



Budget Hearing and Board of Commissioners Monthly Meeting

Monday, June 6, 2022, 4:30 PM

17661 Pilkington Road, Lake Oswego OR via Zoom

AGENDA ITEMS

BUDGET HEARING

- I. **Call to Order** 4:30 PM
- II. **Public Comment** 4:31 PM
- III. **Resolution 2022-02: Rivergrove Water District Fiscal Year 2022/2023 Budget and Appropriations** 4:35 PM
- IV. **Adjournment** 4:36 PM

REGULAR BOARD MEETING

- I. **Call to Order** 4:36 PM
- II. **Public Comment (2 Minute Limit)** 4:37 PM
- III. **Review and Approval of Minutes** 4:40 PM
 - May 23, 2022 Regular Meeting
- IV. **General Manager’s Report** 4:42 PM
- V. **Unfinished Business** 4:45 PM
 - General Manager’s Annual Performance Review Mr. Mark Knudson
 - Backflow Testing Policy (Tabled until 7/25/22 Mtg)
- VI. **New Business** 5:15 PM
 - Resolution 2022-03: Fiscal Year 2022/2023 Water Rates, Fees, and Charges
 - Resolution 2022-04: Notice of Public Meetings
- VII. **Chair Report** 5:25 PM
- VIII. **Adjournment** 5:30 PM

Upcoming Meeting

Regular Board Meeting: Monday, July 25, 2022 at 4:30 P.M.

Join Zoom Meeting

<https://us06web.zoom.us/j/83346276377?pwd=Kzg3Q1ltN3BJeEV4d2ZpYzBNUXB5Zz09&from=addon>

Meeting ID: 833 4627 6377

Passcode: 864632

One tap mobile: +12532158782, 83346276377#, *864632# US (Tacoma)

+16699006833, 83346276377#, *864632# US (San Jose)

Dial by your location:

+1 253 215 8782 US (Tacoma) +1 669 900 6833 US (San Jose) +1 346 248 7799 US (Houston)

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Find your local number: <https://us06web.zoom.us/j/kmO6gip62>

**Rivergrove Water District
Board of Commissioners Regular Meeting Minutes
Monday, May 23, 2022**

A regular meeting of the Board of Commissioners was held this day via remote teleconference. Chair Roth presided over the meeting and other attendees included: Commissioners Johnson, Magura, Patterson, and Howell as well the General Manager. Special attendees included Mr. Mark Knudson, from Special Districts Association of Oregon, and Ms. Jennifer School, from HR Answers.

1. **Call to Order:** The meeting was called to order at 4:31 p.m.

2. **Public Comment:** Bob and Jan Ellison inquired about the District's policy for annual backflow testing and whether the District could contract a backflow company to test all customer backflows at a reduced cost.

3. **Review and Approval of Minutes:** The budget committee and regular meeting minutes of April 25, 2022 were presented and approved by a motion from **Commissioner Magura, seconded by Commissioner Johnson, and passed by a unanimous vote.**

4. **Monthly District Report:** See attached.

5. **Unfinished Business:**

a. HR Answers Investigation: The final investigative report was presented on allegations made against the General Manager. Ms. School was present to answer questions. **A motion was made by Commissioner Johnson to accept the report and find no basis for any action against the General Manager. The motion was seconded by Commissioner Magura and passed by Commissioners Roth, Johnson, Magura, and Howell. Nay: Commissioner Patterson.**

b. General Manager's Annual Performance Review: Mr. Knudson requested commissioners provide inputs by May 31, 2022. He will compile the results and distribute them to the Board on June 3, 2022. The performance evaluation of the General Manager is scheduled for the regular meeting on June 6, 2022.

c. Renewal of Office Lease: The Board reviewed recommendations made by the District's attorney regarding a new office lease. **A motion was made to retain the original lease of 1997 and accept a 3% annual rent increase by Commissioner Howell, seconded by Commissioner Johnson, and passed by Commissioners Roth, Johnson, Magura, and Howell. Nay: Commissioner Patterson.**

6. **New Business:**

a. 2022 Water Main Replacement Project: **A motion was made by Commissioner Magura to award the contract to Icon Construction, the apparent low bidder, at a cost of \$330,215, seconded by Commissioner Howell, and passed by a unanimous vote.**

b. Backflow Testing Policy: The policy of the District was discussed in the Public Comment section and the item tabled for further discussion at the July 25, 2022 meeting.

7. **Chair Report:** The Chair reported an ethics complaint filed against the General Manager is pending review at the office of the Oregon Government Ethics Commission. The General Manager inquired as to why, as an employee of the District, if she was suspected of inappropriate actions, was she not afforded the opportunity to have the matter discussed with the Board in accordance with the Employee Handbook, Section 7.1, Disciplinary Action Guidelines. Chair Roth stated no ethics violation was discussed amongst the Board nor was it a decision of the Board to file an ethics complaint against the General Manager.

8. Adjournment: The meeting was adjourned at 5:51 p.m.

The next regular meeting will be held on Monday, June 6, 2022 at 4:30 p.m. in conjunction with the Budget Hearing via remote teleconference.

James W. Johnson, Secretary

Date

Christine K. Roth, Chair

Date

1 Atch
Recorded Meeting Transcript



MONTHLY BOARD REPORT June 2022

Operations

- **Capital Improvement Projects**
 - o Deemar Way/Tamara Ave (Construction of AC waterline replacement)
 - o Well 1 Standby Generator
 - No updates since 5/23/22 report
- **Old Gate Well 1**
 - o Flow meter delayed due to supply chain issues ECD: 6/30/22

Financial and Administration

- **Attorney Expenses**
 - o FY 21/22 Budget Authorization: \$ 4,000
 - o FY 21/22 Expenses to Date: \$ 16,241*
 - **Employment:**
 - Holiday Restructure \$ 112.50
 - Vaccination Policy \$ 77.00
 - Personnel \$ 5,694.50
 - **Total Expense: \$ 5,884.00**
 - **General:**
 - Boundary Survey \$ 238.50
 - Board Issues \$10,118.50
 - **Total Expense: \$10,357.00**

**Note: This amount does not include legal fees from Cable Huston LLP; we are waiting for their first invoice to the District*

- **Consultant Expenses**
 - o FY 21/22 Budget Authorization: \$ 2,500
 - o FY 21/22 Expenses to Date: \$ 4,624*
 - **General:**
 - HR Investigation \$ 4,624.00

**Note: This amount does not include final billing from HR Answers or the projected fee of \$5,000 from the Special Districts Association of Oregon for Board Training and GM Annual Evaluation*

- **Special Districts Association of Oregon Consultant Project for Board**
 - o See attached report from Mr. Mark Knudson
- **District Office**
 - o COVID-19 protocols have been implemented due to a recent outbreak among staff
 - o District office is operating from 7:30 a.m. - 4:00 p.m.
 - The lobby and office are "open" but closed to in person customer/visitor traffic
 - Customers will utilize telephone service, District website, email, and the drop box

Janine Casey

From: Mark Knudson <mknudson@sdao.com>
Sent: Thursday, June 2, 2022 5:07 PM
To: Chris Roth; Janine Casey
Cc: Shanta Carter
Subject: Monthly Progress Report for May 2022

Hi, Chris & Janine –

Below is a quick summary of notable accomplishments and progress during the past month (May 2022):

1. I coordinated with both of you regarding the updated schedule to complete the evaluation of the Water District Manager's performance evaluation for 2021.
2. I attended the District's board meeting on May 23, 2022.
3. I redistributed the evaluation information, including evaluation criteria, Janine's self-evaluation, and evaluation forms, to the board members.
4. I responded to questions from Commissioner Howell regarding the evaluation process.
5. I provided multiple reminders to Commissioner Patterson to solicit her input into the performance evaluation.
6. I started compiling Commissioner scores and feedback to prepare a consolidated evaluation summary.

