



**Board of Commissioners Monthly Meeting**  
**Monday, July 24, 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>Public Comment (3 Minute Limit)</b>   | <b>4:32 PM</b> |
| <b>III.</b>  | <b>Review and Approval of Minutes</b> <ul style="list-style-type: none"><li>• June 26, 2023 Regular Board Meeting</li></ul>  | <b>4:35 PM</b> |
| <b>IV.</b>   | <b>General Manager's Report</b>  | <b>4:40 PM</b> |
| <b>V.</b>    | <b>Unfinished Business</b> <ul style="list-style-type: none"><li>• Water Service Ordinance No. 19-01 Revision (Tabled)</li></ul>   | <b>4:55 PM</b> |
| <b>VI.</b>   | <b>New Business</b> <ul style="list-style-type: none"><li>• Oath of Office for Re-elected Board Commissioners</li><li>• Election of Board Officers</li><li>• Annual Review of District Board Policy Handbook</li><li>• General Manager's Annual Performance Review</li></ul> | <b>4:56 PM</b> |
| <b>VII.</b>  | <b>Chair Report</b>  | <b>5:10 PM</b> |
| <b>VIII.</b> | <b>Adjournment</b>   | <b>5:15 PM</b> |

**Upcoming Meetings**

**Regular Board Meeting: Monday, August 28, 2023 at 4:30 P.M.**  
**Regular Board Meeting: Monday, September 25, 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.*

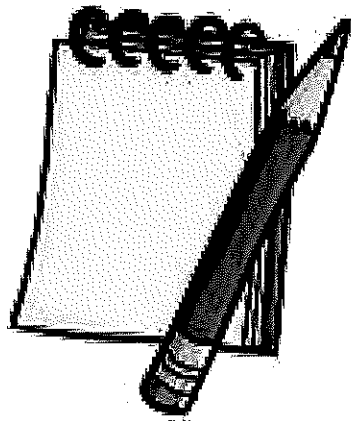
**CALL  
TO  
ORDER**



# **PUBLIC COMMENT**



# **REVIEW & APPROVAL OF MINUTES**



**Rivergrove Water District  
Board of Commissioners Regular Meeting Minutes  
Monday, June 26, 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 4:30 p.m.

**2. Public Comment:** Mr. Allen Patterson, 18926 SW Arrowood, stated: commissioners are being restricted by the need to have Board approval before taking action on fundamental rights given to them as an elected official; the Board should operate in a legal and transparent manner; General Manager Casey and Chair Roth are setting up a dictatorship for political power and restricting civil liberties; and a previous Board member, Shon DeVries, served as Chair while living outside the District's boundaries which required legal guidance from the District's appointed attorney.

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

a. The May 22, 2023 Budget Hearing minutes were approved by a motion from *Commissioner Howell, seconded by Commissioner Magura, and passed by unanimous vote.*

b. The May 22, 2023 Board Meeting minutes were approved by a motion from *Commissioner Johnson, seconded by Commissioner Howell, and passed by unanimous vote.*

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

**5. Unfinished Business:** The General Manager stated the proposed revisions to the District's current Water Service Ordinance No. 19-01 would be ready in the coming months. The Board reviewed each Commissioner's inputs on the goals and priorities for the new.

**6. New Business:**

a. Resolution 2023-02: Fiscal Year 2023/2024 Water Rates, Fees, and Charges was approved by a motion from *Commissioner Johnson, seconded by Commissioner Howell, and passed by unanimous vote.*

b. Resolution 2023-03: Notice of Public Meetings was approved by a motion from *Commissioner Howell, seconded by Commissioner Johnson, and passed by unanimous vote.*

c. The Board reviewed four policy examples from other special districts regarding employment of relatives for inclusion into the Board and Employee Policy Handbooks. The policy from SDAO was adopted by a motion from *Commissioner Howell, seconded by Commissioner Magura, and passed by unanimous vote.*

**7. Chair Report:** No report was presented.

**8. Adjournment:** The meeting was adjourned at 5:48 p.m. The next regular meeting will be held on Monday, July 24, 2023 at 4:30 p.m.

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

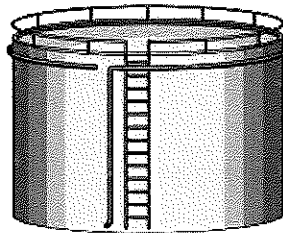
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# **General Manager's Report**

## **Operations**



## **Administrative/HR/Finance**





## GENERAL MANAGER'S REPORT July 2023

### Capital Improvement Projects

- **Well No. 1 Generator Replacement Installation**
  - o The new MTU generator was installed and load test conducted 7/17/23
    - All remaining electrical work has been completed at well sites 1 and 3 with Doosan generator's relocation anticipated on 7/25/23
  - o Staff received training from Pacific Power Group senior technician
  - o Permit still pending with the LO Fire Department for exhaust pipe venting modifications
    - Turney Excavating will complete modifications when material has been received
  - o Contract completion date: 7/31/23
- **River Grove Elementary School Main Replacement**
  - o The water main replacement project for the elementary school was completed 7/17/23
    - Approximately 700 LF of 8" asbestos cement pipe was replaced with 8" ductile iron along with two fire hydrants
- **2022 Water Main Replacement Grant Project**
  - o No updates since meeting on 5/17/23 with Business Oregon to ascertain status of grant funding

