



**Board of Commissioners Monthly Meeting**  
**Monday, September 25, 2023, 4:30 PM**  
**17661 Pilkington Road, Lake Oswego OR**

**AGENDA ITEMS**

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- |              |   |  |                |
|--------------|---|--|----------------|
| <b>I.</b>    | <b>Call to Order</b>  |  | <b>4:30 PM</b> |
| <b>II.</b>   | <b>Auditor's Report for FY 2022/2023</b>  | Mr. Russell Ries, CPA<br>Jarrad, Seibert, Pollard & Co | <b>4:31 PM</b> |
| <b>III.</b>  | <b>Public Comment (3 Minute Limit)</b>  |  | <b>5:00 PM</b> |
| <b>IV.</b>   | <b>Review and Approval of Minutes</b>   |  | <b>5:05 PM</b> |
|              | <ul style="list-style-type: none"><li>• August 28, 2023 Regular Board Meeting</li></ul>   |  |                |
| <b>V.</b>    | <b>General Manager's Report</b>   |  | <b>5:10 PM</b> |
| <b>VI.</b>   | <b>Unfinished Business</b>  |  | <b>5:20 PM</b> |
|              | <ul style="list-style-type: none"><li>• Water Service Ordinance No. 19-01 Revision (Tabled)</li><li>• Resolution 2023-04: Signing Authority for Banking and Other Financial Documents</li><li>• General Manager's Annual Performance Review</li></ul> |  |                |
| <b>VII.</b>  | <b>New Business</b>   |  | <b>5:45 PM</b> |
|              | <ul style="list-style-type: none"><li>• None</li></ul>  |  |                |
| <b>VIII.</b> | <b>Chair Report</b>   |  | <b>5:46 PM</b> |
| <b>IX.</b>   | <b>Adjournment</b>  |  | <b>5:50 PM</b> |

**Upcoming Meetings**

- Regular Board Meeting: Monday, October 23, 2023 at 4:30 P.M.**  
**Regular Board Meeting: Monday, November 20, 2023 at 4:30 P.M.**  
**Regular Board Meeting: Monday, December 18, 2023 at 4:30 P.M.**

*The public is welcome to attend the meeting in person or by calling 971-517-3083.  
By calling into the phone bridge, you consent to being recorded.*

**CALL  
TO  
ORDER**



**AUDITOR'S  
REPORT  
FOR  
FY 2022/2023**

**RIVERGROVE WATER DISTRICT**  
**AUDIT REPORT**  
**FOR THE YEAR ENDED JUNE 30, 2023**

**RIVERGROVE WATER DISTRICT**  
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**RIVERGROVE WATER DISTRICT  
BOARD OF COMMISSIONERS**

**JUNE 30, 2023**

<u>Member</u>	<u>Position</u>	<u>Term Expires</u>
Sherry Patterson	1	6/30/23
James Johnson	2	6/30/23
Grant Howell	3	6/30/25
Lawrence Magura	4	6/30/23
Christine Roth	5	6/30/25

**All commissioners receive mail at the address below:**

17661 Pilkington Road  
Lake Oswego, OR 97035

## INDEPENDENT AUDITORS' REPORT

Board of Commissioners  
Rivergrove Water District  
Lake Oswego, Oregon

### Opinions

We have audited the accompanying cash basis financial statements of the business-type activities of Rivergrove Water District, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Rivergrove Water District's basis financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the business-type activities of Rivergrove Water District as of June 30, 2023, and the respective changes in cash basis financial position for the year then ended in accordance with the cash basis of accounting described in Note A.

### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Rivergrove Water District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Emphasis of Matter – Basis of Accounting

We draw attention to Note A of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note A, and for determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Rivergrove Water District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Rivergrove Water District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

### **Supplementary Information**

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion the combining and individual nonmajor fund financial statements are fairly stated in all material respects in relation to the basic financial statements as a whole.

### **Other Matters**

#### *Other Information*

Management is responsible for the other information included in the annual report. The other information comprises the management's discussion and analysis but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.



**Report on Other Legal and Regulatory Requirements**

In accordance with *Minimum Standards for Audits of Oregon Municipal Corporations*, we have also issued our report dated \_\_\_\_\_, 2023, on our consideration of Rivergrove Water District's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to consider an opinion on compliance.

JARRARD, SEIBERT, POLLARD & COMPANY, LLC  
Certified Public Accountants

West Linn, Oregon  
\_\_\_\_\_, 2023

By \_\_\_\_\_  
Russell T. Ries, Partner

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2023**

This discussion and analysis presents the highlights of financial activities and financial position for the Rivergrove Water District (District). The analysis focuses on significant financial issues, major financial activities and resulting changes in financial position, budget changes and variances from the budget, and specific issues related to funds and the economic factors affecting the District.

Management's Discussion and Analysis focuses on current year activities and resulting changes. Please read it in conjunction with the District's financial statements.

**REPORT LAYOUT**

The District's annual financial report consists of several sections. Taken together they provide a comprehensive financial look at the District. The components of the report include the following:

- Management's Discussion and Analysis. This section of the report provides financial highlights affecting the District.
- Basic Financial Statements and the notes to the financial statements. Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position focus on a District-wide presentation using the cash basis of accounting. They are designed to be more corporate-like in that all activities are consolidated into a total for the District.
- The notes to the financial statements provide additional disclosures required by government accounting standards and provide information to assist the reader in understanding the District's financial condition.
- Combining schedules present fund financial statements focus separately on individual proprietary funds, schedules of revenues, expenditures and changes in fund balances for the District's proprietary funds show original budget amounts, final budget amounts, actual amounts and variance between final budget and actual.

**FINANCIAL INFORMATION**

Management Discussion and Analysis for the year ending June 30, 2023:

General Fund resources were above budget by \$84,272. At year end there was approximately \$704,000 in General Fund cash and investments.

General Fund expenditures excluding materials and services, stayed within budget limits.

General Fund Transfers were made to each fund as budgeted.

Capital Improvement Fund resources were above budgeted amounts by \$34,326. At year end there was approximately \$1,150,000 in Capital Improvement Fund cash and investments.

Capital Improvement Fund expenditures stayed within budget limits.

**CONDENSED FINANCIAL INFORMATION**

	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>Increase (Decrease)</u>
Cash and investments	\$ 1,921,956	\$ 1,919,729	\$ 2,227
Deposit	6,750	-	6,750
Total assets	<u>1,928,706</u>	<u>1,919,729</u>	<u>8,977</u>
Restricted for system development	1,150,253	1,410,342	(260,089)
Unrestricted	<u>778,453</u>	<u>509,387</u>	<u>269,066</u>
Total Net Position	<u>\$ 1,928,706</u>	<u>\$ 1,919,729</u>	<u>\$ 8,977</u>

	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>Increase (Decrease)</u>
Water service revenue	\$ 1,105,273	\$ 979,773	\$ 125,500
System development charges	53,158	50,018	3,140
Loan proceeds	-	346,742	(346,742)
Other resources	<u>62,396</u>	<u>26,532</u>	<u>35,864</u>
Total business-type resources	1,220,827	1,403,065	(182,238)
Personal services	293,144	266,370	26,774
Materials and services	359,370	410,350	(50,980)
Capital outlay	372,903	311,310	61,593
Debt service	<u>186,433</u>	<u>53,414</u>	<u>133,019</u>
Total business-type expenses	1,211,850	1,041,444	170,406
 Increase (decrease) in net position	 <u>\$ 8,977</u>	 <u>\$ 361,621</u>	 <u>\$ (352,644)</u>

### CAPITAL ASSETS

The District had the following capital asset expenditures during 2023:

    Main Projects - \$337,568.

### LONG TERM DEBT

At June 30, 2023, the District had long-term debt outstanding of \$3,319,891 (S09007 Full Faith and Credit - \$397,974 and S17031 Full Faith and Credit - \$2,921,950).

### FINANCIAL CONTACT

The District's financial statements are designed to present users (citizens, taxpayers, customers, investors, and creditors) with a general overview of the District's finances and to demonstrate the District's accountability. If you have questions about the report or need additional financial information, please contact the District at: 17661 Pilkington Road, Lake Oswego, Oregon 97035.

**RIVERGROVE WATER DISTRICT  
STATEMENT OF NET POSITION - CASH BASIS  
JUNE 30, 2023**

**ASSETS**

## Current assets:

Cash	\$ 1,867,426
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## Restricted assets:

Cash	54,530
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Deposit	<u>6,750</u>
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Total current assets	<u>1,928,706</u>
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**NET POSITION**

Restricted for system development	1,150,253
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Unrestricted	<u>778,453</u>
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Total Net Position	<u>\$ 1,928,706</u>
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(See accompanying notes to basic financial statements)

**RIVERGROVE WATER DISTRICT  
STATEMENT OF REVENUES, EXPENSES,  
AND CHANGES IN NET POSITION - CASH BASIS  
FOR THE YEAR ENDED JUNE 30, 2023**

<b>OPERATING REVENUES:</b>	
Water revenue and service installations	\$ 1,105,273
System development charges	53,158
Miscellaneous	14,111
Total operating revenues	<u>1,172,542</u>
<b>OPERATING EXPENSES:</b>	
Personal services	293,144
Materials and services	359,370
Total operating expenses	<u>652,514</u>
<b>Operating income</b>	<u>520,028</u>
Non-operating revenues (expenses):	
Capital outlay	(372,903)
Interest income	48,285
Debt service	(186,433)
Total non-operating revenues (expenses)	<u>(511,051)</u>
<b>Net income</b>	8,977
<b>Net Position-July 1, 2022</b>	<u>1,919,729</u>
<b>Net Position-June 30, 2023</b>	<u>\$ 1,928,706</u>

(See accompanying notes to basic financial statements)

**RIVERGROVE WATER DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2023**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

These financial statements are presented on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) established by the Governmental Accounting Standards Board (GASB). These cash basis financial statements generally meet the presentation and disclosure requirements applicable to GAAP, in substance, but are limited to the elements presented in the financial statements and the constraints of the measurement and recognition criteria of the cash basis of accounting.

