



**Board of Commissioners Monthly Meeting  
Monday, June 26, 2023, 4:30 PM  
17661 Pilkington Road, Lake Oswego OR**

**AGENDA ITEMS**

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|--------------|--|----------------|
| <b>I.</b>    | <b>Call to Order</b>   | <b>4:30 PM</b> |
| <b>II.</b>   | <b>Public Comment (3 Minute Limit)</b>   | <b>4:32 PM</b> |
| <b>III.</b>  | <b>Review and Approval of Minutes</b> <ul style="list-style-type: none"><li>• May 22, 2023 Budget Hearing</li><li>• May 22, 2023 Regular Board Meeting</li></ul>   | <b>4:35 PM</b> |
| <b>IV.</b>   | <b>General Manager's Report</b>  | <b>4:40 PM</b> |
| <b>V.</b>    | <b>Unfinished Business</b> <ul style="list-style-type: none"><li>• Water Service Ordinance No. 19-01 Revision</li><li>• Board Goals &amp; Priorities 2023/2024</li></ul>   | <b>4:55 PM</b> |
| <b>VI.</b>   | <b>New Business</b> <ul style="list-style-type: none"><li>• Resolution 2023-02: Fiscal Year 2023/2024 Water Rates, Fees, and Charges</li><li>• Resolution 2023-03: Notice of Public Meetings</li><li>• Employment of Relatives – Board &amp; Employee Policy Handbooks</li></ul> | <b>5:10 PM</b> |
| <b>VII.</b>  | <b>Chair Report</b>  | <b>5:25 PM</b> |
| <b>VIII.</b> | <b>Adjournment</b>   | <b>5:30 PM</b> |

**Upcoming Meetings**

**Regular Board Meeting: Monday, July 24, 2023 at 4:30 P.M.  
Regular Board Meeting: Monday, August 28, 2023 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**



# **PUBLIC COMMENT**



# **REVIEW & APPROVAL OF MINUTES**



**Rivergrove Water District  
Board of Commissioners Budget Hearing  
Monday, May 22, 2023**

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

1. **Call to Order:** The hearing was called to order at 4:31 p.m.
2. **Public Forum:** No public attended or written comments received.
3. **Resolution 2023-01 - Rivergrove Water District Fiscal Year 2023/2024 Budget and Appropriations:**  
The new fiscal year budget and resolution were presented and approved by a motion from *Commissioner Howell, seconded by Commissioner Magura, and passed by Commissioners Roth, Magura, Patterson, and Howell.*
4. **Adjournment:** The public hearing was adjourned at 4:33 p.m.

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James W. Johnson, Secretary

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Date

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Christine K. Roth, Chair

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Date

**Rivergrove Water District  
Board of Commissioners Regular Meeting Minutes  
Monday, May 22, 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, Patterson, and Howell. Commissioner Johnson was excused. The General Manager was also in attendance.

1. **Call to Order:** The meeting was called to order at 4:40 p.m.
  
2. **Public Comment:** Mr. Billy Davis (from Tamarand LLC) represented the owner of 5306 Jean Road. As the contractor hired to rebuild the home destroyed by a fire, he provided comment on system development charges required for a 1" water service upgrade due to current plumbing codes.
  
3. **Review and Approval of Minutes:**
  - a. The April 24, 2023 Budget Meeting minutes were approved by a motion from **Commissioner Magura, seconded by Commissioner Roth, and passed by unanimous vote.**
  
  - b. The April 24, 2023 Board Meeting minutes were approved by a motion from **Commissioner Magura, seconded by Commissioner Roth, and passed by unanimous vote.**
  
4. **Monthly General Manager's Report:** See attached.
  
5. **Unfinished Business:** The General Manager briefed the progress on proposed revisions to the District's current Water Service Ordinance No. 19-01.
  
6. **New Business:** Chair Roth asked each Commissioner to develop goals and priorities for the 2023/2024 fiscal year and submit their inputs to the General Manager by June 15, 2023. All inputs will be consolidated and addressed at the June meeting.
  
7. **Chair Report:** No report was presented.
  
8. **Executive Session:** The regular meeting of the Board of Commissioners was adjourned at 5:47 p.m. to meet in Executive Session in accordance with ORS 192.660(2)(f) to discuss Board relations. The regular meeting of the Board reconvened at 6:19 p.m. where a motion was moved by **Commissioner Magura, seconded by Commissioner Roth, and passed by a unanimous vote** to allow Commissioner Howell to draft language for the Board Policy Handbook on certain sections specific to Board relations.
  
9. **Adjournment:** The meeting was adjourned at 6:21 p.m. The next regular meeting will be held on Monday, June 26, 2023 at 4:30 p.m.

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James W. Johnson, Secretary

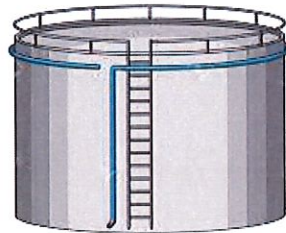
\_\_\_\_\_  
Date

\_\_\_\_\_  
Christine K. Roth, Chair

\_\_\_\_\_  
Date

# General Manager's Report

## Operations



## Administrative/HR/Finance







## GENERAL MANAGER'S REPORT June 2023

### Capital Improvement Projects

- **Well No. 1 Generator Replacement Installation**
  - o The new MTU generator arrived on 6/22/2023; Turney Excavating, Inc. will complete installation at Well 1 and relocate portable Doosan generator to Well 3
    - Contract completion date: 7/31/23
  
- **River Grove Elementary School Main Replacement**
  - o As part of the new construction on the elementary school, approximately 700 LF of 8" asbestos cement pipe will be replaced with 8" ductile iron
    - Two fire hydrants will be replaced along with 5 customer service line connections
  - o A Development Agreement has been executed with the Lake Oswego School District
    - Performance Bond and Deposit have been received from LOSD
  - o Construction started on the main replacement 5/15/23
    - Contract completion date: 10/31/23
  
- **2022 Water Main Replacement Grant Project**
  - o No updates since meeting on 5/17/23 with Business Oregon to ascertain status of grant funding

### Operations

- **Well 2 Pump Motor Replacement**
  - o Well 2 is currently inoperative due to a nonfunctioning submersible pump
  - o Schneider Equipment was hired to troubleshoot and replace the motor; estimated cost \$25,000
  - o The District has requested OAWU conduct an energy audit and dispatch a circuit rider to meet with GM and utility technicians to explore options for modified run times and flow rate load
  
- **Production versus Consumption Report**
  - o Utility operators are continuing to account for all unmetered water used throughout the District
    - Monthly unaccounted water used at the shop is estimated between 4-5 HCF
    - Revised fire hydrant flushing procedures identified additional unreported water loss
      - Adjustments will be made to the report beginning 8/2023

PRODUCTION versus CONSUMPTION								
Month	Production (HCF)	Consumption (HCF)	Unaccounted Known (HCF)	Unaccounted Unknown (HCF)	Unaccounted %	Unit Loss per Service Connection	Number of Services	Revenue
Jun 23	23,411	22,142	228	1,041	4.4%	.75	1,382	\$150,055
Apr 23	15,512	14,109	80	1,323	8.5%	.95	1,382	\$121,772
Feb 23	15,456	14,056	146	1,254	8.1%	.91	1,383	\$121,725
Dec 22	20,775	19,742	80	953	4.6%	.69	1,383	\$141,687
Oct 22	50,909	46,554	683	3,672	7.2%	2.7	1,383	\$236,668
Aug 22	36,694	34,379	58	2,257	6.2%	1.63	1,382	\$193,351
Jun 22	20,408	14,755	305	5,348	26%	3.87	1,381	\$127,633

