



**Board of Commissioners Monthly Meeting**  
**Monday, November 20, 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>• October 23, 2023 Regular Board Meeting</li></ul>  | <b>4:34 PM</b>                        |
| <b>IV.</b>   | <b>General Manager's Report</b>   | <b>4:35 PM</b>                        |
| <b>V.</b>    | <b>Unfinished Business</b> <ul style="list-style-type: none"><li>• Resolution 2023-04: Signing Authority for Banking and Other Financial Documents</li><li>• General Manager's Annual Performance Review (Tabled until December 2023 Meeting)</li></ul> | <b>4:45 PM</b>                        |
| <b>VI.</b>   | <b>New Business</b> <ul style="list-style-type: none"><li>• Water Service Ordinance No. 23-01</li><li>• Resolution 2023-05: Performance Evaluation of the General Manager</li></ul>   | <b>4:50 PM</b><br>Commissioner Howell |
| <b>VII.</b>  | <b>Executive Session</b><br>Employee Relations, ORS 192.660(2)(b)   | <b>5:05 PM</b>                        |
| <b>VIII.</b> | <b>Reconvene in Open Session</b>  | <b>5:20 PM</b>                        |
| <b>IX.</b>   | <b>Adjournment</b>  | <b>5:25 PM</b>                        |

**Upcoming Meetings**

**Regular Board Meeting: Monday, December 18, 2023 at 4:30 P.M.**

**Regular Board Meeting: Monday, January 22, 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, October 23, 2023**

A regular meeting of the Board of Commissioners was held on this day at 17661 Pilkington Road, Lake Oswego. Commissioner (Secretary) Howell presided over the meeting and other attendees included: Commissioners Johnson, Magura, and Patterson as well as the General Manager. Chair Roth was excused.

1. **Call to Order:** The meeting was called to order at 4:33 p.m.
2. **Public Comment:** No public comment was received.
3. **Executive Session:** Due to the absence of Chair Roth, a motion was made from ***Commissioner Magura, seconded by Commissioner Johnson, and passed unanimously*** to table the Executive Session to November.
4. **Review and Approval of Minutes:** The September 25, 2023 Board meeting minutes were approved by a motion from ***Commissioner Magura, seconded by Commissioner Johnson, and passed unanimously***.
5. **Monthly General Manager's Report:** See attached. Commissioner Magura stated for the record he enjoyed the District Facilities tour earlier in the afternoon and was very impressed with how the facilities were organized and immaculately maintained. Commissioners Howell and Patterson agreed. Commissioner Magura attributed this to the hard work of District staff.
6. **Unfinished Business:**
  - a. **Water District Ordinance No. 19-01:** A draft revision of Ordinance No. 19-01, to be known as Ordinance No. 23-01, was presented and reviewed. The Cross Connection Program title was changed to Cross Connection and Backflow Prevention Program. A motion to approve the proposed ordinance for public notification and Board adoption at the December meeting was made from ***Commissioner Magura, seconded by Commissioner Johnson, and passed unanimously***.
  - b. **Resolution 2023-04: Signing Authority for Banking and Other Financial Documents:** Due to Chair Roth's absence, it could not be confirmed if questions Commissioner Howell had previously requested be forwarded to the District's auditor for his professional opinion on check signing authority had been sent. Commissioner Magura asked to see a list of the questions Commissioner Howell had forwarded to Chair Roth. The Board asked the General Manager to contact Mr. Ries via phone and inquire whether he had received and responded to this matter. This issue was tabled until the November meeting.
  - c. **General Manager's Annual Performance Review:** The Board agreed to postpone the General Manager's annual review until the December Board meeting. The motion was made by ***Commissioner Patterson, seconded by Commissioner Magura, and passed unanimously***.
7. **New Business:** A revised scope of work on main replacement was presented for the Resilient Backbone and AC Pipe Replacement Project. The revision was discussed and a motion to forward the plan to Business Oregon was made from ***Commissioner Magura, seconded by Commissioner Johnson, and passed unanimously***. The Board discussed the possibility of partnering with the City of Lake Oswego for a sidewalk installation along Childs Road in conjunction with the District's main replacement project and asked the General Manager to draft a letter to Lake Oswego City Council for Board signature.

**8. Chair Report:**

a. Commissioner Howell stated he had contacted the Oregon Government Ethics Commission to inquire about questions he had on policies and procedures for an Executive Session. He stated the Ethics Commission provided a staff advisory opinion and summary of his phone call via an email. He offered to share this with other Board members and said the information would also pertain to the Executive Session proposed in November. He stated he would email the response to the General Manager for dissemination to the Board before the Executive Session scheduled in November. The General Manager asked how the Ethics Commission would be a point of contact for a matter dealing with an employee relations matter. Commissioner Howell responded that the response deals specifically with ORS 192.660 2(b) regarding complaints, charges, dismissal, or discipline of a public officer. Commissioner Howell went on to say that without discussing any specific material of a previous Executive Session, there was a complaint in the material given to the Board and there are Oregon governmental rules that govern the requirements when there is a complaint put in front of the government body. He stated the subject of the complaint has the right to request an open session and he wanted to ensure if there are complaints being presented to the Board that notification is given to the subject of the complaint to ensure they have the opportunity to respond and request an open hearing if necessary. Commissioner Johnson then commented that this was covered in the Board Policy Handbook. Commissioner Howell acknowledged this was in the Board Policy Handbook and that he did not know about some additional Oregon rules. The General Manager stated complaints were brought to the Board in December 2022, the complaints were not responded to, questioned how the ethics commission was contacted when the issue was still pending, and wanted to ensure the topic of the complaint was not discussed. Commissioner Howell stated his questions were on procedures, potential obligations, and requirements of public bodies. Commissioner Howell emphasized he would send the response from the Ethics Commission to the General Manager who would then disseminate it to the entire Board.

b. Commissioner Howell then presented a proposed a resolution for the performance evaluation of the General Manager. He felt the Board had not been timely in conducting the review and wanted a resolution with a formal timeline and procedures for administering the review as well as delegating the responsibilities. Commissioner Howell began distributing the document and Commissioner Johnson stated this topic was not on the agenda and it would need to be added. The General Manager called a point of order and reminded the Board of new, stricter rules being imposed by the Ethics Commissioner in January 2024 in relation to violation of public meeting laws. In specific, Boards must identify topics of discussion on their agenda ahead of time and follow the agenda, unless an emergency occurs, to ensure the public is aware in advance of all topics to be discussed at the meeting in an effort to promote transparency. The General Manager stated the new rules even impose penalties on the party responsible for preparing the agenda and that this was part of the General Manager’s report presented to the Board at the October 2023 meeting. The General Manager stated since this resolution was not an emergent matter and was not part of the approved and published agenda provided to the public, it was a violation of public meeting laws and it should be placed on the agenda for the November meeting.

**9. Adjournment:** The meeting was adjourned at 5:25 p.m. The next regular meeting will be held on Monday, November 20, 2023 at 4:30 p.m.

\_\_\_\_\_  
Grant E. Howell, Secretary (Acting Chair)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lawrence M. Magura, Treasurer

\_\_\_\_\_  
Date

# District Reports

## Water Operations



## Finance/Administrative







## GENERAL MANAGER'S REPORT November 2023

### Capital Improvement Projects

- **2022 Water Main Replacement Grant Project**
  - Project scope redefined to \$3M while still making significant impact to distribution system
    - Upsize 1,700 LF of 6" asbestos cement with 12" earthquake resistance ductile iron pipe on Childs Road from canal to SW Indian Creek Ave
      - Most of area is within high liquefaction zone so earthquake resistant pipe is recommended; upsizing also provides more capacity if other crossing fails
    - Replace 670 LF of 10" asbestos cement pipe with 10" ductile iron on SW Indian Creek Ave from Childs Rd to SW Dawn St
  - Submittal will be sent to Business Oregon for review and consideration from the IFA Board
  
- **Well No. 1 Generator Replacement Installation**
  - Exhaust pipe venting installed; contractor has met all contractual obligations **Closed**
  - Original Contract Completion Date: 7/31/23
  - Contract Completion Date w/Approved Changes: 12/31/23
  - Original Contract Price: \$ 53,400
  - Contract Price w/Approved Change Orders: \$ 71,775
  - Generator Purchase Price: \$ 66,819
  - Engineering Cost: \$ 29,084
  - **Total Project Cost: \$166,678**

### Water Operations

- **Oregon Health Authority Service Line Inventory**
  - Federal and state rules mandate inventory of all service lines within our water system
  - Goal is to identify and prioritize removal of all lead lines
    - Inventory must include service connections both publicly and privately owned
    - Categories to identify: lead, non-lead, galvanized requiring replacement or unknown
  - Inventory submission due to State of Oregon Drinking Water Services by **11/16/24**
  
- **Customer Assistance Requests & On Call Duty**
  - Site visit requests: 29
  - Emergency callouts: 0

### Finance/Administrative/HR

- **Shut-off Notices**
  - Notices delivered to delinquent account holders 11/13/23
    - Shut-offs scheduled **11/29/23**
    - 36 accounts identified: 2.6% delinquent shut-off rate
  
- **Employee Training Completed**
  - Vector Solutions: Safety Management and Emergency Action Plans (GM)
  - Oregon Government Ethics Commission: Gifts, Use of Office & Conflicts of Interest (GM)
  - Safety Basics, Cold Weather Safety, OSHA's Top 10 Safety Hazards (All employees)



# **FINANCIAL REPORTS**



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

**Balance Sheet**

**Accounts Receivable Summary**

**Check Register**

**Revenue & Expense Budget vs Actual**

## Monthly Reconciliation Summary October 2023

**Reviewed & Approved by Commissioners  
Board Meeting: November 20, 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	10/31/2023	\$333,620.70	\$337,485.63	\$323,993.03	\$13,492.60
Banner Bank (Deposit Act)	1085	10/31/2023	\$55,660.46	\$55,950.42	\$55,950.42	\$0.00
LGIP (SDC)	1106	10/31/2023	\$428,395.44	\$430,179.21	\$430,179.21	\$0.00
LGIP (Capital Improvement)	1107	10/31/2023	\$802,879.65	\$806,222.79	\$806,222.79	\$0.00
LGIP ( Unemployment)	1108	10/31/2023	\$36,121.86	\$36,272.27	\$36,272.27	\$0.00
LGIP (Truck)	1109	10/31/2023	\$32,090.55	\$32,224.17	\$32,224.17	\$0.00
LGIP (Non-Restricted)	1110	10/31/2023	\$373,003.34	\$374,556.46	\$374,556.46	\$0.00

Checks issued this period 9923 - 9946 from Banner Bank Act 1015

Checks voided this period: None

RIVERGROVE WATER DISTRICT

**Balance Sheet**

As of October 31, 2023

	Oct 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	323,993.03
1085 · Water Deposit-Banner Bank	55,950.42
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	430,179.21
1107 · Capital Improvement Account	806,222.79
1108 · Unemployment Account	36,272.27
1109 · Truck & Equipment Account	32,224.17
Total 1101 · Restricted	1,304,898.44
1110 · Non-Restricted	374,556.46
Total 1100 · LGIP	1,679,454.90
Total Checking/Savings	2,059,398.35
Total Current Assets	2,059,398.35
<b>TOTAL ASSETS</b>	<b>2,059,398.35</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Federal Withholding	3,384.64
2120 · FICA Social Security	1,997.75
2140 · Medicare	467.22
2150 · State Withholding	2,089.19
2165 · Oregon State Transit Tax	29.97
2170 · WBF Assessment	10.17
2175 · Paid Family Medical Leave	193.32
Total 2100 · Payroll Liabilities	8,172.26
Total Other Current Liabilities	8,172.26
Total Current Liabilities	8,172.26
Total Liabilities	8,172.26
Equity	
32000 · All Fund Balances	1,928,708.30
Net Income	122,517.79
Total Equity	2,051,226.09
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,059,398.35</b>

RIVERGROVE WATER DISTRICT

**Accounts Receivable Summary**

From 10/10/2023 Through 11/03/2023

<b>OPEN BALANCE</b>						<u>Balance</u>
		5,721.05				5,721.05
<b>BI-MONTHLY-Adjustment</b>	<u>Amount</u>		<u>Usage</u>		<u>Count</u>	
WATER-RESIDENTIAL	-567.30				3	
<b>Totals</b>	<u>-567.30</u>		<u>-155.00</u>		<u>3</u>	<u>5,153.75</u>
WAT.Penalty-RESIDENTIAL	-60.00				4	
<b>Totals</b>	<u>-60.00</u>		<u>0.00</u>		<u>4</u>	<u>5,093.75</u>
***Total Adjustment	<u>-627.30</u>		<u>-155.00</u>		<u>7</u>	
<b>BI-MONTHLY-Charge</b>	<u>Minimum</u>	<u>Overage</u>	<u>Usage</u>		<u>Count</u>	<u>Total</u>
WATER-RESIDENTIAL	71,899.55	135,607.44	37,064.00		1,372	207,506.99
WATER-COMMERCIAL	188.69	424.56	116.00		3	613.25
WATER-PUBLIC AUTHORITY	994.58	4,812.90	1,315.00		5	5,807.48
WATER-HOA IRRIGATION	670.87	2,913.36	796.00		9	3,584.23
WATER-ADULT CARE FACILITIES	143.26	183.00	50.00		2	326.26
WATER-CHURCH	97.83	36.60	10.00		1	134.43
<b>Totals</b>	<u>73,994.78</u>	<u>143,977.86</u>	<u>39,351.00</u>		<u>1,392</u>	<u>217,972.64</u>
***Total Charge	<u>73,994.78</u>	<u>143,977.86</u>	<u>39,351.00</u>		<u>1,392</u>	<u>217,972.64</u>
<b>BI-MONTHLY-Payment</b>	<u>Amount</u>				<u>Count</u>	
WATER-RESIDENTIAL	-54,744.48				437	
WATER-COMMERCIAL	-350.37				1	
WATER-PUBLIC AUTHORITY	-888.57				2	
WATER-HOA IRRIGATION	-1,582.80				3	
<b>Totals</b>	<u>-57,566.22</u>				<u>443</u>	<u>165,500.17</u>
WAT.Penalty-RESIDENTIAL	-375.00					
<b>Totals</b>	<u>-375.00</u>					<u>165,125.17</u>
***Total Payments	<u>-57,941.22</u>				<u>443</u>	
<b>BI-MONTHLY-Deposit Applied</b>	<u>Amount</u>				<u>Count</u>	

