



**Board of Commissioners Monthly Meeting
Monday, April 24, 2023, 4:30 PM
17661 Pilkington Road, Lake Oswego OR**

AGENDA ITEMS

- | | | |
|-------|---|----------------|
| I. | Call to Order | 4:30 PM |
| II. | Public Comment (2 Minute Limit) | 4:31 PM |
| III. | Review and Approval of Minutes <ul style="list-style-type: none">• March 27, 2023 Regular Board Meeting | 4:35 PM |
| IV. | General Manager's Report | 4:40 PM |
| V. | Unfinished Business <ul style="list-style-type: none">• Board Relations (Tabled until April's monthly meeting pending legal review of the Board Policy Handbook by Cable Huston, Esq.)<ul style="list-style-type: none">• Legal Questions from the Board | 4:50 PM |
| VI. | New Business <ul style="list-style-type: none">• Water Service Ordinance No. 19-01 Revision | 5:20 PM |
| VII. | Chair Report | 5:25 PM |
| VIII. | Adjournment | 5:26 PM |

Upcoming Meetings

Public Hearing 2023/2024 Budget, Monday, May 22, 2023 at 4:30 P.M.

Monthly Board Meeting, Monday, May 22, 2023 at 4:40 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, March 27, 2023**

A regular meeting of the Board of Commissioners was held this day at 17661 Pilkington Road, Lake Oswego. Chair Roth presided over the meeting and other attendees included: Commissioners Magura, Johnson, 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:** Public attendees included Mr. Allen Patterson. Mr. Patterson provided comment regarding a response he received from the District to a public records request he made in December 2022 which was mailed using first class tracking at a cost of \$9.90.
3. **Review and Approval of Minutes:** The February 27, 2023 Board meeting minutes were approved by a motion from *Commissioner Magura, seconded by Commissioner Howell, and passed by unanimous vote.*
4. **Monthly District Report:** See attached.
5. **Unfinished Business:** The Board reviewed individual questions submitted by Chair Roth and Commissioner Howell, which will be submitted to the District's legal representative, Ms. Laura Westmeyer, Esq., from Cable Huston, for her review and response. These will be discussed at the next Board meeting along with changes Ms. Westmeyer has recommended to the Board Policy Handbook and the newly proposed section of board relations.
6. **New Business:**
 - a. A revised Employee Pay Scale for 2023 was approved by a motion from *Commissioner Howell, seconded by Commissioner Magura, and passed by unanimous vote.*
 - b. An Employee Recognition Program was introduced for District employees with an annual budget limit of \$1,000. After discussion, the program was approved effective July 1, 2023 by a motion from *Commissioner Magura, seconded by Commissioner Patterson, and passed by unanimous vote.*
7. **Chair Report:** Chair Roth stressed the importance of complying with Oregon statutes for responding to public record requests. The General Manager presented a training aide to the Board and discussed the specific program and process implemented for the District four years ago.
8. **Adjournment:** The meeting was adjourned at 5:26 p.m. The next regular meeting will be held on Monday, April 24, 2023 at 4:30 p.m.

James W. Johnson, Secretary

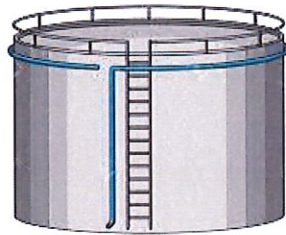
Date

Christine K. Roth, Chair

Date

General Manager's Report

Operations



Administrative/HR/Finance





GENERAL MANAGER'S REPORT

April 2023

Capital Improvement Projects

- Well No. 1 Generator Replacement Installation

- Turney Excavating, Inc. has completed the concrete pad and the preliminary electrical requirements; no additional work is scheduled until the generator is on-site
 - The generator's projected ship date is 6/15/23
- Project financials:
 - Total Cost: **\$120,219.00**
 - Concrete Pad: \$ 53,400.00
 - MTU 200 kW Generator: \$ 66,819.00

Operations

- Annual Meter Replacement Program

- Meter replacement has started for FY 23/24
 - Annual goal for the District is 70 meters (20-year life cycle)

- Production versus Consumption Report

PRODUCTION versus CONSUMPTION								
Month	Production (HCF)	Consumption (HCF)	Unaccounted Known (HCF)	Unaccounted Unknown (HCF)	Unaccounted %	Unit Loss per Service Connection	Number of Services	Revenue
Apr 23	15,512	14,109	80	1,323	8.5%	.95	1,382	\$121,772
Feb 23	15,456	14,056	146	1,254	8.1%	.91	1,383	\$121,725
Dec 22	20,775	19,742	80	953	4.6%	.69	1,383	\$141,687
Oct 22	50,909	46,554	683	3,672	7.2%	2.7	1,383	\$236,668
Aug 22	36,694	34,379	58	2,257	6.2%	1.63	1,382	\$193,351
Jun 22	20,408	14,755	305	5,348	26%	3.87	1,381	\$127,633
Apr 22	16,054	13,521	258	2,275	14%	1.65	1,380	\$113,912

Anomalies: Chlorine Analyzers 58 HCF, District Leaks: 22 HCF (Dogwood Dr-22 HCF)

- Per- and Polyfluoroalkyl Substances (PFAS) Re-Sampling Notification

- 3/1/23 – OHA notified the District resampling will be conducted in April or May 2023
- 5/2/23 – DEQ staff will collect samples at Well 1 and results will be reported to the District

- Customer Assistance Requests & On Call Duty

- Site visit requests: 19
- Emergency callouts: 0

Finance/Administrative/HR

- Customer Payment Method Demographics

- Automatic Bank Draft: 663 (48%)
- Recurring Credit Card: 244 (18%)
- Manual Check: 475 (34%)

- Employee Training Completed

- PhishLine Training (All employees)
- Safety Focused, Distracted Driving, and Behavior-Based Safety Observation (All employees)

Consumer Confidence Water Quality Report 2023



Cross Connection Control Program & Annual Backflow Testing

To ensure clean, safe, potable water, the Rivergrove Water District maintains a Cross Connection Control Program as required by the Oregon Health Authority (OARS Rule 333-061-0070). This program is designed to protect the water system from potential contamination through cross connections. All customers are required to have their backflow tested by a state certified tester upon installation and annually thereafter to ensure these assemblies are fully operational. These tests are due to the District no later than September 30, 2023.

