



Board of Commissioners Monthly Meeting
Monday, January 30, 2023, 5:30 PM
17661 Pilkington Road, Lake Oswego OR

AGENDA ITEMS

- | | | |
|--------------|---|----------------|
| I. | Call to Order | 5:30 PM |
| II. | Public Comment (2 Minute Limit) | 5:31 PM |
| III. | Review and Approval of Minutes <ul style="list-style-type: none">• December 19, 2022 Regular Board Meeting• December 19, 2022 Executive Session Minutes | 5:35 PM |
| IV. | General Manager's Report | 5:40 PM |
| V. | Unfinished Business <ul style="list-style-type: none">• Board Relations | 5:55 PM |
| VI. | New Business <ul style="list-style-type: none">• Special District's Legislative Day• Employee Handbook | 6:00 PM |
| VII. | Chair Report | 6:20 PM |
| VIII. | Adjournment | 6:30 PM |

Upcoming Monthly Board Meeting
Monday, February 27, 2023 at 4:30 P.M.

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

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

**Rivergrove Water District
Board of Commissioners Regular Meeting Minutes
Monday, December 19, 2022**

A regular meeting of the Board of Commissioners was held this day at 17661 Pilkington Road, Lake Oswego. Chair Roth presided over the meeting and other attendees included: Commissioners Johnson, Magura, Patterson, and Howell as well as the General Manager. Special guests included District engineers, Mr. Kyle Pettibone and Mr. Patrick Lau, from RH2 Engineering.

1. **Call to Order:** The meeting was called to order at 4:30 p.m.
2. **Public Comment:** Public attendees included: Mr. John Mac Pherson, Ms. Lisa Volpel, Mr. Dave Pierce, and Mr. Alan Patterson. Mr. Patterson requested public information regarding hours the General Manager spent on the failed censorship of Commissioner Patterson. Chair Roth stated a Public Information Request form would be sent to Mr. Patterson to complete; once received by staff the information will be provided.
3. **Review and Approval of Minutes:** The November 21, 2022 regular Board meeting minutes were approved by a motion from **Commissioner Howell, seconded by Commissioner Magura, and passed by unanimous vote.**
4. **Monthly District Report:** See attached. Mr. Pettibone briefed on the 2022 Main Replacement Project for Deemar Way and Tamara Avenue. Discussion ensued on the following topics: the variations in permitting requirements from the City of Lake Oswego versus Clackamas County; the requirement from Clackamas County to remove asbestos cement main lines; the requirement from Lake Oswego for the District to post a \$52,038.00 performance guarantee; and the process of charging liquidated damages against the contractor for failing to meet the project completion date.
5. **Unfinished Business:** The Board was presented with two additions to the Board Policy Handbook: Section 1.12 - Board Relations and Managing Conflicts and Section 6.3 - Board Member Conduct with the General Manager. These items were tabled to the January meeting.
6. **New Business:** A new Employee Pay Scale was introduced for District employees. After discussion on pay and benefits, the pay scale and accompanying benefits was approved by a motion from **Commission Magura, seconded by Commissioner Johnson, and passed by unanimous vote.**
7. **Executive Session:** The regular meeting of the Board of Commissioners was adjourned at 5:55 p.m. to meet in Executive Session in accordance with ORS 192.660(2)(b) to discuss employee relations. The regular meeting of the Board of Commissioners reconvened at 6:18 p.m.
8. **Adjournment:** The meeting was adjourned at 6:19 p.m. The next regular meeting will be held on Monday, January 23, at 4:30 p.m.

James W. Johnson, Secretary

Date

Christine K. Roth, Chair

Date



MONTHLY BOARD REPORT January 2023

Capital Improvement Projects

- Deemar Way/Tamara Ave (Construction of AC waterline replacement)

- Notice to Proceed: 09/28/22
- Project Completion Date: 11/28/22
- Extension Granted: 12/13/22
- Liquidated Damages Started: 12/13/22
- Liquidated Damages Stopped: 01/06/23
 - All work has been completed with the exception of an area on Jean Road where saw cuts were not hot sealed in accordance with the contract and paving specifications
 - Both Lake Oswego and Clackamas County have completed their final inspections
- Meeting with Icon took place on 1/19/23 without any progress on the additional funds the contractor is requesting for extra paving they completed on Tamara Ave without prior approval from the District
- No additional pay requests have been processed as of this report date
- Project financials:
 - Original Contract Price: \$330,215.00
 - Previously Approved Change Order(s): .00
 - Total Price of Previous Change Order(s): .00
 - Total Price of Change Order(s) Approved: +38,193.12
 - Contract Credits for Work Not Required: -13,010.00
 - New Contract Price: **\$355,398.12**