### Operations

- **Well 2 Pump Motor Replacement**
  - o The pump and motor at Well 2 have been replaced; normal operations have been restored
    - Final project costs: \$42,900
- **Backflow Testing Program**
  - o Annual backflow testing is underway; customers must submit passing test reports by 9/30/23
  - o District statistics are as follows:
    - Total Backflow Connections: 560
    - Total Connections Passed: 243
    - Total Connections Failed: 2
    - Current Compliance Percentage: 44%
- **Customer Assistance Requests & On Call Duty**
  - o Site visit requests: 37
  - o Emergency callouts: 0

### Finance/Administrative/HR

- **Annual Audit**
  - o The annual audit for fiscal year 2022/2023 has been scheduled for 7/27/23
- **Employee Training Completed**
  - o Member Benefits: SDAO Grant Opportunities (GM)
  - o State Locator Training (Utility I & II)
  - o The Ins and Outs of Water Wells (GM, Utility I & II)
  - o Preventing Lyme Disease, First Aid Basics, Summer Heat Safety (All employees)
  - o Spotting Phishing Scams (All employees)

# **FINANCIAL REPORTS**



**Monthly Reconciliation Summary -  
Checking, Deposit, and LGIP Accounts**

**Balance Sheet**

**Accounts Receivable Summary**

**Check Register**

**Revenue & Expense Budget vs Actual**



## Monthly Reconciliation Summary June 2023

Reviewed & Approved by Commissioners  
Board Meeting: July 24, 2023

Bank Account Name	QB's Account Number	Bank Statement Date	Beginning QuickBooks Balance	Statement Ending Balance	QuickBooks Ending Balance	Uncleared Balance
Banner Bank (Checking Act)	1015	6/30/2023	\$160,178.13	\$152,333.92	\$146,889.24	\$5,444.68
Banner Bank (Deposit Act)	1085	6/30/2023	\$54,291.77	\$54,529.78	\$54,529.78	\$0.00
LGIP (SDC)	1106	6/30/2023	\$429,444.19	\$430,908.39	\$430,908.39	\$0.00
LGIP (Capital Improvement)	1107	6/30/2023	\$850,400.05	\$853,299.55	\$853,299.55	\$0.00
LGIP ( Unemployment)	1108	6/30/2023	\$35,600.61	\$35,721.99	\$35,721.99	\$0.00
LGIP (Truck)	1109	6/30/2023	\$31,627.47	\$31,735.30	\$31,735.30	\$0.00
LGIP (Non-Restricted)	1110	6/30/2023	\$251,629.41	\$368,874.14	\$368,874.14	\$0.00

Checks issued this period 9843 - 9863 from Banner Bank Act 1015

Checks voided this period: None

## RIVERGROVE WATER DISTRICT

## Balance Sheet

As of June 30, 2023

07/14/23

Cash Basis

	<u>Jun 30, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	146,889.24
1085 · Water Deposit-Banner Bank	54,529.78
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	430,908.39
1107 · Capital Improvement Account	853,299.55
1108 · Unemployment Account	35,721.99
1109 · Truck & Equipment Account	31,735.30
Total 1101 · Restricted	1,351,665.23
1110 · Non-Restricted	368,874.14
Total 1100 · LGIP	1,720,539.37
Total Checking/Savings	1,921,958.39
Total Current Assets	1,921,958.39
<b>TOTAL ASSETS</b>	<b>1,921,958.39</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
32000 · All Fund Balances	1,918,744.03
Net Income	3,214.36
Total Equity	1,921,958.39
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,921,958.39</b>

**Accounts Receivable Summary**

From 06/12/2023 Through 07/14/2023

<b>OPEN BALANCE</b>				<u>Balance</u>	
	-8,866.53			-8,866.53	
<b>BI-MONTHLY-Adjustment</b>	<u>Amount</u>	<u>Usage</u>	<u>Count</u>		
WATER	2,022.85	0.00	5	-6,843.68	
WATER Miscellaneous	-20.00	0.00		-6,863.68	
WAT.Penalty	460.00	0.00	19	-6,403.68	
***Total Adjustment	<u>2,462.85</u>	<u>0.00</u>	<u>24</u>		
<b>BI-MONTHLY-Charge</b>	<u>Minimum</u>	<u>Overage</u>	<u>Usage</u>	<u>Count</u>	<u>Total</u>
WATER	71,765.90	79,232.20	22,329.00	1,407	150,998.10
***Total Charge	<u>71,765.90</u>	<u>79,232.20</u>	<u>22,329.00</u>	<u>1,407</u>	<u>150,998.10</u>
<b>BI-MONTHLY-Penalty</b>	<u>Amount</u>		<u>Count</u>		
WATER	2,085.00		139		146,679.42
***Total Penalty	<u>2,085.00</u>		<u>139</u>		
<b>BI-MONTHLY-Miscellaneous</b>	<u>Amount</u>		<u>Count</u>		
WATER Miscellaneous	984.52		46		147,663.94
***Total Miscellaneous	<u>984.52</u>		<u>46</u>		
<b>BI-MONTHLY-Payment</b>	<u>Amount</u>		<u>Count</u>		
WATER	-137,621.89		1,321		10,042.05
WATER Miscellaneous	-400.00				9,642.05
WAT.Penalty	-1,395.00		1		8,247.05
***Total Payments	<u>-139,416.89</u>		<u>1,322</u>		
<b>BI-MONTHLY-Return Check</b>	<u>Amount</u>		<u>Count</u>		
WATER	76.06		1		8,323.11
***Total Return Check	<u>76.06</u>		<u>1</u>		
<b>BI-MONTHLY-Deposit Applied</b>	<u>Amount</u>		<u>Count</u>		
WATER	-635.00		13		7,688.11
WAT.Penalty	-15.00				7,673.11