WATER-RESIDENTIAL

-300.00

6

**Totals**

-300.00

6

164,825.17

\*\*\*Total Deposit Applied

-300.00

6

**Closing Balance**

164,825.17

RIVERGROVE WATER DISTRICT

Check Register

As of October 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
						332,216.55
Check	10/01/2023	ACH	Banner Bank (MASTERCARD)	Master Card - Monthly Charges 8/8/23-9/6/23	-504.00	331,712.55
Deposit	10/02/2023		Deposit	Deposit	82.39	331,794.94
Check	10/02/2023	ACH	AFLAC	Monthly Health Premium Sep 23	-608.74	331,186.20
General Journal	10/02/2023	PR 09/30/23	Payroll 9/17/23-9/30/23	Payroll 9/17/23-9/30/23	-7,266.85	323,919.35
General Journal	10/02/2023	PR 09/30/23	Payroll 9/17/23-9/30/23	Payroll 9/17/23-9/30/23	-3,629.25	320,290.10
General Journal	10/02/2023	PR 09/30/23	Payroll 9/17/23-9/30/23	Deferred Comp Payroll - 9/17/23-9/30/23	-458.11	319,831.99
General Journal	10/02/2023	PR 09/30/23	Payroll 9/17/23-9/30/23	Deferred Comp Payroll - 9/17/23-9/30/23	-306.92	319,525.07
Check	10/02/2023	ACH	PAYCHEX	Payroll 9/17/23-9/30/23	-75.43	319,449.64
Deposit	10/03/2023		Deposit	Deposit	400.89	319,850.53
Check	10/03/2023	ACH	VANCO Payment Solutions	Monthly Service Fee Sep 23	-58.50	319,792.03
General Journal	10/03/2023	CC	Customer Refund	Customer Refund	50.00	319,842.03
Deposit	10/04/2023		Deposit	Deposit	47.27	319,889.30
Deposit	10/05/2023		Deposit	Deposit	97.28	319,986.58
Deposit	10/05/2023		Deposit	Deposit	829.04	320,815.62
Check	10/05/2023	ACH	COMCAST CABLE	Monthly Service Fee 9/22/23-10/21/23	-651.85	320,163.77
Check	10/06/2023	ACH	Streamline	Website Fee 10/1/23-11/1/23	-126.00	320,037.77
Check	10/06/2023	ACH	METEREADERS, LLC	Meter Readings October 2023	-1,231.76	318,806.01
Deposit	10/10/2023		Deposit	Deposit	172.65	318,978.66
Deposit	10/10/2023		Deposit	Deposit	286.91	319,265.57
Deposit	10/10/2023		Deposit	Deposit	112.00	319,377.57
General Journal	10/10/2023	CC	Customer Deposit	Customer Deposit	-50.00	319,327.57
Deposit	10/11/2023		Deposit	Deposit	383.89	319,711.46
Deposit	10/11/2023		Deposit	Deposit	7.65	319,719.11
Deposit	10/12/2023		Deposit	Deposit	203.97	319,923.08
Deposit	10/13/2023		Deposit	Deposit	453.17	320,376.25
General Journal	10/13/2023	CC	Customer Refund	Customer Refund	50.00	320,426.25
Check	10/13/2023	ACH	Moonlight Business	October 2023 Billing	-1,157.56	319,268.69
Check	10/13/2023		Service Charge	Service Charge	-193.01	319,075.68
Deposit	10/16/2023		Deposit	Deposit	71.05	319,146.73
Deposit	10/16/2023		Deposit	Deposit	193.34	319,340.07
Deposit	10/16/2023		Deposit	Deposit	526.92	319,866.99
Deposit	10/16/2023		Deposit	Deposit	1,025.11	320,892.10
Check	10/16/2023	ACH	PAYCHEX	Payroll 10/1/23-10/14/23	-75.43	320,816.67



RIVERGROVE WATER DISTRICT

Check Register  
As of October 31, 2023

General Journal	10/16/2023	PR 10/14/23	Payroll 10/1/23-10/14/23	Payroll 10/1/23-10/14/23	-7,235.91	313,580.76
General Journal	10/16/2023	PR 10/14/23	Payroll 10/1/23-10/14/23	Payroll 10/1/23-10/14/23	-3,664.60	309,916.16
General Journal	10/16/2023	PR 10/14/23	Payroll 10/1/23-10/14/23	Deferred Comp Payroll - 9/17/23-9/30/23	-437.54	309,478.62
General Journal	10/16/2023	PR 10/14/23	Payroll 10/1/23-10/14/23	Deferred Comp Payroll - 9/17/23-9/30/23	-311.04	309,167.58
Check	10/16/2023	ACH	KAISER FOUNDATION HEALTH PLAN	Monthly Health Premium 11/1/23-11/30/23	-2,686.14	306,481.44
Check	10/17/2023	9923	River Grove, LLC	Rent - November 2023	-1,401.83	305,079.61
Deposit	10/17/2023		Deposit	Deposit	909.31	305,988.92
Deposit	10/17/2023		Deposit	Deposit	6,493.36	312,482.28
Check	10/18/2023	ACH	PGE	Monthly Electric Fees 8/31/23-10/2/23	-3,995.86	308,486.42
Deposit	10/18/2023		Deposit	Deposit	1,399.13	309,885.55
General Journal	10/18/2023	CC	Customer Refund	Customer Refund	50.00	309,935.55
General Journal	10/18/2023	CC	Customer Refund	Customer Refund	50.00	309,985.55
Deposit	10/18/2023		Deposit	Deposit	7,876.28	317,861.83
Deposit	10/18/2023		Deposit	Deposit	2,417.74	320,279.57
Deposit	10/18/2023		Deposit	Deposit	533.00	320,812.57
Deposit	10/19/2023		Deposit	Deposit	1,510.64	322,323.21
Check	10/20/2023	9924	Norton Corrosion Limited, LLC	Reservior 3 Cathodic Inspection 2023	-1,045.00	321,278.21
Check	10/20/2023	9925	Oregon Secretary of State	2022-2023 Audit Filing Fee	-250.00	321,028.21
Check	10/20/2023	9926	ONE CALL CONCEPTS, INC.	Monthly Service September 2023	-61.60	320,966.61
Check	10/20/2023	ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water 9/1/23-10/1/23	-15.60	320,951.01
Check	10/20/2023	9927	SOUND TELECOM	Answering Service Monthly Fee 10/1/23-10/30/23	-360.70	320,590.31
Check	10/20/2023	9928	THOMAS GREGOIRE	Utilities	-104.19	320,486.12
Check	10/20/2023	9929	GUARDIAN SYSTEMS NW, INC	Security System - Dist Office & Shop	-134.70	320,351.42
Check	10/20/2023	9930	Jarrad, Seibert, Pollard & Co. LLC	Audit FY 2022/2023	-500.00	319,851.42
Check	10/20/2023	9931	Cascade Columbia Dist Inc	Sodium Hypochlorite	-475.00	319,376.42
Check	10/20/2023	9932	PACIFIC OFFICE AUTOMATION INC	Security Upgrades (Baracuda, Sentinel)	-128.25	319,248.17
Check	10/20/2023	9933	PACIFIC POWER GROUP	Well 3 Annual Preventive Maintenance	-1,750.00	317,498.17
Check	10/20/2023	9934	AWWA	Annual Membership 1/1/2024-12/31/2024	-412.00	317,086.17
Check	10/20/2023	9935	Cable Huston, LLP	General Services	-412.50	316,673.67
Check	10/20/2023	9936	FLYING H CONSTRUCTION	Hydrant 47 Refund-5525 Childs Rd Water Main	-1,372.08	315,301.59
Check	10/20/2023	9937	Customer Refund	Customer Refund	-2.44	315,299.15
Check	10/20/2023	9938	FERGUSON WATERWORKS	5/8x3/4x1 Meter Adapters	-529.60	314,769.55
Check	10/20/2023	9939	Control Systems NW, LLC	SCADA and Integrator Services	-915.00	313,854.55
Check	10/20/2023	9940	Turney Excavating Inc.	Well 1 Generator Project - Removable Bollards	-18,375.00	295,479.55
Check	10/20/2023	9941	Customer Refund	Customer Refund	-44.33	295,435.22

RIVERGROVE WATER DISTRICT

Check Register  
As of October 31, 2023

Check	10/20/2023	9942	Customer Refund	Customer Refund	-45.75	295,389.47
Check	10/20/2023	9943	CONTINENTAL UTILITY SOLUTIONS, INC	ACH Activation Fee	-6.00	295,383.47
Check	10/20/2023	9944	Janine Casey	Reimbursement for Supplies Purchased	-132.19	295,251.28
Deposit	10/20/2023		Deposit	Deposit	96.67	295,347.95
Deposit	10/20/2023		Deposit	Deposit	1,633.48	296,981.43
Deposit	10/20/2023		Deposit	Deposit	7,361.78	304,343.21
Deposit	10/20/2023		Deposit	Deposit	14,634.00	318,977.21
Deposit	10/20/2023		Deposit	Deposit	500.00	319,477.21
Check	10/21/2023	ACH	PACIFIC OFFICE AUTOMATION INC	Copier Service 09/21/23-10/20/23	-297.00	319,180.21
Deposit	10/23/2023		Deposit	Deposit	339.35	319,519.56
Deposit	10/23/2023		Deposit	Deposit	149.73	319,669.29
Deposit	10/23/2023		Deposit	Deposit	169.87	319,839.16
Deposit	10/23/2023		Deposit	Deposit	540.69	320,379.85
Check	10/23/2023	9945	RH2 Engineering, Inc.	Project - Well 1 Generator	-535.00	319,844.85
Check	10/23/2023	9946	RH2 Engineering, Inc.	Engineering Services	-1,854.75	317,990.10
Check	10/24/2023	ACH	VERIZON WIRELESS	Monthly Service 9/2/23-10/1/23	-390.03	317,600.07
Deposit	10/24/2023		Deposit	Deposit	123.45	317,723.52
Deposit	10/24/2023		Deposit	Deposit	1,515.75	319,239.27
Check	10/24/2023	ACH	Microsoft Corporation	Microsoft Annual Fee 10/03/2023-10/02/2024	-1,500.00	317,739.27
Deposit	10/25/2023		Deposit	Deposit	416.32	318,155.59
Deposit	10/26/2023		Deposit	Deposit	932.10	319,087.69
Deposit	10/26/2023		Deposit	Deposit	2,756.43	321,844.12
Deposit	10/26/2023		Deposit	Deposit	6,936.55	328,780.67
General Journal	10/26/2023	jc	Customer Deposit	Customer Deposit	-50.00	328,730.67
General Journal	10/26/2023	jc	Customer Deposit	Customer Deposit	-50.00	328,680.67
Deposit	10/27/2023		Deposit	Deposit	438.77	329,119.44
Check	10/27/2023	ACH	CHEVRON AND TEXACO CARD SERVICES	Monthly Fuel Charges 9/25/23-10/23/23	-385.90	328,733.54
Deposit	10/27/2023		Deposit	Deposit	267.60	329,001.14
Deposit	10/30/2023		Deposit	Deposit	353.40	329,354.54
Deposit	10/30/2023		Deposit	Deposit	93.01	329,447.55
Deposit	10/30/2023		Deposit	Deposit	3,536.43	332,983.98
Deposit	10/30/2023		Deposit	Deposit	763.31	333,747.29
Check	10/30/2023	ACH	PAYCHEX	Payroll 10/15/23-10/28/23	-75.43	333,671.86
General Journal	10/30/2023	PR 10/28/23	Payroll 10/15/23-10/28/23	Deferred Comp Payroll - 10/15/23-10/28/23	-458.11	333,213.75
General Journal	10/30/2023	PR 10/28/23	Payroll 10/15/23-10/28/23	Deferred Comp Payroll - 10/15/23-10/28/23	-287.04	332,926.71

# RIVERGROVE WATER DISTRICT

## Check Register

As of October 31, 2023

General Journal	10/30/2023	PR 10/28/23	Payroll 10/15/23-10/28/23	Payroll 10/15/23-10/28/23	-7,287.97	325,638.74
General Journal	10/30/2023	PR 10/28/23	Payroll 10/15/23-10/28/23	Payroll 10/15/23-10/28/23	-3,612.49	322,026.25
Deposit	10/31/2023		Deposit	Deposit	622.43	322,648.68
General Journal	10/31/2023	jc	Customer Refund	Customer Refund	50.00	322,698.68
Deposit	10/31/2023		Deposit	Deposit	1,244.35	323,943.03
General Journal	10/31/2023	jc	Customer Refund	Customer Refund	50.00	323,993.03
					<u>-8,223.52</u>	<u>323,993.03</u>
					<u>-8,223.52</u>	<u>323,993.03</u>

