

**CALL  
TO  
ORDER**



# **PUBLIC COMMENT**



## Janine Casey

---

**From:** RGWD  
**Sent:** Monday, May 15, 2023 11:58 AM  
**To:** Tamarandllc@gmail.com  
**Cc:** RGWD  
**Subject:** RE: New form submission received: Contact Us

Your request to speak during the Public Comment Section of the Rivergrove Water District's Board of Commissioners Meeting on May 22, 2023 has been acknowledged. The Public Comment section will begin at 4:42 p.m. and you will have 3 minutes to address the Board. Please provide a contract or letter verifying you are the contractor for the rebuild project signed by the owner, Ms. Anna Mitchell, and send via email to [rgwd@rivergrovewater.com](mailto:rgwd@rivergrovewater.com) no later than **4:00 pm, May 18, 2023**.

A pressure reading was conducted at the property as requested with a PSI reading of 72.

Thank you,

*Janine Casey*  
Janine Casey  
General Manager  
Rivergrove Water District  
O: 503.635.6041  
C: 503.936.5304



**From:** noreply@getstreamline.com <noreply@getstreamline.com>  
**Sent:** Tuesday, May 9, 2023 10:42 AM  
**To:** RGWD <[rgwd@rivergrovewater.com](mailto:rgwd@rivergrovewater.com)>  
**Subject:** New form submission received: Contact Us

**Your email:** Tamarandllc@gmail.com

**Subject:** 5306 Jean RD

**Message:** Would like to discuss fees to for 5306 Jean RD, Lake Oswego. House was damaged by fire and being rebuilt as a remodel. Please add this discussion for the next meeting and allow me to

[Reply / Manage](#)

# **REVIEW & APPROVAL OF MINUTES**



**Rivergrove Water District  
Budget Committee Meeting Minutes  
Monday, April 24, 2022**

The Budget Committee meeting was held on this day at 17661 Pilkington Road, Lake Oswego. Attendees included Commissioners Roth, Johnson, and Magura as well as Budget Committee members Jon McDowell, Todd Johnston, and David Paul Butler. General Manager/Budget Officer Janine Casey was also in attendance. Commissioners Patterson and Howell, and committee members John Bartho, Lisa Merlo Flores, and John Mac Pherson were excused.

- 1. Call to Order:** The meeting was called to order at 5:30 p.m.
- 2. Public Attendance:** No public attended.
- 3. 2023-2024 Budget Committee Appointment and Budget Committee Chair Election:** Budget Committee volunteers Jon McDowell, Todd Johnston, and David Paul Butler were appointed to the committee, and Jon McDowell was appointed as the Budget Committee Chair by a motion from ***Commissioner Johnson, seconded by Budget Committee Member Johnston, and passed by a unanimous vote.***
- 4. Budget Officer Overview of Budget Process and Budget Message:** Budget Officer Janine Casey provided an overview of budget procedures. To ensure sound financial practices, Rivergrove Water District operates on three guiding principles: expense management, procurement discipline, and transparency. The District's goal is to provide safe, environmentally sustainable drinking water to all customers at a cost-effective rate to generate adequate revenue consistent with the District's 20-year Master Plan.
- 5. Budget Details, Discussion, and Questions:** The District operates under a fiscal year beginning July 1 and ending June 30. The budget document includes the financial history of revenues and expenses for the past two years as well as this year's estimates. The estimates for each fund contained in the proposed budget is based on assessing expected benefits and related costs.
  - a. Upcoming Projects for new Fiscal Year:**
    - Replace 300 LF of 6" asbestos-cement pipe with 6" ductile iron pipe on Marlin Court.
    - Replace 150 LF of 6" asbestos-cement pipe with 8" ductile iron pipe on Childs Road.
    - Begin the design review process to upsize 1,700 LF of 10" asbestos-cement pipe with 10" ductile iron pipe on Childs Road from the canal to SW Indian Creek Avenue.
    - Install two new fire hydrants to increase fire protection for customers.
  - b. Highlights from ending Fiscal Year:**
    - Obtained grant funding to replace critical transmission and distribution mains which need replacement due to age, materials, and risk of failure in a seismic event.
    - Replaced 315 LF of 4" asbestos-cement pipe with 8" ductile iron pipe on Deemar Way.
    - Replaced 350 LF of 4" asbestos-cement pipe with 8" ductile iron pipe on Tamara Avenue.
    - Replaced three aging fire hydrants on Tualamere Avenue, Deemar Way, and Tamara Avenue.
    - Purchased/installed new stationary generator for Well 1; installed portable generator for Well 3.



- Installed 125 new meters on customer service lines.
- Performed annual maintenance for valve exercising and fire hydrant flushing.
- Published 2023 Water Quality & Consumer Confidence Annual Report and three newsletters.
- Completed Fiscal Year 2021-2022 Financial Audit.
- Updated the Board of Commissioners' Policy Handbook and Employee Handbook.

