Flows-CO	0.00	35,000.00	-35,000.00	0.0%
Total 7000 · Operating Capital Outlay	42,878.82	40,000.00	2,878.82	107.2%
8000 · Debt Recov./Capital Improvement				
8451 · CI-Standby Power CI Fund	100,414.81	0.00	100,414.81	100.0%
8454 · SDWL#1 Install Pmt CI-CI Fund	13,352.00	15,361.00	-2,009.00	86.92%
8455 · SDWL #2 Install Pmt CI-CI Fund	14,500.00	61,945.00	-47,445.00	23.41%
8457 · CI Dist.Main Projects	0.00	300,000.00	-300,000.00	0.0%
8461 · SDC -Standby Power-CI Fund	12,284.19	0.00	12,284.19	100.0%
8464 · SDWL#1 Install Pmt SDC-CIF	40,062.26	38,054.00	2,008.26	105.28%
8465 · SDWL #2 Install Pmt SDC-CIF	118,518.57	71,073.00	47,445.57	166.76%
8467 · Water Main Replacement Projects	0.00	32,700.00	-32,700.00	0.0%
Total 8000 · Debt Recov./Capital Improvement	299,131.83	519,133.00	-220,001.17	57.62%
Total Expense	659,140.66	1,465,035.00	-805,894.34	44.99%
Net Ordinary Income	174,713.21	-300,335.00	475,048.21	-58.17%
Other Income/Expense				
Other Income				
9100 · Other Income				
9115 · Transfer In - Capital Improve	0.00	200,000.00	-200,000.00	0.0%
9120 · Transfer In - Unemployment	0.00	3,000.00	-3,000.00	0.0%
9125 · Transfer In - Truck & Equipment	0.00	5,000.00	-5,000.00	0.0%
Total 9100 · Other Income	0.00	208,000.00	-208,000.00	0.0%
Total Other Income	0.00	208,000.00	-208,000.00	0.0%
Net Other Income	0.00	208,000.00	-208,000.00	0.0%
Net Income	174,713.21	-92,335.00	267,048.21	-189.22%

UNFINISHED BUSINESS





CITY OF LAKE OSWEGO PRE-APPLICATION CONFERENCE AND PROCEDURES

The pre-application conference (pre-app) is a requirement for most minor and major development applications. **To represent the community, the city invites two neighborhood association members to the conference.**

PURPOSE

The pre-app has been developed to:

- Thoroughly familiarize the applicant with City development codes, other applicable codes, and the procedures to complete land use development application.
- Review the applicant's preliminary plans, and to provide specific zoning and development information as it relates to site limitations and the proposal.

REQUIRED MATERIALS AND SCHEDULING

The applicant must submit one **Electronic Copy of the Pre-App Packet** that includes the following materials to planning@lakeoswego.city:

- ___ Application form (see next page and include brief description of proposal)
- ___ County Assessor's Map (mark the subject tax lot or lots)
- ___ Existing Features Map (show structures, topography, trees, natural resources, etc.)
- ___ Site Plan (conceptual development plans, drawn to scale if possible)
- ___ For Design Review, RID (Infill) design variances, development in R-DD Zone (Old Town), or Historic Preservation applications: preliminary/conceptual building elevations, floor plans, etc.
- ___ Fee (this fee is separate from, and in addition to, the land use application fee.)

The information must be submitted and reviewed for completeness by Planning staff no later than 2:30 p.m. Thursdays. Once the materials are found to be complete and the fee is paid, a conference will be scheduled no sooner than two weeks later on a Thursday afternoon at 1:15, 2:30, or 3:45 p.m., subject to availability. Late submissions will be scheduled three weeks later.