Exceptions and concerns:

1. The project has been delayed due to delays in completing the investigation by HR Answers; however, project costs remain within the planned budget.
2. There appears to be significant differences of opinion on the Board regarding the Water District Manager's performance during 2021; the Board meeting scheduled for June 6 to review the evaluation summary will be key in reaching agreement on a Board-approved evaluation of the Water District Manager's performance.

Work planned for the next month (June 2022) includes:

1. Complete the consolidated evaluation summary based on input from all five Commissioners and distribute to the Board prior to the June 6 board meeting.
2. Attend the June 6, 2022 Board meeting to review the evaluation summary, amend the summary as needed, and request Board approval of the consolidated evaluation summary.
3. Compile final project documentation and complete project closeout.

Assuming the Board reaches agreement for a Board-approved performance evaluation for calendar year 2021, SDAO's services under the current consulting services agreement will be complete. At that time, SDAO will complete project invoicing and transfer appropriate documentation to the District Board Chair.

As always, don't hesitate to let me know if you have any questions, comments or concerns.

Thank you,
Mark

Mark Knudson, PE
Senior Consultant
Consulting Services Program
S|D|A|O
Mobile: 503-319-5256



District Receives Outstanding Performance Award – OHA Water System Survey

In November 2021, the District's water distribution system was evaluated and inspected by the State to ensure safe drinking water is being provided to the public. We are proud to announce Rivergrove Water District was recognized as an "Outstanding Performer"...the highest rating awarded! Our water system facilities were found to be well operated and maintained by knowledgeable and competent staff. This rating also allows the District to extend the period of inspections from every three years to every five years based on outstanding water system operations. Thanks to staff for a job well done!

Backflow Testing – An Annual Requirement

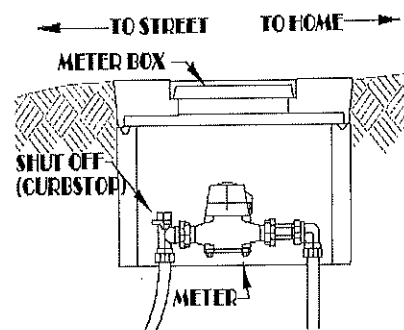
To ensure clean, safe, potable water, the District maintains a Cross Connection Program required by the Oregon Health Authority (OAR 333-061-0070). This program is designed to protect the water system from contamination. Customers with inground irrigation, sprinkler systems, and/or certain water features such as fountains and pools, are required by law to have their backflow tested annually by a state certified tester. Currently 11% of customers with backflow devices have been tested this year. Annual **passing inspection reports** are due to the District no later than **September 30, 2022**.

Contact your tester or find a list of certified testers on our website at www.rivergrovewater.com under the section *Keeping up with the District* and schedule your annual test. The average price will range between \$35-50. When hiring a tester, ask these three important questions:

- 1 – How much do you charge for the test?
- 2 – If my backflow fails, do you make the repair or do I hire another contractor?
- 3 – Do you send my test report to the District or is it my responsibility?

Curb Stop Valve – Please Don't Touch!

The District has a curb stop valve that shuts off each meter. **Operation of the curb stop valve in the meter box by any customer is prohibited.** It takes a special tool to turn off this valve. If a customer attempts to turn it off with any other tool, it could damage the valve, requiring the entire main to be shut down. The District requires customers to install a customer shut-off valve as close to the meter location as practical. This customer shut-off valve controls the entire water supply for the service line to your home. If you damage a District curb stop valve, you will be liable for all reasonable expenses incurred for repair. If you need your water shut off for any reason, please contact the office.



Autopay Convenience Fee

The District offers the convenience of autopay to assist customers in paying their bills. Recently, we have received numerous inquiries on the \$3.60 processing fee assessed to credit card payments. So how does this fee originate? Credit card issuers and networks charge a fee on every credit card transaction that businesses run. This, in turn, results in paying for the software and hardware used in processing these payments. Unfortunately, the District is not involved in charging or collecting these fees. We do **not** receive any revenue. As a consumer, you must decide if the convenience of credit card payments is worth the additional cost.



What did the sea say to the river...you can run, but you can't tide!

Monthly Reconciliation Summary

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	5/31/2022	\$228,713.47	\$275,455.33	\$262,791.98	\$12,663.35
Banner Bank (Deposit Act)	1085	5/31/2022	\$52,154.72	\$52,191.90	\$52,191.90	\$0.00
LGIP (SDC)	1106	5/31/2022	\$417,949.76	\$418,213.07	\$418,213.07	\$0.00
LGIP (Capital Improvement)	1107	5/31/2022	\$889,399.70	\$889,964.63	\$889,964.63	\$0.00
LGIP (Unemployment)	1108	5/31/2022	\$31,691.85	\$31,711.82	\$31,711.82	\$0.00
LGIP (Truck)	1109	5/31/2022	\$25,855.29	\$25,871.58	\$25,871.58	\$0.00
LGIP (Non-Restricted)	1110	5/31/2022	\$244,876.57	\$245,030.84	\$245,030.84	\$0.00

Checks issued this period 9577 - 9603 from Banner Bank Act 1015

Checks voided this period: None

RIVERGROVE WATER DISTRICT
Balance Sheet
 As of May 31, 2022

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	262,791.98
1085 · Water Deposit-Banner Bank	52,191.90
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	418,213.07
1107 · Capital Improvement Account	889,964.63
1108 · Unemployment Account	31,711.82
1109 · Truck & Equipment Account	25,871.58
Total 1101 · Restricted	1,365,761.10
1110 · Non-Restricted	245,030.84
Total 1100 · LGIP	1,610,791.94
Total Checking/Savings	1,925,775.82
Total Current Assets	1,925,775.82
TOTAL ASSETS	1,925,775.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Federal Withholding	3,565.04
2120 · FICA Social Security	2,505.14
2140 · Medicare	585.86
2150 · State Withholding	2,271.57
2165 · Oregon State Transit Tax	31.96
2170 · WBF Assessment	12.85
Total 2100 · Payroll Liabilities	8,972.42
Total Other Current Liabilities	8,972.42
Total Current Liabilities	8,972.42
Total Liabilities	8,972.42
Equity	
32000 · All Fund Balances	1,558,114.41
Net Income	358,688.99
Total Equity	1,916,803.40
TOTAL LIABILITIES & EQUITY	1,925,775.82

Accounts Receivable Summary

From 04/10/2022 Through 06/02/2022

OPEN BALANCE			<u>Balance</u>
	2,004.66		2,004.66
BI-MONTHLY-Adjustment	<u>Amount</u>	<u>Usage</u>	<u>Count</u>
WATER-RESIDENTIAL	-61.68	0.00	20
Totals	-61.68		20
WATER Miscellaneous-RESIDENTIAL	-15.00	0.00	
Totals	-15.00		1,927.98
WAT.Penalty-RESIDENTIAL	145.00	0.00	17
Totals	145.00		17
***Total Adjustment	68.32	0.00	37
BI-MONTHLY-Charge	<u>Minimum</u>	<u>Overage</u>	<u>Usage</u>
WATER-RESIDENTIAL	67,199.93	44,788.32	1,385
WATER-COMMERCIAL	176.59	509.58	3
WATER-PUBLIC AUTHORITY	930.74	3.42	5
WATER-HOA IRRIGATION	627.83	3.42	9
WATER-ADULT CARE FACILITIES	134.07	88.92	2
WATER-CHURCH	91.55	6.84	1
Totals	69,160.71	45,400.50	1,405
***Total Charge	69,160.71	45,400.50	1,405
BI-MONTHLY-Penalty	<u>Amount</u>	<u>Usage</u>	<u>Total</u>
WATER-RESIDENTIAL	2,295.00	13,319.00	111,988.25
WATER-HOA IRRIGATION	45.00	149.00	686.17
Totals	2,340.00	13,468.00	934.16
***Total Penalty	2,340.00	13,468.00	631.25
BI-MONTHLY-Miscellaneous	<u>Amount</u>	<u>Usage</u>	<u>Total</u>
WATER Miscellaneous-RESIDENTIAL	450.00	26.00	222.99
Totals	450.00	2.00	98.39
***Total Miscellaneous	450.00	13,588.00	114,561.21
***Total Charge	69,160.71	45,400.50	1,405
***Total Penalty	2,340.00	13,588.00	1,405
***Total Miscellaneous	450.00	2.00	18
Totals	72,950.71	61,990.50	118,974.19