**c. Discussions and Questions:**

- Revenue – A rate increase of 3% was proposed for FY 2023/2024 based on the current inflationary climate. The District faces the challenge of keeping rates affordable to rate payers while continuing to upgrade existing asbestos cement distribution pipes to ductile iron. The District is maintaining an accounts receivable rate of 100% due to strict adherence to the payment policy and has not had any bad debt write-offs since 2019.
- Personnel Services – Administrative and operator wages were increased to allow for cost-of-living increases. Due to rising costs in medical coverage for employees, a budget increase of 50% was allotted.
- Materials Services – Funding for material services remained consistent from the previous fiscal year despite continuing inflation. Cost saving measures were taken to perform in-house locating rather than contracting out the service resulting in a \$10,000 annual savings. An additional savings of \$15,000 was realized and reallocated due to abandonment of the Premise Isolation Program.
- Professional Services – Overall funding for professional services decreased due to limited capital improvement projects projected for the upcoming fiscal year. An increase in attorney fees was allotted for bond funding research.
- Capital Outlay and Improvements – Funding for the AMR Meter Program was decreased since current costs outweigh the benefits. Funding was reserved to support two main replacement projects on Childs Road and Marlin Court.

**6. Approval of the Budget:** The FY 2023/2024 budget was approved by a motion from *Commissioner Johnson, seconded by Commissioner Magura, and passed by a unanimous vote.*

**7. Adjournment:** Budget Committee Chair Jon McDowell adjourned the meeting at 6:38 p.m.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Rivergrove Water District  
Board of Commissioners Regular Meeting Minutes  
Monday, April 24, 2023**

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

1. **Call to Order:** The meeting was called to order at 4:32 p.m.
2. **Public Comment:** No public attended.
3. **Review and Approval of Minutes:** The March 27, 2023 Board meeting minutes were approved by a motion from *Commissioner Johnson, seconded by Commissioner Magura, and passed by unanimous vote.*
4. **Monthly District Report:** See attached.
5. **Unfinished Business:** The Board reviewed changes to the Board Policy Handbook on board relations and other matters as recommended by the District’s legal representative, Ms. Laura Westmeyer, Esq., from Cable Huston. The changes were approved by a motion from *Commissioner Johnson, seconded by Commissioner Magura, and passed by unanimous vote.* Legal answers to questions the Board had previously submitted to Ms. Westmeyer were tabled until the May meeting and will be discussed in Executive Session as attorney-client privileged communications.
6. **New Business:** The General Manager briefed the Board on the District’s outdated Water Service Ordinance No. 19-01 and the need to make revisions. A motion to proceed with updating the ordinance was made by *Commissioner Johnson, seconded by Commissioner Magura, and passed by unanimous vote.*
7. **Chair Report:** No report was presented.
8. **Adjournment:** The meeting was adjourned at 4:58 p.m. The next regular meeting will be held on Monday, May 22, 2023 at 4:30 p.m.

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

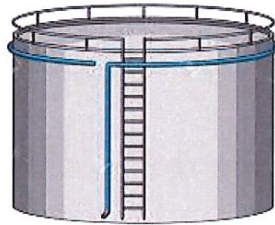
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# General Manager's Report

## Operations



## Administrative/HR/Finance







## GENERAL MANAGER'S REPORT May 2023

### Capital Improvement Projects

#### - 2022 Water Main Replacement Grant Project

- Meeting held on 5/17/23 with Business Oregon to ascertain the status of grant funding
- Projects are still being reviewed by the Infrastructure Finance Authority (IFA) Board
  - The District's Letter of Interest was received 9/22 for grant approval in the amount of \$5.8M
    - Money is being depleted based on the demands
    - The District *may* receive \$3-4M
- Business Oregon has approved the District for two loans in the amount of \$100,000 and \$150,000
  - The District's project was rated by OHA and prioritized as a pipeline project which is the lowest priority and categorized in the Health & Compliance Category
  - The District ranked at 220% medium statewide household income which was also a factor in driving the priority rankings
    - Communities that ranked at or below 100% medium statewide household income level ranked in the top tier
  - Any safe drinking water compliance issue would elevate the District's position
    - A "pre-disaster" funding request based on supply and storage needs due to failure of our existing asbestos cement pipes in a disaster would most likely be futile
- New federal mandate, Build America Buy America, was enacted for beneficiaries of grant money
  - All construction materials must be domestically produced
    - Ductile iron pipe should not be a problem in the U.S. markets; fittings *could* be a problem due to material delays
- The District can pursue funding by breaking down the main replacement in a logical sequence that can be completed in stages
  - An Application to Approve would be required
    - Clarification of scope, cost, budget requirements, and financial plan to repay the loan would be required
    - OHA would need to perform a capacity assessment
      - If completed within the past 5 years, this requirement can be waived
    - Timing process for IFA Board is 4-6 months
      - Submit application 6 weeks prior to IFA Board meeting (June or August)
      - If approved, expect at least 6 weeks to receive a contract
  - If forced to break the project down into stages, recommend the District pursue improvements from west of Reservoir 3 to Pilkington Road since that is a critical backbone of the distribution system and should be a top priority
- Other avenues to obtain funding explored
  - USDA Funds
    - Not available due to the District's medium statewide household income level
  - Special Public Works Fund
    - Could fund projects up to \$10M but interest is steep and is based on current interest rates

- **Well No. 1 Generator Replacement Installation**
  - o Turney Excavating, Inc. has completed the concrete pad and the preliminary electrical requirements; no additional work is scheduled until the generator is on-site
    - First payment pending in the amount of \$28,225.00 to be paid on 5/22/23
  - o The generator's projected ship date is 6/15/23
  - o Project financials:
    - Total Cost: **\$120,219.00**
      - Concrete Pad: \$ 53,400.00
      - MTU 200 kW Generator: \$ 66,819.00

