



Board of Commissioners Monthly Meeting
Monday, March 27, 2023, 4:30 PM
17661 Pilkington Road, Lake Oswego OR

AGENDA ITEMS

- | | | |
|-------|--|---------|
| I. | Call to Order | 4:30 PM |
| II. | Public Comment (2 Minute Limit) | 4:31 PM |
| III. | Review and Approval of Minutes <ul style="list-style-type: none">February 27, 2023 Regular Board Meeting | 4:35 PM |
| IV. | General Manager's Report | 4:40 PM |
| V. | Unfinished Business <ul style="list-style-type: none">Board Relations (Tabled until April's monthly meeting pending legal review of the Board Policy Handbook by Cable Huston, Esq.)<ul style="list-style-type: none">Legal Questions from the Board | 4:55 PM |
| VI. | New Business <ul style="list-style-type: none">Pay Scale 2023Employee Recognition Program | 5:05 PM |
| VII. | Chair Report <ul style="list-style-type: none">Public Record Requests | 5:15 PM |
| VIII. | Adjournment | 5:25 PM |

Upcoming Meetings

Monthly Board Meeting: Monday, April 24, 2023 at 4:30 P.M.

Budget Committee Meeting: Monday, April 24, 2023 at 5:30 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, February 27, 2023**

A regular meeting of the Board of Commissioners was held this day at 17661 Pilkington Road, Lake Oswego. Chair Roth presided over the meeting and other attendees included: Commissioners Magura, Howell, and Patterson. Commissioner Johnson arrived at 4:41 pm. The General Manager was also in attendance.

1. **Call to Order:** The meeting was called to order at 4:36 p.m.
2. **Public Comment:** Public attendees included Mr. John MacPherson, Ms. Lisa Volpel, Mr. Allen Patterson, Mr. Patrick Thompson, and Mr. Edwin Thompson. Mr. Patterson provided comments expressing discontent with the response he received to a public records request regarding the number of hours the GM spent on the Board's censure of his wife. Mr. Edwin Thompson provided comments expressing dissatisfaction with the Board and feels it is ridiculous.
3. **Review and Approval of Minutes:** The January 30, 2023 Board meeting minutes were approved by a motion from *Commissioner Howell, seconded by Commissioner Magura, and passed by unanimous vote.*
4. **Monthly District Report:** See attached.
5. **Unfinished Business:** The Board discussed the proposed additions to the Board Policy Handbook relating to board relations and comments received from the District's legal representative, Ms. Laura Westmeyer, Esq., from Cable Huston. After discussion, the Board agreed to table the item until the next meeting to give each Board member additional time to review the proposed changes, the recommendations by Ms. Westmeyer, and the opportunity to submit their own individual questions to the attorney. Chair Roth directed all Board members to submit their questions to the GM by March 21, 2023, who will then compile the submissions and forward them to Cable Huston for their review and response. The Board also agreed to have Ms. Westmeyer conduct a review of the entire Board Policy Handbook to ensure accurate and relevant contents within.
6. **New Business:** None
7. **Adjournment:** The meeting was adjourned at 5:21 p.m. The next regular meeting will be held on Monday, March 27, 2023 at 5:21 p.m.

James W. Johnson, Secretary

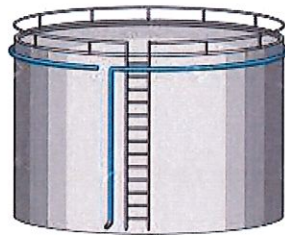
Date

Christine K. Roth, Chair

Date

General Manager's Report

Operations



Administrative/HR/Finance





GENERAL MANAGER'S REPORT March 2023

Capital Improvement Projects

- **Well No. 1 Generator Replacement Installation**
 - o Pre-Construction Conference held with contractor, Turney Excavating, Inc., on 3/23/23
 - Contract requirements and District expectations defined
 - Notice to Proceed Date: 3/24/23 (See attached letter)
 - Project End Date: *7/31/23 (*45 days after delivery of generator)
 - o Project financials:
 - Total Cost: **\$120,219.00**
 - Concrete Pad: \$ 53,400.00
 - MTU 200 kW Generator: \$ 66,819.00
- **Deemar Way/Tamara Ave (Construction of AC waterline replacement)**
 - o Project complete and contract terminated **3/2/23** (See attached letter)
 - o Project financials:
 - Original Contract Price: \$330,215.00
 - Total Price of Change Order(s) Approved: +38,193.12
 - Contract Credits for Work Not Required: -13,010.00
 - Payments to Contractor to Date: \$337,567.85
 - New Contract Price: \$355,398.12
 - Final Project Cost: **\$337,567.85**

Operations

- **Per- and Polyfluoroalkyl Substances (PFAS) Re-Sampling Notification**
 - o 3/1/23 – OHA has notified the District resampling will be conducted in April or May 2023
 - This action is being taken due to initial testing indicating PFAS may be present but below the capabilities of the lab's ability to measure at that time
 - Labs have since taken measures to lower the levels at which they can report results
 - o The District's history with PFAS testing is as follows:
 - 9/13/21 – District notified by OHA of meeting initial requirements for the PFAS Sampling Project
 - 10/19 21 – DEQ staff conducted sampling at all 3 well sites; paid by EPA grant funds
 - 11/15/21 – District notified by OHA of negative PFAS detections at or above MRLs
- **Customer Assistance Requests & On Call Duty**
 - o Site visit requests: 38
 - o Emergency callouts: 1 (Dogwood Dr service line repair)

Finance/Administrative/HR

- **Shut-off Notices**
 - o Notices delivered to delinquent account holders 3/13/23
 - Shut-offs scheduled **3/28/23**
 - 38 accounts identified: 3% delinquent shut-off rate
- **Employee Training Completed**
 - o Staying Safe When Working Alone (All employees)
 - o Small Water Distribution System Preventative Maintenance (GM, Utility I & II)

Notice to Proceed

Date: 3/23/2023

Project: Well No. 1 Generator Replacement Installation

Owner: Rivergrove Water District

Owner's Contract No.:

Contract:

Engineer's Project No.: 818.026


Contractor: Turney Excavating, Inc

Contractor's Address: PO Box 21597 Keizer, OR 97307

You are notified that the Contract Times under the above Contract will commence to run on 3/24/2023. On or before that date, you are to start performing your obligations under the Contract Documents. In accordance with Article II of the Agreement, all the work must be completed within 45 calendar days after the delivery of the Owner-provided generator equipment.