*Anomalies: Chlorine Analyzers 58 HCF, District Leaks: 228 HCF (Old Gate Rd Fire Hydrant Engaged, Marlin Ct, Benfield Ave, Kenny St, Pilkington Rd, & Annual Hydrant Flushing)*



- **Per- and Polyfluoroalkyl Substances (PFAS) Re-Sampling Notification**
  - o On 6/7/23 the Oregon Health Authority notified the District of the test results from collection samples taken in May 2023 by DEQ staff
  - o Test results reflected... **"No detections at or above the minimum reporting limits"**
    - Great news for the District; a news article will be published on the website and in the next newsletter informing customer of the results
  
- **Backflow Testing Program**
  - o Annual backflow testing is underway; customers must submit passing test reports by **9/30/23**
  - o District statistics are as follows:
    - Total Backflow Connections: 560
    - Total Connections Passed: 213
    - Total Connections Failed: 2
    - Current Compliance Percentage: 38%
  
- **Customer Assistance Requests & On Call Duty**
  - o Site visit requests: 41
  - o Emergency callouts: 1 – Main repair (Service line disconnected – McEwan Rd)

**Finance/Administrative/HR**

- **Annual Audit**
  - o The annual audit for fiscal year 2022/2023 has been scheduled for 7/27/23
  
- **Employee Training Completed**
  - o Getting the Lead Out – Lead and Copper Compliance (GM)
  - o Billing, Accounts Receivable, and Collections Forum (Finance Specialist)
  - o Cross Connection Certification Class – (Utility II)
  - o Keeping Safe in the Heat, Preventing Dehydration at Work, Safe Laptop Use (All employees)



### Backflow Testing – An Annual Requirement

To protect our drinking water and ensure clean, safe, potable water, the District maintains a Cross Connection Program required by the Oregon Health Authority (OAR 333-061-0070). Customers with inground irrigation, fire sprinkler systems, and/or certain water features such as fountains and pools are required by law to have their backflow tested annually by a state certified tester. We prefer residential customers to test their backflow assemblies early in the year and before the summer irrigation season. Annual passing reports are due **September 30, 2023**.

### Fire Hydrant Flushing

The District will be flushing fire hydrants within our boundary area over the summer. Hydrant flushing is one of the most important practices to preserve public water systems. It is a controlled action that clears out sediments and minerals from the water main, ensuring proper water flow is available for firefighting needs. During hydrant flushing, you may notice reduced water pressure and flow along with a slight discoloration of your water. This discoloration is temporary and normal due to iron and other minerals in the water. Simply run your cold tap for 2-3 minutes to clear your system.

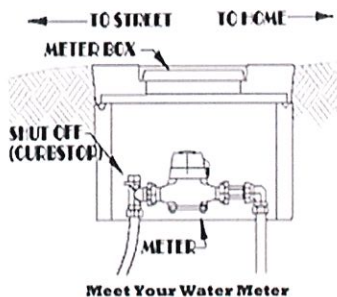
### What is the Difference between a Customer's Water Shutoff Valve and the District's Curb Stop?

As a homeowner or tenant, it is important to know where the main shut-off valve is located within your home and how it operates. The location of the shut-off valve can vary based on the year your home was constructed. Many shut-off valves can typically be found in the basement, a crawl space, the garage, or an outer facing wall of your home. For newer homes, the shut off valve may be installed near the District's water meter box. The District's ordinance requires all customers to have a shutoff valve installed on their water service line. **Remember, a customer's shutoff valve is different from the District's curb stop valve.** Customers and contractors are not allowed to manipulate the curb stop valve at any time. To have your water turned off at the meter, please call the District office and a utility technician will be dispatched.

Typical Water District  
Curb Stop Valve



Typical Water Meter



Typical Customer  
Shutoff Valve



### Water Conservation...Make every drop count!

It's easy to save water. Here are four tips to help conserve water in your bathroom:

- 1- Fix leaks in faucets, showerheads, and toilets
- 2- Cut your shower time by two minutes
- 3- Turn off the tap when brushing your teeth
- 4- Never use your toilet as a waste basket

To learn more ways to save this valuable resource, the District has an easy-to-read 5 ½ x 7 ½ booklet that offers 13 ways to conserve water and help lower your costs. We also offer an engaging Coloring & Activities Book with stickers for children. Each booklet is free; just call the office to receive a copy.

**Water Humor... Q: Why did the melon jump into the river? A: It wanted to be a water-melon.**

# **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 May 2023

**Reviewed & Approved by Commissioners  
Board Meeting: June 26, 2023**

Bank	QB's	Bank	Beginning	Statement	QuickBooks	Uncleared
Account	Account	Statement	QuickBooks	Ending	Ending	Balance
Name	Number	Date	Balance	Balance	Balance	Balance
Banner Bank (Checking Act)	1015	5/31/2023	\$133,509.79	\$160,178.13	\$151,258.86	\$8,919.27
Banner Bank (Deposit Act)	1085	5/31/2023	\$54,057.83	\$54,291.77	\$54,291.77	\$0.00
LGIP (SDC)	1106	5/31/2023	\$428,035.95	\$42,944.19	\$42,944.19	\$0.00
LGIP (Capital Improvement)	1107	5/31/2023	\$847,608.68	\$850,400.05	\$850,400.05	\$0.00
LGIP ( Unemployment)	1108	5/31/2023	\$35,483.87	\$35,600.61	\$35,600.61	\$0.00
LGIP (Truck)	1109	5/31/2023	\$31,523.76	\$31,627.47	\$31,627.47	\$0.00
LGIP (Non-Restricted)	1110	5/31/2023	\$250,804.26	\$251,629.41	\$251,629.41	\$0.00

Checks issued this period 9821 - **9842** from Banner Bank Act 1015

Checks voided this period: None

**RIVERGROVE WATER DISTRICT**  
**Balance Sheet**  
 As of May 31, 2023

	May 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	151,258.86
1085 · Water Deposit-Banner Bank	54,291.77
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	429,444.19
1107 · Capital Improvement Account	850,400.05
1108 · Unemployment Account	35,600.61
1109 · Truck & Equipment Account	31,627.47
Total 1101 · Restricted	1,347,072.32
1110 · Non-Restricted	251,629.41
Total 1100 · LGIP	1,598,701.73
Total Checking/Savings	1,804,252.36
Total Current Assets	1,804,252.36
<b>TOTAL ASSETS</b>	<b>1,804,252.36</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Federal Withholding	4,150.15
2120 · FICA Social Security	2,908.57
2140 · Medicare	680.22
2150 · State Withholding	2,632.43
2165 · Oregon State Transit Tax	38.16
2170 · WBF Assessment	14.71
2175 · Paid Family Medical Leave	281.47
Total 2100 · Payroll Liabilities	10,705.71
Total Other Current Liabilities	10,705.71
Total Current Liabilities	10,705.71
Total Liabilities	10,705.71
Equity	
32000 · All Fund Balances	1,918,744.03
Net Income	-125,197.38
Total Equity	1,793,546.65
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,804,252.36</b>