## Operations

- **Annual Meter Replacement Program**
  - o Meter replacement is completed for FY 22/23; 120 meters replaced
    - All meters with over 3,800 recorded units have been removed within the District
      - A majority of meters removed date back 30-35 years
  - o Annual meter replacement goal for the District is 75 meters
    - This ensures an average life cycle not to exceed 19 years
  - o Since fiscal year 2020, 588 meters (43%) have been replaced in the District
    - Outstanding replacement rate due to the remarkable efforts of our water operators
- **Backflow Testing Program**
  - o Annual backflow testing is underway; customers must submit passing test reports by **9/30/23**
  - o District statistics are as follows:
    - Total Backflow Connections: 558
    - Total Connections Passed: 161
    - Total Connections Failed: 4
    - Current Compliance Percentage: 30%
- **Customer Assistance Requests & On Call Duty**
  - o Site visit requests: 33
  - o Emergency callouts: 0

## Finance/Administrative/HR

- **Copier Lease**
  - o Renegotiated copier lease from monthly fee of \$411.00 to \$297.00
- **Shut-off Notices**
  - o Notices delivered to delinquent account holders 5/11/23
    - Shut-offs scheduled **5/31/23**
    - 35 accounts identified: 2.5% delinquent shut-off rate
- **Incoming Miscellaneous Revenue**
  - o Far West Recycling \$741.58  
(Brass/ferrous metal recycled from meter replacement)
- **Employee Positions**
  - o New full-time Finance Specialist hired effective 5/9/23
- **Employee Training Completed**
  - o Procurement Book Camp: Purchasing Goods & Service with Federal Grant Funds (GM)
  - o Prioritizing Hand Protection, Mental Health Matters, Wildfire Awareness (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 April 2023

**Reviewed & Approved by Commissioners  
Board Meeting: May 22, 2023**

Bank	QB's	Bank	Beginning	Statement	QuickBooks	
Account	Account	Statement	QuickBooks	Ending	Ending	Uncleared
Name	Number	Date	Balance	Balance	Balance	Balance
Banner Bank (Checking Act)	1015	4/30/2023	\$236,811.65	\$133,509.79	\$113,203.71	\$20,306.08
Banner Bank (Deposit Act)	1085	4/30/2023	\$53,934.95	\$54,057.83	\$54,057.83	\$0.00
LGIP (SDC)	1106	4/30/2023	\$426,674.86	\$428,035.95	\$428,035.95	\$0.00
LGIP (Capital Improvement)	1107	4/30/2023	\$756,137.71	\$847,608.68	\$847,608.68	\$0.00
LGIP ( Unemployment)	1108	4/30/2023	\$35,370.68	\$35,483.87	\$35,483.87	\$0.00
LGIP (Truck)	1109	4/30/2023	\$31,423.21	\$31,523.76	\$31,523.76	\$0.00
LGIP (Non-Restricted)	1110	4/30/2023	\$250,004.25	\$250,804.26	\$250,804.26	\$0.00

Checks issued this period **9804 - 9819** from Banner Bank Act 1015

Checks voided this period: None



**RIVERGROVE WATER DISTRICT**  
**Balance Sheet**  
 As of April 30, 2023

	Apr 30, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	113,290.42
1085 · Water Deposit-Banner Bank	54,057.83
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	428,035.95
1107 · Capital Improvement Account	847,608.68
1108 · Unemployment Account	35,483.87
1109 · Truck & Equipment Account	31,523.76
Total 1101 · Restricted	1,342,652.26
1110 · Non-Restricted	250,804.26
Total 1100 · LGIP	1,593,456.52
Total Checking/Savings	1,760,804.77
Total Current Assets	1,760,804.77
<b>TOTAL ASSETS</b>	<b>1,760,804.77</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Federal Withholding	1,496.16
2120 · FICA Social Security	1,174.67
2140 · Medicare	274.71
2150 · State Withholding	1,031.76
2165 · Oregon State Transit Tax	15.44
2170 · WBF Assessment	6.11
2175 · Paid Family Medical Leave	113.69
Total 2100 · Payroll Liabilities	4,112.54
Total Other Current Liabilities	4,112.54
Total Current Liabilities	4,112.54
Total Liabilities	4,112.54
Equity	
32000 · All Fund Balances	1,918,744.03
Net Income	-162,051.80
Total Equity	1,756,692.23
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,760,804.77</b>