- Well 1 Standby Generator

- Purchase order completed for generator unit: 06/24/22
- Notice for expected delivery: 06/20/23
- Bid Proposal, Contract Documents, and Special Provisions & Technical Specifications completed: 01/10/23
- We are in the process of recruiting three contractors to bid on the project in accordance with public contracting laws due to an estimated project cost of \$140,000
 - Contractors being considered: Emery & Sons, Gregory Pacific, & Turney Excavating
 - Based on winning bid the following dates are established:
 - Notice to Proceed: 04/01/23
 - Project Completion Date: 05/15/23

- 2022 Water Main Replacement Project

- Grant submitted to Business Oregon: 9/14/23
- Bipartisan Infrastructure Law (BIL) Priority List Received: 01/5/23
 - RGWD ranked #39 out of 43 projects
 - A \$250,000 loan has been approved by the Drinking Water State Revolving Loan Fund
 - Grant funds are still being prioritized

Water Operations

- **Premise Isolation Program Abandonment Backflow Removal**
 - Water operators continue to remove backflows from the defunct program
 - Backflow removal started in 06/2021 with an estimated completion date of 6/2023
 - District statistics are as follows:

▪ Total Backflows Installed:	682
▪ Total Backflows Removed:	627
▪ Total Backflows Remaining:	55
▪ Project Completion Percentage:	81%

- **Customer Assistance Requests & On Call Duty**
 - Site visit requests: 31
 - Emergency callouts: 0

Finance/Administrative/HR

- **Shut-off Notices**
 - Notices delivered to delinquent account holders 1/12/23
 - Shut-offs scheduled 1/31/23
 - 40 accounts identified: 3% delinquent shut-off rate

- **Employee Position**
 - Utility 1 position hired

- **Employee Training**
 - Utility Management Today and Tomorrow (GM)
 - SDIS Insurance Back to Basics (GM)
 - Employer Responsibilities in Winter Weather, Avoiding Winter Slips & Falls, National Blood Donor Month (All employees)

Janine Casey

From: Janine Casey
Sent: Friday, January 27, 2023 1:40 PM
To: Tommy Brooks; Laura Westmeyer
Cc: Chris Roth
Subject: Additions to the Board Policy Handbook
Attachments: Board Policy Handbook Current.pdf; Proposed Changes.pdf; Letter to Board by General Manager.pdf

Good afternoon Tommy and Laura,

Chair Roth would like you to review two new sections being considered for inclusion to the District's Board Policy Handbook.

Over the past two years, the Board has experienced internal conflict between some of the Commissioners. Mr. Mark Knudson, from SDAO, was hired in October 2021 to work with the Board on interpersonal relations and cooperative efforts. He also facilitated the execution of the General Manager's annual assessment.

I am including the following attachments:

1. Rivergrove's current Board Policy Notebook
2. Proposed additions:
 - a. Article 1, Powers and Procedures: Section 1.12, Board Relations and Managing Conflicts
 - b. Article 6, Administration: Section 6.3 Board Member Conduct with the General Manager
3. Letter to the Board dated December 12, 2022 by General Manager Casey

Please let us know if you have any questions or would like to discuss any specifics with Chair Roth.

Thank you,
Janine Casey
Janine Casey
General Manager
Rivergrove Water District
O: 503.635.6041
C: 503.936.5304



Monthly Reconciliation Summary December 2022

**Reviewed & Approved by Commissioners
Board Meeting: January 30, 2023**

Bank Account Name	QB's Account Number	Bank Statement Date	Beginning QuickBooks Balance	Statement Ending Balance	QuickBooks Ending Balance	Uncleared Balance
Banner Bank (Checking Act)	1015	12/31/2022	\$411,835.86	\$415,438.28	\$202,142.12	\$213,296.16
Banner Bank (Deposit Act)	1085	12/31/2022	\$53,344.24	\$53,737.51	\$53,737.51	\$0.00
LGIP (SDC)	1106	12/31/2022	\$421,857.91	\$422,870.37	\$422,870.37	\$0.00
LGIP (Capital Improvement)	1107	12/31/2022	\$973,298.08	\$769,047.60	\$769,047.60	\$0.00
LGIP (Unemployment)	1108	12/31/2022	\$31,986.10	\$32,062.87	\$32,062.87	\$0.00
LGIP (Truck)	1109	12/31/2022	\$26,095.35	\$26,157.98	\$26,157.98	\$0.00
LGIP (Non-Restricted)	1110	12/31/2022	\$247,184.30	\$247,777.54	\$247,777.54	\$0.00