Owner

Given by:


Authorized Signature

General Manager

Title

3/24/23

Date

Copy to Engineer



17661 Pilkington Road
Lake Oswego
OR 97035

PHONE: (503) 635-6041
FAX: (503) 699-9423
www.rivergrovewater.com

March 2, 2023

Icon Construction and Development
Attn: Mr. Harlan Borow
Senior Project Manager
1969 Willamette Falls Drive, Suite 260
West Linn, OR 97068

Dear Mr. Borow,

This letter provides notice to Icon Construction and Development (Icon) that the Rivergrove Water District (District) is terminating the 2022 Water Main Replacement project per Section 00180.90 of the Oregon Department of Transportation (ODOT) Standard Specifications based on Icon's failure to faithfully perform the remaining work.

On January 31, 2023, Icon completed the project field work and it was accepted on February 6, 2023. On February 6, 2023, Icon was notified by email of the following outstanding administrative contract items required to close out the project:

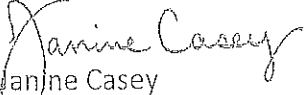
1. 100-percent Maintenance Bond for 1 year from the date of written project acceptance.
2. Waivers of liens for subcontractors, suppliers, and other lien rights against the property owner.
3. Payment for liquidated damages to the District for the dates of December 13, 2022 through January 6, 2023, for a total of \$6,250.

The District received confirmation of the email, but no follow-up communication. The District provided a second notification on February 22, 2023, with no response. On March 1, 2023, the District determined that Icon's non-responsiveness constitutes a failure to faithfully perform the remaining previously stated contract requirements. To close out the remaining items, the District will work with Icon's Surety to provide final project acceptance to transfer the Performance Bond to the maintenance phase, will release the requirement for waivers of liens for subcontractors since no notice has been given by any subcontractors or suppliers, and withhold from final payment and retainage the amount of current liquidated damages due per Section 00195.60(e) of the ODOT Standard Specifications.

Pay Application No. 02 authorized on January 31, 2023, included all the completed field work for the project less retainage; any remaining quantities are considered unused bid items and no payment is due. The total amount of retainage withheld and

due at final payment is \$17,190.89. As previously noted, the District is withholding from retainage the outstanding liquidated damages, resulting in a total and final payment due to Icon in the amount of \$10,940.89. A check for this amount is being processed and payment will be made within 30 days of this notice.

Sincerely,


Janine Casey
General Manager
Rivergrove Water District

cc: RH2 Engineering, Inc.

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 February 2023

**Reviewed & Approved by Commissioners
Board Meeting: March 27, 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	2/28/2023	\$202,366.67	\$211,512.75	\$185,279.22	\$26,233.53
Banner Bank (Deposit Act)	1085	2/28/2023	\$53,845.48	\$53,806.55	\$53,806.55	\$0.00
LGIP (SDC)	1106	2/28/2023	\$424,138.98	\$425,322.33	\$425,322.33	\$0.00
LGIP (Capital Improvement)	1107	2/28/2023	\$871,386.82	\$753,740.84	\$753,740.84	\$0.00
LGIP (Unemployment)	1108	2/28/2023	\$35,159.06	\$35,257.15	\$35,257.15	\$0.00
LGIP (Truck)	1109	2/28/2023	\$31,236.45	\$31,322.66	\$31,322.66	\$0.00
LGIP (Non-Restricted)	1110	2/28/2023	\$248,520.87	\$249,206.79	\$249,206.79	\$0.00

Checks issued this period 9769 - 9789 from Banner Bank Act 1015

Checks voided this period: None

RIVERGROVE WATER DISTRICT

Balance Sheet

As of February 28, 2023

03/22/23
Cash Basis

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	185,279.22
1085 · Water Deposit-Banner Bank	53,806.55
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	425,322.33
1107 · Capital Improvement Account	753,740.84
1108 · Unemployment Account	35,257.15
1109 · Truck & Equipment Account	31,322.66
Total 1101 · Restricted	1,245,642.98
1110 · Non-Restricted	249,206.79
Total 1100 · LGIP	1,494,849.77
Total Checking/Savings	1,733,935.54
Total Current Assets	1,733,935.54
TOTAL ASSETS	1,733,935.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Federal Withholding	2,628.18
2120 · FICA Social Security	2,054.99
2140 · Medicare	480.60
2150 · State Withholding	1,787.48
2165 · Oregon State Transit Tax	26.22
2170 · WBF Assessment	10.02
Total 2100 · Payroll Liabilities	6,987.49
Total Other Current Liabilities	6,987.49
Total Current Liabilities	6,987.49
Total Liabilities	6,987.49
Equity	
32000 · All Fund Balances	1,918,744.03
Net Income	-191,795.98
Total Equity	1,726,948.05
TOTAL LIABILITIES & EQUITY	1,733,935.54