RIVERGROVE WATER DISTRICT

**Accounts Receivable Summary**

From 04/10/2023 Through 05/17/2023

<b>OPEN BALANCE</b>					<b>Balance</b>
		-1,685.82			-1,685.82
<b>BI-MONTHLY-Adjustment</b>	<b>Amount</b>		<b>Usage</b>	<b>Count</b>	
WATER-RESIDENTIAL	-954.17			10	
<b>Totals</b>	-954.17		0.00	10	-2,639.99
WAT.Penalty-RESIDENTIAL	-15.00			3	
<b>Totals</b>	-15.00		0.00	3	-2,654.99
***Total Adjustment	-969.17		0.00	13	
<b>BI-MONTHLY-Charge</b>	<b>Minimum</b>	<b>Overage</b>	<b>Usage</b>	<b>Count</b>	<b>Total</b>
WATER-RESIDENTIAL	69,875.55	49,388.76	13,915.00	1,375	119,264.31
WATER-COMMERCIAL	183.20	599.95	169.00	3	783.15
WATER-PUBLIC AUTHORITY	965.62	39.05	11.00	5	1,004.67
WATER-HOA IRRIGATION	651.34	92.30	26.00	9	743.64
WATER-ADULT CARE FACILITIES	139.09	88.75	25.00	2	227.84
WATER-CHURCH	94.98	10.65	3.00	1	105.63
<b>Totals</b>	71,909.78	50,219.46	14,149.00	1,395	122,129.24
***Total Charge	71,909.78	50,219.46	14,149.00	1,395	122,129.24
<b>BI-MONTHLY-Penalty</b>	<b>Amount</b>			<b>Count</b>	
WATER-RESIDENTIAL	1,935.00			129	
WATER-PUBLIC AUTHORITY	15.00			1	
WATER-HOA IRRIGATION	15.00			1	
<b>Totals</b>	1,965.00			131	121,439.25
***Total Penalty	1,965.00			131	
<b>BI-MONTHLY-Miscellaneous</b>	<b>Amount</b>			<b>Count</b>	
WATER Miscellaneous-RESIDENTIAL	1,030.00			47	
WATER Miscellaneous-HOA IRRIGATION	20.00			1	
<b>Totals</b>	1,050.00			48	122,489.25

\*\*\*Total Miscellaneous 1,050.00

48

<u>BI-MONTHLY-Payment</u>	<u>Amount</u>
WATER-RESIDENTIAL	-114,971.23
WATER-COMMERCIAL	-783.15
WATER-PUBLIC AUTHORITY	-723.46
WATER-HOA IRRIGATION	-743.64
WATER-ADULT CARE FACILITIES	-227.84
WATER-CHURCH	-105.63
<b>Totals</b>	<u>-117,554.95</u>

<u>Count</u>
1,352
3
4
9
2
1
<u>1,371</u>

<u>Balance</u>
<u>4,934.30</u>

WATER Miscellaneous-RESIDENTIAL -615.00  
**Totals** -615.00

4,319.30

WAT.Penalty-RESIDENTIAL -1,215.00  
WAT.Penalty-HOA IRRIGATION -15.00  
**Totals** -1,230.00

3,089.30

\*\*\*Total Payments -119,399.95

1,371

<u>BI-MONTHLY-Return Check</u>	<u>Amount</u>
WATER-RESIDENTIAL	166.32
<b>Totals</b>	<u>166.32</u>

<u>Count</u>
2
<u>2</u>

3,255.62

\*\*\*Total Return Check 166.32

2

<u>BI-MONTHLY-Deposit Applied</u>	<u>Amount</u>
WATER-RESIDENTIAL	-305.00
<b>Totals</b>	<u>-305.00</u>

<u>Count</u>
7
<u>7</u>

2,950.62

WAT.Penalty-RESIDENTIAL -45.00  
**Totals** -45.00

2,905.62

\*\*\*Total Deposit Applied -350.00

7

**Closing Balance** 2,905.62

RIVERGROVE WATER DISTRICT  
Check Register  
As of April 30, 2023

Type	Date	Num	Name	Memo	Amount	Balance
						225,925.15
Check	04/03/2023	ACH	PACIFIC OFFICE AUTOMATION INC	Monthly Copier Service 4/14/2023-5/13/2023	-426.97	225,498.18
Deposit	04/03/2023		Deposit	Deposit	160.82	225,659.00
Deposit	04/03/2023		Deposit	Deposit	83.96	225,742.96
Deposit	04/03/2023		Deposit	Deposit	247.66	225,990.62
Check	04/03/2023	ACH	METERREADERS, LLC	Meter Readings April 2023 Invoice 10705	-953.58	225,037.04
Check	04/03/2023	ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water 3/1/23-4/1/23	-14.85	225,022.19
Check	04/03/2023	ACH	VANCO Payment Solutions	Monthly Service Fee March 2023	-54.50	224,967.69
Deposit	04/04/2023		Deposit	Deposit	6.38	224,974.07
Check	04/04/2023	ACH	PAYCHEX	Payroll 03/19/23-04/01/23	-71.40	224,902.67
Deposit	04/04/2023		Deposit	Deposit	100.00	225,002.67
General Journal	04/04/2023	PR 04/01/23	Deferred Comp Payroll - 3/19/23-4/1/23	Deferred Comp Payroll - 3/19/23-4/1/23	-1,464.93	223,537.74
General Journal	04/04/2023	PR 04/01/23	Deferred Comp Payroll - 3/19/23-4/1/23	Deferred Comp Payroll - Employer - 3/19/23-4/1/23	-269.24	223,268.50
General Journal	04/04/2023	PR 04/01/23	PAYCHEX	Payroll 03/19/23-04/01/23 Invoice 2023040401	-5,371.94	217,896.56
General Journal	04/04/2023	PR 04/01/23	PAYCHEX	Payroll 03/19/23-04/01/23 Invoice 2023040401	-2,759.73	215,136.83
Deposit	04/05/2023		Deposit	Deposit	44.11	215,180.94
Deposit	04/05/2023		Deposit	Deposit	48.74	215,229.68
Check	04/05/2023	ACH	PGE	Monthly Electric Fees 3/3/23-4/3/23 Invoice: Multiple	-3,344.36	211,885.32
Check	04/06/2023	ACH	Streamline	4/1/23-5/1/23 Website Fee Invoice 1BCE1786-0029	-100.00	211,785.32
General Journal	04/07/2023	jc	Customer Refund	Customer Refund	50.00	211,835.32
Deposit	04/10/2023		Deposit	Deposit	66.21	211,901.53
Deposit	04/10/2023		Deposit	Deposit	452.25	212,353.78
General Journal	04/10/2023	jc	Customer Refund	Customer Refund	50.00	212,403.78
Deposit	04/10/2023		Deposit	Deposit	322.08	212,725.86
Deposit	04/10/2023		Deposit	Deposit	42.00	212,767.86
Check	04/10/2023	ACH	U.S. BANK EQUIPMENT FINANCE	Monthly Copier/Server Fee 3/26/23-4/26/23	-688.05	212,079.81
Deposit	04/11/2023		Deposit	Deposit	93.81	212,173.62
Deposit	04/11/2023		Deposit	Deposit	156.13	212,329.75
Transfer	04/11/2023		Funds Transfer	Funds Transfer - FY 22/23 Budget Allocation	-100,000.00	112,329.75
Transfer	04/11/2023		Funds Transfer	Funds Transfer - Deemar/Tamara	10,940.00	123,269.75
Deposit	04/12/2023		Deposit	Deposit	112.73	123,382.48
Deposit	04/12/2023		Deposit	Deposit	102.51	123,484.99
Check	04/13/2023	ACH	VERIZON WIRELESS	Monthly Service 3/2/23-4/1/23 Invoice 9931398677	-389.79	123,095.20