RIVERGROVE WATER DISTRICT

**Accounts Receivable Summary**

From 06/10/2023 Through 06/15/2023

<b>OPEN BALANCE</b>					<u>Balance</u>
	-3,868.08				-3,868.08
<b>BI-MONTHLY-Adjustment</b>	<u>Amount</u>		<u>Usage</u>	<u>Count</u>	
WATER-RESIDENTIAL	-36.01			2	
<b>Totals</b>	-36.01		0.00	2	-3,904.09
***Total Adjustment	-36.01		0.00	2	
<b>BI-MONTHLY-Charge</b>	<u>Minimum</u>	<u>Overage</u>	<u>Usage</u>	<u>Count</u>	<u>Total</u>
WATER-RESIDENTIAL	69,434.12	77,448.39	21,820.00	1,364	146,882.51
WATER-COMMERCIAL	183.20	607.05	171.00	3	790.25
WATER-PUBLIC AUTHORITY	965.62	46.15	13.00	5	1,011.77
WATER-HOA IRRIGATION	651.34	376.30	106.00	9	1,027.64
WATER-ADULT CARE FACILITIES	139.09	131.35	37.00	2	270.44
WATER-CHURCH	94.98	14.20	4.00	1	109.18
<b>Totals</b>	71,468.35	78,623.44	22,151.00	1,384	150,091.79
***Total Charge	71,468.35	78,623.44	22,151.00	1,384	150,091.79
<b>BI-MONTHLY-Payment</b>	<u>Amount</u>			<u>Count</u>	
WATER-RESIDENTIAL	-5,313.37			116	
<b>Totals</b>	-5,313.37			116	140,874.33
WAT.Penalty-RESIDENTIAL	-60.00				
<b>Totals</b>	-60.00				140,814.33
***Total Payments	-5,373.37			116	
<b>Closing Balance</b>					<b>140,814.33</b>



RIVERGROVE WATER DISTRICT  
Check Register  
As of May 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
						113,316.33
Deposit	05/01/2023		Deposit	Deposit	278.68	113,595.01
General Journal	05/01/2023	jc	Customer Refund	Customer Refund	50.00	113,645.01
General Journal	05/01/2023	jc	Customer Refund	Customer Refund	50.00	113,695.01
Deposit	05/01/2023		Deposit	Deposit	1,792.00	115,487.01
Deposit	05/01/2023		Deposit	Deposit	125.91	115,612.92
Deposit	05/01/2023		Deposit	Deposit	169.03	115,781.95
Check	05/01/2023	ACH	PACIFIC OFFICE AUTOMATION INC	Monthly Copier Service 5/14/2023-6/13/2023 Invoice 5024765456	-426.97	115,354.98
Check	05/01/2023	ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water 4/1/23-5/1/23 Act 10-12691-01	-14.85	115,340.13
Check	05/02/2023	ACH	VANCO Payment Solutions	Monthly Service Fee April 2023 Invoice 00013449985	-58.50	115,281.63
Deposit	05/02/2023		Deposit	Deposit	336.65	115,618.28
Deposit	05/02/2023		Deposit	Deposit	343.89	115,962.17
Check	05/02/2023	ACH	PAYCHEX	Payroll 04/16/23-04/29/23 Invoice 2023050201	-68.41	115,893.76
General Journal	05/02/2023	PR 04/29/23	PAYCHEX	Deferred Comp Payroll - 4/16/23-4/29/23	-1,458.11	114,435.65
General Journal	05/02/2023	PR 04/29/23	PAYCHEX	Deferred Comp Payroll - Employer - 4/16/23-4/29/23	-262.23	114,173.42
General Journal	05/02/2023	PR 04/29/23	PAYCHEX	Payroll 04/16/23-04/29/23	-4,637.08	109,536.34
General Journal	05/02/2023	PR 04/29/23	PAYCHEX	Payroll 04/16/23-04/29/23	-2,577.74	106,958.60
Deposit	05/03/2023		Deposit	Deposit	1,003.56	107,962.16
Deposit	05/03/2023		Deposit	Deposit	160.23	108,122.39
Deposit	05/04/2023		Deposit	Deposit	583.79	108,706.18
General Journal	05/04/2023	jc	Customer Refund	Customer Refund	50.00	108,756.18
Deposit	05/04/2023		Deposit	Deposit	3,336.07	112,092.25
General Journal	05/04/2023	jc	Customer Refund	Customer Refund	50.00	112,142.25
Check	05/05/2023	ACH	PGE	Monthly Electric Fees 4/3/23-5/2/23 Invoice: Multiple	-3,092.85	109,049.40
Check	05/05/2023	ACH	Streamline	5/1/23-6/1/23 Website Fee Invoice 1BCE1786-0030	-100.00	108,949.40
Deposit	05/05/2023		Deposit	Deposit	295.93	109,245.33
General Journal	05/05/2023	jc	Customer Refund	Customer Refund	50.00	109,295.33
Deposit	05/05/2023		Deposit	Deposit	1,618.87	110,914.20
General Journal	05/05/2023	jc	Customer Deposit	Customer Deposit	-100.00	110,814.20
Deposit	05/08/2023		Deposit	Deposit	395.04	111,209.24
Deposit	05/08/2023		Deposit	Deposit	242.38	111,451.62
Deposit	05/08/2023		Deposit	Deposit	93.81	111,545.43
Deposit	05/08/2023		Deposit	Deposit	1,224.91	112,770.34

RIVERGROVE WATER DISTRICT  
Check Register  
As of May 31, 2023

Check	05/08/2023	ACH	U.S. BANK EQUIPMENT FINANCE	Monthly Copier/Server Fee 4/26/23-5/26/23 Invoice 500651849	-688.05	112,082.29
Deposit	05/08/2023		Deposit	Deposit	2,286.75	114,369.04
Deposit	05/09/2023		Deposit	Deposit	225.43	114,594.47
Deposit	05/09/2023		Deposit	Deposit	1,890.19	116,484.66
Deposit	05/10/2023		Deposit	Deposit	43,275.67	159,760.33
Deposit	05/10/2023		Deposit	Deposit	19,606.52	179,366.85
General Journal	05/10/2023	jc	Customer Deposit	Customer Deposit	-50.00	179,316.85
Deposit	05/10/2023		Deposit	Deposit	1,240.94	180,557.79
Deposit	05/10/2023		Deposit	Deposit	500.00	181,057.79
Deposit	05/10/2023		Deposit	Deposit	9,062.00	190,119.79
Deposit	05/10/2023		Deposit	Deposit	23,969.00	214,088.79
Deposit	05/10/2023		Deposit	Deposit	2,324.49	216,413.28
Deposit	05/11/2023		Deposit	Deposit	920.70	217,333.98
Deposit	05/11/2023		Deposit	Deposit	428.05	217,762.03
Deposit	05/11/2023		Deposit	Deposit	140.26	217,902.29
Deposit	05/12/2023		Deposit	Deposit	1,752.60	219,654.89
Check	05/12/2023	ACH	VERIZON WIRELESS	Monthly Service 4/2/23-5/1/23 Invoice 9933783266	-389.79	219,265.10
General Journal	05/12/2023	jc	Customer Deposit	Customer Deposit	-50.00	219,215.10
General Journal	05/12/2023	JC	Customer Chargeback	Customer Chargeback	-65.41	219,149.69
Deposit	05/12/2023		Deposit	Deposit	980.10	220,129.79
Deposit	05/12/2023		Deposit	Deposit	741.58	220,871.37
Check	05/12/2023	ACH	Moonlight Business Process Outsourcing	Consumer Confidence Water Quality Report 2023 Invoice 135049	-280.00	220,591.37
Deposit	05/15/2023		Deposit	Deposit	1,418.60	222,009.97
Deposit	05/15/2023		Deposit	Deposit	94.61	222,104.58
General Journal	05/15/2023	jc	Customer Refund	Customer Refund	50.00	222,154.58
Deposit	05/15/2023		Deposit	Deposit	1,171.75	223,326.33
Deposit	05/15/2023		Deposit	Deposit	194.68	223,521.01
Check	05/15/2023	ACH	KAISER FOUNDATION HEALTH PLAN	Monthly Health Premium 6/1/23-6/30/23 Invoice 0016739532	-3,228.27	220,292.74
Check	05/15/2023		Service Charge	Service Charge	-157.07	220,135.67
Deposit	05/16/2023		Deposit	Deposit	269.76	220,405.43
Deposit	05/16/2023		Deposit	Deposit	280.67	220,686.10
General Journal	05/16/2023	PR 05/13/23	PAYCHEX	Deferred Comp Payroll - 4/30/23-5/13/23	-1,474.36	219,211.74
General Journal	05/16/2023	PR 05/13/23	PAYCHEX	Deferred Comp Payroll - Employer - 4/30/23-5/13/23	-279.37	218,932.37
General Journal	05/16/2023	PR 05/13/23	PAYCHEX	Payroll 4/30/23-5/13/23	-5,242.26	213,690.11

