



**Board of Commissioners Monthly Meeting  
Monday, August 28, 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>4:31 PM</b> |
| <b>III.</b>  | <b>Review and Approval of Minutes</b> <ul style="list-style-type: none"><li>• July 24, 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 (Tabled)</li><li>• Election of Board Officers</li><li>• General Manager's Annual Performance Review</li></ul> | <b>4:55 PM</b> |
| <b>VI.</b>   | <b>New Business</b> <ul style="list-style-type: none"><li>• Resolution 2023-04: Signing Authority for Banking and Other Financial Documents</li><li>• Banner Bank Safe Deposit Box Lease</li></ul>                          | <b>5:25 PM</b> |
| <b>VII.</b>  | <b>Chair Report</b>                                                                                                                                                                                                         | <b>5:30 PM</b> |
| <b>VIII.</b> | <b>Adjournment</b>                                                                                                                                                                                                          | <b>5:35 PM</b> |

**Upcoming Meetings**

**Regular Board Meeting: Monday, September 25, 2023 at 4:30 P.M.**

**Regular Board Meeting: Monday, October 23, 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 Regular Meeting Minutes  
Monday, July 24, 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 Johnson, Patterson, and Howell. The General Manager was also in attendance. Commissioner Magura was excused.

1. **Call to Order:** The meeting was called to order at 4:32 p.m.
2. **Public Comment:** No public comment was received.
3. **Review and Approval of Minutes:** The June 26, 2023 Board meeting minutes were approved by a motion from *Commissioner Johnson, seconded by Commissioner Howell, and passed by unanimous vote.*
4. **Monthly General Manager’s Report:** See attached.
5. **Unfinished Business:** Revisions to District Ordinance No. 19-01 are still ongoing to incorporate updates to development requirements and a tiered billing system based on water usage.
6. **New Business:**
  - a. Oath of Office for Re-elected Board Commissioners: Commissioners Johnson and Patterson signed the Oath of Office certificates for their new terms.
  - b. Election of Board Officers: Due to the absence of Commissioner Magura, the election was postponed until the August meeting by a motion from *Commissioner Howell, seconded by Commissioner Johnson, and passed by unanimous vote.*
  - c. Annual Review of District Board Policy Handbook: All Commissioners signed the Annual Review of the District’s Board Policy Handbook form in accordance with District Resolution 2022-01.
  - d. General Manager’s Annual Performance Review: Commissioner Roth asked all commissioners to forward inputs to her for compilation and discussion at the August Board meeting. General Manager Casey requested the annual performance review be conducted in an open session.
7. **Chair Report:** No report was presented.
8. **Adjournment:** The meeting was adjourned at 4:45 p.m. The next regular meeting will be held on Monday, August 28, 2023 at 4:45 p.m.

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James W. Johnson, Secretary

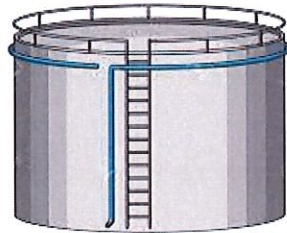
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# General Manager's Report

## Operations



## Administrative/HR/Finance







## GENERAL MANAGER'S REPORT August 2023

### Capital Improvement Projects

- **Well No. 1 Generator Replacement Installation**
  - o New MTU generator has been installed, electrical work completed, and load test conducted
  - o Doosan generator was relocated to Well 3
  - o Permit approved by the LO Fire Department for tank protection and exhaust pipe venting
    - Turney Excavating will complete venting modifications when material has been received
    - Bollards (qty: 10) are required for tank protection to meet safety requirements
  - o Original Contract completion date: 7/31/23
  - o Contract completion date w/Approved Changes: **9/30/23**
  - o Original Contract Price: \$53,400
  - o Contract Price w/Approved Change Orders: **\$71,775**
  
- **River Grove Elementary School Main Replacement**
  - o Water main replacement project for the elementary school was completed on 7/17/23
  - o Two fire hydrants were replaced and have been inspected, repairs made by contractor, and accepted by the District
  - o Vault modifications and new meter installation will be completed by **9/30/23**
  
- **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

- **Clackamas County Paving Project**
  - o Paving project took place within Rivergrove proper from 8/7/23 – 8/11/23
    - Streets included Colby Ct, Pilkington Rd to Childs Rd, Red Wing Way, Tualata Ave from SW Jean Rd to Tualata Ct, Marlin Ct, Tualamere Ave, and Dogwood Dr
  - o District worked closely with the Clackamas County Project Manager and paving contractors
    - Water operators replaced valve lids, tops, and installed risers
    - Cost to District: \$3,600
  
- **Production versus Consumption Report**

PRODUCTION versus CONSUMPTION								
Month	Production (HCF)	Consumption (HCF)	Unaccounted Known (HCF)	Unaccounted Unknown (HCF)	Unaccounted %	Unit Loss per Service Connection	Number of Services	Revenue
Aug 23	54,738	50,808	200	3,730	6.8%	2.7	1,383	\$259,362
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

*Anomalies: Chlorine Analyzers 58 HCF; Well 2 Pump Replacement 29 HCF;  
Leaks/Repairs/Flushes/Rentals: McEwan Rd Leak 3 HCF; Hydrants 68, 69, & 91 Flush 24 HCF;  
Elementary School Flush 33 HCF; Kenny St Curb Stop Repair & Flush 22 HCF; Hydrant 81 Rental 13 HCF; Hydrant 2 Rental 12 HCF; Hydrant 48 Rental 4 HCF; and Olson Ave Repair 2 HCF*

- **Backflow Testing Program**

- Courtesy Reminder tags distributed on 8/17/23 to 285 customers; annual test reports due **9/30/23**
- District statistics are as follows:
  - Total Backflow Connections: 564
  - Total Connections Passed: 330
  - Total Connections Failed: 1
  - Current Compliance Percentage: 59%

- **Customer Assistance Requests & On Call Duty**

- Site visit requests: 46
- Emergency callouts: 4
  - Kenny Street – Broken District curb stop
  - Kenny Street – Broken customer plumbing pipe
  - Fernbrook Circle – Leak in customer service line
  - Bass Lane – Leak in customer service line

