



**Board of Commissioners Monthly Meeting
Monday, May 20, 2024, 4:40 PM
17661 Pilkington Road, Lake Oswego OR**

AGENDA ITEMS

- | | | |
|-------------|--|----------------|
| I. | Call to Order | 4:40 PM |
| II. | Public Comment (2 Minute Limit) | 4:41 PM |
| III. | Review and Approval of Minutes | 4:45 PM |
| | <ul style="list-style-type: none">• April 22, 2024 Budget Committee Meeting• April 22, 2024 Regular Board Meeting | |
| IV. | General Manager's Report | 4:50 PM |
| V. | Unfinished Business | 5:00 PM |
| | <ul style="list-style-type: none">• Rate Study 2024 | |
| VI. | New Business | 5:05 PM |
| | <ul style="list-style-type: none">• Reservoir 1 & 2 Restoration• Supervisory Control & Data Acquisition (SCADA) and Peripheral Site Control Improvements Project• Board Goals & Priorities 2024/2025 | |
| VII. | Adjournment | 5:20 PM |

Upcoming Meetings

Regular Board Meeting: Monday, June 24, 2024 at 4:35 P.M.

The public is welcome to attend the meeting in person or by calling 971-517-3083.

By calling into the phone bridge, you consent to being recorded.

**CALL
TO
ORDER**



PUBLIC COMMENT



3

REVIEW & APPROVAL OF MINUTES



Rivergrove Water District
2024/2025 Budget Committee Meeting Minutes
Monday, April 22, 2024

The Budget Committee meeting was held on this day at 17661 Pilkington Road, Lake Oswego. Attendees included Commissioners Johnson, Magura, and Howell as well as Budget Committee members Jon McDowell, John Bartho, David Paul Butler, Evelyn Challis, Gabe Gomez, and David Law. General Manager/Budget Officer Janine Casey was also in attendance. Commissioners Roth and Patterson were excused.

1. **Call to Order:** The meeting was called to order at 5:30 p.m.
2. **Public Attendance:** Ms. Janine Law attended the meeting.
3. **2024-2025 Budget Committee Chair Election:** Mr. Gabe Gomez was appointed as the Budget Committee Chair by a motion from *Budget Committee Member Challis, seconded by Budget Committee Member McDowell, and passed by a unanimous vote.*
4. **Budget Officer Overview of Budget Process and Budget Message:** Budget Officer Janine Casey provided an overview of budget procedures. To ensure sound financial practices, Rivergrove Water District operates on three guiding principles: expense management, procurement discipline, and transparency. The District's goal is to provide safe, environmentally sustainable drinking water to all customers at a cost-effective rate to generate adequate revenue consistent with the District's 20-year Master Plan.
5. **Budget Details, Discussion, and Questions:** The District operates under a fiscal year beginning July 1 and ending June 30. The budget document includes the financial history of revenues and expenses for the past two years as well as this year's estimates. The estimates for each fund contained in the proposed budget is based on assessing expected benefits and related costs.
 - a. **Upcoming Projects for new Fiscal Year:**
 - Complete the Resilient Backbone and Asbestos Cement Pipe Replacement Project by replacing 1,700 LF of 10" asbestos-cement pipe with 10" earthquake resistant ductile iron pipe from the canal on Childs Road to SW Indian Creek Avenue.
 - Upgrade the Supervisory Control and Data Acquisition (SCADA) System.
 - Complete new Rate Study to determine if the revenue stream is sufficient to maintain operations and critical infrastructure required to provide clean, safe drinking water to the community.
 - Install two new fire hydrants to increase fire protection for customers.
 - b. **Highlights from ending Fiscal Year:**
 - Replaced 300 LF of 6" asbestos-cement pipe with 6" ductile iron pipe on Marlin Court.
 - Replaced 150 LF of 6" asbestos-cement pipe with 8" ductile iron pipe on Childs Road.
 - Launched the design review process to upsize 1,700 LF of 10" asbestos-cement pipe with 10" earthquake resistant ductile iron pipe from the canal on Childs Road to SW Indian Creek Avenue.
 - Completed 100% inventory of all customer service lines and submitted report to the Environmental Protection Agency.

- Installed two new fire hydrants to increase fire protection for customers.
- Performed annual maintenance for valve exercising and fire hydrant flushing.
- Published Annual Water Quality & Consumer Confidence Annual Report and three newsletters.
- Completed Fiscal Year 2022-2023 Financial Audit without any discrepancies.
- Updated the Board of Commissioners’ Policy Handbook and the District’s Employee Handbook.

c. Discussions and Questions:

- Revenue – An initial rate increase of 3% was proposed for FY 2024/2025 based on the current inflationary climate. The District continues to face the challenge of keeping rates affordable to rate payers while continuing to upgrade existing asbestos cement distribution pipes to ductile iron. The District is maintaining an accounts receivable rate of 100% due to strict adherence to the payment policy and has not incurred any bad debt write-offs since 2019. ***Due to continuing inflationary costs, the committee voted to increase rates 5% by a motion from Budget Committee Member McDowell, seconded by Commissioner Howell, and passed by a unanimous vote.***
- Personnel Services – Administrative and operator wages were increased to allow for cost-of-living and merit performance increases. A modest increase was also noted for employee retirement compensation and health benefits.
- Materials Services – Funding for material services dropped despite continuing inflation costs and supply shortages. The District remains committed to seeking the best possible costs for materials and services through diligent cost comparative spending.
- Professional Services – Overall funding for professional services decreased due to limited capital improvement projects projected for the upcoming fiscal year.
- Capital Outlay and Improvements – Funding remained consistent with the previous fiscal year.

6. Approval of the Budget: The FY 2024/2025 budget was approved by a motion from ***Budget Committee Member Challis, seconded by Budget Committee Member Butler, and passed by a unanimous vote.***

7. Adjournment: Budget Committee Chair Gomez adjourned the meeting at 6:58 p.m.

Lawrence M. Magura, Treasurer

Date

Grant E. Howell, Secretary (Acting Chair)

Date

**Rivergrove Water District
Board of Commissioners Regular Meeting Minutes
Monday, April 22, 2024**

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

1. **Call to Order:** The meeting was called to order at 4:30 p.m.
2. **Public Comment:** No public comment was received.
3. **Review and Approval of Minutes:** The regular meeting minutes of March 25, 2024 were approved by a motion from *Commissioner Magura, seconded by Commissioner Johnson, and passed unanimously.*
4. **Monthly General Manager's Report:** See attached.
5. **Unfinished Business:**

a. Office Space for District: The Board discussed inputs received from Mr. Todd Knepper P.E., Engineering Program Manager for the City of Lake Oswego's Engineering Department, on concerns for a proposed office building at 4100 Old Gate Road. The main obstacle in developing the site is due to a lack of a public sanitary main in Old Gate Road that would be needed to service the development. For a new development to be approved, it would require connection to a public sanitary sewer since a septic system is not authorized (see attached Talking Paper). Due to the extreme costs and technical difficulty to run a sewer line from any nearby access point, the Board voted to withdraw the development request by a motion *from Commissioner Johnson, seconded by Commissioner Magura, and passed unanimously.*

b. Rate Study 2024: An update was provided on the progress of the Rate Study. All financial records requested by the contractor have been provided. Initial and secondary meetings have taken place between Mr. Russ Schneider, Senior Project Manager, and General Manager Casey to ensure the study is on schedule. Mr. Schneider will make a formal presentation to the Board once the study is complete.

6. **New Business:**

a. **District Employee Handbook:** The Employee Handbook was updated with relevant changes in the following areas: Employee Apparel; Workplace Rules, Schedules, and Breaks; Inclement Weather; Sick Leave; Benefits - Vacation Pay; Personal Appearance and Grooming; Corrective Guidelines; Separation; Job Abandonment; and Financial Interest in Public Contracts. A motion to approve all changes was made *from Commissioner Magura, seconded by Commissioner Johnson, and passed unanimously.*

b. **Appointment of 2024/2025 Budget Committee:** The Board voted to appoint the following District rate payers to the Budget Committee: Mr. Jon McDowell, Mr. John Bartho, Mr. David Paul Butler, Ms. Evelyn Challis, Mr. Gabe Gomez, and Mr. David Law by a motion *from Commissioner Johnson, seconded by Commissioner Magura, and passed unanimously.*

7. **Adjournment:** The meeting was adjourned at 5:08 p.m. The next regular meeting will be held on Monday, May 20, 2024.