**Financial Reporting Entity**

The District's financial reporting entity is composed of the following:

<b>Primary Government:</b>	<b>RIVERGROVE WATER DISTRICT</b>
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**Basis of Presentation**

The accounts of the District are organized and operated on the basis of a single proprietary fund, an enterprise fund. Enterprise funds are proprietary funds used to account for business-type activities provided to the general public. These activities are financed primarily by user charges, and the measurement of financial activity focuses on net income similar to the private sector.

Governmental financial statements generally include both government-wide and fund financial statements. However, the District is a special purpose government engaged only in business-type activities, and such organizations present only the financial statements required for enterprise funds.

The accounting records are maintained on a fund basis for budgetary and legal purposes. The District uses the funds listed below:

**General Fund**

This fund accounts for all receipts and expenditures, except those required to be accounted for in another fund. The principal source of revenue is water sales.

**Unemployment Fund**

This fund accounts for unemployment costs. The revenue sources are interest income and transfers from the General Fund.

**Capital Improvements Fund**

This fund accounts for water system capital improvements. The principal sources of revenue are system development charges and transfers from the General Fund.

**Truck and Equipment Fund**

This fund accounts for expenditures for equipment other than the water system. The revenue sources are interest income and transfers from the General Fund.

**RIVERGROVE WATER DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2023**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):**

**Measurement Focus, Basis of Accounting and Financial Statement Presentation**

Measurement focus is a term used to describe “how” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

**Measurement Focus**

In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus, as applied to the cash basis of accounting, is used as appropriate:

The proprietary funds utilize an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position, financial position, and cash flows. All assets and liabilities (whether current or noncurrent, financial, or nonfinancial) associated with their activities are reported. Proprietary fund equity is classified as net position.

**Basis of Accounting**

In the financial statements, the District’s activities are presented using the cash basis of accounting. This basis recognizes assets, liabilities, net position, revenues, and expenditures when they result from cash transactions. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

As a result of the use of this cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) *are not recorded* in these financial statements.

If the District utilized the basis of accounting recognized as generally accepted in the United States, the statements would use the accrual basis of accounting.

**Assets, Liabilities, and Net Position**

**Cash and Investments**

The District considers cash on hand, demand deposits and short-term highly liquid investments with a maturity of three months or less, when purchased, to be cash and cash equivalents. Investments maintained in the Oregon Local Government Investment Pool are carried at cost, which approximates fair value. Fair value of the investments in the Oregon Local Government Investment Pool is the same as the value of the pool shares.

**RIVERGROVE WATER DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2023**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):**

**Capital Assets**

Under the cash basis of accounting expenditures for capital assets are not required to be reported in the financial statements, and depreciation is not recorded. When a capital asset is retired or sold, any proceeds are recorded as receipts.

**Net Position Classification**

Net position is classified and displayed in two components:

Restricted – consists of assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, laws or regulations of other governments or (2) law through constitutional provisions or enabling legislation.

Unrestricted – all other assets that do not meet the definition of “restricted” assets.

It is the District’s policy to first use restricted assets prior to the use of unrestricted assets when an expense is incurred for purposes for which both restricted and unrestricted assets are available.

**Receipts and Expenditures**

**Operating Receipts and Expenditures**

Operating receipts and expenditures for proprietary funds result from providing services and producing and delivering goods and/or services. They also include all receipts and expenditures not related to capital and related financing, noncapital financing, or investing activities.

**Internal and Interfund Balances and Activities**

Interfund activity, if any, within and among the proprietary fund categories is reported as follows in the fund financial statements:

Interfund loans – amounts provided with a requirement for repayment are reported as interfund receivables and payables.

Interfund services – sales or purchases of goods and services between funds are reported as revenues and expenditures.

Interfund reimbursements – repayments from funds responsible for certain expenditures to the funds that initially paid for them are not reported as reimbursements but as adjustment to expenditures in the respective funds.

Interfund transfers – flow of assets from one fund to another where repayment is not expected are reported as transfers in and out.



**RIVERGROVE WATER DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2023**

**NOTE B – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY:**

**Budgetary Information**

Annual budgets for all funds are adopted on a basis consistent with Oregon Revised Statutes (ORS 294 – Local Budget Law). The process under which the budget is adopted is described in the following paragraphs.

The Budget Officer submits a proposed budget to the Budget Committee. The District is required to budget all funds. The District's budget is prepared for each fund on the modified accrual basis of accounting. Estimated receipts and expenditures are budgeted for by fund and object. Information on the past two years' actual receipts and expenditures and current-year estimates are included in the budget document.

The Budget Committee conducts public hearings for the purpose of obtaining citizens' comments, and then approves a budget and submits it to the Board of Commissioners for final adoption. The approved expenditures for each fund may not be increased by more than 10% by the Board without returning to the Budget Committee for a second approval.

The Board of Commissioners legally adopts the budget by resolution before July 1. The resolution establishes appropriations for each fund and expenditures cannot legally exceed these appropriations. The level of control established by the resolution for each fund is at the object group level (i.e. personal services, materials and services, capital outlay, interfund transfer, and contingency). Appropriations lapse as of year-end.

The Board of Commissioners may change the budget throughout the year by transferring appropriations between levels of control or by adopting supplemental budgets as authorized by Oregon Revised Statutes. Unexpected additional resources may be added to the budget through the use of a supplemental budget. A supplemental budget requires hearings before the public, publications in newspapers and approval by the District. Expenditure appropriations may not be legally over-expended except in the case of grant receipts that could not be reasonably estimated at the time the budget was adopted, and for debt service on new debt issued during the budget year. Management may transfer budget amounts between individual line items within the object group, but cannot make changes to the object groups themselves, which is the legal level of control. During the fiscal year ended June 30, 2023 the Board did not transfer any appropriations between levels of control, nor did they adopt a supplemental budget.

**NOTE C – CASH AND INVESTMENTS:**

Cash and investments were recorded at cost, which approximates fair market value, plus accrued interest at June 30, 2023. Cash and investments of the District at June 30, 2023 were:

Checking account – Banner Bank	\$	146,887
Water deposits		54,530
Local Government Investment Pool		<u>1,720,539</u>
 Total	 \$	 <u>1,921,956</u>

**RIVERGROVE WATER DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2023**

**NOTE C – CASH AND INVESTMENTS (Continued):**

**Deposits**

The insurance and collateral requirements for deposits are established by banking regulations and Oregon law. Federal depository insurance of \$250,000 applies respectively to total demand deposits and to total savings accounts at each financial institution. Where balances exceed \$250,000, banks are required to pledge collateral, based on their capital condition. Banks are required to provide quarterly reporting of their public funds deposits to the State Treasurer's office, which will be the basis for the collateral pledging for the next quarter. Treasury monitors each depository bank and ensures compliance with collateralization requirements for all public fund deposits. Banks will pledge 10% if they are well capitalized, 25% if they are adequately capitalized, and in turn, the banks are required to share in the liability of a failed institution, should it ever occur. Undercapitalized banks are required to pledge collateral equal to 110% of their deposits, which is monitored on a weekly basis. At June 30, 2023, total demand deposits were \$206,864.

**Investments**

At June 30, 2023, the District had invested \$1,720,539 with the Oregon Short-Term Fund (OSTF), which is a cash and investment pool available for use by all state funds and local governments and is maintained by the State Treasurer. The Local Government Investment Pool (LGIP) is an open-ended, no loan diversified portfolio offered to eligible participants, including any municipality, political subdivision, or public corporation of the state. Currently there are more than 1,500 participants in the Pool. Local government pooled assets are reported as an Investment Trust Fund in Oregon's Comprehensive Annual financial report. The Oregon Short-Term Fund board, established by the Oregon Legislature, advises the Oregon Investment Council and the Oregon State Treasury in the management and investments of the LGIP. The carrying value of this investment (cost) approximates the market value at June 30, 2023.

**Credit Risk**

The State of Oregon LGIP is not registered with the U.S. Securities and Exchange Commission as an investment company. The Oregon revised statutes and the Oregon Investment Council govern the Pool's investment policies. The State Treasurer is the investment officer for the LGIP and it is responsible for all funds in the LGIP. These funds must be invested and the investments managed, as a prudent investor would, exercising reasonable care, skill and caution. Investments in the fund are further governed by portfolio guidelines issued by the Oregon short-term funds board, which establish diversification percentages and specify the types and maturities of investments. The overall credit quality of the pool is not rated. The Oregon Audits Division of the Secretary of State's office audits of the Pool annually. The Division's report on the LGIP as of and for the year ended June 30, 2023 was unqualified.

**Concentration Risk**

The District's investment concentration is: LGIP – 89.5%

**RIVERGROVE WATER DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2023**

**NOTE C – CASH AND INVESTMENTS (Continued):**

**Interest Rate Risk**

The District does not have a formal investment policy that explicitly limits investment maturities as a means of managing its exposure to fair value loss arising from increasing interest rates.

