



Board of Commissioners Monthly Meeting
Monday, June 24, 2024, 4:30 PM
17661 Pilkington Road, Lake Oswego OR

AGENDA ITEMS

- | | | |
|-------|---|----------------|
| I. | Call to Order | 4:30 PM |
| II. | Special Presentation – Rate Study 2024
Presented by Mr. Russ Schneider, Senior Project Manager, EES Consulting | 5:15 PM |
| III. | Public Comment (2 Minute Limit) | 5:16 PM |
| IV. | Review and Approval of Minutes <ul style="list-style-type: none">• May 20, 2024 Budget Hearing• May 20, 2024 Regular Board Meeting | 5:20 PM |
| V. | General Manager’s Report | 5:22 PM |
| VI. | Unfinished Business <ul style="list-style-type: none">• Supervisory Control & Data Acquisition (SCADA) and Peripheral Site Control Improvements Project• Board Goals & Priorities 2024/2025 | 5:35 PM |
| VII. | New Business <ul style="list-style-type: none">• Resolution 2024-03: Fiscal Year 2024/2025 Water Rates, Fees, and Charges• Resolution 2024-04: Notice of Public Meetings | 5:40 PM |
| VIII. | Adjournment | 5:45 PM |

Upcoming Meetings

Regular Board Meeting: Monday, July 22, 2024 at 4:30 P.M.
Regular Board Meeting: Monday, August 26, 2024 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**



SPECIAL PRESENTATION RATE STUDY 2024



**By: Mr. Russ Schneider,
Senior Project Manager, EES Consulting**

Total test period FY 2025-2026 net revenue required from rates forecast is \$1,335,067 for the water system. The forecast for rate revenues is \$1,136,441 for 2025-26 based on budgeted consumption and growth estimates provided in the data responses. Given fund balances, this results in a shortfall in the rate revenues relative to ongoing costs of \$161,718 in 2025-26.

Based on this revenue requirement, the District needs an additional annual system-wide increase in rate revenues between CY 2025 and 2033 of 7.5% on average, without borrowing additional funds. However, capital funding will rely on lumpy spending overtime and additional borrowing should reduce the net requirement from rates in the near term. EES recommends that the District fund 60% of the need from rates, which results in an average annual rate change of 4.5%.

Table 1-1 shows a summary of the revenue requirement, out years are included in the Appendix.

TABLE 1-1: REVENUE REQUIREMENT FY 2023-2028

	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Revenues							
Revenues at Present Rates	\$962,191	\$1,100,000	\$1,130,000	\$1,136,441	\$1,142,919	\$1,149,433	\$1,155,985
Other Income & Deposits	\$167,052	\$31,600	\$35,150	\$36,908	\$38,753	\$40,691	\$42,725
Total Revenue	\$1,129,243	\$1,131,600	\$1,165,150	\$1,173,349	\$1,181,672	\$1,190,124	\$1,198,710
Expenses							
Personnel Services	293,144	440,600	459,100	482,055	506,158	531,466	558,039
Material Services	359,384	465,300	436,200	458,010	480,911	504,956	530,204
Capital Improvement (Net)	35,051	110,717	62,017	88,668	116,651	146,034	176,885
Total	\$687,580	\$1,016,617	\$957,317	\$1,028,733	\$1,103,719	\$1,182,455	\$1,265,128
Debt Service	\$53,415	\$53,415	\$186,434	\$266,434	\$266,434	\$266,434	\$266,434
Capital Outlay	\$35,335	\$40,000	\$38,000	\$39,900	\$41,895	\$43,990	\$46,189
Use or Contribution to Fund Balance	\$208,000	\$208,000	\$208,000				
Transfer to Fund Balance for Capital	\$144,914	-\$186,432	-\$224,601				
Total Revenue Requirement	\$1,129,243	\$1,131,600	\$1,165,150	\$1,335,067	\$1,412,048	\$1,492,879	\$1,577,751
Surplus/Shortfall	\$0			-\$161,718	-\$230,377	-\$302,755	-\$379,041
Shortfall as % of Rates - Incremental				14.2%	5.9%	6.2%	6.4%
Average Need without Borrowing	7.5%						
Borrow 40% of Need	4.5%						

1.2 COST OF SERVICE (COSA) STUDY

A COSA evaluates the equitable allocation of the revenue requirement to the various customer classes of service. As is standard procedure for cost-of-service analyses, the revenue requirement or budget items are assigned to a function, then classify based on a billing determinant or allocator. EES keeps general ledger detail unbundled throughout the analysis.

1.4 RECOMMENDATION

Based on the projected revenue requirement and COSA, EES makes the following recommendations:

- Using current water rates, the District is not collecting sufficient revenues to meet costs. It is therefore recommended that the District increase water rates by approximately 4.5-7.5% annually to meet 2025-33 requirements and monitor annual budgets and fund balances for any interim increases beyond that, as shown in Table 1-3. EES recommends a higher first year increase of 7.9% and then annual increases of 4.1% thereafter.
- Additional rate change details and options will be discussed later in the report. EES also provided comparison charts to neighboring utilities in the appendix.