Lawrence M. Magura, Treasurer

Date

Grant E. Howell, Secretary (Acting Chair)

Date

District Reports

Water Operations



Finance/Administrative





GENERAL MANAGER'S REPORT May 2024

Water Operations

- Reservoirs 1 & 2 Restoration

- Each reservoir tank requires exterior cleaning to remove loose paint, heavy moss growth, and oxidation
- Protective coating of both steel tanks is required to extend their life by preventing corrosion and helping preserve their structural integrity
 - The tanks were last painted in 2004; industry standard is every 15-20 years
- Scope of Work: Clean tanks to remove all exterior growth, spot treat all corroded areas, stripe coat to all welds, edges, and angles, intermediate and finish coat shall be with polyurethane paint, and specific color shall be Tnemec Foliage Green
- Bids were received as follows:
 - F.D. Thomas, Inc. \$ 86,000
 - Lagemann Services \$ 494,000
 - MJE Industrial, Inc. \$ Bid will be received 5/20/24
- Contract to be awarded by Board of Commissioners due to cost threshold
- Estimated Completion Date: 06/30/24

- Fire Hydrant Installation

- Sites have been determined for two new fire hydrants to be installed within the District boundaries
- Placement of hydrants was at the discretion of the Lake Oswego Fire Marshal
 - Site locations are as follows:
 - Tualata Avenue/Chinook Court & Pilkington Road/Red Leaf Street
- Coordinating installation and permitting requirements with RH2 and Lake Oswego
- Bids will be solicited from two contractors
- Estimated Completion Date: 06/30/24

- Fence Repair at Reservoirs 1 & 2 and Well 2

- Two areas of the fencing surrounding Reservoirs 1 & 2 and Well 2 require repair
- Scope of Work: Repair two sections (60 feet) of barb wire and razor ribbon as needed to ensure perimeter security at Reservoirs 1 & 2 and Well 2
- Bids were received as follows:
 - Pacific Fence & Wire \$3,326
 - Superior Fence Company \$2,321
 - Portland/McDermott Fence & Construction \$2,029
- The contract was awarded to Portland/McDermott Fence; ECD: 06/30/24

- Courtesy Shut-off Service

- Currently the District offers one (1) courtesy water service shut off each year for customer's travelling or having repairs made
 - Additional shut off requests are billed at a rate of \$50 during normal business hours and \$100 for after hour requests
- Since 2024, we have responded to 15 requests without any advance notice

- A news article will be published in the August 2024 newsletter informing customers they will be subject to the emergency/after-hour rates if a 24-hour advance notice is not given

- **Annual Backflow Testing Program**

- Annual passing backflow test reports are due to the District 9/30/24
- District statistics are as follows:
 - Total Backflow Connections: 576
 - Total Connections Passed: 92
 - Total Connections Failed: 4
 - Current Compliance Percentage: 16%

- **Well 1 Chlorination Line Repair**

- Project Cost: \$2,132

- **Customer Assistance Requests & On Call Duty**

- Site visit requests: 23
- Emergency callouts: 1
 - Lakeview Blvd – Broken customer service line

Finance/Administrative/HR

- **Shut-off Notices**

- Notices sent to delinquent account holders 5/13/24
 - Shut-offs scheduled 5/29/24
 - 27 accounts identified: 1.9% delinquent shut-off rate

- **Employee Training Completed**

- Basic Hydraulics for Distribution Systems (GM)
- National OSHA Confined Space Training (GM)
- Electrical Safety: Know the Risks, Air Quality, & Vision Health (All employees)
- Phishline Training: Removable Media (All employees)

Capital Improvement Projects Pending

- **Supervisory Control and Data Acquisition (SCADA) and Peripheral Site Control Improvements Project**

- Completed initial evaluation for total system replacement from Control Systems NW on 03/18/2024
- Contractor has submitted initial bid for Board of Commissioners' consideration due to cost threshold

- **Resilient Backbone and Asbestos Cement Pipe Replacement Program**

- Safe Drinking Water Revolving Loan Fund Application submitted 03/14/2024
- Project Cost: \$2,775,822
- Estimated Project Completion Date: 12/31/2025
- Project Details:

	Estimated Dates	
	Start	Completion
▪ Survey, Geotechnical Exploration & Evaluation	06/01/2024	10/01/2024
▪ Preliminary Engineering and Utility Coordination	07/01/2024	11/01/2024
▪ Permitting	11/01/2024	01/01/2025

- Final Design 11/01/2024 02/01/2025
- Bidding and Contract Award 02/01/2025 04/01/2025
- Procurement and Construction 04/01/2025 12/01/2025
- Engineer's Conceptual Cost Estimate (Attached)

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 April 2024

Reviewed & Approved by Commissioners
Board Meeting: May 20, 2024

Bank Account Name	QuickBooks Account Number	Bank Statement Date	QuickBooks Beginning Balance	Statement Ending Balance	QuickBooks Ending Balance	Uncleared Balance
Banner Bank (Checking)	1015	4/30/2024	\$ 192,327.37	\$ 162,463.69	\$ 154,316.28	\$ 8,147.41
Banner Bank (Deposit)	1085	4/30/2024	\$ 57,938.97	\$ 58,044.78	\$ 58,044.78	\$ -
LGIP (SDC)	1106	4/30/2024	\$ 436,933.23	\$ 435,275.28	\$ 435,275.28	\$ -
LGIP (Capital Improvement)	1107	4/30/2024	\$ 1,004,479.99	\$ 980,022.41	\$ 980,022.41	\$ -
LGIP (Unemployment)	1108	4/30/2024	\$ 40,076.61	\$ 40,246.85	\$ 40,246.85	\$ -
LGIP (Truck)	1109	4/30/2024	\$ 37,958.94	\$ 38,120.18	\$ 38,120.18	\$ -
LGIP (Non-Restricted)	1110	4/30/2024	\$ 382,594.35	\$ 384,219.55	\$ 384,219.55	\$ -

Checks issued this period 9996 - 10005 from Banner Bank Act 1015

Checks voided this period: None

RIVERGROVE WATER DISTRICT

Balance Sheet

As of April 30, 2024

Apr 30, 24

ASSETS

Current Assets

Checking/Savings

1015 · Checking - Banner Bank 154,496.15

1085 · Water Deposit-Banner Bank 58,044.78

1100 · LGIP

1101 · Restricted

1106 · System Development Account 435,275.28

1107 · Capital Improvement Account 980,022.41

1108 · Unemployment Account 40,246.85

1109 · Truck & Equipment Account 38,120.18

Total 1101 · Restricted 1,493,664.72

1110 · Non-Restricted 384,219.55

Total 1100 · LGIP 1,877,884.27

Total Checking/Savings 2,090,425.20

Total Current Assets 2,090,425.20

TOTAL ASSETS 2,090,425.20

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll Liabilities

2110 · Federal Withholding 2,135.55

2120 · FICA Social Security 1,572.99

2140 · Medicare 367.87

2150 · State Withholding 1,396.89

2165 · Oregon State Transit Tax 19.91

2170 · WBF Assessment 6.44

2175 · Paid Family Medical Leave 152.22

Total 2100 · Payroll Liabilities 5,651.87

Total Other Current Liabilities 5,651.87

Total Current Liabilities 5,651.87

Total Liabilities 5,651.87

Equity

32000 · All Fund Balances 1,928,708.30

Net Income 156,065.03

Total Equity 2,084,773.33

TOTAL LIABILITIES & EQUITY 2,090,425.20

RIVERGROVE WATER DISTRICT

Accounts Receivable Summary

From 04/10/2024 Through 05/07/2024

<u>OPEN BALANCE</u>					<u>Balance</u>
	-973.65				-973.65
BI-MONTHLY-Adjustment	<u>Amount</u>		<u>Usage</u>	<u>Count</u>	
WATER-RESIDENTIAL	-402.36		0.00	8	
Totals	-402.36			8	-1,376.01
WATER Miscellaneous-RESIDENTIAL	100.00		0.00	1	
Totals	100.00			1	-1,276.01
WAT.Penalty-RESIDENTIAL	15.00		0.00	1	
Totals	15.00			1	-1,261.01
***Total Adjustment	-287.36		0.00	10	
BI-MONTHLY-Charge	<u>Minimum</u>	<u>Overage</u>	<u>Usage</u>	<u>Count</u>	<u>Total</u>
WATER-RESIDENTIAL	72,035.82	47,529.06	12,995.00	1,377	119,564.88
WATER-COMMERCIAL	188.69	669.78	183.00	3	858.47
WATER-PUBLIC AUTHORITY	994.58	0.00	0.00	5	994.58
WATER-HOA IRRIGATION	670.87	0.00	0.00	9	670.87
WATER-ADULT CARE FACILITIES	143.26	98.82	27.00	2	242.08
WATER-CHURCH	97.83	18.30	5.00	1	116.13
Totals	74,131.05	48,315.96	13,210.00	1,397	122,447.01
***Total Charge	74,131.05	48,315.96	13,210.00	1,397	122,447.01
BI-MONTHLY-Miscellaneous	<u>Amount</u>			<u>Count</u>	
WATER Miscellaneous-RESIDENTIAL	70.00			2	
Totals	70.00			2	121,256.00
***Total Miscellaneous	70.00			2	
BI-MONTHLY-Payment	<u>Amount</u>			<u>Count</u>	
WATER-RESIDENTIAL	-36,896.02			496	
WATER-COMMERCIAL	-304.75			2	
WATER-PUBLIC AUTHORITY	-903.72			3	

WATER-HOA IRRIGATION	-195.66	<u>2</u>	
Totals	<u>-38,300.15</u>	503	<u>82,955.85</u>
WATER Miscellaneous-RESIDENTIAL	-296.22	1	
WATER Miscellaneous-HOA IRRIGATION	-70.00	<u>1</u>	
Totals	<u>-366.22</u>	2	<u>82,589.63</u>
WAT.Penalty-RESIDENTIAL	-315.00		
Totals	<u>-315.00</u>		<u>82,274.63</u>
*** Total Payments	<u>-38,981.37</u>	<u>505</u>	
BI-MONTHLY-Deposit Applied	Amount	Count	Balance
WATER-RESIDENTIAL	-470.00	10	
Totals	<u>-470.00</u>	10	<u>81,804.63</u>
WAT.Penalty-RESIDENTIAL	-30.00		
Totals	<u>-30.00</u>		<u>81,774.63</u>
*** Total Deposit Applied	<u>-500.00</u>	<u>10</u>	
			Closing Balance 81,774.63