RIVERGROVE WATER DISTRICT  
Check Register  
As of May 31, 2023

General Journal	05/16/2023	PR 05/13/23	PAYCHEX	Payroll 4/30/23-5/13/23	-2,894.33	210,795.78
Check	05/16/2023	9821	CONCENTRA MEDICAL CENTERS	Personnel Rapid Urinalysis Testing Invoice 79185211	-78.00	210,717.78
Check	05/16/2023	ACH	COMCAST CABLE	Monthly Service 5/22/23-6/21/23 Act 8778-10-899-0001186	-615.20	210,102.58
General Journal	05/16/2023		Customer Deposit	Customer Deposit	-50.00	210,052.58
General Journal	05/16/2023		Customer Deposit	Customer Deposit	-50.00	210,002.58
Deposit	05/17/2023		Deposit	Deposit	33.45	210,036.03
Deposit	05/17/2023		Deposit	Deposit	169.86	210,205.89
Deposit	05/18/2023		Deposit	Deposit	123.16	210,329.05
Deposit	05/18/2023		Deposit	Deposit	876.00	211,205.05
Deposit	05/18/2023		Deposit	Deposit	76.06	211,281.11
General Journal	05/18/2023		Customer Refund	Customer Refund	50.00	211,331.11
Check	05/20/2023	9822	Cascade Columbia Dist Inc	Sodium Hypochlorite Invoice 866241	-475.00	210,856.11
Check	05/20/2023	9823	Customer Refund	Customer Refund	-9.21	210,846.90
Check	05/20/2023	9824	Customer Overpayment	Customer Overpayment	-2,570.86	208,276.04
Check	05/20/2023	9825	Oregon Utility Notification Center	Locator Training Class	-75.00	208,201.04
Check	05/20/2023	9826	PACIFIC OFFICE AUTOMATION INC	Security Upgrades (Baracuda, Sentinel) Invoices Multiple	-497.50	207,703.54
Check	05/20/2023	9827	GENERAL PACIFIC, INC	Meter Purchase Qty: 50 Invoice 1463129	-3,900.00	203,803.54
Check	05/20/2023	9828	SOUND TELECOM	Act 123-4850-521 Answering Service Monthly Fee 5/1/23-5/31/23	-139.10	203,664.44
Check	05/20/2023	9829	OAWU	Operator of Record (DRC) May 23 Contract Fee Invoice 3509?	-950.00	202,714.44
Check	05/20/2023	9830	RH2 Engineering, Inc.	Engineering Services Invoice 90816	-3,513.75	199,200.69
Check	05/20/2023	9831	RH2 Engineering, Inc.	Project - Well 1 Generator Invoice 90815	-919.25	198,281.44
Check	05/20/2023	9832	Carlson Testing, Inc.	Well 1 Compact Test/Generator Invoice 1284491	-587.25	197,694.19
Check	05/20/2023	9833	CONTINENTAL UTILITY SOLUTIONS, INC	ACH Activation Fee Invoice R15008	-6.00	197,688.19
Deposit	05/20/2023		Deposit	Deposit	40.00	197,728.19
Check	05/20/2023	9834	Customer Refund	Customer Refund	-16.23	197,711.96
Check	05/20/2023	9835	Pamplin Media Group	Budget Hearing Ad #286970 Account 106644	-287.96	197,424.00
Check	05/20/2023	9836	OHA Cashier	2023 Annual Water System ID# 41-00461	-1,500.00	195,924.00
Check	05/20/2023	9837	Pamplin Media Group	Consumer Confidence Rpt #28839 Account 106644	-32.59	195,891.41
Check	05/20/2023	9838	CONSOLIDATED SUPPLY CO.	Locator w/Bluetooth & GPS Invoice S011365097	-6,749.91	189,141.50
Check	05/20/2023	9839	THOMAS GREGOIRE	Rent June 2023 & Utilities	-1,985.16	187,156.34
Check	05/20/2023	9840	Turney Excavating Inc.	Well No 1 Generator Replacement	-26,813.75	160,342.59
Check	05/20/2023	9841	OHA Cashier	Employee WD 2 Certification	-62.50	160,280.09
Check	05/20/2023	ACH	Banner Bank (MASTERCARD)	Act 6660 Casey - Monthly Charges 4/7/23-5/6/23	-780.51	159,499.58
Check	05/20/2023	9842	Janine Casey	Office Folding Table & Paint for Hydrants	-121.63	159,377.95

## RIVERGROVE WATER DISTRICT

### Check Register

As of May 31, 2023

Deposit	05/22/2023		Deposit	Deposit	266.02	159,643.97
Deposit	05/22/2023		Deposit	Deposit	51.21	159,695.18
Deposit	05/23/2023		Deposit	Deposit	145.32	159,840.50
Deposit	05/24/2023		Deposit	Deposit	156.13	159,996.63
Deposit	05/25/2023		Deposit	Deposit	670.63	160,667.26
General Journal	05/25/2023		Customer Refund	Customer Refund	50.00	160,717.26
Deposit	05/26/2023		Deposit	Deposit	301.49	161,018.75
General Journal	05/26/2023		Customer Refund	Customer Refund	50.00	161,068.75
Deposit	05/26/2023		Deposit	Deposit	100.91	161,169.66
Check	05/29/2023	ACH	AFLAC	Monthly Health Premium May 2023 Invoice 753715	-467.52	160,702.14
Check	05/30/2023	ACH	CHEVRON AND TEXACO CARD SERVICES	Monthly Fuel Charges 4/24/23-5/23/23 Invoice 89304003	-264.14	160,438.00
Deposit	05/30/2023		Deposit	Deposit	62.66	160,500.66
General Journal	05/30/2023	PR 05/30/23		Deferred Comp Payroll - 5/14/23-5/27/23	-1,434.08	159,066.58
General Journal	05/30/2023	PR 05/30/23		Deferred Comp Payroll - Employer - 5/14/23-5/27/23	-342.48	158,724.10
General Journal	05/30/2023	PR 05/27/23		Payroll 5/14/23-5/27/23	-6,242.91	152,481.19
General Journal	05/30/2023	PR 05/27/23		Payroll 5/14/23-5/27/23	-3,493.87	148,987.32
Deposit	05/31/2023		Deposit	Deposit	195.02	149,182.34
Deposit	05/31/2023		Deposit	Deposit	230.52	149,412.86
Deposit	05/31/2023		Deposit	Deposit	83.96	149,496.82
Deposit	05/31/2023		Deposit	Deposit	722.78	150,219.60
Deposit	05/31/2023		Deposit	Deposit	57.00	150,276.60
Check	05/31/2023	ACH	PAYCHEX	Payroll 05/14/23 - 05/27/23 Invoice 2023053001	-71.40	150,205.20
General Journal	05/31/2023		Customer Refund	Customer Refund	50.00	150,255.20
General Journal	05/31/2023		Customer Refund	Customer Refund	50.00	150,305.20
Deposit	05/31/2023		Deposit	Deposit	118.66	150,423.86
Deposit	05/31/2023		Deposit	Deposit	835.00	151,258.86
					37,942.53	151,258.86
					37,942.53	151,258.86

## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Income				
4005 · Water Sales & Charges	927,684.43	1,007,500.00	-79,815.57	92.08%
4010 · Water Deposit Fee	4,730.00	6,800.00	-2,070.00	69.56%
4015 · New Service Fee	400.00	200.00	200.00	200.0%
4020 · Installation Fee	3,300.00	2,000.00	1,300.00	165.0%
4024 · Pre-Application Meeting Fee	1,000.00	1,000.00	0.00	100.0%
4026 · Development Security Deposit	4,115.00	10,000.00	-5,885.00	41.15%
4030 · Delinquent & Restoration Fee	18,660.25	10,000.00	8,660.25	186.6%
4035 · SDC Chgs-SDC Restricted CI Fund	53,188.00	51,000.00	2,188.00	104.29%
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	1,434.86	300.00	1,134.86	478.29%
4059 · LGIP - Non Restrict Int Earn	6,407.45	1,200.00	5,207.45	533.95%
4064 · SDC Interest-LGIP CI Fund	10,904.91	1,800.00	9,104.91	605.83%
4065 · CI Interest -LGIP CI Fund	22,299.60	3,600.00	18,699.60	619.43%
4066 · LGIP-Int Earn Unemployment Fund	864.05	150.00	714.05	576.03%
4067 · LGIP-Int Earn Truck&Equip Fund	735.71	100.00	635.71	735.71%
Total 4056 · Bank Interest/LGIP Interest	42,646.58	7,150.00	35,496.58	596.46%
4090 · Miscellaneous Income	9,081.34	5,000.00	4,081.34	181.63%
Total 4000 · Income	1,064,805.60	1,100,650.00	-35,844.40	96.74%
Total Income	1,064,805.60	1,100,650.00	-35,844.40	96.74%
Gross Revenue	1,064,805.60	1,100,650.00	-35,844.40	96.74%
Expense				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	116,249.08	145,000.00	-28,750.92	80.17%
5040 · Operator Wages	95,750.85	130,000.00	-34,249.15	73.66%
5090 · Deferred Compensation	17,451.93	30,000.00	-12,548.07	58.17%
Total 5001 · Compensation	229,451.86	305,000.00	-75,548.14	75.23%
5100 · Payroll Tax Expense	32,131.30	35,000.00	-2,868.70	91.8%
5200 · Payroll Benefits				
5210 · Workers' Compensation	2,209.33	3,000.00	-790.67	73.64%
5220 · Health Benefits	31,511.72	60,000.00	-28,488.28	52.52%
5240 · Wellness Benefit	0.00	600.00	-600.00	0.0%
Total 5200 · Payroll Benefits	33,721.05	63,600.00	-29,878.95	53.02%
Total 5000 · Personnel Services	295,304.21	403,600.00	-108,295.79	73.17%
6000 · Material Services				
6001 · Administration/Billing/Overhead				
6005 · Property/Liability Insurance	25,855.19	28,000.00	-2,144.81	92.34%
6006 · Furn & Office Equipment - Admin	34.88	2,000.00	-1,965.12	1.74%
6007 · Bank Service Charges				
6008 · Banner - Check Bank Charges	1,975.37	1,999.00	-23.63	98.82%
6010 · Vanco Service Charges	763.50	1,000.00	-236.50	76.35%

## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
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%
<b>Total 6007 · Bank Service Charges</b>	<b>2,739.27</b>	<b>3,001.00</b>	<b>-261.73</b>	<b>91.28%</b>
6018 · Meeting/Food Expense	206.77	1,000.00	-793.23	20.68%
6019 · Office Supplies, Equip, Repair	1,015.25	2,500.00	-1,484.75	40.61%
6020 · Postage & Shipping	305.90	2,000.00	-1,694.10	15.3%
6025 · Printing & Duplicating	1,134.87	1,500.00	-365.13	75.66%
6030 · Publications & Elections	897.91	2,000.00	-1,102.09	44.9%
6035 · Rent	15,215.98	18,000.00	-2,784.02	84.53%
6040 · Janitorial	0.00	2,000.00	-2,000.00	0.0%
6045 · Telephone - Admin	10,946.75	13,000.00	-2,053.25	84.21%
6050 · Mileage Expenses	73.18	500.00	-426.82	14.64%
6060 · Continued Education	1,901.46	5,300.00	-3,398.54	35.88%
6065 · Dues & Subscriptions	4,932.08	7,000.00	-2,067.92	70.46%
6070 · Fees, License, & Permits	11,139.05	5,000.00	6,139.05	222.78%
6075 · Water Deposit Refunds	4,251.65	7,000.00	-2,748.35	60.74%
6076 · Unclaimed Property	0.00	200.00	-200.00	0.0%
6080 · Water Sales Overpay	236.11	2,000.00	-1,763.89	11.81%
6090 · Meter Reading	5,720.79	6,000.00	-279.21	95.35%
6095 · Utilities/Office	2,228.01	2,500.00	-271.99	89.12%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	6,643.53	7,000.00	-356.47	94.91%
6099-1 · Copier IT	13,413.56	15,000.00	-1,586.44	89.42%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	1,100.00	1,500.00	-400.00	73.33%
<b>Total 6099 · Contracted Services - Admin</b>	<b>21,157.09</b>	<b>28,500.00</b>	<b>-7,342.91</b>	<b>74.24%</b>
<b>Total 6001 · Administration/Billing/Overhead</b>	<b>109,992.19</b>	<b>149,001.00</b>	<b>-39,008.81</b>	<b>73.82%</b>
6101 · Operation & Maintenance				
6100 · General Repair & Maintenance	28,154.47	40,000.00	-11,845.53	70.39%
6105 · Utilities	41,751.48	38,000.00	3,751.48	109.87%
6110 · Small Tools & Equipment	7,641.27	2,500.00	5,141.27	305.65%
6120 · Water Testing	4,018.75	4,000.00	18.75	100.47%
6125 · Truck Maintenance	929.68	3,000.00	-2,070.32	30.99%
6130 · Gas & Oil	3,135.16	3,500.00	-364.84	89.58%
6135 · Telemetry/Scada	7,302.38	10,000.00	-2,697.62	73.02%
6155 · Chemicals	1,524.35	5,000.00	-3,475.65	30.49%
6160 · Contracted Services-Operations	29,712.19	22,000.00	7,712.19	135.06%
6165 · PPE/Safety Equipment	971.76	2,000.00	-1,028.24	48.59%
6170 · Mobile Radio Phone/Pager Operat	4,228.75	5,500.00	-1,271.25	76.89%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%
6190 · Cross Connect Program Supplies	1,539.95	15,000.00	-13,460.05	10.27%
6195 · Meters	10,133.33	4,000.00	6,133.33	253.33%
<b>Total 6101 · Operation &amp; Maintenance</b>	<b>141,043.52</b>	<b>155,500.00</b>	<b>-14,456.48</b>	<b>90.7%</b>