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

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Income</b>				
4005 · Water Sales & Charges	424,067.21	1,100,000.00	-675,932.79	38.55%
4010 · Water Deposit Fee	2,350.00	5,000.00	-2,650.00	47.0%
4015 · New Service Fee	100.00	200.00	-100.00	50.0%
4020 · Installation Fee	1,100.00	2,000.00	-900.00	55.0%
4024 · Pre-Application Meeting Fee	1,000.00	1,000.00	0.00	100.0%
4026 · Development Security Deposit	10,938.20	6,000.00	4,938.20	182.3%
4030 · Delinquent & Restoration Fee	6,380.00	12,000.00	-5,620.00	53.17%
4035 · SDC Chgs-SDC Restricted CI Fund	21,996.00	10,000.00	11,996.00	219.96%
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	870.64	900.00	-29.36	96.74%
4059 · LGIP - Non Restrict Int Earn	5,682.32	3,500.00	2,182.32	162.35%
4064 · SDC Interest-LGIP CI Fund	6,551.48	10,000.00	-3,448.52	65.52%
4065 · CI Interest -LGIP CI Fund	12,437.95	12,000.00	437.95	103.65%
4066 · LGIP-Int Earn Unemployment Fund	550.28	500.00	50.28	110.06%
4067 · LGIP-Int Earn Truck&Equip Fund	488.87	600.00	-111.13	81.48%
<b>Total 4056 · Bank Interest/LGIP Interest</b>	<b>26,581.54</b>	<b>27,500.00</b>	<b>-918.46</b>	<b>96.66%</b>
4090 · Miscellaneous Income	5,774.39	1,000.00	4,774.39	577.44%
<b>Total 4000 · Income</b>	<b>500,287.34</b>	<b>1,164,700.00</b>	<b>-664,412.66</b>	<b>42.95%</b>
<b>Total Income</b>	<b>500,287.34</b>	<b>1,164,700.00</b>	<b>-664,412.66</b>	<b>42.95%</b>
<b>Gross Income</b>	<b>500,287.34</b>	<b>1,164,700.00</b>	<b>-664,412.66</b>	<b>42.95%</b>
<b>Expense</b>				
<b>5000 · Personnel Services</b>				
<b>5001 · Compensation</b>				
5020 · Administrative Wages	49,548.90	145,000.00	-95,451.10	34.17%
5040 · Operator Wages	38,388.97	135,000.00	-96,611.03	28.44%
5090 · Deferred Compensation	6,193.70	28,000.00	-21,806.30	22.12%
<b>Total 5001 · Compensation</b>	<b>94,131.57</b>	<b>308,000.00</b>	<b>-213,868.43</b>	<b>30.56%</b>
5100 · Payroll Tax Expense	16,047.92	35,000.00	-18,952.08	45.85%
<b>5200 · Payroll Benefits</b>				
5210 · Workers' Compensation	2,034.50	4,000.00	-1,965.50	50.86%
5220 · Health Benefits	12,320.73	92,000.00	-79,679.27	13.39%
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>14,355.23</b>	<b>97,600.00</b>	<b>-83,244.77</b>	<b>14.71%</b>
<b>Total 5000 · Personnel Services</b>	<b>124,534.72</b>	<b>440,600.00</b>	<b>-316,065.28</b>	<b>28.27%</b>
<b>6000 · Material Services</b>				
<b>6001 · Administration/Billing/Overhead</b>				
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	711.64	1,250.00	-538.36	56.93%

## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6010 · Vanco Service Charges	308.50	1,250.00	-941.50	24.68%
6012 · LGIP-SDC Ser Charges-CI Fund	0.00	1.00	-1.00	0.0%
6013 · LGIP-CI Ser Chg-CI Fund	0.30	1.00	-0.70	30.0%
<b>Total 6007 · Bank Service Charges</b>	<b>1,020.44</b>	<b>2,502.00</b>	<b>-1,481.56</b>	<b>40.79%</b>
6018 · Meeting/Food Expense	36.18	1,000.00	-963.82	3.62%
6019 · Office Supplies, Equip, Repair	85.96	2,000.00	-1,914.04	4.3%
6020 · Postage & Shipping	18.21	1,800.00	-1,781.79	1.01%
6025 · Printing & Duplicating	274.00	1,500.00	-1,226.00	18.27%
6030 · Publications & Elections	11.73	2,000.00	-1,988.27	0.59%
6035 · Rent	5,607.32	18,000.00	-12,392.68	31.15%
6045 · Telephone - Admin	4,379.81	12,000.00	-7,620.19	36.5%
6050 · Mileage Expenses	0.00	600.00	-600.00	0.0%
6060 · Continued Education	458.00	5,000.00	-4,542.00	9.16%
6065 · Dues & Subscriptions	3,450.21	6,000.00	-2,549.79	57.5%
6070 · Fees, License, & Permits	1,371.00	7,500.00	-6,129.00	18.28%
6075 · Water Deposit Refunds	1,460.24	5,000.00	-3,539.76	29.21%
6080 · Water Sales Overpay	263.48	1,500.00	-1,236.52	17.57%
6090 · Meter Reading	2,462.63	6,000.00	-3,537.37	41.04%
6095 · Utilities/Office	577.47	2,500.00	-1,922.53	23.1%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	2,343.81	7,500.00	-5,156.19	31.25%
6099-1 · Copier IT	1,536.91	15,000.00	-13,463.09	10.25%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	504.00	1,800.00	-1,296.00	28.0%
<b>Total 6099 · Contracted Services - Admin</b>	<b>4,384.72</b>	<b>29,300.00</b>	<b>-24,915.28</b>	<b>14.97%</b>
<b>Total 6001 · Administration/Billing/Overhead</b>	<b>25,861.40</b>	<b>147,602.00</b>	<b>-121,740.60</b>	<b>17.52%</b>
<b>6101 · Operation &amp; Maintenance</b>				
6100 · General Repair & Maintenance	9,741.78	40,000.00	-30,258.22	24.35%
6105 · Utilities	18,089.05	45,000.00	-26,910.95	40.2%
6110 · Small Tools & Equipment	6,795.45	2,500.00	4,295.45	271.82%
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	1,213.21	3,500.00	-2,286.79	34.66%
6135 · Telemetry/Scada	4,903.50	10,000.00	-5,096.50	49.04%
6155 · Chemicals	475.00	4,200.00	-3,725.00	11.31%
6160 · Contracted Services-Operations	3,020.57	15,000.00	-11,979.43	20.14%
6165 · PPE/Safety Equipment	120.49	2,000.00	-1,879.51	6.03%
6170 · Mobile Radio Phone/Pager Operat	1,559.56	5,000.00	-3,440.44	31.19%
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	2,226.68	5,000.00	-2,773.32	44.53%
<b>Total 6101 · Operation &amp; Maintenance</b>	<b>48,820.29</b>	<b>140,700.00</b>	<b>-91,879.71</b>	<b>34.7%</b>
<b>6202 · Professional Services</b>				

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6208 · Auditor	6,625.00	8,000.00	-1,375.00	82.81%
6209 · Consultants	0.00	4,000.00	-4,000.00	0.0%
6210 · Engineering (Non-Reimbursable)	12,857.75	150,000.00	-137,142.25	8.57%
6215 · Legal Fees (Non-Reimbursable)	4,670.00	15,000.00	-10,330.00	31.13%
<b>Total 6202 · Professional Services</b>	<b>24,152.75</b>	<b>177,000.00</b>	<b>-152,847.25</b>	<b>13.65%</b>
<b>Total 6000 · Material Services</b>	<b>98,834.44</b>	<b>465,302.00</b>	<b>-366,467.56</b>	<b>21.24%</b>
<b>7000 · Operating Capital Outlay</b>				
7010 · Tool/Equipmt/Vehicles/Safety-CO	0.00	5,000.00	-5,000.00	0.0%
7020 · Source of Supply, Pumping-CO	42,878.82			
7040 · Fire Protection & Fire Flows-CO	0.00	35,000.00	-35,000.00	0.0%
<b>Total 7000 · Operating Capital Outlay</b>	<b>42,878.82</b>	<b>40,000.00</b>	<b>2,878.82</b>	<b>107.2%</b>
<b>8000 · Debt Recov./Capital Improvement</b>				
8451 · CI-Standby Power CI Fund	97,217.23	0.00	97,217.23	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	11,893.02	0.00	11,893.02	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>109,110.25</b>	<b>519,133.00</b>	<b>-410,022.75</b>	<b>21.02%</b>
<b>Total Expense</b>	<b>375,358.23</b>	<b>1,465,035.00</b>	<b>-1,089,676.77</b>	<b>25.62%</b>
<b>Net Ordinary Income</b>	<b>124,929.11</b>	<b>-300,335.00</b>	<b>425,264.11</b>	<b>-41.6%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>9100 · Other Income</b>				
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>124,929.11</b>	<b>-92,335.00</b>	<b>217,264.11</b>	<b>-135.3%</b>



# UNFINISHED BUSINESS





17661 Pilkington Road  
Lake Oswego  
OR 97035  
(503) 635-6041  
rgwd@rivergrovewater.com  
[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

# New Business



**Rivergrove Water District**  
**WATER SERVICE ORDINANCE NO. 23-01**

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**Rivergrove Water District**  
**WATER SERVICE ORDINANCE NO. 23-01**

THIS ORDINANCE ESTABLISHES REGULATIONS FOR THE DISTRICT WATER SYSTEM, AUTHORIZES WATER SERVICE FEES AND CHARGES, ADOPTS MEASURES FOR THE COLLECTION OF FEES AND OTHER MATTERS PERTAINING THERETO, AND REPEALS ORDINANCE NO. 19-01. THE RIVERGROVE WATER DISTRICT ORDAINS AS FOLLOWS:

**Section 1. PURPOSE.**

- (1) The District is a municipal corporation organized as a domestic water supply district under Oregon Revised Statutes (ORS) Chapter 264, whose primary purpose is to supply potable water within the confines of the District or without, in the manner approved by the Board, and in accordance with applicable law.
- (2) The purpose of this Ordinance is to authorize charges, rates, and fees for the use of the District's water system, to regulate the use of District water, to regulate the construction, maintenance, and operation of the System, to provide for discontinuance of service, to regulate connections to the System, and to provide for collection of charges.
- (3) The District finds the operation and maintenance of the System and a portion of the costs of construction of the System should be funded through water service and Usage Charges imposed against those Persons and activities using or receiving service from the System.
- (4) This Ordinance imposes charges for use of the System and for services of all kinds provided by the District rather than levy taxes upon property.
- (5) This Ordinance authorizes a Cross Connection and Backflow Prevention Program designed to provide maximum protection of the District's public water supply from the possibility of Contamination or pollution by isolating, within a Customer's internal distribution system(s) or a Customer's water line, such contaminants or pollutants that could Backflow into the public water System.
- (6) The District has authority to adopt this Ordinance pursuant to ORS Chapter 264.
- (7) Nothing in this Ordinance shall be interpreted to conflict with ORS Chapter 264. In the case of conflict, ORS Chapter 264 governs.
- (8) This Ordinance shall be known and may be cited as the "Water Service Ordinance."

**Section 2. DEFINITIONS.<sup>1</sup>**

- (1) **"Active Account"** means an open account with current Water Service Charge, Usage Charge, and Deposit Charge assessed.
- (2) **"Appurtenance to the Distribution System"** means any additional plumbing and/or Backflow Prevention Assembly added to the Service Connection in order to comply with ordinance regulations.

---

<sup>1</sup> All definitions specified here are Capitalized within the document.



- (3) **“Auxiliary Water Supply”** means any supply of water used to augment the public water supply which serves the Premises in question.
- (4) **“Backflow”** means the flow in the direction opposite to the normal flow of water or the introduction of other liquids, mixtures, or substances into the distributing pipes of the District’s Potable Water Supply. Backflow is caused by back siphonage or backpressure.
- (5) **“Backflow Prevention Assembly”** means an assembly designed to prevent Backflow, including but not limited to the following: **“Double Check Valve Backflow Prevention Assembly”** or **“Double Check Assembly”** or **“Double Check”** or **“DCA”** consisting of two independent operating check valves, which are spring-loaded or weighted. The assembly comes complete with a shutoff valve on each side of the checks as well as test cocks to test the checks for tightness.
- (a) **“Double Check-Detector Backflow Prevention Assembly (DCDA)”** means a specially designed assembly composed of a line size approved Double Check Assembly with a bypass containing a specific water Meter and an approved Double Check Assembly.
- (b) **“Reduced Pressure Backflow Prevention Assembly”** or **“RP Assembly”** or **“RPBA”** means an assembly containing two independently acting approved check valves together with a hydraulically-operated, mechanically independent pressure differential relief valve located between the check valves, and at the same time, below the first check valve.
- (6) **“Board”** means the Board of Commissioners of the District, the District’s governing body.
- (7) **“Bulk Water Service”** means the limited duration use of water supplied from a fire hydrant pursuant to a Bulk Water Service permit issued by the District.
- (8) **“Construction Standards, Specifications, and Details”** means published documents that define the common specifications, methods, and procedures that shall be used for all development and construction within the District.
- (9) **“Contamination”** means the entry into or presence of any physical, chemical, biological, or radiological substance or matter which may create a Health Hazard in the District’s water supply System.
- (10) **“Cross Connection”** means a point in the Customer’s plumbing or District System where the public Potable Water Supply is connected to directly or has the potential of being connected to a non-potable substance.
- (11) **“Cross Connection and Backflow Prevention Program”** means the administrative and technical procedures the District implements to protect the District System from Contamination via Cross Connection as required by OAR 333-061-0070.
- (12) **“Cross Connection and Backflow Prevention Program Director”** means the Board-authorized employee or agent in charge of the cross-connection program.
- (13) **“Curb Stop”** means the valve owned by the District that controls water running from the District’s Distribution Main to the Meter.
- (14) **“Customer”** means any Person provided water by the District.
- (15) **“Customer’s Water Line”** means the pipe, valves, and fittings leading from the water Meter into and including the Premises served.