RIVERGROVE WATER DISTRICT
Check Register
As of April 30, 2024

Type	Date	Num	Name	Memo	Amount	Balance
						190,624.41
Deposit	04/01/2024		Deposit	Deposit	35.00	190,659.41
Deposit	04/02/2024		Deposit	Deposit	395.90	191,055.31
General Journal	04/02/2024	PR 03/30/24	Payroll	Payroll	-4,929.09	186,126.22
General Journal	04/02/2024	PR 03/30/24	Payroll	Payroll	-2,694.68	183,431.54
General Journal	04/02/2024	PR 03/30/24	Deferred Comp Payroll	Deferred Comp Payroll	-1,473.95	181,957.59
General Journal	04/02/2024	PR 03/30/24	Deferred Comp Payroll	Deferred Comp Payroll	-334.72	181,622.87
Deposit	04/02/2024		Deposit	Deposit	75.00	181,697.87
Deposit	04/03/2024		Deposit	Deposit	259.94	181,957.81
General Journal	04/03/2024	CC	Customer Refund	Customer Refund	50.00	182,007.81
Deposit	04/04/2024		Deposit	Deposit	1.82	182,009.63
General Journal	04/05/2024	CC	Customer Refund	Customer Refund	50.00	182,059.63
Deposit	04/05/2024		Deposit	Deposit	210.00	182,269.63
Deposit	04/05/2024		Deposit	Deposit	628.45	182,898.08
Check	04/05/2024	ACH	Metereaders, LLC	Meter Readings	-1,231.76	181,666.32
Check	04/05/2024	ACH	Moonlight BPO	April 2024 Billing	-1,416.83	180,249.49
Deposit	04/09/2024		Deposit	Deposit	514.83	180,764.32
Deposit	04/09/2024		Deposit	Deposit	138.44	180,902.76
Deposit	04/10/2024		Deposit	Deposit	286.71	181,189.47
Deposit	04/11/2024		Deposit	Deposit	109.00	181,298.47
Deposit	04/11/2024		Deposit	Deposit	257.43	181,555.90
Deposit	04/12/2024		Deposit	Deposit	335.44	181,891.34
Deposit	04/12/2024		Deposit	Deposit	50.00	181,941.34
Deposit	04/12/2024		Deposit	Deposit	322.31	182,263.65
Deposit	04/12/2024		Deposit	Deposit	650.31	182,913.96
Check	04/12/2024	9996	Employee Allowance	Employee Allowance	-235.00	182,678.96
Deposit	04/15/2024		Deposit	Deposit	710.79	183,389.75
Deposit	04/15/2024		Deposit	Deposit	309.83	183,699.58
Deposit	04/15/2024		Deposit	Deposit	127.46	183,827.04
Deposit	04/15/2024		Deposit	Deposit	1,746.79	185,573.83
General Journal	04/15/2024	PR 04/13/24	Payroll	Payroll	-4,999.51	180,574.32
General Journal	04/15/2024	PR 04/13/24	Payroll	Payroll	-2,718.07	177,856.25
General Journal	04/15/2024	PR 04/13/24	Deferred Comp Payroll	Deferred Comp Payroll	-1,473.95	176,382.30
General Journal	04/15/2024	PR 04/13/24	Deferred Comp Payroll	Deferred Comp Payroll	-345.01	176,037.29
Check	04/15/2024		Banner Bank	Service Charge	-181.57	175,855.72
Deposit	04/16/2024		Deposit	Deposit	402.15	176,257.87
General Journal	04/16/2024	PR 04/16/24	Payroll	Payroll	-752.87	175,505.00
General Journal	04/16/2024	PR 04/16/24	Payroll	Payroll	-262.51	175,242.49
Check	04/16/2024	ACH	Paychex	Payroll	-70.90	175,171.59
Deposit	04/16/2024		Deposit	Deposit	3,066.38	178,237.97
General Journal	04/16/2024	CC	Customer Refund	Customer Refund	50.00	178,287.97
Deposit	04/17/2024		Deposit	Deposit	343.64	178,631.61
Deposit	04/17/2024		Deposit	Deposit	5,106.17	183,737.78

RIVERGROVE WATER DISTRICT

Check Register

As of April 30, 2024

Deposit	04/17/2024	Deposit	Deposit	1,474.17	185,211.95
Deposit	04/18/2024	Deposit	Deposit	1,049.74	186,261.69
Deposit	04/18/2024	Deposit	Deposit	440.29	186,701.98
Check	04/19/2024 ACH	Liquivision	Resorvoirs 1/2 - Clean & Inspect	-4,705.99	181,995.99
Deposit	04/19/2024	Deposit	Deposit	3,438.12	185,434.11
Deposit	04/19/2024	Deposit	Deposit	573.10	186,007.21
General Journal	04/19/2024 CC	Customer Refund	Customer Refund	50.00	186,057.21
Check	04/20/2024 ACH	Paychex	Payroll	-77.70	185,979.51
Check	04/20/2024 ACH	Paychex	Payroll	-77.70	185,901.81
Check	04/20/2024 ACH	Banner Bank	Mastercard 6660	-2,015.52	183,886.29
Check	04/20/2024 ACH	West Side Electric	LED Lights for Office	-520.48	183,365.81
Check	04/20/2024 ACH	River Grove, LLC	Rent	-1,443.88	181,921.93
Check	04/20/2024 ACH	LaMotte	Wall Adapter and Cables	-88.20	181,833.73
Check	04/20/2024 ACH	RH2 Engineering, Inc.	Engineering Services	-5,695.25	176,138.48
Check	04/20/2024 ACH	TMG	Well 1 Chlorine Injection Repair	-1,348.95	174,789.53
Check	04/20/2024 ACH	Verizon Wireless	Monthly Service	-390.11	174,399.42
Check	04/20/2024 ACH	PGE	Monthly Electric Fees	-4,149.88	170,249.54
Check	04/20/2024 ACH	Streamline	Website Fee	-126.00	170,123.54
Check	04/20/2024 ACH	Aflac	Monthly Health Premium	-300.80	169,822.74
Check	04/20/2024 ACH	Vanco	Monthly Service Fee	-60.00	169,762.74
Check	04/20/2024 ACH	One Call Concepts	Monthly Service	-79.80	169,682.94
Check	04/20/2024 ACH	Sound Telecom	Answering Service	-125.35	169,557.59
Check	04/20/2024 ACH	Pacific Office Automation	Copier Service	-297.00	169,260.59
Check	04/20/2024 ACH	Water Environmental Services	Surface Water	-15.60	169,244.99
Check	04/20/2024 ACH	Reid-A-Meter	March 2024 Operations	-675.00	168,569.99
Check	04/20/2024 ACH	Comcast	Monthly Service	-657.74	167,912.25
Check	04/20/2024 ACH	Cable Huston	General Services	-302.50	167,609.75
Check	04/20/2024 9997	Employee Reimbursement	Employee Reimbursement	-681.62	166,928.13
Check	04/20/2024 9998	EES Consulting	Rate Study 2024	-2,770.00	164,158.13
Check	04/20/2024 9999	Consolidated Supply	Mueller 5/8 Meters	-3,898.50	160,259.63
Check	04/20/2024 10000	Guardian	Security System	-134.70	160,124.93
Check	04/20/2024 10001	Customer Refund	Customer Refund	-4.89	160,120.04
Check	04/20/2024 10002	Customer Refund	Customer Refund	-0.32	160,119.72
Check	04/20/2024 10003	Schneider	Well 1 Pump Replacement	-32,238.39	127,881.33
Check	04/22/2024 10004	Customer Refund	Customer Refund	-9.02	127,872.31
Deposit	04/22/2024	Deposit	Deposit	508.33	128,380.64
Check	04/22/2024 10005	Control Systems NW	SCADA and Integrator Services	-3,812.75	124,567.89
Check	04/22/2024 ACH	Cable Huston	General Services	-357.50	124,210.39
General Journal	04/22/2024 CC	Customer Refund	Customer Refund	50.00	124,260.39
General Journal	04/22/2024 CC	Payroll	Payroll	-12.89	124,247.50
Deposit	04/23/2024	Deposit	Deposit	717.19	124,964.69
Deposit	04/24/2024	Deposit	Deposit	107.65	125,072.34
Transfer	04/24/2024	Deposit	Funds Transfer SDC	3,513.98	128,586.32
Transfer	04/24/2024	Deposit	Funds Transfer CI	28,724.41	157,310.73

RIVERGROVE WATER DISTRICT

Check Register

As of April 30, 2024

Deposit	04/24/2024	Deposit	Deposit	164.35	157,475.08
Deposit	04/24/2024	Deposit	Deposit	120.14	157,595.22
General Journal	04/24/2024 CC	Customer Refund	Customer Refund	50.00	157,645.22
General Journal	04/24/2024 CC	Customer Refund	Customer Refund	50.00	157,695.22
Deposit	04/25/2024	Deposit	Deposit	591.33	158,286.55
Deposit	04/26/2024	Deposit	Deposit	4,168.44	162,454.99
Deposit	04/26/2024	Deposit	Deposit	708.70	163,163.69
Deposit	04/26/2024	Deposit	Deposit	223.46	163,387.15
Check	04/29/2024 ACH	Gregory Pacific	Well 1 Chlorination Line Repair	-2,123.00	161,264.15
Deposit	04/29/2024	Deposit	Deposit	67.39	161,331.54
General Journal	04/29/2024 PR 04/27/24	Payroll	Payroll	-3,565.17	157,766.37
General Journal	04/29/2024 PR 04/27/24	Payroll	Payroll	-2,130.35	155,636.02
General Journal	04/29/2024 PR 04/27/24	Deferred Comp Payroll	Deferred Comp Payroll	-1,473.95	154,162.07
General Journal	04/29/2024 PR 04/27/24	Deferred Comp Payroll	Deferred Comp Payroll	-370.72	153,791.35
General Journal	04/29/2024 CC	Customer Refund	Customer Refund	50.00	153,841.35
Deposit	04/30/2024	Deposit	Deposit	102.75	153,944.10
General Journal	04/30/2024 CC	Customer Deposit	Customer Deposit	-50.00	153,894.10
General Journal	04/30/2024 CC	Customer Refund	Customer Refund	50.00	153,944.10
Check	04/30/2024	Customer Refund	Customer Refund	-28.99	153,915.11
Deposit	04/30/2024	Deposit	Deposit	581.04	154,496.15
				-36,128.26	154,496.15
				-36,128.26	154,496.15