Totals	<u>450.00</u>	<u>18</u>	<u>119,424.19</u>
***Total Miscellaneous	<u>450.00</u>	<u>18</u>	
BI-MONTHLY-Payment	Amount	Count	Balance
WATER-RESIDENTIAL	-109,928.34	1,366	
WATER-COMMERCIAL	-686.17	3	
WATER-PUBLIC AUTHORITY	-934.16	5	
WATER-HOA IRRIGATION	-531.21	7	
WATER-ADULT CARE FACILITIES	-222.99	2	
WATER-CHURCH	-98.39	1	
Totals	<u>-112,401.26</u>	<u>1,384</u>	<u>7,022.93</u>
WATER Miscellaneous-RESIDENTIAL	-445.00	1	
Totals	<u>-445.00</u>	<u>1</u>	<u>6,577.93</u>
WAT.Penalty-RESIDENTIAL	-2,100.00	1	
WAT.Penalty-HOA IRRIGATION	-15.00		
Totals	<u>-2,115.00</u>	<u>1</u>	<u>4,462.93</u>
***Total Payments	<u>-114,961.26</u>	<u>1,386</u>	
BI-MONTHLY-Return Check	Amount	Count	
WATER-RESIDENTIAL	143.18	2	
Totals	<u>143.18</u>	<u>2</u>	<u>4,606.11</u>
***Total Return Check	<u>143.18</u>	<u>2</u>	
BI-MONTHLY-Deposit Applied	Amount	Count	
WATER-RESIDENTIAL	-750.00	15	
Totals	<u>-750.00</u>	<u>15</u>	<u>3,856.11</u>
***Total Deposit Applied	<u>-750.00</u>	<u>15</u>	

Closing Balance 3,856.11

RIVERGROVE WATER DISTRICT Check Register

May 1-31, 2022

Type	Date	Num	Name	Memo	Amount	Balance
Check	05/02/2022	ACH	AFLAC	Monthly Health Premium April 2022 Invoice 949389	-310.99	224,043.41
Deposit	05/02/2022		Deposit		2,300.00	226,032.42
Deposit	05/02/2022		Deposit		13,648.00	239,680.42
Deposit	05/02/2022		Deposit		3,341.01	243,021.43
General Journal	05/02/2022	jc	Customer Refund		50.00	243,071.43
General Journal	05/02/2022	jc	Customer Refund		50.00	243,121.43
General Journal	05/02/2022	jc	Customer Refund		50.00	243,171.43
Deposit	05/02/2022		Deposit		489.03	243,660.46
Deposit	05/03/2022		Deposit		370.14	244,030.60
Check	05/03/2022	ACH	VANCO Payment Solutions	Monthly Service Fee April 2022 Invoice 0001247398	-63.50	243,967.10
Check	05/03/2022	ACH	PAYCHEX	Payroll 4/17/22-4/30/22 Invoice 2022050301	-67.35	243,899.75
General Journal	05/03/2022	PR 4/30/22	Payroll 4/17/22-4/30/22	Deferred Comp Payroll - 4/17/22-4/30/22	-1,415.38	242,484.37
General Journal	05/03/2022	PR 4/30/22	Payroll 4/17/22-4/30/22	Deferred Comp Payroll - 4/17/22-4/30/22	-273.60	242,210.77
General Journal	05/03/2022	PR 4/30/22	Payroll 4/17/22-4/30/22	Payroll 4/17/22-4/30/22	-3,878.89	238,331.88
General Journal	05/03/2022	PR 4/30/22	Payroll 4/17/22-4/30/22	Payroll 4/17/22-4/30/22	-2,438.83	235,893.05
Deposit	05/03/2022		Deposit		1,187.14	237,080.19
Deposit	05/04/2022		Deposit		69.88	237,150.07
Check	05/04/2022	ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water 4/1/22-5/1/22 Act 10-12691-01	-14.10	237,135.97
Deposit	05/04/2022		Deposit		753.80	237,889.77
Deposit	05/04/2022		Deposit		161.76	238,051.53
Deposit	05/04/2022		Deposit		816.34	238,867.87
Deposit	05/04/2022		Deposit		541.96	239,409.83
Deposit	05/04/2022		Deposit		2,754.64	242,164.47
Deposit	05/06/2022		Deposit		1,944.63	244,109.10
Deposit	05/09/2022		Deposit		100.66	244,209.76
Deposit	05/09/2022		Deposit		59.62	244,269.38
Deposit	05/09/2022		Deposit		199.38	244,468.76
Check	05/09/2022	ACH	U.S. BANK EQUIPMENT FINANCE	Monthly Copier/Server Fee 4/26/22-5/26/22 Invoice 471370742	-649.10	243,819.66
Check	05/09/2022	ACH	PGE	Monthly Electric Fees 4/04/22-5/3/22 Invoice: Multiple	-2,373.13	241,446.53
Deposit	05/09/2022		Deposit		1,518.94	242,965.47
Deposit	05/09/2022		Deposit		2,175.04	245,140.51
General Journal	05/09/2022	jc	Customer Refund		50.00	245,190.51

RIVERGROVE WATER DISTRICT
Check Register
May 1-31, 2022

Deposit	05/09/2022		Deposit	11,679.54	256,870.05
Deposit	05/09/2022		Deposit	2,083.72	258,953.77
Deposit	05/10/2022		Deposit	42,892.85	301,846.62
Check	05/10/2022	ACH	Payroll 4/17/22-4/30/22 Invoice 2022050601	-72.60	301,774.02
General Journal	05/10/2022	PR 5/6/22 S	Payroll 4/17/22-4/30/22	-726.27	301,047.75
General Journal	05/10/2022	PR 5/6/22 S	Payroll 4/17/22-4/30/22	-228.47	300,819.28
General Journal	05/11/2022	jc	Chargeback	-56.20	300,763.08
General Journal	05/11/2022	jc	Customer Refund	50.00	300,813.08
Deposit	05/11/2022		Deposit	715.90	301,528.98
General Journal	05/11/2022	jc	Customer Refund	50.00	301,578.98
General Journal	05/11/2022	jc	Customer Refund	50.00	301,628.98
Check	05/11/2022	ACH	Monthly Service 4/2/21-5/1/22 Invoice 9905389814	-382.57	301,246.41
Deposit	05/11/2022		Deposit	140.22	301,386.63
Deposit	05/11/2022		Deposit	2,243.77	303,630.40
Check	05/12/2022	ACH	Monthly Health Premium 6/1/22-6/30/22 Group 08560-AA-10	-1,123.08	302,507.32
Deposit	05/12/2022		Deposit	193.86	302,701.18
Deposit	05/12/2022		Deposit	326.12	303,027.30
General Journal	05/12/2022	jc	Chargeback	-86.98	302,940.32
Check	05/13/2022	ACH	Monthly Copier Service 5/14/2022-6/13/2022 Invoice 5019826865	-426.97	302,513.35
Deposit	05/13/2022		Deposit	387.82	302,901.17
Check	05/13/2022		Service Charge	-146.13	302,755.04
Deposit	05/16/2022		Deposit	192.38	302,947.42
Deposit	05/16/2022		Deposit	512.30	303,459.72
Deposit	05/16/2022		Deposit	176.08	303,635.80
Deposit	05/16/2022		Deposit	1,366.72	305,002.52
Check	05/16/2022	ACH	Act 6660 Casey - Monthly Charges 4/6/22-5/7/22	-678.49	304,324.03
Deposit	05/16/2022		Deposit	184.00	304,508.03
Deposit	05/17/2022		Deposit	496.80	305,004.83
General Journal	05/17/2022	jc	Deposit	-50.00	304,954.83
Check	05/17/2022	ACH	Payroll 5/1/22-5/17/22 Invoice 2022051701	-60.29	304,894.54
General Journal	05/17/2022	PR 5/14/22	Deferred Comp Payroll - 5/1/22-5/14/22	-1,415.38	303,479.16
General Journal	05/17/2022	PR 5/14/22	Deferred Comp Payroll - 5/1/22-5/14/22	-273.60	303,205.56
General Journal	05/17/2022	PR 5/14/22	Payroll 5/1/22-5/17/22	-5,244.88	297,960.68
General Journal	05/17/2022	PR 5/14/22	Payroll 5/1/22-5/17/22	-2,753.79	295,206.89