Accounts Receivable Summary

From 02/10/2023 Through 03/22/2023

OPEN BALANCE									<u>Balance</u>
									-270.41
BI-MONTHLY-Adjustment	Amount	Usage	Count						
WATER-RESIDENTIAL	172.75		15						
WATER-PUBLIC AUTHORITY	-33,614.95		1						
Totals	<u>-33,442.20</u>	<u>-9,469.00</u>	<u>16</u>						<u>-33,712.61</u>
WATER Miscellaneous-RESIDENTIAL	-20.00								
Totals	<u>-20.00</u>	<u>0.00</u>							<u>-33,732.61</u>
WAT.Penalty-RESIDENTIAL	-30.00		37						
Totals	<u>-30.00</u>	<u>0.00</u>	<u>37</u>						<u>-33,762.61</u>
***Total Adjustment	<u>-33,492.20</u>	<u>-9,469.00</u>	<u>53</u>						
BI-MONTHLY-Charge	Minimum	Overage	Usage	Count	Total				
WATER-RESIDENTIAL	70,025.43	49,425.60	13,926.00	1,381	119,451.03				
WATER-COMMERCIAL	183.20	426.00	120.00	3	609.20				
WATER-PUBLIC AUTHORITY	965.62	33,629.15	9,473.00	5	34,594.77				
WATER-HOA IRRIGATION	651.34	131.35	37.00	9	782.69				
WATER-ADULT CARE FACILITIES	139.09	95.85	27.00	2	234.94				
WATER-CHURCH	94.98	3.55	1.00	1	98.53				
Totals	<u>72,059.66</u>	<u>83,711.50</u>	<u>23,584.00</u>	<u>1,401</u>	<u>155,771.16</u>				<u>122,008.55</u>
***Total Charge	<u>72,059.66</u>	<u>83,711.50</u>	<u>23,584.00</u>	<u>1,401</u>	<u>155,771.16</u>				
BI-MONTHLY-Penalty	Amount		Count						
WATER-RESIDENTIAL	2,145.00		143						
WATER-COMMERCIAL	15.00		1						
WATER-HOA IRRIGATION	15.00		1						
Totals	<u>2,175.00</u>		<u>145</u>						<u>124,183.55</u>
***Total Penalty	<u>2,175.00</u>		<u>145</u>						
BI-MONTHLY-Miscellaneous	Amount		Count						

WATER Miscellaneous-RESIDENTIAL	910.00	41	125,093.55
Totals	<u>910.00</u>	<u>41</u>	
***Total Miscellaneous	<u>910.00</u>		
BI-MONTHLY-Payment	Amount	Count	Balance
WATER-RESIDENTIAL	-117,123.17	1,339	
WATER-COMMERCIAL	-609.20	3	
WATER-PUBLIC AUTHORITY	-979.82	5	
WATER-HOA IRRIGATION	-767.69	9	
WATER-ADULT CARE FACILITIES	-234.94	2	
WATER-CHURCH	-98.53	1	
Totals	<u>-119,813.35</u>	<u>1,359</u>	<u>5,280.20</u>
WATER Miscellaneous-RESIDENTIAL	-545.05		
Totals	<u>-545.05</u>		<u>4,735.15</u>
WAT.Penalty-RESIDENTIAL	-1,425.00		
WAT.Penalty-COMMERCIAL	-15.00		
WAT.Penalty-HOA IRRIGATION	-15.00		
Totals	<u>-1,455.00</u>		<u>3,280.15</u>
***Total Payments	<u>-121,813.40</u>	<u>1,359</u>	
BI-MONTHLY-Return Check	Amount	Count	
WATER-RESIDENTIAL	726.99	5	
Totals	<u>726.99</u>	<u>5</u>	<u>4,007.14</u>
***Total Return Check	<u>726.99</u>		
BI-MONTHLY-Deposit Applied	Amount	Count	
WATER-RESIDENTIAL	-620.00	13	
Totals	<u>-620.00</u>	<u>13</u>	<u>3,387.14</u>
WAT.Penalty-RESIDENTIAL	-30.00		
Totals	<u>-30.00</u>		<u>3,357.14</u>
***Total Deposit Applied	<u>-650.00</u>	<u>13</u>	
			Closing Balance 3,357.14