RIVERGROVE WATER DISTRICT

Revenue & Expenses Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Income				
4005 · Water Sales & Charges	873,775.95	1,100,000.00	-226,224.05	79.43%
4010 · Water Deposit Fee	5,400.00	5,000.00	400.00	108.0%
4015 · New Service Fee	200.00	200.00	0.00	100.0%
4020 · Installation Fee	2,200.00	2,000.00	200.00	110.0%
4024 · Pre-Application Meeting Fee	2,000.00	1,000.00	1,000.00	200.0%
4026 · Development Security Deposit	10,938.20	6,000.00	4,938.20	182.3%
4030 · Delinquent & Restoration Fee	34,890.86	12,000.00	22,890.86	290.76%
4035 · SDC Chgs-SDC Restricted CI Fund	49,564.00	10,000.00	39,564.00	495.64%
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	2,365.00	900.00	1,465.00	262.78%
4059 · LGIP - Non Restrict Int Earn	15,345.41	3,500.00	11,845.41	438.44%
4064 · SDC Interest-LGIP CI Fund	17,555.58	10,000.00	7,555.58	175.56%
4065 · CI Interest -LGIP CI Fund	34,532.08	12,000.00	22,532.08	287.77%
4066 · LGIP-Int Earn Unemployment Fund	1,524.86	500.00	1,024.86	304.97%
4067 · LGIP-Int Earn Truck&Equip Fund	1,384.88	600.00	784.88	230.81%
Total 4056 · Bank Interest/LGIP Interest	72,707.81	27,500.00	45,207.81	264.39%
4090 · Miscellaneous Income	9,089.06	1,000.00	8,089.06	908.91%
Total 4000 · Income	1,060,765.88	1,164,700.00	-103,934.12	91.08%
Total Income	1,060,765.88	1,164,700.00	-103,934.12	91.08%
Gross Revenue	1,060,765.88	1,164,700.00	-103,934.12	91.08%
Expense				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	128,251.04	145,000.00	-16,748.96	88.45%
5040 · Operator Wages	72,339.57	135,000.00	-62,660.43	53.59%
5090 · Deferred Compensation	17,410.29	28,000.00	-10,589.71	62.18%
Total 5001 · Compensation	218,000.90	308,000.00	-89,999.10	70.78%
5100 · Payroll Tax Expense	23,913.56	35,000.00	-11,086.44	68.32%
5200 · Payroll Benefits				
5210 · Workers' Compensation	2,167.06	4,000.00	-1,832.94	54.18%
5220 · Health Benefits	23,895.77	92,000.00	-68,104.23	25.97%
5235 · Employee Recognition	727.34	1,000.00	-272.66	72.73%
5240 · Wellness Benefit	0.00	600.00	-600.00	0.0%
Total 5200 · Payroll Benefits	26,790.17	97,600.00	-70,809.83	27.45%
Total 5000 · Personnel Services	268,704.63	440,600.00	-171,895.37	60.99%
6000 · Material Services				
6001 · Administration/Billing/Overhead				
6005 · Property/Liability Insurance	28,198.96	30,000.00	-1,801.04	94.0%
6006 · Furn & Office Equipment - Admin	0.00	3,400.00	-3,400.00	0.0%

RIVERGROVE WATER DISTRICT

Revenue & Expenses Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6007 · Bank Service Charges				
6008 · Banner - Check Bank Charges	1,597.83	1,250.00	347.83	127.83%
6010 · Vanco Service Charges	675.00	1,250.00	-575.00	54.0%
6012 · LGIP-SDC Ser Charges-CI Fund	0.00	1.00	-1.00	0.0%
6013 · LGIP-CI Ser Chg-CI Fund	0.70	1.00	-0.30	70.0%
Total 6007 · Bank Service Charges	2,273.53	2,502.00	-228.47	90.87%
6018 · Meeting/Food Expense	98.34	1,000.00	-901.66	9.83%
6019 · Office Supplies, Equip, Repair	671.38	2,000.00	-1,328.62	33.57%
6020 · Postage & Shipping	226.36	1,800.00	-1,573.64	12.58%
6025 · Printing & Duplicating	555.99	1,500.00	-944.01	37.07%
6030 · Publications & Elections	409.95	2,000.00	-1,590.05	20.5%
6035 · Rent	15,744.43	18,000.00	-2,255.57	87.47%
6045 · Telephone - Admin	10,275.35	12,000.00	-1,724.65	85.63%
6050 · Mileage Expenses	0.00	600.00	-600.00	0.0%
6060 · Continued Education	2,078.00	5,000.00	-2,922.00	41.56%
6065 · Dues & Subscriptions	6,350.33	6,000.00	350.33	105.84%
6070 · Fees, License, & Permits	4,590.28	7,500.00	-2,909.72	61.2%
6075 · Water Deposit Refunds	7,042.90	5,000.00	2,042.90	140.86%
6080 · Water Sales Overpay	921.90	1,500.00	-578.10	61.46%
6090 · Meter Reading	6,157.91	6,000.00	157.91	102.63%
6095 · Utilities/Office	1,186.43	2,500.00	-1,313.57	47.46%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	6,111.02	7,500.00	-1,388.98	81.48%
6099-1 · Copier IT	4,257.16	15,000.00	-10,742.84	28.38%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	1,386.00	1,800.00	-414.00	77.0%
Total 6099 · Contracted Services - Admin	11,754.18	29,300.00	-17,545.82	40.12%
Total 6001 · Administration/Billing/Overhead	98,536.22	147,602.00	-49,065.78	66.76%
6101 · Operation & Maintenance				
6100 · General Repair & Maintenance	33,363.67	40,000.00	-6,636.33	83.41%
6105 · Utilities	44,445.09	45,000.00	-554.91	98.77%
6110 · Small Tools & Equipment	6,815.43	2,500.00	4,315.43	272.62%
6120 · Water Testing	2,005.00	4,000.00	-1,995.00	50.13%
6125 · Truck Maintenance	906.77	3,000.00	-2,093.23	30.23%
6130 · Gas & Oil	2,188.45	3,500.00	-1,311.55	62.53%
6135 · Telemetry/Scada	13,420.59	10,000.00	3,420.59	134.21%
6155 · Chemicals	1,293.75	4,200.00	-2,906.25	30.8%
6160 · Contracted Services-Operations	4,516.26	15,000.00	-10,483.74	30.11%
6165 · PPE/Safety Equipment	355.49	2,000.00	-1,644.51	17.78%
6170 · Mobile Radio Phone/Pager Operat	3,900.18	5,000.00	-1,099.82	78.0%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%

RIVERGROVE WATER DISTRICT
Revenue & Expenses Budget vs. Actual
July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6190 · Cross Connect Program Supplies	130.30	500.00	-369.70	26.06%
6195 · Meters	2,226.68	5,000.00	-2,773.32	44.53%
Total 6101 · Operation & Maintenance	115,567.66	140,700.00	-25,132.34	82.14%
6202 · Professional Services				
6208 · Auditor	6,625.00	8,000.00	-1,375.00	82.81%
6209 · Consultants	5,465.00	4,000.00	1,465.00	136.63%
6210 · Engineering (Non-Reimbursable)	27,611.75	150,000.00	-122,388.25	18.41%
6215 · Legal Fees (Non-Reimbursable)	11,565.00	15,000.00	-3,435.00	77.1%
Total 6202 · Professional Services	51,266.75	177,000.00	-125,733.25	28.96%
Total 6000 · Material Services	265,370.63	465,302.00	-199,931.37	57.03%
7000 · Operating Capital Outlay				
7010 · Tool/Equip/Vehicles/Safety-CO	0.00	5,000.00	-5,000.00	0.0%
7020 · Source of Supply, Pumping-CO	75,117.21			
7040 · Fire Protection & Fire Flows-CO	0.00	35,000.00	-35,000.00	0.0%
Total 7000 · Operating Capital Outlay	75,117.21	40,000.00	35,117.21	187.79%
8000 · Debt Recov./Capital Improvement				
8451 · CI-Standby Power CI Fund	100,414.81	0.00	100,414.81	100.0%
8454 · SDWL#1 Wells Improve Interest	15,360.54	15,361.00	-0.46	100.0%
8455 · SDWL#2 Res 3 Seismic Upgrd Int	61,945.34	61,945.00	0.34	100.0%
8457 · CI Dist.Main Projects	0.00	300,000.00	-300,000.00	0.0%
8461 · SDC -Standby Power-CI Fund	12,284.19	0.00	12,284.19	100.0%
8464 · SDWL#1 Wells Improve Principal	38,053.72	38,054.00	-0.28	100.0%
8465 · SDWL#2 Res 3 Seismic Upgrd Prin	71,073.23	71,073.00	0.23	100.0%
8467 · Water Main Replacement Projects	0.00	32,700.00	-32,700.00	0.0%
Total 8000 · Debt Recov./Capital Improvement	299,131.83	519,133.00	-220,001.17	57.62%
Total Expense	908,324.30	1,465,035.00	-556,710.70	62.0%
Net Ordinary Income	152,441.58	-300,335.00	452,776.58	-50.76%
Other Income/Expense				
Other Income				
9100 · Other Income				
9115 · Transfer In - Capital Improve	0.00	200,000.00	-200,000.00	0.0%
9120 · Transfer In - Unemployment	0.00	3,000.00	-3,000.00	0.0%
9125 · Transfer In - Truck & Equipment	0.00	5,000.00	-5,000.00	0.0%
Total 9100 · Other Income	0.00	208,000.00	-208,000.00	0.0%
Total Other Income	0.00	208,000.00	-208,000.00	0.0%
Net Other Income	0.00	208,000.00	-208,000.00	0.0%
Net Income	152,441.58	-92,335.00	244,776.58	-165.1%

UNFINISHED BUSINESS



Rate Study

A formal presentation of the Rate Study to the Board of Commissioners has been scheduled for Monday, June 24, 2024, at 4:30 p.m. Mr. Russ Schneider from EES Consulting will present the study and answer any questions.