Checks issued this period 9746 - 9768 from Banner Bank Act 1015

Checks voided this period: None

RIVERGROVE WATER DISTRICT

Balance Sheet

As of December 1, 2022

	Dec 1, 22
ASSETS	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	209,746.24
1085 · Water Deposit-Banner Bank	53,294.24
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	421,857.91
1107 · Capital Improvement Account	973,298.08
1108 · Unemployment Account	31,986.10
1109 · Truck & Equipment Account	26,095.35
Total 1101 · Restricted	1,453,237.44
1110 · Non-Restricted	247,184.30
Total 1100 · LGIP	1,700,421.74
Total Checking/Savings	1,963,462.22
Total Current Assets	1,963,462.22
TOTAL ASSETS	1,963,462.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Federal Withholding	4,010.61
2120 · FICA Social Security	2,980.08
2140 · Medicare	696.96
2150 · State Withholding	2,606.83
2165 · Oregon State Transit Tax	44.45
2170 · WBF Assessment	14.70
Total 2100 · Payroll Liabilities	10,353.63
Total Other Current Liabilities	10,353.63
Total Current Liabilities	10,353.63
Total Liabilities	10,353.63
Equity	
32000 · All Fund Balances	1,918,744.03
Net Income	34,364.56
Total Equity	1,953,108.59
TOTAL LIABILITIES & EQUITY	1,963,462.22

RIVERGROVE WATER DISTRICT

Accounts Receivable Summary

From 12/10/2022 Through 01/26/2023

OPEN BALANCE

5,848.03

Balance

5,848.03

BI-MONTHLY-Adjustment

Amount

Usage

Count

WATER-RESIDENTIAL

-143.10

7

Totals

-143.10

0.00

7

5,704.93

WATER Miscellaneous-RESIDENTIAL

-20.00

Totals

-20.00

0.00

5,684.93

WAT.Penalty-RESIDENTIAL

-70.00

4

WAT.Penalty-HOA IRRIGATION

-85.00

1

Totals

-155.00

0.00

5

5,529.93

***Total Adjustment

-318.10

0.00

12

BI-MONTHLY-Charge

Minimum

Overage

Usage

Count

Total

WATER-RESIDENTIAL

69,715.76

68,594.07

19,330.00

1,372

138,309.83

WATER-COMMERCIAL

183.20

429.55

121.00

3

612.75

WATER-PUBLIC AUTHORITY

965.62

191.70

54.00

5

1,157.32

WATER-HOA IRRIGATION

651.34

752.60

212.00

9

1,403.94

WATER-ADULT CARE FACILITIES

139.09

142.00

40.00

2

281.09

WATER-CHURCH

94.98

10.65

3.00

1

105.63

Totals

71,749.99

70,120.57

19,760.00

1,392

141,870.56

147,400.49

***Total Charge

71,749.99

70,120.57

19,760.00

1,392

141,870.56

BI-MONTHLY-Penalty

Amount

Count

WATER-RESIDENTIAL

2,385.00

159

Totals

2,385.00

159

149,785.49

***Total Penalty

2,385.00

159

BI-MONTHLY-Miscellaneous

Amount

Count

WATER Miscellaneous-RESIDENTIAL

815.00

40

Totals	815.00	40	150,600.49
***Total Miscellaneous	815.00	40	
BI-MONTHLY-Payment	Amount	Count	Balance
WATER-RESIDENTIAL	-137,803.62	1,366	
WATER-COMMERCIAL	-759.81	3	
WATER-PUBLIC AUTHORITY	-1,157.32	5	
WATER-HOA IRRIGATION	-1,418.94	9	
WATER-ADULT CARE FACILITIES	-281.09	2	
WATER-CHURCH	-105.63	1	
Totals	-141,526.41	1,386	9,074.08
WATER Miscellaneous-RESIDENTIAL	-554.95		
Totals	-554.95		8,519.13
WAT.Penalty-RESIDENTIAL	-1,790.00		
WAT.Penalty-COMMERCIAL	-15.00		
WAT.Penalty-HOA IRRIGATION	-85.00		
Totals	-1,890.00		6,629.13
***Total Payments	-143,971.36	1,386	
BI-MONTHLY-Return Check	Amount	Count	
WATER-RESIDENTIAL	47.66	1	
Totals	47.66	1	6,676.79
***Total Return Check	47.66	1	
BI-MONTHLY-Deposit Applied	Amount	Count	
WATER-RESIDENTIAL	-235.00	5	
Totals	-235.00	5	6,441.79
WAT.Penalty-RESIDENTIAL	-15.00		
Totals	-15.00		6,426.79
***Total Deposit Applied	-250.00	5	