RIVERGROVE WATER DISTRICT Check Register May 1-31, 2022

Check	Date	Account	Description	Amount	Balance
Deposit	05/17/2022		Deposit	324.81	295,531.70
Deposit	05/18/2022		Deposit	111.98	295,643.68
Deposit	05/18/2022		Deposit	111.00	295,754.68
General Journal	05/18/2022	jc	Deposit	-50.00	295,704.68
Check	05/18/2022	9603	Project - Well 1 Generator Apr 22 Invoice 86038	-3,729.50	291,975.18
Deposit	05/18/2022		Deposit	168.66	292,143.84
General Journal	05/18/2022	jc	Deposit	-50.00	292,093.84
Check	05/20/2022	9577	Customer Refund	-18.48	292,075.36
Check	05/20/2022	9578	Customer Refund	-23.32	292,052.04
Check	05/20/2022	9579	Customer Refund	-25.32	292,026.72
Check	05/20/2022	9580	Customer Refund	-18.48	292,008.24
Check	05/20/2022	9581	Customer Refund	-18.02	291,990.22
Check	05/20/2022	9582	Customer Refund	-37.95	291,952.27
Check	05/20/2022	9583	Customer Refund	-36.27	291,916.00
Check	05/20/2022	9584	Customer Refund	-100.00	291,816.00
Check	05/20/2022	9585	OHA Cashier	-1,500.00	290,316.00
Check	05/20/2022	9586	Annual Water System Fee PWS ID: 4100461	-209.98	290,106.02
Check	05/20/2022	9587	PPE/Safety Equipment- Annual Boot Allowance & Rain Gear	-30.00	290,076.02
Check	05/20/2022	9588	As-Built Maps - Rivergrove Elementary School	-705.00	289,371.02
Check	05/20/2022	9589	Sodium Hypochlorite Invoice 836397	-2,368.00	287,003.02
Check	05/20/2022	9590	HR Professional Services-Investigation Invoice 50972	-950.00	286,053.02
Check	05/20/2022	9591	Operator of Record (DRC) May 22 Contract Fee Invoice 32859	-62.68	285,990.34
Check	05/20/2022	9592	Indian Spgs Hydrant (#20) Replacement Invoices: Multiple	-283.13	285,707.21
Check	05/20/2022	9593	Waterous Hydrants Remaining Balance Invoice: 1090167 & 1092677	-412.50	285,294.71
Check	05/20/2022	9594	Locates Invoice Multiple	-72.00	285,222.71
Check	05/20/2022	9595	Employee Rapid Urinalysis Testing	-848.70	284,374.01
Check	05/20/2022	9596	SCADA Program Invoice 724	-7,943.39	276,430.62
Check	05/20/2022	9597	Old Gate Well 1 Flowmeter Replacement Invoice 725	-1,108.60	275,322.02
Check	05/20/2022	9598	Advertisements	-832.60	274,489.42
Check	05/20/2022	9599	Advertisements	-50.00	274,439.42
Check	05/20/2022	ACH	Customer Refund	-583.80	273,855.62
Check	05/20/2022	9600	Monthly Service 4/22/22-5/21/22 Act 8778-10-899-0001186	-1,380.38	272,475.24
Check	05/20/2022	9601	Rent & Utilities June 2022	-3,094.00	269,381.24
Check	05/20/2022	9602	Meter Purchase Qty: 50 Invoice 1436048	-750.38	268,630.86
Check	05/20/2022		Advertisements		

RIVERGROVE WATER DISTRICT Check Register

May 1-31, 2022

7:05 PM
06/02/22
Accrual Basis

Deposit	05/20/2022		Deposit	206.00	268,836.86
Deposit	05/23/2022		Deposit	197.12	269,033.98
Deposit	05/23/2022		Deposit	469.83	269,503.81
Deposit	05/23/2022		Deposit	178.98	269,682.79
Deposit	05/24/2022		Deposit	100.00	269,782.79
General Journal	05/24/2022	jc	Deposit	-50.00	269,732.79
Deposit	05/24/2022		Deposit	51.46	269,784.25
Deposit	05/25/2022		Deposit	115.04	269,899.29
Deposit	05/25/2022		Deposit	139.76	270,039.05
Check	05/25/2022	ACH	Deposit	-329.98	269,709.07
Deposit	05/25/2022		CHEVRON AND TEXACO CARD SERVICE Monthly Fuel Charges 4/24/22-5/23/22 Invoice 80937965	492.30	270,201.37
General Journal	05/31/2022	jc	Deposit	-50.00	270,151.37
Deposit	05/31/2022		Deposit	60.00	270,211.37
Deposit	05/31/2022		Deposit	373.20	270,584.57
Deposit	05/31/2022		Deposit	175.00	270,759.57
General Journal	05/31/2022	jc	Customer Refund	50.00	270,809.57
General Journal	05/31/2022	jc	Customer Refund	50.00	270,859.57
General Journal	05/31/2022	jc	Customer Refund	50.00	270,909.57
Deposit	05/31/2022		Deposit	1,303.24	272,212.81
Deposit	05/31/2022		Deposit	94.00	272,306.81
Check	05/31/2022	ACH	PAYCHEX	-63.31	272,243.50
General Journal	05/31/2022	PR 5/28/22	Payroll 5/15/22-5/28/22 Invoice 2022053101	-1,415.38	270,828.12
General Journal	05/31/2022	PR 5/28/22	Deferred Comp Payroll - 5/15/22-5/28/22	-249.60	270,578.52
General Journal	05/31/2022	PR 5/28/22	Deferred Comp Payroll - 5/15/22-5/28/22	-5,111.11	265,467.41
General Journal	05/31/2022	PR 5/28/22	Payroll 5/15/22-5/28/22	-2,675.43	262,791.98
General Journal	05/31/2022	PR 5/28/22	Payroll 5/15/22-5/28/22	38,748.57	262,791.98
				<u>38,748.57</u>	<u>262,791.98</u>

