



**Board of Commissioners Monthly Meeting**  
**Monday, March 25, 2024, 4:30 PM**  
**17661 Pilkington Road, Lake Oswego OR**

**AGENDA ITEMS**

---

- |      |   |                     |                |
|------|---|---------------------|----------------|
| I.   | <b>Call to Order</b>  |                     | <b>4:30 PM</b> |
| II.  | <b>Public Comment (2 Minute Limit)</b>  |                     | <b>4:31 PM</b> |
| III. | <b>Review and Approval of Minutes</b>   |                     | <b>4:35 PM</b> |
|      | <ul style="list-style-type: none"><li>February 26, 2024 Regular Board Meeting</li></ul>   |                     |                |
| IV.  | <b>General Manager's Report</b>   |                     | <b>4:36 PM</b> |
| V.   | <b>Unfinished Business</b>  |                     |                |
|      | <ul style="list-style-type: none"><li>Office Space for District</li></ul>   | Commissioner Magura | <b>4:55 PM</b> |
| VI.  | <b>New Business</b>   |                     | <b>5:00 PM</b> |
|      | <ul style="list-style-type: none"><li>Resolution No. 2024-01, Water Leak Credit Adjustment Policy</li><li>Rate Study 2024</li></ul> |                     |                |
| VII. | <b>Adjournment</b>  |                     | <b>5:15 PM</b> |

**Upcoming Meetings**

**Regular Board Meeting: Monday, April 22, 2024 at 4:30 P.M.**

**Budget Committee Meeting, Monday, April 22, 2024 at 5:30 P.M.**

**Public Hearing for Fiscal Year Budget 2024/2025, Monday, May 20, 2024 at 4:30 P.M.**

**Regular Board Meeting: Monday, May 20, 2024 at 4:35 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 26, 2024**

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

**1. Call to Order:** The meeting was called to order at 4:30 p.m.

**2. Public Comment:** No public comment was received.

**3. Review and Approval of Minutes:**

a. The regular meeting minutes of January 22, 2024 were approved by a motion from **Commissioner Howell, seconded by Commissioner Johnson, and passed by unanimous vote.**

b. The Executive Session meeting minutes of January 22, 2024 were approved by a motion from **Commissioner Howell, seconded by Commissioner Johnson, and passed by unanimous vote.**

**4. Monthly General Manager's Report:** See attached.

**5. Unfinished Business:**

a. Board Policy Notebook Addition - Performance Evaluation of the General Manager: Commissioner Howell presented material to be added to the Board Policy Handbook for conducting the annual evaluation of the General Manager. This was approved by a motion from **Commissioner Johnson, seconded by Commissioner Patterson, and approved by unanimous vote.**

b. Office Space for District: The General Manager and RH2 will schedule a pre-application meeting with the City of Lake Oswego for April 2024.

**6. New Business:** No new business was discussed.

**7. Adjournment:** The meeting was adjourned at 4:58 p.m. The next regular meeting will be held on Monday, March 25, 2024.

\_\_\_\_\_  
Grant E. Howell, Secretary

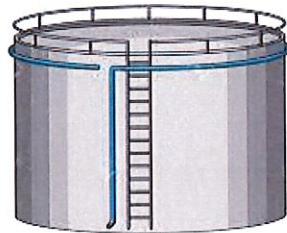
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# General Manager's Report

## Operations



## Administrative/HR/Finance







Rivergrove Water District  
 Resilient Backbone and AC Pipe Replacement Program  
 Engineer's Conceptual Cost Estimate - 3/12/2024

Construction Cost Estimate						
Pipe Run	Diameter	Total Cost/Dia.		LF	Direct Cost	Notes
		Inch	Total Cost/LF			
P-3	12	74	\$ 888	1,700	\$ 1,509,600	Arterial Street, ERDIP
P-4	10	67	\$ 670	670	\$ 448,900	Neighborhood Street, DIP
<b>Total</b>				<b>2,370</b>	<b>\$ 1,958,500</b>	

Total Project Cost Estimate	% Direct	Total
Planning	3.0%	\$ 58,800
Design/Engineering	20.0%	\$ 431,200
Construction		\$ 1,960,000
Const. Contingency	10.0%	\$ 196,000
Labor Standards		\$ 15,000
Environmental Review		\$ -
Federal Requirements Assistance		\$ 15,000
Legal	1.0%	\$ 19,600
Cultural		\$ -
Permitting	2.0%	\$ 39,200
<b>Project Total</b>		<b>\$ 2,734,800</b>

Other: Origination Fee	1.5%	\$ 41,022
<b>Funding Request Total</b>		<b>\$ 2,775,822</b>

Direct (Construction w/ 10% Contingency)		\$ 2,156,000
Indirect	29%	\$ 619,822



## Annual Cost of Living Increase Comparison

2023/2024

<b>District</b>	<b>Increase Awarded</b>
Clackamas River Water	4%
Columbia Soil & Water Conservation District	8%
East Multnomah Soil & Water Conservation District	5% with 3% Annual Adjustment
Emergency Communications of Southern Oregon	6%
Mid-Columbia Economic Development District	5%
Oak Lodge Water Services	8%
Port of Newport	6%
Rivergrove Water District	4%
Tualatin Hills Park & Recreation District	4%
Tualatin Valley Water District	4.5%

# **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 2024

**Reviewed & Approved by Commissioners**  
**Board Meeting: March 25, 2024**

Bank	QB's	Bank	QuickBooks	Statement	QuickBooks	
Account	Account	Statement	Beginning	Ending	Ending	Uncleared
Name	Number	Date	Balance	Balance	Balance	Balance
Banner Bank (Checking Act)	1015	2/29/2024	\$253,691.52	\$232,391.66	\$231,930.17	\$461.49
Banner Bank (Deposit Act)	1085	2/29/2024	\$56,984.38	\$57,426.61	\$57,426.61	\$0.00
LGIP (SDC)	1106	2/29/2024	\$433,187.84	\$434,972.67	\$434,972.67	\$0.00
LGIP (Capital Improvement)	1107	2/29/2024	\$896,726.94	\$900,421.50	\$900,421.50	\$0.00
LGIP ( Unemployment)	1108	2/29/2024	\$39,733.07	\$39,896.78	\$39,896.78	\$0.00
LGIP (Truck)	1109	2/29/2024	\$37,633.55	\$37,788.61	\$37,788.61	\$0.00
LGIP (Non-Restricted)	1110	2/29/2024	\$377,688.80	\$380,877.61	\$380,877.61	\$0.00