Closing Balance 6,426.79

RIVERGROVE WATER DISTRICT
Check Register
December 1-31, 2022

Type	Date	Num	Name	Memo	Amount	Balance
						209,372.93
Deposit	12/01/2022		Deposit	Deposit	168.31	209,541.24
General Journal	12/01/2022	jc	Customer Refund	Customer Refund	50.00	209,591.24
Deposit	12/01/2022		Deposit	Deposit	155.00	209,746.24
Check	12/02/2022	ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water 11/1/22-12/1/22 Act 10-12691-01	-14.85	209,731.39
Check	12/02/2022	ACH	VANCO Payment Solutions	Monthly Service Fee November 2022 Invoice 00013053702	-62.00	209,669.39
Deposit	12/02/2022		Deposit	Deposit	259.77	209,929.16
Check	12/05/2022	ACH	PACIFIC OFFICE AUTOMATION INC	Monthly Copier Service 12/14/2022-01/13/2023 Invoice 5022754428	-426.97	209,502.19
Check	12/05/2022	ACH	COMCAST CABLE	Monthly Service 11/22/22-12/21/22 Act 8778-10-899-0001186	-584.06	208,918.13
General Journal	12/05/2022	jc	Customer Refund	Customer Refund	50.00	208,968.13
Deposit	12/05/2022		Deposit	Deposit	83.96	209,052.09
Deposit	12/06/2022		Deposit	Deposit	168.34	209,220.43
General Journal	12/06/2022	mm	Deposit	Deposit	-50.00	209,170.43
Deposit	12/06/2022		Deposit	Deposit	537.46	209,707.89
Check	12/06/2022	ACH	PGE	Monthly Electric Fees 10/31/22-12/01/22 Invoice: Multiple	-3,125.42	206,582.47
Deposit	12/06/2022		Deposit	Deposit	371.61	206,954.08
Deposit	12/07/2022		Deposit	Deposit	186.37	207,140.45
Deposit	12/07/2022		Deposit	Deposit	572.88	207,713.33
General Journal	12/08/2022	mm	Deposit	Act 0722 04 Orchard Property III LLC Initial Water Deposit	-50.00	207,663.33
Deposit	12/08/2022		Deposit	Deposit	50.00	207,713.33
Deposit	12/09/2022		Deposit	Deposit	42.00	207,755.33
Check	12/10/2022	ACH	U.S. BANK EQUIPMENT FINANCE	Monthly Copier/Server Fee 11/26/22-12/26/22 Invoice 488705872	-688.05	207,067.28
Deposit	12/10/2022		Deposit	Deposit	105.36	207,172.64
Deposit	12/12/2022		Deposit	Deposit	100.00	207,272.64
Check	12/12/2022	ACH	VERIZON WIRELESS	Monthly Service 11/2/22-12/1/22 Invoice 9921826250	-382.35	206,890.29
Transfer	12/12/2022		Deposit	Funds Transfer - 2022 Water Main Replacement Tamara/Deemar	206,550.00	413,440.29
Check	12/13/2022	ACH	PAYCHEX 11/12/22-12/10/22	Payroll 11/27/22-12/10/22 Invoice 2022121301	-63.31	413,376.98
Deposit	12/13/2022		Deposit	Deposit	59.80	413,436.78
General Journal	12/13/2022	PR 12/10/22	Payroll 11/27/22-12/10/22	Payroll 11/27/22-12/10/22	-415.38	413,021.40
General Journal	12/13/2022	PR 12/10/22	Payroll 11/27/22-12/10/22	Payroll 11/27/22-12/10/22	-273.60	412,747.80
General Journal	12/13/2022	PR 12/10/23	Deposit	Deposit	-50.00	412,697.80
General Journal	12/13/2022	PR 12/10/22	Payroll 11/27/22-12/10/22	Payroll 11/27/22-12/10/22	-6,431.56	406,266.24
General Journal	12/13/2022	PR 12/10/22	Payroll 11/27/22-12/10/22	Payroll 11/27/22-12/10/22	-2,801.46	403,464.78