TABLE 1-3: RATE INCREASE FOR PROJECTED YEARS²

Year	Increase %	Usage Charge \$/ccf	Projected Service Charges Based on Meter Size				
			3/4"	1"	1 1/2"	2"	3"
24-25	Budget	3.84	\$47.70	\$102.72	\$194.28	\$304.13	\$597.07
25-26	7.9%	4.15	\$51.47	\$110.84	\$209.63	\$328.16	\$644.24
26-27	4.1%	4.32	\$53.58	\$115.38	\$218.22	\$341.61	\$670.65
27-28	4.1%	4.49	\$55.78	\$120.11	\$227.17	\$355.62	\$698.15
28-29	4.1%	4.68	\$58.06	\$125.04	\$236.49	\$370.20	\$726.78

- EES recommends that the District do a one-time adjustment to System Development fees as shown in Table 1-4 and then continue to escalate these as is current practice based on annual survey of engineering costs data.

TABLE 1-4: SDC CURRENT AND PROPOSED 2025-26 RATES

Meter Size	Current SDC \$	Proposed SDC \$	% Change
1	13,784	\$14,349	4.2%
1 1/2	27,569	\$28,699	4.2%
2	44,110	\$45,919	4.2%
3	88,220	\$91,837	4.2%
4	137,843	\$143,495	4.2%
6	275,987	\$287,302	4.1%
8	441,099	459,184	3.5%

²The District budgeted for a 5% across the board increase in 2024-25, for the purposes of the study those are current rates for future consideration.

5.10 BLOCK RATES OPTION

For the fiscal year 2024-2025, EES proposes introducing a tiered rate structure with specified percentage increases at each level as shown below in Table 5-6. Each tier has a distinct rate or price point, which can vary based on certain criteria such as usage, quantity, or income levels. This will involve careful analysis of current usage patterns and customer segmentation to design tiers that are fair and encourage efficient use while meeting revenue targets.

TABLE 5-6: TIERED RATE OPTION

2 Block Volume Charge	Residential	7.9% Increase	4.1% Increase
	Current Rates	7.90%	4.10%
Total Volume Charge Revenue Requirement (Excludes Fire Protection Costs)	\$653,139	\$653,139	\$653,139
Total Ccf	\$153,256	\$153,256	\$153,256
Tier 1: Basic Use + MDD Use			
Base Use Revenue Requirement	\$516,699	\$516,699	\$516,699
Units, 0 to 8 Ccf	\$134,557	\$145,187	\$151,140
Tier 1 Volume Charge, \$/Ccf	\$3.84	\$3.84	\$3.84
Excess Use Revenue Requirement			
Excess Use Revenue Requirement	\$136,440	\$147,218	\$153,254
Units, over 8 Ccf	\$18,699	\$20,176	\$21,003
Tier 2 Volume Charge, \$/Ccf	\$7.30	\$7.87	\$8.20

Appendix B – Rate Comparisons

Neighboring water utilities were surveyed to determine common rate structures and rate levels.

FIGURE B-1: BILL COMPARISON BIMONTHLY \$/10CCF
Comparison of Water bills 2024 10ccf/ Bimonthly

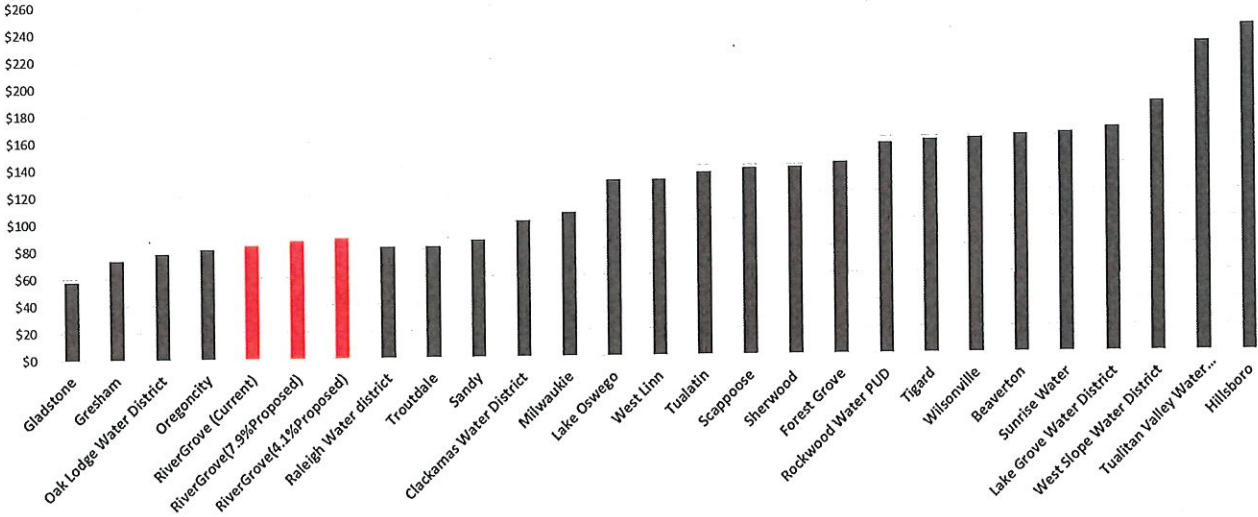


Figure B-2 illustrates out of many utilities listed, only a subset of them employs tiered rates for water usage. Tiered rates typically mean that the cost of water varies depending on the volume consumed by the customer.