Checks issued this period 9976 - 9982 from Banner Bank Act 1015

Checks voided this period: None

**RIVERGROVE WATER DISTRICT**  
**Balance Sheet**  
 As of February 29, 2024

	Feb 29, 24
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	231,930.17
1085 · Water Deposit-Banner Bank	57,376.61
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	434,972.67
1107 · Capital Improvement Account	900,421.50
1108 · Unemployment Account	39,896.78
1109 · Truck & Equipment Account	37,788.61
Total 1101 · Restricted	1,413,079.56
1110 · Non-Restricted	380,877.61
Total 1100 · LGIP	1,793,957.17
Total Checking/Savings	2,083,263.95
Total Current Assets	2,083,263.95
<b>TOTAL ASSETS</b>	<b>2,083,263.95</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Federal Withholding	2,951.31
2120 · FICA Social Security	2,402.34
2140 · Medicare	561.83
2150 · State Withholding	1,908.02
2165 · Oregon State Transit Tax	30.76
2170 · WBF Assessment	7.96
2175 · Paid Family Medical Leave	232.47
Total 2100 · Payroll Liabilities	8,094.69
Total Other Current Liabilities	8,094.69
Total Current Liabilities	8,094.69
Total Liabilities	8,094.69
Equity	
32000 · All Fund Balances	1,928,708.30
Net Income	146,460.96
Total Equity	2,075,169.26
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,083,263.95</b>

RIVERGROVE WATER DISTRICT

**Accounts Receivable Summary**

From 02/10/2024 Through 03/05/2024

<u>OPEN BALANCE</u>					<u>Balance</u>	
	159.93					159.93
<b>BI-MONTHLY-Adjustment</b>	<b>Amount</b>		<b>Usage</b>	<b>Count</b>		
WATER-RESIDENTIAL	-184.05			11		
WATER-COMMERCIAL	-20.00			1		
<b>Totals</b>	<b>-204.05</b>		<b>0.00</b>	<b>12</b>		<b>-44.12</b>
WATER Miscellaneous-RESIDENTIAL	-70.00			1		
<b>Totals</b>	<b>-70.00</b>		<b>0.00</b>	<b>1</b>		<b>-114.12</b>
WAT.Penalty-RESIDENTIAL	-15.00			1		
<b>Totals</b>	<b>-15.00</b>		<b>0.00</b>	<b>1</b>		<b>-129.12</b>
***Total Adjustment	-289.05		0.00	14		
<b>BI-MONTHLY-Charge</b>	<b>Minimum</b>	<b>Overage</b>	<b>Usage</b>	<b>Count</b>	<b>Total</b>	
WATER-RESIDENTIAL	72,239.21	53,698.20	14,674.00	1,380	125,937.41	
WATER-COMMERCIAL	165.23	471.90	129.00	3	637.13	
WATER-PUBLIC AUTHORITY	994.58	0.00	0.00	5	994.58	
WATER-HOA IRRIGATION	670.87	0.00	0.00	9	670.87	
WATER-ADULT CARE FACILITIES	143.26	106.14	29.00	2	249.40	
WATER-CHURCH	97.83	32.94	9.00	1	130.77	
<b>Totals</b>	<b>74,310.98</b>	<b>54,309.18</b>	<b>14,841.00</b>	<b>1,400</b>	<b>128,620.16</b>	<b>128,491.04</b>
***Total Charge	74,310.98	54,309.18	14,841.00	1,400	128,620.16	
<b>BI-MONTHLY-Miscellaneous</b>	<b>Amount</b>			<b>Count</b>		
WATER Miscellaneous-RESIDENTIAL	125.00			4		
<b>Totals</b>	<b>125.00</b>			<b>4</b>		<b>128,616.04</b>
***Total Miscellaneous	125.00			4		
<b>BI-MONTHLY-Payment</b>	<b>Amount</b>			<b>Count</b>		
WATER-RESIDENTIAL	-32,649.24			427		
WATER-COMMERCIAL	-504.09			1		

# RIVERGROVE WATER DISTRICT

## Check Register

As of February 29, 2024

Type	Date	Num	Name	Memo	Paid Amount	Balance
						<b>254,484.21</b>
Deposit	02/01/2024		Deposit	Deposit	200.43	254,684.64
Deposit	02/01/2024		Deposit	Deposit	193.89	254,878.53
Deposit	02/02/2024		Deposit	Deposit	122.65	255,001.18
Deposit	02/02/2024		Deposit	Deposit	63.73	255,064.91
Deposit	02/02/2024		Deposit	Deposit	50.00	255,114.91
Deposit	02/05/2024		Deposit	Deposit	205.04	255,319.95
Deposit	02/05/2024		Deposit	Deposit	89.05	255,409.00
General Journal	02/05/2024	PR 02/03/24	Payroll	Payroll	-6,874.46	248,534.54
General Journal	02/05/2024	PR 02/03/24	Payroll	Payroll	-2,757.12	245,777.42
General Journal	02/05/2024	PR 02/03/24	Deferred Comp Payroll	Deferred Comp Payroll	-1,941.40	243,836.02
General Journal	02/05/2024	PR 02/03/24	Deferred Comp Payroll	Deferred Comp Payroll	-334.72	243,501.30
Deposit	02/06/2024		Deposit	Deposit	150.00	243,651.30
Deposit	02/06/2024		Deposit	Deposit	125.00	243,776.30
Deposit	02/07/2024		Deposit	Deposit	95.97	243,872.27
Deposit	02/09/2024		Deposit	Deposit	128.05	244,000.32
General Journal	02/09/2024	CC	Customer Deposit	Customer Deposit	-50.00	243,950.32
Deposit	02/09/2024		Deposit	Deposit	136.05	244,086.37
Deposit	02/09/2024		Deposit	Deposit	283.27	244,369.64
Deposit	02/12/2024		Deposit	Deposit	100.00	244,469.64
Deposit	02/12/2024		Deposit	Deposit	100.33	244,569.97
General Journal	02/12/2024	CC	Customer Refund	Customer Refund	50.00	244,619.97
Check	02/12/2024		Service Charge	Service Charge	-191.48	244,428.49
Deposit	02/13/2024		Deposit	Deposit	350.08	244,778.57
General Journal	02/13/2024	CC	Customer Refund	Customer Refund	50.00	244,828.57
General Journal	02/13/2024	CC	Customer Refund	Customer Refund	50.00	244,878.57
Deposit	02/13/2024		Deposit	Deposit	306.16	245,184.73
Deposit	02/13/2024		Deposit	Deposit	234.76	245,419.49
General Journal	02/14/2024	CC	Customer Refund	Customer Refund	50.00	245,469.49
Deposit	02/14/2024		Deposit	Deposit	2,075.23	247,544.72
Deposit	02/15/2024		Deposit	Deposit	564.81	248,109.53
General Journal	02/15/2024	CC	Customer Refund	Customer Refund	50.00	248,159.53
Deposit	02/16/2024		Deposit	Deposit	134.78	248,294.31
Deposit	02/16/2024		Deposit	Deposit	3,269.91	251,564.22
General Journal	02/16/2024	CC	Customer Deposit	Customer Deposit	-50.00	251,514.22
Deposit	02/16/2024		Deposit	Deposit	1,944.50	253,458.72
Deposit	02/16/2024		Deposit	Deposit	1,037.12	254,495.84
Deposit	02/16/2024		Deposit	Deposit	2,374.79	256,870.63
Deposit	02/16/2024		Deposit	Deposit	452.34	257,322.97
Check	02/20/2024	ACH	AFLAC	Health Premium	-458.85	256,864.12
Check	02/20/2024	ACH	COMCAST CABLE	Monthly Service	-660.28	256,203.84
Check	02/20/2024	ACH	PAYCHEX	Payroll	-74.30	256,129.54
Check	02/20/2024	ACH	VANCO Payment Solutions	Monthly Service	-69.50	256,060.04
Check	02/20/2024	ACH	REID-A-METER INC.	Operations	-550.00	255,510.04