**Rivergrove Water District  
Water Service Ordinance 23-01**

- (16) **“Degree of Hazard”** means either pollution (Non-Health Hazard) or Contamination (Health Hazard) and is determined by an evaluation of hazardous conditions within the System.
- (17) **“Deposit Charge”** means the charge assessed to a Customer with an Active Account.
- (18) **“Developer”** means the owner, contractor, or company responsible for transforming a particular Premises.
- (19) **“Discontinuance”** is the term to describe when a District Customer voluntarily ends service or a temporary transfer of service between property owners and tenants, and where the Customer’s account is closed, and a final bill is sent as described in Section 9.
- (20) **“Distribution Main”** means the pipe in the street, alley, right-of-way, or easement owned and maintained by the District for the purpose of distributing water to Customers and servicing fire hydrants.
- (21) **“District”** means Rivergrove Water District.
- (22) **“Fee in Lieu of Performance”** means a lump sum payment in the amount of a projected cost, which is certified by a registered engineer and approved by the District’s engineer, that a developer would pay for the costs of Distribution Main extensions, upgrades, and water facilities required as a condition of approval of development.
- (23) **“Health Hazard” (Contamination)** means an impairment of the quality of the water that could create an actual hazard to the public health through poisoning or through the spread of disease by sewage, industrial fluids, waste, or other substances.
- (24) **“Meter”** means a device owned by the District and used for measuring the flow of water to a particular Premises.
- (25) **“Meter Box”** means an in-ground enclosure owned by the District which houses the Meter.
- (26) **“Non-Health Hazard” (Pollution)** means an impairment of the quality of the water to a degree that does not create a hazard to the public health, but does adversely affect the aesthetic qualities of such water, for example taste and odor, for potable use.
- (27) **“Person”** means and includes any natural person, firm, partnership, association, or corporation.
- (28) **“Point of Use”** means the point at which the actual or potential Cross Connection exists.
- (29) **“Point of Use Isolation”** means the appropriate Backflow prevention in the Customer’s Water Line at which the actual or potential Cross Connection exists.
- (30) **“Potable Water Supply”** means water supplied by the District intended for human consumption and other domestic use.
- (31) **“Premises”** means any building, structure, improvement, or parcel of land, which may now or at some future time receive water service from the District.
- (32) **“Service Connection”** means the piping connection by means of which water is conveyed from a Distribution Main to the Customer’s property line or to the service Meter.
- (33) **“Shut Off”** means suspension of water service pending payment of delinquent charges or compliance with District regulations.
- (34) **“System”** means all or any part of the water system owned and operated by the District and includes but is not limited to all reservoirs, wells, pumping stations, treatment plants, transmission

and Distribution Mains, lateral lines, service lines, Service Connections, Meters, Meter Boxes, fire hydrants, and all related water system facilities and appurtenances.

- (35) **“Termination”** means permanent disconnection of water service account.
- (36) **“Thermal Expansion”** means the pressure increase due to a rise in water temperature that occurs in water piping systems when such systems become "closed" by the installation of a Backflow Prevention Assembly or other means, and will not allow for expansion beyond that point of installation.
- (37) **“Transmission Main”** means the pipe in the street, alley, right-of-way, or easement owned and maintained by the District for the sole purpose of distributing water from District pumping stations and wells to water storage facilities.
- (38) **“Usage Charge”** means the charge for the amount of water delivered to the Customer’s Premises.
- (39) **“Variance”** means a request to or decision by the Board to vary or alter any requirements of this Ordinance.
- (40) **“Vault”** means an enclosure used to protect Meters, valves, or similar devices.
- (41) **“Water District General Manager”** means the Person appointed by the Board as the Water District General Manager or the District employee, employees, or agent whom the Water District General Manager may designate to carry out all or portions of the administration of this Ordinance.
- (42) **“Water Service Charge”** means the charge assessed to fund the District’s System operation, maintenance, and administration costs, including without limitation, Meter reading, preparing bills, accounting for receipt of payment, maintaining Customer records, and responding to Customer inquiries.

**Section 3. SYSTEM OWNERSHIP.**

The water System is owned by the District. None of the District’s properties or System facilities may be disposed of without Board approval. Legal title to the entire System is vested in the District and shall be operated only by duly authorized District employees, personnel, contractors, and agents. The District shall at all times have the exclusive jurisdiction, possession, and control of the System.

**Section 4. WATER SYSTEM OPERATION.**

- (1) No Person other than the duly authorized agents of the District or contractors with express written permission from the District shall connect to any main or service of the System or interfere with the operation of any of the System facilities whatsoever. No Person shall be permitted to install, move, change, tamper with, or in any other manner interfere with a Service Connection, water Meter, Curb Stop, or Appurtenances of the District System.
- (2) No Person other than an employee or authorized agent of the District shall turn on or off any Meter, Service Connection, Curb Stop, or operate any valves, which are part of the System. Customers shall install a master shut-off valve as close to the Meter location as practical, the operation of which will control the entire water supply to the Customer from the service. Operation by any Customer of the Curb Stop is prohibited. In the event a Customer damages a Curb Stop, the

Customer shall be liable to the District for the associated reasonable expenses incurred for repair of the Curb Stop.

(3) No Persons other than duly authorized District agents or contractors and members of regularly constituted fire departments shall operate fire hydrants. The fire department shall be permitted to connect and use fire hydrants for the express purpose of fighting fires or testing in accordance with such procedures as the District shall establish.

**Section 5. RESPONSIBILITY AND LIABILITY OF THE DISTRICT.**

(1) ORS Chapter 264 sets forth the Domestic Water Supply District statutes. These statutes set forth all District responsibilities and liabilities. This Ordinance may limit the non-mandatory responsibilities authorized under Chapter 264.

(2) The District shall operate, maintain, and repair the System so as to keep it in good repair and operative condition at all times insofar as practical and reasonable, and in accordance with budgeting restrictions.

(3) The District shall not be liable for damages due to interruptions of water service or variations in water pressure.

(4) By making application for water service or by using water service supplied by the District, every Customer shall be deemed to grant to the District, its duly authorized agents, and its employees, the right to enter upon the concerned Premises to which water is furnished at all reasonable times for the purposes of inspection for compliance with this Ordinance and for Meter reading.

**Section 6. USE OF WATER.**

(1) The District shall furnish water for all statutorily authorized purposes consistent with its water rights and the reasonable capacity of its System.

(2) The Board may, by resolution, institute a program of water rationing or conservation. Such program may consist of limitations on the use of water as to hours, purpose, or manner. The District shall give preference to uses determined to be in the best interests of public health, welfare or necessity, and highest priority to household use which shall not include irrigation of lawns or fields.

(3) Customers may use water only in compliance with District rules, regulations, ordinances, and state law. Prohibited conduct is set forth in Section 32.

**Section 7. FURNISHING WATER.**

(1) The District shall not be obligated to furnish and install System facilities for all properties and Premises within the District. The District shall, so far as reasonable and practicable and within its financial means, provide adequate source of supply, necessary Transmission Mains, Distribution Mains, storage facilities, and other improvements to make water service generally available to all areas within the District which are consistent with the District's Capital Improvement Plan.

(2) The cost to replace Transmission Mains and Distribution Mains that are included in the District's adopted System Development Charge ("SDC") Capital Improvement Plan shall be paid from funds in the District's SDC account. Pursuant to Section 24 of this Ordinance, such mains not in the Capital Improvement Plan shall be replaced and upgraded by adjacent property owners or

Developers at their cost at the time of development or redevelopment of a property for which the Developer seeks water service.

**Section 8. WATER SERVICE APPLICATION AND CONNECTION.**

- (1) A prospective Customer shall apply for District water service using District-supplied application forms.
- (2) For billing purposes, the District may presume the owner of property is the applicant. Except as otherwise provided, water service or Usage Charges shall be mailed to the Customer at the address of the Premises where water service is furnished. The District may also mail a separate bill to the owner of leased Premises if such request is submitted in writing.
- (3) Application for new water service to developing or redeveloping properties shall be provided at or after a pre-application conference is scheduled and held between the applicant and the District staff, at which the application and connection requirements and conditions will be identified and discussed with the applicant. No water service will be provided until the District approves the application, all conditions of approval have been met, and all outstanding charges have been paid to the District.
- (4) New and existing water service Customers shall provide the following information to the District:
  - (a) The name of all prospective Customers, and, if applicable, the owner;
  - (b) The location of the Premises for which the service is requested;
  - (c) Requested date for the initiation of water service;
  - (d) The address to which all bills shall be sent;
  - (e) For property transactions, the date of close of escrow;
  - (f) Whether the prospective Customer(s) is (are) the owner or tenant of the Premises;
  - (g) The landlord's name, address, telephone number, and signature;
  - (h) Applicant's contact information to include email, address, and home, cellular, and work telephone numbers. With the approval of the Water District General Manager, alternative contact information may be provided by the applicant; and
  - (i) Minimum emergency contact information for the applicant's water account including the Person's name, phone, email, address, and relationship to the Customer.
- (5) To complete the application process, the applicant shall execute a Customer Service Agreement and provide all information identified in Section 8, (4) and commit to abide by all rules, regulations, and ordinances of the District and such other terms as the District may determine necessary. It is the responsibility of the Customer to keep Customer information current.
- (6) An applicant for new water service must pay all applicable deposits and fees before the District will commence water service. These fees may include but are not limited to those set forth in Section 28.
  - (a) At the time a written application is made for water service, applicant shall pay to the District a fee sufficient to cover the cost of the installation in accordance with schedules established by the District. After such installation is made, the facilities shall be the property of the District.
  - (b) The District requires new water service applicants to deposit such sum of money as the District determines necessary to guarantee payment of charges for water service to the

Premises of the prospective Customer. Such deposit, less deduction for unpaid Water Service Charges and water Usage Charges, will be repaid to the depositor without interest upon Discontinuance or Termination of service. Deposits made to the District for new accounts shall be classified as restricted monies and kept separate from other District funds.

(7) The District shall keep Customer identifying information confidential to the extent required by the Oregon Public Records Law and other applicable state and federal law.

(8) All water service accounts shall be in the names of all adult occupants of the Premises. Two or more Persons who apply for one water service account shall be jointly and severally liable for all applicable charges. Where the address of each Person is indicated as the same, separate bills need not be sent.

(9) The District may Shut Off water service if service to the Premises is turned on without first completing the District application process and paying all required fees. In addition to other remedies provided by these regulations, before service is restored following Shut Off pursuant to this section, the Customer shall pay double the applicable rate for the quantity of water consumed as determined by the District.

(10) Where service to Premises is provided, charges imposed and billed, and such charges have remained unpaid and the account has become delinquent, in addition to other remedies provided by this Ordinance and state law, the District may require the following as a condition of providing future water service to that Premises:

(a) For leased Premises where the tenant's account has become delinquent and the tenant vacates the Premises without satisfying Water Service Charges previously incurred, before the Premises are provided future water service, the owner shall satisfy the outstanding Water Service Charges and Usage Charges or submit a joint application with the future tenant and shall be jointly and severally liable for all applicable charges.

(b) The District may refuse to provide service to any Premises where the Person to whom service has been provided has failed to pay previously imposed Water Service Charges and Usage Charges until such unpaid charges are paid in full.

(11) If a Premises does not have a Meter, the District must install the equipment before commencing water service. The Customer shall be responsible for the payment of related Installation Fees set forth in Section 28 of this Ordinance.

**Section 9. DISCONTINUANCE OF SERVICE BY CUSTOMER.**

(1) Customers of property connected to the water System may discontinue further water service pursuant to this section. If notice of Discontinuance is not given as provided in this Section, the Customer shall remain liable for all Water Service Charges to the served Premises.

(2) A Customer discontinuing service shall notify the District at least 72 hours prior to Discontinuance with the following information: the Customer's name, the date of Discontinuance, the name of the property owner, the name of the new occupant of such Premises, if known, and a forwarding address for the final bill. If the Customer does not notify the District of their Discontinuance and moves from the Premises, that Customer will remain liable for any Water Services Charges and Water Usage Charges until notification is received.

(3) The District will make a final Meter reading on the date of Discontinuance in accordance with posted business hours.

(4) The District will temporarily suspend water deliveries to the Premises at a Customer's request (for example in case of extended absence from the property). However, temporary suspension of Water Service Charges by a Customer is not permitted. Water Service Charges will be billed and shall be paid by the Customer in order to remain on regular service. If the charges are not paid, water service will be Shut Off or terminated, as appropriate, consistent with Section 10 and Section 11 of this Ordinance.

(5) Rental property owners shall be responsible for monthly Water Service Charges, Water Usage Charges, and Deposit Charges during any period when the property is vacant and those charges are not otherwise paid by the Customer or tenant discontinuing service.

**Section 10. DELINQUENCIES AND SUBSEQUENT SHUT OFF OF WATER SERVICE BY DISTRICT.**

(1) Water Service Charges shall be due and payable on the date of billing and become delinquent if not paid by the 10th of the following month. If a Customer does not make prompt payments of Water Service Charges, the account shall be delinquent and water service to the Customer may be Shut Off in accordance with the procedures set forth in this section. In addition, the District may use any other remedies available to it under Oregon law.