**RIVERGROVE WATER DISTRICT**  
**Revenue & Expense Budget vs. Actual**  
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6202 · Professional Services				
6208 · Auditor	6,310.00	10,000.00	-3,690.00	63.1%
6209 · Consultants	1,315.00	4,000.00	-2,685.00	32.88%
6210 · Engineering (Non-Reimbursable)	81,373.61	185,000.00	-103,626.39	43.99%
6215 · Legal Fees (Non-Reimbursable)	4,310.00	5,000.00	-690.00	86.2%
<b>Total 6202 · Professional Services</b>	<b>93,308.61</b>	<b>204,000.00</b>	<b>-110,691.39</b>	<b>45.74%</b>
Total 6000 · Material Services	344,344.32	508,501.00	-164,156.68	67.72%
7000 · Operating Capital Outlay				
7010 · Tool/Equip/Vehicles/Safety-CO	0.00	5,000.00	-5,000.00	0.0%
7040 · Fire Protection & Fire Flows-CO	8,521.14	35,000.00	-26,478.86	24.35%
7060 · AMR Meter Program CO	0.00	15,000.00	-15,000.00	0.0%
<b>Total 7000 · Operating Capital Outlay</b>	<b>8,521.14</b>	<b>55,000.00</b>	<b>-46,478.86</b>	<b>15.49%</b>
8000 · Debt Recov./Capital Improvement				
8451 · CI-Standby Power CI Fund	23,891.05	30,000.00	-6,108.95	79.64%
8454 · SDWL#1 Install Pmt CI-CI Fund	13,352.00	13,352.00	0.00	100.0%
8455 · SDWL #2 Install Pmt CI-CI Fund	14,500.00	14,500.00	0.00	100.0%
8457 · CI Dist.Main Projects	337,567.85	200,000.00	137,567.85	168.78%
8461 · SDC -Standby Power-CI Fund	2,922.70	4,000.00	-1,077.30	73.07%
8464 · SDWL#1 Install Pmt SDC-CIF	40,062.26	40,062.00	0.26	100.0%
8465 · SDWL #2 Install Pmt SDC-CIF	118,518.57	118,520.00	-1.43	100.0%
8467 · Water Main Replacement Projects	0.00	283,200.00	-283,200.00	0.0%
<b>Total 8000 · Debt Recov./Capital Improvement</b>	<b>550,814.43</b>	<b>703,634.00</b>	<b>-152,819.57</b>	<b>78.28%</b>
<b>Total Expense</b>	<b>1,198,984.10</b>	<b>1,670,735.00</b>	<b>-471,750.90</b>	<b>71.76%</b>
Net Ordinary Income	-134,178.50	-570,085.00	435,906.50	23.54%
Other Income/Expense				
Other Income				
9100 · Other Income				
9115 · Transfer In - Capital Improve	100,000.00	200,000.00	-100,000.00	50.0%
9120 · Transfer In - Unemployment	3,000.00	3,000.00	0.00	100.0%
9125 · Transfer In - Truck & Equipment	5,000.00	5,000.00	0.00	100.0%
<b>Total 9100 · Other Income</b>	<b>108,000.00</b>	<b>208,000.00</b>	<b>-100,000.00</b>	<b>51.92%</b>
<b>Total Other Income</b>	<b>108,000.00</b>	<b>208,000.00</b>	<b>-100,000.00</b>	<b>51.92%</b>
Other Expense				
9200 · Other Expense				
9205 · Transfer Out - Gen Operating	108,000.00			
<b>Total 9200 · Other Expense</b>	<b>108,000.00</b>			
<b>Total Other Expense</b>	<b>108,000.00</b>			
Net Other Income	0.00	208,000.00	-208,000.00	0.0%
<b>Net Income</b>	<b>-134,178.50</b>	<b>-362,085.00</b>	<b>227,906.50</b>	<b>37.06%</b>

# UNFINISHED BUSINESS





**Board Goals and Priorities  
FY 2023/2024**

	<b>Description</b>
<b>Commissioner Roth</b>	<ul style="list-style-type: none"><li>- Develop a tiered-system for water pricing to promote water conservation. Each tier would pay a higher rate based on usage to reward customers for water conservation and discourage customers from using water for non-essential needs.</li><li>- Continue water distribution system upgrades according to the Master Plan.</li></ul>
<b>Commissioner Johnson</b>	<ul style="list-style-type: none"><li>- Maintain a steady course on following the Master Plan for capital improvement projects.</li><li>- Maintain fiscal discipline to meet the needs of the District.</li></ul>
<b>Commissioner Magura</b>	<ul style="list-style-type: none"><li>- Work diligently to push forward with obtaining funding (grants or bonds) to allow the District to expedite the removal of all AC pipe remaining in our distribution system.</li></ul>
<b>Commissioner Patterson</b>	
<b>Commissioner Howell</b>	<ul style="list-style-type: none"><li>- Improve Board morale and rapport among its members.</li><li>- Closely examine Lake Oswego and Clackamas County paving projects, and incorporate in our capital improvement plan for main replacements.</li><li>- Examine existing rate structure for base fees and tiered usage, and gather community feedback.</li></ul>

# New Business





17661 Pilkington Road  
Lake Oswego  
OR 97035

PHONE: (503) 635-6041  
FAX: (503) 699-9423  
[www.rivergrovewater.com](http://www.rivergrovewater.com)

**RESOLUTION 2023-02 FOR “RIVERGROVE WATER DISTRICT FISCAL YEAR 2023/2024 WATER RATES, FEES, AND CHARGES”**

WHEREAS, the District is entitled to establish rates for water services pursuant to ORS Chapter 264;

WHEREAS, the District has established rate classifications in District Ordinance No. 10-01, which provides for the setting of actual rates by resolution;

WHEREAS, notice was given and a hearing was held on attachment Exhibit “A” entitled Master Fees and Charges pursuant to ORS 264.312;

**NOW, THEREFORE, BE IT RESOLVED:**

- 1. The rates attached hereto as Exhibit “A” are hereby adopted.**
- 2. The rates adopted by this resolution shall be in effect beginning August 10, 2023.**

This Resolution moved by Commissioner, seconded by Commissioner, and adopted by the Board of Commissioners of the Rivergrove Water District this 26th day of June 2023, by the following vote: **Ayes: Commissioner Roth, Johnson, Magura, Patterson, and Howell. Nays: None**

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Signed: Christine K. Roth, Chair

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Attest: James W. Johnson, Secretary



**RIVERGROVE WATER DISTRICT**  
**Master Fees and Charges**  
**EXHIBIT A**

**SECTION 1. Bi-Monthly Rates.** The schedule of bi-monthly water rates shall be as follows:

<b>Water Service Charges Effective 8/10/2023</b>			<b>Outside users Water Service Charges Effective 8/10/2023</b>		
<b>Class 1* &amp; 2**</b>			<b>Class 1* &amp; 2**</b>		
<b>Meter size</b>	<b>Service Charge</b>	<b>Usage Charge</b>	<b>Meter size</b>	<b>Service Charge</b>	<b>Usage Charge</b>
5/8"x 3/4"	\$45.43	\$3.66	5/8"x 3/4"	\$59.10	\$4.74
1"	\$97.83	\$3.66	1"	\$127.14	\$4.74
1 1/2"	\$185.03	\$3.66	1 1/2"	\$240.51	\$4.74
2"	\$289.65	\$3.66	2"	\$376.53	\$4.74
3"	\$568.64	\$3.66	3"	\$739.28	\$4.74
4"	\$769.02	\$3.66	4"	\$999.71	\$4.74
6"	\$1,754.60	\$3.66	6"	\$2,280.98	\$4.74
8"	\$2,244.78	\$3.66	8"	\$3,641.27	\$4.74

\*Class #1: All single-residential dwellings, duplexes, and triplexes.

\*\*Class #2: All other services not included in customer Class 1.