Resources:

EPA Safe Drinking Water Hotline: (800) 426-4791

Oregon Health Authority – Drinking Water Program: (971) 673-0405

State of Oregon Certified Lab Testing:

Rivergrove Water-Alexin Analytical: (503) 639-9311

Rivergrove Water District:

Phone: (503) 635-6041 Email: rgwd@rivergrovewater.com

Our Water Source

The Rivergrove Water District is supported by three wells. Our Source Water Assessment from the State Drinking Water Department determined that the water is drawn from the interflow zone within the Frenchmen Springs which is part of the Columbia River Basalt Aquifer. The aquifer is considered to be deep and confined. The Source Water Assessment is available to review at the District office. Our wells are susceptible to various activities within the location of the well. Even though we are in a confined aquifer, chemicals or contaminants put on the ground above may cause problems. As good stewards of the land, we should stop and think about our actions above ground.

Well #1 is located on Old Gate Road. In 1959, it was drilled with a 16" bore and finished with a 12" casing at a depth of 204 feet. It can produce up to 595 gallons per minute and services the majority of our 1380 customers.

Well #2 is located on Hilltop Road. In 1967, it was drilled with an 18" bore and finished with a 12" casing at a depth of 430 feet. It can produce up to 400 gallons per minute.

Well #3 (Olson Well) is located on Olson Court near Reservoir #3. In 2010, it was drilled with a 20" bore to a depth of 82 feet and a 16" bore to a depth of 425 feet. The upper casing is 16" in diameter and the lower casing is 12" to a depth of 415 feet. It can produce up to 350 gallons per minute.

Our Annual Report

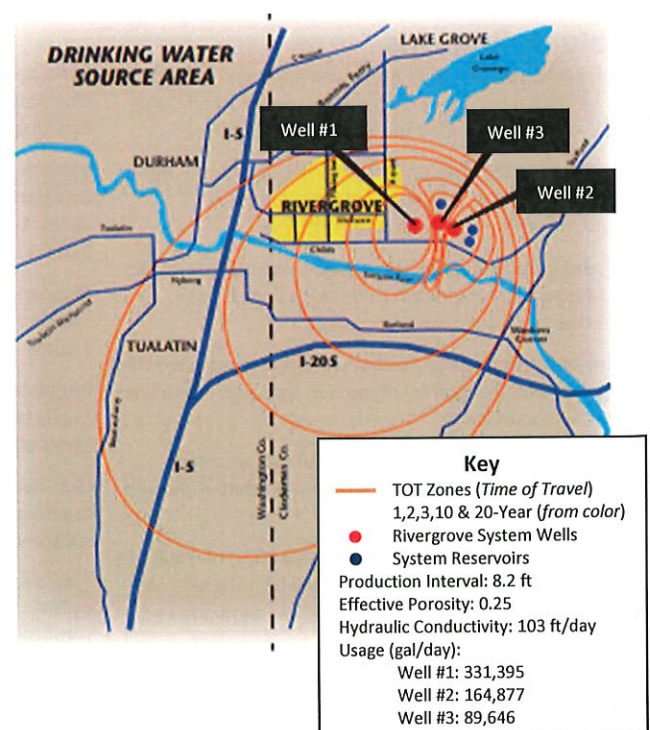
This report provides information on the District's water sources and quality control from data taken during the 2022 calendar year.

This document conforms to Federal Environmental Protection Agency (EPA) regulations which requires water utilities to provide this information annually. The water that we serve you is required to meet all water quality standards set by the EPA.

Bottled water that you purchase comes under different standards and requirements which are regulated by the Food and Drug Administration (FDA). The standards for water we provide are not the same. Be an informed consumer and check the sources and standards of your drinking water.

All drinking water, including bottled water, may reasonably be expected to contain at least a small amount of contaminants. The presence of these contaminants does not necessarily indicate the water poses a health risk.

More information about contaminants and potential health effects can be obtained by calling the EPA Safe Drinking Water Hotline at (800) 426-4791. Also check www.rivergrovewater.com.



Water Quality Data • 2022

For your safety, water is regularly monitored for contaminants found in these charts.
We continue to provide you with safe, clean drinking water that meets all EPA regulations.