\*\*\*Total Deposit Applied

\_\_\_\_\_ -650.00

\_\_\_\_\_ 13

**Closing Balance**

7,673.11

# RIVERGROVE WATER DISTRICT

## Check Register

As of June 30, 2023

Type	Date	Num	Name	Memo	Amount	Balance
						<b>151,308.86</b>
Deposit	06/01/2023		Deposit	Deposit	80.00	151,388.86
Deposit	06/01/2023		Deposit	Deposit	313.98	151,702.84
Deposit	06/01/2023		Deposit	Deposit	994.41	152,697.25
General Journal	06/01/2023		Customer Deposit	Customer Deposit	-50.00	152,647.25
Deposit	06/01/2023		Deposit	Deposit	133.26	152,780.51
Deposit	06/01/2023		Deposit	Deposit	80.41	152,860.92
General Journal	06/01/2023		Customer Refund	Customer Refund	50.00	152,910.92
Deposit	06/01/2023		Deposit	Deposit	35.00	152,945.92
General Journal	06/02/2023		Customer Refund Reversal	Customer Refund Reversal	-50.00	152,895.92
Deposit	06/06/2023		Deposit	Deposit	112.36	153,008.28
Deposit	06/06/2023		Deposit	Deposit	155.00	153,163.28
Deposit	06/06/2023		Deposit	Deposit	100.00	153,263.28
General Journal	06/06/2023	CC	Customer Deposit	Customer Deposit	-50.00	153,213.28
Deposit	06/08/2023		Deposit	Deposit	236.97	153,450.25
Deposit	06/08/2023		Deposit	Deposit	245.19	153,695.44
General Journal	06/08/2023	CC	Customer Refund	Customer Refund	50.00	153,745.44
General Journal	06/08/2023	CC	Customer Refund	Customer Refund	50.00	153,795.44
Deposit	06/08/2023		Deposit	Deposit	42.00	153,837.44
Deposit	06/09/2023		Deposit	Deposit	185.32	154,022.76
Deposit	06/10/2023		Deposit	Deposit	73.52	154,096.28
Deposit	06/11/2023		Deposit	Deposit	190.83	154,287.11
General Journal	06/12/2023	CC	Customer Deposit	Customer Deposit	-50.00	154,237.11
Check	06/12/2023	ACH	Moonlight Business Process Outsourcing	June 2023 Billing Invoice 135452	-1,116.74	153,120.37
Check	06/12/2023	ACH	METEREADERS, LLC	Meter Readings June 2023 Invoice 10802	-954.27	152,166.10
Check	06/12/2023	ACH	VERIZON WIRELESS	Monthly Service 5/2/23-6/1/23 Invoice 9936156528	-389.79	151,776.31
Deposit	06/13/2023		Deposit	Deposit	382.31	152,158.62
Check	06/13/2023	ACH	PACIFIC OFFICE AUTOMATION INC	Monthly Copier Service 6/14/2023-7/13/2023 Invoice 5025341738	-452.59	151,706.03
Deposit	06/13/2023		Deposit	Deposit	604.22	152,310.25
General Journal	06/13/2023	PR 06/10/23	PAYCHEX	Deferred Comp Payroll - 5/28/23-6/10/23	-1,458.11	150,852.14
Check	06/13/2023	ACH	PAYCHEX	Payroll 05/28/23 - 06/10/23 Invoice 2023061301	-72.25	150,779.89
General Journal	06/13/2023	PR 06/10/23	PAYCHEX	PAYCHEX	-4,722.79	146,057.10
General Journal	06/13/2023	PR 06/10/23	PAYCHEX	PAYCHEX	-2,707.01	143,350.09
Deposit	06/14/2023		Deposit	Deposit	417.50	143,767.59