RIVERGROVE WATER DISTRICT
Revenue & Expense Budget vs. Actual
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4000 · Income				
4005 · Water Sales & Charges	934,004.33	946,000.00	-11,995.67	98.73%
4010 · Water Deposit Fee	5,456.86	7,500.00	-2,043.14	72.76%
4015 · New Service Fee	150.00	400.00	-250.00	37.5%
4020 · Installation Fee	1,650.00	4,000.00	-2,350.00	41.25%
4024 · Pre-Application Meeting Fee	0.00	1,000.00	-1,000.00	0.0%
4026 · Development Security Deposit	0.00	10,000.00	-10,000.00	0.0%
4030 · Delinquent & Restoration Fee	10,395.00	10,000.00	395.00	103.95%
4035 · SDC Chgs-SDC Restricted CI Fund	37,160.00	48,000.00	-10,840.00	77.42%
4039 · SDWL Loan #2 (CI) CI Fund	346,742.00	100,000.00	246,742.00	346.74%
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	305.73	1,000.00	-694.27	30.57%
4059 · LGIP - Non Restrict Int Earn	1,221.81	2,000.00	-778.19	61.09%
4064 · SDC Interest-LGIP CI Fund	2,078.97	3,600.00	-1,521.03	57.75%
4065 · CI Interest -LGIP CI Fund	3,730.00	3,600.00	130.00	103.61%
4066 · LGIP-Int Earn Unemployment Fund	149.52	250.00	-100.48	59.81%
4067 · LGIP-Int Earn Truck&Equip Fund	114.35	160.00	-45.65	71.47%
Total 4056 · Bank Interest/LGIP Interest	7,600.38	10,610.00	-3,009.62	71.63%
4070 · Legal Review-Development Issues	0.00	1,000.00	-1,000.00	0.0%
4071 · Lease Income	0.00	120.00	-120.00	0.0%
4090 · Miscellaneous Income	11,123.82	5,000.00	6,123.82	222.48%
Total 4000 · Income	1,354,282.39	1,143,630.00	210,652.39	118.42%
Total Income	1,354,282.39	1,143,630.00	210,652.39	118.42%
Gross Revenue	1,354,282.39	1,143,630.00	210,652.39	118.42%
Expense				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	88,911.90	142,000.00	-53,088.10	62.61%
5040 · Operator Wages	93,681.66	128,000.00	-34,318.34	73.19%
5090 · Deferred Compensation	20,683.47	33,000.00	-12,316.53	62.68%
Total 5001 · Compensation	203,277.03	303,000.00	-99,722.97	67.09%
5100 · Payroll Tax Expense	26,038.92	35,000.00	-8,961.08	74.4%
5110 · Unemployment Costs	0.00	28,406.00	-28,406.00	0.0%
5200 · Payroll Benefits				
5210 · Workers' Compensation	215.62	3,500.00	-3,284.38	6.16%
5220 · Health Benefits	24,842.95	55,000.00	-30,157.05	45.17%
5240 · Wellness Benefit	0.00	600.00	-600.00	0.0%
Total 5200 · Payroll Benefits	25,058.57	59,100.00	-34,041.43	42.4%
Total 5000 · Personnel Services	254,374.52	425,506.00	-171,131.48	59.78%
6000 · Material Services				
6001 · Administration/Billing/Overhead				
6005 · Property/Liability Insurance	23,306.62	19,000.00	4,306.62	122.67%

RIVERGROVE WATER DISTRICT

Revenue & Expense Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
6006 · Furn & Office Equipment - Admin	0.00	2,000.00	-2,000.00	0.0%
6007 · Bank Service Charges				
6008 · Banner - Check Bank Charges	1,787.38	1,999.00	-211.62	89.41%
6010 · Vanco Service Charges	836.00	1,000.00	-164.00	83.6%
6013 · LGIP-CI Ser Chg-CI Fund	0.55	1.00	-0.45	55.0%
Total 6007 · Bank Service Charges	2,623.93	3,000.00	-376.07	87.46%
6018 · Meeting/Food Expense	0.00	1,000.00	-1,000.00	0.0%
6019 · Office Supplies, Equip, Repair	1,814.16	3,000.00	-1,185.84	60.47%
6020 · Postage & Shipping	249.39	2,000.00	-1,750.61	12.47%
6025 · Printing & Duplicating	714.42	3,000.00	-2,285.58	23.81%
6030 · Publications & Elections	3,191.06	2,500.00	691.06	127.64%
6035 · Rent	12,700.00	14,400.00	-1,700.00	88.19%
6040 · Janitorial	0.00	2,000.00	-2,000.00	0.0%
6045 · Telephone - Admin	10,699.55	13,000.00	-2,300.45	82.3%
6050 · Mileage Expenses	0.00	500.00	-500.00	0.0%
6060 · Continued Education	536.00	5,000.00	-4,464.00	10.72%
6065 · Dues & Subscriptions	5,209.55	6,000.00	-790.45	86.83%
6070 · Fees, License, & Permits	5,585.70	5,000.00	585.70	111.71%
6075 · Water Deposit Refunds	5,508.80	7,500.00	-1,991.20	73.45%
6076 · Unclaimed Property	0.00	200.00	-200.00	0.0%
6080 · Water Sales Overpay	1,196.46	2,000.00	-803.54	59.82%
6090 · Meter Reading	4,761.69	6,000.00	-1,238.31	79.36%
6095 · Utilities/Office	2,101.77	2,500.00	-398.23	84.07%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	5,508.14	8,000.00	-2,491.86	68.85%
6099-1 · Copier IT	11,740.51	18,000.00	-6,259.49	65.23%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	1,100.00	1,500.00	-400.00	73.33%
Total 6099 · Contracted Services - Admin	18,348.65	32,500.00	-14,151.35	56.46%
Total 6001 · Administration/Billing/Overhead	98,547.75	142,100.00	-43,552.25	69.35%
6101 · Operation & Maintenance				
6100 · General Repair & Maintenance	29,531.64	40,000.00	-10,468.36	73.83%
6105 · Utilities	33,400.36	38,000.00	-4,599.64	87.9%
6110 · Small Tools & Equipment	688.90	2,500.00	-1,811.10	27.56%
6120 · Water Testing	1,630.00	4,500.00	-2,870.00	36.22%
6125 · Truck Maintenance	2,465.27	3,000.00	-534.73	82.18%
6130 · Gas & Oil	2,453.42	3,500.00	-1,046.58	70.1%
6135 · Telemetry/Scada	2,326.65	10,000.00	-7,673.35	23.27%
6155 · Chemicals	3,023.77	5,000.00	-1,976.23	60.48%
6160 · Contracted Services-Operations	21,570.73	18,000.00	3,570.73	119.84%
6165 · PPE/Safety Equipment	1,340.03	2,000.00	-659.97	67.0%
6170 · Mobile Radio Phone/Pager Operat	4,038.12	6,500.00	-2,461.88	62.13%
6185 · Operations -Computer/Equipment	0.00	2,500.00	-2,500.00	0.0%