9:20 AM  
05/17/23  
Accrual Basis

## RIVERGROVE WATER DISTRICT

### Check Register

As of April 30, 2023

Deposit	04/13/2023		Deposit	Deposit	149.49	123,244.69
General Journal	04/13/2023	jc	Customer Deposit	Customer Deposit	-50.00	123,194.69
Deposit	04/13/2023		Deposit	Deposit	119.83	123,314.52
General Journal	04/13/2023	jc	Customer Refund	Customer Refund	50.00	123,364.52
Check	04/14/2023	ACH	KAISER FOUNDATION HEALTH PLAN	Monthly Health Premium 5/1/23-5/31/23	-4,549.73	118,814.79
Deposit	04/14/2023		Deposit	Deposit	368.44	119,183.23
Deposit	04/14/2023		Deposit	Deposit	344.46	119,527.69
Check	04/14/2023	ACH	Moonlight Business Process	April 2023 Billing Invoice 134717	-1,117.74	118,409.95
Check	04/14/2023		Service Charge	Service Charge	-238.91	118,171.04
Deposit	04/17/2023		Deposit	Deposit	1,621.76	119,792.80
Deposit	04/17/2023		Deposit	Deposit	622.27	120,415.07
Deposit	04/17/2023		Deposit	Deposit	333.53	120,748.60
Deposit	04/17/2023		Deposit	Deposit	68.96	120,817.56
Deposit	04/17/2023		Deposit	Deposit	2,157.87	122,975.43
Deposit	04/18/2023		Deposit	Deposit	3,205.58	126,181.01
Deposit	04/18/2023		Deposit	Deposit	328.34	126,509.35
Check	04/18/2023	ACH	Banner Bank (MASTERCARD)	Act 6660 Casey - Monthly Charges 3/7/23-4/6/23	-724.80	125,784.55
Check	04/18/2023	ACH	PAYCHEX	Payroll 04/02/23-04/15/23 Invoice 2023041801	-71.40	125,713.15
Deposit	04/18/2023		Deposit	Deposit	2,774.29	128,487.44
General Journal	04/18/2023	PR 04/15/23	PAYCHEX	Deferred Comp Payroll - 4/2/23-4/15/23	-1,488.34	126,999.10
General Journal	04/18/2023	PR 04/15/23	PAYCHEX	Deferred Comp Payroll - Employer - 4/2/23-4/15/23	-282.80	126,716.30
General Journal	04/18/2023	PR 04/15/23	PAYCHEX		-5,956.45	120,759.85
General Journal	04/18/2023	PR 04/15/23	PAYCHEX		-2,960.59	117,799.26
Check	04/18/2023	ACH	AFLAC	Monthly Health Premium April 2023 Invoice 391425	-467.52	117,331.74
Deposit	04/19/2023		Deposit	Deposit	251.42	117,583.16
Deposit	04/19/2023		Deposit	Deposit	366.29	117,949.45
Deposit	04/19/2023		Deposit	Deposit	821.39	118,770.84
General Journal	04/19/2023	JC	Customer Chargeback	Customer Chargeback	-100.91	118,669.93
Check	04/20/2023	9804	Customer Refund	Customer Refund	-4.06	118,665.87
Check	04/20/2023	9805	SCHNEIDER WATER SERVICES	Annual State SWL Reading Invoice 13671	-375.00	118,290.87
Check	04/20/2023	9806	OAWU	Operator of Record April 23 Fee Invoice 35092	-950.00	117,340.87
Check	04/20/2023	9807	OAWU	Water Certification Review - Employee Invoice 35120	-305.00	117,035.87
Check	04/20/2023	9808	GUARDIAN SYSTEMS NW, INC	Security System - Dist Office & Shop Invoice 02129	-134.70	116,901.17
Check	04/20/2023	9809	SOUND TELECOM	Answering Service Monthly Fee 4/1/23-4/30/23	-146.82	116,754.35