RIVERGROVE WATER DISTRICT

Check Register

December 1-31, 2022

Deposit	12/13/2022		Deposit	344.13	403,808.91	
Deposit	12/13/2022		Deposit	477.88	404,286.79	
Check	12/13/2022	ACH	Moonlight Business Process	December 2022 Billing Invoice 133238	-1,078.88	403,207.91
Deposit	12/14/2022		Deposit	162.77	403,370.68	
Deposit	12/14/2022		Deposit	288.94	403,659.62	
Check	12/14/2022	ACH	Moonlight Business Process	December 2022 Newsletter Invoice 133252	-245.00	403,414.62
Check	12/15/2022		Service Charge	Service Charge	-206.40	403,208.22
Deposit	12/16/2022		Deposit	573.05	403,781.27	
Deposit	12/16/2022		Deposit	523.47	404,304.74	
Deposit	12/19/2022		Deposit	648.57	404,953.31	
Deposit	12/19/2022		Deposit	190.83	405,144.14	
Deposit	12/19/2022		Deposit	2,328.69	407,472.83	
Check	12/20/2022	9733	Customer Refund	Customer Refund	-14.57	407,458.26
Check	12/20/2022	9734	CITY OF LAKE OSWEGO	WO-273 (Project # 40693 Jean Rd & Pilkington Rd Potholing)	-1,533.47	405,924.79
Check	12/20/2022	9735	THOMAS GREGOIRE	Rent December 2022 & Utilities	-1,630.55	404,294.24
Check	12/20/2022	9736	OHA Cashier	Cross Conncection 2023 Annual Fee Water System ID# 41-00461	-200.00	404,094.24
Check	12/20/2022	9737	CONSOLIDATED SUPPLY CO.	Meter Box Lids Invoice S011138856.001	-668.33	403,425.91
Check	12/20/2022	9738	SOUND TELECOM	Act 123-4850-521 Answering Service Monthly Fee 12/1/22-12/31/22	-287.72	403,138.19
Check	12/20/2022	9739	OAWU	Operator of Record (DRC) December 22 Contract Fee Invoice 34186	-950.00	402,188.19
Check	12/20/2022	9740	Pamplin Media Group	One Year Renewal Account # 80186191	-52.00	402,136.19
Check	12/20/2022	9741	RH2 Engineering, Inc.	Engineering Services Nov 22 Invoice 88849	-968.00	401,168.19
Check	12/20/2022	9742	Customer Refund	Customer Refund	-22.98	401,145.21
Check	12/20/2022	9743	Janine Casey	Reimburse for Battery Backup, Water & Soil Removal	-550.04	400,595.17
Check	12/20/2022	9744	ICON CONSTRUCTION/DEVELOP LLC	2022 Water Main Replacement (Tamara Ave/Deemar Way)	-206,549.47	194,045.70
Check	12/20/2022	ACH	KAISER FOUNDATION HEALTH PLAN	Monthly Health Premium 1/1/23-1/31/23 Invoice 0016275140	-3,228.27	190,817.43
Check	12/20/2022	9745	Apex Laboratories	Deemar Pipe Replacement Special Test Invoice 2210787	-918.75	189,898.68
Deposit	12/20/2022		Deposit	195.89	190,094.57	
Deposit	12/20/2022		Deposit	3,364.60	193,459.17	
General Journal	12/20/2022	jc	Customer Refund	Customer Refund	50.00	193,509.17
Deposit	12/20/2022		Deposit	2,092.63	195,601.80	
Deposit	12/21/2022		Deposit	1,286.99	196,888.79	
Deposit	12/21/2022		Deposit	3,018.24	199,907.03	
Deposit	12/21/2022		Deposit	1,219.51	201,126.54	
Deposit	12/27/2022		Deposit	72.51	201,199.05	

RIVERGROVE WATER DISTRICT

Check Register

December 1-31, 2022

Deposit	12/27/2022		Deposit	Deposit	326.34	201,525.39
Deposit	12/27/2022		Deposit	Deposit	245.93	201,771.32
Deposit	12/27/2022		Deposit	Deposit	329.09	202,100.41
Deposit	12/27/2022		Deposit	Deposit	1,256.31	203,356.72
Check	12/27/2022	ACH	CHEVRON/TEXACO CARD SERVICES	Monthly Fuel Charges 11/24/22-12/23/22 Invoice 85849391	-348.72	203,008.00
Check	12/27/2022	ACH	METEREADERS, LLC	Meter Readings December 2022 Invoice 10556	-953.58	202,054.42
Check	12/27/2022	ACH	PAYCHEX 12/11/22-12/24/22	Payroll 12/11/22 -12/24/22 Invoice 2022122701	-63.31	201,991.11
General Journal	12/27/2022	PR 12/24/22	Payroll 12/11/22-12/24/22	Deferred Comp Payroll 12/11/22-12/24/22	-415.38	201,575.73
General Journal	12/27/2022	PR 12/24/22	Payroll 12/11/22-12/24/22	Deferred Comp Payroll - Employer - 12/11/22-12/24/22	-273.60	201,302.13
General Journal	12/27/2022	PR 12/24/22	Payroll 12/11/22-12/24/22	Payroll 12/11/22-12/24/22	-6,611.75	194,690.38
General Journal	12/27/2022	PR 12/24/22	Payroll 12/11/22-12/24/22	Payroll 12/11/22-12/24/22	-2,859.39	191,830.99
Deposit	12/27/2022		Deposit	Deposit	5,216.03	197,047.02
Deposit	12/27/2022		Deposit	Deposit	155.67	197,202.69
Check	12/27/2022	ACH	Banner Bank (MASTERCARD)	Act 6660 Casey - Monthly Charges 11/11/22-12/3/22	-1,006.66	196,196.03
Deposit	12/28/2022		Deposit	Deposit	424.14	196,620.17
Deposit	12/28/2022		Deposit	Deposit	4,387.44	201,007.61
Deposit	12/28/2022		Deposit	Deposit	1,743.33	202,750.94
General Journal	12/28/2022	jc	Customer Refund	Customer Refund	50.00	202,800.94
Deposit	12/28/2022		Deposit	Deposit	268.96	203,069.90
General Journal	12/29/2022	jc	Deposit	Deposit	-50.00	203,019.90
Check	12/29/2022	ACH	AFLAC	Monthly Health Premium December 2022 Invoice 938927	-470.51	202,549.39
Deposit	12/29/2022		Deposit	Deposit	181.86	202,731.25
Deposit	12/30/2022		Deposit	Deposit	1,071.76	203,803.01
Deposit	12/30/2022		Deposit	Deposit	838.69	204,641.70
Check	12/30/2022	ACH	PAYCHEX 12/25/22-12/30/22	Payroll 12/25/22 -12/30/22 Invoice 2022123001	-55.25	204,586.45
General Journal	12/30/2022	PR 12/30/22	Payroll 12/25/22-12/30/22	Deferred Comp Payroll 12/25/22-12/30/22	0.00	204,586.45
General Journal	12/30/2022	PR 12/30/22	Payroll 12/25/22-12/30/22	Deferred Comp Payroll - Employer - 12/25/22-12/30/22	-241.48	204,344.97
General Journal	12/30/2022	PR 12/30/22	Payroll 12/25/22-12/30/22	Payroll 12/25/22-12/30/22	-1,547.05	202,797.92
General Journal	12/30/2022	PR 12/30/22	Payroll 12/25/22-12/30/22	Payroll 12/25/22-12/30/22	-655.80	202,142.12
					<u>-7,230.81</u>	<u>202,142.12</u>
					<u>-7,230.81</u>	<u>202,142.12</u>