**Customer Deposits**

Deposits are received to assure payment of water bills. They are refunded to customers or applied to billings as necessary. As of June 30, 2023, the balance of customer deposits was \$54,530.

**NOTE D – INTERFUND TRANSFERS AND BALANCES:**

Transfers are used to move revenues from one fund to another in order to finance various expenditures in accordance with budgetary authorization.

Transfers between funds of the District for the year ended June 30, 2023 were as follows:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General	\$ -	\$ 208,000
Capital improvement	200,000	-
Truck & equipment	5,000	-
Unemployment	<u>3,000</u>	<u>-</u>
Total transfers	<u>\$ 208,000</u>	<u>\$ 208,000</u>

At June 30, 2023, there were no interfund balances.

**NOTE E – LONG-TERM DEBT:**

Under the cash basis of accounting, long term debt is not recorded in the financial statements. The following information is reported for disclosure purposes only.

The changes in long-term debt for the year ended June 30, 2023 is comprised of the following:

	<u>Outstanding July 1, 2022</u>	<u>Additions</u>	<u>Deductions</u>	<u>Outstanding June 30, 2023</u>	<u>Due Within One Year</u>
S09008 Full Faith & Credit	\$ 434,581	\$ -	\$ 36,640	\$ 397,941	\$ 38,054
S17031 Full Faith & Credit	0	2,930,569	8,619	2,921,950	71,073
	<u>\$ 434,581</u>	<u>\$ 2,930,569</u>	<u>\$ 45,259</u>	<u>\$ 3,319,891</u>	<u>\$ 109,127</u>

**RIVERGROVE WATER DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2023**

**NOTE E – LONG-TERM DEBT (Continued):**

During fiscal year 2008-09, the District entered into a loan agreement with the Oregon Department of Economic and Community Development to construct and rehabilitate wells. The loan principal was \$735,000, the term is 20 years, and the interest rate is 3.86%. Future debt service requirements are as follows:

Year Ending June 30	Principal	Interest	Total
2024	\$ 38,054	\$ 15,361	\$ 53,415
2025	39,523	13,891	53,414
2026	41,048	12,366	53,414
2027	44,278	9,136	53,414
2028	45,987	7,427	53,414
2029-32	189,051	22,134	211,186
Balance 6/30/23	\$ 397,941	\$ 80,315	\$ 478,256

During fiscal year 2022-23, the District entered into a loan agreement with the Oregon Department of Economic and Community Development for reservoir #3 landslide remediation and seismic upgrading. The loan principal was \$ 2,930,569, the term is 30 years, and the interest rate is 2.12%.

Future debt services requirements are as follows:

Year Ending June 30	Principal	Interest	Total
2024	\$ 71,073	\$ 61,945	\$ 133,018
2025	72,580	60,438	133,018
2026	74,119	58,899	133,018
2027	75,690	57,328	133,018
2028	77,295	55,723	133,018
2029-2033	411,759	253,331	665,090
2034-2038	457,295	207,795	665,090
2039-2043	507,868	157,222	665,090
2044-2048	564,034	101,056	665,090
2049-2052	610,237	36,263	646,500
Balance 6/30/23	\$ 2,921,950	\$ 1,050,000	\$ 3,971,950

The District will pledge its net revenues from water sales. The District will charge rates and fees in connection with the operation of the system which, when combined with other gross revenues, are adequate to generate net revenues each fiscal year at least equal to 120% of the annual debt service due in the fiscal year on the loan and any outstanding obligations payable from or secured by a lien on and pledge of net revenues that is on parity with the OBDD lien.

**RIVERGROVE WATER DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2023**

**NOTE F – RETIREMENT PLAN:**

The District offers a deferred compensation plan in accordance with Section 457 of the Internal Revenue code. The plan is administered and the assets are held by a third party. The District is required to contribute 12% of annual salary for each participating employee. For the year ended June 30, 2023, the District paid \$17,913 for pension expense.

**NOTE G – RISK MANAGEMENT:**

The District is exposed to various risks of loss related to torts: theft of, damage to and destruction of assets; error or omissions; injuries to employees; and natural disasters. The District carries commercial insurance for risk of loss including workers' compensation, property damage, general liability, automobile liability and employee dishonest coverage. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

**NOTE H – LEASES:**

The District entered into a 5-year lease agreement, effective January 1, 2022, with an unrelated party. Per the agreement, annual lease payments will be increased by 3.0%. Rent expense for this lease was \$17,115 for the year ended June 30, 2023.

At the time of the initial measurement, there was no interest rate specified in the original lease agreement. The District has used risk free rate of return of 1.13%.

Annual requirements to amortize this lease liability and related interest are as follows:

Year Ending June 30	Principal	Interest
2024	16,488	586
2025	17,191	396
2026	17,917	197
2027	9,170	22
	<u>\$ 60,766</u>	<u>\$ 1,201</u>

**SUPPLEMENTARY INFORMATION**

**RIVERGROVE WATER DISTRICT  
COMBINING SCHEDULE OF NET POSITION – CASH BASIS  
JUNE 30, 2022**

	<u>General Fund</u>	<u>Capital Improvements Fund</u>	<u>Track &amp; Equipment Fund</u>	<u>Unemploy- ment Fund</u>	<u>Total</u>
<b>ASSETS</b>					
Cash and investments	\$ 649,716	\$ 1,150,253	\$ 31,736	\$ 35,721	\$ 1,867,426
Cash restricted for water deposits	54,530	-	-	-	54,530
Deposits	6,750	-	-	-	6,750
<b>Total Assets</b>	<u>710,996</u>	<u>1,150,253</u>	<u>31,736</u>	<u>35,721</u>	<u>1,928,706</u>
<b>NET POSITION</b>					
Restricted for system development	\$ -	\$ 1,150,253	\$ -	\$ -	\$ 1,150,253
Unrestricted	710,996	-	31,736	35,721	778,453
<b>Total Fund Balance</b>	<u>710,996</u>	<u>1,150,253</u>	<u>31,736</u>	<u>35,721</u>	<u>1,928,506</u>

**RIVERGROVE WATER DISTRICT  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES,  
AND CHANGES IN NET POSITION – CASH BASIS  
JUNE 30, 2022**

	General Fund	Capital Improvements Fund	Truck & Equipment Fund	Unemployment Fund	Total
<b>OPERATING REVENUES</b>					
Water sales & service installations	\$ 1,105,273	\$ -	\$ -	\$ -	\$ 1,105,273
System development charges	-	53,158	-	-	53,158
Deposits	4,980	-	-	-	4,980
Miscellaneous	9,131	-	-	-	9,131
<b>Total</b>	<b>1,119,384</b>	<b>53,158</b>	<b>-</b>	<b>-</b>	<b>1,172,542</b>
<b>OPERATING EXPENSES</b>					
Personnel services	293,144	-	-	-	293,144
Materials & services	359,370	-	-	-	359,370
<b>Total</b>	<b>652,514</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>652,514</b>
<b>OPERATING INCOME</b>	<b>466,870</b>	<b>53,158</b>	<b>-</b>	<b>-</b>	<b>520,028</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>					
Interest Income	8,888	37,568	844	985	48,285
Capital outlay	(8,521)	(364,382)	-	-	(372,903)
Debt service	-	(186,433)	-	-	(186,433)
Transfers in	-	200,000	5,000	3,000	208,000
Transfers out	(208,000)	-	-	-	(208,000)
Loan proceeds	-	-	-	-	-
<b>Total</b>	<b>(207,633)</b>	<b>(313,247)</b>	<b>5,844</b>	<b>3,985</b>	<b>(511,051)</b>
<b>CHANGE IN NET POSITION</b>	<b>259,237</b>	<b>(260,089)</b>	<b>5,844</b>	<b>3,985</b>	<b>8,977</b>
<b>NET POSITION, beginning</b>	<b>451,759</b>	<b>1,410,342</b>	<b>25,892</b>	<b>31,736</b>	<b>1,919,729</b>
<b>NET POSITION, ending</b>	<b>710,996</b>	<b>1,150,253</b>	<b>31,736</b>	<b>35,721</b>	<b>1,928,706</b>



**RIVERGROVE WATER DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES-BUDGET AND ACTUAL-CASH BASIS  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2023**

	Budgeted Amounts		Actual Amounts	Variance
	Original	Final		Favorable (Unfavorable)
<b>Revenues</b>				
Water sales	\$ 1,007,500	\$ 1,007,500	\$ 961,221	\$ (46,279)
New service and installation fees	3,200	3,200	4,700	1,500
Deposits	6,800	6,800	4,980	(1,820)
Other fees	20,000	20,000	139,352	119,352
Miscellaneous	5,000	5,000	9,131	4,131
Interest income	1,500	1,500	8,888	7,388
<b>Total revenues</b>	<b>1,044,000</b>	<b>1,044,000</b>	<b>1,128,272</b>	<b>84,272</b>
<b>Expenditures</b>				
Personnel services	403,600	403,600	293,144	110,456
Materials and services	508,500	508,500	359,370	149,130
Capital outlay	89,000	89,000	8,521	80,479
Contingency				
<b>Total expenditures</b>	<b>1,001,100</b>	<b>1,001,100</b>	<b>661,035</b>	<b>340,065</b>
Excess of revenues over (under) expenditures	42,900	42,900	467,237	424,337
<b>Other Financing Uses:</b>				
Operating transfers out	(208,000)	(208,000)	(208,000)	0
Excess of revenues over (under) expenditures and other uses	(165,100)	(165,100)	259,237	424,337
Fund balances-July 1, 2022	365,000	365,000	451,759	86,759
Fund Balance-June 30, 2023	\$ 199,900	\$ 199,900	\$ 710,996	\$ 511,096