RIVERGROVE WATER DISTRICT

Check Register

As of February 28, 2023

Type	Date	Num	Name	Memo	Amount	Balance
Check	02/01/2023	ACH	PACIFIC OFFICE AUTOMATION INC	Monthly Copier Service 2/14/2023-3/13/2023 Invoice 50233546425	-426.97	198,771.68
Check	02/01/2023	ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water 1/1/23-2/1/23 Act 10-12691-01	-14.85	198,329.86
Deposit	02/01/2023		Deposit	Deposit	1,389.58	199,719.44
General Journal	02/01/2023	mm	Customer Deposit	Customer Deposit	-50.00	199,669.44
General Journal	02/01/2023	mm	Customer Refund	Customer Refund	50.00	199,719.44
Deposit	02/01/2023		Deposit	Deposit	120.00	199,839.44
Deposit	02/02/2023		Deposit	Deposit	492.28	200,331.72
Check	02/02/2023	ACH	VANCO Payment Solutions	Monthly Service Fee January 2023 Invoice 00013212337	-70.50	200,261.22
Deposit	02/02/2023		Deposit	Deposit	250.00	200,511.22
Check	02/03/2023	9769	ICON CONSTRUCTION & DEVELOPMENT	2022 Water Main Replacement (Tamara Ave/Deemar Way)	-120,077.49	80,433.73
Deposit	02/06/2023		Deposit	Deposit	159.13	80,592.86
Deposit	02/06/2023		Deposit	Deposit	140.07	80,732.93
General Journal	02/06/2023	mm	Customer Refund	Customer Refund	50.00	80,782.93
General Journal	02/06/2023	mm	Customer Refund	Customer Refund	50.00	80,832.93
Deposit	02/07/2023		Deposit	Deposit	491.88	81,324.81
Deposit	02/07/2023		Deposit	Deposit	50.00	81,374.81
Deposit	02/07/2023		Deposit	Deposit	1,744.17	83,118.98
Check	02/07/2023	ACH	PAYCHEX	Payroll 01/22/23-02/04/23 Invoice 2023020701	-71.40	83,047.58
Check	02/07/2023	ACH	METEREADERS, LLC	Meter Readings February 2023 Invoice 10625	-953.58	82,094.00
Check	02/07/2023	ACH	PGE	Monthly Electric Fees 1/3/23-2/2/23 Invoice: Multiple	-3,165.52	78,928.48
General Journal	02/07/2023	PR 02/04/23	Payroll 01/22/23-02/04/23	Deferred Comp Payroll - 1/22/23-2/4/23	-1,434.11	77,494.37
General Journal	02/07/2023	PR 02/04/23	Payroll 01/22/23-02/04/23	Deferred Comp Payroll - Employer - 1/22/23-2/4/23	-262.23	77,232.14
General Journal	02/07/2023	PR 02/04/23	Payroll 01/22/23-02/04/23	Payroll 01/22/23-02/04/23	-4,580.79	72,651.35
General Journal	02/07/2023	PR 02/04/23	Payroll 01/22/23-02/04/23	Payroll 01/22/23-02/04/23	-2,426.26	70,225.09
General Journal	02/07/2023	PR 2/4/23 S	Payroll 01/22/23-02/04/23	Payroll 01/22/23-02/04/23	-715.39	69,509.70
General Journal	02/07/2023	PR 2/4/23 S	Payroll 01/22/23-02/04/23	Payroll 01/22/23-02/04/23	-250.29	69,259.41
General Journal	02/07/2023	mm	Customer Deposit	Customer Deposit	-50.00	69,209.41
Check	02/08/2023	ACH	U.S. BANK EQUIPMENT FINANCE	Monthly Copier/Server Fee 1/26/23-2/26/23 Invoice 493397988	-688.05	68,521.36
Deposit	02/09/2023		Deposit	Deposit	142.27	68,663.63
Check	02/09/2023	ACH	VERIZON WIRELESS	Monthly Service 1/2/23-2/1/23 Invoice 99265855680	-382.27	68,281.36
Deposit	02/10/2023		Deposit	Deposit	50.00	68,331.36
Check	02/10/2023	ACH	Moonlight Business Process	February 2023 Billing Invoice 133960	-1,118.00	67,213.36
Deposit	02/10/2023		Deposit	Deposit	400.00	67,613.36

RIVERGROVE WATER DISTRICT

Check Register

As of February 28, 2023

Deposit	02/13/2023	Deposit	651.87	68,265.23
Deposit	02/13/2023	Deposit	528.58	68,793.81
Deposit	02/13/2023	Deposit	311.34	69,105.15
Deposit	02/14/2023	Deposit	442.99	69,548.14
Deposit	02/14/2023	Deposit	3,056.02	72,604.16
Deposit	02/14/2023	Deposit	4,399.82	77,003.98
Check	02/14/2023	ACH	0.00	77,003.98
Deposit	02/15/2023	KAISER FOUNDATION HEALTH PLAN	1,095.53	78,099.51
General Journal	02/15/2023	Customer Refund	50.00	78,149.51
Deposit	02/15/2023	Deposit	3,420.21	81,569.72
Transfer	02/15/2023	Funds Transfer	120,077.00	201,646.72
Check	02/15/2023	Service Charge	-223.86	201,422.86
Deposit	02/16/2023	Deposit	185.86	201,608.72
Deposit	02/16/2023	Deposit	810.27	202,418.99
Deposit	02/16/2023	Deposit	140.00	202,558.99
Deposit	02/16/2023	Deposit	3,980.98	206,539.97
Deposit	02/16/2023	Deposit	500.00	207,039.97
Deposit	02/17/2023	Deposit	152.12	207,192.09
Deposit	02/17/2023	Deposit	948.62	208,140.71
Check	02/20/2023	ACH	-309.47	207,831.24
Deposit	02/20/2023	Monthly Health Premium February 2023 Invoice 671686	217.53	208,048.77
General Journal	02/21/2023	Customer Refund	50.00	208,098.77
Deposit	02/21/2023	Deposit	1,406.30	209,505.07
Check	02/21/2023	ACH	-615.62	208,889.45
Deposit	02/21/2023	Deposit	4,889.60	213,779.05
General Journal	02/21/2023	Customer Chargeback	-86.71	213,692.34
Check	02/22/2023	Cascade Columbia Dist Inc	-610.75	213,081.59
Check	02/22/2023	RH2 Engineering, Inc.	-6,486.50	206,595.09
Check	02/22/2023	RH2 Engineering, Inc.	-4,004.75	202,590.34
Check	02/22/2023	CONTINENTAL UTILITY SOLUTIONS	-10.50	202,579.84
Check	02/22/2023	Michelle Cushing	-210.00	202,369.84
Check	02/22/2023	Employee Clothing Allowance	-110.00	202,259.84
Check	02/22/2023	PAYCHEX	-71.40	202,188.44
Check	02/22/2023	Customer Refund	-17.58	202,170.86
Check	02/22/2023	FIRE EXTINGUISHER SERVICE CENTER	-124.00	202,046.86