RIVERGROVE WATER DISTRICT

Revenue & Expense Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
6190 · Cross Connect Program Supplies	840.47	10,000.00	-9,159.53	8.41%
6195 · Meters	4,294.00	3,000.00	1,294.00	143.13%
Total 6100 · Operation & Maintenance	107,603.36	148,500.00	-40,896.64	72.46%
6202 · Professional Services				
6208 · Auditor	8,260.00	10,000.00	-1,740.00	82.6%
6209 · Consultants	4,869.00	2,500.00	2,369.00	194.76%
6210 · Engineering (Non-Reimbursable)	138,958.20	100,000.00	38,958.20	138.96%
6211 · Engineering (Reimbursable)	0.00	1,000.00	-1,000.00	0.0%
6215 · Legal Fees (Non-Reimbursable)	16,241.00	4,000.00	12,241.00	406.03%
6216 · Legal Fees (Reimbursable)	0.00	1,000.00	-1,000.00	0.0%
Total 6202 · Professional Services	168,328.20	118,500.00	49,828.20	142.05%
Total 6000 · Material Services	374,479.31	409,100.00	-34,620.69	91.54%
7000 · Operating Capital Outlay				
7010 · Tool/Equip/Vehicles/Safety-CO	0.00	5,000.00	-5,000.00	0.0%
7040 · Fire Protection & Fire Flows-CO	18,814.46	35,000.00	-16,185.54	53.76%
Total 7000 · Operating Capital Outlay	18,814.46	40,000.00	-21,185.54	47.04%
8000 · Debt Recov./Capital Improvement				
8451 · CI-Standby Power CI Fund	0.00	89,000.00	-89,000.00	0.0%
8453 · CI-Res.#3 Lndsld&Seis Upgr-CIF	259,872.53	75,000.00	184,872.53	346.5%
8454 · SDWL#1 Install Pmt CI-CI Fund	13,352.00	13,352.00	0.00	100.0%
8455 · SDWL #2 Install Pmt CI-CI Fund	0.00	413,000.00	-413,000.00	0.0%
8456 · CI Distribution Contingencies	0.00	10,000.00	-10,000.00	0.0%
8457 · CI Dist.Main Projects	416.30	128,000.00	-127,583.70	0.33%
8460 · SDC-Res#3 Lndsde&Seis Upg-CIF	32,207.66	413,000.00	-380,792.34	7.8%
8461 · SDC -Standby Power-CI Fund	0.00	9,000.00	-9,000.00	0.0%
8464 · SDWL#1 Install Pmt SDC-CIF	40,062.26	40,062.00	0.26	100.0%
8466 · SDC Project Contingencies-CIF	0.00	1,090.00	-1,090.00	0.0%
Total 8000 · Debt Recov./Capital Improvement	345,910.75	1,191,504.00	-845,593.25	29.03%
Total Expense	993,579.04	2,066,110.00	-1,072,530.96	48.09%
Net Ordinary Income	360,703.35	-922,480.00	1,283,183.35	-39.1%
Other Income/Expense				
Other Income				
9100 · Other Income				
9115 · Transfer In - Capital Improve	0.00	275,000.00	-275,000.00	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%
Total 9100 · Other Income	0.00	283,000.00	-283,000.00	0.0%
Total Other Income	0.00	283,000.00	-283,000.00	0.0%
Net Other Income	0.00	283,000.00	-283,000.00	0.0%
Net Income	360,703.35	-639,480.00	1,000,183.35	-56.41%

Subject: Rivergrove Water District Manager Performance Evaluation for Calendar Year 2021
Date: Thursday, June 2, 2022 at 8:40:40 AM Pacific Daylight Time
From: Mark Knudson
To: croth@rivergrovewater.com, jjohnson@rivergrovewater.com, Imagura@rivergrovewater.com, spatterson@rivergrovewater.com, ghowell@rivergrovewater.com
Attachments: image002.png, RWD - Summary of Commissioner Evals - 6-2-22.pdf

Good morning, Commissioners.

Attached is my consolidated summary of Janine's performance evaluation for calendar year 2021. As you review this information, it is important to keep in mind the fundamental objectives of the evaluation process: to provide the Manager with feedback on her performance in 2021, to identify recommendations for how she can improve performance in the future, and to identify performance goals for the coming year. To that end, I suggest the greatest value of this process is to initiate a conversation about expectations for 2022 and beyond.

A few important points regarding the attached summary:

1. This summary is based on the process and performance criteria the Board approved at your meeting on January 24, 2022. It should be considered as a starting point for what will hopefully become an ongoing process to annually review the Water District Manager's performance, including review of the position description, performance expectations, and evaluation criteria as well as reviewing job performance.
2. All five commissioners provided performance rating scores. Four of the five commissioners also provided feedback, specific examples, detailed explanations of suggested improvements (as noted, Commissioner 5 provided only scores).
3. I compiled the comments you provided to me. In many cases, I summarized or condensed your comments for brevity and, in some cases, consolidated your comments with similar comments from other Commissioners. Please don't hesitate to let me know if I have missed or otherwise inaccurately summarized your stated concerns. As we previously agreed, I have kept your input anonymous, but we can provide Janine with your specific comments and narrative, if you wish.
4. Regarding the individual rating scores, I recorded the scores exactly as I received them; some Commissioners provided + and - qualifiers to their scores and others didn't. In general, I calculated an "Average Score" based on the rating scores as submitted.

Ideally, the Board should reach a consensus on the "Average Score" and feedback to the Manager (again, I encourage you to place your greatest focus on areas requiring improvement and expectations for future performance rather than specific scores). Following your review and consideration of the attached summary, I recommend the Board entertain a motion to concur with the stated summary and/or agree to amendments to the summary, as needed. Board approval of the evaluation becomes an important step since, as we have discussed, the Water District Manager works for the full Board. Typically, the Board Chair would then provide the Board-approved performance summary to the District Manager to complete the current performance evaluation cycle.

Finally, I note that collectively, you have identified no less than 13 "Goals for the Next Year." I suggest that at an upcoming meeting, the Board review this list of 13 "Goals for the Next Year" and pare down the list to a more manageable number of achievable goals ... especially since "the next year" (e.g., 2022) is already nearly half gone. Again, it is important that the Board collectively agree on specific, actionable goals for the Water

District Manager for the coming year, rather than having a generalized list of aspirational goals from individual Commissioners.

I look forward to further discussing the evaluation at the meeting on Monday.

As always, feel free to give me a call if you have questions, comments or concerns.

Thank you,
Mark

Mark Knudson, PE

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Rivergrove Water District – Water District Manager Performance Evaluation for Calendar Year 2021
Summary of Evaluations and Feedback by Commissioners
 June 2, 2022 – Page 1 of 6

Water District Manager Performance Evaluation for Calendar Year 2021
Summary of Evaluations & Feedback by Commissioners

Criteria	Commissioner Ratings *					Avg	Comments & Feedback
	1	2	3	4	5 ⁽¹⁾		
1. Provides Effective Management of District Resources and Programs	A	A	B+	C	D	B	<ul style="list-style-type: none"> • Fixed mistakes & oversights of previous GM • Excellent day-to-day management • Great work reviewing & updating District policies & programs • Has effectively managed district resources • Maintains accurate records (e.g., water production & consumption, maintenance, customer needs, financials) • Articulates, manages & implements goals & policies (e.g., COVID) • Planned/organized maintenance of facilities, system & fleet (e.g., truck with broken mirror taken out of service) ○ Greater attention needed to establish service & staffing levels & coordination with board on resources (e.g., still performing role as finance manager) ○ Concerned with amount of work and hours worked; appreciate dedication but must have support staff for backup, vacation, and sick coverage ○ DRC coverage through OAWU doesn't provide same immediate response as district employee
2. Provides Effective Financial Management	B+	A	A	C	D	B	<ul style="list-style-type: none"> • Delinquency rates decreased • Stayed within budget • Exceptional job with financial management; audit was ++ • Has provided reasonably prudent financial management of district resources • Responsive to refinement of budget reports & access to financial records • Fair job defending district programs, policies & activities

Rivergrove Water District – Water District Manager Performance Evaluation for Calendar Year 2021
Summary of Evaluations and Feedback by Commissioners
 June 2, 2022 – Page 2 of 6

Criteria	Commissioner Ratings *					Comments & Feedback
	1	2	3	4	5 ⁽¹⁾	
						<ul style="list-style-type: none"> • Responsive to regulatory needs – e.g., WMCP update ○ Has kept all financial operations to herself; need financial staff backup; need to hire part-time financial secretary ○ Room for improvement administering budget within approved revenue & resources – e.g., legal expenditures ○ Room for improvement on finance communications – e.g., request approval for reallocation of funds; source of \$147k savings, delinquent accounts, and chargebacks
3. Provides Effective Customer and Community Service	A	A	A-	C	C	<ul style="list-style-type: none"> • Great relationship with public; very transparent • Revitalized District newsletter – effective communication conduit – and refreshed welcome packet • Improved customer communication and ease of payment • Appreciate efforts to update website with regular updates, meeting packets, minutes, resolutions, etc. ○ Rollout of customers’ backflow testing requirement could have been better ○ Opportunity to use email communication with customers, including distribution of newsletter ○ Improvement needed in maintaining positive tone with customers & public – e.g., public comments at meetings
4. Maintains a Positive Relationship with the Board of Commissioners	A	A	B	D	D	<ul style="list-style-type: none"> • Has been effective and maintained professional relationships during trying times • Does a good job of updating board on capital projects ○ Continued effort & focus is required in this area ○ Significant improvement required; advocacy on censure issue was inappropriate, at times has been resistant to board suggestions (e.g., adding board packets to website) ○ Timely, effective communication on commissioner concerns is crucial to maintaining positive relationships