**RIVERGROVE WATER DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL - CASH BASIS  
CAPITAL IMPROVEMENTS/SDC FUND  
FOR THE YEAR ENDED JUNE 30, 2023**

	Budgeted Amounts		Actual Amounts	Variance Favorable (Unfavorable)
	Original	Final		
<b>Revenues</b>				
Interest	\$ 5,400	\$ 5,400	\$ 37,568	\$ 32,168
SDC charges	51,000	51,000	53,158	2,158
Total revenues	56,400	56,400	90,726	34,326
<b>Expenditures</b>				
Capital outlay	483,200	483,200	364,382	118,818
Debt service	186,434	186,434	186,433	1
Contingency				
	669,634	669,634	550,815	118,819
Excess of revenues over (under) expenditures	(613,234)	(613,234)	(460,089)	153,145
<b>Other Financing Sources:</b>				
Loan proceeds				
Operating transfers in	200,000	200,000	200,000	0
	200,000	200,000	200,000	0
Excess of revenues and other sources over (under) expenditures	(413,234)	(413,234)	(260,089)	153,145
Fund balances-July 1, 2022	1,198,600	1,198,600	1,410,342	211,742
Fund balance-June 30, 2023	\$ 785,366	\$ 785,366	\$ 1,150,253	\$ 364,887

**RIVERGROVE WATER DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL - CASH BASIS  
TRUCK AND EQUIPMENT FUND  
FOR THE YEAR ENDED JUNE 30, 2023**

	Budgeted Amounts		Actual Amounts	Variance Favorable (Unfavorable)
	Original	Final		
Revenues				
Interest	\$ 100	\$ 100	\$ 844	\$ 744
Sale of surplus property				0
Total revenues	<u>100</u>	<u>100</u>	<u>844</u>	<u>744</u>
Expenditures				
Capital outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Excess of revenues over (under) expenditures	100	100	844	744
Other Financing Sources:				
Operating transfers in	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	
Excess of revenues and other sources over (under) expenditures	5,100	5,100	5,844	744
Fund balances-July 1, 2022	<u>25,865</u>	<u>25,865</u>	<u>25,892</u>	<u>27</u>
Fund balance-June 30, 2023	<u>\$ 30,965</u>	<u>\$ 30,965</u>	<u>\$ 31,736</u>	<u>\$ 771</u>

**RIVERGROVE WATER DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL - CASH BASIS  
UNEMPLOYMENT FUND  
FOR THE YEAR ENDED JUNE 30, 2023**

	Budgeted Amounts		Actual Amounts	Variance Favorable (Unfavorable)
	Original	Final		
Revenues				
Interest	\$ 150	\$ 150	\$ 985	\$ 835
Sale of surplus property				
Total revenues	<u>150</u>	<u>150</u>	<u>985</u>	<u>835</u>
Expenditures				
Personnel services				
Materials and services				0
Contingency				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Excess of revenues over (under) expenditures	150	150	985	0
Other Financing Sources:				
Operating transfers in	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>
Excess of revenues and other sources over (under) expenditures	3,150	3,150	3,985	835
Fund balances-July 1, 2022	<u>31,700</u>	<u>31,700</u>	<u>31,736</u>	<u>36</u>
Fund balance-June 30, 2023	<u>\$ 34,850</u>	<u>\$ 34,850</u>	<u>\$ 35,721</u>	<u>\$ 871</u>

**INDEPENDENT AUDITOR'S REPORT  
REQUIRED BY OREGON STATE REGULATIONS**

## INDEPENDENT AUDITOR'S REPORT REQUIRED BY OREGON STATE REGULATIONS

We have audited the basic financial statements of Rivergrove Water District, as of and for the year ended June 30, 2023, and have issued our report thereon dated \_\_\_\_\_, 2023. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

### Compliance

As part of obtaining reasonable assurance about whether Rivergrove Water District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).**
- Indebtedness limitations, restrictions and repayment.**
- Budgets legally required (ORS Chapter 294).**
- Insurance and fidelity bonds in force or required by law.**
- Authorized investment of surplus funds (ORS Chapter 294).**
- Public contracts and purchasing (ORS Chapter 279A, 279B, 279C).**

In connection with our testing nothing came to our attention that caused us to believe the Rivergrove Water District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

### OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered Rivergrove Water District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Rivergrove Water District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Rivergrove Water District's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in the internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the Board of Commissioners and management of Rivergrove Water District and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

JARRARD, SEIBERT, POLLARD & COMPANY, LLC  
Certified Public Accountants  
West Linn, Oregon

By \_\_\_\_\_  
Russell T. Ries, Partner

\_\_\_\_\_, 2023

# **PUBLIC COMMENT**





# **REVIEW & APPROVAL OF MINUTES**



**Rivergrove Water District  
Board of Commissioners Regular Meeting Minutes  
Monday, August 28, 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, Magura, Patterson, and Howell. 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 comment was received.
3. **Review and Approval of Minutes:** The July 24, 2023 Board meeting minutes were approved by a motion from *Commissioner Johnson, seconded by Commissioner Howell, and passed by Commissioners Roth, Johnson, Patterson, and Howell. Due to his excused absence in July, Commissioner Magura abstained.*
4. **Monthly General Manager’s Report:** See attached.
5. **Unfinished Business:**
  - a. **Water District Ordinance No. 19-01:** the General Manager reported revisions are still ongoing.
  - b. **Board Officers Election:** In accordance with the Board Policy Handbook, nominations were taken for Board officer positions for the new fiscal year. Commissioner Patterson nominated Commissioner Howell to serve as the Board Chair. Commissioner Howell declined the nomination. *Commissioner Johnson nominated Commissioner Roth to serve as Chair, Commissioner Magura to serve as Treasurer, and Commissioner Howell to serve as secretary which was seconded by Commissioner Howell. The motion passed by a unanimous vote.*
  - c. **General Manager’s Annual Performance Review:** Chair Roth asked all commissioners to forward her inputs by September 18<sup>th</sup>. The annual review will be conducted at the September meeting.
6. **New Business:**
  - a. **Resolution 2023-04: Signing Authority for Banking and Other Financial Documents:** The Board reviewed the resolution which would grant signing authority to the Board officers and add the General Manager. Commissioner Johnson made a motion to adopt the resolution, seconded by Commissioner Magura. Commissioner Howell stated he wanted additional time to review the financial policy. General Manager Casey stated it is customary for the GM to have such authority, it had been granted to all previous GMs, and she voluntarily removed herself from this position when promoted to the GM position in 2020 to allow her to unbiasedly correct outstanding financial issues as well as implement thorough financial practices for the District. Chair Roth stated the resolution would be voted on at the September meeting.
  - b. **Banner Bank Safe Deposit Box Lease:** The Board of Commissioners and General Manager signed an updated lease agreement and authorization list for the safe deposit box. The box will be examined for its contents to determine if it is still a viable option for the District to maintain.
7. **Chair Report:** No report was presented.
8. **Adjournment:** The meeting was adjourned at 5:34 p.m. The next regular meeting will be held on Monday, September 25, 2023 at 5:34 p.m.

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

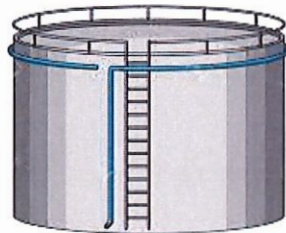
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# General Manager's Report

## Operations



## Administrative/HR/Finance





## GENERAL MANAGER'S REPORT September 2023

### Capital Improvement Projects

- **River Grove Elementary School Main Replacement**
  - New 3” meter installed without any issues; meter purchased by the Rivergrove Water District
  - Backflow and vault specifications are not in compliance with ORS requirements
    - District will continue to work with 3J Consulting and Triplett Wellman (LOSD’s contractor) to ensure the required modifications meet state standards ECD: **12/31/23**
  
- **Well No. 1 Generator Replacement Installation**
  - Project on hold pending receipt of exhaust pipe venting and tank protection material ECD: **12/31/23**
  - Soliciting bids for the installation of bushes to be positioned on east side of property to screen generator from neighboring properties ECD: **11/30/23**
  - Doosan generator was relocated to Well 3; weekly exercise remains important to ensure generator will run as expected and as efficiently as possible in an emergency situation
    - MTS versus ATS pros and cons
  - Original Contract completion date: 7/31/23
  - Contract completion date w/Approved Changes: **12/31/23**
  - Original Contract Price: \$53,400
  - Contract Price w/Approved Change Orders: **\$71,775**
  
- **2022 Water Main Replacement Grant Project**
  - Engaged in conversations with Business Oregon to discuss status of \$5.8M loan funding
    - Challenges at state-level due to loan recipients not being prepared to start projects
  - General Manager proposes the District reduce the project scope while still having a meaningful impact to improve our distribution system
    - Option 1: Replace the primary supply piping from Reservoir 3 to lower zone and upsize portion of undersized main in Childs Road
    - Option 2: Replace existing 10” main crossing the canal at Old Gate Road/Dawn Street up to and including Indian Creek Avenue
  - District would *likely* receive loan funding in the range of \$3M and project approval from the IFA Board in spring 2024