PROCEDURE

During the pre-app, the Planning Coordinator and other department staff will meet with the applicant. **It is the applicant's responsibility to take appropriate notes during the meeting.** The meeting format is:

- Applicant presents proposal overview and introduces any supplemental material.
- Coordinator outlines relevant Comprehensive Plan goals and policies (if applicable), and Community Development Code standards.
- Coordinator and other staff present review standards and requirements as related to the proposal.
- Coordinator invites the representative(s) from the neighborhood to share potential concerns and insights.
- Coordinator summarizes staff concerns, and reviews formal application procedures and scheduling.

One subsequent pre-application conference may be requested by the applicant or required by staff, as necessary, at no extra charge. Additional pre-application conferences requested by the applicant require an additional fee.

PRE-APPLICATION FORM

FEE: Refer to Fee Schedule,
plus \$70 Fire Marshal
Fee

APPLICANT

NAME Janine Casey
COMPANY Rivergrove Water District
ADDRESS 17661 Pilkington Road
CITY Lake Oswego STATE OR ZIP 97035
TELEPHONE NO. 503 635 6041
EMAIL jcasey@rivergrovewater.com

PROPERTY OWNER

NAME Rivergrove Water District
ADDRESS 17661 Pilkington Road
CITY Lake Oswego STATE OR ZIP 97035
TELEPHONE NO. 503 635 6041
EMAIL jcasey@rivergrovewater.com

DESCRIPTION OF PROPERTY

STREET ADDRESS OR GENERAL LOCATION 4100 Old Gate Road

TAX MAP 2 1 E 20BB TAX LOT(S) 2300

PROPERTY SIZE Approx. 13,300 S.F. (Acres or Square Feet)

ZONING R-10 COMP. PLAN R-10

NEIGHBORHOOD ASSOCIATION Blue Heron

PROPOSAL

Proposed new office building for Rivergrove Water District. The new office building will be located on the existing Rivergrove Water District Well #1 site located at 4100 Old Gate Road.

I understand that the comments provided by staff at the Pre-Application Conference are preliminary in nature, and that additional concerns may be raised, and additional information may be required after a development application has been submitted. I consent to an on-site inspection by an employee(s) of the City of Lake Oswego.(Restrain your dog on inspection day.)

Date

Applicant's Signature

Lake Oswego Pre-Application:

Proposed new office building at Rivergrove Water District Well #1 site located at 4100 Old Gate Road