Regulated Contaminants

Contaminants	Date Tested	Violation?	Well #1 Detected	Well #2 Detected	Well #3 Detected	How We Measure	MCL	Likely Source of Contamination
Gross Alpha Radiological	8/17/20	NO	4.84	4.84	--	pCi/L	15	Erosion of natural deposits
Total Chromium	8/17/20	NO	--	ND	--	µg/L or ppb	100	Erosion of natural deposits
Nitrate	8/11/22	NO	1.78	2.56	.876	ppm	10	Fertilizer/Septic/Sewage
HAA5	8/21/19	NO	@ Public Distribution System – 0.0012			ppm	0.06	Disinfection byproduct

Non-Regulated Contaminants

Contaminants Tested	Date	Violation?	Well #1 Detected	Well #2 Detected	How We Measure	Recommended Level Limits
Chloride	3/29/22	NO	32	15	ppm	<250 recommended
Hardness	4/1/21	NO	148	140	mg/L	80-100 medium hard
Silica	4/1/21	NO	57	57	ppm	No standard limits
Sodium	4/1/21	NO	8.8	8.0	ppm	<20 recommended
pH	3/29/22	NO	7.0	6.8	pH units	6.6-6.8 recommended
Dissolved Solids Total	3/29/22	NO	254	224	ppm	<500 recommended
Fluoride	3/29/22	NO	ND	ND	ppm	4 ppm
PFAS	10/19/21	NO	ND	ND	ng/L	<20 ng/L

Lead & Copper

Contaminants	Date Tested	Violation?	RGW Systemwide Testing Results	How We Measure	Action Level	Likely Source of Contamination
Lead	6/7/22	NO	0.0090	ppm	0.015	Corrosion of building
Copper	6/7/22	NO	0.5580	ppm	1.3	Plumbing systems

Lead & Copper

If you read the results of our lead and copper testing, the results are well-below safe action levels. However, the wording below is **required** by the EPA to be printed in **all** consumer Water Quality Reports.

“If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children.”

Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The District is responsible for providing high quality drinking water but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 1-2 minutes before using water for drinking or cooking.

If you are concerned about lead in your water, you may want to have it tested. There are several labs in the local area that can perform the test for you.

For more information on lead in drinking water, testing methods, and steps to take to minimize exposure, visit EPA Safe Drinking Water at www.epa.gov/safewater/lead.

Table Definitions

In this table, you may find terms and abbreviations which may be unfamiliar. To help you better understand these terms, we have provided the following definitions:

Action Level (AL). The concentration of a contaminant which, if exceeded, triggers treatment or other requirements a water system must follow.

Contaminants. When microbiological, inorganic, organic, and radioactive compounds in drinking water have exceeded regulated maximum levels.

Grains per gallon (GPG). Unit of water hardness. One GPG is 1 grain (64.8 milligrams) of calcium carbonate dissolved in 1 US gallon of water.

Maximum Contaminant Level* (maximum allowed) (MCL). The highest level of a contaminant that is allowed in drinking water.

Maximum Contaminant Level Goal (MCLG). The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

Non-Detects (ND). Laboratory analysis indicating the constituent is not present or present at levels too low for modern laboratory equipment to detect.

Parts per million (ppm) or milligrams per liter (mg/L).

One part per million is comparable to 1 minute in 2 years or a single penny in \$10,000.

Parts per billion (ppb) or micrograms per liter (µg/L).

One part per billion is comparable to 1 second in 32 years, 1 minute in 2,000 years, a single penny in \$10,000,000, or the first 16 inches on a trip to the moon.

Picocuries per liter (pCi/L). Picocurie is a measure of radioactivity. One picocurie is a trillion times smaller than 1 curie.

Regulated Contaminant. Regulated by law to protect public health. The law specifies maximum contaminant levels allowed in drinking water.

Non-Regulated Contaminant. There are guidelines set to assure good aesthetic quality by identifying levels of substances that may affect taste, odor or water color.

*MCLs are set at very stringent levels. To understand the possible health effects described for many regulated constituents, a person would have to drink 2 liters of water every day at the MCL for a lifetime to have a one-in-a-million chance of having the described effect.

Are You “At Risk”?

Some people may be more vulnerable to contaminants in drinking water than the general population.

Are you: immuno-compromised with cancer and undergoing chemotherapy; an organ transplant recipient; HIV/AIDS positive; suffering from other immune system disorders; elderly or an infant and at risk of infection?

If any of these conditions apply to you, please contact your health provider for advice about drinking water. EPA/CDC guidelines on appropriate means to lessen the risk of infection from *Cryptosporidium* and other microbiological contaminants are available from the Safe Drinking Water Hotline at **(800) 426-4791**.

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 March 2023

**Reviewed & Approved by Commissioners
Board Meeting: April 24, 2023**

Bank	QB's	Bank	Beginning	Statement	QuickBooks	Uncleared
Account	Account	Statement	QuickBooks	Ending	Ending	Balance
Name	Number	Date	Balance	Balance	Balance	Balance
Banner Bank (Checking Act)	1015	3/31/2023	\$211,512.75	\$236,811.65	\$225,914.25	\$10,897.40
Banner Bank (Deposit Act)	1085	3/31/2023	\$53,806.55	\$53,934.95	\$53,934.95	\$0.00
LGIP (SDC)	1106	3/31/2023	\$425,322.33	\$426,674.86	\$426,674.86	\$0.00
LGIP (Capital Improvement)	1107	3/31/2023	\$753,740.84	\$756,137.71	\$756,137.71	\$0.00
LGIP (Unemployment)	1108	3/31/2023	\$35,257.15	\$35,370.68	\$35,370.68	\$0.00
LGIP (Truck)	1109	3/31/2023	\$31,322.66	\$31,423.21	\$31,423.21	\$0.00
LGIP (Non-Restricted)	1110	3/31/2023	\$249,206.79	\$250,004.25	\$250,004.25	\$0.00

Checks issued this period **9790 - 9803** from Banner Bank Act 1015
 Checks voided this period: None