1 unit = 100 cubic feet = 748 gallons of water

FIGURE B-2: TIERED RATES FOR VARIOUS WATER UTILITIES

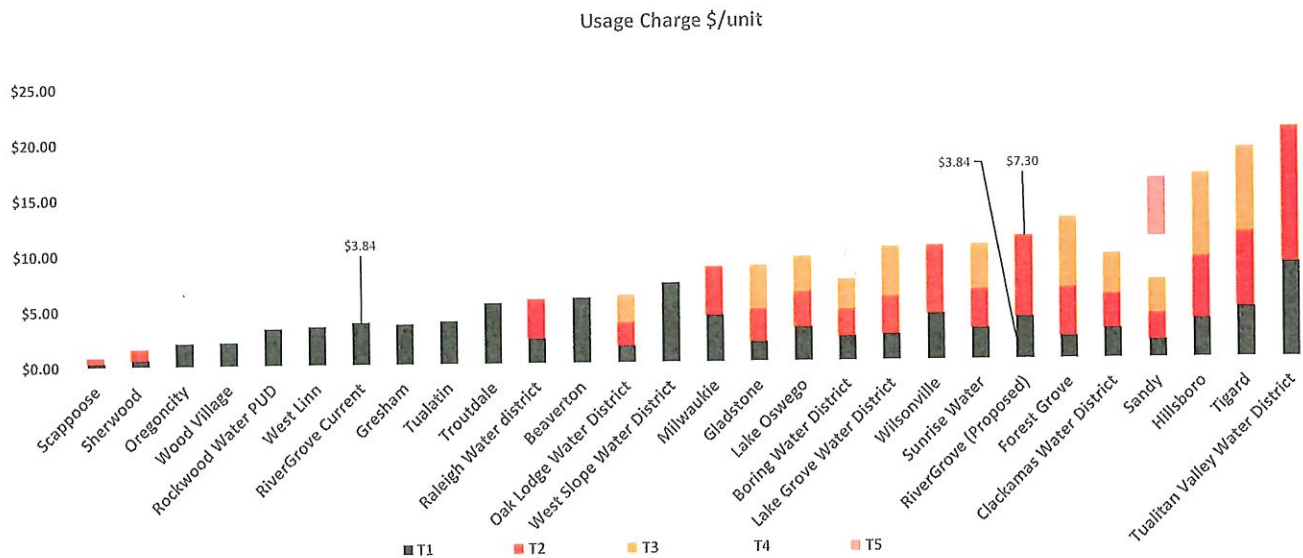
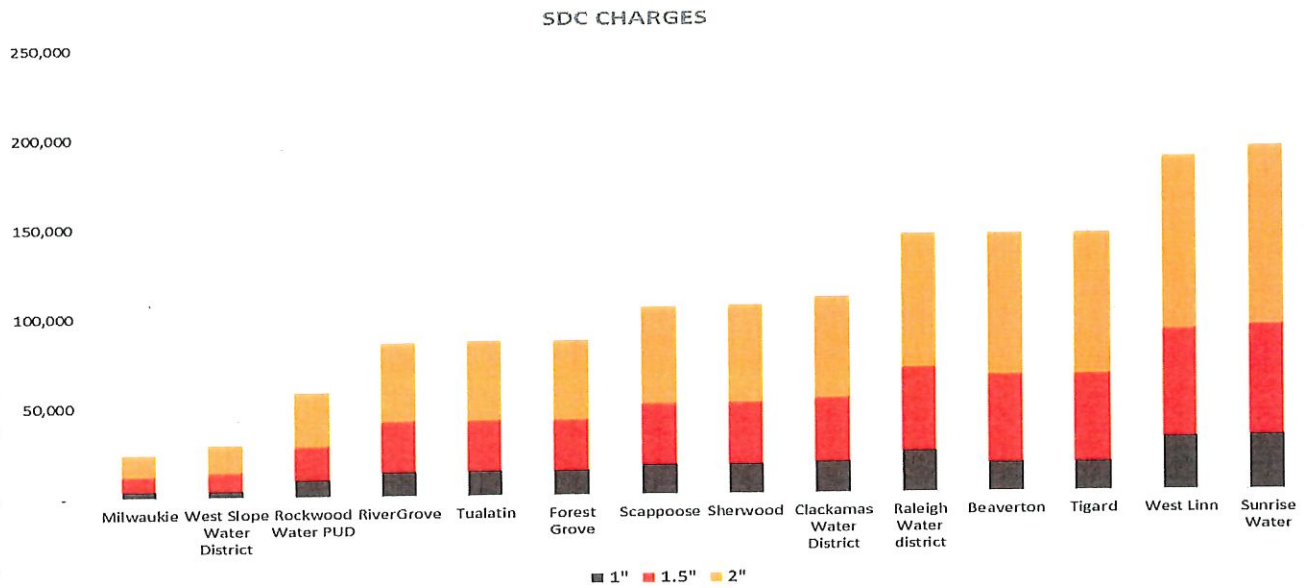


Figure B-3 illustrates the system development charges for various water utilities based on meter size. The District's service charges are on the higher side but not the highest. For customers with 1", 1.5", and 2" meters, the District's charges are comparable to some utilities but significantly lower than the highest charging utilities.

FIGURE B-3: SYSTEM DEVELOPMENT CHARGES FOR VARIOUS WATER UTILITIES



PUBLIC COMMENT



REVIEW & APPROVAL OF MINUTES



**Rivergrove Water District
Board of Commissioners Budget Hearing
Monday, May 20, 2024**

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

1. **Call to Order:** The hearing was called to order at 4:30 p.m.
2. **Public Forum:** No public attended or written comments received.
3. **Resolution 2024-02 - Rivergrove Water District Fiscal Year 2024/2025 Budget and Appropriations:**
The new fiscal year budget and resolution were presented and approved by a motion from *Commissioner Magura, seconded by Commissioner Howell, and passed by Commissioners Roth, Johnson, Magura, Patterson, and Howell.*
4. **Adjournment:** The public hearing was adjourned at 4:31 p.m.