(a) The District shall establish the date and time that water service will be Shut Off and provide written notification to the Customer not less than five (5) business days prior to the date of Shut Off, unless otherwise stated herein. Written notification shall consist of one of the following: a letter, direct delivery of written notice in the form of a door hanger notice, or any other means of communication deemed appropriate by the District.

(2) The written notification provided to Customer under this section shall state the following:

(a) Water service will be Shut Off due to nonpayment of Water Service Charges;

(b) Water service Shut Off may be avoided by paying delinquent charges;

(c) A specific date and time when water service will be Shut Off unless delinquent charges are first paid;

(d) No personal checks will be accepted to pay delinquent charges; delinquent charges must be paid by credit card payments through the District website, money order, or cashier's check in order to avoid Shut Off of water service; and

(e) The Customer should call the District's office at 503-635-6041 if payment has already been made or if they have any questions concerning the water charges.

(3) Water service Shut Off shall not occur less than five (5) business days from the date notification is provided.

(4) The District shall Shut Off water service to Customer and/or Premises for any of the following reasons:

(b) The Customer's account has become delinquent.

(c) The Customer has failed to provide new Customer information, pay the required new account deposit, and return a signed Customer Service Agreement.

(d) The Customer is found in violation of mandatory water rationing or conservation. In this instance, Shut Off will be effective immediately upon written District notification to the Customer.

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- (e) The Customer has failed to complete, sign, and return a water use survey required under Section 23 of this Ordinance.
  - (f) The Customer has failed to conduct a required passing annual test of a Point Of Use Backflow Prevention Assembly.
  - (g) Where after written notification from the District, the Customer has failed to discontinue use of all Cross Connections and to physically separate Cross Connections. In this instance, Shut-Off will be effective immediately upon written District notification to the Customer. This may include direct delivery of written notice in the form of a door hanger notice.
  - (h) The Customer is in violation of any rule, administrative regulation, or ordinance of the District and where the Customer has failed, after five (5) days' written notice, to comply with such rule, regulation, or ordinance.
  - (i) The Premises demand for service is greatly in excess of past average or seasonal use or where excessive demand for such Premises may be detrimental or injurious to the water service furnished to others or results in inadequate service to others.
- (5) Customers contacting the District prior to the Shut Off date can negotiate an appropriate payment arrangement with the District to satisfy all delinquent charges.
- (6) On the District designated date and time for Shut Off, Customer shall be liable to the District for a notification and dispatch fee, and water service shall be Shut Off and remain Shut Off until:
- (a) All Water Service Charges and all applicable fees are paid in full to satisfy the charges and fees due the District.
  - (b) A passing, annual test of a Point Of Use Backflow Prevention Assembly is provided to the District.
- (7) All delinquent Water Service Charges and fees must be paid to the District online, by mail, or in person at the District office. No personal checks will be accepted to pay delinquent charges. Delinquent charges must be paid online by credit card, money order, or cashier's check to avoid Shut Off of water service or to restore water service.
- (8) Where service has been Shut Off involuntarily, the District will only restore service to Premises during posted business hours.
- (9) The failure of the District to Shut Off water service for any reason, including the non-payment of Water Service Charges due, shall not constitute a waiver by the District to take such action in the future or to take other lawful steps to collect amounts owed. It shall also not relieve the owner of the Premises or Customer from the obligation and duty to pay for all such charges, whether or not the owner or Customer has knowledge of any delinquent charges.

**Section 11. TERMINATION OF WATER SERVICE BY DISTRICT.**

- (1) The District shall Terminate water service to Customers and/or Premises whose accounts have become delinquent, and the account is not brought current within ninety (90) days of Shut Off pursuant to Section 10.
- (2) In addition to any other remedy provided by District ordinance or state law, the District may terminate water service to a Customer for noncompliance with any provision of this Ordinance.



Noncompliance with this Ordinance means failure or refusal to remedy a violation or a repeated violation for which written notice or warning of such violation has been given either by delivery in person, by posting on the property, or by delivery confirmation from the United States Postal Service. If such noncompliance affects matters of health or safety or the security of the System, or other conditions warrant such actions, such as wasteful or improper use of water, the District may Shut Off or terminate water service immediately.

(3) The failure of the District to Terminate water service for any reason, including the non-payment of Water Service Charges due, shall not constitute a waiver by the District to take such action in the future or to take other lawful steps to collect amounts owed. It shall also not relieve the owner of the Premises or Customer from the obligation and duty to pay for all such charges, whether or not the owner or Customer has knowledge of any delinquent charges.

(4) A Terminated water service can be restored to regular service only within the first year following Termination after all Water Service Charges from Termination date and any outstanding previous charges are paid in full. After one year from Termination, water service will only be restored upon the application for and creation of a new account and payment of all applicable deposits and fees including installation and reinstatement fees.

**Section 12. REGULAR SERVICE.**

Where a Service Connection and Meter have been lawfully installed, regular service shall be provided upon application and payment of all charges. The date of initiation of regular service to a Customer shall be the date of completed installation as determined by the District.

**Section 13. EXTRATERRITORIAL WATER SERVICE.**

The District does not provide extraterritorial water service to properties outside of the District boundary. Owners of properties outside the District boundary would be required to annex into the District to acquire water service. The District would serve them if water is available with unassisted fire flow (no pumps) which meets required fire flows, and if adequate capacity is available. The annexation would be at the discretion of the Board unless the Board refers the question to the District Customers for a vote.

**Section 14. BULK WATER SERVICE.**

(1) Where available, a contractor or property owner may request Bulk Water Service through a fire hydrant by means of a hydrant Meter. Operation, use, and water usage tracking of all District hydrants shall be in accordance with bulk water use procedures as the District shall establish.

(2) A Person requesting Bulk Water Service shall pay a permit fee to the District before rental of such Meter. Charges for water furnished through a hydrant Meter shall be established by District resolution.

(3) If a hydrant Meter or other equipment is damaged during the period in which equipment is used, the Customer will reimburse the District the cost of replacement or labor and materials of making necessary repairs. If, in the District's sole discretion, the repair costs are found to exceed the replacement cost, the Customer shall pay the replacement cost only.

(4) Upon Termination of Bulk Water Service, the District's Meter shall be returned to the District. The District shall, without further notice, terminate Bulk Water Service six months (6) after such service is provided unless Customer submits and District approves an extension.

(5) Customers of Bulk Water Service shall do so only pursuant to a valid permit and shall produce or display such permit at any time upon request by District personnel.

**Section 15. FIRE PROTECTION SERVICE.**

(1) Fire protection facilities, including fire hydrants and stand-by fire protection systems, will be allowed under the following conditions:

(a) Upon written application and payment in advance of the cost of such service to the District, the District may install fire hydrants. The size, location, type, and other factors involved with hydrants shall be governed by District construction standards and Fire Marshal requirements. A letter of approval or approved plans from the Fire Marshal shall be submitted prior to District approval of hydrant plans.

(b) Where a fire hydrant is installed on private property, the installation shall be in conformity with the construction standards of the District.

(c) Any Customer requesting service for a stand-by fire protection system shall furnish and install a service Meter and appropriate Backflow Prevention Assembly approved by the District. Service line and Meter sizes for such systems shall be as recommended by the Customer's engineer and the Fire Marshal, and approved by the District. Charges for stand-by fire protection service shall be adopted by District resolution.

(d) The Service Connection and all equipment appurtenant thereto, including the Meter, shall be the sole property of the District.

(2) The District may relocate fire hydrants at the Customer's written request and expense, subject to approval by the District and Fire Marshal.

(3) The District has no responsibility for loss or damage due to a lack of adequate water supply or water pressure for fire protection.

**Section 16. CONTRACTS/SPECIAL SERVICES.**

(1) The District's provision of water service, connected as a result of application made and accepted by the District, is a contract by which the Customer(s) agrees to abide by all rules and regulations as are in effect at the time of connection, or as may be adopted or modified thereafter by the Board, and to pay all Water Service Charges in a timely manner.

(2) Whenever a Customer's requirements for water service are unusual, large, or subject to great fluctuation or variation, the District may require the Customer to agree to a special contract and may require reasonable security satisfactory to the District sufficient to protect the District against loss and to guarantee performance under the terms thereof. All special contracts shall be in writing, and signed by the property owner or Customer and the District.

**Section 17. INTERRUPTIONS IN SERVICE.**

(1) The District from time to time must interrupt Customers' water service for System maintenance and improvement, including repairing and connecting mains, making main extensions, repairing valves, pumps, and control devices, etc., and for cleaning, maintaining and reconditioning reservoirs and storage tanks.

(2) The District shall, whenever feasible to do so, give Customers advance notice whenever it is known that service is to be interrupted for any appreciable length of time. However, failure to give

such notice shall in no manner cause the District to become liable for loss or damage caused by service interruptions such as bursting of boilers, the breakage of any pipes or fixtures, stoppage or interruptions of water supply, business interruptions, or any other damage resulting from the shutting off of water.

(3) It is the policy of the District to provide adequate potable water to its residents. There may be circumstances beyond the District's control, however, including most particularly weather conditions and the effects of natural catastrophe or the actions of others on the District's water supply sources, that make it necessary to reduce the water regularly used by the District's Customers and apportion among the District's Customers a restricted supply of water. In those circumstances, the District will apportion water in a manner that is consistent with the relevant provisions of this Ordinance, determined by the District to be equitable under the circumstances, and considers public health and safety.

**Section 18. PRESSURE REGULATION.**

(1) Insofar as is reasonably possible, feasible, and economical for the District to do so, the District will furnish water at desirable pressures. In locations in which service pressures are higher than needed or desired by Customers, Customers may install and maintain pressure regulators within their Premises plumbing.

(2) The District shall not be responsible for damages or difficulties experienced by reason of variations in pressure within the System.

**Section 19. LEAKAGE WITHIN PREMISES.**

(1) Customer Water Lines shall be installed, maintained, and repaired in accordance with District construction standards, jurisdictional plumbing code requirements, and good engineering practices. Pipes shall be laid no less than 24 inches deep and provided with stop valve and waste drainage; all standpipes or fittings of any kind must be so located, anchored, and installed so as to not interfere with or endanger the District's service Meter. It is the Customer's responsibility to protect their pipes from freezing.

(2) The District shall not be responsible for any damage or injury for leaking or the running of water on the Premises from pipelines, plumbing fixtures, open faucets, valves, fixtures, and hoses beyond the District's service Meters.

**Section 20. SERVICE CONNECTIONS.**

(1) No Person shall excavate, fill, dig up, cut, or otherwise alter any street, sidewalk, curb, gutter, or do any other such work in order to install a water Service Connection, Meter, or service line, or connect to the System without completing an application, paying applicable fees, and obtaining a permit in writing from the District. An installation permit shall not be issued until the applicant has obtained and supplied the District copies of all necessary road opening, development and/or building permits from applicable jurisdictions.

(2) Service Connections shall be installed in accordance with current District construction standards relating to size, material, and location.

(3) The District may relocate services at the Customer's written request and expense, subject to approval by the District.

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- (4) When, in the judgment of District personnel, unusual conditions exist that require extra fittings, Meter Boxes, Vaults, or other safeguards to assure adequate volume and pressure of water to an individual service and/or to minimize repair and maintenance problems inherent in the installation, the District may require the Customer to pay the associated costs at customary District charges in addition to the usual Meter and service installation charges.
- (5) Customers requesting larger than normal Service Connections for additional fixtures, fire protection, or other services that necessitate an expansion of water mains to accommodate increased flow shall be required to pay the cost of improving and upsizing any Distribution Mains needed to supply the required flow.
- (6) Except as authorized by the District, a separate Service Connection and Meter shall be required for each building, residential unit, or structure. Separate residences permitted under hardship provisions are no exception to this rule. For nonresidential uses, separate Service Connections and Meters shall be provided for each structure and or special uses such as landscape irrigation and public parks.
- (7) Service Connections to a building or Premises containing multiple or mixed commercial or industrial uses shall be furnished through the number and sizes of Meters determined by the District. Each case shall be considered separately based upon the water demands of the Customer.
- (8) If a Service Connection to any Premises is terminated by the Customer or by the District, the District may remove the service and/or Meter. Pursuant to Section 11 of this Ordinance, should a Service Connection be requested at a later date more than one year after Termination, the service shall be considered new, and the applicant shall pay installation and reinstatement fees as provided in the District approved rates and fees.

**Section 21. METERS.**

- (1) All Meters, including those for fire protection service, shall be located within the public right-of-way or within an access easement approved by the District.
- (2) All Meters, Meter Boxes, fittings, and service lines extending from the main to the Meter location shall be installed by the District or subject to the District's approval and inspection.
- (3) The District may require that an existing Meter and Service Connection be upgraded when a single new house is constructed or remodeled that results in changes to the building plumbing, fixtures, or water usage. Meter and Service Connection upgrades shall be in accordance with current District Construction Standards and a minimum of 1-inch, unless otherwise required or approved by the District.
- (4) The Customer shall provide plans identifying all existing and proposed fixtures, landscape irrigation, fire sprinkler, spas, pools and/or other sources of water use for review by the District.
- (5) The Customer shall complete and submit the District's meter sizing worksheet for review. The District shall determine if the new construction can be adequately served by the existing Service Connection and Meter or mandate a larger Service Connection and Meter to accommodate additional demands on the System due to increased fixture count, irrigation system, fire protection system, or other water features.
- (6) Where a single house is built with an existing Service Connection and Meter, the District will install a larger Meter upon payment of all costs for labor, materials, and SDC upgrade fee.