RIVERGROVE WATER DISTRICT

Check Register

As of February 28, 2023

Check	02/22/2023	9778	TMG SERVICES, INC.	Well 3 Chlorine Generator Injector Repair Invoice 0049473-IN	-492.98	201,553.88
Check	02/22/2023	9779	Customer Refund	Act 0980 10 Zubarria Iram Final Deposit Refund	-12.44	201,541.44
Check	02/22/2023	9780	THOMAS GREGOIRE	Rent March 2023 & Utilities	-1,524.60	200,016.84
Check	02/22/2023	9781	Brown & Brown Northwest Insurance	Cyber Security Policy 3/1/23-3/1/24	-6,690.19	193,326.65
Check	02/22/2023	9782	SOUND TELECOM	Act 123-4850-521 Answering Service Monthly Fee 2/1/23-2/28/23	-219.51	193,107.14
Check	02/22/2023	9783	RICK'S CUSTOM FENCING & DECKING	Old Gate Road Electronic Opener Repair Invoice 2023010156827B	-1,920.02	191,187.12
Check	02/22/2023	9784	OAWU	Operator of Record (DRC) February 23 Contract Fee Invoice 34750	-950.00	190,237.12
Check	02/22/2023	9785	OAWU	Water Distribution Level 3/4 Class - Zufelt Invoice 34755	-175.00	190,062.12
Check	02/22/2023	9786	CONCENTRA MEDICAL CENTERS	Personnel Rapid Urinalysis Testing Invoice 78055819	-78.00	189,984.12
Check	02/22/2023	9787	PRIVATE UTILITY LOCATING, LLC	Locates Invoice Multiple	-127.50	189,856.62
Check	02/22/2023	9788	Janine Casey	Small Tools & Locator Paint	-100.42	189,756.20
Check	02/22/2023	ACH	Banner Bank (MASTERCARD)	Act 6660 Casey - Monthly Charges 1/08/23-2/07/23	-658.23	189,097.97
Check	02/22/2023	9789	Core & Main	Curb Stop Parts & Meter Lids Invoices S352670 & R888984	-635.00	188,562.97
Deposit	02/22/2023		Deposit		855.94	189,418.91
General Journal	02/22/2023	PR 02/18/23	Payroll 1/22/23-2/4/23	Deferred Comp Payroll - 1/22/23-2/4/23	-1,488.64	187,930.27
General Journal	02/22/2023	PR 02/18/23	Payroll 1/22/23-2/4/23	Deferred Comp Payroll - Employer - 1/22/23-2/4/23	-279.37	187,650.90
General Journal	02/22/2023	PR 02/18/23	Payroll 1/22/23-2/4/23	Payroll 1/22/23-2/4/23	-5,590.18	182,060.72
General Journal	02/22/2023	PR 02/18/23	Payroll 1/22/23-2/4/23	Payroll 1/22/23-2/4/23	-2,819.35	179,241.37
Deposit	02/23/2023		Deposit		1,063.10	180,304.47
Deposit	02/23/2023		Deposit		185.58	180,490.05
Deposit	02/23/2023		Deposit		68.96	180,559.01
Deposit	02/23/2023		Deposit		221.08	180,780.09
Deposit	02/23/2023		Deposit		231.62	181,011.71
General Journal	02/23/2023	jc	Customer Refund	Customer Refund	50.00	181,061.71
General Journal	02/24/2023	jc	Customer Refund	Customer Refund	50.00	181,111.71
Check	02/24/2023	ACH	CHEVRON & TEXACO CARD SERVICES	Monthly Fuel Charges 1/24/23-2/23/23 Invoice 87299582	-255.61	180,856.10
Deposit	02/27/2023		Deposit		292.81	181,148.91
General Journal	02/27/2023	mm	Customer Refund	Customer Refund	50.00	181,198.91
General Journal	02/27/2023	mm	Customer Refund	Customer Refund	50.00	181,248.91
Deposit	02/28/2023		Deposit		234.23	181,483.14
Deposit	02/28/2023		Deposit		1,578.83	183,061.97
Deposit	02/28/2023		Deposit		2,099.25	185,161.22
Deposit	02/28/2023		Deposit		118.00	185,279.22
					-13,492.46	185,279.22
					-13,492.46	185,279.22

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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Income				
4005 · Water Sales & Charges	796,757.82	1,007,500.00	-210,742.18	79.08%
4010 · Water Deposit Fee	3,780.00	6,800.00	-3,020.00	55.59%
4015 · New Service Fee	250.00	200.00	50.00	125.0%
4020 · Installation Fee	1,650.00	2,000.00	-350.00	82.5%
4024 · Pre-Application Meeting Fee	500.00	1,000.00	-500.00	50.0%
4026 · Development Security Deposit	4,115.00	10,000.00	-5,885.00	41.15%
4030 · Delinquent & Restoration Fee	14,305.25	10,000.00	4,305.25	143.05%
4035 · SDC Chgs-SDC Restricted CI Fund	22,980.00	51,000.00	-28,020.00	45.06%
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	899.64	300.00	599.64	299.88%
4059 · LGIP - Non Restrict Int Earn	3,984.83	1,200.00	2,784.83	332.07%
4064 · SDC Interest-LGIP CI Fund	6,783.05	1,800.00	4,983.05	376.84%
4065 · CI Interest -LGIP CI Fund	14,700.24	3,600.00	11,100.24	408.34%
4066 · LGIP-Int Earn Unemployment Fund	520.59	150.00	370.59	347.06%
4067 · LGIP-Int Earn Truck&Equip Fund	430.90	100.00	330.90	430.9%
Total 4056 · Bank Interest/LGIP Interest	27,319.25	7,150.00	20,169.25	382.09%
4090 · Miscellaneous Income	6,659.76	5,000.00	1,659.76	133.2%
Total 4000 · Income	878,317.08	1,100,650.00	-222,332.92	79.8%
Total Income	878,317.08	1,100,650.00	-222,332.92	79.8%
Gross Revenue	878,317.08	1,100,650.00	-222,332.92	79.8%
Expense				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	87,386.53	145,000.00	-57,613.47	60.27%
5040 · Operator Wages	73,472.33	130,000.00	-56,527.67	56.52%
5090 · Deferred Compensation	13,487.88	30,000.00	-16,512.12	44.96%
Total 5001 · Compensation	174,346.74	305,000.00	-130,653.26	57.16%
5100 · Payroll Tax Expense	25,882.22	35,000.00	-9,117.78	73.95%
5200 · Payroll Benefits				
5210 · Workers' Compensation	2,147.23	3,000.00	-852.77	71.57%
5220 · Health Benefits	23,042.76	60,000.00	-36,957.24	38.41%
5240 · Wellness Benefit	0.00	600.00	-600.00	0.0%
Total 5200 · Payroll Benefits	25,189.99	63,600.00	-38,410.01	39.61%
Total 5000 · Personnel Services	225,418.95	403,600.00	-178,181.05	55.85%
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	1,426.42	1,999.00	-572.58	71.36%
6010 · Vanco Service Charges	591.50	1,000.00	-408.50	59.15%