**Finance/Administrative/HR**

- **Water Rate Increase**

- New rate increase went into effect 8/1/23
- Notice to customers was announced in the August 2023 newsletter and the newly revised billing statement

- **Annual Audit**

- The annual audit for fiscal year 2022/2023 was completed 7/27/23; auditor will brief the Board at the September Board meeting

- **Employee Training Completed**

- Traffic Control Flagger Certification (Utility I)
- Cross Connection Specialist Certification (Utility II)
- Emergency Evacuation, Heat Hazard Alert, Summer Sun Safety (All employees)
- Phishing Training: Password Awareness (All employees)





### Rate Increases

The Budget Committee and Board of Commissioners approved a rate increase of 3% for fiscal year 2023/2024. This increase is needed due to rising operating costs and improvements to our aging infrastructure. The Rivergrove Water District is funded exclusively by these charges; we do not receive property taxes, bonds, or levies. Visit our website for a complete list of charges for outside users & fire protection service.

#### Water Service Charges Class \*1 & \*\*2

Meter Size	Service Charge (Bi-monthly)	Usage Charge (Per ccf = one hundred cubic feet of water or 748 gallons)
5/8" or 3/4"	\$ 45.43	\$ 3.66
1"	\$ 97.83	\$ 3.66
1 1/2"	\$ 185.03	\$ 3.66
2"	\$ 289.65	\$ 3.66
3"	\$ 568.64	\$ 3.66
4"	\$ 769.02	\$ 3.66
6"	\$1,754.60	\$ 3.66
8"	\$2,244.78	\$ 3.66

\*Class 1: Single-residential homes, duplexes, & triplexes  
\*\*Class 2: All other services not included in Class 1

### District Curb Stops...Do Not Touch

The District's ordinance requires all customers to have a shutoff valve. This valve is different from the District's curb stop valve. Customers and contractors are **not allowed** to manipulate the curb stop valve.

Last month, the District responded to an emergency call due to a contractor breaking the curb stop. This resulted in two utility technicians needing to respond after hours followed by a 4-hour repair the next day. Water had to be shut-off at 20 neighboring properties and the cost of repair was charged to the customer.

If you are having plumbing or construction work done at your home and it requires water be shut off, call the District and a utility technician will be dispatched.

### Keeping Up With the District

As Developers continue to build within our District, there will be main replacement projects taking place. It is inevitable customers will be affected when the main being replaced supplies water to your home. The District will notify customers by door tags along with postings on our website under *Keeping Up With the District*. When bacterial tests are required, it takes 24-hours to obtain test results. Until notified the water is safe, bring your water to a rolling boil for 1 minute.

### Backflow Testing – Annual Reports Due September 30, 2022

To ensure safe potable water, the District maintains a Cross Connection Program required by the Oregon Health Authority (OAR 333-061-0070). Customers with inground irrigation, 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. These photos were taken from a customer's home where an irrigation system was in place without a working backflow device. Which would you prefer to drink?



### Free Septic System Basics Workshop

Are you having septic system problems or just want to learn more? Register for the upcoming online and free workshop hosted by Rural Community Assistance Corporation on Tuesday, August 29, 2023 from 9 am to 12:30 pm. Visit our website under, *Keeping Up With the District*, for more information.

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

Life depends on water. It is one of the most valuable resources in the world. Unfortunately, fresh, clean drinking water is one of the most limited resources on the planet. Do your part by taking steps to actively conserve. Pick up our free brochure to learn simple, easy ways you can make a difference.

**Water Humor... Q:** What do you say if you find three watering holes in the ground? *Well, well, well*

# **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 July 2023

**Reviewed & Approved by Commissioners**  
**Board Meeting: August 28, 2023**

Bank	QB's	Bank	Beginning	Statement	QuickBooks	
Account	Account	Statement	QuickBooks	Ending	Ending	Uncleared
Name	Number	Date	Balance	Balance	Balance	Balance
Banner Bank (Checking Act)	1015	7/31/2023	\$152,333.92	\$161,777.67	\$169,881.82	(\$8,104.15)
Banner Bank (Deposit Act)	1085	7/31/2023	\$54,529.78	\$55,128.09	\$54,978.09	\$150.00
LGIP (SDC)	1106	7/31/2023	\$430,908.39	\$432,410.96	\$432,410.96	\$0.00
LGIP (Capital Improvement)	1107	7/31/2023	\$853,299.55	\$856,274.88	\$856,274.88	\$0.00
LGIP ( Unemployment)	1108	7/31/2023	\$35,721.99	\$35,846.55	\$35,846.55	\$0.00
LGIP (Truck)	1109	7/31/2023	\$31,735.30	\$31,845.96	\$31,845.96	\$0.00
LGIP (Non-Restricted)	1110	7/31/2023	\$368,874.14	\$370,160.39	\$370,160.39	\$0.00

Checks issued this period 9864 - 9883 from Banner Bank Act 1015

Checks voided this period: None

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

	Jul 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	158,326.05
1085 · Water Deposit-Banner Bank	55,128.09
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	432,410.96
1107 · Capital Improvement Account	856,274.88
1108 · Unemployment Account	35,846.55
1109 · Truck & Equipment Account	31,845.96
Total 1101 · Restricted	1,356,378.35
1110 · Non-Restricted	370,160.39
Total 1100 · LGIP	1,726,538.74
Total Checking/Savings	1,939,992.88
Total Current Assets	1,939,992.88
<b>TOTAL ASSETS</b>	<b>1,939,992.88</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Federal Withholding	1,743.93
2120 · FICA Social Security	1,183.01
2140 · Medicare	276.67
2150 · State Withholding	1,171.65
2165 · Oregon State Transit Tax	16.17
2170 · WBF Assessment	6.03
2175 · Paid Family Medical Leave	114.49
Total 2100 · Payroll Liabilities	4,511.95
Total Other Current Liabilities	4,511.95
Total Current Liabilities	4,511.95
Total Liabilities	4,511.95
Equity	
32000 · All Fund Balances	1,928,708.30
Net Income	6,772.63
Total Equity	1,935,480.93
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,939,992.88</b>