### Water Operations

- **Fire Hydrant & Blowoff Flushing Program**
  - All fire hydrants and blowoffs were flushed to ensure functionality
  - Conducted 100% inspection to identify maintenance needs and assess future replacement requirements
    - Maintenance actions are in progress ECD: **10/31/23**
  
- **Lake Oswego Road Grading Project**
  - Ripping and grading project (approximately 1200 LF) on Canal Road took place 9/9/23
    - District coordinated efforts with Lake Oswego project manager; water operations performed maintenance on single valve box top, lid, and riser within project area

- **Cathodic Protection Inspection**
  - Annual inspection was conducted at Reservoir 3 and training provided to employees
    - SOP checklist is being developed to provide clear-cut and uniform procedures for monthly inspections, documentation, and adherence to regulatory standards
- **Backflow Testing Program**
  - Annual test reports are due **9/30/23**; shut off for noncompliance scheduled for **10/2/23**
  - District statistics are as follows:
    - Total Backflow Connections: 566
    - Total Connections Passed: 468
    - Total Connections Failed: 3
    - Current Compliance Percentage: 82%
- **Customer Assistance Requests & On Call Duty**
  - Site visit requests: 61      □ Emergency callouts: 0

### **Finance/Administrative/HR**

- **Shut-off Notices**
  - Notices delivered to delinquent account holders 9/12/23
    - Shut-offs scheduled **9/27/23**
    - 32 accounts identified: 2.3% delinquent shut-off rate
- **Office Building**
  - The Gregoire Building has been sold to River Grove LLC and will be renamed the River Grove Building
    - A meeting was held on 9/20/23 with the new owner
    - Construction on the second floor will begin soon and is expected to take 60 days
    - Other renovations planned consist of new front doors with a security keypad controlled entry and mailboxes with locks
- **District Facilities Tour**
  - Commissioners will tour District facilities and provide their availability by **September 28,2023**
- **Employee Recognition Luncheon**
  - Quarterly luncheon 10/13/23; office closed from 2:00-4:00 pm
- **Employee Training Completed**
  - National OSHA Confined Space Certification (Utility I & II)
  - Clean Water State Revolving Fund Seminar (GM)
  - Minimizing Amputation Hazards, Respiratory Protection, Pedestrian Safety (All employees)
  - Phishing Training: Social Engineering (All employees)

## Janine Casey

---

**From:** Janine Casey  
**Sent:** Wednesday, September 20, 2023 2:08 PM  
**To:** Chris Roth; Jim Johnson; Lawrence Magura; Sherry Patterson; Grant Howell  
**Cc:** Janine Casey  
**Subject:** District Facilities Tour

**THIS BOARD MESSAGE IS PROVIDED TO ALL BOARD MEMBERS FOR INFORMATION ONLY. BOARD MEMBERS ARE REMINDED TO NOT "REPLY ALL" TO THIS MESSAGE TO AVOID THE APPEARANCE OF DELIBERATION OUTSIDE OF A PUBLIC MEETING AND/OR POTENTIAL VIOLATION OF OREGON PUBLIC MEETING REQUIREMENTS.**

Good afternoon Commissioners,

At the Board meeting held on August 28<sup>th</sup>, there was discussion regarding the Board touring the District facilities. With the Oregon weather quickly changing back to rain, we would like to have the tour scheduled within the next 4-5 weeks. Please provide the dates and times you are available.

If a quorum of the Board participates, it will meet the requirements of an open meeting and notification will need to be published in the Lake Oswego Review. In light of this, please provide your availability no later than **September 28, 2023**.

Thank you,  
Janine

Example:

Sep 29 – Available all day

Oct 4 – Available in the AM from 8 – noon

Oct 11 – Available all day

Oct 16 – Available in the PM from 1-4

# **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 August 2023

**Reviewed & Approved by Commissioners  
Board Meeting: September 25, 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	8/31/2023	\$161,777.67	\$174,690.75	\$167,101.81	\$7,588.94
Banner Bank (Deposit Act)	1085	8/31/2023	\$55,128.09	\$55,392.24	\$55,342.24	\$50.00
LGIP (SDC)	1106	8/31/2023	\$432,410.96	\$426,771.37	\$426,771.37	\$0.00
LGIP (Capital Improvement)	1107	8/31/2023	\$856,274.88	\$799,836.09	\$799,836.09	\$0.00
LGIP ( Unemployment)	1108	8/31/2023	\$35,846.55	\$35,984.92	\$35,984.92	\$0.00
LGIP (Truck)	1109	8/31/2023	\$31,845.96	\$31,968.89	\$31,968.89	\$0.00
LGIP (Non-Restricted)	1110	8/31/2023	\$370,160.39	\$371,589.27	\$371,589.27	\$0.00

Checks issued this period 9884 - **9907** from Banner Bank Act 1015

Checks voided this period: None



**RIVERGROVE WATER DISTRICT**  
**Balance Sheet**  
 As of August 31, 2023

	Aug 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1015 · Checking - Banner Bank	164,340.62
1085 · Water Deposit-Banner Bank	55,392.24
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	426,771.37
1107 · Capital Improvement Account	799,836.09
1108 · Unemployment Account	35,984.92
1109 · Truck & Equipment Account	31,968.89
<b>Total 1101 · Restricted</b>	<b>1,294,561.27</b>
1110 · Non-Restricted	371,589.27
<b>Total 1100 · LGIP</b>	<b>1,666,150.54</b>
<b>Total Checking/Savings</b>	<b>1,885,883.40</b>
<b>Total Current Assets</b>	<b>1,885,883.40</b>
<b>TOTAL ASSETS</b>	<b>1,885,883.40</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	
2110 · Federal Withholding	3,697.23
2120 · FICA Social Security	2,518.59
2140 · Medicare	589.03
2150 · State Withholding	2,474.80
2165 · Oregon State Transit Tax	34.18
2170 · WBF Assessment	11.95
2175 · Paid Family Medical Leave	243.74
<b>Total 2100 · Payroll Liabilities</b>	<b>9,569.52</b>
<b>Total Other Current Liabilities</b>	<b>9,569.52</b>
<b>Total Current Liabilities</b>	<b>9,569.52</b>
<b>Total Liabilities</b>	<b>9,569.52</b>
<b>Equity</b>	
32000 · All Fund Balances	1,928,708.30
Net Income	-52,394.42
<b>Total Equity</b>	<b>1,876,313.88</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,885,883.40</b>

RIVERGROVE WATER DISTRICT

**Accounts Receivable Summary**

From 08/10/2023 Through 09/19/2023

<b>OPEN BALANCE</b>					<b>Balance</b>
				-634.71	-634.71
<b>BI-MONTHLY-Adjustment</b>	<b>Amount</b>		<b>Usage</b>		<b>Count</b>
WATER-RESIDENTIAL	366.79			18	
<b>Totals</b>	366.79		0.00	18	-267.92
WATER Miscellaneous-RESIDENTIAL	-90.00			2	
<b>Totals</b>	-90.00		0.00	2	-357.92
WAT.Penalty-RESIDENTIAL	30.00			6	
<b>Totals</b>	30.00		0.00	6	-327.92
***Total Adjustment	306.79		0.00	26	
<b>BI-MONTHLY-Charge</b>	<b>Minimum</b>	<b>Overage</b>	<b>Usage</b>	<b>Count</b>	<b>Total</b>
WATER-RESIDENTIAL	71,703.62	178,456.20	48,782.00	1,378	250,159.82
WATER-COMMERCIAL	188.69	527.04	144.00	3	715.73
WATER-PUBLIC AUTHORITY	994.58	4,091.88	1,118.00	5	5,086.46
WATER-HOA IRRIGATION	670.87	2,836.50	775.00	9	3,507.37
WATER-ADULT CARE FACILITIES	143.26	237.90	65.00	2	381.16
WATER-CHURCH	97.83	36.60	10.00	1	134.43
<b>Totals</b>	73,798.85	186,186.12	50,894.00	1,398	259,984.97
***Total Charge	73,798.85	186,186.12	50,894.00	1,398	259,984.97
<b>BI-MONTHLY-Penalty</b>	<b>Amount</b>			<b>Count</b>	
WATER-RESIDENTIAL	2,400.00			160	
WATER-HOA IRRIGATION	15.00			1	
<b>Totals</b>	2,415.00			161	262,072.05
***Total Penalty	2,415.00			161	
<b>BI-MONTHLY-Miscellaneous</b>	<b>Amount</b>			<b>Count</b>	
WATER Miscellaneous-RESIDENTIAL	735.00			34	
WATER Miscellaneous-HOA IRRIGATION	20.00			1	