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>
6012 · LGIP-SDC Ser Charges-CI Fund	0.00	1.00	-1.00	0.0%
6013 · LGIP-CI Ser Chg-CI Fund	0.25	1.00	-0.75	25.0%
Total 6007 · Bank Service Charges	2,018.17	3,001.00	-982.83	67.25%
6018 · Meeting/Food Expense	0.00	1,000.00	-1,000.00	0.0%
6019 · Office Supplies, Equip, Repair	855.64	2,500.00	-1,644.36	34.23%
6020 · Postage & Shipping	296.25	2,000.00	-1,703.75	14.81%
6025 · Printing & Duplicating	165.42	1,500.00	-1,334.58	11.03%
6030 · Publications & Elections	472.70	2,000.00	-1,527.30	23.64%
6035 · Rent	12,412.32	18,000.00	-5,587.68	68.96%
6040 · Janitorial	0.00	2,000.00	-2,000.00	0.0%
6045 · Telephone - Admin	9,295.42	13,000.00	-3,704.58	71.5%
6050 · Mileage Expenses	73.18	500.00	-426.82	14.64%
6060 · Continued Education	1,244.00	5,300.00	-4,056.00	23.47%
6065 · Dues & Subscriptions	4,932.08	7,000.00	-2,067.92	70.46%
6070 · Fees, License, & Permits	9,532.00	5,000.00	4,532.00	190.64%
6075 · Water Deposit Refunds	3,336.94	7,000.00	-3,663.06	47.67%
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	3,812.94	6,000.00	-2,187.06	63.55%
6095 · Utilities/Office	1,442.31	2,500.00	-1,057.69	57.69%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	4,887.05	7,000.00	-2,112.95	69.82%
6099-1 · Copier IT	10,233.43	15,000.00	-4,766.57	68.22%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	800.00	1,500.00	-700.00	53.33%
Total 6099 · Contracted Services - Admin	15,920.48	28,500.00	-12,579.52	55.86%
Total 6001 · Administration/Billing/Overhead	91,901.15	149,001.00	-57,099.85	61.68%
6101 · Operation & Maintenance				
6100 · General Repair & Maintenance	25,432.56	40,000.00	-14,567.44	63.58%
6105 · Utilities	31,750.42	38,000.00	-6,249.58	83.55%
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	2,491.82	3,500.00	-1,008.18	71.2%
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	26,870.08	22,000.00	4,870.08	122.14%
6165 · PPE/Safety Equipment	971.76	2,000.00	-1,028.24	48.59%
6170 · Mobile Radio Phone/Pager Operat	3,449.17	5,500.00	-2,050.83	62.71%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%
6190 · Cross Connect Program Supplies	1,301.50	15,000.00	-13,698.50	8.68%
6195 · Meters	2,333.33	4,000.00	-1,666.67	58.33%
Total 6101 · Operation & Maintenance	108,592.56	155,500.00	-46,907.44	69.83%

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>
6202 · Professional Services				
6208 · Auditor	6,310.00	10,000.00	-3,690.00	63.1%
6209 · Consultants	1,245.00	4,000.00	-2,755.00	31.13%
6210 · Engineering (Non-Reimbursable)	71,448.36	185,000.00	-113,551.64	38.62%
6215 · Legal Fees (Non-Reimbursable)	220.00	5,000.00	-4,780.00	4.4%
Total 6202 · Professional Services	<u>79,223.36</u>	<u>204,000.00</u>	<u>-124,776.64</u>	<u>38.84%</u>
Total 6000 · Material Services	<u>279,717.07</u>	<u>508,501.00</u>	<u>-228,783.93</u>	<u>55.01%</u>
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%
Total 7000 · Operating Capital Outlay	<u>8,521.14</u>	<u>55,000.00</u>	<u>-46,478.86</u>	<u>15.49%</u>
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%
Total 8000 · Debt Recov./Capital Improvement	<u>524,000.68</u>	<u>703,634.00</u>	<u>-179,633.32</u>	<u>74.47%</u>
Total Expense	<u>1,037,657.84</u>	<u>1,670,735.00</u>	<u>-633,077.16</u>	<u>62.11%</u>
Net Ordinary Income	<u>-159,340.76</u>	<u>-570,085.00</u>	<u>410,744.24</u>	<u>27.95%</u>
Other Income/Expense				
Other Income				
9100 · Other Income				
9115 · Transfer In - Capital Improve	100,000.00	200,000.00	-100,000.00	50.0%
9120 · Transfer In - Unemployment	3,000.00	3,000.00	0.00	100.0%
9125 · Transfer In - Truck & Equipment	5,000.00	5,000.00	0.00	100.0%
Total 9100 · Other Income	<u>108,000.00</u>	<u>208,000.00</u>	<u>-100,000.00</u>	<u>51.92%</u>
Total Other Income	<u>108,000.00</u>	<u>208,000.00</u>	<u>-100,000.00</u>	<u>51.92%</u>
Other Expense				
9200 · Other Expense				
9205 · Transfer Out - Gen Operating	108,000.00			
Total 9200 · Other Expense	<u>108,000.00</u>			
Total Other Expense	<u>108,000.00</u>			
Net Other Income	<u>0.00</u>	<u>208,000.00</u>	<u>-208,000.00</u>	<u>0.0%</u>
Net Income	<u>-159,340.76</u>	<u>-362,085.00</u>	<u>202,744.24</u>	<u>44.01%</u>