RIVERGROVE WATER DISTRICT

Balance Sheet

As of March 31, 2023

	<u>Mar 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	225,914.25
1085 · Water Deposit-Banner Bank	53,934.95
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	426,674.86
1107 · Capital Improvement Account	756,137.71
1108 · Unemployment Account	35,370.68
1109 · Truck & Equipment Account	31,423.21
Total 1101 · Restricted	1,249,606.46
1110 · Non-Restricted	250,004.25
Total 1100 · LGIP	1,499,610.71
Total Checking/Savings	1,779,459.91
Total Current Assets	1,779,459.91
TOTAL ASSETS	1,779,459.91
LIABILITIES & EQUITY	
Equity	
32000 · All Fund Balances	1,918,744.03
Net Income	-139,284.12
Total Equity	1,779,459.91
TOTAL LIABILITIES & EQUITY	1,779,459.91

RIVERGROVE WATER DISTRICT

Accounts Receivable Summary

From 02/10/2023 Through 04/11/2023

<u>OPEN BALANCE</u>						<u>Balance</u>
						-270.41
						-270.41
BI-MONTHLY-Adjustment	Amount		Usage		Count	
WATER-RESIDENTIAL	52.05				17	
WATER-PUBLIC AUTHORITY	-33,614.95				1	
Totals	-33,562.90		-9,469.00		18	-33,833.31
WATER Miscellaneous-RESIDENTIAL	-20.00					
Totals	-20.00		0.00			-33,853.31
WAT.Penalty-RESIDENTIAL	110.00				41	
Totals	110.00		0.00		41	-33,743.31
***Total Adjustment	-33,472.90		-9,469.00		59	
BI-MONTHLY-Charge	Minimum	Overage	Usage		Count	Total
WATER-RESIDENTIAL	139,833.89	98,735.70	27,818.00		2,748	238,569.59
WATER-COMMERCIAL	366.40	1,025.95	289.00		6	1,392.35
WATER-PUBLIC AUTHORITY	1,931.24	33,668.20	9,484.00		10	35,599.44
WATER-HOA IRRIGATION	1,302.68	223.65	63.00		18	1,526.33
WATER-ADULT CARE FACILITIES	278.18	184.60	52.00		4	462.78
WATER-CHURCH	189.96	14.20	4.00		2	204.16
Totals	143,902.35	133,852.30	37,710.00		2,788	277,754.65
***Total Charge	143,902.35	133,852.30	37,710.00		2,788	277,754.65
BI-MONTHLY-Penalty	Amount				Count	
WATER-RESIDENTIAL	2,145.00				143	
WATER-COMMERCIAL	15.00				1	
WATER-HOA IRRIGATION	15.00				1	
Totals	2,175.00				145	246,186.34
***Total Penalty	2,175.00				145	
BI-MONTHLY-Miscellaneous	Amount				Count	

WATER Miscellaneous-RESIDENTIAL	910.00	41	
Totals	<u>910.00</u>	<u>41</u>	<u>247,096.34</u>
***Total Miscellaneous	<u>910.00</u>	<u>41</u>	
<u>BI-MONTHLY-Payment</u>	<u>Amount</u>	<u>Count</u>	<u>Balance</u>
WATER-RESIDENTIAL	-121,882.52	1,458	
WATER-COMMERCIAL	-609.20	3	
WATER-PUBLIC AUTHORITY	-979.82	5	
WATER-HOA IRRIGATION	-767.69	9	
WATER-ADULT CARE FACILITIES	-234.94	2	
WATER-CHURCH	-98.53	1	
Totals	<u>-124,572.70</u>	<u>1,478</u>	<u>122,523.64</u>
WATER Miscellaneous-RESIDENTIAL	-910.05	1	
Totals	<u>-910.05</u>	<u>1</u>	<u>121,613.59</u>
WAT.Penalty-RESIDENTIAL	-2,215.00		
WAT.Penalty-COMMERCIAL	-15.00		
WAT.Penalty-HOA IRRIGATION	-15.00		
Totals	<u>-2,245.00</u>		<u>119,368.59</u>
***Total Payments	<u>-127,727.75</u>	<u>1,479</u>	
<u>BI-MONTHLY-Return Check</u>	<u>Amount</u>	<u>Count</u>	
WATER-RESIDENTIAL	726.99	5	
Totals	<u>726.99</u>	<u>5</u>	<u>120,095.58</u>
***Total Return Check	<u>726.99</u>	<u>5</u>	
<u>BI-MONTHLY-Deposit Applied</u>	<u>Amount</u>	<u>Count</u>	
WATER-RESIDENTIAL	-805.00	17	
Totals	<u>-805.00</u>	<u>17</u>	<u>119,290.58</u>
WAT.Penalty-RESIDENTIAL	-45.00		
Totals	<u>-45.00</u>		<u>119,245.58</u>
***Total Deposit Applied	<u>-850.00</u>	<u>17</u>	