Grant E. Howell, Secretary

Date

Christine K. Roth, Chair

Date

**Rivergrove Water District
Board of Commissioners Regular Meeting Minutes
Monday, May 20, 2024**

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 4:40 p.m.

2. **Public Comment:** No public comment was received.

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

a. The April 22, 2024 Budget Committee Meeting minutes were approved by a motion from **Commissioner Howell, seconded by Commissioner Magura, and passed unanimously.**

b. The April 22, 2024 Board Meeting minutes were approved by a motion from **Commissioner Howell, seconded by Commissioner Magura, and passed unanimously.**

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

5. **Unfinished Business:** Rate Study 2024: An update was provided on the progress of the Rate Study. Mr. Russ Schneider, Senior Project Manager, is finalizing the study and will make a formal presentation to the Board on June 22, 2024, at the regular Board meeting.

6. **New Business:**

a. **Reservoir 1 & 2 Restoration:** The Board reviewed competitive bids for cleaning and repainting both reservoirs. Bids were received from: Coatings Unlimited-\$104,500; FD Thomas, Inc.-\$86,000; Lagemann Services-\$494,000; and MJE Industrial-\$92,444. The Board voted to award the contract to FD Thomas, Inc. from a motion made by **Commissioner Johnson, seconded by Commissioner Howell, and passed unanimously.**

b. **Supervisory Control & Data Acquisition (SCADA) and Peripheral Site Control Improvements Project:** The Board reviewed a proposal of materials and services from Control Systems Northwest detailing a complete replacement of the District's SCADA System at a cost of \$398,949. Due to the high cost of the project, the Board requested the project be sent to other contractors for competitive bidding.

c. **Board Goals & Priorities for 2024/2025:** Chair Roth asked each Commissioner to develop goals and priorities for the 2024/2025 fiscal year and submit their inputs to the General Manager by June 3, 2024. All inputs will be consolidated and addressed at the June meeting.

7. **Adjournment:** The meeting was adjourned at 5:29 p.m. The next regular meeting will be held on Monday, June 24, 2024.

Grant E. Howell, Secretary

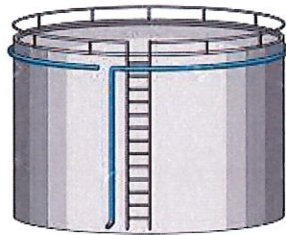
Date

Christine K. Roth, Chair

Date

General Manager's Report

Operations



Administrative/HR/Finance





GENERAL MANAGER'S REPORT

June 2024

Water Operations

- **Reservoirs 1 & 2 Restoration**

- o The Board voted to accept bid submitted by F.D. Thomas, Inc. in the amount of \$86,000
- o Estimated Completion Date: ~~06/30/24~~ **8/31/24**

- **Fire Hydrant Installation**

- o Sites were selected for two new fire hydrants to be installed within the District boundaries
 - Site locations are as follows:
 - Tualata Avenue/Chinook Court & Pilkington Road/Red Leaf Street
- o Coordinating installation and permitting requirements with RH2 and Lake Oswego
- o Selecting contractor to perform the installation
- o Estimated Completion Date: ~~06/30/24~~ **8/31/24**

- **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
Jun 24	22,786	20,725	67	1,994	8.7%	1.4	1,385	\$149,862
Apr 24	14,601	13,187	170	1,244	8.5%	.90	1,385	\$122,234
Feb 24	16,637	14,816	106	1,715	10%	1.2	1,385	\$128,388
Dec 23	17,756	16,574	116	1,066	6.0%	.77	1,383	\$134,561
Oct 23	42,636	39,313	141	3,182	7.4%	2.3	1,383	\$217,747
Aug 23	54,738	50,808	200	3,730	6.8%	2.7	1,383	\$259,362
Jun 23	23,411	22,142	228	1,041	4.4%	.75	1,382	\$150,055
Apr 23	15,512	14,109	80	1,323	8.5%	.95	1,382	\$121,772

Anomalies: Chlorine Analyzers – 58 HCF; Leaks: N/A; PRV Station - 5 HCF, District Shop – 1 HCF; Lorna Lane Curb Stop Repair – 3 HCF

- **Annual Meter Replacement Program**

- o Meter replacement has started for FY 24/25
 - Annual goal for the District is 70 meters (20-year life cycle)

- **Annual Backflow Testing Program**

- o Annual passing backflow test reports are due to the District **9/30/24**
- o District statistics are as follows:
 - Total Backflow Connections: 575
 - Total Connections Passed: 269
 - Total Connections Failed: 6
 - Current Compliance Percentage: 46.8%

- **Fence Repair at Reservoirs 1 & 2 and Well 2**

- o Portland/McDermott Fence repaired the fences at each site at a cost of \$2,029
- o Estimated Completion Date: **Completed**

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

- Site visit requests: 31
- Emergency callouts: 0

Finance/Administrative/HR

- **Employee Training Completed**

- Uniform Grants Guidance for 2024: Procurement Standards (GM)
- Heat Stress Safety, CPR Guide, & Roadway Safety (All employees)
- Phishline Training: Travel & Out of Office (All employees)

Capital Improvement Projects Pending

- **Marlin Court Water Main Upgrade Project**

- Replace 300 LF of 6” asbestos cement pipe with 6” ductile iron pipe and install new fire hydrant
- This is a District and Developer shared project
- Project Cost: \$311,890
- Estimated Project Completion Date: **7/31/24**