RIVERGROVE WATER DISTRICT

**Accounts Receivable Summary**

From 06/12/2023 Through 08/07/2023

<u>OPEN BALANCE</u>				<u>Balance</u>	
	-8,866.53				-8,866.53
<b><u>BI-MONTHLY-Adjustment</u></b>	<b><u>Amount</u></b>	<b><u>Usage</u></b>	<b><u>Count</u></b>		
WATER-RESIDENTIAL	2,022.85		7		
<b>Totals</b>	<b>2,022.85</b>	<b>0.00</b>	<b>7</b>		<b>-6,843.68</b>
WATER Miscellaneous-RESIDENTIAL	-40.00				
<b>Totals</b>	<b>-40.00</b>	<b>0.00</b>			<b>-6,883.68</b>
WAT.Penalty-RESIDENTIAL	440.00		22		
<b>Totals</b>	<b>440.00</b>	<b>0.00</b>	<b>22</b>		<b>-6,443.68</b>
***Total Adjustment	2,422.85	0.00	29		
<b><u>BI-MONTHLY-Charge</u></b>	<b><u>Minimum</u></b>	<b><u>Overage</u></b>	<b><u>Usage</u></b>	<b><u>Count</u></b>	<b><u>Total</u></b>
WATER-RESIDENTIAL	70,032.13	78,364.95	22,088.00	1,397	148,397.08
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>	<b>72,066.36</b>	<b>79,540.00</b>	<b>22,419.00</b>	<b>1,417</b>	<b>151,606.36</b>
***Total Charge	72,066.36	79,540.00	22,419.00	1,417	151,606.36
<b><u>BI-MONTHLY-Penalty</u></b>	<b><u>Amount</u></b>		<b><u>Count</u></b>		
WATER-RESIDENTIAL	2,055.00		137		
WATER-HOA IRRIGATION	30.00		2		
<b>Totals</b>	<b>2,085.00</b>		<b>139</b>		<b>147,247.68</b>
***Total Penalty	2,085.00		139		
<b><u>BI-MONTHLY-Miscellaneous</u></b>	<b><u>Amount</u></b>		<b><u>Count</u></b>		
WATER Miscellaneous-RESIDENTIAL	1,184.52		50		



<b>Totals</b>	1,184.52	50	148,432.20
***Total Miscellaneous	1,184.52	50	
<b>BI-MONTHLY-Payment</b>	<b>Amount</b>	<b>Count</b>	<b>Balance</b>
WATER-RESIDENTIAL	-141,889.85	1,374	
WATER-COMMERCIAL	-790.25	3	
WATER-PUBLIC AUTHORITY	-698.30	4	
WATER-HOA IRRIGATION	-774.86	8	
WATER-ADULT CARE FACILITIES	-270.44	2	
WATER-CHURCH	-109.18	1	
<b>Totals</b>	-144,532.88	1,392	3,899.32
WATER Miscellaneous-RESIDENTIAL	-934.52	1	
<b>Totals</b>	-934.52	1	2,964.80
WAT.Penalty-RESIDENTIAL	-2,360.00	1	
WAT.Penalty-PUBLIC AUTHORITY	-15.00		
WAT.Penalty-HOA IRRIGATION	-30.00		
<b>Totals</b>	-2,405.00	1	559.80
***Total Payments	-147,872.40	1,394	
<b>BI-MONTHLY-Return Check</b>	<b>Amount</b>	<b>Count</b>	
WATER-RESIDENTIAL	76.06	1	
<b>Totals</b>	76.06	1	635.86
***Total Return Check	76.06	1	
<b>BI-MONTHLY-Deposit Applied</b>	<b>Amount</b>	<b>Count</b>	
WATER-RESIDENTIAL	-920.00	19	
<b>Totals</b>	-920.00	19	-284.14
WAT.Penalty-RESIDENTIAL	-30.00		
<b>Totals</b>	-30.00		-314.14
***Total Deposit Applied	-950.00	19	

**Closing Balance**                      -314.14

RIVERGROVE WATER DISTRICT  
Check Register  
As of July 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
						146,889.24
Deposit	07/03/2023		Deposit	Deposit	277.00	147,166.24
Deposit	07/03/2023		Deposit	Deposit	223.12	147,389.36
Deposit	07/03/2023		Deposit	Deposit	104.46	147,493.82
General Journal	07/03/2023	CC	Customer Refund	Customer Refund	50.00	147,543.82
Deposit	07/03/2023		Deposit	Deposit	535.28	148,079.10
Deposit	07/04/2023		Deposit	Deposit	284.33	148,363.43
Check	07/05/2023	ACH	VANCO Payment Solutions	Monthly Service Fee June 2023 Invoice 00013608256	-66.50	148,296.93
Deposit	07/05/2023		Deposit	Deposit	100.00	148,396.93
General Journal	07/05/2023	CC	Customer Deposit	Customer Deposit	-50.00	148,346.93
Deposit	07/05/2023		Deposit	Deposit	1,662.47	150,009.40
Check	07/05/2023	ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water 6/1/23-7/1/23 Act 10-12691-01	-14.85	149,994.55
Check	07/05/2023	ACH	PGE	Monthly Electric Fees 6/1/23-6/30/23 Invoice: Multiple	-4,116.18	145,878.37
Deposit	07/06/2023		Deposit	Deposit	456.89	146,335.26
Deposit	07/06/2023		Deposit	Deposit	1,586.30	147,921.56
Deposit	07/07/2023		Deposit	Deposit	191.17	148,112.73
Deposit	07/07/2023		Deposit	Deposit	4,676.71	152,789.44
General Journal	07/07/2023	CC	Customer Refund	Customer Refund	50.00	152,839.44
General Journal	07/07/2023	CC	Customer Refund	Customer Refund	50.00	152,889.44
General Journal	07/07/2023	CC	Customer Refund	Customer Refund	50.00	152,939.44
Check	07/07/2023	ACH	Streamline	7/1/23-8/1/23 Website Fee Invoice 1BCE1786-0032	-126.00	152,813.44
Deposit	07/07/2023		Deposit	Deposit	2,588.79	155,402.23
Deposit	07/09/2023		Deposit	Deposit	20,816.92	176,219.15
Deposit	07/10/2023		Deposit	Deposit	56,008.46	232,227.61
Deposit	07/10/2023		Deposit	Deposit	2,828.83	235,056.44
Deposit	07/10/2023		Deposit	Deposit	100.91	235,157.35
Deposit	07/10/2023		Deposit	Deposit	125.76	235,283.11
General Journal	07/10/2023	CC	Customer Refund	Customer Refund	50.00	235,333.11
Deposit	07/10/2023		Deposit	Deposit	3,248.75	238,581.86
Deposit	07/10/2023		Deposit	Deposit	1,199.47	239,781.33
Deposit	07/11/2023		Deposit	Deposit	884.67	240,666.00
General Journal	07/11/2023	CC	Customer Chargeback	Customer Chargeback	-76.06	240,589.94
Deposit	07/11/2023		Deposit	Deposit	870.48	241,460.42
Check	07/11/2023	ACH	PAYCHEX	Payroll 6/25/23-7/8/23 Invoice 2023071101	-75.43	241,384.99