RIVERGROVE WATER DISTRICT

Check Register

As of February 29, 2024

General Journal	02/26/2024 CC	Customer Refund	Customer Refund	50.00	229,363.24
General Journal	02/26/2024 CC	Customer Refund	Customer Refund	50.00	229,413.24
Deposit	02/27/2024	Deposit	Deposit	1,070.43	230,483.67
General Journal	02/27/2024 PR 02/27/24	Payroll	Payroll	-316.58	230,167.09
General Journal	02/27/2024 PR 02/27/24	Payroll	Payroll	-87.02	230,080.07
Check	02/27/2024 ACH	PAYCHEX	Payroll	-70.90	230,009.17
General Journal	02/27/2024 PR 01/06/24	Deferred Comp Payroll	Deferred Comp Payroll	-1,000.00	229,009.17
General Journal	02/27/2024 PR 01/20/24	Deferred Comp Payroll	Deferred Comp Payroll	-1,000.00	228,009.17
General Journal	02/27/2024 PR 01/20/24	Deferred Comp Payroll	Deferred Comp Payroll	-100.00	227,909.17
Deposit	02/28/2024	Deposit	Deposit	62.58	227,971.75
Deposit	02/28/2024	Deposit	Deposit	74.71	228,046.46
Deposit	02/29/2024	Deposit	Deposit	3,304.94	231,351.40
General Journal	02/29/2024 CC	Customer Refund	Customer Refund	50.00	231,401.40
Deposit	02/29/2024	Deposit	Deposit	585.18	231,986.58
General Journal	02/29/2024 CC	Customer Chargeback	Customer Chargeback	-56.41	231,930.17
				<b>-22,554.04</b>	<b>231,930.17</b>
				<b>-22,554.04</b>	<b>231,930.17</b>

## RIVERGROVE WATER DISTRICT

### Revenue & Expenses Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Income</b>				
4005 · Water Sales & Charges	829,913.07	1,100,000.00	-270,086.93	75.45%
4010 · Water Deposit Fee	4,350.00	5,000.00	-650.00	87.0%
4015 · New Service Fee	200.00	200.00	0.00	100.0%
4020 · Installation Fee	2,200.00	2,000.00	200.00	110.0%
4024 · Pre-Application Meeting Fee	2,000.00	1,000.00	1,000.00	200.0%
4026 · Development Security Deposit	10,938.20	6,000.00	4,938.20	182.3%
4030 · Delinquent & Restoration Fee	15,435.69	12,000.00	3,435.69	128.63%
4035 · SDC Chgs-SDC Restricted CI Fund	49,564.00	10,000.00	39,564.00	495.64%
4050 · Reimbursed Maint	134.78			
<b>4056 · Bank Interest/LGIP Interest</b>				
4058 · Banner - Water Dep Interest Ear	1,846.83	900.00	946.83	205.2%
4059 · LGIP - Non Restrict Int Earn	12,003.47	3,500.00	8,503.47	342.96%
4064 · SDC Interest-LGIP CI Fund	13,738.99	10,000.00	3,738.99	137.39%
4065 · CI Interest -LGIP CI Fund	26,206.71	12,000.00	14,206.71	218.39%
4066 · LGIP-Int Earn Unemployment Fund	1,174.79	500.00	674.79	234.96%
4067 · LGIP-Int Earn Truck&Equip Fund	1,053.31	600.00	453.31	175.55%
<b>Total 4056 · Bank Interest/LGIP Interest</b>	<b>56,024.10</b>	<b>27,500.00</b>	<b>28,524.10</b>	<b>203.72%</b>
4090 · Miscellaneous Income	7,891.71	1,000.00	6,891.71	789.17%
<b>Total 4000 · Income</b>	<b>978,651.55</b>	<b>1,164,700.00</b>	<b>-186,048.45</b>	<b>84.03%</b>
<b>Total Income</b>	<b>978,651.55</b>	<b>1,164,700.00</b>	<b>-186,048.45</b>	<b>84.03%</b>
<b>Gross Revenue</b>	<b>978,651.55</b>	<b>1,164,700.00</b>	<b>-186,048.45</b>	<b>84.03%</b>
<b>Expense</b>				
<b>5000 · Personnel Services</b>				
<b>5001 · Compensation</b>				
5020 · Administrative Wages	110,534.24	145,000.00	-34,465.76	76.23%
5040 · Operator Wages	66,857.86	135,000.00	-68,142.14	49.52%
5090 · Deferred Compensation	15,237.99	28,000.00	-12,762.01	54.42%
<b>Total 5001 · Compensation</b>	<b>192,630.09</b>	<b>308,000.00</b>	<b>-115,369.91</b>	<b>62.54%</b>
5100 · Payroll Tax Expense	28,128.88	35,000.00	-6,871.12	80.37%
<b>5200 · Payroll Benefits</b>				
5210 · Workers' Compensation	2,140.71	4,000.00	-1,859.29	53.52%
5220 · Health Benefits	23,294.17	92,000.00	-68,705.83	25.32%
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>25,434.88</b>	<b>97,600.00</b>	<b>-72,165.12</b>	<b>26.06%</b>
<b>Total 5000 · Personnel Services</b>	<b>246,193.85</b>	<b>440,600.00</b>	<b>-194,406.15</b>	<b>55.88%</b>
<b>6000 · Material Services</b>				
<b>6001 · Administration/Billing/Overhead</b>				
6005 · Property/Liability Insurance	28,198.96	30,000.00	-1,801.04	94.0%
6006 · Furn & Office Equipment - Admin	0.00	3,400.00	-3,400.00	0.0%