- **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 submitted bid for replacement at a cost of \$398,949
- Due to the high cost of the project, the Board requested the project be sent to other contractors for competitive bidding

- **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 |

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 May 2024

Reviewed & Approved by Commissioners
Board Meeting: June 24, 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	5/31/2024	\$ 162,463.69	\$ 208,250.51	\$ 208,399.76	\$ (149.25)
Banner Bank (Deposit)	1085	5/31/2024	\$ 58,044.78	\$ 58,660.86	\$ 58,660.86	\$ -
LGIP (SDC)	1106	5/31/2024	\$ 435,275.28	\$ 437,192.39	\$ 437,192.39	\$ -
LGIP (Capital Improvement)	1107	5/31/2024	\$ 980,022.41	\$ 984,338.69	\$ 984,338.69	\$ -
LGIP (Unemployment)	1108	5/31/2024	\$ 40,246.85	\$ 40,424.11	\$ 40,424.11	\$ -
LGIP (Truck)	1109	5/31/2024	\$ 38,120.18	\$ 38,288.08	\$ 38,288.08	\$ -
LGIP (Non-Restricted)	1110	5/31/2024	\$ 384,219.55	\$ 385,911.80	\$ 385,911.80	\$ -

Checks issued this period 10006 - **10016** from Banner Bank Act 1015

Checks voided this period: None

RIVERGROVE WATER DISTRICT

Balance Sheet

As of May 31, 2024

May 31, 24

ASSETS

Current Assets

Checking/Savings

1015 · Checking - Banner Bank 207,201.84

1085 · Water Deposit-Banner Bank 58,660.86

1100 · LGIP

1101 · Restricted

1106 · System Development Account 437,192.39

1107 · Capital Improvement Account 984,338.69

1108 · Unemployment Account 40,424.11

1109 · Truck & Equipment Account 38,288.08

Total 1101 · Restricted 1,500,243.27

1110 · Non-Restricted 385,911.80

Total 1100 · LGIP 1,886,155.07

Total Checking/Savings 2,152,017.77

Total Current Assets 2,152,017.77

TOTAL ASSETS 2,152,017.77

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll Liabilities

2110 · Federal Withholding 3,324.42

2120 · FICA Social Security 2,423.28

2140 · Medicare 566.73

2150 · State Withholding 2,095.79

2165 · Oregon State Transit Tax 29.96

2170 · WBF Assessment 9.60

2175 · Paid Family Medical Leave 234.51

Total 2100 · Payroll Liabilities 8,684.29

Total Other Current Liabilities 8,684.29

Total Current Liabilities 8,684.29

Total Liabilities 8,684.29

Equity

32000 · All Fund Balances 1,928,708.30

Net Income 214,625.18

Total Equity 2,143,333.48

TOTAL LIABILITIES & EQUITY 2,152,017.77

RIVERGROVE WATER DISTRICT

Accounts Receivable Summary

From 04/10/2024 Through 06/07/2024

<u>OPEN BALANCE</u>							<u>Balance</u>
		-973.65					-973.65
<u>BI-MONTHLY-Adjustment</u>	<u>Amount</u>		<u>Usage</u>		<u>Count</u>		
WATER-RESIDENTIAL	-214.83				18		
Totals	-214.83		0.00		18		-1,188.48
WATER Miscellaneous-RESIDENTIAL	30.00				2		
Totals	30.00		0.00		2		-1,158.48
WAT Penalty-RESIDENTIAL	90.00				6		
Totals	90.00		0.00		6		-1,068.48
***Total Adjustment	-94.83		0.00		26		
<u>BI-MONTHLY-Charge</u>	<u>Minimum</u>	<u>Overage</u>	<u>Usage</u>		<u>Count</u>	<u>Total</u>	
WATER-RESIDENTIAL	72,307.95	47,741.10	13,057.00		1,385	120,049.05	
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	74,403.18	48,528.00	13,272.00		1,405	122,931.18	121,862.70
***Total Charge	74,403.18	48,528.00	13,272.00		1,405	122,931.18	
<u>BI-MONTHLY-Penalty</u>	<u>Amount</u>				<u>Count</u>		
WATER-RESIDENTIAL	1,740.00				116		
WATER-HOA IRRIGATION	45.00				3		
Totals	1,785.00				119		123,647.70
***Total Penalty	1,785.00				119		
<u>BI-MONTHLY-Miscellaneous</u>	<u>Amount</u>				<u>Count</u>		
WATER Miscellaneous-RESIDENTIAL	985.00				42		