**SECTION 2. Charges for Fire Protection Service.** The bi-monthly charges for standby fire protection service are as follows:

<b>As of 8/10/22 Service Size</b>	<b>Service Size</b>	<b>Usage Charge per 100 Cubic Feet</b>
1"	\$97.83	\$3.66
1½"	\$185.03	\$3.66
2" and up	Reviewed and assessed on a case-by-case basis.	\$3.66

**SECTION 3. Bulk Water Usage Charges.** The charge for temporary use of hydrant meters, hydrant wrenches and valves, and temporary water is as follows:

<b>Service</b>	<b>Rate</b>
3" Hydrant Meter Refundable Deposit <sup>1</sup>	\$2,600.00
3" Hydrant Meter Monthly Rental Charge <sup>2</sup>	\$150.00
Chapman/Gate Valve Monthly Rental Charge <sup>2</sup>	\$100.00
Hydrant Wrench Monthly Rental Charge <sup>2</sup>	\$50.00
Permit Fee (Non-refundable)	\$150.00
Daily Usage Fee 3" Hydrant Meter	\$6.00
Water Used-Rate Effective 8/10/2023	3.66/100 cubic feet



Notes:

1. Monthly costs shall be assessed against the deposit. Applicant shall be billed on a monthly basis if charges exceed the deposit. Applicant shall be refunded the difference at termination of the project if the deposit exceeds costs.
2. Monthly rental charge is not prorated.

**SECTION 4. Development and Installation Fees and Charges.** Fees and charges for new service connections are as follows:

Service	Rate
<b>New Service Fee</b>	<b>\$50.00</b>
<b>Preapplication Meeting Fee</b>	<b>\$500.00</b>
<b>Development, Review, Inspection, and Acceptance Fee</b>  <i>(Related District costs for plan review, construction inspection, as-constructed drawings, legal review, map updates, and other related expenses for new services and projects).</i>	<b>Required Initial Deposit</b> <span style="float: right;"><b>\$2,050.00</b></span>  <b>After the District approves the cost estimate for the project, the developer must deposit with the District, 10% of the Development Cost Estimate to cover associated fees.</b> Costs shall be assessed against the deposit. Applicant shall be billed on a monthly basis if charges exceed the deposit. Applicant shall be refunded the difference at termination of the project if deposit exceeds related District expenses.

**SECTION 5. System Development Charges.** The following table lists the different rates for sizes of meters. **Effective 04/27/2015 per Board Resolution 2015-01\***

Meter size	Charge
5/8" x 3/4"	<b>No longer meets District standards</b>
1"	\$ 13,784.00
1½"	\$ 27,569.00
2"	\$ 44,110.00
3"	\$ 88,220.00
4"	\$ 137,843.00
6"	\$ 275,687.00
8"	\$ 441,099.00

\*The SDC methodology and charges were effective by adoption of Resolution 2015-01 on April 27, 2015. The remaining rate and fee changes in Resolution 2015-03 with this attached Exhibit A shall take effect for water service provided on and after August 10, 2015.

**Effective January 1, 2016, the dollar amounts of the SDC rates shall be adjusted annually on the first day of each year to account for changes in the costs. The adjustment factor shall be the most recent 12-month change in the Engineering News Record (ENR) Northwest 20-City Construction Cost Index. This System Development Charge Adjustment Factor shall be used to adjust the System Development Charge rates, unless they are otherwise adjusted**

by the District based on either: 1) adoption of an updated methodology, or 2) other adjustments or modifications made in accordance with ORS 223.309(2).

Applicant or applicant's contractor must provide proof of current insurance information to the District office before beginning work on dig in or tap. All parts and materials will be acquired by applicant and will meet City of Lake Oswego standards. Completed taps and or dig-ins will be inspected by Rivergrove Water District personnel.

**SECTION 6. Miscellaneous Fees.** The miscellaneous fees are imposed for miscellaneous services, public record requests, and customer service:

Type of Assessment	Fee Amount
New Account Deposit	\$50.00
Late Fee	\$15.00
Delinquency Notification Fee	\$20.00
NSF Check Processing/Declined Credit Card	\$25.00
Stop Payment Fee	Actual District Cost from financial institution
Trim Fee	Actual District Costs (minimum \$25.00)
Shut-off Lock Destruction Fee	\$100.00
Dispatch or Turn Off/On Fee (Business hours only)	\$50.00
Dispatch or Turn Off/On Fee (After Hours)	\$100.00
Restoration of Service/Meter Replaced	\$100.00
Tampering of Service	Up to \$1,500.00

Public Records Fees	Fee Amount
General Service Copies	\$.25 per page
Records Research	\$5 per 15 min/request (minimum \$5) plus copies & material charges
District Maps	\$12.00





17661 Pilkington Road  
Lake Oswego  
OR 97035

PHONE: (503) 635-6041  
FAX: (503) 699-9423  
[www.rivergrovewater.com](http://www.rivergrovewater.com)

## 2023-03 RESOLUTION FOR “NOTICE OF PUBLIC MEETINGS”

WHEREAS: the intention of this resolution is to establish reasonable notice of all public meetings of the Board of Commissioners of the Rivergrove Water District, as required by section 192.610 to 192.690 of the Oregon Revised Statutes; and

WHEREAS: the Board of Commissioners of the Rivergrove Water District, as the District’s governing body, has determined that notice as prescribed in this resolution shall constitute reasonable notice when applied to public meetings.

**THEREFORE, BE IT RESOLVED the Board of Commissioners of the Rivergrove Water District adopts the schedule of regular meetings listed below, pursuant to said act;**

### Regular Meetings for Fiscal Year 2023/2024

4:30 p.m. Rivergrove Water District Office  
17661 Pilkington Road, Lake Oswego OR 97035

July 24, 2023	November 20, 2023	March 25, 2024
August 28, 2023	December 18, 2023	April 22, 2024
September 25, 2023	January 22, 2024	May 20, 2024
October 23, 2023	February 26, 2024	June 24, 2024

BE IT FURTHER RESOLVED, general notice to the public at large for regular meetings will be the District website at [www.rivergrovewater.com](http://www.rivergrovewater.com). General notice to the public at large for Executive Session meetings, special meetings, and emergency meetings shall be submitted to the Lake Oswego Review which is designated as the newspaper of general circulation within the District boundaries for the purpose of publishing public notices as well as the District website at [www.rivergrovewater.com](http://www.rivergrovewater.com).

This Resolution moved by **Commissioner \_\_\_\_\_**, seconded by **Commissioner \_\_\_\_\_**, and adopted by the Board of Commissioners of the Rivergrove Water District this **26<sup>th</sup>** day of **June, 2023** by the following vote: **Ayes: Commissioners Roth, Johnson, Magura, Patterson, and Howell. Nays: None.**

\_\_\_\_\_  
Signed: Christine K. Roth, Chair

\_\_\_\_\_  
Attest: James W. Johnson, Secretary

# 2023 - 2024

## July

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## August

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## September

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## October

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## December

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## January 2024

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## February

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

## March

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## April

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## May

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# Employment of Relatives

**Janine Casey**

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**From:** Janine Casey <jcasey@rivergrovewater.com>

**Sent:** Wednesday, May 24, 2023 4:56 PM

**To:** Brynn Fogerty <bfogerty@jcls.org>; hsmith@cprdnewberg.org; Lisa Albert <lisa.albert@willamalane.org>; SDAO HR Alliance <sdaohralliance@sdao.com>

**Subject:** RE: Nepotism between Employees

To All –

Does anyone have a policy about nepotism between employees? We are a small district and only have 5 authorized positions. Years ago, a husband and wife were hired together and both worked for the General Manager. When that GM retired, the wife was then promoted to the GM position and the husband worked directly for his wife. For 19 years...until the husband retired...the wife directly supervised her husband and controlled his promotions, pay raises, and benefits package.