## RIVERGROVE WATER DISTRICT

### Revenue & Expenses Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>6007 · Bank Service Charges</b>				
6008 · Banner - Check Bank Charges	1,299.09	1,250.00	49.09	103.93%
6010 · Vanco Service Charges	551.00	1,250.00	-699.00	44.08%
6012 · LGIP-SDC Ser Charges-CI Fund	0.00	1.00	-1.00	0.0%
6013 · LGIP-CI Ser Chg-CI Fund	0.65	1.00	-0.35	65.0%
<b>Total 6007 · Bank Service Charges</b>	<b>1,850.74</b>	<b>2,502.00</b>	<b>-651.26</b>	<b>73.97%</b>
6018 · Meeting/Food Expense	98.34	1,000.00	-901.66	9.83%
6019 · Office Supplies, Equip, Repair	148.92	2,000.00	-1,851.08	7.45%
6020 · Postage & Shipping	226.36	1,800.00	-1,573.64	12.58%
6025 · Printing & Duplicating	555.99	1,500.00	-944.01	37.07%
6030 · Publications & Elections	319.95	2,000.00	-1,680.05	16.0%
6035 · Rent	11,412.79	18,000.00	-6,587.21	63.4%
6045 · Telephone - Admin	8,426.82	12,000.00	-3,573.18	70.22%
6050 · Mileage Expenses	0.00	600.00	-600.00	0.0%
6060 · Continued Education	1,008.00	5,000.00	-3,992.00	20.16%
6065 · Dues & Subscriptions	6,350.33	6,000.00	350.33	105.84%
6070 · Fees, License, & Permits	2,422.08	7,500.00	-5,077.92	32.29%
6075 · Water Deposit Refunds	2,565.28	5,000.00	-2,434.72	51.31%
6080 · Water Sales Overpay	921.90	1,500.00	-578.10	61.46%
6090 · Meter Reading	4,926.15	6,000.00	-1,073.85	82.1%
6095 · Utilities/Office	1,186.43	2,500.00	-1,313.57	47.46%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
<b>6099 · Contracted Services - Admin</b>				
6099-0 · Billing	4,694.19	7,500.00	-2,805.81	62.59%
6099-1 · Copier IT	3,534.91	15,000.00	-11,465.09	23.57%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	1,008.00	1,800.00	-792.00	56.0%
<b>Total 6099 · Contracted Services - Admin</b>	<b>9,237.10</b>	<b>29,300.00</b>	<b>-20,062.90</b>	<b>31.53%</b>
<b>Total 6001 · Administration/Billing/Overhead</b>	<b>79,856.14</b>	<b>147,602.00</b>	<b>-67,745.86</b>	<b>54.1%</b>
<b>6101 · Operation &amp; Maintenance</b>				
6100 · General Repair & Maintenance	19,932.36	40,000.00	-20,067.64	49.83%
6105 · Utilities	36,066.00	45,000.00	-8,934.00	80.15%
6110 · Small Tools & Equipment	6,815.43	2,500.00	4,315.43	272.62%
6120 · Water Testing	2,005.00	4,000.00	-1,995.00	50.13%
6125 · Truck Maintenance	906.77	3,000.00	-2,093.23	30.23%
6130 · Gas & Oil	1,880.72	3,500.00	-1,619.28	53.74%
6135 · Telemetry/Scada	9,607.84	10,000.00	-392.16	96.08%
6155 · Chemicals	1,293.75	4,200.00	-2,906.25	30.8%
6160 · Contracted Services-Operations	4,211.26	15,000.00	-10,788.74	28.08%
6165 · PPE/Safety Equipment	120.49	2,000.00	-1,879.51	6.03%
6170 · Mobile Radio Phone/Pager Operat	3,510.07	5,000.00	-1,489.93	70.2%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%
6190 · Cross Connect Program Supplies	120.00	500.00	-380.00	24.0%

## RIVERGROVE WATER DISTRICT

### Revenue & Expenses Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6195 · Meters	2,226.68	5,000.00	-2,773.32	44.53%
<b>Total 6101 · Operation &amp; Maintenance</b>	<b>88,696.37</b>	<b>140,700.00</b>	<b>-52,003.63</b>	<b>63.04%</b>
6202 · Professional Services				
6208 · Auditor	6,625.00	8,000.00	-1,375.00	82.81%
6209 · Consultants	1,195.00	4,000.00	-2,805.00	29.88%
6210 · Engineering (Non-Reimbursable)	20,367.50	150,000.00	-129,632.50	13.58%
6215 · Legal Fees (Non-Reimbursable)	10,905.00	15,000.00	-4,095.00	72.7%
<b>Total 6202 · Professional Services</b>	<b>39,092.50</b>	<b>177,000.00</b>	<b>-137,907.50</b>	<b>22.09%</b>
<b>Total 6000 · Material Services</b>	<b>207,645.01</b>	<b>465,302.00</b>	<b>-257,656.99</b>	<b>44.63%</b>
7000 · Operating Capital Outlay				
7010 · Tool/Equip/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>
8000 · Debt Recov./Capital Improvement				
8451 · CI-Standby Power CI Fund	100,414.81	0.00	100,414.81	100.0%
8454 · SDWL#1 Wells Improve Interest	15,360.54	15,361.00	-0.46	100.0%
8455 · SDWL#2 Res 3 Seismic Upgrd Int	61,945.34	61,945.00	0.34	100.0%
8457 · CI Dist.Main Projects	0.00	300,000.00	-300,000.00	0.0%
8461 · SDC -Standby Power-CI Fund	12,284.19	0.00	12,284.19	100.0%
8464 · SDWL#1 Wells Improve Principal	38,053.72	38,054.00	-0.28	100.0%
8465 · SDWL#2 Res 3 Seismic Upgrd Prin	71,073.23	71,073.00	0.23	100.0%
8467 · Water Main Replacement Projects	0.00	32,700.00	-32,700.00	0.0%
<b>Total 8000 · Debt Recov./Capital Improvement</b>	<b>299,131.83</b>	<b>519,133.00</b>	<b>-220,001.17</b>	<b>57.62%</b>
<b>Total Expense</b>	<b>795,849.51</b>	<b>1,465,035.00</b>	<b>-669,185.49</b>	<b>54.32%</b>
<b>Net Ordinary Income</b>	<b>182,802.04</b>	<b>-300,335.00</b>	<b>483,137.04</b>	<b>-60.87%</b>
Other Income/Expense				
Other Income				
9100 · Other Income				
9115 · Transfer In - Capital Improve	0.00	200,000.00	-200,000.00	0.0%
9120 · Transfer In - Unemployment	0.00	3,000.00	-3,000.00	0.0%
9125 · Transfer In - Truck & Equipment	0.00	5,000.00	-5,000.00	0.0%
<b>Total 9100 · Other Income</b>	<b>0.00</b>	<b>208,000.00</b>	<b>-208,000.00</b>	<b>0.0%</b>
<b>Total Other Income</b>	<b>0.00</b>	<b>208,000.00</b>	<b>-208,000.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>208,000.00</b>	<b>-208,000.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>182,802.04</b>	<b>-92,335.00</b>	<b>275,137.04</b>	<b>-197.98%</b>

# UNFINISHED BUSINESS





## CITY OF LAKE OSWEGO PRE-APPLICATION CONFERENCE AND PROCEDURES

The pre-application conference (pre-app) is a requirement for most minor and major development applications. **To represent the community, the city invites two neighborhood association members to the conference.**

### PURPOSE

The pre-app has been developed to:

- Thoroughly familiarize the applicant with City development codes, other applicable codes, and the procedures to complete land use development application.
- Review the applicant's preliminary plans, and to provide specific zoning and development information as it relates to site limitations and the proposal.