9:20 AM  
05/17/23  
Accrual Basis

## RIVERGROVE WATER DISTRICT

### Check Register

As of April 30, 2023

Check	04/20/2023	9810	GENERAL PACIFIC, INC	Meter Purchase Qty: 50 Invoice 1436992	-3,900.00	112,854.35
Check	04/20/2023	9811	THOMAS GREGOIRE	Rent May 2023 & Utilities	-1,604.20	111,250.15
Check	04/20/2023	9812	CONTINENTAL UTILITY SOLUTIONS	ACH Activation Fee Invoice R14582	-6.00	111,244.15
Check	04/20/2023	9813	Michelle Cushing	Financial Consulting - Budget Invoice 41523	-70.00	111,174.15
Check	04/20/2023	9814	Pamplin Media Group	Budget Mtg Ad #282276 Account 106644	-104.66	111,069.49
Check	04/20/2023	9815	Janine Casey	Food Expense & Ice Scapers for Trucks	-100.36	110,969.13
Check	04/20/2023	9816	Cable Huston, LLP	General Services Invoice 127429 & 128030	-4,090.00	106,879.13
Check	04/20/2023	9817	RH2 Engineering, Inc.	Engineering Services Invoice 90369	-647.00	106,232.13
Check	04/20/2023	9818	RH2 Engineering, Inc.	Project Services Invoice 90370 CIP Deemar/Tamara	-1,381.00	104,851.13
Check	04/20/2023	9819	RH2 Engineering, Inc.	Project - Well 1 Generator Invoice 90371	-3,464.25	101,386.88
Deposit	04/20/2023		Deposit	Deposit	221.88	101,608.76
Deposit	04/20/2023		Deposit	Deposit	420.95	102,029.71
Deposit	04/21/2023		Deposit	Deposit	684.60	102,714.31
Deposit	04/21/2023		Deposit	Deposit	5,684.03	108,398.34
Deposit	04/24/2023		Deposit	Deposit	186.31	108,584.65
Deposit	04/24/2023		Deposit	Deposit	100.91	108,685.56
Deposit	04/24/2023		Deposit	Deposit	235.99	108,921.55
Check	04/24/2023	ACH	CHEVRON/TEXACO CARD SERVICES	Monthly Fuel Charges 3/24/23-4/23/23 Invoice 88627662	-206.10	108,715.45
Check	04/24/2023	9820	Core & Main	1' Curb Stops & )-rings Invoices S735425 & S730874	-1,945.48	106,769.97
Deposit	04/24/2023		Deposit	Deposit	840.85	107,610.82
Check	04/24/2023	ACH	COMCAST CABLE	Monthly Service 4/22/23-5/21/23	-615.51	106,995.31
Deposit	04/24/2023		Deposit	Deposit	500.96	107,496.27
Deposit	04/25/2023		Deposit	Deposit	3,415.99	110,912.26
Deposit	04/25/2023		Deposit	Deposit	297.94	111,210.20
Deposit	04/25/2023		Deposit	Deposit	485.70	111,695.90
Deposit	04/28/2023		Deposit	Deposit	173.42	111,869.32
Deposit	04/28/2023		Deposit	Deposit	871.98	112,741.30
Deposit	04/28/2023		Deposit	Deposit	339.48	113,080.78
Deposit	04/28/2023		Deposit	Deposit	83.16	113,163.94
Deposit	04/29/2023		Deposit	Deposit	39.77	113,203.71
Deposit	04/30/2023		Deposit	Deposit	86.71	113,290.42
					-112,634.73	113,290.42
					-112,634.73	113,290.42



## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Income				
4005 · Water Sales & Charges	916,485.81	1,007,500.00	-91,014.19	90.97%
4010 · Water Deposit Fee	4,330.00	6,800.00	-2,470.00	63.68%
4015 · New Service Fee	400.00	200.00	200.00	200.0%
4020 · Installation Fee	3,300.00	2,000.00	1,300.00	165.0%
4024 · Pre-Application Meeting Fee	1,000.00	1,000.00	0.00	100.0%
4026 · Development Security Deposit	4,115.00	10,000.00	-5,885.00	41.15%
4030 · Delinquent & Restoration Fee	17,245.25	10,000.00	7,245.25	172.45%
4035 · SDC Chgs-SDC Restricted CI Fund	53,188.00	51,000.00	2,188.00	104.29%
4050 · Reimbursed Maint	134.76			
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	1,250.92	300.00	950.92	416.97%
4059 · LGIP - Non Restrict Int Earn	5,582.30	1,200.00	4,382.30	465.19%
4064 · SDC Interest-LGIP CI Fund	9,496.67	1,800.00	7,696.67	527.59%
4065 · CI Interest -LGIP CI Fund	19,508.13	3,600.00	15,908.13	541.89%
4066 · LGIP-Int Earn Unemployment Fund	747.31	150.00	597.31	498.21%
4067 · LGIP-Int Earn Truck&Equip Fund	632.00	100.00	532.00	632.0%
Total 4056 · Bank Interest/LGIP Interest	37,217.33	7,150.00	30,067.33	520.52%
4090 · Miscellaneous Income	8,274.34	5,000.00	3,274.34	165.49%
Total 4000 · Income	1,045,690.49	1,100,650.00	-54,959.51	95.01%
Total Income	1,045,690.49	1,100,650.00	-54,959.51	95.01%
Gross Revenue	1,045,690.49	1,100,650.00	-54,959.51	95.01%
<b>Expense</b>				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	105,254.17	145,000.00	-39,745.83	72.59%
5040 · Operator Wages	89,124.97	130,000.00	-40,875.03	68.56%
5090 · Deferred Compensation	16,267.26	30,000.00	-13,732.74	54.22%
Total 5001 · Compensation	210,646.40	305,000.00	-94,353.60	69.06%
5100 · Payroll Tax Expense	25,952.03	35,000.00	-9,047.97	74.15%
5200 · Payroll Benefits				
5210 · Workers' Compensation	2,187.72	3,000.00	-812.28	72.92%
5220 · Health Benefits	30,966.20	60,000.00	-29,033.80	51.61%
5240 · Wellness Benefit	0.00	600.00	-600.00	0.0%
Total 5200 · Payroll Benefits	33,153.92	63,600.00	-30,446.08	52.13%
Total 5000 · Personnel Services	269,752.35	403,600.00	-133,847.65	66.84%
6000 · Material Services				
6001 · Administration/Billing/Overhead				
6005 · Property/Liability Insurance	25,855.19	28,000.00	-2,144.81	92.34%
6006 · Furn & Office Equipment - Admin	0.00	2,000.00	-2,000.00	0.0%
6007 · Bank Service Charges				
6008 · Banner - Check Bank Charges	1,818.30	1,999.00	-180.70	90.96%

## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
6010 · Vanco Service Charges	704.50	1,000.00	-295.50	70.45%
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>2,523.10</b>	<b>3,001.00</b>	<b>-477.90</b>	<b>84.08%</b>
6018 · Meeting/Food Expense	50.40	1,000.00	-949.60	5.04%
6019 · Office Supplies, Equip, Repair	907.27	2,500.00	-1,592.73	36.29%
6020 · Postage & Shipping	305.90	2,000.00	-1,694.10	15.3%
6025 · Printing & Duplicating	1,134.87	1,500.00	-365.13	75.66%
6030 · Publications & Elections	577.36	2,000.00	-1,422.64	28.87%
6035 · Rent	13,814.15	18,000.00	-4,185.85	76.75%
6040 · Janitorial	0.00	2,000.00	-2,000.00	0.0%
6045 · Telephone - Admin	10,192.45	13,000.00	-2,807.55	78.4%
6050 · Mileage Expenses	73.18	500.00	-426.82	14.64%
6060 · Continued Education	1,777.44	5,300.00	-3,522.56	33.54%
6065 · Dues & Subscriptions	4,932.08	7,000.00	-2,067.92	70.46%
6070 · Fees, License, & Permits	9,561.70	5,000.00	4,561.70	191.23%
6075 · Water Deposit Refunds	3,830.10	7,000.00	-3,169.90	54.72%
6076 · Unclaimed Property	0.00	200.00	-200.00	0.0%
6080 · Water Sales Overpay	236.11	2,000.00	-1,763.89	11.81%
6090 · Meter Reading	4,766.52	6,000.00	-1,233.48	79.44%
6095 · Utilities/Office	1,644.68	2,500.00	-855.32	65.79%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	5,520.79	7,000.00	-1,479.21	78.87%
6099-1 · Copier IT	12,463.47	15,000.00	-2,536.53	83.09%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	1,100.00	1,500.00	-400.00	73.33%
<b>Total 6099 · Contracted Services - Admin</b>	<b>19,084.26</b>	<b>28,500.00</b>	<b>-9,415.74</b>	<b>66.96%</b>
<b>Total 6001 · Administration/Billing/Overhead</b>	<b>101,266.76</b>	<b>149,001.00</b>	<b>-47,734.24</b>	<b>67.96%</b>
<b>6101 · Operation &amp; Maintenance</b>				
6100 · General Repair & Maintenance	27,902.98	40,000.00	-12,097.02	69.76%
6105 · Utilities	38,187.63	38,000.00	187.63	100.49%
6110 · Small Tools & Equipment	891.36	2,500.00	-1,608.64	35.65%
6120 · Water Testing	4,018.75	4,000.00	18.75	100.47%
6125 · Truck Maintenance	929.68	3,000.00	-2,070.32	30.99%
6130 · Gas & Oil	2,871.02	3,500.00	-628.98	82.03%
6135 · Telemetry/Scada	7,302.38	10,000.00	-2,697.62	73.02%
6155 · Chemicals	849.75	5,000.00	-4,150.25	17.0%
6160 · Contracted Services-Operations	28,031.29	22,000.00	6,031.29	127.42%
6165 · PPE/Safety Equipment	971.76	2,000.00	-1,028.24	48.59%
6170 · Mobile Radio Phone/Pager Operat	4,228.75	5,500.00	-1,271.25	76.89%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%
6190 · Cross Connect Program Supplies	1,437.15	15,000.00	-13,562.85	9.58%
6195 · Meters	6,233.33	4,000.00	2,233.33	155.83%