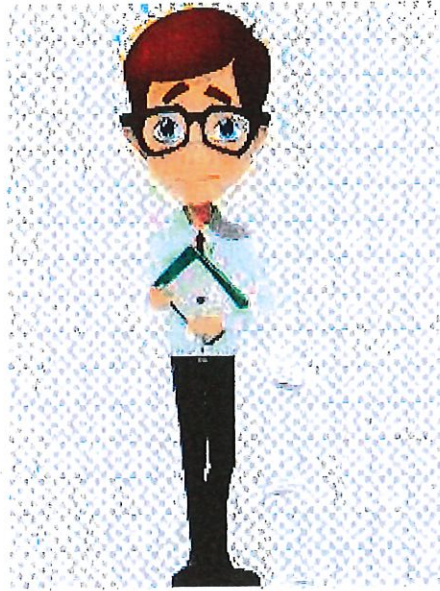
Capital Improvement Project Status and Schedule

Table 7-1 Capital Improvement Program Summary									
Category	Project ID	Project Description	CIP Schedule and Project Cost Summary				Estimated Project Cost	Percent SDC Eligible	
			Near	Short	Medium	Long			
			2014-2018	2019-2023	2024-2033	Beyond 2033			
Distribution Piping	P-1	Pipe Replacement - replace 2,150 LF of 10" & 14" AC with 14" DI from Reservoir No. 3 to Bryant Road			\$666,500		\$666,500	10.9%	
	P-2	Pipe Replacement - replace 2,250 LF of 10" AC with 10" DI from Old Gate Road at Bryant Road to SW Dawn St at SW Indian Creek Ave.			\$495,000		\$495,000	10.9%	
	P-3	Pipe Replacement - upsize 1,700 LF of 6" AC with 10" DI on Childs Road from canal to SW Indian Creek Ave.		\$374,000			\$374,000	10.9%	2024/2025
	P-4	Pipe Replacement - replace 670 LF of 10" AC with 10" DI on SW Indian Creek Ave from Childs Road to SW Dawn St.			\$147,400		\$147,400	10.9%	
	P-5	Fire flow improvements - On Deemar Way, replace 315 LF of 4" AC pipe with 8" DI pipe	\$55,125				\$55,125	0%	2/2023
	P-6	Fire flow improvements - On Tualata Ln, replace 500 LF of 6" AC pipe with 8" DI pipe			\$87,500		\$87,500	0%	
	P-7	Fire flow improvements - On SW Timbergrove St, replace 490 LF of 6" AC pipe with 8" DI			\$85,750		\$85,750	0%	
	P-8	Fire flow improvements - On SW Tamara Ave, replace 350 LF of 4" AC pipe with 8" DI pipe		\$61,250			\$61,250	0%	2/2023
	P-9	Fire flow improvements - On Benfield Ave, replace 300 LF of 6" AC pipe with 8" DI pipe			\$52,500		\$52,500	0%	
	P-10	Fire hydrant coverage improvement - install additional fire hydrants	\$90,000	\$90,000	\$180,000	\$21,000	\$381,000	10.9%	2024/2025 (Continuous)
	P-11	Fire hydrant coverage improvement - Replacement of 1,150 LF of 4" AC pipe with 8" DI at four locations			\$55,000	\$145,000	\$200,000	10.9%	
Subtotal			\$145,125	\$525,250	\$1,769,650	\$166,000	\$2,606,025		

Capital Improvement Project Status and Schedule

Table 7-1 Capital Improvement Program Summary (continued)									
Category	Project ID	Project Description	CIP Schedule and Project Cost Summary				Estimated Project Cost	Percent SDC Eligible	
			Near	Short	Medium	Long			
			2014-2018	2019-2023	2024-2033	2033+			
Storage Facilities	S-1 ✓	Landslide Remediation at Reservoir No. 3	\$190,000				\$190,000	10.9%	11/2021
	S-2 ✓	Seismic Upgrade of Reservoir No. 3		\$365,000			\$365,000	10.9%	11/2021
	S-3 ✓	Reservoir Maintenance and Coating		\$575,000			\$575,000	10.9%	11/2021
		Subtotal	\$190,000	\$940,000	\$0	\$0	\$1,130,000		
Reliability	R-1 ✓	New Standby Power at Well No. 1	\$175,000				\$175,000	10.9%	8/2023
	R-2 ✓	New Standby Power at Olson Well	\$105,000				\$105,000	10.9%	8/2023
	R-3	Emergency Intertie Improvements	\$15,000				\$15,000	10.9%	
	R-4 ✓	Pressure Reducing Valve Bypass at Reservoir No. 3	\$45,000				\$45,000	10.9%	11/2021
	R-5 ✓	Pressure Reducing Valve Vault on Childs Road at Bryant Road	\$110,000				\$110,000	10.9%	11/2021
	R-6 ✓	Add Back-up Pump in Transfer Pump Station		\$50,000			\$50,000	10.9%	11/2021
	R-7 ✓	Cross-connection Program	\$250,000	\$250,000	\$500,000	\$220,000	\$1,220,000	0%	9/2021
		Subtotal	\$700,000	\$300,000	\$500,000	\$220,000	\$1,720,000		
Source	W-1	New groundwater production well with disinfection facilities				\$715,000	\$715,000	100%	
		Subtotal	\$0	\$0	\$0	\$715,000	\$715,000		
Other	M-1 ✓	Emergency Action Plan Update	\$25,000		\$25,000		\$50,000	10.9%	6/2021
	M-2 ✓	Water Rate and SDC Study Update.	\$25,000	\$5,000	\$10,000		\$40,000	10.9%	7/2024
	M-3	Water System Master Plan Update.		\$15,000	\$75,000		\$90,000	10.9%	
	M-4 ✓	Water Management and Conservation Plan Update and Progress Reporting	\$5,000	\$25,000	\$30,000		\$60,000	10.9%	10/2021
		Subtotal	\$55,000	\$45,000	\$140,000	\$0	\$240,000		
Capital Improvement Program Total			\$1,090,125	\$1,810,250	\$2,409,650	\$1,101,000	\$6,411,025	\$1,165,595	
			\$218,025	\$290,038	\$265,501				
			5-year average	10-year average	20-year average				

New Business





F.D. THOMAS, INC.

May 3, 2024

Rivergrove Water District

17661 Pilkington Road,
Lake Oswego OR, 97035

Attn: **Janine Casey – General Manager**

Re: **Rivergrove Water District, Reservoir No.1 and No.2 Exterior Recoating Project**

Dear Ms. Casey

FDThomas Inc. Proposes to Provide all Labor, Equipment, Materials, Supervision, and Quality Control Inspections Services for the Overcoating of Reservoirs No.1 and No. 2 as Detailed in this Proposal.

Reservoir #1

Capacity: 125,000 gallons
Description: Above ground steel
Dimensions: 25' Diameter, 32' height to rim, 3' to roof
Last time exterior cleaned/painted: 2004
Location: 18810 Hilltop Road, Lake Oswego OR

Reservoir 1: \$ 28,000.00

Reservoir #2

Capacity: 500,000 gallons
Description: Above ground steel
Dimensions: 52' Diameter, 32" height to rim, 3' to roof
Last time exterior cleaned/painted: 2004
Location: 18810 Hilltop Road, Lake Oswego OR

Reservoir 2: \$ 58,000.00

Lump Sum Price: \$ 86,000.00

Scope of work: As detailed in this Proposal including the use of Tnemec Coating Products

- SSPC - SP-1 Solvent Cleaning -3000 PSI Powerwash to kill & remove all Moss, Algae, oxidation & loose Paint.
- SSPC - SP-11 Spot Power Tool Surface Preparation to all Corroded Areas
- Hold Point Inspections of Surface Cleanliness/Surface Profile and DFT Readings for Each Coat.
- Spot Prime Coat of Series 27 Typoxy @ 4 to 6 Mils DFT
- Stripe Coat to all welds, edges, lips, angles nuts and bolts using Series 27 Typoxy @ 3 to 5 DFT
- Full Intermediate Coat of Series 27 Typoxy @ 4 to 6 Mils Dry Film Thickness
- Full Finish Coat of Series 73 Endura-Shield Polyurethane @ 3 to 5 Mils DFT – Finish Color – 112GN Foliage

Services to be Provided by Owner:

- Potable Water Source
- 110 V Power if available
- Adequate Laydown Space for all Necessary Equipment adjacent to Reservoirs
- Permits as needed.