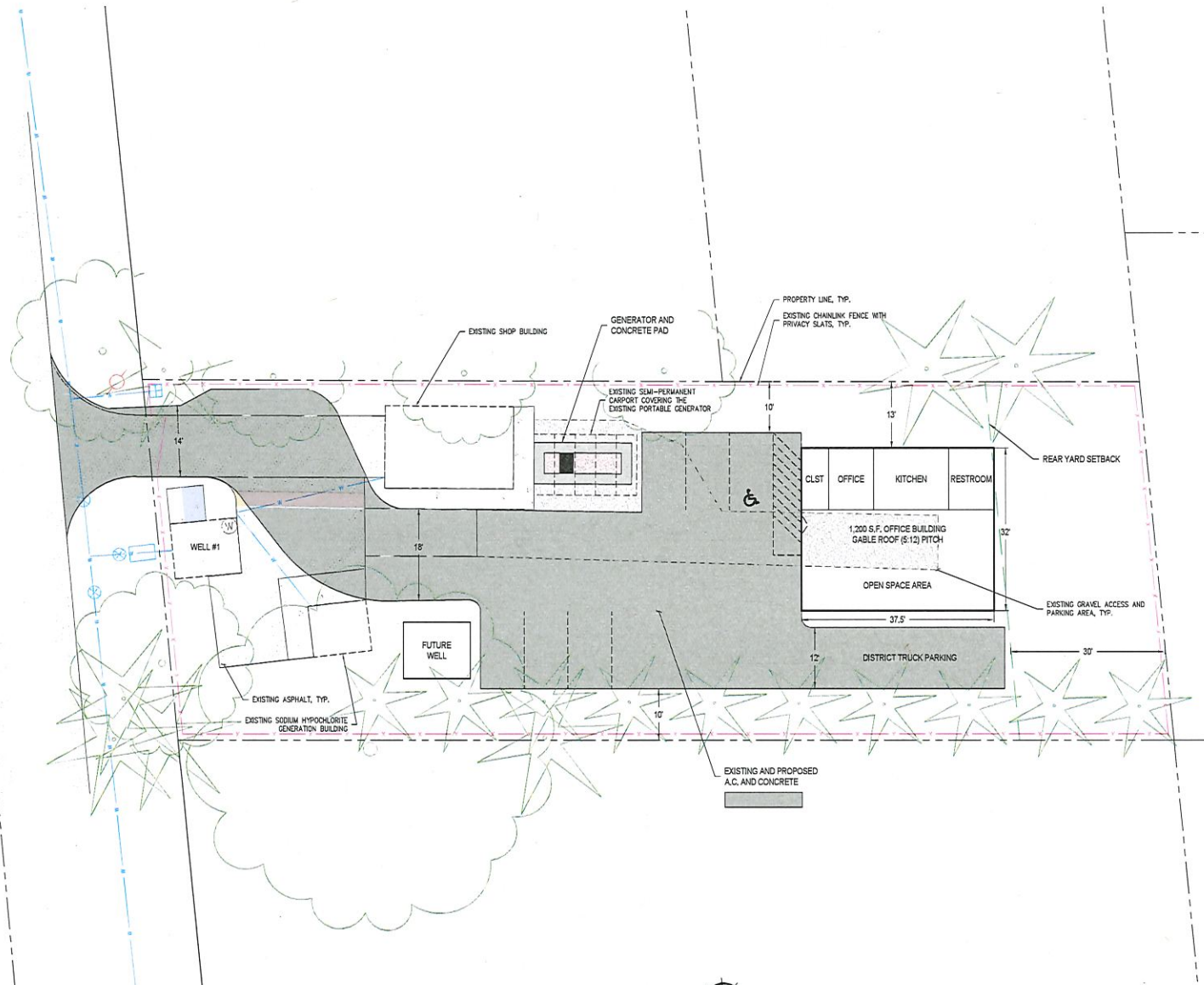
Questions:

- Confirm the zoning of the property is R-10 Residential
- Confirm type of use is a Major Facility/Utility Use and is a Conditional Use in the R-10 zoning
- Confirm land use application hearing procedure
- Will Street improvements to Old Gate Road be required?
- Will additional Right-of-way dedication on Old Gate Road be required along the site frontage?
- Confirm side and rear yard setbacks in the zoning based on the Conditional Use. (max. building ht. 18')
- Will Storm Water detention and WQ treatment be required for the new impervious driveway/parking and roof areas?
- Will the ex. 12" storm sewer main located approximately 200 L.F. to the west of the site be required to be extended to the site to accommodate a storm water connection?
- Assume extension of ex. 6" Sanitary Sewer main in Old Gate Road to the site for service.
- Confirm type of use to calculate parking space requirements
- Can District Service vehicles be stored/parked in rear yard setback?
- Confirm fire access requirements to the building.



RIVERGROVE WATER DISTRICT
WELL NO.1 GENERATOR REPLACEMENT INSTALLATION

PROPOSED SITE PLAN
4100 OLD GATE ROAD



PROPOSED SITE PLAN
1" = 10'



NO.	DATE	DESCRIPTION	BY	REV
1	01/11/2024	ISSUES		
2	01/11/2024	REVISIONS		
3				
4				
5				
6				
7				
8				
9				
10				

SCALE: SHOWN

DRAWING SCALE: SCALE WHICH IS INDICATED

DRG NO. _____ DESIGNED BY _____

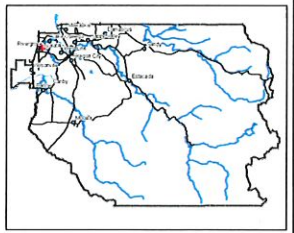
2 1 E 20BB
LAKE OSWEGO

N.W.1/4 N.W.1/4 SEC.20 T.2S. R.1E. W.M.
CLACKAMAS COUNTY
1" = 100'