UNFINISHED BUSINESS



Questions for Cable Huston, Esq.
General Legal Matters and Board Policy Handbook Revisions

The following are questions from the Rivergrove Water District Board of Commissioners:

Commissioner Roth:

1. What should the Board do and what is the liability to the District if a single Board member acts against an employee and other Board members have not been informed or reviewed the action?
2. Can the District sell bonds? If so, is it worth the effort? What is the liability if the District defaults on restitution?

Commissioner Howell:

1. In Section 6.3 subsection A the proposed addition states:

The General Manager is the only employee of the Board. The Board shall treat their employee as professionals. Clear, honest communication that respects the abilities, experience, and dignity of the General Manager is expected. Poor behavior toward an employee is not acceptable.

How should the board consider rephrasing 'Poor behavior' as suggested in your feedback comments?

2. In Section 6.3 subsection C, the proposed addition states:

Board members shall never publicly criticize or express concerns about the performance of the General Manager in any public forum. Comments about performance shall only be made to the General Manager through private correspondence or conversation or during a performance evaluation. If a Board member feels they cannot communicate directly with the General Manager, they should orally discuss their concerns with the Board Chair.

Should the board refrain from commenting on the performance of the general manager in public forums, period? The way this is structured, it appears that the intent is to only allow recognition of positive performance in board meetings or public forums. Furthermore, what should the Board consider to be critical or a point of concern in regard to performance? Who determines whether a comment or statement is critical or detrimental?

3. In Section 6.3 subsection C, the proposed addition states:

Board members have no individual powers separate from the powers of the Board as a whole and have no authority to act individually to take disciplinary or corrective action against the General Manager. Since the General Manager is the only employee of the Board, all Board members will discuss and decide if disciplinary or corrective action is appropriate. The Rivergrove Water District's

Employee Handbook, Chapter 7.1, Disciplinary Action Guidelines, will be referred to as a guide for progressive discipline. The Board will provide the General Manager with an opportunity to hear and discuss any charge or complaint levied.

There has been some recent confusion regarding a board member who filed a complaint with the Oregon Government Ethics Commission regarding unethical actions of district staff, and whether this action was done in an individual capacity, or representing the board-- And, if the report made to the OGEC was a violation of the board policy handbook, or the employee handbook, regarding employee discipline.

In essence- would any of the proposed board policy handbook amendments inhibit, restrict, or discourage board members from reporting suspected or alleged violations of Oregon Government Ethics Law? Should the board include or adopt a policy that specifically addresses reporting of suspected or alleged ethics violations that fall under ORS 244?

The OGEC is a state agency responsible for upholding and enforcing state law. Reporting alleged violations of ethics law does not constitute employee discipline. The board could choose to discipline or require corrective action for the employee, but that would be separate from the filing of the complaint, and OGEC procedures.

Commissioner Johnson:

Pending

Commissioner Magura:

Pending

Commissioner Patterson:

Pending

New Business





Rivergrove Water District Employee Pay Scale

As of July 2023

POSITION	FTE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Utility Trainee (No certification)	0	21.00						
Utility I	1	22.00 / 24.00	23.50 / 25.00					
Utility II	1	25.00 / 26.00	26.50 / 27.50	28.00 / 29.00	29.50 / 30.50	31.00 / 32.00	32.50 / 33.50	34.00 / 35.00
Utility II DRC*	1	28.00	29.50	31.00	32.50	34.00	35.50	37.00
Finance Specialist	.5	22.00	22.75	23.50	24.25	25.25	26.25	28.00

***Denotes recommended increases**

Pay Scale Steps

- Step increases will be based on the employee's work performance.
- Once an employee reaches Step 7, the Maximum Wage Threshold, any future pay increases will be considered on an individual basis.

Wage Review

- Wages will be reviewed annually to determine if a cost of living adjustment (COLA) is appropriate. COLA increases will be based upon the adjusted percentage of the cost of living index in the Portland Metro areas.

Merit Increases

- The General Manager will determine if a merit raise is warranted based on the employee's work performance.
 - o Merit increases will be considered in increments of .5 starting with 1% and ending with 4%.
 - o Merit increases are not automatic or guaranteed.

On-Call Duty

- Any employee serving on-call duty will receive an additional \$200.00 per week or \$28.57 per day.