### REQUIRED MATERIALS AND SCHEDULING

The applicant must submit one **Electronic Copy of the Pre-App Packet** that includes the following materials to [planning@lakeoswego.city](mailto:planning@lakeoswego.city):

- \_\_\_ Application form (see next page and include brief description of proposal)
- \_\_\_ County Assessor's Map (mark the subject tax lot or lots)
- \_\_\_ Existing Features Map (show structures, topography, trees, natural resources, etc.)
- \_\_\_ Site Plan (conceptual development plans, drawn to scale if possible)
- \_\_\_ For Design Review, RID (Infill) design variances, development in R-DD Zone (Old Town), or Historic Preservation applications: preliminary/conceptual building elevations, floor plans, etc.
- \_\_\_ Fee (this fee is separate from, and in addition to, the land use application fee.)

The information must be submitted and reviewed for completeness by Planning staff no later than 2:30 p.m. Thursdays. Once the materials are found to be complete and the fee is paid, a conference will be scheduled no sooner than two weeks later on a Thursday afternoon at 1:15, 2:30, or 3:45 p.m., subject to availability. Late submissions will be scheduled three weeks later.

### PROCEDURE

During the pre-app, the Planning Coordinator and other department staff will meet with the applicant. **It is the applicant's responsibility to take appropriate notes during the meeting.** The meeting format is:

- Applicant presents proposal overview and introduces any supplemental material.
- Coordinator outlines relevant Comprehensive Plan goals and policies (if applicable), and Community Development Code standards.
- Coordinator and other staff present review standards and requirements as related to the proposal.
- Coordinator invites the representative(s) from the neighborhood to share potential concerns and insights.
- Coordinator summarizes staff concerns, and reviews formal application procedures and scheduling.

One subsequent pre-application conference may be requested by the applicant or required by staff, as necessary, at no extra charge. Additional pre-application conferences requested by the applicant require an additional fee.



**PRE-APPLICATION FORM**

FEE: Refer to Fee Schedule,  
plus \$70 Fire Marshal  
Fee

**APPLICANT**

NAME Janine Casey  
COMPANY Rivergrove Water District  
ADDRESS 17661 Pilkington Road  
CITY Lake Oswego STATE OR ZIP 97035  
TELEPHONE NO. 503 635 6041  
EMAIL jc Casey@rivergrovewater.com

**PROPERTY OWNER**

NAME Rivergrove Water District  
ADDRESS 17661 Pilkington Road  
CITY Lake Oswego STATE OR ZIP 97035  
TELEPHONE NO. 503 635 6041  
EMAIL jc Casey@rivergrovewater.com

**DESCRIPTION OF PROPERTY**

STREET ADDRESS OR GENERAL LOCATION 4100 Old Gate Road

TAX MAP 2 1 E 20BB TAX LOT(S) 2300

PROPERTY SIZE Approx. 13,300 S.F. (Acres or Square Feet)

ZONING R-10 COMP. PLAN R-10

NEIGHBORHOOD ASSOCIATION Blue Heron

**PROPOSAL**

Proposed new office building for Rivergrove Water District. The new office building will be located on the existing Rivergrove Water District Well #1 site located at 4100 Old Gate Road.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the comments provided by staff at the Pre-Application Conference are preliminary in nature, and that additional concerns may be raised, and additional information may be required after a development application has been submitted. I consent to an on-site inspection by an employee(s) of the City of Lake Oswego.(Restrain your dog on inspection day.)

3/21/24  
Date

Janine Casey  
Applicant's Signature

Lake Oswego Pre-Application:

Proposed new office building at Rivergrove Water District Well #1 site located at 4100 Old Gate Road

Questions:

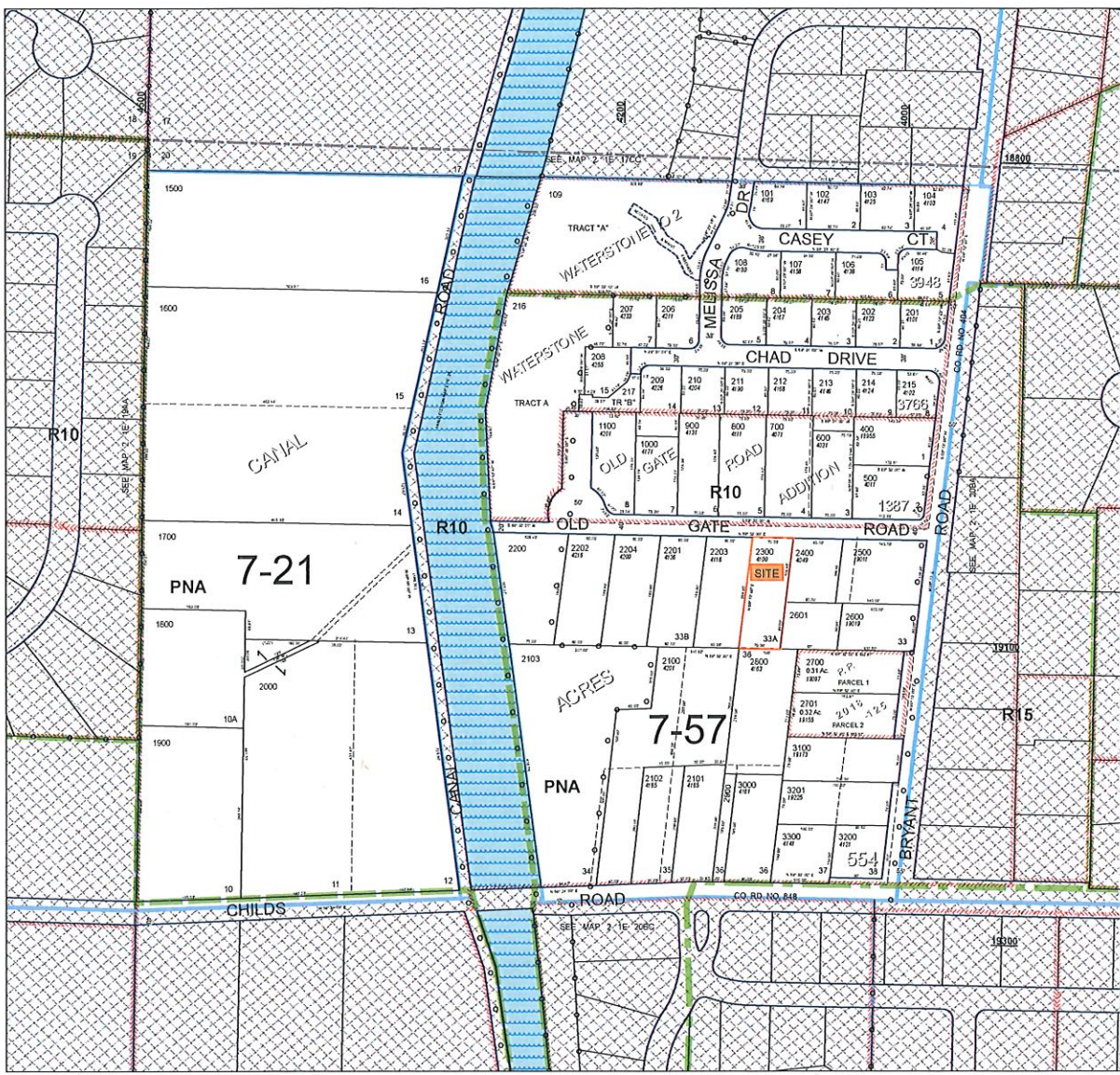
- Confirm the zoning of the property is R-10 Residential
- Confirm type of use is a Major Facility/Utility Use and is a Conditional Use in the R-10 zoning
- Confirm land use application hearing procedure
- Will Street improvements to Old Gate Road be required?
- Will additional Right-of-way dedication on Old Gate Road be required along the site frontage?
- Confirm side and rear yard setbacks in the zoning based on the Conditional Use. (max. building ht. 18')
- Will Storm Water detention and WQ treatment be required for the new impervious driveway/parking and roof areas?
- Will the ex. 12" storm sewer main located approximately 200 L.F. to the west of the site be required to be extended to the site to accommodate a storm water connection?
- Assume extension of ex. 6" Sanitary Sewer main in Old Gate Road to the site for service.
- Confirm type of use to calculate parking space requirements
- Can District Service vehicles be stored/parked in rear yard setback?
- Confirm fire access requirements to the building.