Cancelled Taxlots

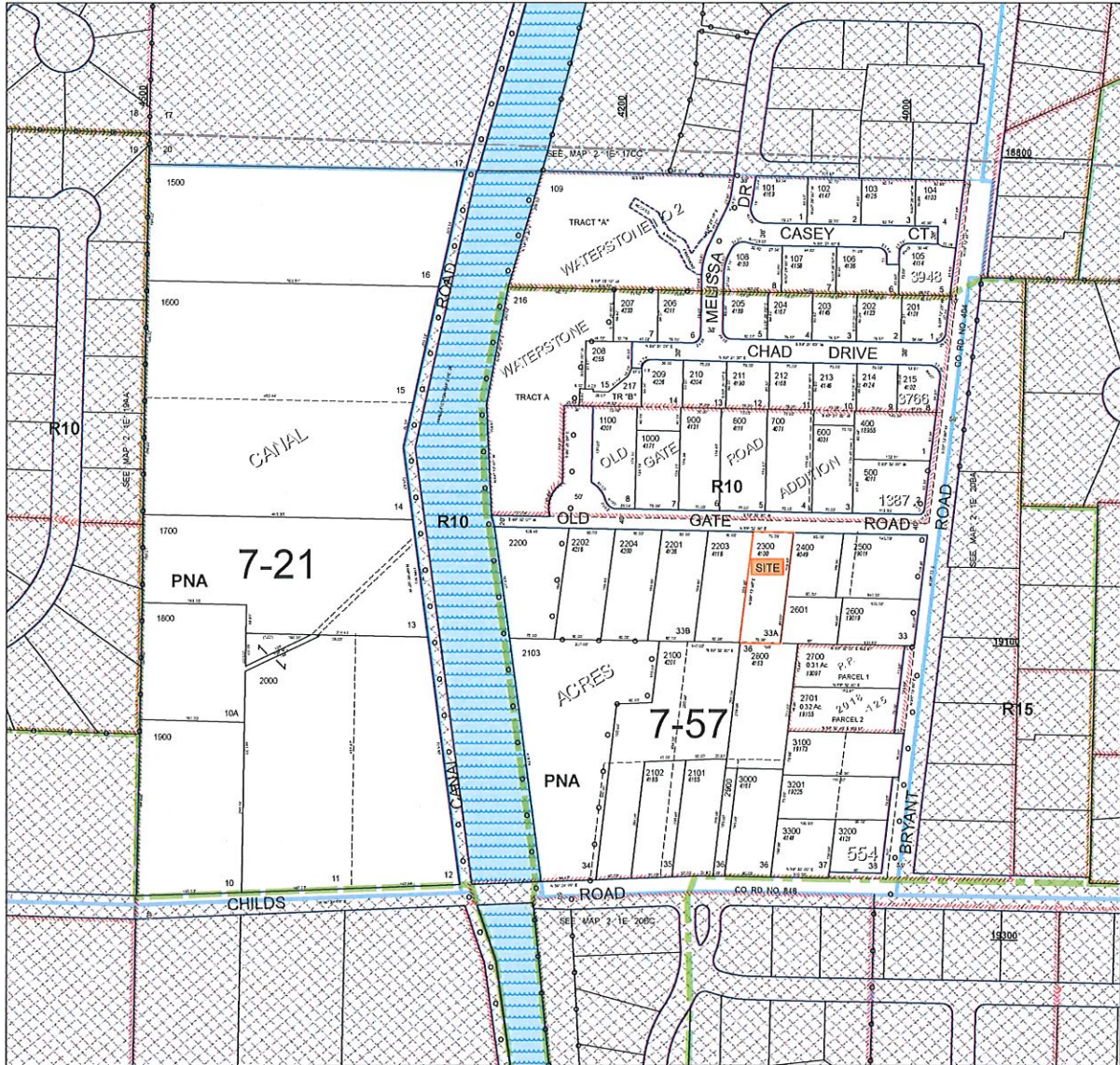
- 1400
- 2025
- 2030
- 200
- 301
- 1000
- 1000
- 100