Clarifications

- Standard GL Insurances naming the Water District as Additional Insured
- P&P Bond requirements add 1%.
- Hazmat Removal and Disposal. i.e. lead paint is not included.
- This Proposal is all Inclusive Unless Negotiated
- Payment Terms Net 30
- Standard 1 year warranty

Thank you for the opportunity to provide you with this proposal. If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

Joseph R Cornelius

Randy Cornelius

Branch Manager

F.D. Thomas | MBE

4612 NE Minnehaha Street

Vancouver, WA 98661

Office | 360-260-9250

Mobile | 503-209-3614

Randy.Cornelius@fdthomas.com

FDTHOMAS.COM



Lagemann Services

(801) 837-1144

www.lagemannservices.com

Painting Proposal

Proposal Submitted to:

James Colip

LiquidVision Technology

Work to be performed at:

Rivergrove WD

17661 Pilkington RD

Lake Oswego, OR 97035

We are pleased to present this comprehensive proposal for the meticulous preparation and painting of a water tank with a capacity of 500k gallons. Our commitment is to deliver a durable and aesthetically pleasing finish that will stand the test of time.

Scope of Work:

1. Surface Preparation;

- Our process starts with a thorough pressure washing of the water tank, and griding effectively eliminating dirt, rust, and debris to establish an ideal surface for the subsequent painting process. This step ensures a pristine foundation, optimizing the adherence and longevity of the paint.

2. Exterior priming the rust parts.

MACROPOXY 646 FAST CURE

3. Coating

HI-SOLIDS POLYURETHANE

Conclusion:

In choosing our services, you are opting for a comprehensive approach to water tank preparation and painting. Our dedication to quality, durability, and aesthetic appeal ensures that your water tank will not only meet but exceed industry standards. We eagerly anticipate the opportunity to bring our expertise to your project and deliver a finish that stands as a testament to our commitment to excellence. Should you have any queries or require further details, please do not hesitate to contact us.

Thank you for considering our proposal.

Proposal Includes:

Acceptance Proposal:

All material guaranteed as specified and the above work performed in accordance with the specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of

\$198,000.00

A deposit payment of 50% of the total amount is due upon approval of the proposal.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to complete this contract as specified. Payment will be made as outlined.

Date of Acceptance ____ / ____ / ____

Signature: _____

Print Name: _____

Conclusion:

In choosing our services, you are opting for a comprehensive approach to water tank preparation and painting. Our dedication to quality, durability, and aesthetic appeal ensures that your water tank will not only meet but exceed industry standards. We eagerly anticipate the opportunity to bring our expertise to your project and deliver a finish that stands as a testament to our commitment to excellence. Should you have any queries or require further details, please do not hesitate to contact us.

Thank you for considering our proposal.

Proposal Includes:

All material guaranteed as specified and the above work performed in accordance with the specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of
 \$296.000,00

A deposit payment of 50% of the total amount is due upon approval of the proposal.

Acceptance Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to complete this contract as specified. Payment will be made as outlined.

Date of Acceptance ____ / ____ / ____

Signature: _____

Print Name: _____

Reservoirs 1 & 2 Restoration

Pending proposal from MJE Industrial, Inc.

(Not available at time Board packages were distributed)



In accordance with our General Services Agreement for the GSA Name here project dated Date of GSA here, this is an authorization to engage in the work as described below. The work will be performed and invoiced using the terms and conditions listed in the original agreement, plus previous amendments.

Project Name: SCADA and Peripheral Site Control Improvements

Client Name	Rivergrove Water District	CSNW Project No.	C240XXX.00
Client Project No.		CSNW Project Manager	
Client Project Manager		Date Developed	
Project Location		Expected Completion	

Description of Work

Assumptions

Fee Estimate

Description		Total Hours	Total Labor	Total Sub/Material	Total Expense	Total Cost
Task 1 Administrative Services		48	\$ 8,110	\$ -	\$ 203	\$ 8,313
1.1	Manage CSNW Team, Track Work Elements, and Prepare Monthly Invoices	48	\$ 8,110	\$ -	\$ 203	\$ 8,313
Task 2 Office SCADA/HMI Improvements		344	\$ 85,452	\$ 32,125	\$ 3,837	\$ 121,414
2.1	Provide Manufacturer, District, and Vendor Coordination	10	\$ 2,270	\$ -	\$ 57	\$ 2,327
2.2	Provide Office Telemetry Panel CAD Drawings for Manufacturing	6	\$ 1,315	\$ -	\$ 170	\$ 1,485
2.3	Provide Office Telemetry Panel Submittal and End of Project O&M Manuals in Electronic PDF	24	\$ 5,354	\$ -	\$ 409	\$ 5,763
2.4	Provide Procurement for Control Parts per CSNW BOM	4	\$ 828	\$ 2,800	\$ 131	\$ 3,759
2.5	Conduct Two Virtual Control Strategy and Visualization Workshops	25	\$ 6,000	\$ -	\$ 288	\$ 6,288
2.6	Provide Procurement of SCADA/HMI, PLC, and Alarm Notification Software	4	\$ 908	\$ 18,400	\$ 23	\$ 19,331
2.7	Provide Procurement of SCADA/HMI, PLC, and Alarm Notification Software	150	\$ 38,850	\$ -	\$ 971	\$ 39,821
2.8	Provide SCADA/HMI and Alarm Notification Integration Services	30	\$ 7,770	\$ -	\$ 194	\$ 7,964
2.9	Provide Concentration PLC Integration Services	3	\$ 681	\$ 8,050	\$ 17	\$ 8,748
2.10	Provide Procurement of SCADA/HMI Workstation	8	\$ 1,816	\$ -	\$ 45	\$ 1,861
2.11	Provide Setup of Workstation, SCADA/HMI, and Alarm Notification Software	-	\$ -	\$ 2,875	\$ -	\$ 2,875
2.12	Provide Manufacturing of Office Telemetry Panel	10	\$ 2,170	\$ -	\$ 1,095	\$ 3,265
2.13	Provide Factory Acceptance Testing of Office Telemetry Panel	20	\$ 4,540	\$ -	\$ 114	\$ 4,654
2.14	Provide Onsite Installation of Office Telemetry Panel and Workstation	50	\$ 12,950	\$ -	\$ 324	\$ 13,274
2.14	Provide System SCADA/HMI Testing and Training Services	-	\$ -	\$ -	\$ -	\$ -
Task 3 Well 1 Improvements		139	\$ 30,932	\$ 50,060	\$ 3,551	\$ 84,542
3.1	Provide Manufacturer, District, and Vendor Coordination	10	\$ 2,270	\$ -	\$ 57	\$ 2,327
3.2	Provide Well 1 Control Panel CAD Drawings for Manufacturing	26	\$ 5,555	\$ -	\$ 689	\$ 6,244
3.3	Provide Well 1 Control Panel Submittal and End of Project O&M Manuals in Electronic PDF	24	\$ 5,354	\$ -	\$ 409	\$ 5,763
3.4	Provide Well 1 Control Panel Submittal and End of Project O&M Manuals in Electronic PDF	4	\$ 828	\$ 20,045	\$ 131	\$ 21,003
3.5	Provide Procurement for Control Parts per CSNW BOM	15	\$ 3,405	\$ -	\$ 85	\$ 3,490
3.6	Provide Operator Interface Integration Services	20	\$ 4,540	\$ -	\$ 114	\$ 4,654
3.7	Provide PLC Integration Services	-	\$ -	\$ 18,170	\$ -	\$ 18,170
3.8	Provide Manufacturing of Well 1 Control Panel	10	\$ 2,170	\$ -	\$ 1,095	\$ 3,265
3.9	Provide Factory Acceptance Testing of Well 1 Control Panel	10	\$ 2,270	\$ 3,795	\$ 57	\$ 6,122
3.10	Provide Onsite Installation of Well 1 Control Panel	-	\$ -	\$ 3,450	\$ -	\$ 3,450
3.11	Provide Modifications to Existing TMG Chemical Feed Panel	-	\$ -	\$ 1,725	\$ -	\$ 1,725
3.12	Provide Demolition Services for Existing Control Equipment	-	\$ -	\$ 2,875	\$ -	\$ 2,875
3.13	Provide Electrical Cleanup Of Existing Non-Code Compliant Equipment	20	\$ 4,540	\$ -	\$ 916	\$ 5,456
3.13	Provide On-Site System Startup, Testing, and Training Services	-	\$ -	\$ -	\$ -	\$ -
Task 4 Well 2 Improvements		139	\$ 30,732	\$ 60,030	\$ 3,821	\$ 94,583
4.1	Provide Manufacturer, District, and Vendor Coordination	10	\$ 2,270	\$ -	\$ 57	\$ 2,327
4.2	Provide Well 2 RTU and Soft Start Panel CAD Drawings for Manufacturing	36	\$ 7,625	\$ -	\$ 1,016	\$ 8,641
4.3	Provide Well 2 RTU and Soft Start Panel Submittal and End of Project O&M Manuals in Electronic PDF	24	\$ 5,354	\$ -	\$ 409	\$ 5,763
4.4	Provide Well 2 RTU and Soft Start Panel Submittal and End of Project O&M Manuals in Electronic PDF	4	\$ 828	\$ 25,875	\$ 131	\$ 26,834
4.5	Provide Procurement for Control Parts per CSNW BOM	15	\$ 3,405	\$ -	\$ 85	\$ 3,490
4.6	Provide Operator Interface Integration Services	20	\$ 4,540	\$ -	\$ 114	\$ 4,654
4.7	Provide PLC Integration Services	-	\$ -	\$ 20,585	\$ -	\$ 20,585
4.8	Provide Manufacturing of Well 2 RTU and Soft Start Panel	10	\$ 2,170	\$ -	\$ 1,095	\$ 3,265
4.9	Provide Factory Acceptance Testing of Well 2 RTU and Soft Start Panel	-	\$ -	\$ 5,520	\$ -	\$ 5,520
4.10	Provide Onsite Installation of Well 2 RTU and Soft Start Panel	-	\$ -	\$ 3,450	\$ -	\$ 3,450
4.11	Provide Modifications to Existing TMG Chemical Feed Panel	-	\$ -	\$ 1,725	\$ -	\$ 1,725
4.12	Provide Demolition Services for Existing Control Equipment	-	\$ -	\$ 2,875	\$ -	\$ 2,875
4.13	Provide Electrical Cleanup Of Existing Non-Code Compliant Equipment	20	\$ 4,540	\$ -	\$ 916	\$ 5,456
4.13	Provide On-Site System Startup, Testing, and Training Services	-	\$ -	\$ -	\$ -	\$ -