- (7) Customers desiring a new or modified service shall contact the District office to make proper arrangements. The District may relocate Meters at the Customer's written request and expense, subject to approval by the District.
- (8) The service line from the main to the Meter as well as the Meter, Meter Box, Curb Stop, and Appurtenances shall be the property of the District and not of the Person owning the Premises or paying for the installation.
- (9) The Customer owns and is responsible for all water service piping from the Meter and any piping within the Premises.

**Section 22. MAINTENANCE, REPAIR AND TESTING OF METERS AND MAINS.**

- (1) The District, at its expense, shall perform normal maintenance and repair of the Service Connection, including the Meters, Meter Boxes, and Appurtenances to the Distribution System.
- (2) Each Customer is required to use reasonable care and diligence to protect the water Meter, Meter Box, Curb Stop, and Appurtenances to the distribution System from loss or damage by freezing, hot water, traffic hazards, landscaping obstructions, and other causes. If the Customer fails to provide reasonable protection, the Customer shall pay to the District the full amount of the resulting damage prior to District repair or replacement.
- (3) Customers shall not permit encroachments (*e.g.*, plants, trees, fences, walls, structures, etc.) within the water service line easements to hinder the free access to water mains, water Meters, Meter Boxes, or Appurtenances to the System. All water service line easements shall remain readily accessible to the District for purposes of construction, reconstruction, maintenance, and repair of lines therein. Upon notification from the District, the Customer shall remove encroachments in a timely manner. Should the Customer fail to remove the encroachments, the District shall remove them and the Customer shall be liable to the District for costs incurred.
- (4) Upon written Customer request, the District will test the Customer's Meter. If the Meter tests within 95% to 104% of true flow, the Customer shall be charged for the cost of removing, testing, and installing the same or any new Meter. If the tested Meter under-registers water flow by more than 6% or over-registers by more than 4%, the new Meter will be installed for the Customer at no charge. If the tested Meter over-registers the flow by more than 4%, the Customer's account will be credited for the overbilling for the previous four months or two billing periods. This billing credit shall be determined based upon the percentage the Meter over-registers when tested.

**Section 23. CROSS-CONNECTIONS OR PHYSICAL CONNECTIONS WITH OTHER WATER SUPPLIES.**

- (1) The definitions, standards, requirements, and regulations set forth in the Oregon Administrative Rules pertaining to public water supply Systems and specifically OAR 333, Division 61 are hereby adopted and incorporated by reference.
- (2) Customers shall complete, sign, and return to the District a water use survey when required by the District Cross Connection and Backflow Prevention Program Director. Failure to do so may result in the Shut Off of water services by the District.
- (3) All Backflow Prevention Assemblies installed in the Customer's water line shall be a type and model approved by the District and Oregon Health Authority Drinking Water Services.

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- (4) Any mobile unit or apparatus that uses District water or water from any Premises within the District shall first obtain a permit from the District and comply with all applicable restrictions and pay all applicable fees.
- (5) Backflow Prevention Assemblies shall be installed on all new and existing Premises that include a potential source for Cross Connection, including but not limited to: inground irrigation system, fire suppression system, certain above ground sprinkler system, pools, water fountain, and other watering devices including do-it-yourself systems.
- (6) The District shall not be responsible for loss of pressure caused by the installation of a Backflow Prevention Assembly.
- (7) The Customer shall provide adequate protection against Thermal Expansion. All costs associated with Thermal Expansion protection will be the financial responsibility of the Customer. The District shall not be liable for any damage occurring from the Customer's failure to provide adequate protection against Thermal Expansion.
- (8) The Customer is responsible for all Cross Connection control within the Premises, which shall be accomplished through Point of Use Isolation and Backflow prevention adhering to Oregon Health Authority Drinking Water Services installation standards.
- (9) All costs associated with purchase, installation, inspections, testing, replacement, maintenance, parts, and repairs of Point of Use Backflow Prevention Assemblies are the financial responsibility of the Customer.
- (10) All Point of Use Backflow Prevention Assemblies must be registered with the District. Registration shall consist of the date of installation, make, model, size, serial number, and location as well as initial and subsequent annual test reports.
- (11) In event the Degree of Hazard of a Cross Connection on a Customer's service is determined by the District Cross Connection and Backflow Prevention Program Director to be a Health Hazard, the following requirements shall apply:
- (a) Auxiliary Water Supply—A reduced pressure Backflow Prevention Assembly shall be installed directly downstream of the service Meter unless the following information is supplied by the Customer to the District:
    - (i) Written documentation from the Oregon Water Resources Division of well abandonment consistent with all applicable rules and regulations.
    - (ii) Signed affidavit and a site inspection conducted by the District's Cross Connection and Backflow Prevention Program Director that there are no direct connections to the District water supply System. The Customer shall be responsible to notify the District prior to any changes being made connecting the Auxiliary Water Supply to the Customer's service line and the District's System.
  - (b) Other Health Hazard classification—A reduced pressure Backflow Prevention Assembly shall be installed directly downstream of the service Meter.
  - (c) All costs incurred to install, maintain, and test a reduced pressure Backflow Prevention Assembly shall be the financial responsibility of the Customer.
- (12) Annual testing and repairs of Point of Use Backflow Prevention Assemblies shall be done in accordance with OAR Chapter 333, Division 61 and the following requirements:

- (a) Backflow Prevention Assemblies shall be tested upon installation and at least annually thereafter by a state certified tester. Any Backflow Prevention Assembly found not functioning properly shall be promptly repaired or replaced at the Customer's expense. If such Backflow Prevention Assembly is not promptly repaired or replaced, the District may Shut Off water service to the Premises. The District may set fees by resolution to cover the cost of this service.
  - (b) The District shall have the right to demand proof of liability insurance, errors and omission insurance, and confined space entry training from certified testers working in the District.
  - (c) The Customer shall be responsible for submitting annual backflow test reports to the District by the date mandated to avoid Shut Off. Test reports must be fully complete and shall be submitted to the District office by mail, email, or fax.
  - (d) The District's Cross Connection and Backflow Prevention Program Director shall approve the type of test report forms.
  - (e) When using a Double Check-Detector Backflow Prevention Assembly, the Meter shall register accurately for only very low rates of flow up to three gallons per minute and shall show a registration for all rates of flow.
  - (f) A Reduced Pressure Backflow Prevention Assembly shall include properly located test cocks and tightly closing Shut Off valves at both ends of the assembly.
- (13) All plumbing and plumbing fixtures within buildings shall be installed and constructed to prevent pollution of the District or Customer's water supply by Cross Connections. Water service to any Premises known or found to have such defects and hazards shall be disconnected and not restored until such defects and hazards have been eliminated.
- (14) All structures and/or Premises served by the District shall adhere to the Cross Connection Prevention Program adopted by the District. The District shall Shut Off water service to Customers found in violation of the Cross Connection Prevention Program regulations. Water service shall not be restored until such violation has been corrected.
- (15) Whenever it is necessary to conduct an inspection to enforce any of the provisions of this Ordinance, to connect, disconnect, turn on or turn off a water service, or whenever the District has reasonable cause to believe that there exists on any Premises any condition that is unsafe, dangerous, or hazardous to the public water supply System, District personnel may enter such Premises at all reasonable times to inspect the same or to perform any duty set forth in this Ordinance. If the Premises are occupied, the District personnel shall first present credentials and request entry; and if such Premises are not occupied the District personnel shall first make a reasonable effort to locate the owner or other Person having charge or control of the Premises and request entry. In the event the District requires access to any portion of the Premises beyond the Meter, and if the Customer refuses entry to that portion of the Premises or if the owner or Person in control of the Premises cannot be located in a timely manner, the District personnel shall have recourse to a warrant or other remedy provided by law to secure entry. The District is not required to obtain a warrant before entering any portion of the Premises upstream of the District's Meter or before temporarily shutting off the water supply at the Meter if necessary to maintain the safety of the System. Nothing contained herein shall be construed as imposing upon the District the obligation to or liability for inspection of any apparatus on the Customer's Premises, since such liability rests with the Customer.

**Section 24. WATER FACILITIES IN GENERAL AND MAIN EXTENSIONS.**

- (1) When a subdivision or partition is developed, the Developer shall at their expense upgrade or install new water distribution and transmission facilities required to serve the development pursuant to this section. Upgrade of existing mains shall be a condition of development for the construction of a single house on an existing lot if the District determines this will be in the best interest of the System or if required by the fire department for fire protection service. All materials and installation shall be in accordance with District Construction Standards, Specifications, and Details.
- (2) The District shall pay for the cost of water supply, pumping stations, storage facilities, and Transmission Mains included in the District's approved SDC Capital Improvement Plan, which the District determines are needed for the conveyance of water within the District. It shall not pay for pumping, storage, or other facilities needed to serve a limited or local area. Those facilities shall be paid for by the Person or Persons requesting them.
- (3) Except for Distribution Main upgrades included in the District's approved System development charge Capital Improvement Plan, the District shall not pay the cost of main replacements, upgrades, extensions, or the cost of relocating existing facilities to accommodate or serve additional Customers, properties, tracts, or subdivisions. Such upgrades, extensions, or relocations, when requested of and performed by the District, shall be paid for in advance by the Developer requesting the same at actual cost, plus twenty percent (20%) for administration.
- (4) The costs of Distribution Main extensions, upgrades, and water facilities required as a condition of approval of development to furnish water to Premises, developed or not, shall be at the expense of the Developer requesting such services.
- (5) All such main upgrades, extensions or relocations shall be made by the District or by a contractor approved by the District in accordance with District Development and Construction Standards. Engineering designs not prepared by the District shall be submitted to the District for plan review and approval prior to any construction.
- (6) The District shall determine the size of mains required. Necessary fittings, valves, valve boxes, and fire hydrants required shall be included in the cost of main upgrades and extensions. Required main extensions or upgrades shall be installed along the full frontage of the property to be served to permit ready connection by adjoining properties. Main extensions or upgrades for new subdivisions shall extend the entire distance between opposite boundaries of the subdivision and shall be located within public rights-of-way unless the District determines it necessary to construct water lines in easements across private property, which determination shall be in the sole judgment of the District.
- (7) Except for mains funded by SDCs, Developers requesting main extensions or fulfilling obligations to construct water facilities shall pay the full cost of the installation. The size of the main required by the District will be based upon the needs of the development being served, the type of the land uses and building types, fire protection needs, and the integrity of the District water distribution System.
- (8) When the Developer requesting extension or upgrades of water mains elects to have the District provide the engineering design, the Developer shall pay a deposit equal to the full amount estimated for engineering services prior to any work being done on the upgrade or main extension.



(9) When the Developer requesting extensions or upgrades of water mains elects to have their own engineer design the water main extension or upgrade, they will place a deposit with the District. The amount of the deposit shall be established by District resolution and will cover costs for plan review, construction inspection, as-constructed drawings, map updates, legal review, and other related District expenses. The Developer shall make full payment of the deposit before starting construction of the upgrade or main extension. If the actual cost of the District work exceeds the deposit, the Developer shall pay the excess cost to the District prior to obtaining final acceptance and water service. If the actual cost of the District work is less than the deposit, the District shall refund the difference to the Developer within thirty (30) days after determination of the actual cost.

**Section 25. OBLIGATION TO CONSTRUCT WATER FACILITIES; SECURITY; ACCEPTANCE OF IMPROVEMENTS.**

(1) Whenever a Developer or property owner, herein referred to as “Developer,” develops property in the District, such Developer shall be responsible to assure that all extensions, upgrades, or modifications to District facilities shall meet the terms, conditions, and construction standards specified by the District.

(2) No work shall be performed on any portion of the District System unless the Developer has obtained express written permission from the District to do the work prior to commencement of the work, and has complied with all conditions contained in such permission, including without limitation, securing a construction performance bond.

(3) When a Developer has an obligation to install or upgrade water facilities imposed by this Ordinance or as a condition of a development permit, the obligation shall be confirmed by filing an acknowledgment with the District and shall be fulfilled prior to connection to the System unless the District has granted a waiver of this requirement in writing.

(a) The acknowledgment shall state the nature of the obligation, the time within which the obligation is to be met, and identify the property subject to the obligation.

(b) The acknowledgment shall include any necessary temporary construction and permanent easements for water main construction on private property. All permanent easements shall be recorded with the following wording: *“The property owner shall be responsible for and shall bear the expense and/or replacement costs of fences and/or landscaping in all public easements when said fences or landscaping must be removed for access to utilities. The property owner shall grant to the Rivergrove Water District unobstructed access to water mains and facilities.”* Permanent water main easements shall not be less than fifteen feet in width unless the District has granted a waiver in writing of this requirement.

(c) The acknowledgment shall include an engineer’s estimate of the cost of installation, including the cost of restoration of easements or rights-of-way, and a security deposit in an amount equal to 120 percent of the engineer’s estimate.

(d) The security deposit may include a sufficient performance bond, cash deposit, or letter of credit as security. Return of security deposit shall be conditioned upon Developer fulfilling its obligations to the satisfaction of the District.

(e) If the District determines that a Developer has failed to fulfill its obligations, written notice detailing the failure and stating the District’s intention to use the security given to

complete the obligation shall be mailed to the Developer by first class mail delivery confirmation.