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	671,518.84	1,007,500.00	-335,981.16	66.65%
4010 · Water Deposit Fee	3,080.00	6,800.00	-3,720.00	45.29%
4015 · New Service Fee	150.00	200.00	-50.00	75.0%
4020 · Installation Fee	550.00	2,000.00	-1,450.00	27.5%
4024 · Pre-Application Meeting Fee	0.00	1,000.00	-1,000.00	0.0%
4026 · Development Security Deposit	4,115.00	10,000.00	-5,885.00	41.15%
4030 · Delinquent & Restoration Fee	11,335.20	10,000.00	1,335.20	113.35%
4035 · SDC Chgs-SDC Restricted CI Fund	7,660.00	51,000.00	-43,340.00	15.02%
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	580.60	300.00	280.60	193.53%
4059 · LGIP - Non Restrict Int Earn	2,555.58	1,200.00	1,355.58	212.97%
4064 · SDC Interest-LGIP CI Fund	4,331.09	1,800.00	2,531.09	240.62%
4065 · CI Interest -LGIP CI Fund	9,929.80	3,600.00	6,329.80	275.83%
4066 · LGIP-Int Earn Unemployment Fund	326.31	150.00	176.31	217.54%
4067 · LGIP-Int Earn Truck&Equip Fund	266.22	100.00	166.22	266.22%
Total 4056 · Bank Interest/LGIP Interest	17,989.60	7,150.00	10,839.60	251.6%
4090 · Miscellaneous Income	3,011.59	5,000.00	-1,988.41	60.23%
Total 4000 · Profit	719,410.23	1,100,650.00	-381,239.77	65.36%
Total Income	719,410.23	1,100,650.00	-381,239.77	65.36%
Gross Profit	719,410.23	1,100,650.00	-381,239.77	65.36%
Expense				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	68,563.19	145,000.00	-76,436.81	47.29%
5040 · Operator Wages	57,848.96	130,000.00	-72,151.04	44.5%
5090 · Deferred Compensation	10,789.71	30,000.00	-19,210.29	35.97%
Total 5001 · Compensation	137,201.86	305,000.00	-167,798.14	44.98%
5100 · Payroll Tax Expense	14,844.33	35,000.00	-20,155.67	42.41%
5200 · Payroll Benefits				
5210 · Workers' Compensation	2,105.59	3,000.00	-894.41	70.19%
5220 · Health Benefits	20,964.20	60,000.00	-39,035.80	34.94%
5240 · Wellness Benefit	0.00	600.00	-600.00	0.0%
Total 5200 · Payroll Benefits	23,069.79	63,600.00	-40,530.21	36.27%
Total 5000 · Personnel Services	175,115.98	403,600.00	-228,484.02	43.39%
6000 · Material Services				
6001 · Administration/Billing/Overhead				
6005 · Property/Liability Insurance	19,165.00	28,000.00	-8,835.00	68.45%
6006 · Furn & Office Equipment - Admin	0.00	2,000.00	-2,000.00	0.0%
6007 · Bank Service Charges				
6008 · Banner - Check Bank Charges	1,093.60	1,999.00	-905.40	54.71%
6010 · Vanco Service Charges	456.00	1,000.00	-544.00	45.6%