Rivergrove Water District – Water District Manager Performance Evaluation for Calendar Year 2021
Summary of Evaluations and Feedback by Commissioners
 June 2, 2022 – Page 3 of 6

Criteria	Commissioner Ratings *					Avg	Comments & Feedback
	1	2	3	4	5 ⁽¹⁾		
5. Provides Effective Leadership and Management of District Staff	B+	A	B+	C	D	B	<ul style="list-style-type: none"> ○ Additional updates and coordination required on deviations from budget (e.g., legal expenses) ● Good human resources management during trying times ● Effectively dealt with numerous staff discipline issues during 2021 ● Successful revision & implementation of policies (source of past problems) ● Established clear & concise procedures ● Given limited board involvement in staff management, it appears maintaining full staff of operators & training ● Appreciate updates to employee handbook ● Appreciate efforts to address difficult employee issues ○ Staff turnover in 2021 was too high & not acceptable; recommend more thorough screening of applicants to help screen out “bad actors” ○ Needs to hire Finance Specialist to backfill vacancy ○ Could be a more effective leader by having second admin staff and delegate day-to-day duties ○ DRC from outside local area should be addressed; need for prompt response; suggest Board review of DRC procedure for on-call response by Janine vs staff vs DRC ○ Opportunity to include customer feedback in work orders ● Well on way to developing comprehensive knowledge of system ● Quick response to Feb 2021 ice storm; excellent response to maintain operations during multi-day power outage ● Updated emergency management procedures based on recent emergencies ● Observed all regulatory requirements and working with OHA to submit reports in timely manner
6. Provides Effective Management of the Water System	B+	B	B	C	D	C	

Rivergrove Water District – Water District Manager Performance Evaluation for Calendar Year 2021
Summary of Evaluations and Feedback by Commissioners
 June 2, 2022 – Page 4 of 6

Criteria	Commissioner Ratings *					Comments & Feedback	
	1	2	3	4	5 ⁽¹⁾		Avg
7. Demonstrates Personal and Professional Development	A	B	A-	B	D	B	<ul style="list-style-type: none"> • Keeps well logs and water loss reports • Responsive to addressing deferred maintenance & managed Res 3 upgrade project ○ Suggest board receive progress reports on meter replacement and hydrant maintenance programs • Always willing to learn • Effective at thinking on her feet • Devoted herself to quickly coming up to speed • District operated in competent & professional manager • Has taken advantage of training through PNWS-AWWA and SDAO • Continues to grow into the job • Engaged in employee training and leads by example • Completed cybersecurity course and worked with SDAO to receive credit for course – demonstrated commitment to go ‘above and beyond’
Overall Performance Rating	A-	A	B+	C	D	B	<ul style="list-style-type: none"> • Excelled during trying times (past GM, COVID, Board member differences) • District is becoming more competent & professional • Has proven to be up to challenges

*** 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

(1) Commissioner 5 provided only the scores listed, without explanation, comments & feedback, suggested areas of improvement, notable accomplishments, or goals for the coming year

Rivergrove Water District – Water District Manager Performance Evaluation for Calendar Year 2021
Summary of Evaluations and Feedback by Commissioners
June 2, 2022 – Page 5 of 6

Notable Accomplishments in the Past Year:

1. Submitted major documents to regulators
2. Supervised rehabilitation and new construction of wall and reservoir; oversaw upgrades to SCADA system
3. Organized & modernized office; significant improvement to professionalism of office space – more inviting to customers
4. Skillfully organized staff team transitions
5. Independently sought education & training
6. Brought operations from chaos to smooth operations
7. Management of District in transition
8. Management of District during COVID
9. Reduced delinquent payments
10. Kept well No 2 backup generator fueled and operational during major ice storm in Feb 2021
11. Updated and organized financial operations, placed finances on firm footing
12. Coordinated and oversaw work by RH2 to prepare needed upgrade to Emergency Response Plan and a create new FEMA-required Risk and Resiliency Assessment.
13. Coordinated and oversaw upgrades and repair to district facilities; achieved “Outstanding Performer” designation by OHA based on work completed in 2021. Well done, Janine!
14. Maintained district facilities through operator staffing challenges
15. Proactively responded to and resolved safety issue with district vehicle
16. Developed and implemented updates to cross connection program to comply with state regulations
17. Encouraged adherence to regulatory schedule for WMCP updates
18. Effectively worked with District Engineer to complete Res 3 project
19. Provided district materials (e.g., meeting packets, minutes) on website in timely manner

Rivergrove Water District – Water District Manager Performance Evaluation for Calendar Year 2021
Summary of Evaluations and Feedback by Commissioners
 June 2, 2022 – Page 6 of 6

Goals for the Next Year:

1. Continue operations with training for staff (including District Manager)
2. Continue system capital updates/improvements
3. Continue modernizing website
4. Maintain appropriate staffing levels
5. Hire a part-time financial secretary
6. Install relocated existing Well No. 1 generator at Reservoir No. 3 and install a new backup generator at Well No. 1
7. Complete assessment of Reservoirs #1 and #2
8. Continue and expand relationships with other water districts and the City of Lake Oswego
9. Re-evaluate existing backflow testing policy; improve customer understanding of obligations and simplify program if possible
10. Aggressively pursue leak detection and control
11. Aggressively pursue federal funding opportunities (e.g., Infrastructure Investment and Jobs Act) to replace AC pipe
12. Adhere to budget appropriations and coordinate with board on potential challenges
13. Continue to engage customers with proactive communication regarding backflow requirements and billing

Signatures:

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



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RESOLUTION 2022-03 FOR “RIVERGROVE WATER DISTRICT FISCAL YEAR 2022/2023 WATER RATES, FEES, AND CHARGES”

WHEREAS, the District is entitled to establish rates for water services pursuant to ORS Chapter 264;

WHEREAS, the District has established rate classifications in District Ordinance No. 10-01, which provides for the setting of actual rates by resolution;

WHEREAS, notice was given and a hearing was held on attachment Exhibit “A” entitled Master Fees and Charges pursuant to ORS 264.312;

NOW, THEREFORE, BE IT RESOLVED:

- 1. The rates attached hereto as Exhibit “A” are hereby adopted.**
- 2. The rates adopted by this resolution shall be in effect beginning August 10, 2022.**

This Resolution moved by Commissioner _____, seconded by Commissioner _____.

Adopted by the Board of Commissioners of the Rivergrove Water District this **6th** day of **June 2022**, by the following vote: **Ayes: Commissioner Roth, Johnson, Magura, Patterson, and Howell. Nays: None**

Signed: Christine K. Roth, Chair

Attest: James W. Johnson, Secretary

RIVERGROVE WATER DISTRICT
Master Fees and Charges
EXHIBIT A

SECTION 1. Bi-Monthly Rates. The schedule of bi-monthly water rates shall be as follows:

Water Service Charges Effective 8/10/2022			Outside users Water Service Charges Effective 8/10/2022		
Class 1* & 2**			Class 1* & 2**		
Meter size	Service Charge	Usage Charge	Meter size	Service Charge	Usage Charge
5/8"x 3/4"	\$44.11	\$3.55	5/8"x 3/4"	\$57.38	\$4.60
1"	\$94.98	\$3.55	1"	\$123.44	\$4.60
1 1/2"	\$179.64	\$3.55	1 1/2"	\$233.51	\$4.60
2"	\$281.21	\$3.55	2"	\$365.56	\$4.60
3"	\$552.08	\$3.55	3"	\$717.75	\$4.60
4"	\$746.62	\$3.55	4"	\$970.59	\$4.60
6"	\$1,703.50	\$3.55	6"	\$2,214.54	\$4.60
8"	\$2,179.40	\$3.55	8"	\$3,535.21	\$4.60

*Class #1: All single-residential dwellings, duplexes, and triplexes.