We are interested in any type of policy that would cover this.

Thank you,

Janine Casey  
General Manager  
Rivergrove Water District  
O: 503-635-6041

Example 1

**From:** kstreet@otld.org  
**Sent:** Thursday, May 25, 2023 12:40 PM  
**To:** Janine Casey  
**Subject:** RE: Nepotism between Employees

Our policy has one line that states a family member cannot supervise another family member.



**From:** Monica Schultz <mschultz@sdao.com>  
**Sent:** Thursday, May 25, 2023 11:15 AM  
**To:** Janine Casey; Brynn Fogerty; hsmith@cprdnewberg.org; Lisa Albert; SDAO HR Alliance  
**Subject:** RE: Nepotism between Employees

Hello!

Example 2

Here is the policy we currently have on this subject.

## **Employment of Relatives**

Applications for employment from family members will be considered with other qualified applications when personnel vacancies occur. "Family Members" include current spouse, children, parents, grandparents, brothers, brothers-in-law, sisters, sisters-in-law, grandchildren, aunts, uncles, sons and daughters in law, parent-in-law, niece, nephew, stepparent, or stepchild.

Hiring of family members will not occur if any of the following would be the result:

- a. Would constitute a violation of any law of this state or of the United States, or any rule promulgated pursuant thereto, with which the employer is required to comply.
- b. Would constitute a violation of the conditions of eligibility for receipt by the employer of financial assistance from the government of this state or the United States.
- c. Would place the individual in a position of exercising supervisory, appointment or grievance adjustment authority over a member of the individual's family or in a position of being subject to such authority which a member of the individual's family exercises; or
- d. Would cause the employer to disregard a bona fide occupational requirement reasonably necessary to the normal operation of the employer's business.

Thanks!

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**From:** Skyler Archibald <sarchibald@sunsetempire.com>  
**Sent:** Thursday, May 25, 2023 9:56 AM  
**To:** Janine Casey  
**Subject:** RE: Nepotism between Employees

Example 3

## **Employment of Relatives**

Relatives of employees may be hired by the District only if individuals concerned do not work in a direct supervisory relationship or otherwise create a potential conflict of interest that would interfere with the normal operation of the District. "Close family members" include current spouse, children, parents, grandparents, brothers, sisters, grandchildren, aunts, uncles, first cousins, and corresponding in-laws and "step" relations.

Employees who marry or create a domestic partnership relationship will be permitted to continue work only if they do not work in a direct supervisory relationship with one another or otherwise create a potential conflict. Please refer to the Dating and Consensual Relationship policy in this Handbook for more information.

If a situation arises where an employee is in a supervisory position over a relative, that employee may be assigned an alternate supervisor, likely the Executive Director or another staff designated by the Executive Director.

**From:** Lisa Albert <Lisa.ALBERT@willamalane.org>

**Sent:** Tuesday, May 23, 2023 12:34 PM

**To:** Brynn Fogerty <BFogerty@jcls.org>; SDAO HR Alliance <sdaohralliance@sdao.com>

**Subject:** RE: Nepotism between Board Members and Staff Members

## NEPOTISM

Example 4

**Purpose.** It is important to Willamalane that we have a professional workplace and avoid the appearance of favoritism, preferential treatment or conflict of interest. Further, Willamalane believes that employment and promotions should be based on merit and not on favoritism.

**Oregon Law.** ORS 244.177(1) provides:

“(a) A [Willamalane employee] may not appoint, employ or promote a relative or member of [his/her] household to, or discharge, fire or demote a relative or member of the household from, a position with [Willamalane] ....

(b) A [Willamalane employee] may not participate . . . in any interview, discussion or debate regarding the appointment, employment or promotion of a relative or member of the household to, or the discharge, firing or demotion of a relative or member of the household from, a position with [Willamalane] ... As used in this paragraph, “participate” does not include serving as a reference, providing a recommendation or performing other ministerial acts that are part of the normal jobs functions of the [Willamalane employee.]

(3)(a) A [Willamalane employee] may appoint, employ, promote, discharge, fire or demote, or advocate for the appointment, employment, promotion, discharge, firing or demotion of, a relative or member of the household to or from a position as an unpaid volunteer with [Willamalane.]

(c) A relative or member of the household [who is serving in the position as an unpaid volunteer] may receive reimbursement of expenses provided in the ordinary course of business to similarly situated unpaid volunteers.”

Oregon law also prohibits employees from supervising a person who is a relative or member of the household. ORS 244.179(1) provides:

“ . . . A [Willamalane employee] may not directly supervise a person who is a relative or member of the household.

(3)(a) A [Willamalane employee] may directly supervise a person who is a relative or member of the household if the person serves as an unpaid volunteer.”

ORS 244.020(16) defines “relative” as:

“(a) The spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the [Willamalane employee];

(b) The parent, stepparent, child sibling, stepsibling, son-in-law or daughter-in-law of the spouse of a [Willamalane employee];

(c) Any individual for whom the [Willamalane Employee] has a legal support obligation.”

Oregon Administrative Rules 199-005-0080 provides examples of tasks that might constitute prohibited conflict of interest if performed by a Willamalane employee for a relative or member of the household who the Willamalane employee supervises:

“(a) Performing or approving an annual review or performance evaluation;

(b) Signing a paycheck for a relative or member of the household;

(c) Signing a personnel action form providing for a change in salary or benefits for the relative or member of the household;

(d) Assigning shifts where there is discretion as to number of hours, differential pay rates, locations or overtime; and

(e) Approving overtime or expenses.

**Definitions:** For purposes of this policy:

“**Relative(s)**” means a spouse, domestic partner, or other spousal equivalent, fiancée or fiancé, biological children, step children, foster children, son-in-law, daughter-in-law, parents, step parents, foster parents, grandparents, in-laws, siblings, step siblings, aunts, uncles, nieces, nephews, the parent, stepparent, child sibling, stepsibling, son-in-law or daughter-in-law of the spouse, or any individual that the employee has a legal support obligation.

“**Members of the household**” means any person who resides with the employee, including platonic roommates, or part-time or occasional roommates.

### **Policy.**

(1) Board Members’ relatives or members of their household may volunteer, but may not be employed by Willamalane.

(2) A Willamalane employee may not be involved in appointing, employing, promoting, discharging, firing, or demoting a relative or member of his/her household to or from a position with Willamalane, unless such position is that of an unpaid volunteer.

(3) A relative or member of the household of a Willamalane employee may become employed with Willamalane, as long as the new employee is not within the chain of supervision of the relative or member of the household. Chain of supervision is defined as any supervisor that could have disciplinary authority over the employee, from the direct supervisor all the way to the Superintendent.

(4) If it is found that a Willamalane employee is a supervisor and their relative or member of the household is a subordinate within their chain of supervision, then the supervisor and the relative or member of the household shall be counseled and if one of them does not voluntarily resign, then one of them will be reassigned so that the supervisor does not supervise the relative or member of the household within that supervisor’s chain of supervision, provided there is another suitable position, within the Superintendent’s sole and absolute discretion. If there is not another suitable position available, then the supervisor shall be dismissed.

(5) If any supervisor has become, or is about to become, the supervisor of a relative or member of his/her household, then the supervisor and the relative or member of the household shall both notify their Division Director and the Administrative Services Director of such situation, before the situation arises or within 30 days after the situation is created. Failure to provide such notification, shall result in discipline, up to and including dismissal.



# CHAIR REPORT



# ADJOURNMENT