RIVERGROVE WATER DISTRICT

Check Register

As of July 31, 2023

General Journal	07/11/2023	PR 07/08/23	PAYCHEX	Deferred Comp Payroll - 6/25/23-7/8/23	-1,454.68	239,930.31
General Journal	07/11/2023	PR 07/08/23	PAYCHEX	PAYCHEX	-5,020.86	234,909.45
General Journal	07/11/2023	PR 07/08/23	PAYCHEX	PAYCHEX	-2,660.75	232,248.70
Deposit	07/11/2023		Deposit	Deposit	1,751.77	234,000.47
Deposit	07/12/2023		Deposit	Deposit	321.65	234,322.12
Deposit	07/13/2023		Deposit	Deposit	889.83	235,211.95
Deposit	07/13/2023		Deposit	Deposit	668.50	235,880.45
Deposit	07/13/2023		Deposit	Deposit	1,142.86	237,023.31
Deposit	07/14/2023		Deposit	Deposit	712.82	237,736.13
General Journal	07/14/2023	CC	Customer Refund	Customer Refund	50.00	237,786.13
Deposit	07/14/2023		Deposit	Deposit	75.00	237,861.13
Check	07/14/2023		Service Charge	Service Charge	-162.11	237,699.02
Deposit	07/17/2023		Deposit	Deposit	347.73	238,046.75
Deposit	07/17/2023		Deposit	Deposit	225.73	238,272.48
Deposit	07/17/2023		Deposit	Deposit	270.00	238,542.48
Deposit	07/18/2023		Deposit	Deposit	157.36	238,699.84
General Journal	07/18/2023	CC	Customer Refund	Customer Refund	50.00	238,749.84
Deposit	07/18/2023		Deposit	Deposit	235.81	238,985.65
Deposit	07/19/2023		Deposit	Deposit	122.53	239,108.18
General Journal	07/19/2023	CC	Customer Refund	Customer Refund	50.00	239,158.18
Deposit	07/19/2023		Deposit	Deposit	108.01	239,266.19
Check	07/20/2023	9864	SOUND TELECOM	Act 123-4850-521 Answering Service Monthly Fee 7/1/23-7/31/23	-215.22	239,050.97
Check	07/20/2023	9865	OAWU	Operator of Record (DRC) July 23 Contract Fee Invoice 35591	-950.00	238,100.97
Check	07/20/2023	9866	CONCENTRA MEDICAL CENTERS	Personnel Rapid Urinalysis Testing Invoice 79706484	-78.00	238,022.97
Check	07/20/2023	9867	WASHINGTON COUNTY, FINANCE DIVISION	2023 Election Invoice 243324	-11.73	238,011.24
Check	07/20/2023	9868	PACIFIC OFFICE AUTOMATION INC	Security Upgrades (Baracuda, Sentinel) Multiple Invoices	-352.50	237,658.74
Check	07/20/2023	ACH	VERIZON WIRELESS	Monthly Service 6/2/23-7/1/23 Invoice 9938514511	-389.79	237,268.95
Check	07/20/2023	9869	CONTINENTAL UTILITY SOLUTIONS, INC	ACH Activation Fee Invoice R15883	-6.00	237,262.95
Check	07/20/2023	ACH	KAISER FOUNDATION HEALTH PLAN	Monthly Health Premium 8/1/23-8/31/23 Invoice 0016914059	-1,952.11	235,310.84
Check	07/20/2023	ACH	PAYCHEX	Tax Processing Invoice 2023062901	-125.88	235,184.96
Check	07/20/2023	ACH	Banner Bank (MASTERCARD)	Act 6660 Casey - Monthly Charges 6/7/23-7/7/23	-927.07	234,257.89
Check	07/20/2023	9870	Alexin Analytical Laboratories, Inc	Coliform, E-coli 1/2 Qtr Invoice 45146	-675.00	233,582.89
Deposit	07/20/2023		Deposit	Deposit	290.19	233,873.08
Check	07/20/2023	9871	Customer Refund	Customer Refund	-17.65	233,855.43
Check	07/20/2023	9872	Customer Overpayment	Customer Overpayment	-42.70	233,812.73