2 1 E 20BB  
LAKE OSWEGO

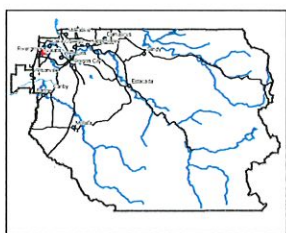
N.W.1/4 N.W.1/4 SEC.20 T.2S. R.1E. W.M.  
CLACKAMAS COUNTY  
1" = 100'

Cancelled Taxlots

- 1400
- 1302
- 1303
- 1305
- 1306
- 1307
- 1308
- 1309
- 1310
- 1311
- 1312
- 1313
- 1314
- 1315
- 1316
- 1317
- 1318
- 1319
- 1320
- 1321
- 1322
- 1323
- 1324
- 1325
- 1326
- 1327
- 1328
- 1329
- 1330
- 1331
- 1332
- 1333
- 1334
- 1335
- 1336
- 1337
- 1338
- 1339
- 1340
- 1341
- 1342
- 1343
- 1344
- 1345
- 1346
- 1347
- 1348
- 1349
- 1350
- 1351
- 1352
- 1353
- 1354
- 1355
- 1356
- 1357
- 1358
- 1359
- 1360
- 1361
- 1362
- 1363
- 1364
- 1365
- 1366
- 1367
- 1368
- 1369
- 1370
- 1371
- 1372
- 1373
- 1374
- 1375
- 1376
- 1377
- 1378
- 1379
- 1380
- 1381
- 1382
- 1383
- 1384
- 1385
- 1386
- 1387
- 1388
- 1389
- 1390
- 1391
- 1392
- 1393
- 1394
- 1395
- 1396
- 1397
- 1398
- 1399
- 1400



- Parcel Boundary
- Private Road ROW
- Historical Boundary
- Railroad Centerline
- Tax Code Lines
- Map Index
- Water Lines
- Land Use Zoning
- Plats
- Water
- Corner
- Section Corner
- 116th Line
- Govt Lot Line
- DLC Line
- Meander Line
- PLSS Section Line
- Historic Corridor 40
- Historic Corridor 20



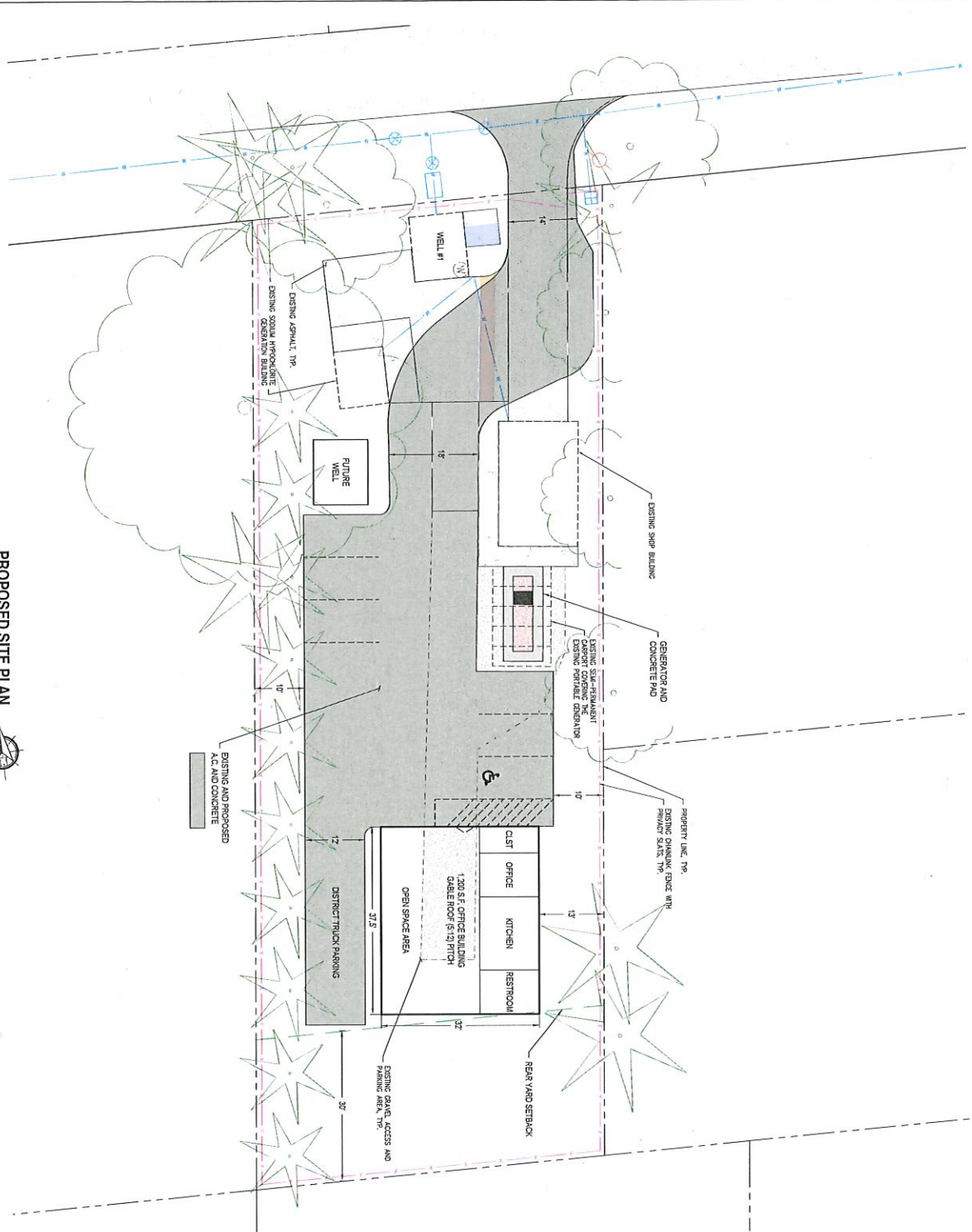
THIS MAP IS FOR ASSESSMENT  
PURPOSES ONLY