Closing Balance 119,245.58

RIVERGROVE WATER DISTRICT

Check Register

As of March 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
						185,279.22
Check	03/01/2023	ACH	PACIFIC OFFICE AUTOMATION INC	Monthly Copier Service 3/14/2023-4/13/2023	-426.97	184,852.25
Deposit	03/01/2023		Deposit	Deposit	717.39	185,569.64
Deposit	03/01/2023		Deposit	Deposit	203.66	185,773.30
General Journal	03/01/2023	mm	Customer Refund	Customer Refund	50.00	185,823.30
General Journal	03/01/2023	mm	Customer Refund	Customer Refund	50.00	185,873.30
Check	03/02/2023	ACH	VANCO Payment Solutions	Monthly Service Fee February 2023	-65.00	185,808.30
Deposit	03/02/2023		Deposit	Deposit	486.06	186,294.36
General Journal	03/02/2023	mm	Customer Refund	Customer Refund	50.00	186,344.36
Deposit	03/02/2023		Deposit	Deposit	213.98	186,558.34
Deposit	03/03/2023		Deposit	Deposit	286.20	186,844.54
Deposit	03/04/2023		Deposit	Deposit	194.72	187,039.26
Deposit	03/06/2023		Deposit	Deposit	675.16	187,714.42
Deposit	03/06/2023		Deposit	Deposit	4,027.53	191,741.95
Deposit	03/07/2023		Deposit	Deposit	738.26	192,480.21
Deposit	03/07/2023		Deposit	Deposit	234.37	192,714.58
General Journal	03/07/2023	mm	Customer Deposit	Customer Deposit	-50.00	192,664.58
General Journal	03/07/2023	mm	Customer Deposit	Customer Deposit	-50.00	192,614.58
Deposit	03/07/2023		Deposit	Deposit	615.58	193,230.16
Deposit	03/07/2023		Deposit	Deposit	1,626.83	194,856.99
General Journal	03/07/2023	mm	Customer Refund	Customer Refund	50.00	194,906.99
Deposit	03/07/2023		Deposit	Deposit	1,366.00	196,272.99
Check	03/07/2023	ACH	PAYCHEX	Payroll 02/19/23-03/04/23	-71.40	196,201.59
General Journal	03/07/2023	PR 03/04/23	Payroll 02/19/23-03/04/23	Deferred Comp Payroll - 2/19/23-3/4/23	-1,464.97	194,736.62
General Journal	03/07/2023	PR 03/04/23	Payroll 02/19/23-03/04/23	Deferred Comp Payroll - Employer - 2/19/23-3/4/23	-272.51	194,464.11
General Journal	03/07/2023	PR 03/04/23	Payroll 02/19/23-03/04/23	Payroll 02/19/23-03/04/23	-5,429.89	189,034.22
General Journal	03/07/2023	PR 03/04/23	Payroll 02/19/23-03/04/23	Payroll 02/19/23-03/04/23	-2,780.64	186,253.58
Deposit	03/08/2023		Deposit	Deposit	186.71	186,440.29
Deposit	03/08/2023		Deposit	Deposit	1,894.00	188,334.29
Deposit	03/10/2023		Deposit	Deposit	487.87	188,822.16
Deposit	03/10/2023		Deposit	Deposit	675.22	189,497.38
Deposit	03/10/2023		Deposit	Deposit	1,350.59	190,847.97
Deposit	03/10/2023		Deposit	Deposit	2,483.50	193,331.47

RIVERGROVE WATER DISTRICT

Check Register

As of March 31, 2023

Deposit	03/10/2023		Deposit	Deposit	2,106.44	195,437.91
Deposit	03/10/2023		Deposit	Deposit	585.77	196,023.68
Deposit	03/11/2023		Deposit	Deposit	15,171.85	211,195.53
Deposit	03/13/2023		Deposit	Deposit	151.78	211,347.31
Deposit	03/13/2023		Deposit	Deposit	97.36	211,444.67
Deposit	03/13/2023		Deposit	Deposit	312.14	211,756.81
Deposit	03/13/2023		Deposit	Deposit	44,555.32	256,312.13
Deposit	03/13/2023		Deposit	Deposit	158.88	256,471.01
General Journal	03/13/2023	mm	Customer Refund	Customer Refund	50.00	256,521.01
Deposit	03/14/2023		Deposit	Deposit	1,608.62	258,129.63
Deposit	03/14/2023		Deposit	Deposit	245.93	258,375.56
General Journal	03/14/2023	JC	Customer Chargeback	Chargeback	-225.16	258,150.40
General Journal	03/14/2023	JC	Customer Chargeback	Chargeback	-97.36	258,053.04
Deposit	03/14/2023		Deposit	Deposit	282.42	258,335.46
Deposit	03/15/2023		Deposit	Deposit	990.75	259,326.21
General Journal	03/15/2023	JC	Customer Chargeback	Chargeback	-148.23	259,177.98
Check	03/15/2023		Service Charge	Service Charge	-152.97	259,025.01
Deposit	03/16/2023		Deposit	Deposit	638.91	259,663.92
Check	03/16/2023	ACH	KAISER FOUNDATION HEALTH PLAN	Monthly Health Premium 4/1/23-4/30/23	-1,381.62	258,282.30
General Journal	03/16/2023	jc	Customer Refund	Customer Refund	50.00	258,332.30
General Journal	03/16/2023	JC	Customer Chargeback	Chargeback	-151.78	258,180.52
Deposit	03/16/2023		Deposit	Deposit	66.00	258,246.52
General Journal	03/16/2023	JC	Customer Chargeback	Chargeback	-104.46	258,142.06
Deposit	03/16/2023		Deposit	Deposit	86.71	258,228.77
Deposit	03/20/2023		Deposit	Deposit	462.64	258,691.41
Deposit	03/20/2023		Deposit	Deposit	431.56	259,122.97
Deposit	03/20/2023		Deposit	Deposit	441.04	259,564.01
Check	03/20/2023	9803	ICON CONSTRUCTION & DEVELOPMENT LLC	2022 Water Main Replacement (Tamara/Deemar) - Final Pay	-10,940.89	248,623.12
Deposit	03/21/2023		Deposit	Deposit	225.96	248,849.08
Deposit	03/21/2023		Deposit	Deposit	1,688.44	250,537.52
General Journal	03/21/2023	jc	Customer Refund	Customer Refund	50.00	250,587.52
Deposit	03/21/2023		Deposit	Deposit	6.20	250,593.72
Check	03/21/2023	ACH	VERIZON WIRELESS	Monthly Service 2/2/23-3/1/23 Invoice 9928971626	-389.85	250,203.87
Check	03/21/2023	ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water 2/1/23-3/1/23	-14.85	250,189.02