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	0.05	1.00	-0.95	5.0%
Total 6007 · Bank Service Charges	1,549.65	3,001.00	-1,451.35	51.64%
6018 · Meeting/Food Expense	0.00	1,000.00	-1,000.00	0.0%
6019 · Office Supplies, Equip, Repair	813.89	2,500.00	-1,686.11	32.56%
6020 · Postage & Shipping	296.25	2,000.00	-1,703.75	14.81%
6025 · Printing & Duplicating	165.42	1,500.00	-1,334.58	11.03%
6030 · Publications & Elections	472.70	2,000.00	-1,527.30	23.64%
6035 · Rent	9,608.66	18,000.00	-8,391.34	53.38%
6040 · Janitorial	0.00	2,000.00	-2,000.00	0.0%
6045 · Telephone - Admin	7,000.66	13,000.00	-5,999.34	53.85%
6050 · Mileage Expenses	73.18	500.00	-426.82	14.64%
6060 · Continued Education	1,069.00	5,300.00	-4,231.00	20.17%
6065 · Dues & Subscriptions	4,836.08	7,000.00	-2,163.92	69.09%
6070 · Fees, License, & Permits	9,500.30	5,000.00	4,500.30	190.01%
6075 · Water Deposit Refunds	2,410.69	7,000.00	-4,589.31	34.44%
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	2,859.36	6,000.00	-3,140.64	47.66%
6095 · Utilities/Office	1,244.28	2,500.00	-1,255.72	49.77%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	3,751.05	7,000.00	-3,248.95	53.59%
6099-1 · Copier IT	8,430.36	15,000.00	-6,569.64	56.2%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	700.00	1,500.00	-800.00	46.67%
Total 6099 · Contracted Services - Admin	12,881.41	28,500.00	-15,618.59	45.2%
Total 6001 · Administration/Billing/Overhead	74,182.64	149,001.00	-74,818.36	49.79%
6101 · Operation & Maintenance				
6100 · General Repair & Maintenance	21,219.10	40,000.00	-18,780.90	53.05%
6105 · Utilities	25,388.59	38,000.00	-12,611.41	66.81%
6110 · Small Tools & Equipment	865.54	2,500.00	-1,634.46	34.62%
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	2,092.95	3,500.00	-1,407.05	59.8%
6135 · Telemetry/Scada	7,302.38	10,000.00	-2,697.62	73.02%
6155 · Chemicals	239.00	5,000.00	-4,761.00	4.78%
6160 · Contracted Services-Operations	19,321.06	22,000.00	-2,678.94	87.82%
6165 · PPE/Safety Equipment	722.56	2,000.00	-1,277.44	36.13%
6170 · Mobile Radio Phone/Pager Operat	2,677.05	5,500.00	-2,822.95	48.67%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%
6190 · Cross Connect Program Supplies	1,034.61	15,000.00	-13,965.39	6.9%
6195 · Meters	2,333.33	4,000.00	-1,666.67	58.33%
Total 6101 · Operation & Maintenance	88,144.60	155,500.00	-67,355.40	56.69%

RIVERGROVE WATER DISTRICT

Revenue & Expense Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
6202 · Professional Services				
6208 · Auditor	6,310.00	10,000.00	-3,690.00	63.1%
6209 · Consultants	1,035.00	4,000.00	-2,965.00	25.88%
6210 · Engineering (Non-Reimbursable)	56,652.11	185,000.00	-128,347.89	30.62%
6215 · Legal Fees (Non-Reimbursable)	220.00	5,000.00	-4,780.00	4.4%
Total 6202 · Professional Services	64,217.11	204,000.00	-139,782.89	31.48%
Total 6000 · Material Services	226,544.35	508,501.00	-281,956.65	44.55%
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%
Total 7000 · Operating Capital Outlay	8,521.14	55,000.00	-46,478.86	15.49%
8000 · Debt Recov./Capital Improvement				
8451 · CI-Standby Power CI Fund	0.00	30,000.00	-30,000.00	0.0%
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	0.00	200,000.00	-200,000.00	0.0%
8461 · SDC -Standby Power-CI Fund	0.00	4,000.00	-4,000.00	0.0%
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	206,549.47	283,200.00	-76,650.53	72.93%
Total 8000 · Debt Recov./Capital Improvement	392,982.30	703,634.00	-310,651.70	55.85%
Total Expense	803,163.77	1,670,735.00	-867,571.23	48.07%
Net Ordinary Income	-83,753.54	-570,085.00	486,331.46	14.69%
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%
Total 9100 · Other Income	108,000.00	208,000.00	-100,000.00	51.92%
Total Other Income	108,000.00	208,000.00	-100,000.00	51.92%
Other Expense				
9200 · Other Expense				
9205 · Transfer Out - Gen Operating	108,000.00			
Total 9200 · Other Expense	108,000.00			
Total Other Expense	108,000.00			
Net Other Income	0.00	208,000.00	-208,000.00	0.0%
Net Income	-83,753.54	-362,085.00	278,331.46	23.13%