RIVERGROVE WATER DISTRICT

Check Register

As of July 31, 2023

Check	07/20/2023	9873	RH2 Engineering, Inc.	Engineering Services Invoice 91483	-3,351.00	230,461.73
Check	07/20/2023	9874	RH2 Engineering, Inc.	Project - Well 1 Generator Invoice 91513	-441.00	230,020.73
Check	07/20/2023	9875	THOMAS GREGOIRE	Rent August 2023 & Utilities	-1,549.25	228,471.48
Check	07/20/2023	9876	GUARDIAN SYSTEMS NW, INC	Security System - Dist Office & Shop Act 1877+00 Invoice 02764	-134.70	228,336.78
Check	07/20/2023	9877	Employee	Annual Boot Allowance	-110.00	228,226.78
Check	07/20/2023	9878	Employee	Water for Employees	-18.72	228,208.06
Check	07/20/2023	9879	Oregon Utility Notification Center	Locator Training Class	-75.00	228,133.06
Check	07/20/2023	9880	Cable Huston, LLP	General Services Invoice 130000	-4,257.50	223,875.56
Check	07/20/2023	9881	PACIFIC POWER GROUP	MTU Generator Well 1 Invoices 503838-00 & 503838-01	-66,819.00	157,056.56
Check	07/20/2023	9882	FLASHALERT NEWSWIRE	News Distribution Sep 2023-Aug 2024 Invoice 2908	-180.00	156,876.56
Check	07/20/2023	9883	CONCENTRA MEDICAL CENTERS	Personnel Rapid Urinalysis Testing Invoice 79843181	-78.00	156,798.56
Check	07/20/2023	ACH	CHEVRON AND TEXACO CARD SERVICES	Monthly Fuel Charges 6/24/23-7/23/23 Invoice 90573391	-286.17	156,512.39
Deposit	07/21/2023		Deposit	Deposit	6,749.91	163,262.30
Deposit	07/21/2023		Deposit	Deposit	140.26	163,402.56
Deposit	07/21/2023		Deposit	Deposit	985.11	164,387.67
Deposit	07/21/2023		Deposit	Deposit	100.00	164,487.67
Check	07/21/2023	ACH	COMCAST CABLE	Monthly Service 7/22/23-8/21/23 Act 8778-10-899-0001186	-634.15	163,853.52
Deposit	07/24/2023		Deposit	Deposit	221.17	164,074.69
Deposit	07/24/2023		Deposit	Deposit	150.00	164,224.69
Deposit	07/25/2023		Deposit	Deposit	250.61	164,475.30
Deposit	07/25/2023		Deposit	Deposit	97.36	164,572.66
General Journal	07/25/2023	PR 07/22/23	PAYCHEX	PAYCHEX	-6,631.79	157,940.87
General Journal	07/25/2023	PR 07/22/23	PAYCHEX	PAYCHEX	-3,470.28	154,470.59
Check	07/25/2023	ACH	PAYCHEX	Payroll 7/8/23-7/22/23 Invoice 2023072501	-75.43	154,395.16
Deposit	07/26/2023		Deposit	Deposit	106.57	154,501.73
Deposit	07/26/2023		Deposit	Deposit	102.52	154,604.25
Deposit	07/27/2023		Deposit	Deposit	484.56	155,088.81
Deposit	07/27/2023		Deposit	Deposit	75.43	155,164.24
Deposit	07/27/2023		Deposit	Deposit	619.81	155,784.05
General Journal	07/27/2023	PR 07/22/23	PAYCHEX	Deferred Comp Payroll - 7/9/23-7/22/23	-1,461.54	154,322.51
Deposit	07/28/2023		Deposit	Deposit	218.88	154,541.39
General Journal	07/28/2023	CC	Customer Refund	Customer Refund	50.00	154,591.39
Deposit	07/28/2023		Deposit	Deposit	1,650.00	156,241.39
Deposit	07/28/2023		Deposit	Deposit	431.30	156,672.69
Deposit	07/31/2023		Deposit	Deposit	801.82	157,474.51

RIVERGROVE WATER DISTRICT

Check Register

As of July 31, 2023

General Journal	07/31/2023	CC	Customer Deposit	Customer Deposit	-50.00	157,424.51
Deposit	07/31/2023		Deposit	Deposit	216.32	157,640.83
Deposit	07/31/2023		Deposit	Deposit	472.56	158,113.39
Deposit	07/31/2023		Deposit	Deposit	212.66	158,326.05
					<u>11,436.81</u>	<u>158,326.05</u>
					<u><b>11,436.81</b></u>	<u><b>158,326.05</b></u>



## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Income				
4005 · Water Sales & Charges	110,674.83	1,100,000.00	-989,325.17	10.06%
4010 · Water Deposit Fee	900.00	5,000.00	-4,100.00	18.0%
4015 · New Service Fee	0.00	200.00	-200.00	0.0%
4020 · Installation Fee	0.00	2,000.00	-2,000.00	0.0%
4024 · Pre-Application Meeting Fee	0.00	1,000.00	-1,000.00	0.0%
4026 · Development Security Deposit	10,938.20	6,000.00	4,938.20	182.3%
4030 · Delinquent & Restoration Fee	3,040.00	12,000.00	-8,960.00	25.33%
4035 · SDC Chgs-SDC Restricted CI Fund	0.00	10,000.00	-10,000.00	0.0%
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	198.31	900.00	-701.69	22.03%
4059 · LGIP - Non Restrict Int Earn	1,286.25	3,500.00	-2,213.75	36.75%
4064 · SDC Interest-LGIP CI Fund	1,502.57	10,000.00	-8,497.43	15.03%
4065 · CI Interest -LGIP CI Fund	2,975.43	12,000.00	-9,024.57	24.8%
4066 · LGIP-Int Earn Unemployment Fund	124.56	500.00	-375.44	24.91%
4067 · LGIP-Int Earn Truck&Equip Fund	110.66	600.00	-489.34	18.44%
<b>Total 4056 · Bank Interest/LGIP Interest</b>	<b>6,197.78</b>	<b>27,500.00</b>	<b>-21,302.22</b>	<b>22.54%</b>
4090 · Miscellaneous Income	4,950.00	1,000.00	3,950.00	495.0%
<b>Total 4000 · Income</b>	<b>136,700.81</b>	<b>1,164,700.00</b>	<b>-1,027,999.19</b>	<b>11.74%</b>
<b>Total Income</b>	<b>136,700.81</b>	<b>1,164,700.00</b>	<b>-1,027,999.19</b>	<b>11.74%</b>
<b>Gross Revenue</b>	<b>136,700.81</b>	<b>1,164,700.00</b>	<b>-1,027,999.19</b>	<b>11.74%</b>
<b>Expense</b>				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	10,995.20	145,000.00	-134,004.80	7.58%
5040 · Operator Wages	7,169.40	135,000.00	-127,830.60	5.31%
5090 · Deferred Compensation	916.22	28,000.00	-27,083.78	3.27%
<b>Total 5001 · Compensation</b>	<b>19,080.82</b>	<b>308,000.00</b>	<b>-288,919.18</b>	<b>6.2%</b>
5100 · Payroll Tax Expense	6,108.83	35,000.00	-28,891.17	17.45%
5200 · Payroll Benefits				
5210 · Workers' Compensation	1,946.71	4,000.00	-2,053.29	48.67%
5220 · Health Benefits	2,108.11	92,000.00	-89,891.89	2.29%
5235 · Employee Recognition	0.00	1,000.00	-1,000.00	0.0%
5240 · Wellness Benefit	0.00	600.00	-600.00	0.0%
<b>Total 5200 · Payroll Benefits</b>	<b>4,054.82</b>	<b>97,600.00</b>	<b>-93,545.18</b>	<b>4.16%</b>
<b>Total 5000 · Personnel Services</b>	<b>29,244.47</b>	<b>440,600.00</b>	<b>-411,355.53</b>	<b>6.64%</b>
6000 · Material Services				
6001 · Administration/Billing/Overhead				
6005 · Property/Liability Insurance	0.00	30,000.00	-30,000.00	0.0%
6006 · Furn & Office Equipment - Admin	0.00	3,400.00	-3,400.00	0.0%
6007 · Bank Service Charges				
6008 · Banner - Check Bank Charges	162.11	1,250.00	-1,087.89	12.97%
6010 · Vanco Service Charges	125.50	1,250.00	-1,124.50	10.04%

## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	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	0.10	1.00	-0.90	10.0%
<b>Total 6007 · Bank Service Charges</b>	<b>287.71</b>	<b>2,502.00</b>	<b>-2,214.29</b>	<b>11.5%</b>
6018 · Meeting/Food Expense	0.00	1,000.00	-1,000.00	0.0%
6019 · Office Supplies, Equip, Repair	17.95	2,000.00	-1,982.05	0.9%
6020 · Postage & Shipping	0.00	1,800.00	-1,800.00	0.0%
6025 · Printing & Duplicating	29.00	1,500.00	-1,471.00	1.93%
6030 · Publications & Elections	11.73	2,000.00	-1,988.27	0.59%
6035 · Rent	1,401.83	18,000.00	-16,598.17	7.79%
6045 · Telephone - Admin	1,114.50	12,000.00	-10,885.50	9.29%
6050 · Mileage Expenses	0.00	600.00	-600.00	0.0%
6060 · Continued Education	218.00	5,000.00	-4,782.00	4.36%
6065 · Dues & Subscriptions	898.75	6,000.00	-5,101.25	14.98%
6070 · Fees, License, & Permits	776.70	7,500.00	-6,723.30	10.36%
6075 · Water Deposit Refunds	600.00	5,000.00	-4,400.00	12.0%
6080 · Water Sales Overpay	42.70	1,500.00	-1,457.30	2.85%
6090 · Meter Reading	0.00	6,000.00	-6,000.00	0.0%
6095 · Utilities/Office	147.42	2,500.00	-2,352.58	5.9%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
<b>6099 · Contracted Services - Admin</b>				
6099-0 · Billing	6.00	7,500.00	-7,494.00	0.08%
6099-1 · Copier IT	352.50	15,000.00	-14,647.50	2.35%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	252.00	1,800.00	-1,548.00	14.0%
<b>Total 6099 · Contracted Services - Admin</b>	<b>610.50</b>	<b>29,300.00</b>	<b>-28,689.50</b>	<b>2.08%</b>
<b>Total 6001 · Administration/Billing/Overhead</b>	<b>6,156.79</b>	<b>147,602.00</b>	<b>-141,445.21</b>	<b>4.17%</b>
<b>6101 · Operation &amp; Maintenance</b>				
6100 · General Repair & Maintenance	367.14	40,000.00	-39,632.86	0.92%
6105 · Utilities	9,170.79	45,000.00	-35,829.21	20.38%
6110 · Small Tools & Equipment	24.98	2,500.00	-2,475.02	1.0%
6120 · Water Testing	675.00	4,000.00	-3,325.00	16.88%
6125 · Truck Maintenance	0.00	3,000.00	-3,000.00	0.0%
6130 · Gas & Oil	286.17	3,500.00	-3,213.83	8.18%
6135 · Telemetry/Scada	0.00	10,000.00	-10,000.00	0.0%
6155 · Chemicals	0.00	4,200.00	-4,200.00	0.0%
6160 · Contracted Services-Operations	1,151.31	15,000.00	-13,848.69	7.68%
6165 · PPE/Safety Equipment	120.49	2,000.00	-1,879.51	6.03%
6170 · Mobile Radio Phone/Pager Operat	389.79	5,000.00	-4,610.21	7.8%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%
6190 · Cross Connect Program Supplies	0.00	500.00	-500.00	0.0%
6195 · Meters	0.00	5,000.00	-5,000.00	0.0%
<b>Total 6101 · Operation &amp; Maintenance</b>	<b>12,185.67</b>	<b>140,700.00</b>	<b>-128,514.33</b>	<b>8.66%</b>
<b>6202 · Professional Services</b>				
6208 · Auditor	3,000.00	8,000.00	-5,000.00	37.5%
6209 · Consultants	0.00	4,000.00	-4,000.00	0.0%

## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6210 · Engineering (Non-Reimbursable)	3,792.00	150,000.00	-146,208.00	2.53%
6215 · Legal Fees (Non-Reimbursable)	4,257.50	15,000.00	-10,742.50	28.38%
<b>Total 6202 · Professional Services</b>	<b>11,049.50</b>	<b>177,000.00</b>	<b>-165,950.50</b>	<b>6.24%</b>
<b>Total 6000 · Material Services</b>	<b>29,391.96</b>	<b>465,302.00</b>	<b>-435,910.04</b>	<b>6.32%</b>
<b>7000 · Operating Capital Outlay</b>				
7010 · Tool/Equip/Vehicles/Safety-CO	0.00	5,000.00	-5,000.00	0.0%
7040 · Fire Protection & Fire Flows-CO	0.00	35,000.00	-35,000.00	0.0%
<b>Total 7000 · Operating Capital Outlay</b>	<b>0.00</b>	<b>40,000.00</b>	<b>-40,000.00</b>	<b>0.0%</b>
<b>8000 · Debt Recov./Capital Improvement</b>				
8451 · CI-Standby Power CI Fund	59,535.73	0.00	59,535.73	100.0%
8454 · SDWL#1 Install Pmt CI-CI Fund	0.00	15,361.00	-15,361.00	0.0%
8455 · SDWL #2 Install Pmt CI-CI Fund	0.00	61,945.00	-61,945.00	0.0%
8457 · CI Dist.Main Projects	0.00	300,000.00	-300,000.00	0.0%
8461 · SDC -Standby Power-CI Fund	7,283.27	0.00	7,283.27	100.0%
8464 · SDWL#1 Install Pmt SDC-CIF	0.00	38,054.00	-38,054.00	0.0%
8465 · SDWL #2 Install Pmt SDC-CIF	0.00	71,073.00	-71,073.00	0.0%
8467 · Water Main Replacement Projects	0.00	32,700.00	-32,700.00	0.0%
<b>Total 8000 · Debt Recov./Capital Improvement</b>	<b>66,819.00</b>	<b>519,133.00</b>	<b>-452,314.00</b>	<b>12.87%</b>
<b>Total Expense</b>	<b>125,455.43</b>	<b>1,465,035.00</b>	<b>-1,339,579.57</b>	<b>8.56%</b>
<b>Net Ordinary Income</b>	<b>11,245.38</b>	<b>-300,335.00</b>	<b>311,580.38</b>	<b>-3.74%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
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%
<b>Total 9100 · Other Income</b>	<b>0.00</b>	<b>208,000.00</b>	<b>-208,000.00</b>	<b>0.0%</b>
<b>Total Other Income</b>	<b>0.00</b>	<b>208,000.00</b>	<b>-208,000.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>208,000.00</b>	<b>-208,000.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>11,245.38</b>	<b>-92,335.00</b>	<b>103,580.38</b>	<b>-12.18%</b>

# UNFINISHED BUSINESS



**Election of Board Officers  
Rivergrove Water District  
2023/2024**

In accordance with the Board Policy Handbook, Section 2.2, *"At the first meeting in July of each year, the Board shall elect from its members the officer for the year then begun"*

Chair: \_\_\_\_\_

1<sup>st</sup> Nomination Motion: \_\_\_\_\_

2<sup>nd</sup> Nomination Motion: \_\_\_\_\_

Ayes:

Nays:

Secretary: \_\_\_\_\_

1<sup>st</sup> Nomination Motion: \_\_\_\_\_

2<sup>nd</sup> Nomination Motion: \_\_\_\_\_

Ayes:

Nays:

Treasurer: \_\_\_\_\_

1<sup>st</sup> Nomination Motion: \_\_\_\_\_

2<sup>nd</sup> Nomination Motion: \_\_\_\_\_

Ayes:

Nays:





## Rivergrove Water District General Manager Performance Evaluation Worksheet

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Criteria	Evaluation Rating*	Comments & Feedback
1. Provides Effective Management of District Resources and Programs		
2. Provides Effective Financial Management		
3. Provides Effective Customer and Community Service		
4. Maintains a Positive Relationship with the Board of Commissioners		
5. Provides Effective Leadership and Management of District Staff		
6. Provides Effective Management of the Water System		
7. Demonstrates Personal and Professional Development		
Overall Performance Rating		

**\*Evaluation Rating Legend:**

- A = Consistently exceeds expectations, exceptional or outstanding performance
- B = Meets and at times exceeds expectations, fully effective
- C = Meets expectations, developing at an acceptable rate
- D = Not meeting expectations, improvement needed
- F = Unsatisfactory performance, does not meet requirements of position

**Notable Accomplishments in the Past Year:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Goals for the Next Year:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Signatures:**

	Concurrence		Concurrence
Christine Roth, Chair	Yes / No	Larry Magura, Commissioner	Yes / No
James Johnson, Secretary	Yes / No	Sherry Patterson, Commissioner	Yes / No
Grant Howell, Commissioner	Yes / No	Janine Casey, District Manager	Yes / No

**Water District Manager Performance Evaluation Criteria**

Final, As Approved January 24, 2022 – Page 1 of 3

**Water District Manager  
Performance Evaluation Criteria**

*The following criteria will be used to evaluate the performance of the Water District Manager, as adopted by the Rivergrove Water District Board of Commissioners on January 24, 2022.*

**1. Provides Effective Management of District Resources and Programs**

- Effectively and efficiently manages all District services and activities including water production, water distribution, water system maintenance, customer service, and financial management
- Manages development and implementation of District goals, policies, procedures, and priorities
- Establishes appropriate service and staffing levels in coordination with the Board based on budgeted resources; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly
- Plans and organizes maintenance of District owned facilities, buildings, and equipment to achieve efficient and safe utilization of District Resources and to provide good value to customers

**2. Provides Effective Financial Management**

- Oversees and participates in development and administration of the District budget; identifies future challenges and opportunities; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary
- Administers the adopted budget within approved revenue and expenditure allocations
- Explains, justifies, and defends District programs, policies, and activities; negotiates and resolves sensitive and controversial issues

**3. Provides Effective Customer and Community Service**

- Oversees operations and services related to District Utility Billing System and related functions; identifies and implements standards and expectations for billing activities
- Maintains a positive tone and relationship with customers and community through effective leadership and utilization of resources
- Is accessible to customers and the community; effectively responds to and resolves difficult and sensitive citizen inquiries and complaints
- Promotes communications that are clear and represents an appropriate level of professionalism
- Represents the District by effectively communicating with customers, the community, and other jurisdictions with which the District is involved or interfaces

**Water District Manager Performance Evaluation Criteria**

Final, As Approved January 24, 2022 – Page 2 of 3

**4. Maintains a Positive Relationship with the Board of Commissioners**

- Maintains effective communications with the Board; identifies topics and issues to be brought before the Board and assists the Board President in preparing Board meeting agendas; presents information to the Board of Commissioners that assists in effective and timely decisions by the Board
- Provides staff support to the District Board of Commissioners; oversees preparation of meeting packets and meeting minutes; prepares and presents Board meeting staff reports; prepares District correspondence as directed by the Board
- Routinely informs the Board about the water system performance, maintenance requirements, and required capital expenditures