**Class #2: All other services not included in customer Class 1.

SECTION 2. Charges for Fire Protection Service. The bi-monthly charges for standby fire protection service are as follows:

As of 8/10/22 Service Size	Service Size	Usage Charge per 100 Cubic Feet
1"	\$94.98	\$3.55
1½"	\$179.63	\$3.55
2" and up	Reviewed/Assessed on a case by case basis.	\$3.55

SECTION 3. Bulk Water Usage Charges. The charge for the temporary use of hydrant meters, hydrant wrenches and valves, and temporary water is as follows:

Service	Rate
3" hydrant meter deposit	\$700.00
5/8" x 3/4" hydrant meter deposit	100.00
Meter Stop Turn off Key charged if not returned	50.00
Chapman or hydrant valve deposit	200.00
Hydrant wrench deposit	30.00
Valve key deposit	60.00
Permit fee	50.00
Daily usage fee 3" hydrant meter	6.00
Daily usage fee 1" hydrant meter	3.00
Daily usage fee 5/8" x 3/4" hydrant meter	2.00
Water used-Effective 8/10/2015	2.46/100 cubic feet
Water used-Effective 6/10/2016	2.66/100 cubic feet
Water used-Effective 6/10/2017	2.87/100 cubic feet
Water used-Effective 6/10/2018	3.11/100 cubic feet
Water used-Effective 8/10/2021	3.42/100 cubic feet
Water used-Effective 8/10/2022	3.55/100 cubic feet

Note: Daily usage fees shall not exceed \$700.00 for a 3" hydrant meter, \$200.00 for a 1" meter, or \$100.00 for a 3/4" meter during term of the permit.

SECTION 4. Development and Installation Fees and Charges. Fees and charges for new service connections are as follows:

Service	Rate
New Service Fee	\$25.00
Preapplication Meeting Fee	\$500.00
Development, Review, Inspection, and Acceptance Fee	<p><i>Related District costs for plan review, construction inspection, as-constructed drawings, legal review, map updates, and other District related expenses for new services and projects.</i></p> <p>Required Initial Deposit \$2,000.00</p> <p>After the District approves the cost estimate for the development the developer must deposit with the District, 10% of Development Cost Estimate to cover associated fees.</p> <p>Costs assessed against deposit. Applicant billed on monthly basis if charges exceed deposit. Applicant refunded the difference at termination of project if deposit exceeds related District expenses.</p>

SECTION 5. System Development Charges. The following table lists the different rates for sizes of meters. **Effective 04/27/2015 per Board Resolution 2015-01 ***

Meter size	Charge
5/8" x 3/4"	No longer meets District standards
1"	\$ 12,858.00
1½"	\$ 25,716.00
2"	\$ 41,146.00
3"	\$ 82,292.00
4"	\$ 128,581.00
6"	\$ 257,162.00
8"	\$ 411,459.00

*Beginning January 1, 2016, the dollar amounts of the SDC rates shall be adjusted annually the first day of each year to account for changes in the costs. The adjustment factor shall be the most recent twelve month change in the Engineering News Record (ENR) Northwest 20-City Construction Cost Index. This System Development Charge Adjustment Factor shall be used to adjust the System Development Charge rates, unless they are otherwise adjusted by the District based on either 1) adoption of an updated methodology, or 2) other adjustments or modifications made in accordance with ORS 223.309(2).

(SDC updated 2/23/22)

(1) Dig-In Fee:

Meter size	Rate
5/8" x 3/4" Residential	No longer meets standards
1"	Time & Materials
1½"-8"	Time & Materials

(2) Drop-In Fee:

Meter Size	Rate
5/8" x 3/4"	No longer meets standards
1"	\$ 550.00
1½"-8"	Time & Materials

Payment Options for Applicant for installation fees are as follows:

Payment Option One

- Rivergrove Water does dig in, tap, and drop in.
- Sum of above three fees paid to Rivergrove Water for size of meter required.

Payment Option Two*

- Applicant does dig in, tap.
- Rivergrove Water does drop in.
- Drop-in fee paid to Rivergrove Water for size of meter required.

*Applicant or applicant's contractor must provide proof of current insurance information to the District office before beginning work on dig in or tap. All parts and materials will be acquired by applicant and will meet City of Lake Oswego standards. Completed taps and or dig-ins will be inspected by Rivergrove Water District personnel.

SECTION 6. Miscellaneous Fees. The miscellaneous fees are imposed for miscellaneous services, public record requests, and customer service:

Type of Assessment	Fee Amount
New Account Deposit	\$50.00
Late Fee	\$15.00
Delinquency Notification Fee	\$20.00
NSF Check Processing/Declined Credit Card	\$25.00
Stop Payment Fee	Actual District Cost from financial institution
Trim Fee	Actual District Costs (minimum \$25.00)
Shut-off Lock Destruction Fee	\$100.00
Dispatch or Turn Off/On Fee (Business hours only)	\$50.00
Dispatch or Turn Off/On Fee (After Hours)	\$75.00
Restoration of service-meter replaced	\$50.00
Tampering of Service	Up to \$1500.00

Public Records Fees	Fee Amount
General Service Copies	\$.25 per page
Records Research	\$5 per 15 min/request (minimum \$5) plus copies and materials charges
District Maps	\$10.00

Effective Date. The SDC methodology and charges were effective by adoption of Resolution 2015-01 on April 27, 2015. The remaining rate and fee changes in Resolution 2015-03 with this attached Exhibit A shall take effect for water service provided on and after August 10, 2015.



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2022-04 RESOLUTION FOR “NOTICE OF PUBLIC MEETINGS”

WHEREAS: the intention of this resolution is to establish reasonable notice of all public meetings of the Board of Commissioners of the Rivergrove Water District, as required by section 192.610 to 192.690 of the Oregon Revised Statutes; and

WHEREAS: the Board of Commissioners of the Rivergrove Water District, as the District’s governing body, has determined that notice as prescribed in this resolution shall constitute reasonable notice when applied to public meetings.

THEREFORE, BE IT RESOLVED the Board of Commissioners of the Rivergrove Water District adopts the schedule of regular meetings listed below, pursuant to said act;

Regular Meetings for Fiscal Year 2022/2023

4:30 p.m. Rivergrove Water District Office via Zoom
17661 Pilkington Road, Lake Oswego OR 97035

July 25, 2022	November 21, 2022	March 27, 2023
August 22, 2022	December 19, 2022	April 24, 2023
September 26, 2022	January 23, 2023	May 22, 2023
October 24, 2022	February 27, 2023	June 26, 2023

BE IT FURTHER RESOLVED, general notice to the public at large for regular meetings will be the District website at www.rivergrovewater.com. General notice to the public at large for Executive Session meetings, special meetings, and emergency meetings shall be submitted to the Lake Oswego Review which is designated as the newspaper of general circulation within the District boundaries for the purpose of publishing public notices as well as the District website at www.rivergrovewater.com.

This Resolution moved by Commissioner _____, seconded by Commissioner _____, and adopted by the Board of Commissioners of the Rivergrove Water District this 6th day of June, 2022 by the following vote: Ayes: Commissioners Roth, Johnson, Magura, Patterson, and Howell. Nays: None.

Signed: Christine K. Roth, Chair

Attest: James W. Johnson, Secretary

2022-2023

-JULY-

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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-AUGUST-

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-SEPTEMBER-

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-OCTOBER-

M	T	W	T	F	S	S
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31						

-NOVEMBER-

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-DECEMBER-

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-JANUARY-

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-FEBRUARY-

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-MARCH-

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-APRIL-

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-MAY-

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22	23	24	25	26	27	28
29	30	31				

-JUNE-

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