**Totals**

755.00

35

262,827.05

\*\*\*Total Miscellaneous

755.00

35

**BI-MONTHLY-Payment**

**Amount**

**Count**

**Balance**

WATER-RESIDENTIAL

-235,644.96

1,343

WATER-COMMERCIAL

-715.73

3

WATER-PUBLIC AUTHORITY

-5,086.46

5

WATER-HOA IRRIGATION

-3,537.37

9

WATER-ADULT CARE FACILITIES

-381.16

2

WATER-CHURCH

-134.43

1

**Totals**

-245,500.11

1,363

17,326.94

WATER Miscellaneous-RESIDENTIAL

-319.82

WATER Miscellaneous-HOA IRRIGATION

-20.00

**Totals**

-339.82

16,987.12

WAT.Penalty-RESIDENTIAL

-1,305.00

1

WAT.Penalty-HOA IRRIGATION

-15.00

**Totals**

-1,320.00

1

15,667.12

\*\*\*Total Payments

-247,159.93

1,364

**BI-MONTHLY-Return Check**

**Amount**

**Count**

WATER-RESIDENTIAL

169.07

1

**Totals**

169.07

1

15,836.19

\*\*\*Total Return Check

169.07

1

**BI-MONTHLY-Deposit Applied**

**Amount**

**Count**

WATER-RESIDENTIAL

-570.00

12

**Totals**

-570.00

12

15,266.19

WAT.Penalty-RESIDENTIAL

-30.00

**Totals**

-30.00

15,236.19

\*\*\*Total Deposit Applied

-600.00

12

**Closing Balance**

15,236.19

RIVERGROVE WATER DISTRICT

Check Register

As of August 31, 2023

Type	Date	Num	Name	Memo	Paid Amount	Balance
						<b>158,326.05</b>
Deposit	08/01/2023		Deposit	Deposit	167.92	158,493.97
Deposit	08/01/2023		Deposit	Deposit	1,650.00	160,143.97
Deposit	08/01/2023		Deposit	Deposit	626.42	160,770.39
General Journal	08/01/2023	CC	Customer Refund	Customer Refund	50.00	160,820.39
General Journal	08/01/2023	CC	Customer Refund	Customer Refund	50.00	160,870.39
Deposit	08/01/2023		Deposit	Deposit	274.31	161,144.70
Check	08/01/2023	ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water	-15.60	161,129.10
Deposit	08/02/2023		Deposit	Deposit	105.26	161,234.36
Check	08/02/2023	ACH	VANCO Payment Solutions	Monthly Service Fee July 2023	-59.00	161,175.36
Deposit	08/03/2023		Deposit	Deposit	89.52	161,264.88
Deposit	08/03/2023		Deposit	Deposit	10,938.20	172,203.08
Deposit	08/04/2023		Deposit	Deposit	220.94	172,424.02
Deposit	08/04/2023		Deposit	Deposit	1,650.00	174,074.02
General Journal	08/04/2023	CC	Customer Refund	Customer Refund	50.00	174,124.02
Check	08/04/2023	ACH	PGE	Monthly Electric Fees	-5,054.61	169,069.41
Deposit	08/07/2023		Deposit	Deposit	50.00	169,119.41
General Journal	08/07/2023	CC	Customer Deposit	Customer Deposit	-50.00	169,069.41
Check	08/07/2023	ACH	Streamline	Website Fee	-126.00	168,943.41
Deposit	08/07/2023		Deposit	Deposit	122.10	169,065.51
Check	08/07/2023	ACH	PAYCHEX	Payroll 7/23/23-8/5/23	-75.43	168,990.08
Deposit	08/08/2023		Deposit	Deposit	172.70	169,162.78
General Journal	08/08/2023	PR 08/05/23	Payroll 7/23/23-8/5/23	Payroll 7/23/23-8/5/23	-6,443.58	162,719.20
General Journal	08/08/2023	PR 08/05/23	Payroll 7/23/23-8/5/23	Payroll 7/23/23-8/5/23	-3,452.21	159,266.99
General Journal	08/08/2023	PR 08/05/23	Deferred Comp Payroll - 7/23/23-8/5/23	Deferred Comp Payroll - 7/23/23-8/5/23	-1,454.68	157,812.31
General Journal	08/08/2023	CC	Customer Refund	Customer Refund	50.00	157,862.31
General Journal	08/08/2023	PR 08/05/23	Deferred Comp Payroll - 7/23/23-8/5/23	Deferred Comp Payroll - 7/23/23-8/5/23	-313.71	157,548.60
Deposit	08/09/2023		Deposit	Deposit	170.21	157,718.81
Deposit	08/09/2023		Deposit	Deposit	94.81	157,813.62
Deposit	08/09/2023		Deposit	Deposit	198.87	158,012.49
Deposit	08/10/2023		Deposit	Deposit	103.99	158,116.48
Deposit	08/10/2023		Deposit	Deposit	147.00	158,263.48
Check	08/11/2023	ACH	METEREADERS, LLC	Meter Readings August 2023	-1,230.87	157,032.61
Deposit	08/11/2023		Deposit	Deposit	147.91	157,180.52

RIVERGROVE WATER DISTRICT

Check Register

As of August 31, 2023

Deposit	08/11/2023		Deposit	Deposit	50.39	157,230.91
Deposit	08/14/2023		Deposit	Deposit	133.38	157,364.29
Deposit	08/14/2023		Deposit	Deposit	450.70	157,814.99
Deposit	08/14/2023		Deposit	Deposit	125.95	157,940.94
General Journal	08/14/2023	CC	Customer Refund	Customer Refund	50.00	157,990.94
General Journal	08/14/2023	CC	Customer Refund	Customer Refund	50.00	158,040.94
Deposit	08/14/2023		Deposit	Deposit	27.06	158,068.00
Check	08/14/2023	ACH	KAISER FOUNDATION HEALTH PLAN	Monthly Health Premium	-1,929.46	156,138.54
Check	08/14/2023	ACH	VERIZON WIRELESS	Monthly Service	-389.79	155,748.75
Deposit	08/15/2023		Deposit	Deposit	496.45	156,245.20
General Journal	08/15/2023	CC	Customer Deposit	Customer Deposit	-50.00	156,195.20
General Journal	08/15/2023	CC	Customer Refund	Customer Refund	50.00	156,245.20
Deposit	08/15/2023		Deposit	Deposit	6,161.61	162,406.81
Deposit	08/15/2023		Deposit	Deposit	2,728.34	165,135.15
General Journal	08/15/2023	CC	Customer Deposit	Customer Deposit	20.00	165,155.15
Check	08/15/2023		Deposit	Service Charge	-211.03	164,944.12
Deposit	08/16/2023		Deposit	Deposit	60.07	165,004.19
Deposit	08/16/2023		Deposit	Deposit	2,402.52	167,406.71
Deposit	08/17/2023		Deposit	Deposit	590.35	167,997.06
General Journal	08/17/2023	CC	Customer Deposit	Customer Deposit	-50.00	167,947.06
General Journal	08/17/2023	CC	Customer Deposit	Customer Deposit	-50.00	167,897.06
Deposit	08/17/2023		Deposit	Deposit	1,849.67	169,746.73
General Journal	08/17/2023	CC	Customer Refund	Customer Refund	50.00	169,796.73
Deposit	08/18/2023		Deposit	Deposit	105.44	169,902.17
Check	08/18/2023	ACH	Banner Bank (MASTERCARD)	Act 6660 Casey - Monthly Charges	-4,287.92	165,614.25
Check	08/18/2023	ACH	PACIFIC OFFICE AUTOMATION INC	Copier Service	-669.00	164,945.25
Deposit	08/18/2023		Deposit	Deposit	8,349.04	173,294.29
Deposit	08/18/2023		Deposit	Deposit	5,124.07	178,418.36
Deposit	08/18/2023		Deposit	Deposit	1,315.41	179,733.77
Check	08/20/2023	9884	Exele Information Systems, Inc.	Top View Annual Software Support Agreement	-449.25	179,284.52
Check	08/20/2023	9885	ONE CALL CONCEPTS, INC.	Monthly Service July 2023	-74.20	179,210.32
Check	08/20/2023	9886	OAWU	Membership Renewal 2023-2024	-718.75	178,491.57
Check	08/20/2023	9887	Jarrad, Seibert, Pollard & Co. LLC	Audit FY 2022/2023	-3,000.00	175,491.57
Check	08/20/2023	9888	SAIF CORPORATION	Workman's Comp Annual Premium	-1,924.51	173,567.06
Check	08/20/2023	9889	Core & Main	Valve Box Lids & Tops	-3,454.50	170,112.56