RIVERGROVE WATER DISTRICT

Check Register

As of March 31, 2023

Check	03/21/2023	ACH	U.S. BANK EQUIPMENT FINANCE	Monthly Copier/Server Fee 2/26/23-3/26/23	-688.05	249,500.97
Check	03/21/2023	ACH	PGE	Monthly Electric Fees 1/3/23-2/2/23 Invoice: Multiple	-3,196.31	246,304.66
Check	03/21/2023	ACH	AFLAC	Monthly Health Premium March 2023 Invoice 030715	-309.47	245,995.19
Check	03/21/2023	9790	Customer Refund	Customer Refund	-5.39	245,989.80
Check	03/21/2023	9791	Customer Refund	Customer Refund	-36.54	245,953.26
Check	03/21/2023	9792	D.R. Davis Lock & Safe Inc.	Well 3 Pump House & BPS Lock Repair	-645.00	245,308.26
Check	03/21/2023	9793	CONTINENTAL UTILITY SOLUTIONS, INC	ACH Activation Fee Invoice R14152	-7.50	245,300.76
Check	03/21/2023	9794	OAWU	Operator of Record (DRC) March 23 Contract Fee	-950.00	244,350.76
Check	03/21/2023	9795	SOUND TELECOM	Answering Service Monthly Fee 3/1/23-3/31/23	-195.52	244,155.24
Check	03/21/2023	9796	Customer Refund	Customer Refund	-32.41	244,122.83
Check	03/21/2023	9797	Customer Refund	Customer Refund	-50.00	244,072.83
Check	03/21/2023	9798	THOMAS GREGOIRE	Rent April 2023 & Utilities	-1,477.09	242,595.74
Check	03/21/2023	ACH	Banner Bank (MASTERCARD)	Act 6660 Casey - Monthly Charges2/3/23-3/7/23	-1,454.94	241,140.80
Check	03/21/2023	9799	TMG SERVICES, INC.	Well 1,2,3 Annual Maintenance Chlorination Systems	-4,742.94	236,397.86
Check	03/21/2023	ACH	PAYCHEX	Payroll 03/05/23-03/18/23 Invoice 2023032101	-71.40	236,326.46
General Journal	03/21/2023	PR 03/18/23	Payroll 03/05/23-03/18/23	Deferred Comp Payroll - 3/5/23-3/18/23	-1,434.11	234,892.35
General Journal	03/21/2023	PR 03/18/23	Payroll 03/05/23-03/18/23	Deferred Comp Payroll - Employer - 3/5/23-3/18/23	-262.23	234,630.12
General Journal	03/21/2023	PR 03/18/23	Payroll 03/05/23-03/18/23	Payroll 03/05/23-03/18/23	-5,779.57	228,850.55
General Journal	03/21/2023	PR 03/18/23	Payroll 03/05/23-03/18/23	Payroll 03/05/23-03/18/23	-3,025.84	225,824.71
Deposit	03/21/2023		Deposit	Deposit	40.00	225,864.71
Check	03/21/2023	9800	RH2 Engineering, Inc.	Engineering Services Invoice 89909	-772.00	225,092.71
Check	03/21/2023	9801	RH2 Engineering, Inc.	Project Services Invoice 89910 CIP Deemar/Tamara Ave	-1,105.00	223,987.71
Check	03/21/2023	9802	RH2 Engineering, Inc.	Project - Well 1 Generator Invoice 89911	-2,428.00	221,559.71
Check	03/21/2023	ACH	COMCAST CABLE	Monthly Service 3/22/23-4/21/23	-615.62	220,944.09
Deposit	03/22/2023		Deposit	Deposit	730.98	221,675.07
Deposit	03/22/2023		Deposit	Deposit	143.81	221,818.88
Deposit	03/22/2023		Deposit	Deposit	80.41	221,899.29
Deposit	03/22/2023		Deposit	Deposit	998.41	222,897.70
Check	03/22/2023	ACH	CHEVRON AND TEXACO CARD SERVICES	Monthly Fuel Charges 2/24/23-3/23/23 Invoice 87958094	-173.10	222,724.60
Deposit	03/24/2023		Deposit	Deposit	106.45	222,831.05
Deposit	03/24/2023		Deposit	Deposit	0.01	222,831.06
General Journal	03/24/2023	mm	Streamline Website Deposit Test	Streamline Website Deposit Test	-0.01	222,831.05
Deposit	03/25/2023		Deposit	Deposit	735.34	223,566.39
Deposit	03/26/2023		Deposit	Deposit	138.22	223,704.61

RIVERGROVE WATER DISTRICT
Check Register
 As of March 31, 2023

Deposit	03/26/2023		Deposit	386.49	224,091.10
General Journal	03/26/2023	mm	Customer Deposit	-50.00	224,041.10
Deposit	03/28/2023		Deposit	1,075.31	225,116.41
General Journal	03/28/2023	mm	Customer Refund	50.00	225,166.41
Deposit	03/29/2023		Deposit	137.36	225,303.77
Check	03/29/2023	ACH	Streamline		
Deposit	03/30/2023		March 2023 Website Fee	-100.00	225,203.77
Deposit	03/30/2023		Deposit	98.16	225,301.93
Deposit	03/31/2023		Deposit	112.36	225,414.29
General Journal	03/31/2023	mm	Deposit	449.96	225,864.25
			Customer Refund	50.00	225,914.25
				<u>40,635.03</u>	<u>225,914.25</u>
				<u><u>40,635.03</u></u>	<u><u>225,914.25</u></u>