RIVERGROVE WATER DISTRICT

Check Register

As of June 30, 2023

Deposit	06/14/2023		Deposit	Deposit	2,224.44	145,992.03
Deposit	06/15/2023		Deposit	Deposit	115.11	146,107.14
General Journal	06/15/2023	CC	Customer Refund	Customer Refund	50.00	146,157.14
Deposit	06/15/2023		Deposit	Deposit	1,365.44	147,522.58
Check	06/15/2023		Service Charge	Service Charge	-235.10	147,287.48
Deposit	06/16/2023		Deposit	Deposit	558.05	147,845.53
Deposit	06/16/2023		Deposit	Deposit	2,552.43	150,397.96
Deposit	06/16/2023		Deposit	Deposit	50.00	150,447.96
General Journal	06/16/2023	CC	Customer Refund	Customer Refund	50.00	150,497.96
Deposit	06/16/2023		Deposit	Deposit	4,062.02	154,559.98
Deposit	06/16/2023		Deposit	Deposit	116,386.79	270,946.77
Deposit	06/16/2023		Deposit	Deposit	1,651.42	272,598.19
Check	06/20/2023	ACH	VANCO Payment Solutions	Monthly Service Fee May 2023 Invoice 00013529195	-59.00	272,539.19
Check	06/20/2023	ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water 5/1/23-6/1/23 Act 10-12691-01	-14.85	272,524.34
Check	06/20/2023	ACH	PGE	Monthly Electric Fees 5/2/23-6/1/23 Invoice: Multiple	-3,563.85	268,960.49
Check	06/20/2023	ACH	AFLAC	Monthly Health Premium June 2023 Invoice 110701	-308.00	268,652.49
Transfer	06/20/2023		Funds Transfer	Funds Transfer - Performance Bond for Rivergrove ES	-107,433.96	161,218.53
Transfer	06/20/2023		Funds Transfer	Funds Transfer - Security Deposit for Rivergrove ES	-8,952.83	152,265.70
Check	06/20/2023	9843	BMI	Employee Cross Connection Certification Class	-130.00	152,135.70
Check	06/20/2023	9844	SOUND TELECOM	Act 123-4850-521 Answering Service Monthly Fee 6/1/23-6/30/23	-265.12	151,870.58
Check	06/20/2023	9845	GENERAL PACIFIC, INC	Meter Purchase Qty: 20 Invoice 1465278	-4,160.00	147,710.58
Check	06/20/2023	9846	Customer Refund	Customer Refund	-3.72	147,706.86
Check	06/20/2023	9847	Tree Masters, Inc.	4100 Old Gate Road Tree Trimming & Removal	-1,800.00	145,906.86
Check	06/20/2023	9848	Customer Refund	Customer Refund	-4.43	145,902.43
Check	06/20/2023	9849	Customer Refund	Customer Refund	-3.60	145,898.83
Check	06/20/2023	9850	OAWU	Operator of Record (DRC) June 23 Contract Fee Invoice 35410	-950.00	144,948.83
Check	06/20/2023	ACH	Streamline	6/1/23-7/1/23 Website Fee Invoice 1BCE1786-0031	-100.00	144,848.83
Check	06/20/2023	9851	Customer Overpayment	Customer Overpayment	-323.76	144,525.07
Check	06/20/2023	9852	CONTINENTAL UTILITY SOLUTIONS, INC	ACH Activation Fee Invoice R15443	-12.00	144,513.07
Check	06/20/2023	9853	SAIF CORPORATION	Workman's Comp Premium 7/1/22-9/30/23 Invoice 1001303341	-547.01	143,966.06
Check	06/20/2023	9854	THOMAS GREGOIRE	Rent July 2023 & Utilities	-1,563.42	142,402.64
Check	06/20/2023	ACH	Banner Bank (MASTERCARD)	Act 6660 Casey - Monthly Charges 4/7/23-5/6/23	-780.12	141,622.52
Check	06/20/2023	9855	RH2 Engineering, Inc.	Engineering Services Invoice 91305	-4,999.00	136,623.52
Deposit	06/20/2023		Deposit	Deposit	554.05	137,177.57
Deposit	06/20/2023		Deposit	Deposit	79.61	137,257.18

RIVERGROVE WATER DISTRICT

Check Register

As of June 30, 2023

Deposit	06/20/2023		Deposit	Deposit	518.57	137,775.75
Deposit	06/20/2023		Deposit	Deposit	201.49	137,977.24
General Journal	06/20/2023	CC	Customer Deposit	Customer Deposit	-50.00	137,927.24
Deposit	06/20/2023		Deposit	Deposit	1,157.96	139,085.20
General Journal	06/20/2023	CC	Customer Refund	Customer Refund	50.00	139,135.20
Deposit	06/20/2023		Deposit	Deposit	196.23	139,331.43
Deposit	06/20/2023		Deposit	Deposit	4,734.10	144,065.53
Deposit	06/21/2023		Deposit	Deposit	240.62	144,306.15
Deposit	06/21/2023		Deposit	Deposit	2,413.73	146,719.88
Deposit	06/22/2023		Deposit	Deposit	2,529.30	149,249.18
Deposit	06/22/2023		Deposit	Deposit	647.45	149,896.63
Deposit	06/22/2023		Deposit	Deposit	2,696.74	152,593.37
General Journal	06/22/2023	jc	Customer Refund	Customer Refund	50.00	152,643.37
General Journal	06/22/2023	jc	Customer Refund	Customer Refund	50.00	152,693.37
Deposit	06/23/2023		Deposit	Deposit	696.21	153,389.58
General Journal	06/23/2023	CC	Customer Deposit	Customer Deposit	-50.00	153,339.58
Deposit	06/23/2023		Deposit	Deposit	434.08	153,773.66
Deposit	06/26/2023		Deposit	Deposit	76.06	153,849.72
Deposit	06/26/2023		Deposit	Deposit	61.86	153,911.58
Check	06/26/2023	ACH	CHEVRON AND TEXACO CARD SERVICES	Monthly Fuel Charges 5/24/23-6/23/23 Invoice 89938211	-148.10	153,763.48
Deposit	06/26/2023		Deposit	Deposit	587.98	154,351.46
Check	06/26/2023	9856	Employee Reimbursement	2023 Collection Forum Class Mileage Reimbursement	-20.31	154,331.15
Check	06/26/2023	9857	Employee Reimbursement	DMV Mileage Reimbursement	-8.25	154,322.90
Check	06/26/2023	9858	Customer Refund	Customer Refund	-39.49	154,283.41
Deposit	06/27/2023		Deposit	Deposit	742.52	155,025.93
Deposit	06/28/2023		Deposit	Deposit	113.87	155,139.80
Check	06/28/2023	ACH	PAYCHEX	Payroll 06/11/23 - 06/24/23 Invoice 2023062701	-72.25	155,067.55
General Journal	06/28/2023	PR 06/24/23	PAYCHEX	PAYCHEX	-4,903.16	150,164.39
General Journal	06/28/2023	PR 06/24/23	PAYCHEX	PAYCHEX	-2,790.72	147,373.67
General Journal	06/28/2023	PR 06/24/23	PAYCHEX	Deferred Comp Payroll - 6/11/23-6/24/23	-1,461.54	145,912.13
General Journal	06/28/2023	PR 6/28/23S	PAYCHEX	PAYCHEX	-428.19	145,483.94
General Journal	06/28/2023	PR 6/28/23S	PAYCHEX	PAYCHEX	-118.68	145,365.26
Deposit	06/29/2023		Deposit	Deposit	235.64	145,600.90
Deposit	06/29/2023		Deposit	Deposit	640.05	146,240.95
Deposit	06/29/2023		Deposit	Deposit	73.28	146,314.23