Totals	<u>985.00</u>	<u>42</u>	<u>124,632.70</u>
***Total Miscellaneous	985.00	42	
BI-MONTHLY-Payment	Amount	Count	Balance
WATER-RESIDENTIAL	-122,302.06	1,381	
WATER-COMMERCIAL	-838.47	4	
WATER-PUBLIC AUTHORITY	-994.58	5	
WATER-HOA IRRIGATION	-543.04	8	
WATER-ADULT CARE FACILITIES	-242.08	2	
WATER-CHURCH	-116.13	1	
Totals	<u>-125,036.36</u>	<u>1,401</u>	<u>-403.66</u>
WATER Miscellaneous-RESIDENTIAL	-1,187.27	2	
WATER Miscellaneous-HOA IRRIGATION	-70.00	1	
Totals	<u>-1,257.27</u>	<u>3</u>	<u>-1,660.93</u>
WAT Penalty-RESIDENTIAL	-1,605.00	1	
WAT Penalty-HOA IRRIGATION	-30.00	1	
Totals	<u>-1,635.00</u>	<u>1</u>	<u>-3,295.93</u>
***Total Payments	<u>-127,928.63</u>	<u>1,405</u>	
BI-MONTHLY-Return Check	Amount	Count	
WATER-RESIDENTIAL	400.58	4	
Totals	<u>400.58</u>	<u>4</u>	<u>-2,895.35</u>
WAT Penalty-RESIDENTIAL	15.00		
Totals	<u>15.00</u>		<u>-2,880.35</u>
***Total Return Check	<u>415.58</u>	<u>4</u>	
BI-MONTHLY-Deposit Applied	Amount	Count	
WATER-RESIDENTIAL	-690.00	15	
Totals	<u>-690.00</u>	<u>15</u>	<u>-3,570.35</u>
WAT Penalty-RESIDENTIAL	-60.00		
Totals	<u>-60.00</u>		<u>-3,630.35</u>
***Total Deposit Applied	<u>-750.00</u>	<u>15</u>	

Closing Balance	-3.630,35
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RIVERGROVE WATER DISTRICT

Check Register

As of May 31, 2024

Type	Date	Num	Name	Memo	Amount	Balance
						154,525.14
Deposit	05/01/2024		Deposit	Deposit	234.78	154,759.92
General Journal	05/01/2024	CC	Customer Deposit	Customer Deposit	-50.00	154,709.92
General Journal	05/01/2024	CC	Customer Deposit	Customer Deposit	-50.00	154,659.92
General Journal	05/01/2024	CC	Customer Refund	Customer Refund	50.00	154,709.92
General Journal	05/01/2024	CC	Customer Refund	Customer Refund	50.00	154,759.92
General Journal	05/01/2024	CC	Customer Refund	Customer Refund	50.00	154,809.92
General Journal	05/01/2024	CC	Customer Refund	Customer Refund	50.00	154,859.92
Deposit	05/01/2024		Deposit	Deposit	3,336.39	158,196.31
Deposit	05/01/2024		Deposit	Deposit	498.90	158,695.21
Deposit	05/01/2024		Deposit	Deposit	176.48	158,871.69
Deposit	05/02/2024		Deposit	Deposit	82.03	158,953.72
Check	05/02/2024	ACH	Vanco	Monthly Service Fee	-64.00	158,889.72
Check	05/02/2024	ACH	Gregory Pacific Corp	Well 1 Chlorination Line Repair	-9.00	158,880.72
Deposit	05/02/2024		Deposit	Deposit	526.28	159,407.00
Deposit	05/03/2024		Deposit	Deposit	71.05	159,478.05
Deposit	05/03/2024		Deposit	Deposit	513.72	159,991.77
Deposit	05/06/2024		Deposit	Deposit	370.80	160,362.57
General Journal	05/06/2024	CC	Customer Deposit	Customer Deposit	-50.00	160,312.57
Deposit	05/06/2024		Deposit	Deposit	111.31	160,423.88
Deposit	05/06/2024		Deposit	Deposit	112.47	160,536.35
Deposit	05/06/2024		Deposit	Deposit	810.48	161,346.83
Deposit	05/07/2024		Deposit	Deposit	142.10	161,488.93
Deposit	05/07/2024		Deposit	Deposit	3,344.45	164,833.38
Deposit	05/07/2024		Deposit	Deposit	825.14	165,658.52
Deposit	05/08/2024		Deposit	Deposit	1,176.92	166,835.44
Deposit	05/09/2024		Deposit	Deposit	445.51	167,280.95
General Journal	05/09/2024	CC	Customer Deposit	Customer Deposit	-50.00	167,230.95
Deposit	05/09/2024		Deposit	Deposit	1,647.66	168,878.61
Deposit	05/09/2024		Deposit	Deposit	47,773.40	216,652.01
Deposit	05/10/2024		Deposit	Deposit	96.67	216,748.68
Deposit	05/10/2024		Deposit	Deposit	2,099.24	218,847.92
Deposit	05/10/2024		Deposit	Deposit	3,473.18	222,321.10
Deposit	05/13/2024		Deposit	Deposit	18,287.25	240,608.35
Deposit	05/13/2024		Deposit	Deposit	67.39	240,675.74
Deposit	05/13/2024		Deposit	Deposit	74.71	240,750.45
General Journal	05/13/2024	CC	Customer Chargeback	Customer Chargeback	-85.69	240,664.76
Deposit	05/14/2024		Deposit	Deposit	452.50	241,117.26
Deposit	05/14/2024		Deposit	Deposit	3,819.70	244,936.96
General Journal	05/14/2024	PR 05/11/24	Paychex	Payroll	-3,511.15	241,425.81
General Journal	05/14/2024	PR 05/11/24	Paychex	Payroll	-2,100.82	239,324.99
General Journal	05/14/2024	PR 05/11/24	Deferred Comp Payroll	Deferred Comp Payroll	-1,473.95	237,851.04
General Journal	05/14/2024	PR 05/11/24	Deferred Comp Payroll	Deferred Comp Payroll	-361.57	237,489.47
Deposit	05/14/2024		Deposit	Deposit	228.15	237,717.62