Task 5	Well 3 and Booster Pump Station Improvements	139	\$ 30,732	\$ 55,545	\$ 3,821	\$ 90,098
5.1	Provide Manufacturer, District, and Vendor Coordination	10	\$ 2,270	\$ -	\$ 57	\$ 2,327
5.2	Provide Well 3 RTU and Soft Start Panel CAD Drawings for Manufacturing	36	\$ 7,625	\$ -	\$ 1,016	\$ 8,641
5.3	Provide Well 3 RTU and Soft Start Panel Submittal and End of Project O&M Manuals in Electronic PDF	24	\$ 5,354	\$ -	\$ 409	\$ 5,763
5.4	Provide Procurement for Control Parts per CSNW BOM	4	\$ 828	\$ 23,575	\$ 131	\$ 24,534
5.5	Provide Operator Interface Integration Services	15	\$ 3,405	\$ -	\$ 85	\$ 3,490
5.6	Provide PLC Integration Services	20	\$ 4,540	\$ -	\$ 114	\$ 4,654
5.7	Provide Manufacturing of Well 3 RTU and Soft Start Panel	-	\$ -	\$ 18,400	\$ -	\$ 18,400
5.8	Provide Factory Acceptance Testing of Well 3 RTU and Soft Start Panel	10	\$ 2,170	\$ -	\$ 1,095	\$ 3,265
5.9	Provide Onsite Installation of Well 3 RTU and Soft Start Panel, and Booster Pump Station PLC	-	\$ -	\$ 5,520	\$ -	\$ 5,520
5.10	Provide Modifications to Existing TMG Chemical Feed Panel	-	\$ -	\$ 3,450	\$ -	\$ 3,450
5.11	Provide Demolition Services for Existing Control Equipment	-	\$ -	\$ 1,725	\$ -	\$ 1,725
5.12	Provide Electrical Cleanup Of Existing Non-Code Compliant Equipment	-	\$ -	\$ 2,875	\$ -	\$ 2,875
5.13	Provide On-Site System Startup, Testing, and Training Services	20	\$ 4,540	\$ -	\$ 916	\$ 5,456
PROJECT TOTAL		809	\$185,958	\$ 197,760	\$ 15,232	\$ 398,949

Description	Total Hours	Total Labor	Total Sub/Material	Total Expense	Total Cost
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Well 1

Well 1 consists of a telemetry panel and pump control panel. The existing water piping in the building is directly in front of the existing telemetry panel and is difficult to access, which is an NEC code violation. The pump control panel will be replaced with a new control panel that includes a programmable logic controller (PLC) in the current location of the pump control panel. This will allow for easier access into the enclosure and for the existing telemetry panel to be removed. The existing flow meter transmitter will be relocated into the new control panel. A new cell modem will be used for communicating with Well 2 and the Office Telemetry Panel. The new control enclosure will include an operator interface on the front of the enclosure for local control if communications are lost or for manual control.



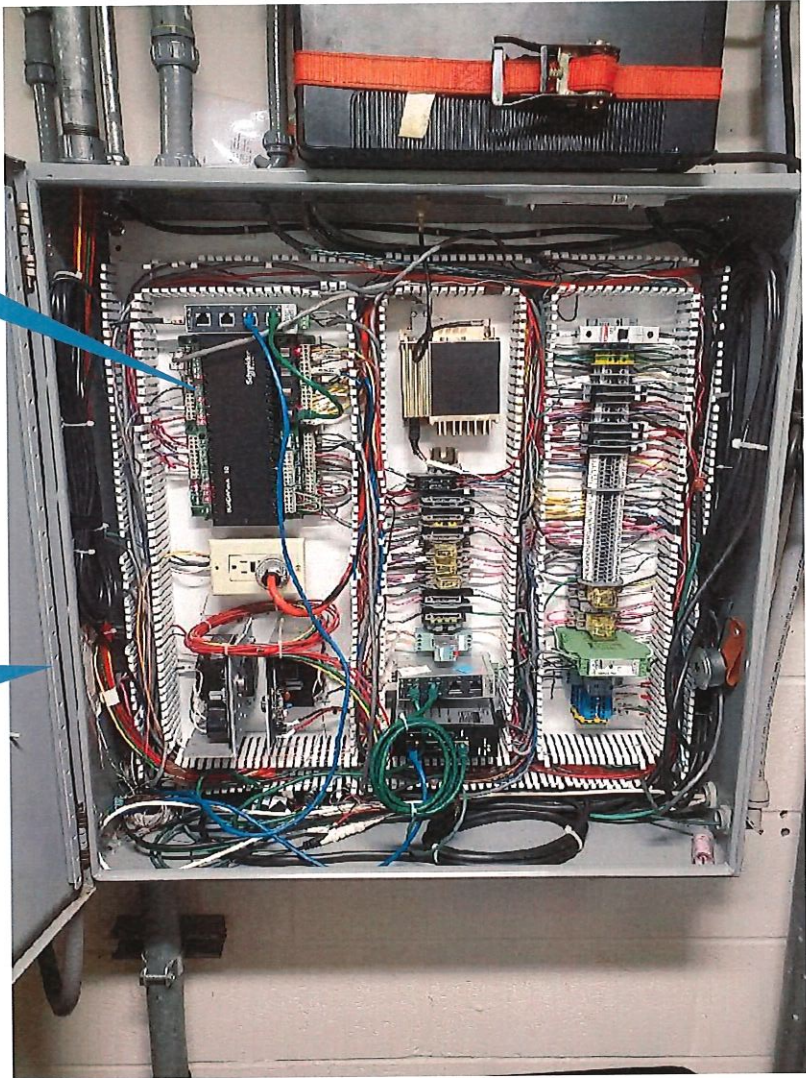
Existing Pump
Control Panel To Be
Replaced

Existing Telemetry
Panel To Be Removed

Well 1

Well 2

Well 2 consists of a telemetry panel and pump control panel. The telemetry panel will be replaced with a new telemetry panel in the same location. The existing SCADAPack PLC is at its end of life and will be replaced with an Allen-Bradley PLC. A fiber patch panel will be used for communicating between Well 2 and Well 3 with existing fiber for the control, and existing camera network. The new telemetry panel will include an operator interface on the front of the enclosure for local control if communications are lost or for manual control. A new cell modem will be used for communicating with Well 1 and the Office Telemetry Panel. The existing pump control panel will be replaced with a new pump control panel in the same location. The new soft starter will be controlled over ethernet.