RIVERGROVE WATER DISTRICT

Check Register

As of August 31, 2023

Check	08/20/2023	9890	PACIFIC OFFICE AUTOMATION INC	Security Upgrades (Baracuda, Sentinel)	-117.50	169,995.06
Check	08/20/2023	9891	ACME CONST. SUPPLY CO., INC	Ridgid Transmitter ST-33Q+	-3,443.00	166,552.06
Check	08/20/2023	9892	CONTINENTAL UTILITY SOLUTIONS, INC	ACH Activation Fee	-10.50	166,541.56
Check	08/20/2023	9893	Core & Main	PVC Pipes 14'	-100.80	166,440.76
Check	08/20/2023	9894	SOUND TELECOM	Answering Service Monthly Fee	-342.42	166,098.34
Check	08/20/2023	9895	RH2 Engineering, Inc.	Engineering Services	-3,300.00	162,798.34
Check	08/20/2023	9896	Carlson Testing, Inc.	Well 1 Compact Test/Generator	-296.25	162,502.09
Check	08/20/2023	9897	Customer Overpayment	Customer Overpayment	-67.09	162,435.00
Check	08/20/2023	9898	SCHNEIDER WATER SERVICES	Well 2 Pump Replacement	-42,878.82	119,556.18
Check	08/20/2023	9899	AGB	Annual Insp/Testing of Seismic Controller	-2,220.00	117,336.18
Check	08/20/2023	9900	THOMAS GREGOIRE	Rent September 2023 & Utilities	-1,567.30	115,768.88
Check	08/20/2023	9901	FERGUSON WATERWORKS	3" Omni Meter for Elementary School	-2,226.68	113,542.20
Check	08/20/2023	9902	Janine Casey	Board Mtg Refreshments, Supplies, Gatorade	-134.01	113,408.19
Check	08/20/2023	9903	Turney Excavating Inc.	Well No 1 Generator Replacement	-23,916.25	89,491.94
Check	08/20/2023	9904	RH2 Engineering, Inc.	Project - Well 1 Generator	-1,034.50	88,457.44
Check	08/20/2023	ACH	Moonlight Business Process Outsourcing	August 2023 Billing	-1,157.75	87,299.69
Deposit	08/21/2023		Deposit	Deposit	618.68	87,918.37
Deposit	08/21/2023		Deposit	Deposit	336.05	88,254.42
Deposit	08/21/2023		Deposit	Deposit	247.89	88,502.31
Deposit	08/21/2023		Deposit	Deposit	1,596.52	90,098.83
General Journal	08/21/2023	PR 08/19/23	Payroll 8/6/23-8/19/23	Payroll 8/6/23-8/19/23	-6,513.97	83,584.86
General Journal	08/21/2023	PR 08/19/23	Payroll 8/6/23-8/19/23	Payroll 8/6/23-8/19/23	-3,432.35	80,152.51
General Journal	08/21/2023	PR 08/19/23	Deferred Comp Payroll - 8/6/23-8/19/23	Deferred Comp Payroll - 8/6/23-8/19/23	-1,461.54	78,690.97
General Journal	08/21/2023	PR 08/19/23	Deferred Comp Payroll - 8/6/23-8/19/23	Deferred Comp Payroll - 8/6/23-8/19/23	-296.57	78,394.40
Check	08/21/2023	ACH	PAYCHEX	Payroll 8/6/23-8/19/23	-75.43	78,318.97
Deposit	08/22/2023		Deposit	Deposit	873.10	79,192.07
Transfer	08/22/2023		Funds Transfer	Funds Transfer - Well 1 Generator Project Payment 2	21,309.38	100,501.45
Transfer	08/22/2023		Funds Transfer	Funds Transfer - Well 1 Generator Project Payment 2	2,606.87	103,108.32
General Journal	08/22/2023	CC	Customer Refund	Customer Refund	50.00	103,158.32
Deposit	08/22/2023		Deposit	Deposit	3,724.78	106,883.10
Deposit	08/23/2023		Deposit	Deposit	196.27	107,079.37
General Journal	08/23/2023	CC	Customer Refund	Customer Refund	50.00	107,129.37
Check	08/23/2023	ACH	AFLAC	Monthly Health Premium	-458.85	106,670.52
Transfer	08/23/2023		Funds Transfer	Funds Transfer - Well 2 Pump / Soft Start Replacement	4,673.79	111,344.31
Transfer	08/23/2023		Funds Transfer	Funds Transfer - Well 2 Pump / Soft Start Replacement	38,205.03	149,549.34

RIVERGROVE WATER DISTRICT

Check Register

As of August 31, 2023

Deposit	08/23/2023		Deposit	Deposit	456.86	150,006.20
General Journal	08/23/2023	CC	Customer Deposit	Customer Deposit	-50.00	149,956.20
General Journal	08/23/2023	CC	Customer Deposit	Customer Deposit	-50.00	149,906.20
Check	08/24/2023	9905	D.R. Davis Lock & Safe Inc.	Well 3 Pump House Lock Repair	-150.00	149,756.20
Check	08/24/2023	9906	Brix Paving Northwest	Hydrant Meter Rental - Clackamas County Paving Project	-1,359.40	148,396.80
Check	08/24/2023	9907	KNL Industries	Hydrant Meter Rental - Clackamas County Paving Project	-1,454.63	146,942.17
Deposit	08/24/2023		Deposit	Deposit	255.56	147,197.73
Deposit	08/24/2023		Deposit	Deposit	9,307.92	156,505.65
Deposit	08/24/2023		Deposit	Deposit	2,362.84	158,868.49
General Journal	08/24/2023	CC	Customer Refund	Customer Refund	50.00	158,918.49
Deposit	08/25/2023		Deposit	Deposit	960.95	159,879.44
Deposit	08/25/2023		Deposit	Deposit	763.36	160,642.80
Deposit	08/28/2023		Deposit	Deposit	140.59	160,783.39
Deposit	08/28/2023		Deposit	Deposit	100.33	160,883.72
Deposit	08/28/2023		Deposit	Deposit	147.91	161,031.63
Check	08/28/2023	ACH	COMCAST CABLE	Monthly Service	-651.85	160,379.78
Check	08/28/2023	ACH	Moonlight Business Process Outsourcing	August 2023 Newsletter	-245.00	160,134.78
General Journal	08/29/2023	CC	Customer Deposit	Customer Deposit	-50.00	160,084.78
General Journal	08/29/2023	CC	Customer Deposit	Customer Deposit	-50.00	160,034.78
Deposit	08/29/2023		Deposit	Deposit	563.44	160,598.22
Deposit	08/29/2023		Deposit	Deposit	2,310.37	162,908.59
Deposit	08/30/2023		Deposit	Deposit	150.00	163,058.59
Check	08/30/2023	ACH	CHEVRON AND TEXACO CARD SERVICES	Monthly Fuel Charges	-337.80	162,720.79
Deposit	08/30/2023		Deposit	Deposit	434.76	163,155.55
General Journal	08/30/2023	CC	Customer Refund	Customer Refund	50.00	163,205.55
Deposit	08/31/2023		Deposit	Deposit	161.83	163,367.38
Deposit	08/31/2023		Deposit	Deposit	973.24	164,340.62
					<u>6,014.57</u>	<u>164,340.62</u>
					<b><u>6,014.57</u></b>	<b><u>164,340.62</u></b>

## RIVERGROVE WATER DISTRICT

### Revenue & Expense 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	357,041.40	1,100,000.00	-742,958.60	32.46%
4010 - Water Deposit Fee	1,650.00	5,000.00	-3,350.00	33.00%
4015 - New Service Fee	0.00	200.00	-200.00	0.00%
4020 - Installation Fee	0.00	2,000.00	-2,000.00	0.00%
4024 - Pre-Application Meeting Fee	0.00	1,000.00	-1,000.00	0.00%
4026 - Development Security Deposit	10,938.20	6,000.00	4,938.20	182.33%
4030 - Delinquent & Restoration Fee	4,829.82	12,000.00	-7,170.18	40.25%
4035 - SDC Chgs-SDC Restricted CI Fund	0.00	10,000.00	-10,000.00	0.00%
<b>4056 - Bank Interest/LGIP Interest</b>				
4058 - Banner - Water Dep Interest Ear	412.46	900.00	-487.54	45.83%
4059 - LGIP - Non Restrict Int Earn	2,715.13	3,500.00	-784.87	77.58%
4064 - SDC Interest-LGIP CI Fund	3,143.64	10,000.00	-6,856.36	31.44%
4065 - CI Interest -LGIP CI Fund	6,051.05	12,000.00	-5,948.95	50.43%
4066 - LGIP-Int Earn Unemployment Fund	262.93	500.00	-237.07	52.59%
4067 - LGIP-Int Earn Truck&Equip Fund	233.59	600.00	-366.41	38.93%
<b>Total 4056 - Bank Interest/LGIP Interest</b>	<b>12,818.80</b>	<b>27,500.00</b>	<b>-14,681.20</b>	<b>46.61%</b>
4090 - Miscellaneous Income	4,371.07	1,000.00	3,371.07	437.11%
<b>Total 4000 - Income</b>	<b>391,649.29</b>	<b>1,164,700.00</b>	<b>-773,050.71</b>	<b>33.63%</b>
<b>Total Income</b>	<b>391,649.29</b>	<b>1,164,700.00</b>	<b>-773,050.71</b>	<b>33.63%</b>
<b>Gross Revenue</b>	<b>391,649.29</b>	<b>1,164,700.00</b>	<b>-773,050.71</b>	<b>33.63%</b>
<b>Expense</b>				
<b>5000 - Personnel Services</b>				
<b>5001 - Compensation</b>				
5020 - Administrative Wages	33,056.10	145,000.00	-111,943.90	22.8%
5040 - Operator Wages	24,918.78	135,000.00	-110,081.22	18.46%
5090 - Deferred Compensation	3,934.94	28,000.00	-24,065.06	14.05%
<b>Total 5001 - Compensation</b>	<b>61,909.82</b>	<b>308,000.00</b>	<b>-246,090.18</b>	<b>20.1%</b>
5100 - Payroll Tax Expense	19,793.14	35,000.00	-15,206.86	56.55%
<b>5200 - Payroll Benefits</b>				
5210 - Workers' Compensation	1,994.36	4,000.00	-2,005.64	49.86%
5220 - Health Benefits	8,417.11	92,000.00	-83,582.89	9.15%
5235 - Employee Recognition	0.00	1,000.00	-1,000.00	0.00%
5240 - Wellness Benefit	0.00	600.00	-600.00	0.00%
<b>Total 5200 - Payroll Benefits</b>	<b>10,411.47</b>	<b>97,600.00</b>	<b>-87,188.53</b>	<b>10.67%</b>
<b>Total 5000 - Personnel Services</b>	<b>92,114.43</b>	<b>440,600.00</b>	<b>-348,485.57</b>	<b>20.91%</b>
<b>6000 - Material Services</b>				
<b>6001 - Administration/Billing/Overhead</b>				
6005 - Property/Liability Insurance	0.00	30,000.00	-30,000.00	0.00%
6006 - Furn & Office Equipment - Admin	0.00	3,400.00	-3,400.00	0.00%
6007 - Bank Service Charges				
6008 - Banner - Check Bank Charges	373.14	1,250.00	-876.86	29.85%



## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6010 · Vanco Service Charges	192.00	1,250.00	-1,058.00	15.36%
6012 · LGIP-SDC Ser Charges-CI Fund	0.00	1.00	-1.00	0.0%
6013 · LGIP-CI Ser Chg-CI Fund	0.10	1.00	-0.90	10.0%
<b>Total 6007 · Bank Service Charges</b>	<b>565.24</b>	<b>2,502.00</b>	<b>-1,936.76</b>	<b>22.59%</b>
6018 · Meeting/Food Expense	29.00	1,000.00	-971.00	2.9%
6019 · Office Supplies, Equip, Repair	44.91	2,000.00	-1,955.09	2.25%
6020 · Postage & Shipping	0.00	1,800.00	-1,800.00	0.0%
6025 · Printing & Duplicating	274.00	1,500.00	-1,226.00	18.27%
6030 · Publications & Elections	11.73	2,000.00	-1,988.27	0.59%
6035 · Rent	4,205.49	18,000.00	-13,794.51	23.36%
6045 · Telephone - Admin	2,439.38	12,000.00	-9,560.62	20.33%
6050 · Mileage Expenses	0.00	600.00	-600.00	0.0%
6060 · Continued Education	218.00	5,000.00	-4,782.00	4.36%
6065 · Dues & Subscriptions	1,348.74	6,000.00	-4,651.26	22.48%
6070 · Fees, License, & Permits	992.30	7,500.00	-6,507.70	13.23%
6075 · Water Deposit Refunds	1,050.70	5,000.00	-3,949.30	21.01%
6080 · Water Sales Overpay	263.48	1,500.00	-1,236.52	17.57%
6090 · Meter Reading	1,230.87	6,000.00	-4,769.13	20.52%
6095 · Utilities/Office	473.28	2,500.00	-2,026.72	18.93%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	1,180.25	7,500.00	-6,319.75	15.74%
6099-1 · Copier IT	1,111.66	15,000.00	-13,888.34	7.41%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	378.00	1,800.00	-1,422.00	21.0%
<b>Total 6099 · Contracted Services - Admin</b>	<b>2,669.91</b>	<b>29,300.00</b>	<b>-26,630.09</b>	<b>9.11%</b>
<b>Total 6001 · Administration/Billing/Overhead</b>	<b>15,817.03</b>	<b>147,602.00</b>	<b>-131,784.97</b>	<b>10.72%</b>
6101 · Operation & Maintenance				
6100 · General Repair & Maintenance	7,065.95	40,000.00	-32,934.05	17.67%
6105 · Utilities	14,093.19	45,000.00	-30,906.81	31.32%
6110 · Small Tools & Equipment	6,710.45	2,500.00	4,210.45	268.42%
6120 · Water Testing	675.00	4,000.00	-3,325.00	16.88%
6125 · Truck Maintenance	0.00	3,000.00	-3,000.00	0.0%
6130 · Gas & Oil	623.97	3,500.00	-2,876.03	17.83%
6135 · Telemetry/Scada	3,988.50	10,000.00	-6,011.50	39.89%
6155 · Chemicals	0.00	4,200.00	-4,200.00	0.0%
6160 · Contracted Services-Operations	1,749.28	15,000.00	-13,250.72	11.66%
6165 · PPE/Safety Equipment	120.49	2,000.00	-1,879.51	6.03%
6170 · Mobile Radio Phone/Pager Operat	1,169.37	5,000.00	-3,830.63	23.39%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%
6190 · Cross Connect Program Supplies	0.00	500.00	-500.00	0.0%
6195 · Meters	2,226.68	5,000.00	-2,773.32	44.53%
<b>Total 6101 · Operation &amp; Maintenance</b>	<b>38,422.88</b>	<b>140,700.00</b>	<b>-102,277.12</b>	<b>27.31%</b>
6202 · Professional Services				

## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6208 - Auditor	6,125.00	8,000.00	-1,875.00	76.56%
6209 - Consultants	0.00	4,000.00	-4,000.00	0.0%
6210 - Engineering (Non-Reimbursable)	10,468.00	150,000.00	-139,532.00	6.98%
6215 - Legal Fees (Non-Reimbursable)	4,257.50	15,000.00	-10,742.50	28.38%
<b>Total 6202 - Professional Services</b>	<b>20,850.50</b>	<b>177,000.00</b>	<b>-156,149.50</b>	<b>11.78%</b>
<b>Total 6000 - Material Services</b>	<b>75,090.41</b>	<b>465,302.00</b>	<b>-390,211.59</b>	<b>16.14%</b>
<b>7000 - Operating Capital Outlay</b>				
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>
<b>8000 - Debt Recov./Capital Improvement</b>				
8451 - CI-Standby Power CI Fund	80,845.11	0.00	80,845.11	100.0%
8454 - SDWL#1 Install Pmt CI-CI Fund	0.00	15,361.00	-15,361.00	0.0%
8455 - SDWL #2 Install Pmt CI-CI Fund	0.00	61,945.00	-61,945.00	0.0%
8457 - CI Dist.Main Projects	0.00	300,000.00	-300,000.00	0.0%
8461 - SDC -Standby Power-CI Fund	9,890.14	0.00	9,890.14	100.0%
8464 - SDWL#1 Install Pmt SDC-CIF	0.00	38,054.00	-38,054.00	0.0%
8465 - SDWL #2 Install Pmt SDC-CIF	0.00	71,073.00	-71,073.00	0.0%
8467 - Water Main Replacement Projects	0.00	32,700.00	-32,700.00	0.0%
<b>Total 8000 - Debt Recov./Capital Improvement</b>	<b>90,735.25</b>	<b>519,133.00</b>	<b>-428,397.75</b>	<b>17.48%</b>
<b>Total Expense</b>	<b>300,818.91</b>	<b>1,465,035.00</b>	<b>-1,164,216.09</b>	<b>20.53%</b>
<b>Net Ordinary Income</b>	<b>90,830.38</b>	<b>-300,335.00</b>	<b>391,165.38</b>	<b>-30.24%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>9100 - Other Income</b>				
9115 - Transfer In - Capital Improve	0.00	200,000.00	-200,000.00	0.0%
9120 - Transfer In - Unemployment	0.00	3,000.00	-3,000.00	0.0%
9125 - Transfer In - Truck & Equipment	0.00	5,000.00	-5,000.00	0.0%
<b>Total 9100 - Other Income</b>	<b>0.00</b>	<b>208,000.00</b>	<b>-208,000.00</b>	<b>0.0%</b>
<b>Total Other Income</b>	<b>0.00</b>	<b>208,000.00</b>	<b>-208,000.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>208,000.00</b>	<b>-208,000.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>90,830.38</b>	<b>-92,335.00</b>	<b>183,165.38</b>	<b>-98.37%</b>

# UNFINISHED BUSINESS



**2023-04 RESOLUTION FOR “SIGNING AUTHORITY FOR BANKING AND OTHER FINANCIAL DOCUMENTS”**

WHEREAS: the Rivergrove Water District recognizes the organization would benefit if a control authorization policy were in place to delegate the authority to sign banking and other financial documents,

WHEREAS: all duly elected officials and the General Manager of the Rivergrove Water District are entrusted to ensure sound financial controls are in place,

WHEREAS: the Rivergrove Water District is determined to grant signing authority to certain person(s) described hereunder,

**THEREFORE, BE IT RESOLVED the Board of Commissioners of the Rivergrove Water District formally authorizes and empowers the officers of the Board which positions are defined as Chair, Secretary, and Treasurer and the General Manager with the legal authority to sign banking and other financial documents on behalf of the District.**

This Resolution moved by Commissioner \_\_\_\_\_,  
seconded by Commissioner \_\_\_\_\_, and adopted by  
the Board of Commissioners of the Rivergrove Water District this \_\_\_\_\_ day  
of \_\_\_\_\_ 2023 by the following vote: Ayes: Commissioners

\_\_\_\_\_  
Nays: Commissioners \_\_\_\_\_.

\_\_\_\_\_  
Signed: Chair

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



## Rivergrove Water District General Manager Performance Evaluation Worksheet

Evaluator: \_\_\_\_\_

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

Criteria	Evaluation Rating*	Comments & Feedback
1. Provides Effective Management of District Resources and Programs		
2. Provides Effective Financial Management		
3. Provides Effective Customer and Community Service		
4. Maintains a Positive Relationship with the Board of Commissioners		
5. Provides Effective Leadership and Management of District Staff		
6. Provides Effective Management of the Water System		
7. Demonstrates Personal and Professional Development		
Overall Performance Rating		

**\*Evaluation Rating Legend:**

- A = Consistently exceeds expectations, exceptional or outstanding performance
- B = Meets and at times exceeds expectations, fully effective
- C = Meets expectations, developing at an acceptable rate
- D = Not meeting expectations, improvement needed
- F = Unsatisfactory performance, does not meet requirements of position

**Notable Accomplishments in the Past Year:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Goals for the Next Year:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Signatures:**

	Concurrence		Concurrence
Christine Roth, Commissioner	Yes / No	Larry Magura, Commissioner	Yes / No
Grant Howell, Commissioner	Yes / No	James Johnson, Commissioner	Yes / No
Sherry Patterson, Commissioner	Yes / No	Janine Casey, District Manager	Yes / No

# Chair Report



# ADJOURNMENT