**5. Provides Effective Leadership and Management of District Staff**

- Provides effective leadership for District staff, including regular communication with employees to exchange ideas, gather information and implement changes
- Plans, directs, and coordinates District personnel to achieve District goals; assigns projects and program responsibilities; reviews and evaluates work methods and procedures; meets with District staff to identify and resolve problems
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes
- Plans for future staffing needs to meet District established service levels
- Plans and organizes programs to maintain high quality staff, positive morale, and a safe and secure work environment
- Implements performance evaluation processes such that each District employee receives an annual performance evaluation that is relevant to the employee's position and duties
- Hires, promotes, and disciplines employees as appropriate to achieve high-performing and efficient staffing to achieve District goals and Board expectations

**6. Provides Effective Management of the Water System**

- Understands the water system infrastructure, regulatory requirements, and best practices for water system operation and maintenance
- Oversees water production and distribution operations to provide effective, efficient, and reliable delivery of water service to all customers
- Manages water system infrastructure and resources to:
  - Maintain the existing system, including identification of planned maintenance requirements, to meet District customer service and financial goals
  - Identify improvements required to meet future needs
  - Meet all applicable regulatory requirements and reporting schedules
- Represents the District to outside agencies and organizations; participates on outside agency boards, commissions, and/or committees as needed to represent District interests; coordinates District activities with activities and objectives of other agencies and organizations

**Water District Manager Performance Evaluation Criteria**

Final, As Approved January 24, 2022 – Page 3 of 3

**7. Demonstrates Personal and Professional Development**

- Maintains relationships with professional associations and industry colleagues
- Attends and participates in professional conferences and seminars to stay well-informed of new trends and innovations in the field of water treatment, distribution management, water systems operations and maintenance, asset management, and personnel management

# New Business





17661 Pilkington Road  
Lake Oswego  
OR 97035

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

**2023-04 RESOLUTION FOR “SIGNING AUTHORITY FOR BANKING AND OTHER FINANCIAL DOCUMENTS”**

WHEREAS: the Rivergrove Water District recognizes the organization would benefit if a control authorization policy were in place to delegate the authority to sign banking and other financial documents,

WHEREAS: all duly elected officials and the General Manager of the Rivergrove Water District are entrusted to ensure sound financial controls are in place,

WHEREAS: the Rivergrove Water District is determined to grant signing authority to certain person(s) described hereunder,

**THEREFORE, BE IT RESOLVED the Board of Commissioners of the Rivergrove Water District formally authorizes and empowers the officers of the Board which positions are defined as Chair, Secretary, and Treasurer and the General Manager with the legal authority to sign banking and other financial documents on behalf of the District.**

This Resolution moved by Commissioner \_\_\_\_\_,  
seconded by Commissioner \_\_\_\_\_, and adopted by  
the Board of Commissioners of the Rivergrove Water District this \_\_\_\_\_ day  
of \_\_\_\_\_ 2023 by the following vote: Ayes: Commissioners

\_\_\_\_\_  
Nays: Commissioners \_\_\_\_\_.

\_\_\_\_\_  
Signed: Chair

\_\_\_\_\_  
Attest: Secretary

SAFE DEPOSIT BOX LEASE

Rivergrove Water District BOX NUMBER
Sherry Patterson Lawrence Magura OPENING DATE 01/30/2009
Christine Roth Grant E. Howell EXPIRATION DATE --
James W Johnson Janine R. Casey ANNUAL RENT 60.00

"YOU" means the renter(s) listed above.

Banner Bank
Lake Grove Branch
16099 Boones Ferry
Lake Oswego, OR 97035
(503) 534-1000
"WE" means the lessor named above.

TYPE OF ACCOUNT
[X] JOINT TENANCY
[ ] INDIVIDUAL [ ] PARTNERSHIP
[X] CORPORATION

We are renting to you the safe deposit box described above for the annual rent stated above. Payments will be due (in advance) on an [ ] annual [ ] monthly [ ] basis, on the 30th day of each January. We will [ ] give you notice [X] charge your account number [X] Annually to pay the rent on this safe deposit box.

X Signature(s) X
X By (An Authorized Signature For Institution) X

APPOINTMENT OF DEPUTY

This agreement is the Appointment of a Deputy. In this Appointment of Deputy section, "you" means the renter who is appointing the deputy.

[ ] If checked this appointment shall not be affected by your (renter's) disability.

You appoint who has signed below, as your deputy. The deputy has the following powers with respect to this safe:

- 1. the deputy may enter the safe at any time;
2. the deputy may deposit any item in the safe;
3. the deputy may remove any or all of the items from the safe;
4. the deputy may amend or cancel this lease at any time;
5. the deputy may exchange or surrender the safe at any time;
6. the deputy may do anything else with this safe which you may do as one of the people leasing the safe, except appoint another deputy.

The deputy will continue to have these powers until you, or one of the other renters, signs the revocation below. You should also inform the deputy of the revocation. This appointment will be ended when we receive written notice of your death. If we are damaged by any action of a deputy, and a claim is made by another person renting this safe or by someone representing you after your death, you or your estate will pay any damages.

Deputy Renter

I revoke the appointment of as my deputy. (Renter signs below)

Date Signature

SURRENDER OF SAFE DEPOSIT BOX

You are surrendering safe deposit box number located in our vaults. This is the safe deposit box identified above. You have removed all property from the safe deposit box, and that property is now in its owner's possession. By signing below you are agreeing that we have fulfilled all of our duties and responsibilities in connection with the lease to you. You are releasing us from any and all claims of any kind which might come forth as a result of the lease agreement you had entered into with us. You are giving us the full possession and control of this safe deposit box.

Signature(s)

By (An Authorized Signature For Institution)

PAYMENT SCHEDULE

Table with 12 columns: RECEIPT NO., DATE PAID M/D/Y, AMOUNT, PAID TO M/D/Y, RECEIPT NO., DATE PAID M/D/Y, AMOUNT, PAID TO M/D/Y, RECEIPT NO., DATE PAID M/D/Y, AMOUNT, PAID TO M/D/Y



# Chair Report



# ADJOURNMENT