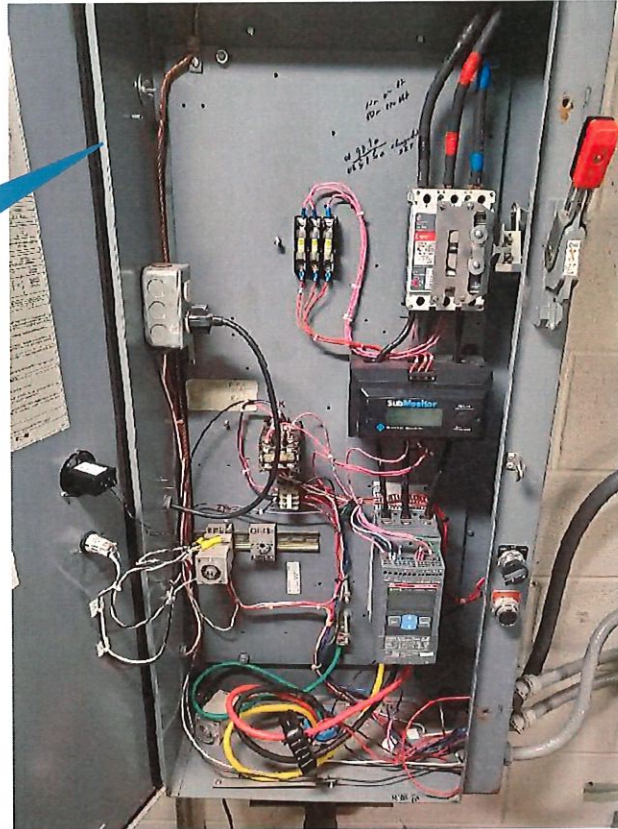


Existing
SCADAPack 32

Existing Telemetry
Panel To Be
Replaced

Well 2 Telemetry Panel

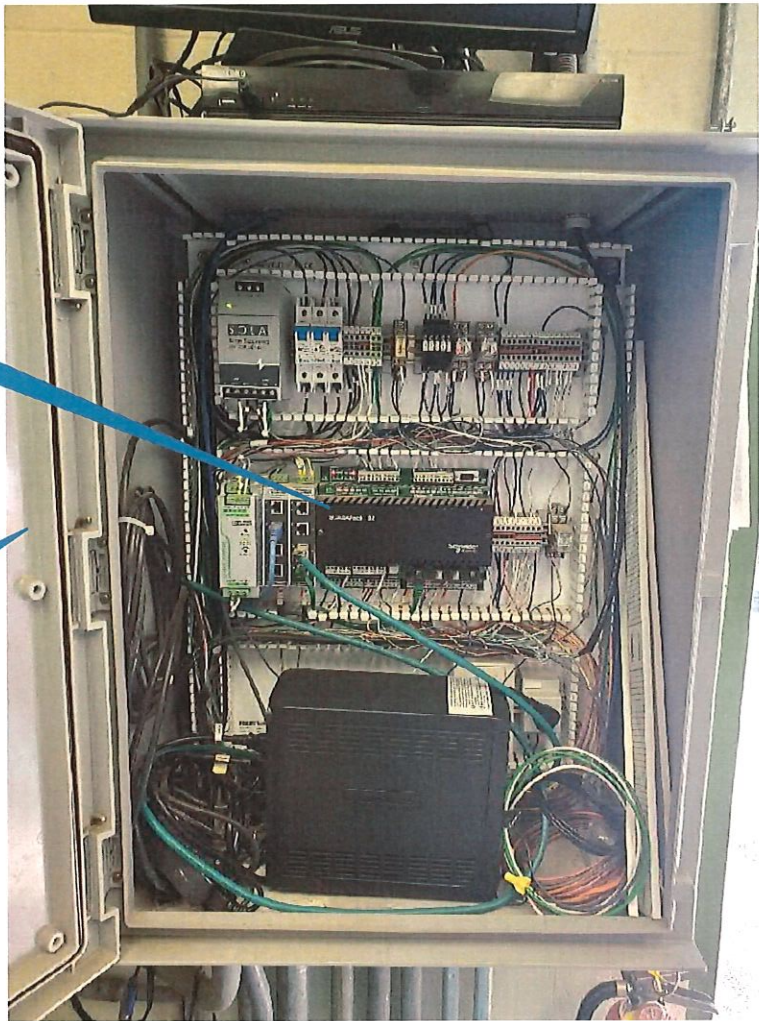
Existing Pump
Control Panel
To Be
Replaced



Well 2 Pump Control Panel

Well 3

Well 3 consists of a telemetry panel and pump control panel. The telemetry panel will be replaced with a new telemetry panel in the same location. The existing SCADAPack PLC is at its end of life and will be replaced with an Allen-Bradley PLC. A fiber patch panel will be used for communicating with Well 3 and the existing camera network. The new telemetry panel will include an operator interface on the front of the enclosure for local control if communications are lost or for manual control. The existing pump control panel will be replaced with a new pump control panel in the same location. The new soft starter will be controlled over ethernet.

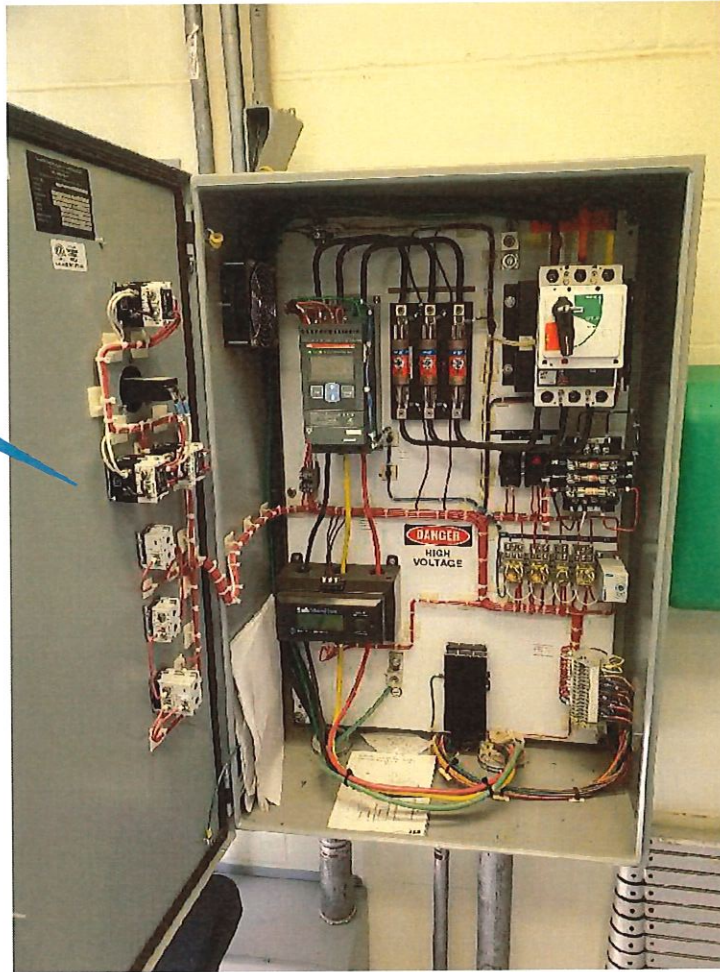


Existing
SCADAPack 32

Existing Telemetry
Panel To Be
Replaced

Well 3 Telemetry Panel

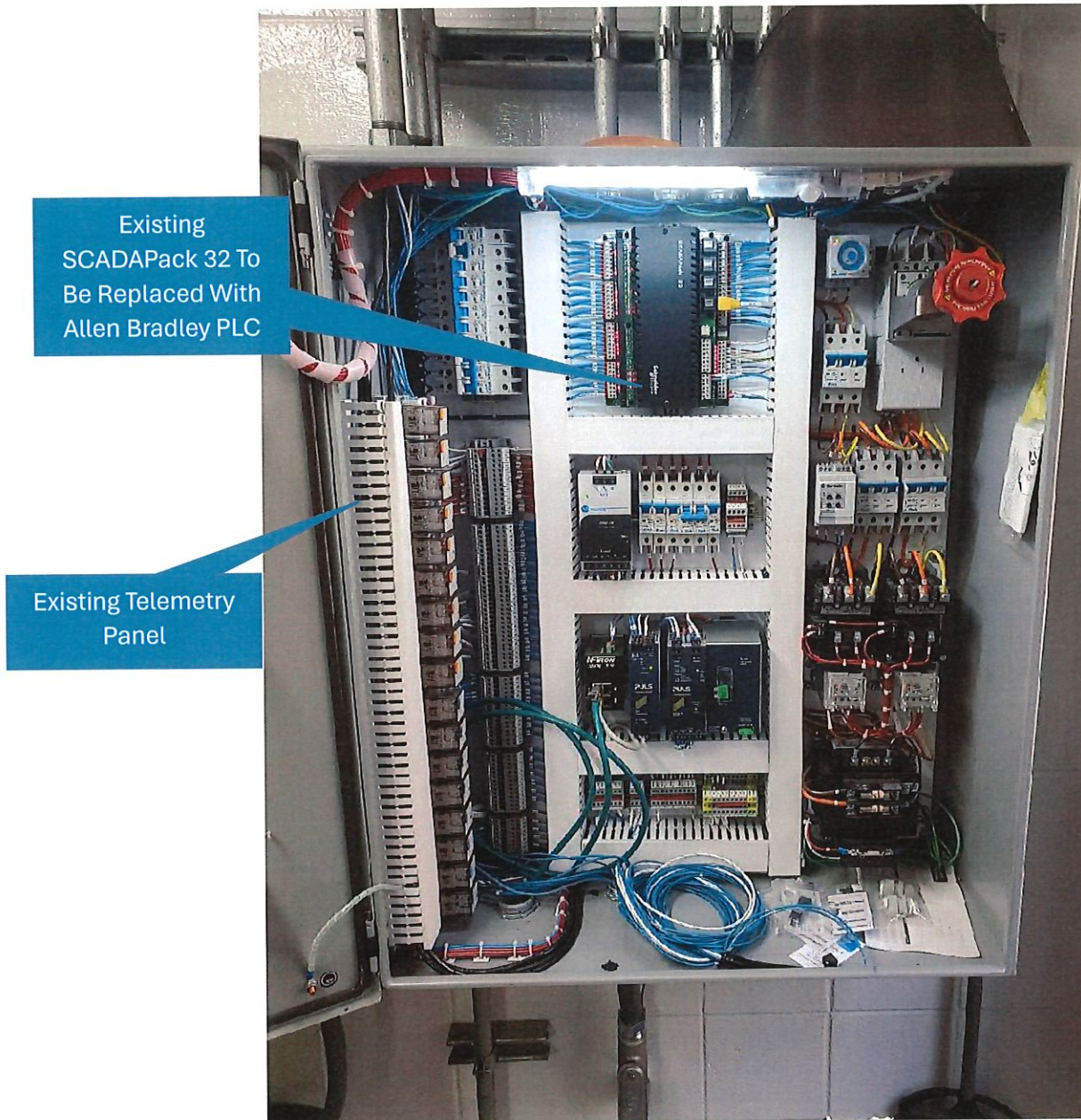
Existing Pump
Control Panel To
Be Replaced



Well 3 Pump Control Panel

BPS

The existing BPS telemetry panel will remain in place. The existing SCADAPack PLC is at its end of life and will be replaced with an Allen-Bradley PLC. The operator interface at well 3 will be used for local control if communications are lost or for manual control.



BPS Telemetry Panel

Office Telemetry Panel

The office telemetry panel will include the concentration Allen-Bradley PLC to manage communication traffic to and from each of the sites. The telemetry panel will include a cell modem for communicating with Well 1 and Well 2 while communications between Well 2 and Well 3 will be with the existing fiber.



**Board Goals and Priorities
FY 2024/2025**

	Description
1.	
2.	
3.	
4.	

ADJOURNMENT