**If the DRC is a District employee, this individual will also perform Utility II duties and count as 1 FTE.*

**Proposal
for
Rivergrove Water District Employee Recognition Program**

Background

- The Rivergrove Water District lacks a formal employee recognition program
 - o In the past 20 years, only one bonus has been awarded to employees
 - In December 2019 employees received a \$200 bonus when it was presented by Commissioner Magura and approved by the Board of Commissioners

Program Benefits

- The benefits of a formal recognition program are numerous:
 - o Improves morale and motivates employees to achieve more
 - Employees feel valued for their contributions in meeting operational goals
 - o Crucial to retaining top talent
 - Retaining employees saves the District time and money especially with the increasing costs associated with specialized training and certification
 - o Strengthens the relationship between the District and the employee
 - Higher levels of employee satisfaction translate into higher levels of productivity and better customer service
 - o Develops and promotes good communication between the District and the employee
 - A positive culture is the cornerstone to improved commitment

Program Administration

- At the discretion of the General Manager, employees would receive recognition throughout the year upon:
 - o Completion of a specific objective or task which resulted in significant benefit to the District
 - o Outstanding or excellent ratings from state or federal inspections
 - o Employee Appreciation Day which falls each year on the first Friday in March
 - o Holidays
- Recognition would be presented in the form of:
 - o Luncheon for staff
 - o Gift card to local business establishments (i.e., coffee shop, department store, gas station, etc.)
 - o Apparel or other novelty items such as t-shirt/sweatshirt, hydro flask, coffee flask

Implementation and Approval Process

- The Board of Commissioners would vote to add a new account classification to the annual budget for employee recognition
 - o Recommended budget allowance: \$1,000 annually

CHAIR REPORT



Public Record Requests

Public Records

- What is a “Public Record”
 - Any information in any form capable of retention by a custodian that: (a) Relates to an activity, transaction, or function of a public body; and (b) is necessary to satisfy the fiscal, legal, administrative, or historical policies, requirements/needs of the public body
- Public’s Rights
 - Every person has a right to inspect and public record of a public body in the state except as otherwise expressly provided by ORS 192.338, 192.345, and 192.355
- Public Records Custodian
 - Each District assigns a Public Records Custodian; usually this is the General Manager or an Administrator within the District
 - The Custodian must keep records safe and furnish proper and reasonable opportunities for inspection and examination of the records in the office of the custodian and reasonable facilities for making memoranda or abstracts therefrom, during usual business hours
 - The Custodian may adopt reasonable rules necessary for the protection of the records and to prevent interference with the regular discharge of duties of the Custodian

Disclosure Requirements

- When a request is received, it must be acknowledged within five (5) business days
- The request must then be completed as soon as possible and without unreasonable delay, but no later than ten (10) business days after acknowledgement
- Response time can be extended while public body seeks clarification or additional information
- The request is complied with if the public body explains where the records are publicly available
- Public body is not liable for any damages if a record is disclosed that is not expressly required to be kept confidential
- Failure to respond within time frame is considered no response and will allow the requester to seek enforcement

Responding to Record Requests

- Acknowledge receipt of the request
- Ask for more clarification if necessary
- Provide information as follows..
 - You do not possess, or are not the custodian of, the record
 - You have some of the requested records, and give an estimate of time and fees, or when such an estimate will be given
 - You are uncertain whether you possess the public record and that you will search for it and respond as soon as practicable

- State or federal law prohibits you from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanction. Cite the applicable law.
- Make the record available in the form in which it is maintained

Written Policy Required

- The Board must adopt written procedures for making public record requests that include:
 - The name of one or more persons to whom public record requests may be sent, with addresses; and
 - The amounts of and the manner of calculating fees that the public body charges for responding to requests for public records
 - Additional recommendations include:
 - Require requests to be in writing
 - Include times/days when inspection is permitted
 - List considerations for waiving or reducing fees
 - Apply the policy uniformly to everyone
 - If in doubt, do not respond without a lawyer's advice

Fees

- Must be authorized in Public Records Policy
- If the fee will be greater than \$25, the District must first provide the requestor with a written notification of the estimated amount of the fee and wait for the requestor to confirm he/she wants to proceed
- The Custodian may furnish copies without charge or at a substantially reduced fee if the customer determines the waiver or reduction of fees is in the public interest

Common Exemptions from Disclosure

- There are many types of records that are exempt from public disclosure
 - ORS 192.338, 192.345, and 192.355 contains more information on the types of common exemptions

Storage and Retention

- Secure, fire-resistant structures with temperature and humidity control to ensure optimum longevity
- Adequate light and ventilation to protect against insect or mold invasion
- Protected from water damage and not placed on the floor
- Oregon State Archivist establishes rules and schedules for retention and destruction

Recent Law Changes

- Meeting minutes in electronic recordings are only kept for one year if they are transcribed in written format



PUBLIC INFORMATION/RECORDS REQUEST

The definition of a Public Record and the rules regarding their release are set forth in ORS 192.410 through 192.505 and in the Oregon Attorney General’s Public Meetings and Records Manual. Although public records are usually disclosable, there are a number of limited circumstances under which a public body may decline to release certain information.

Please provide the following information in order to process the request:

Requestor’s Identity:

Date: _____ Name: _____

Address: _____

Phone: _____ Email address: _____

Signature: _____

Requested Information/Records(s): Please give a brief statement describing the requested information and/or records(s) being specific in order for the District to determine the nature, content, and probable department within in which the record(s) you are requesting may be located.

Purpose of Request: Because the identity and motive of the person seeking the disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption, please give a brief statement as to the purpose of your request:

Routine requests will be handled by the General Manager. More complex written requests or requests that implicate application of statutory exemption from disclosure shall be submitted to the District’s Legal Counsel for response. Legal response will be pursuant to the District’s policy, adopted by Resolution 2015-05. A copy of such resolution is available for review. In most cases, there will be a fee charged for providing service. **Payment for meeting the request must be received prior to the requested materials being released.** The General Manger will advise you of the fee(s) required for your request.

Date Processed: _____

Number of Copies: _____ @ 25¢ per page = \$ _____

Records Research: _____ min @ \$5 per 15 min (minimum \$5) = \$ _____

Total Paid: \$ _____

Approved By: _____

ADJOURNMENT