RIVERGROVE WATER DISTRICT

Revenue & Expense Budget vs. Actual

July 2022 through March 2023

	Jul '22 - Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Income				
4005 · Water Sales & Charges	800,284.10	755,625.01	44,659.09	105.91%
4010 · Water Deposit Fee	3,780.00	5,099.99	-1,319.99	74.12%
4015 · New Service Fee	250.00	150.02	99.98	166.64%
4020 · Installation Fee	1,650.00	1,500.02	149.98	110.0%
4024 · Pre-Application Meeting Fee	500.00	750.01	-250.01	66.67%
4026 · Development Security Deposit	4,115.00	7,500.01	-3,385.01	54.87%
4030 · Delinquent & Restoration Fee	15,340.25	7,500.01	7,840.24	204.54%
4035 · SDC Chgs-SDC Restricted CI Fund	22,980.00	38,250.00	-15,270.00	60.08%
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	1,078.04	225.00	853.04	479.13%
4059 · LGIP - Non Restrict Int Earn	4,782.29	900.00	3,882.29	531.37%
4064 · SDC Interest-LGIP CI Fund	8,135.58	1,350.00	6,785.58	602.64%
4065 · CI Interest -LGIP CI Fund	17,097.16	2,700.00	14,397.16	633.23%
4066 · LGIP-Int Earn Unemployment Fund	634.12	112.50	521.62	563.66%
4067 · LGIP-Int Earn Truck&Equip Fund	531.45	75.01	456.44	708.51%
Total 4056 · Bank Interest/LGIP Interest	32,258.64	5,362.51	26,896.13	601.56%
4090 · Miscellaneous Income	6,659.76	3,750.02	2,909.74	177.59%
Total 4000 · Income	887,817.75	825,487.60	62,330.15	107.55%
Total Income	887,817.75	825,487.60	62,330.15	107.55%
Gross Income	887,817.75	825,487.60	62,330.15	107.55%
Expense				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	87,129.40	108,750.01	-21,620.61	80.12%
5040 · Operator Wages	73,729.46	97,500.01	-23,770.55	75.62%
5090 · Deferred Compensation	13,487.88	22,500.00	-9,012.12	59.95%
Total 5001 · Compensation	174,346.74	228,750.02	-54,403.28	76.22%
5100 · Payroll Tax Expense	14,800.13	26,250.02	-11,449.89	56.38%
5200 · Payroll Benefits				
5210 · Workers' Compensation	2,147.23	2,250.00	-102.77	95.43%
5220 · Health Benefits	23,042.76	45,000.00	-21,957.24	51.21%
5240 · Wellness Benefit	0.00	450.00	-450.00	0.0%
Total 5200 · Payroll Benefits	25,189.99	47,700.00	-22,510.01	52.81%
Total 5000 · Personnel Services	214,336.86	302,700.04	-88,363.18	70.81%
6000 · Material Services				
6001 · Administration/Billing/Overhead				
6005 · Property/Liability Insurance	25,855.19	21,000.01	4,855.18	123.12%
6006 · Furn & Office Equipment - Admin	0.00	1,500.02	-1,500.02	0.0%
6007 · Bank Service Charges				
6008 · Banner - Check Bank Charges	1,579.39	1,499.26	80.13	105.35%
6010 · Vanco Service Charges	591.50	750.01	-158.51	78.87%