- (4) Upon receipt of written notice to the District that the public water facility has been completed and is ready for final inspection and acceptance, the District shall within ten (10) calendar days make such inspection. If the District finds the work to be acceptable, a final certificate stating that the work has been completed and is accepted shall be issued.
- (5) As an additional and separate part of the acknowledgment, the Developer shall agree to maintain the public water facility for a warranty period of one year following written final acceptance by the District, to include but not be limited to repair, replacement, and all things necessary to insure the operational integrity of the water facility, and shall provide the District security in the amount of 10 percent of the cost of the improvement to insure the fulfillment of this obligation.
- (6) Instead of the security and installation requirements of subsections (1) through (5) above, a Developer may pay a Fee In Lieu Of Performance to the District. This lump sum payment to the District shall be in the amount of the engineer's estimate of cost of complying with subsection (1) above and shall be approved by the District Engineer. The charge per linear foot shall be consistent with current installation prices if the District were to perform the installation.

**Section 26. CONSTRUCTION STANDARDS.**

- (1) All water line construction and installation of services and equipment, with the exceptions noted below, shall be in conformance with current District and City of Lake Oswego Construction Standards, Specifications, and Details, copies of which shall be maintained at the District office.
- (2) Design of System improvements shall consider provisions for extension beyond the development to adequately grid or loop the System for purposes of water service reliability and fire flow. Dead-end mains normally will not be allowed, but when they are permitted, a blow-off assembly will be required. The mains shall extend just outside the edge of pavement to facilitate future extensions. Where water mains are expected to be extended, isolation valves shall be provided near the end of the dead-end main to avoid future water service interruption to Customers while mains are being extended.
- (3) All construction materials, service lines, and Meters used shall be approved by the District and be of first quality, and consistent and fully compatible with the existing System so as to permit the District to apply uniform maintenance, repair, and replacement thereof.
- (4) New service lines shall not be less than one inch (1") in diameter size from the main to the Meter Box.
- (5) All new Meters installed shall be at least one inch (1") in size.
- (6) Fire hydrant model Watrous Pacer with integral Storz adapter shall be the approved fire hydrant model for the District.
- (7) The Meter Box shall be a composite box measuring 13" x 24" and any other additional specifications for the Meter Box will be in District standards.
- (8) All new Distribution Mains, including Developer and District-constructed extensions and upgrades, shall be a minimum of 8 inches (8") in diameter and consist of Class 52 ductile iron pipe with restrained joints, unless otherwise approved by the District's Engineer.

(9) A Developer may request a Variance from these requirements pursuant to the process set forth in Section 33.

**Section 27. WATER MAIN EXTENSION-COST REFUND.**

(1) Pursuant to ORS 264.320, any Person required by the District to pay the cost of upgrading or extending a water main adjacent to property other than their own so that water service is made available to such other property without further extension of said main, shall be entitled for a period of ten years after the date of the installation and acceptance of the said water main upgrade or extension, to claim a refund of a pro-rata share of the initial cost of the main upgrade or extension by an adjacent property owner, which shall be paid prior to such Service Connection. The amount to be refunded shall be determined by the District and such determination shall be final. The pro-rata reimbursement shall be based upon:

(a) Total linear frontage of the property served in proportion to the total linear frontage of all property abutting on the street, road, or right-of-way, within which the main upgrade or extension was made and which was benefited thereby; or

(b) Any other reasonable basis that equitably distributes the cost of the main extension to the benefited properties.

(2) When upgrades or extensions described in subsection (1) are installed, the owner of the other property shall pay to the District, prior to receiving water connection or service, the pro rata portion of the upgrade or extension to be refunded, and the District will refund the payment to the Person owed the refund. In the event of failure of the District to collect the payment, the Person owed the refund shall have a claim only against the other Person for the refund.

**Section 28. ESTABLISHMENT OF FEES, RATES AND CHARGES.**

(1) The Board shall adopt and may thereafter amend by resolution the actual charges, rates, and fees for the use of the System and for other materials and services provided by the District in connection with the System. The Board hereby adopts the following charge classifications:

(a) Administration Fee. A fee assessed to projects for District services that include District inspection, operation, and administration services.

(b) Bulk Water Usage Charges. Charges relating to the temporary use of District equipment to enable water service to be temporarily obtained from a fire hydrant, including the permit fee and Usage Charges.

(c) Delinquency Notification Fee. Charges relating to any Customer whose account has been determined delinquent for Water Service Charge, Usage Charge, or Deposit Charge, and is notified by letter or door tag the District will be implementing Shut Off notification procedure as listed in Section 10.

(d) Development, Review, Inspection, and Acceptance Fee. A fee reimbursing the District the cost incurred for plan review, legal review, engineer review, construction inspection, as-constructed drawings, map updates, water testing assistance, chlorine disinfection and testing, and other District related expenses for new services or projects.

(e) Installation Fees. Fees for direct connection to the System or for enlarging or adding to the Service Connection, which increases the potential flow into the Customer's Premises. These fees consist of the following:

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- (i) Drop-In Fee. A fee which includes materials and labor required to install Meter, Meter Box, and associated administrative costs. District personnel shall perform this part of installation.
- (ii) Permit Fee. A fee assessed for the administrative cost of staff to process permits.
- (f) Dispatch Fee. A fee assessed to delinquent Customers when operational staff leaves the District office to proceed with District Shut Offs.
- (g) New Service Fee. A fee assessed for the administrative cost of staff to review and determine applicable requirements and approval process for new services and/or projects.
- (h) Non-sufficient Funds (NSF) Fee. A fee assessed to a Customer for a check or Autopay which is returned or declined due to insufficient funds, a closed financial account, incorrect account number, expired authorization date, or other similar reason.
- (i) Public Records Fee. A fee assessed for administrative cost of copies, production, and research involved in request for public records.
- (j) Reinstatement Fee. A fee assessed for bringing a water service that has been terminated to a regular service status.
- (k) Restoration Fee. A fee assessed to a Customer for the replacement of a Meter that was removed by the District due to a violation of SECTION 17(1) of this Ordinance.
- (l) Service Delinquent Fee. A fee assessed to Customers whose accounts have been designated delinquent due to non-payment of Water Service Charges or Usage Charges.
- (m) Shut Off Lock Destruction Fee. A fee assessed to Customers who cut off the Shut Off lock, destroy it, or turn the water back on without District approval.
- (n) Stop Payment Fee. A fee assessed for processing a stop payment on a check to a Customer due to loss or misplacement.
- (o) System Development Charge (SDC). A reimbursement fee and/or an improvement fee assessed or collected at the time of increased usage of a capital improvement or issuance of a connection permit. System development charges are separate from and in addition to any applicable assessment, fee in lieu of assessment, or other fee or charge provided by law or imposed as a condition of development. SDCs are established and updated by District ordinance.
- (p) Trim Fee. A fee assessed to Customers who have allowed landscaping or other obstructions to impede free access to District water Meters, Meter Boxes, Curb Stops, or Appurtenances, and do not remove them upon request.
- (q) Usage Charge. A charge for the amount of water delivered to the Customer's Premises.
- (r) Water Service Charge. Charges for provision of water, for the fixed and maintenance costs of having the water System available to provide water, for Meter reading, preparing the bill, accounting for the receipt of payment, maintaining Customer records, and responding to Customer inquiries.
- (s) Deposit Charge. A fee assessed to Customers with an Active Account which shall be paid within five (5) business days of activation, will be kept in an interest-bearing account with interest earned being property of the District, and will be applied to unpaid customer obligations or refunded at the time of Discontinuance or Termination of service.

- (2) Except as specifically provided herein or by resolution, all charges and service fees shall be due and payable within fifteen (15) days of billing for provision of service.
- (3) It shall be unlawful and a violation of this Ordinance for any Person to use or maintain connection to the District System without paying the appropriate charges and fees established herein or in any resolution adopted pursuant hereto, or to fail to pay such fee or fees on time.
- (4) Nothing contained herein shall in any way limit the right of the District to bring a civil action for legal or equitable remedies or damages in connection with failure to pay, or late payment of any charge or fee established herein or the right of the District to Shut Off or Terminate water service. The expense of shut-off or Termination, as well as the cost of restoring service, shall be an obligation of the owner or Customer and shall be recoverable in the same manner as other delinquent charges and fees.

**Section 29. WATER SERVICE CHARGES; WATER USAGE CHARGES.**

- (1) The Water Service Charge is an ongoing charge that pays for the District's operation and maintenance of the System.
- (2) The water Usage Charge described in (1)(q) is imposed when a Customer uses water from the System.
- (3) Timely payment of the Water Service Charge and Water Usage Charge are the joint and severable responsibility of all Customers associated with the account for a given Premises. For multi-tenant property served by a single Meter, the owner shall be responsible for all charges.

**Section 30. METER READING AND BILLING.**

Meters shall be read at regularly established intervals as determined by the District and bills for water provided shall be based upon consumption to the nearest 100 cubic feet of water provided.

**Section 31. ADJUSTMENTS OF ACCOUNTS.**

- (1) The District may adjust a Customer's account under any of the following circumstances:
  - (a) Bills for a portion of a billing period shall be prorated based upon the actual days of use.
  - (b) If a Meter fails to register, registers inaccurately, or for any reason cannot be read, the District may compute the bill based upon average consumption during the preceding two (2) months, the usage at the same time twelve months prior, or in the absence of such consumption history, the average consumption of a similarly situated Customer.
  - (c) If a Customer has discontinued an account with a balance due and the Customer applies for or maintains a different account, the balance due from the discontinued account shall be transferred to the Customer's active account and must be paid before initiation of the new service. The District may Shut Off water service to the Premises associated with the second account if all amounts due are not paid. The District's failure to collect amounts owed before initiating new service shall not constitute a waiver of the District's right to use any available remedies under this Ordinance or Oregon law.
  - (d) The District recognizes that leakage at a Customer's Premises may occur and offers to the Customer the ability to apply for a leak adjustment credit. The intent of the District's Leak Credit Policy is to provide some financial relief to Customers who receive a water bill

at least three times the amount for the same period in the prior year or the last three months average if residency is less than one year due to a water leak on the Premises.

- (i)** A water leak or water leakage is defined as any water lost on the Customer's side of the District's water Meter resulting from a condition where repair and/or replacement of infrastructure (service line or interior plumbing, etc.) is required to terminate the water leak.
- (ii)** To qualify for a leak adjustment credit, the leak has to be located in the underground main service line between the Meter and the Premises, or in piping concealed beneath a building or inside of building walls. Leaking faucets, toilets, water softeners, and irrigation systems, as well as accidental over-watering are ineligible. No consideration will be given for irrigation leaks or water features (fountains, ponds, pools, and hot tubs.)
- (iii)** Water usage resulting from conditions that did not involve repairs or replacements (such as leaving an outdoor watering hose or irrigation sprinkler system on too long) are not eligible for a water leak adjustment by the District.
- (iv)** Any District Customer in good standing may apply and be considered by the District to receive an adjustment to their current water bill according to this policy.
- (v)** To be eligible for a water leak adjustment, the Customer is first required to promptly resolve the water leakage at the Customer's own expense. The District is not fiscally responsible for repairs or replacements needed on the Customer side of the District water Meter.
- (vi)** Once the repairs are complete and within one billing cycle of when repairs have been made, the Customer is responsible for requesting a water leak adjustment in writing on the approved District form that can be obtained at the District office or through the District's web site at [www.rivergrovewater.com](http://www.rivergrovewater.com),
- (vii)** The Customer's leak adjustment request must include a statement of where the leakage occurred, receipts from the repairs, and what steps were taken (what work was done) to terminate the water leakage.
- (viii)** No more than one water leak adjustment shall be granted to a Customer during a rolling 24-month period.
- (ix)** Upon receiving a water leak adjustment request, the District will calculate a water leak adjustment credit of up to 50% of cost of the amount of water lost. The water leak adjustment credit excludes the fixed service charge(s) portion of the bill and normal historical water use during the billing period. The Customer's cost for infrastructure repairs (materials and labor) or damage done to other property as a result of the Customer's water leak is not eligible for reimbursement by the District.
- (x)** If the water leak adjustment credit is approved by the District, it will be applied to the Customer's account as a credit on their next regular monthly water bill.
- (xi)** The Customer has the right to appeal the District's leak adjustment decision to the Board at its next regular meeting.
- (xii)** The Customer may appeal the District's decision to the Board when the District determines that the Customer does not qualify for a leak adjustment or if the Customer disagrees with the amount of the leak adjustment.

**(xiii)** A Customer who elects to appeal the decision must notify the Water District Manager of their desire to appeal by submitting a written request. The Customer must indicate the reason for their appeal and include information supporting the appeal. The District will notify the Customer of the date the Board will consider the appeal. The following information is required for an appeal:

1. Customer's name, address, email, and phone number.
2. A copy of the water bill(s) in question.
3. A copy of the completed leak adjustment form (including receipts).
4. A copy of the District's decision.
5. The Board will review the Customer's appeal at the next regular monthly meeting. The District will convey the Board's decision in writing to the Customer within thirty (30) days of the review. All decisions of the Board are final.