RIVERGROVE WATER DISTRICT Check Register

As of May 31, 2024

General Journal	05/14/2024	CC	Customer Chargeback	Customer Chargeback	-74.71	237,642.91
Deposit	05/15/2024		Deposit	Deposit	304.85	237,947.76
Deposit	05/15/2024		Deposit	Deposit	599.22	238,546.98
Check	05/15/2024		Banner Bank	Service Charge	-134.07	238,412.91
Deposit	05/16/2024		Deposit	Deposit	569.54	238,982.45
General Journal	05/16/2024	CC	Customer Chargeback	Customer Chargeback	-97.03	238,885.42
General Journal	05/16/2024	CC	Customer Chargeback	Customer Chargeback	-158.15	238,727.27
Deposit	05/17/2024		Deposit	Deposit	114.71	238,841.98
Deposit	05/17/2024		Deposit	Deposit	1,366.51	240,208.49
Check	05/20/2024	ACH	Chevron	Monthly Fuel Charges	-179.87	240,028.62
Check	05/20/2024	ACH	Comcast	Monthly Service	-662.73	239,365.89
Check	05/20/2024	10006	Customer Refund	Customer Refund	-3,724.29	235,641.60
Check	05/20/2024	10007	Schneider Water Services	Annual State SWL Reading	-437.50	235,204.10
Check	05/20/2024	ACH	River Grove, LLC	June 2024 Rent & Utilities	-2,165.36	233,038.74
Check	05/20/2024	ACH	Aflac	Monthly Health Premium	-300.80	232,737.94
Check	05/20/2024	ACH	Paychex	Payroll Invoice	-78.70	232,659.24
Check	05/20/2024	10008	Customer Refund	Customer Refund	-28.99	232,630.25
Check	05/20/2024	10009	Employee Reimbursement	Employee Reimbursement	-722.30	231,907.95
Check	05/20/2024	10010	Customer Refund	Customer Refund	-20.95	231,887.00
Check	05/20/2024	10011	Customer Refund	Customer Refund	-14.54	231,872.46
Check	05/20/2024	10012	Customer Refund	Customer Refund	-49.29	231,823.17
Check	05/20/2024	ACH	One Call Concepts	Monthly Service	-54.60	231,768.57
Check	05/20/2024	ACH	Water Environmental Services	18810 Hill Top Rd Surface Water	-15.60	231,752.97
Check	05/20/2024	10013	OHA Cashier	2024 Annual Water System	-1,500.00	230,252.97
Check	05/20/2024	ACH	Reid-A-Meter	April 2024 Operations	-825.00	229,427.97
Check	05/20/2024	ACH	Pacific Office Automation	Copier Service	-297.00	229,130.97
Check	05/20/2024	ACH	Sound Telecom	Answering Service	-163.99	228,966.98
Check	05/20/2024	ACH	PGE	Monthly Electric Fees	-4,229.21	224,737.77
Check	05/20/2024	ACH	Streamline	Website Fee	-126.00	224,611.77
Check	05/20/2024	ACH	TMG	Well 1,2,3 Annual Maintenance	-5,294.11	219,317.66
Check	05/20/2024	10014	EES Consulting	Rate Study 2024	-7,350.00	211,967.66
Check	05/20/2024	ACH	Verizon	Monthly Service	-390.11	211,577.55
Check	05/20/2024	ACH	Paychex	Payroll Invoice	-78.70	211,498.85
Check	05/20/2024	10015	Control Systems NW	SCADA and Integrator Services	-10,508.14	200,990.71
Check	05/20/2024	ACH	TMG	Well 3 Brine Pump Replacement	-1,603.44	199,387.27
Check	05/20/2024	10016	Employee Reimbursement	Employee Reimbursement	-43.00	199,344.27
Check	05/20/2024	ACH	TMG	Well 2 Troubleshoot	-680.00	198,664.27
Check	05/20/2024	ACH	Banner Bank	Mastercard Monthly Charges	-702.73	197,961.54
Deposit	05/20/2024		Deposit	Deposit	226.38	198,187.92
Deposit	05/20/2024		Deposit	Deposit	111.67	198,299.59
Deposit	05/20/2024		Deposit	Deposit	199.42	198,499.01
Deposit	05/20/2024		Deposit	Deposit	124.71	198,623.72
Check	05/20/2024	ACH	Comcast	Monthly Service	-655.59	197,968.13
Deposit	05/21/2024		Deposit	Deposit	794.45	198,762.58
General Journal	05/21/2024	CC	Customer Refund	Customer Refund	50.00	198,812.58
Deposit	05/21/2024		Deposit	Deposit	406.81	199,219.39