RIVERGROVE WATER DISTRICT

Revenue & Expense Budget vs. Actual

July 2022 through March 2023

	Jul '22 - Mar 23	Budget	\$ Over Budget	% of Budget
6012 · LGIP-SDC Ser Charges-CI Fund	0.00	0.76	-0.76	0.0%
6013 · LGIP-CI Ser Chg-CI Fund	0.30	0.76	-0.46	39.47%
Total 6007 · Bank Service Charges	2,171.19	2,250.79	-79.60	96.46%
6018 · Meeting/Food Expense	0.00	750.01	-750.01	0.0%
6019 · Office Supplies, Equip, Repair	855.64	1,875.01	-1,019.37	45.63%
6020 · Postage & Shipping	296.25	1,500.02	-1,203.77	19.75%
6025 · Printing & Duplicating	655.42	1,125.00	-469.58	58.26%
6030 · Publications & Elections	472.70	1,500.02	-1,027.32	31.51%
6035 · Rent	12,412.32	13,500.00	-1,087.68	91.94%
6040 · Janitorial	0.00	1,500.02	-1,500.02	0.0%
6045 · Telephone - Admin	9,295.42	9,750.01	-454.59	95.34%
6050 · Mileage Expenses	73.18	375.02	-301.84	19.51%
6060 · Continued Education	1,244.00	3,975.02	-2,731.02	31.3%
6065 · Dues & Subscriptions	4,932.08	5,250.01	-317.93	93.94%
6070 · Fees, License, & Permits	9,532.00	3,750.02	5,781.98	254.19%
6075 · Water Deposit Refunds	3,436.94	5,250.01	-1,813.07	65.47%
6076 · Unclaimed Property	0.00	150.02	-150.02	0.0%
6080 · Water Sales Overpay	236.11	1,500.02	-1,263.91	15.74%
6090 · Meter Reading	3,812.94	4,500.00	-687.06	84.73%
6095 · Utilities/Office	1,442.31	1,875.01	-432.70	76.92%
6096 · Development Review Deposit Ref	0.00	7,500.01	-7,500.01	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	4,397.05	5,250.01	-852.96	83.75%
6099-1 · Copier IT	10,233.43	11,250.00	-1,016.57	90.96%
6099-2 · Personnel	0.00	3,750.02	-3,750.02	0.0%
6099-3 · Website	900.00	1,125.00	-225.00	80.0%
Total 6099 · Contracted Services - Admin	15,530.48	21,375.03	-5,844.55	72.66%
Total 6001 · Administration/Billing/Overhead	92,254.17	111,751.08	-19,496.91	82.55%
6101 · Operation & Maintenance				
6100 · General Repair & Maintenance	25,432.56	30,000.01	-4,567.45	84.78%
6105 · Utilities	31,750.42	28,500.02	3,250.40	111.41%
6110 · Small Tools & Equipment	891.36	1,875.01	-983.65	47.54%
6120 · Water Testing	4,018.75	3,000.01	1,018.74	133.96%
6125 · Truck Maintenance	929.68	2,250.00	-1,320.32	41.32%
6130 · Gas & Oil	2,664.92	2,625.02	39.90	101.52%
6135 · Telemetry/Scada	7,302.38	7,500.01	-197.63	97.37%
6155 · Chemicals	849.75	3,750.02	-2,900.27	22.66%
6160 · Contracted Services-Operations	26,870.08	16,500.01	10,370.07	162.85%
6165 · PPE/Safety Equipment	971.76	1,500.02	-528.26	64.78%
6170 · Mobile Radio Phone/Pager Operat	3,449.17	4,125.01	-675.84	83.62%
6185 · Operations -Computer/Equipment	0.00	750.01	-750.01	0.0%
6190 · Cross Connect Program Supplies	1,301.50	11,250.00	-9,948.50	11.57%
6195 · Meters	2,333.33	3,000.01	-666.68	77.78%
Total 6101 · Operation & Maintenance	108,765.66	116,625.16	-7,859.50	93.26%

RIVERGROVE WATER DISTRICT
Revenue & Expense Budget vs. Actual
 July 2022 through March 2023

	Jul '22 - Mar 23	Budget	\$ Over Budget	% of Budget
6202 · Professional Services				
6208 · Auditor	6,310.00	7,500.01	-1,190.01	84.13%
6209 · Consultants	1,245.00	3,000.01	-1,755.01	41.5%
6210 · Engineering (Non-Reimbursable)	71,448.36	138,750.02	-67,301.66	51.49%
6215 · Legal Fees (Non-Reimbursable)	220.00	3,750.02	-3,530.02	5.87%
Total 6202 · Professional Services	79,223.36	153,000.06	-73,776.70	51.78%
Total 6000 · Material Services	280,243.19	381,376.30	-101,133.11	73.48%
7000 · Operating Capital Outlay				
7010 · Tool/Equipt/Vehicles/Safety-CO	0.00	3,750.02	-3,750.02	0.0%
7040 · Fire Protection & Fire Flows-CO	8,521.14	26,250.02	-17,728.88	32.46%
7060 · AMR Meter Program CO	0.00	11,250.00	-11,250.00	0.0%
Total 7000 · Operating Capital Outlay	8,521.14	41,250.04	-32,728.90	20.66%
8000 · Debt Recov./Capital Improvement				
8451 · CI-Standby Power CI Fund	0.00	22,500.00	-22,500.00	0.0%
8454 · SDWL#1 Install Pmt CI-CI Fund	13,352.00	10,014.02	3,337.98	133.33%
8455 · SDWL #2 Install Pmt CI-CI Fund	14,500.00	10,875.01	3,624.99	133.33%
8457 · CI Dist.Main Projects	337,567.85	150,000.02	187,567.83	225.05%
8461 · SDC -Standby Power-CI Fund	0.00	3,000.01	-3,000.01	0.0%
8464 · SDWL#1 Install Pmt SDC-CIF	40,062.26	30,046.50	10,015.76	133.33%
8465 · SDWL #2 Install Pmt SDC-CIF	118,518.57	88,890.02	29,628.55	133.33%
8467 · Water Main Replacement Projects	0.00	212,400.00	-212,400.00	0.0%
Total 8000 · Debt Recov./Capital Improvement	524,000.68	527,725.58	-3,724.90	99.29%
Total Expense	1,027,101.87	1,253,051.96	-225,950.09	81.97%
Net Ordinary Income	-139,284.12	-427,564.36	288,280.24	32.58%
Other Income/Expense				
Other Income				
9100 · Other Income				
9115 · Transfer In - Capital Improve	100,000.00	150,000.02	-50,000.02	66.67%
9120 · Transfer In - Unemployment	3,000.00	2,250.00	750.00	133.33%
9125 · Transfer In - Truck & Equipment	5,000.00	3,750.02	1,249.98	133.33%
Total 9100 · Other Income	108,000.00	156,000.04	-48,000.04	69.23%
Total Other Income	108,000.00	156,000.04	-48,000.04	69.23%
Other Expense				
9200 · Other Expense				
9205 · Transfer Out - Gen Operating	108,000.00			
Total 9200 · Other Expense	108,000.00			
Total Other Expense	108,000.00			
Net Other Income	0.00	156,000.04	-156,000.04	0.0%
Net Income	-139,284.12	-271,564.32	132,280.20	51.29%

UNFINISHED BUSINESS



New Business



ADJOURNMENT