**Section 32. PROHIBITED CONDUCT.**

**(1)** It is unlawful and a violation of this Ordinance for any Customer to commit or cause any of the following acts:

- (a)** Wasteful or improper use of water during times of water shortage due to drought, damage to the System or supply capability, or unanticipated substantial demand which threatens the supply or pressure capability of the System, or some combination of the foregoing. Wasteful or improper use under this paragraph shall include, but not be limited to, the use of water at times or in a manner, which is prohibited by the terms of any Board rule, which may be adopted by resolution.
- (b)** Use of an apparatus, appliance or other equipment which utilizes District water service where such equipment is dangerous, unsafe, or violates District ordinances or regulations.
- (c)** Excessive demand for water service by a Customer which results or may result in inadequate service to other Customers.
- (d)** Obtaining water or other service provided under this Ordinance by false or misleading acts or statements.
- (e)** Damage, destruction, alteration, interference with, connection to, or tampering with District equipment, including but not limited to the breaking or destruction of seals, destroying District Shut Off locks, breaking District Curb Stops by turning on and off the water service, and damage to a Meter resulting from hot water or steam from the Customer's Premises.
- (f)** Except by specific written agreement from the District, the resale of water supplied by the District or the delivery of water to Premises other than those specified in the application for service.
- (g)** Except as needed for extinguishing fires by approved fire departments or as expressly permitted by the District, the operation, alteration, change, removal, connection, disconnection with, or interference in any manner with any fire hydrant in the District.
- (h)** The unauthorized connection to or turn on of any water service where such service has been disconnected or Shut Off.

- (i) Except by means of an approved metering device or by express authorization of the District, the use of any water from the System.
  - (j) The further use of District water service after the date shown on a request for Discontinuance of such service without a request for and approval of resumption or restoration of service.
  - (k) Violation of any provision of this Ordinance.
- (2) In addition to any other remedy provided by District ordinance or state law, violation of any provision of this section is a civil infraction and subject to civil penalty in the amount of \$500 per violation.
- (3) In addition to any other remedy provided by District ordinance or state law, where the violation of this Ordinance results in damage to or destruction of District property, the District shall have the right to recover the reasonable value or cost of repair or replacement of the property, plus twenty percent (20%) of such amount and any legal costs and attorney fees incurred by the District to recover.
- (4) Whenever it is necessary to perform an inspection to enforce any of the provisions of this Ordinance, such as connecting, disconnecting, turning on or off a water service, or whenever the District has reasonable cause to believe there exists on any Premises any condition that is unsafe, dangerous, or hazardous to the System, District personnel may enter such Premises at all reasonable times to inspect the same or to perform any duty set forth in this Ordinance. If the Premises are occupied, the District personnel shall first present credentials and request entry. If such Premises are not occupied, the District personnel shall first make a reasonable effort to locate the owner or other Person having charge or control of the Premises and request entry. In the event the District requires access to any portion of the Premises beyond the Meter and the Customer refuses entry to that portion of the Premises or if the owner or Person in control of the Premises cannot be located in a timely manner, District personnel shall have recourse to a warrant or other remedy provided by law to secure entry. The District is not required to obtain a warrant before entering any portion of the Premises upstream of the District's Meter or before temporarily shutting off the water supply at the Meter if necessary to maintain the safety of the System. Nothing contained herein shall be construed as imposing upon the District the obligation to or liability for inspection of any apparatus on the Customer's Premises since such liability rests with the Customer.
- (5) In addition to any other remedy provided by District ordinance or state law, the District may Shut Off or Terminate water service to a Customer for noncompliance with any provision of this Ordinance. Noncompliance with this Ordinance means failure or refusal to remedy a violation or a repeated violation for which written notice or warning of such violation has been given either by delivery in person, by posting on the property, or by first-class mail delivery confirmation. If such noncompliance affects matters of the health, safety, or security of the System, or other conditions warrant such action such as wasteful or improper use of water, the District may Shut Off or terminate water service immediately.

**Section 33. VARIANCES.**

- (1) The District may grant a Variance from the requirements of this Ordinance in the District's sole discretion. When considering a Variance request, the District may consider all applicable factors including, but not limited to the following:



- (a) Whether the Variance is necessary to prevent unnecessary hardship;
- (b) The physical circumstances of situation involved;
- (c) Whether the situation was created by the Person requesting the Variance;
- (d) Whether the situation is the result of circumstances the Board determines are beyond the control of the applicant/land owner; and
- (e) The economic impact on the applicant if the Variance is denied.

**Section 34. ADMINISTRATIVE APPEAL.**

(1) Except as otherwise provided in Subsection (2) of this Section, any Person aggrieved by a ruling or interpretation of and is requesting a Variance from the provisions of this Ordinance or a review of such ruling or interpretation, shall submit a written appeal to the District not later than ten (10) days after the ruling or interpretation. The appeal shall:

- (a) Set forth the facts and circumstances leading to the appeal of the rule or interpretation at issue;
- (b) Include the nature of the ruling or interpretation from which relief is sought;
- (c) Provide the impact of the rule or ruling on the appellant; and
- (d) Include any other reasons for the appeal.

Failure of an appeal to conform to the requirements of this subsection shall be grounds for dismissal of the appeal.

(2) In the case of appeals of disputes concerning Water Service Charges or Usage Charges, in addition to the requirements of Subsection (1) of this Section, the following provisions shall apply:

- (a) Unless otherwise directed by the District, where a Shut Off notice concerning the disputed Water Service Charge, Usage Charge, or Deposit Charge has been delivered as provided in Section 11, water service shall be discontinued unless the written appeal is accompanied by a deposit in the full amount of all disputed charges.
- (b) Such deposit shall be in addition to any applicable appeal fee.
- (c) Upon the disposition of such appeal either by the District staff or upon appeal thereto by the Board, that portion of the deposit which is determined to represent correct charges shall be paid to the appropriate District account and that portion of the deposit which is determined to represent incorrect charges shall be credited to the Customer's account or, if appropriate, returned to the Customer.

(3) The Water District General Manager shall review each complete appeal request. The Manager may request additional information from the appellant and from District's records.

(4) The Water District General Manager shall render a written decision on the matter within thirty (30) days of receipt of a complete appeal.

(5) The Water District General Manager's written decision shall be mailed or delivered to the appellant.

(6) If the appellant is dissatisfied with the Water District General Manager's decision, the appellant may appeal the matter to the Board. Such appeal shall be in writing and shall be actually received by the Board within ten (10) days of the date of mailing or delivery of the Water District General Manager's decision.

- (7) Failure of an appeal to conform to the requirements of this Section shall be grounds for dismissal of the appeal.
- (8) The Board shall review the written appeal of the Water District General Manager's decision and any written material submitted by the Water District General Manager as well as the ordinance, rule, or decision at issue.
- (9) The Board may schedule a hearing by written notice not less than fourteen (14) days in advance to hear the testimony and further information.
- (10) The Board may uphold, set aside, or modify the decision of the Water District General Manager.
- (11) The decision of the Water District General Manager may be rejected or modified only if:
  - (a) It exceeds the authority of the District; or
  - (b) It was based upon an incorrect interpretation of law or ordinance; or
  - (c) It was not supported by substantial evidence in the record.
- (12) The decision of the Board shall be made in writing and sent to the appellant not more than sixty (60) days from receipt of the appeal to the Board.
- (13) Notwithstanding the foregoing, this section shall not apply to civil infraction proceedings initiated by the District to enforce the provisions of this Ordinance.
- (14) Except as otherwise provided in Subsection (2) of this section or as directed by the District, an appeal of any ruling or interpretation to the District or the Board shall not stay the effective date of a District decision to Shut Off service.

**Section 35. COLLECTION OF ACCOUNTS.**

- (1) In addition to, and not in lieu of, the provisions of Sections 10 and 11, the District may pursue collection of delinquent accounts in any manner provided by law.
- (2) In the event account collection shall be necessary, the prevailing party in such collection proceeding shall recover its costs and attorney fees at trial and on appeal.
- (3) If District incurs charges to assist in the collection of an account governed by this Ordinance, including but not limited to attorney fees and fees to transcribe or register judgments, such collection fees shall be the responsibility of the Customer.

**Section 36. MISCELLANEOUS PROVISIONS.**

- (1) In consideration of use of the System all Customers of the System, all contractors who may perform work on the System in any manner, and all other Persons or entities whose actions may affect the System shall indemnify and hold harmless the District, its officers, employees, and representatives from and against all suits, actions, or claims of any character or nature brought because of any injuries or damage received or sustained by any Person or property or alleged to have been so received or sustained on account of the actions or failure to act of such Customers, contractors, or other Persons, their subcontractors, employees, or representatives. Such indemnification shall include the costs of defense of such claims including attorney fees.
- (2) A Customer or connector to the System does not thereby acquire a vested property interest in continued use or connection to the System. Such use or connection is conditional always upon such Customer or connector complying with all applicable terms and conditions contained in this

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Ordinance as well as all resolutions adopted pursuant hereto and, further, upon compliance with all federal, state, or local requirements that are or may hereafter be imposed upon such Customer or connector. Nothing contained herein shall require the District to provide service or access to the water System to such Customer or connector when the District has determined that the public interest requires a limitation on such water service or access.

(3) The invalidity of any section, subsection, paragraph, sentence, or phrase of this Ordinance or any resolution adopted pursuant to this Ordinance or incorporated herein, shall not affect the validity of the remaining portions thereof and a reviewing court shall sever the offensive provision so that every other section, subsection, paragraph, sentence, and phrase of the Ordinance shall remain effective irrespective of the invalidity of any other provision.

(4) All complaints and special requests for service, and all other matters, upon which action by the District is requested or sought, shall be presented to the District in writing. The District need not consider any request or complaint not so presented.

**Section 37. REVISION AND MODIFICATION OF RULES, REGULATIONS, AND CHARGES.**

Rate and charge schedules of the District shall be adopted, modified, revised, added to, or deleted by the Board by resolution. Increases in rate schedules shall be made only after public hearing as provided in ORS 264.

**Section 38. PRIOR ORDINANCES REPEALED.**

District Ordinance No. 10-01 is repealed. District Ordinance No. 19-01 is repealed.

**Commissioner \_\_\_\_\_ moved to adopt Ordinance 23-01 seconded by Commissioner \_\_\_\_\_ . The motion passed and was adopted this \_\_\_\_ day of \_\_\_\_\_, 2023.**

**Ayes: Commissioners \_\_\_\_\_ .**  
**Nays: Commissioners \_\_\_\_\_ .**

\_\_\_\_\_  
**Chair**

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



Resolution regarding Performance Evaluation of the General Manager - DRAFT

WHEREAS the Rivergrove Water District has the obligation of employing a General Manager to oversee operations

AND

WHEREAS District employees benefit from regular performance evaluations

And

WHEREAS the Board of Commissioners needs to complete evaluations in a timely manner per the Board Policy Handbook

Be it resolved that the Board of Commissioners adopts the schedule prescribed below. The General Manager's Performance Evaluation must be completed annually by the end of the fiscal year. In the event that the Chair is unable to complete any tasks in the process and timeline listed below, the responsibility will be delegated as stated in section 2.4 of the Rivergrove Water District Board Policy Handbook.

Schedule:

By the 4<sup>th</sup> Monday of April, the Board Chair must send a copy of the General Manager's Performance Evaluation form to the General Manager, with a request that a self-evaluation be completed.

The general manager shall submit a self-evaluation to the Board Chair no later than end of business the second Monday in May, prior to the May Board Meeting.

After receiving the General Manager's self-evaluation, the Board Chair shall acknowledge receipt, with copy to the entire board within 72 hours. This acknowledgement shall include a copy of the General Manager's self-evaluation.

Subsequently, the Board Chair will send out materials for the General Manger's Evaluation to all board members. This is including but not limited to the General Manager's Self Evaluation, the General Manager's Performance Evaluation Form, and a copy of this resolution.

At the May Board Meeting, the Chair shall agenize and subsequently present the General Manger's performance evaluation process. This is only to share the process of the evaluation and the timeline. It is not a forum in which Commissioners can discuss the general manager's performance. The performance evaluation must be conducted in Executive Session unless the

General Manager requests an open session for the deliberation of their performance evaluation. The Board must follow OAR 199-040-0030.

Board members shall subsequently complete their evaluations of the General Manager and send to the Board Chair no later than 2<sup>nd</sup> Friday in June by end of day.

The Chair must notify the General Manager that the Rivergrove Water District's Board of Commissioners will be holding an executive session in June. This notice shall be issued no later than the end of the first week in June. The notice must contain the time, date and location of the meeting, and shall include the purpose for the executive session, including the citation from ORS 192.660 . It shall state that the Board of Commissioners will be conducting an employment evaluation. The notice shall also state the process in which the General Manager can request an open meeting.

The process for requesting an open meeting is as follows. Upon receipt of the notice pursuant to OAR 199-040-0030, the General Manager shall respond within 48 hours or two business days, whichever is greater with a response that indicates their preference on holding an executive session.

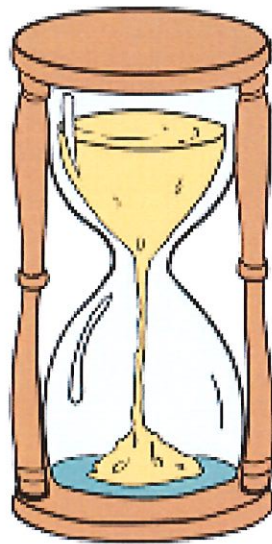
The Board Chair shall compile the responses in a document by averaging the letter grades assigned in the matrix, and list all feedback contributed from each commissioner. This shall be distributed to all board members by the 3<sup>rd</sup> Monday in June, prior to the June Board Meeting.

The General Manager and Board Chair shall give proper notice regarding an Executive Session (if applicable) to discuss the performance evaluation with the board.

The Board shall review the performance evaluation during the June meeting in executive session, and return to open session to accept the evaluation. If the General Manager has requested an open meeting, the executive session will not be held, and the deliberation will occur in the regular board meeting.

In the event that the Chair fails to complete any tasks in the timeline listed above, the responsibility will be delegated as stated in section 2.4 of the Rivergrove Water District Board Policy Handbook.

# EXECUTIVE SESSION



# **RECONVENE REGULAR SESSION**

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





# ADJOURNMENT