RIVERGROVE WATER DISTRICT

Check Register

As of June 30, 2023

Deposit	06/29/2023		Deposit	Deposit	261.32	146,575.55
Deposit	06/30/2023		Deposit	Deposit	122.51	146,698.06
General Journal	06/30/2023	CC	Customer Deposit	Customer Deposit	-50.00	146,648.06
Deposit	06/30/2023		Deposit	Deposit	4,055.50	150,703.56
General Journal	06/30/2023	CC	Customer Refund	Customer Refund	50.00	150,753.56
Check	06/30/2023	ACH	Moonlight Business Process Outsourcing	June 2023 Newsletter Invoice 135561	-280.00	150,473.56
Deposit	06/30/2023		Deposit	Deposit	1,384.81	151,858.37
Deposit	06/30/2023		Deposit	Deposit	281.58	152,139.95
General Journal	06/30/2023	CC	Customer Refund	Customer Refund	50.00	152,189.95
Check	06/30/2023	ACH	COMCAST CABLE	Monthly Service 6/22/23-7/21/23 Act 8778-10-899-0001186	-615.20	151,574.75
Check	06/30/2023	9859	TMG SERVICES, INC.	Well 1 Maintenance Chlorination System Invoice: 0052016-IN	-817.50	150,757.25
Check	06/30/2023	9860	Customer Refund	Customer Refund	-17.23	150,740.02
Check	06/30/2023	9861	Clackamas County Elections	May 2023 Overall Special District Election Costs	-886.27	149,853.75
Check	06/30/2023	9862	CONTINENTAL UTILITY SOLUTIONS, INC	Annual Maintenance/Technical Support Invoice M20677	-2,323.00	147,530.75
Check	06/30/2023	ACH	PACIFIC OFFICE AUTOMATION INC	Monthly Copier Service 7/14/2023-8/13/2023 Invoice 5025565651	-452.59	147,078.16
Check	06/30/2023	9863	Office Supplies/PPE/Refreshments	Office Supplies/PPE/Refreshments	-138.92	146,939.24
General Journal	06/30/2023	9797-jc	Customer Refund	Customer Refund	-50.00	146,889.24
					<u>-4,419.62</u>	<u>146,889.24</u>
					<u><b>-4,419.62</b></u>	<u><b>146,889.24</b></u>



## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Income				
4005 · Water Sales & Charges	962,191.10	1,007,500.00	-45,308.90	95.5%
4010 · Water Deposit Fee	4,980.00	6,800.00	-1,820.00	73.24%
4015 · New Service Fee	400.00	200.00	200.00	200.0%
4020 · Installation Fee	3,300.00	2,000.00	1,300.00	165.0%
4024 · Pre-Application Meeting Fee	1,000.00	1,000.00	0.00	100.0%
4026 · Development Security Deposit	120,501.79	10,000.00	110,501.79	1,205.02%
4030 · Delinquent & Restoration Fee	18,850.25	10,000.00	8,850.25	188.5%
4035 · SDC Chgs-SDC Restricted CI Fund	53,188.00	51,000.00	2,188.00	104.29%
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	1,622.87	300.00	1,322.87	540.96%
4059 · LGIP - Non Restrict Int Earn	7,265.39	1,200.00	6,065.39	605.45%
4064 · SDC Interest-LGIP CI Fund	12,369.11	1,800.00	10,569.11	687.17%
4065 · CI Interest -LGIP CI Fund	25,199.10	3,600.00	21,599.10	699.98%
4066 · LGIP-Int Earn Unemployment Fund	985.43	150.00	835.43	656.95%
4067 · LGIP-Int Earn Truck&Equip Fund	843.54	100.00	743.54	843.54%
<b>Total 4056 · Bank Interest/LGIP Interest</b>	<b>48,285.44</b>	<b>7,150.00</b>	<b>41,135.44</b>	<b>675.32%</b>
4090 · Miscellaneous Income	9,131.34	5,000.00	4,131.34	182.63%
<b>Total 4000 · Income</b>	<b>1,221,827.92</b>	<b>1,100,650.00</b>	<b>121,177.92</b>	<b>111.01%</b>
<b>Total Income</b>	<b>1,221,827.92</b>	<b>1,100,650.00</b>	<b>121,177.92</b>	<b>111.01%</b>
<b>Gross Income</b>	<b>1,221,827.92</b>	<b>1,100,650.00</b>	<b>121,177.92</b>	<b>111.01%</b>
<b>Expense</b>				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	121,746.68	145,000.00	-23,253.32	83.96%
5040 · Operator Wages	98,735.21	130,000.00	-31,264.79	75.95%
5090 · Deferred Compensation	17,913.47	30,000.00	-12,086.53	59.71%
<b>Total 5001 · Compensation</b>	<b>238,395.36</b>	<b>305,000.00</b>	<b>-66,604.64</b>	<b>78.16%</b>
5100 · Payroll Tax Expense	20,162.24	35,000.00	-14,837.76	57.61%
5200 · Payroll Benefits				
5210 · Workers' Compensation	2,766.55	3,000.00	-233.45	92.22%
5220 · Health Benefits	31,819.72	60,000.00	-28,180.28	53.03%
5240 · Wellness Benefit	0.00	600.00	-600.00	0.0%
<b>Total 5200 · Payroll Benefits</b>	<b>34,586.27</b>	<b>63,600.00</b>	<b>-29,013.73</b>	<b>54.38%</b>
<b>Total 5000 · Personnel Services</b>	<b>293,143.87</b>	<b>403,600.00</b>	<b>-110,456.13</b>	<b>72.63%</b>
6000 · Material Services				
6001 · Administration/Billing/Overhead				
6005 · Property/Liability Insurance	25,855.19	28,000.00	-2,144.81	92.34%
6006 · Furn & Office Equipment - Admin	34.88	2,000.00	-1,965.12	1.74%
6007 · Bank Service Charges				
6008 · Banner - Check Bank Charges	2,210.47	1,999.00	211.47	110.58%
6010 · Vanco Service Charges	763.50	1,000.00	-236.50	76.35%

## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6012 · LGIP-SDC Ser Charges-CI Fund	0.00	1.00	-1.00	0.0%
6013 · LGIP-CI Ser Chg-CI Fund	0.40	1.00	-0.60	40.0%
<b>Total 6007 · Bank Service Charges</b>	<b>2,974.37</b>	<b>3,001.00</b>	<b>-26.63</b>	<b>99.11%</b>
6018 · Meeting/Food Expense	269.31	1,000.00	-730.69	26.93%
6019 · Office Supplies, Equip, Repair	1,078.93	2,500.00	-1,421.07	43.16%
6020 · Postage & Shipping	334.37	2,000.00	-1,665.63	16.72%
6025 · Printing & Duplicating	1,464.18	1,500.00	-35.82	97.61%
6030 · Publications & Elections	1,784.18	2,000.00	-215.82	89.21%
6035 · Rent	16,617.81	18,000.00	-1,382.19	92.32%
6040 · Janitorial	0.00	2,000.00	-2,000.00	0.0%
6045 · Telephone - Admin	11,876.09	13,000.00	-1,123.91	91.36%
6050 · Mileage Expenses	101.74	500.00	-398.26	20.35%
6060 · Continued Education	1,982.44	5,300.00	-3,317.56	37.41%
6065 · Dues & Subscriptions	4,932.08	7,000.00	-2,067.92	70.46%
6070 · Fees, License, & Permits	11,380.43	5,000.00	6,380.43	227.61%
6075 · Water Deposit Refunds	4,570.75	7,000.00	-2,429.25	65.3%
6076 · Unclaimed Property	0.00	200.00	-200.00	0.0%
6080 · Water Sales Overpay	559.87	2,000.00	-1,440.13	27.99%
6090 · Meter Reading	5,720.79	6,000.00	-279.21	95.35%
6095 · Utilities/Office	2,389.60	2,500.00	-110.40	95.58%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
<b>6099 · Contracted Services - Admin</b>				
6099-0 · Billing	8,978.53	7,000.00	1,978.53	128.27%
6099-1 · Copier IT	13,866.15	15,000.00	-1,133.85	92.44%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	1,200.00	1,500.00	-300.00	80.0%
<b>Total 6099 · Contracted Services - Admin</b>	<b>24,044.68</b>	<b>28,500.00</b>	<b>-4,455.32</b>	<b>84.37%</b>
<b>Total 6001 · Administration/Billing/Overhead</b>	<b>117,971.69</b>	<b>149,001.00</b>	<b>-31,029.31</b>	<b>79.18%</b>
<b>6101 · Operation &amp; Maintenance</b>				
6100 · General Repair & Maintenance	30,229.82	40,000.00	-9,770.18	75.58%
6105 · Utilities	41,751.48	38,000.00	3,751.48	109.87%
6110 · Small Tools & Equipment	7,749.14	2,500.00	5,249.14	309.97%
6120 · Water Testing	4,018.75	4,000.00	18.75	100.47%
6125 · Truck Maintenance	929.68	3,000.00	-2,070.32	30.99%
6130 · Gas & Oil	3,296.72	3,500.00	-203.28	94.19%
6135 · Telemetry/Scada	7,302.38	10,000.00	-2,697.62	73.02%
6155 · Chemicals	1,524.35	5,000.00	-3,475.65	30.49%
6160 · Contracted Services-Operations	31,551.94	22,000.00	9,551.94	143.42%
6165 · PPE/Safety Equipment	1,048.74	2,000.00	-951.26	52.44%
6170 · Mobile Radio Phone/Pager Operat	4,618.54	5,500.00	-881.46	83.97%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%
6190 · Cross Connect Program Supplies	1,539.95	15,000.00	-13,460.05	10.27%
6195 · Meters	14,293.33	4,000.00	10,293.33	357.33%
<b>Total 6101 · Operation &amp; Maintenance</b>	<b>149,854.82</b>	<b>155,500.00</b>	<b>-5,645.18</b>	<b>96.37%</b>

## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>6202 · Professional Services</b>				
6208 · Auditor	6,310.00	10,000.00	-3,690.00	63.1%
6209 · Consultants	1,315.00	4,000.00	-2,685.00	32.88%
6210 · Engineering (Non-Reimbursable)	86,372.61	185,000.00	-98,627.39	46.69%
6215 · Legal Fees (Non-Reimbursable)	4,310.00	5,000.00	-690.00	86.2%
<b>Total 6202 · Professional Services</b>	<b>98,307.61</b>	<b>204,000.00</b>	<b>-105,692.39</b>	<b>48.19%</b>
<b>Total 6000 · Material Services</b>	<b>366,134.12</b>	<b>508,501.00</b>	<b>-142,366.88</b>	<b>72.0%</b>
<b>7000 · Operating Capital Outlay</b>				
7010 · Tool/Equipt/Vehicles/Safety-CO	0.00	5,000.00	-5,000.00	0.0%
7040 · Fire Protection & Fire Flows-CO	8,521.14	35,000.00	-26,478.86	24.35%
7060 · AMR Meter Program CO	0.00	15,000.00	-15,000.00	0.0%
<b>Total 7000 · Operating Capital Outlay</b>	<b>8,521.14</b>	<b>55,000.00</b>	<b>-46,478.86</b>	<b>15.49%</b>
<b>8000 · Debt Recov./Capital Improvement</b>				
8451 · CI-Standby Power CI Fund	23,891.05	30,000.00	-6,108.95	79.64%
8454 · SDWL#1 Install Pmt CI-CI Fund	13,352.00	13,352.00	0.00	100.0%
8455 · SDWL #2 Install Pmt CI-CI Fund	14,500.00	14,500.00	0.00	100.0%
8457 · CI Dist.Main Projects	337,567.85	200,000.00	137,567.85	168.78%
8461 · SDC -Standby Power-CI Fund	2,922.70	4,000.00	-1,077.30	73.07%
8464 · SDWL#1 Install Pmt SDC-CIF	40,062.26	40,062.00	0.26	100.0%
8465 · SDWL #2 Install Pmt SDC-CIF	118,518.57	118,520.00	-1.43	100.0%
8467 · Water Main Replacement Projects	0.00	283,200.00	-283,200.00	0.0%
<b>Total 8000 · Debt Recov./Capital Improvement</b>	<b>550,814.43</b>	<b>703,634.00</b>	<b>-152,819.57</b>	<b>78.28%</b>
<b>Total Expense</b>	<b>1,218,613.56</b>	<b>1,670,735.00</b>	<b>-452,121.44</b>	<b>72.94%</b>
<b>Net Ordinary Income</b>	<b>3,214.36</b>	<b>-570,085.00</b>	<b>573,299.36</b>	<b>-0.56%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>9100 · Other Income</b>				
9115 · Transfer In - Capital Improve	200,000.00	200,000.00	0.00	100.0%
9120 · Transfer In - Unemployment	3,000.00	3,000.00	0.00	100.0%
9125 · Transfer In - Truck & Equipment	5,000.00	5,000.00	0.00	100.0%
<b>Total 9100 · Other Income</b>	<b>208,000.00</b>	<b>208,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total Other Income</b>	<b>208,000.00</b>	<b>208,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Other Expense</b>				
<b>9200 · Other Expense</b>				
9205 · Transfer Out - Gen Operating	208,000.00			
<b>Total 9200 · Other Expense</b>	<b>208,000.00</b>			
<b>Total Other Expense</b>	<b>208,000.00</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>3,214.36</b>	<b>-362,085.00</b>	<b>365,299.36</b>	<b>-0.89%</b>

# UNFINISHED BUSINESS



# New Business



*Rivergrove Water District*  
*Commissioner*  
*Oath of Office*

*I, James W. Johnson, do solemnly swear, (affirm), that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the Charter and Ordinances of the Rivergrove Water District, and that I will faithfully discharge the duties of Commissioner according to the best of my ability.*

*Signed this 24<sup>th</sup> day of July 2023.*



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*Commissioner Signature*

*James W. Johnson*  

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*Commissioner Name*

*Rivergrove Water District*  
*Commissioner*  
*Oath of Office*

*I, Lawrence M. Magura, do solemnly swear, (affirm), that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the Charter and Ordinances of the Rivergrove Water District, and that I will faithfully discharge the duties of Commissioner according to the best of my ability.*

*Signed this 24<sup>th</sup> day of July 2023.*



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*Commissioner Signature*

*Lawrence M. Magura*

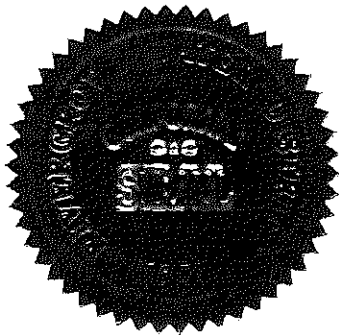
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*Commissioner Name*

*Rivergrove Water District*  
*Commissioner*  
*Oath of Office*

*I, Sherry A. Patterson, do solemnly swear, (affirm), that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the Charter and Ordinances of the Rivergrove Water District, and that I will faithfully discharge the duties of Commissioner according to the best of my ability.*

*Signed this 24<sup>th</sup> day of July 2023.*



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*Commissioner Signature*

*Sherry A. Patterson*

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*Commissioner Name*



**Election of Board Officers  
Rivergrove Water District  
2023/2024**

In accordance with the Board Policy Handbook, Section 2.2, *"At the first meeting in July of each year, the Board shall elect from its members the officer for the year then begun"*

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

1<sup>st</sup> Nomination Motion: \_\_\_\_\_

2<sup>nd</sup> Nomination Motion: \_\_\_\_\_

Ayes:

Nays:

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

1<sup>st</sup> Nomination Motion: \_\_\_\_\_

2<sup>nd</sup> Nomination Motion: \_\_\_\_\_

Ayes:

Nays:

Treasurer: \_\_\_\_\_

1<sup>st</sup> Nomination Motion: \_\_\_\_\_

2<sup>nd</sup> Nomination Motion: \_\_\_\_\_

Ayes:

Nays:



## Annual Review of District Board Policy Handbook

**Procedure:** The Rivergrove Water District Board of Commissioners has established a procedure that each Commissioner acknowledge they have reviewed the District's current Board Policy Handbook and commit to adherence to the Board policies contained within. Each Commissioner will complete the form within one month after the Board's initial adoption of this procedure and repeated annually thereafter, with the form completed by each Commissioner and submitted to the Board President no later than the date of the regularly scheduled Board meeting in July of each year. A new Commissioner will complete and submit the form within one month after appointment to the Board.

I hereby acknowledge I have reviewed the District Board Policy Handbook as adopted by **Resolution 2022-01, Annual Review of District Board Policy Handbook, on February 28<sup>th</sup>, 2022** and I commit to adhering to these policies while I am in office.

Commissioner: \_\_\_\_\_  
Printed Name

Signature: \_\_\_\_\_

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



## 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, Chair	Yes / No	Larry Magura, Commissioner	Yes / No
James Johnson, Secretary	Yes / No	Sherry Patterson, Commissioner	Yes / No
Grant Howell, Commissioner	Yes / No	Janine Casey, District Manager	Yes / No

**Water District Manager  
Performance Evaluation Criteria**

*The following criteria will be used to evaluate the performance of the Water District Manager, as adopted by the Rivergrove Water District Board of Commissioners on January 24, 2022.*

**1. Provides Effective Management of District Resources and Programs**

- Effectively and efficiently manages all District services and activities including water production, water distribution, water system maintenance, customer service, and financial management
- Manages development and implementation of District goals, policies, procedures, and priorities
- Establishes appropriate service and staffing levels in coordination with the Board based on budgeted resources; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly
- Plans and organizes maintenance of District owned facilities, buildings, and equipment to achieve efficient and safe utilization of District Resources and to provide good value to customers

**2. Provides Effective Financial Management**

- Oversees and participates in development and administration of the District budget; identifies future challenges and opportunities; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary
- Administers the adopted budget within approved revenue and expenditure allocations
- Explains, justifies, and defends District programs, policies, and activities; negotiates and resolves sensitive and controversial issues

**3. Provides Effective Customer and Community Service**

- Oversees operations and services related to District Utility Billing System and related functions; identifies and implements standards and expectations for billing activities
- Maintains a positive tone and relationship with customers and community through effective leadership and utilization of resources
- Is accessible to customers and the community; effectively responds to and resolves difficult and sensitive citizen inquiries and complaints
- Promotes communications that are clear and represents an appropriate level of professionalism
- Represents the District by effectively communicating with customers, the community, and other jurisdictions with which the District is involved or interfaces

**Water District Manager Performance Evaluation Criteria**

Final, As Approved January 24, 2022 – Page 2 of 3

**4. Maintains a Positive Relationship with the Board of Commissioners**

- Maintains effective communications with the Board; identifies topics and issues to be brought before the Board and assists the Board President in preparing Board meeting agendas; presents information to the Board of Commissioners that assists in effective and timely decisions by the Board
- Provides staff support to the District Board of Commissioners; oversees preparation of meeting packets and meeting minutes; prepares and presents Board meeting staff reports; prepares District correspondence as directed by the Board
- Routinely informs the Board about the water system performance, maintenance requirements, and required capital expenditures

**5. Provides Effective Leadership and Management of District Staff**

- Provides effective leadership for District staff, including regular communication with employees to exchange ideas, gather information and implement changes
- Plans, directs, and coordinates District personnel to achieve District goals; assigns projects and program responsibilities; reviews and evaluates work methods and procedures; meets with District staff to identify and resolve problems
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes
- Plans for future staffing needs to meet District established service levels
- Plans and organizes programs to maintain high quality staff, positive morale, and a safe and secure work environment
- Implements performance evaluation processes such that each District employee receives an annual performance evaluation that is relevant to the employee's position and duties
- Hires, promotes, and disciplines employees as appropriate to achieve high-performing and efficient staffing to achieve District goals and Board expectations

**6. Provides Effective Management of the Water System**

- Understands the water system infrastructure, regulatory requirements, and best practices for water system operation and maintenance
- Oversees water production and distribution operations to provide effective, efficient, and reliable delivery of water service to all customers
- Manages water system infrastructure and resources to:
  - Maintain the existing system, including identification of planned maintenance requirements, to meet District customer service and financial goals
  - Identify improvements required to meet future needs
  - Meet all applicable regulatory requirements and reporting schedules
- Represents the District to outside agencies and organizations; participates on outside agency boards, commissions, and/or committees as needed to represent District interests; coordinates District activities with activities and objectives of other agencies and organizations

**Water District Manager Performance Evaluation Criteria**

Final, As Approved January 24, 2022 – Page 3 of 3

**7. Demonstrates Personal and Professional Development**

- Maintains relationships with professional associations and industry colleagues
- Attends and participates in professional conferences and seminars to stay well-informed of new trends and innovations in the field of water treatment, distribution management, water systems operations and maintenance, asset management, and personnel management

# CHAIR REPORT





# ADJOURNMENT