2 1 E 20BB  
LAKE OSWEGO

12/1/2019





**PROPOSED SITE PLAN**



OWNER RES	DATE Jun 17, 2024	CLIENT	RWD	PROJECT NO.	815405
REVIEWED CIVIL	DATE Jun 17, 2024	REVIEWER	OBP-STEFAN DING		
REVISIONS					
NO.	DATE	DESCRIPTION	BY	REVIEW	

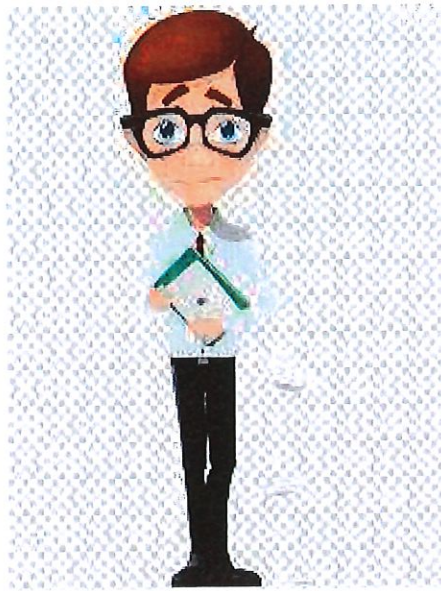


**RIVERGROVE WATER DISTRICT**  
 WELL NO. 1 GENERATOR REPLACEMENT INSTALLATION

**PROPOSED SITE PLAN**  
 4100 OLD GATE ROAD



# New Business





## 2024-01 RESOLUTION FOR “LEAK ADJUSTMENT POLICY”

17661 Pilkington Road  
Lake Oswego  
OR 97035

(503) 635-6041

rgwd@rivergrovewater.com  
[www.rivergrovewater.com](http://www.rivergrovewater.com)

WHEREAS, the Rivergrove Water District (District) is not responsible for water leakage and the cost of water loss from the District water meter to the customer’s line;

WHEREAS, the District understands that service line breaks and home water infrastructure failures can occur and not be detected by the customer until the District water meter is read which may result in a financial burden for the customer;

**NOW, THEREFORE, BE IT RESOLVED:** the Board of Commissioners of the Rivergrove Water District adopts a Leak Adjustment Policy as stated below:

1. Customers may qualify for a leak adjustment credit under the following conditions:
  - a. When the water bill is at least three times the amount for the same period in the prior year. If residency is less than one year, an average of the last three months usage will be used.
  - b. Customers shall present a written request for monetary relief using the District’s Water Leak Credit Request (Exhibit A) along with receipts for the repair or other satisfactory evidence of repair.
  - c. Written requests shall be received within 30 days of the leak occurrence or notification from the District.
2. The intent of this policy is to provide some financial relief to customers who receive a high water bill resulting from a water leak at their premises.
3. A water leak is defined as any water lost on the customer’s side of the District water meter resulting from a condition where repair and/or replacement of infrastructure (i.e., service line or interior plumbing, etc.) is required to terminate the water leak.
4. To qualify for a leak adjustment the leak must be located in the underground main service line between the meter and the house or in piping concealed beneath a building or inside of building walls. Leaking faucets, toilets, water softeners, irrigation systems, or accidental over-watering are ineligible. No consideration will be given for irrigation leaks or features such as fountains, ponds, pools, or hot tubs.
5. 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.
6. A customer must be in good standing to apply and be considered for a leak adjustment.
7. The customer is required to promptly resolve the water leakage at the customer’s own expense as the District is not fiscally responsible for repairs or replacements needed on the customer side of the District water meter.
8. Once repairs are completed within the 30 day limit, the customer is responsible for requesting a water leak adjustment and submitting it to the District office.
9. The leak adjustment request must include a statement of where the leak occurred, receipts from the repairs, and a description of the work completed to terminate the leak.
10. No more than one water leak adjustment shall be granted during a 24-month period.



11. Upon receiving a water leak adjustment request, the District will calculate a water leak adjustment credit of up to 50% of the cost of the amount of water lost. This credit does not include any adjustment of the bi-monthly service charge.
12. The customer's cost for infrastructure repairs (i.e., materials and labor) or damage to other property as a result of the leak is not eligible for reimbursement.
13. If the water leak adjustment credit is approved, it will be applied to the customer's account as a credit toward their next bi-monthly water bill.
14. The value of any water leak adjustment shall not exceed \$500 per request.
15. If the water leak adjustment credit is denied by the District or if the customer disagrees with the adjustment credit, they have the right to appeal the decision to the Board of Commissioners at a regular meeting.
16. A customer who chooses to appeal against the decision must notify the District office of their desire to appeal by submitting a written request. The customer must indicate the reasons for their appeal and include information supporting the appeal. The General Manager will notify the customer of the meeting date the Board of Commissioners will consider the appeal.
17. The following is required for an appeal:
  - a. Customer's name, address, email, and phone number.
  - b. A copy of the water bill(s) in question.
  - c. A copy of the Water Leak Credit Request form to include receipts.
  - d. A copy of the District's decision.
18. The Board of Commissioners 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 after the meeting. All decisions of the Board of Commissioners are final.

This resolution supersedes Resolution No. 2017-04.