Janine Casey

From: Janine Casey
Sent: Friday, January 27, 2023 1:40 PM
To: Tommy Brooks; Laura Westmeyer
Cc: Chris Roth
Subject: Additions to the Board Policy Handbook
Attachments: Board Policy Handbook Current.pdf; Proposed Changes.pdf; Letter to Board by General Manager.pdf

Good afternoon Tommy and Laura,

Chair Roth would like you to review two new sections being considered for inclusion to the District's Board Policy Handbook.

Over the past two years, the Board has experienced internal conflict between some of the Commissioners. Mr. Mark Knudson, from SDAO, was hired in October 2021 to work with the Board on interpersonal relations and cooperative efforts. He also facilitated the execution of the General Manager's annual assessment.

I am including the following attachments:

1. Rivergrove's current Board Policy Notebook
2. Proposed additions:
 - a. Article 1, Powers and Procedures: Section 1.12, Board Relations and Managing Conflicts
 - b. Article 6, Administration: Section 6.3 Board Member Conduct with the General Manager
3. Letter to the Board dated December 12, 2022 by General Manager Casey

Please let us know if you have any questions or would like to discuss any specifics with Chair Roth.

Thank you,
Janine Casey
Janine Casey
General Manager
Rivergrove Water District
O: 503.635.6041
C: 503.936.5304



Special Districts Association of Oregon

Legislative Day

Comments by: Commissioner Magura

Topics included:

- Importance of Legislative Outreach
- November General Election Recap
- ARPA Funds
- Public Records
- Cybersecurity



Rivergrove Water District Employee Handbook

Proposed Changes

The Employee Handbook was thoroughly reviewed by the District's legal representative (Mr. Peter Hicks, Esq. for Jordan Ramis) in January 2021 and adopted by the Board of Commissioners in 2021. It is a living document and should be amended when appropriate to fit the District's needs as well as the current atmosphere in employment trends. The following changes are recommended:

- **Paragraph 3.1 Health Insurance and Wellness Benefit, Page 9:**

- Current: Supplemental Health Policies limited to a choice of 4 including accident, cancer, disability, and term life insurance. Dollar amount will be determined by budgetary and policy guidelines and to be given in equal amounts between regular employees and prorated for part-time employees.
- Proposed: Change 4 to 3....this was a typo when adopted in 2021

- **Paragraph 5.1 Sick Leave, Page 15:**

- Current: Under no circumstances shall payment be made for unused accrued sick leave upon separation of employment except for separation by retirement. At retirement, an employee's accrued unused sick leave shall be converted to the employee's 457 account. The amount to be credited at retirement shall be based on the following table:

<u>Sick Leave Hours</u>	<u>Conversion at Retirement</u>
Up to 700	50%
701 – 775	55%
776 – 850	60%
851 – 925	65%
926 – 1000	70%

- Proposed: Payment Upon Termination:

Although paid sick leave is not a vested benefit, employees who are laid-off or who resign in good standing are permitted to cash out 20% of their earned and unused sick leave benefits upon termination. In order to be considered to have been laid-off or resigned in good standing under this policy the following conditions apply:

1. The employee must provide RGWD with advance notice of at least three workweeks of his/her intent to resign (not applicable to layoffs) and must work those three workweeks. Days taken for vacation and sick leave will not be considered as days worked;
2. The employee must have no written disciplinary actions within 6 months of the resignation; and
3. The employee may not be in an active disciplinary process (employees will be considered to be in an active disciplinary process if any investigation has been initiated into conduct that could lead to disciplinary action or if a preliminary disciplinary determination has been made even if a final disciplinary decision has not been made or issued).
4. Employees laid off from employment with RGWD and then are rehired within 6 months will be credited with all earned and unused sick leave benefits at the time of layoff, minus the 20% payout if applicable.
5. If an employee is rehired within 180 days after termination, previously accrued and unused sick leave time will be credited back to the employee and available for use immediately upon re-employment.

- **Paragraph 5.5 Holidays, Page 20:**

- Current:

5.5 HOLIDAYS

You will receive a full day's pay for the following observed holidays:

New Year's Day	January 1st
Martin Luther King's Birthday	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Day After Thanksgiving	4 th Friday in November
Christmas Eve	December 24 th (except when it falls on a Saturday or Sunday)
Christmas Day	December 25 th

- Proposed: Remove Christmas Eve and replace with Indigenous Peoples' Day, 2nd Monday in October