- Parcel Boundary
- Private Road R/O/W
- Historical Boundary
- Railroad Centerline
- TaxCodeLines
- Map Index
- WaterLines
- Land Use Zoning
- Plats
- Water
- Corner
- Section Corner
- 1/16th Line
- Govt Lot Line
- DLC Line
- Meander Line
- P.L.S.S Section Line
- Historic Corridor 40
- Historic Corridor 20



THIS MAP IS FOR ASSESSMENT
PURPOSES ONLY

2 1 E 20BB
LAKE OSWEGO



10/17/2019

Janine Casey

From: Kyle Pettibone <kpettibone@rh2.com>
Sent: Friday, January 12, 2024 3:21 PM
To: Janine Casey
Cc: Patrick Lau; David Nichols
Subject: Potential Impacts of Site Development at Old Gate site

Janine,

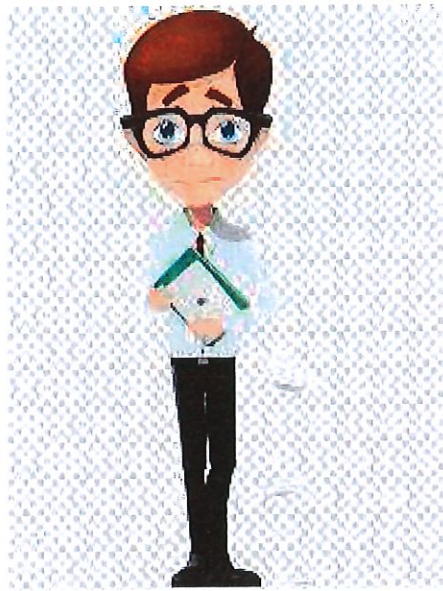
The recent issues at Well 1 bring up another point that needs to be considered when evaluating whether to construct an administration office at the Old Gate site. In talking with Patrick (@ Schneider) we discussed the construction and condition of the well. As I'm sure he reported to you, the well casing that is below the water level has iron bacteria buildup which is common of wells with water quality similar to yours. While Patrick said there wasn't any particular issue of concern that he saw in the well scope, he did acknowledge that he could not really assess the condition of the well casing due to the material buildup on the surface. He also mentioned that without pump water level data it was difficult to evaluate if well performance is being impacted. This led to some discussions about the future replacement of this well.

While there is no need to believe that Well 1 currently needs to be replaced, it is likely that at some point in the future a replacement well may be needed. Currently the Old Gate site has adequate space to accommodate a future well siting. However, if the site becomes encumbered with an administrative office and parking area, this could affect the future drilling and development of a new well.



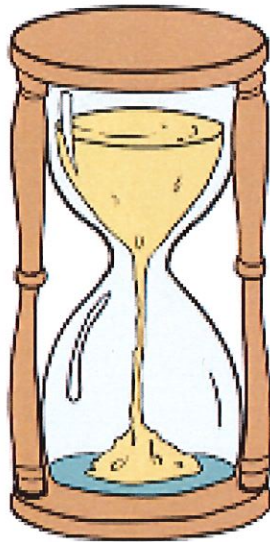
Kyle Pettibone PE
Principal | RH2 Engineering, Inc.
5335 Meadows Road, Suite 420
Lake Oswego, OR 97035
D: 503.446.2816
O: 800.720.8052
kpettibone@rh2.com
www.rh2.com

New Business



EXECUTIVE SESSION

All documents are considered privileged information, contents shall not be discussed with any person outside of Executive Session, and all documents shall be returned at the close of the meeting.



RECONVENE REGULAR SESSION

**(Board to consider action on any items
referred from Executive Session)**



ADJOURNMENT