This Resolution moved by **Commissioner** \_\_\_\_\_, seconded by **Commissioner** \_\_\_\_\_, and adopted by the Board of Commissioners of the Rivergrove Water District this \_\_\_\_\_ day of **March 2024** by the following vote: **Ayes: Commissioners** \_\_\_\_\_, **Nays: \_\_\_\_\_**.

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

\_\_\_\_\_  
Attest: Grant E. Howell, Secretary



# Rivergrove Water District

17661 Pilkington Road, Lake Oswego, OR 97035  
Phone: (503) 635-6041 Fax: (503) 699-9423

## Water Leak Credit Request



Per Rivergrove Water District Water Service Ordinance, customers are responsible for all water consumption on the customer side of the water meter. As such, consumption charges for water leaks that originate on the customer side of the water meter are the responsibility of the customer.

However, to provide assistance and promote goodwill, the District may consider crediting a water utility customer's account per policy noted in Rivergrove Water District Resolution 2023-01. For credit consideration, the water customer account holder **must complete Section 1 below:**

### SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name:		Service Address:
Daytime Phone:	Service Number:	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired:	<input type="checkbox"/> Attached	
Brief Description of Leak Failure & Repair:		
I certify that I am the account holder and that the leak has been repaired. I request that the Rivergrove Water District consider my request for a water leak credit.		
Customer Signature _____		Date _____

### SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:	Meter Read Date to use for Water Leak Credit Evaluation:	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history) : _____		
Estimated past normal usage during leak period: _____ Leak bi-month consumption: _____		
Past average normal usage in same billing cycle (or est ave consumption if less than 1 year of ( _____ ) <i>(NOTE: if estimating average consumption, attach calculation documentation)</i>		
Estimated leak consumption of the leak billing period divided by 2= -----		
Multiplied by the rate used to calculate billed charges during the leak billing period: ----- X		
Calculated water leak credit amount: -----		
Reviewer's Initials:	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
		If Leak Credit Granted: Date Applied: _____ Initials: _____



**CONSULTING SERVICES AGREEMENT**

**GDS ASSOCIATES, Inc.**  
**dba EES CONSULTING**  
**Billing Address**  
1850 Parkway Place, Suite 800  
Marietta, Georgia 30067-8237  
(770) 426-8100

This Consulting Services Agreement ("Agreement") is made between GDS Associates, Inc., ("GDS") and Rivergrove Water District, whose place of business is located at 17661 Pilkington Road, Lake Oswego, OR 97035, Attn: Ms. Janine Casey ("CLIENT") for a Project generally described as Water Cost of Service Study.

**I. SCOPE, COMPENSATION AND QUALITY OF CONSULTING SERVICES**

GDS will provide the consulting services described herein ("Services") and be compensated for these Services as described in Attachment A hereto.

GDS shall render Services in accordance with generally accepted professional practices. GDS shall, to the best of its knowledge and belief, comply with applicable laws, ordinances, codes, rules, regulations, permits and other published requirements in effect during the term of this Agreement.

All invoices rendered to CLIENT by GDS shall be paid within thirty (30) days of receipt. All invoices or portions thereof that remain unpaid after thirty (30) days of receipt shall bear interest until paid at the rate of twelve percent (12%) per annum.

**II. TERMS & CONDITIONS OF CONSULTING SERVICES AGREEMENT**

1. **Timing of Work.** GDS shall commence work on or about March 18, 2024.
2. **Relationship of Parties, No Third-Party Beneficiaries.** GDS is an independent contractor under this Agreement. This Agreement gives no rights or benefits to anyone not named as a party to this Agreement, and there are no third-party beneficiaries to this Agreement.
3. **Insurance.**
  - a. **Insurance.** GDS will maintain throughout the performance of this Agreement the following types and amounts of insurance:
    - i. Worker's Compensation and Employer's Liability Insurance as required by applicable state or federal law.
    - ii. Comprehensive Vehicle Liability Insurance covering personal injury and property damage claims arising from the use of motor vehicles with combined single limits of \$1,000,000.
    - iii. Commercial General Liability Insurance covering claims for personal injury and property damage with combined single limits of \$1,000,000.
    - iv. Professional Liability (Errors and Omissions, on a claims-made basis) Insurance with limits of \$1,000,000.
  - b. **Interpretation.** Notwithstanding any other provision(s) in this Agreement, nothing shall be construed or enforced so as to void, negate, or adversely affect any otherwise applicable insurance held by any party to this Agreement.
4. **Mutual Indemnification.** Each party agrees to indemnify and hold harmless the other party and its employees from and against any and all loss, cost, damage, or expense of any kind and nature (including, without limitation, court costs, expenses, and reasonable attorneys' fees) arising out of injury to persons or damage to property (including, without limitation, property of CLIENT, GDS, and their respective employees, agents, licensees, and representatives) in any manner caused by the negligent acts or omissions of the indemnifying party or its agents and representatives, pursuant to or in connection with this Agreement to the extent of the proportionate negligence of the indemnifying party or its agents and representatives, if any.

In no event shall either party be liable for any special or consequential damages.
5. **Resolution of Disputes, Attorneys' Fees.** This Agreement shall be governed by the laws of the State of Georgia. The sole and exclusive venue for any claim, dispute or legal action relating to or arising out of this Agreement or the Services shall be Cobb County, Georgia. All parties consent and submit to jurisdiction in Cobb County, Georgia, and waive any defense or claim that they are not subject to personal jurisdiction in Cobb County, Georgia. The prevailing party in any legal dispute pertaining to this Agreement will be entitled to its reasonable attorney fees and other costs incurred, in addition to any other relief to which it is entitled.
6. **Termination of Agreement.** Either GDS or CLIENT may terminate this Agreement upon thirty (30) days written notice to the other sent to the addresses listed herein. GDS shall be compensated as provided herein for all Services rendered up to and including the date of receipt of notice termination.

GDS ASSOCIATES, INC.

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

*Paul M. Umm*  
Principal

RIVERGROVE WATER DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

*Janine Casey*  
General Manager

3/20/2024

Attachment A

**Compensation.** GDS bills on a time and materials basis. If the work is completed with less effort than anticipated, the total billed cost will be less than the below quoted fees. If the District modifies the proposed scope of services, GDS will discuss any change to this proposed budget prior to proceeding with the requested work. **Table 2** shows the costs for services and are effective through December 31, 2024.

The labor budget for this Study is estimated at \$26,000. Actual out-of-pocket expenses will be billed to the District at cost. It is anticipated that these expenses will be minimal.

**TABLE 2: COST TABLE BY TASK**

<b>Task</b>	<b>Labor Cost</b>
Revenue Requirement Update	\$6,000
COSA Update and Results	\$12,000
Rate Design and Recommendations	\$8,000
<b>Total</b>	<b>\$26,000</b>

# ADJOURNMENT