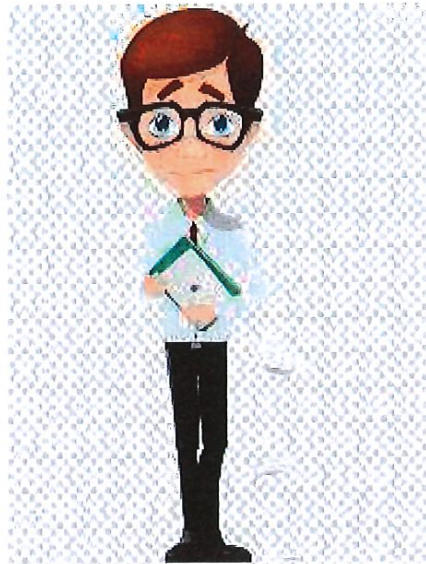
**RIVERGROVE WATER DISTRICT**  
**Revenue & Expense Budget vs. Actual**  
July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 6101 · Operation & Maintenance	123,855.83	155,500.00	-31,644.17	79.65%
6202 · Professional Services				
6208 · Auditor	6,310.00	10,000.00	-3,690.00	63.1%
6209 · Consultants	1,315.00	4,000.00	-2,685.00	32.88%
6210 · Engineering (Non-Reimbursable)	76,940.61	185,000.00	-108,059.39	41.59%
6215 · Legal Fees (Non-Reimbursable)	4,310.00	5,000.00	-690.00	86.2%
<b>Total 6202 · Professional Services</b>	<b>88,875.61</b>	<b>204,000.00</b>	<b>-115,124.39</b>	<b>43.57%</b>
Total 6000 · Material Services	313,998.20	508,501.00	-194,502.80	61.75%
7000 · Operating Capital Outlay				
7010 · Tool/Equipt/Vehicles/Safety-CO	0.00	5,000.00	-5,000.00	0.0%
7040 · Fire Protection & Fire Flows-CO	8,521.14	35,000.00	-26,478.86	24.35%
7060 · AMR Meter Program CO	0.00	15,000.00	-15,000.00	0.0%
<b>Total 7000 · Operating Capital Outlay</b>	<b>8,521.14</b>	<b>55,000.00</b>	<b>-46,478.86</b>	<b>15.49%</b>
8000 · Debt Recov./Capital Improvement				
8451 · CI-Standby Power CI Fund	0.00	30,000.00	-30,000.00	0.0%
8454 · SDWL#1 Install Pmt CI-CI Fund	13,352.00	13,352.00	0.00	100.0%
8455 · SDWL #2 Install Pmt CI-CI Fund	14,500.00	14,500.00	0.00	100.0%
8457 · CI Dist.Main Projects	337,567.85	200,000.00	137,567.85	168.78%
8461 · SDC -Standby Power-CI Fund	0.00	4,000.00	-4,000.00	0.0%
8464 · SDWL#1 Install Pmt SDC-CIF	40,062.26	40,062.00	0.26	100.0%
8465 · SDWL #2 Install Pmt SDC-CIF	118,518.57	118,520.00	-1.43	100.0%
8467 · Water Main Replacement Projects	0.00	283,200.00	-283,200.00	0.0%
<b>Total 8000 · Debt Recov./Capital Improvement</b>	<b>524,000.68</b>	<b>703,634.00</b>	<b>-179,633.32</b>	<b>74.47%</b>
<b>Total Expense</b>	<b>1,116,272.37</b>	<b>1,670,735.00</b>	<b>-554,462.63</b>	<b>66.81%</b>
Net Ordinary Income	-70,581.88	-570,085.00	499,503.12	12.38%
Other Income/Expense				
Other Income				
9100 · Other Income				
9115 · Transfer In - Capital Improve	100,000.00	200,000.00	-100,000.00	50.0%
9120 · Transfer In - Unemployment	3,000.00	3,000.00	0.00	100.0%
9125 · Transfer In - Truck & Equipment	5,000.00	5,000.00	0.00	100.0%
<b>Total 9100 · Other Income</b>	<b>108,000.00</b>	<b>208,000.00</b>	<b>-100,000.00</b>	<b>51.92%</b>
Total Other Income	108,000.00	208,000.00	-100,000.00	51.92%
Other Expense				
9200 · Other Expense				
9205 · Transfer Out - Gen Operating	108,000.00			
<b>Total 9200 · Other Expense</b>	<b>108,000.00</b>			
Total Other Expense	108,000.00			
Net Other Income	0.00	208,000.00	-208,000.00	0.0%
<b>Net Income</b>	<b>-70,581.88</b>	<b>-362,085.00</b>	<b>291,503.12</b>	<b>19.49%</b>

# UNFINISHED BUSINESS



# New Business





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

Item #	Description
1	
2	
3	

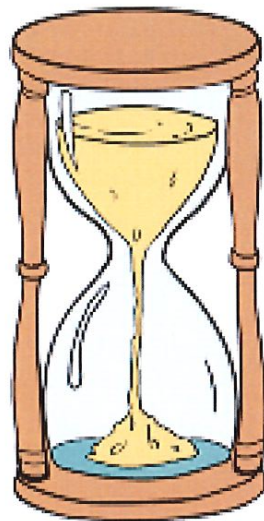
Submitted by: Commissioner \_\_\_\_\_



# CHAIR REPORT



# EXECUTIVE SESSION



# **RECONVENE**

## **REGULAR SESSION**

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



# ADJOURNMENT