RIVERGROVE WATER DISTRICT

Check Register

As of May 31, 2024

Deposit	05/22/2024	Deposit	Deposit	93.37	199,312.76
General Journal	05/23/2024 CC	Customer Deposit	Customer Deposit	-50.00	199,262.76
Deposit	05/23/2024	Deposit	Deposit	331.81	199,594.57
Deposit	05/23/2024	Deposit	Deposit	50.00	199,644.57
Deposit	05/24/2024	Deposit	Deposit	392.90	200,037.47
Deposit	05/24/2024	Deposit	Deposit	50.00	200,087.47
Deposit	05/24/2024	Deposit	Deposit	569.60	200,657.07
Deposit	05/28/2024	Deposit	Deposit	906.23	201,563.30
Deposit	05/28/2024	Deposit	Deposit	71.20	201,634.50
General Journal	05/28/2024 PR 05/25/24	Paychex	Payroll	-3,501.40	198,133.10
General Journal	05/28/2024 PR 05/25/24	Paychex	Payroll	-2,095.50	196,037.60
General Journal	05/28/2024 PR 05/25/24	Deferred Comp Payroll	Deferred Comp Payroll	-1,473.95	194,563.65
General Journal	05/28/2024 PR 05/25/24	Deferred Comp Payroll	Deferred Comp Payroll	-359.92	194,203.73
Deposit	05/29/2024	Deposit	Deposit	404.35	194,608.08
General Journal	05/29/2024 CC	Customer Refund	Customer Refund	50.00	194,658.08
Deposit	05/30/2024	Deposit	Deposit	245.43	194,903.51
General Journal	05/30/2024 CC	Customer Deposit	Customer Deposit	-50.00	194,853.51
Deposit	05/31/2024	Deposit	Deposit	111.67	194,965.18
General Journal	05/31/2024 CC	Customer Refund	Customer Refund	50.00	195,015.18
Deposit	05/31/2024	Deposit	Deposit	9,434.00	204,449.18
Deposit	05/31/2024	Deposit	Deposit	2,196.00	206,645.18
Deposit	05/31/2024	Deposit	Deposit	521.66	207,166.84
Deposit	05/31/2024	Deposit	Deposit	35.00	207,201.84
				52,676.70	207,201.84
				52,676.70	207,201.84

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	960,331.30	1,100,000.00	-139,668.70	87.3%
4010 · Water Deposit Fee	5,800.00	5,000.00	800.00	116.0%
4015 · New Service Fee	250.00	200.00	50.00	125.0%
4020 · Installation Fee	2,750.00	2,000.00	750.00	137.5%
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	37,101.91	12,000.00	25,101.91	309.18%
4035 · SDC Chgs-SDC Restricted CI Fund	58,148.00	10,000.00	48,148.00	581.48%
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	2,631.08	900.00	1,731.08	292.34%
4059 · LGIP - Non Restrict Int Earn	17,037.66	3,500.00	13,537.66	486.79%
4064 · SDC Interest-LGIP CI Fund	19,472.69	10,000.00	9,472.69	194.73%
4065 · CI Interest -LGIP CI Fund	38,848.46	12,000.00	26,848.46	323.74%
4066 · LGIP-Int Earn Unemployment Fund	1,702.12	500.00	1,202.12	340.42%
4067 · LGIP-Int Earn Truck&Equip Fund	1,552.78	600.00	952.78	258.8%
Total 4056 · Bank Interest/LGIP Interest	81,244.79	27,500.00	53,744.79	295.44%
4090 · Miscellaneous Income	11,877.96	1,000.00	10,877.96	1,187.8%
Total 4000 · Income	1,170,442.16	1,164,700.00	5,742.16	100.49%
Total Income	1,170,442.16	1,164,700.00	5,742.16	100.49%
Gross Revenue	1,170,442.16	1,164,700.00	5,742.16	100.49%
Expense				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	140,076.01	145,000.00	-4,923.99	96.6%
5040 · Operator Wages	72,759.57	135,000.00	-62,240.43	53.9%
5090 · Deferred Compensation	18,879.68	28,000.00	-9,120.32	67.43%
Total 5001 · Compensation	231,715.26	308,000.00	-76,284.74	75.23%
5100 · Payroll Tax Expense	28,096.67	35,000.00	-6,903.33	80.28%
5200 · Payroll Benefits				
5210 · Workers' Compensation	2,180.27	4,000.00	-1,819.73	54.51%
5220 · Health Benefits	23,938.77	92,000.00	-68,061.23	26.02%
5235 · Employee Recognition	711.74	1,000.00	-288.26	71.17%
5240 · Wellness Benefit	0.00	600.00	-600.00	0.0%
Total 5200 · Payroll Benefits	26,830.78	97,600.00	-70,769.22	27.49%
Total 5000 · Personnel Services	286,642.71	440,600.00	-153,957.29	65.06%
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%
6007 · Bank Service Charges				

RIVERGROVE WATER DISTRICT

Revenue & Expenses Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6008 · Banner - Check Bank Charges	1,731.90	1,250.00	481.90	138.55%
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	0.80	1.00	-0.20	80.0%
Total 6007 · Bank Service Charges	2,407.70	2,502.00	-94.30	96.23%
6018 · Meeting/Food Expense	294.53	1,000.00	-705.47	29.45%
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	594.48	2,000.00	-1,405.52	29.72%
6035 · Rent	15,744.43	18,000.00	-2,255.57	87.47%
6045 · Telephone - Admin	10,931.37	12,000.00	-1,068.63	91.1%
6050 · Mileage Expenses	0.00	600.00	-600.00	0.0%
6060 · Continued Education	2,077.00	5,000.00	-2,923.00	41.54%
6065 · Dues & Subscriptions	6,350.33	6,000.00	350.33	105.84%
6070 · Fees, License, & Permits	4,286.78	7,500.00	-3,213.22	57.16%
6075 · Water Deposit Refunds	7,132.21	5,000.00	2,132.21	142.64%
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	1,907.91	2,500.00	-592.09	76.32%
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	4,398.29	15,000.00	-10,601.71	29.32%
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	11,895.31	29,300.00	-17,404.69	40.6%
Total 6001 · Administration/Billing/Overhead	100,354.55	147,602.00	-47,247.45	67.99%
6101 · Operation & Maintenance				
6100 · General Repair & Maintenance	36,082.49	40,000.00	-3,917.51	90.21%
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	2,308.22	3,500.00	-1,191.78	65.95%
6135 · Telemetry/Scada	23,928.73	10,000.00	13,928.73	239.29%
6155 · Chemicals	1,293.75	4,200.00	-2,906.25	30.8%
6160 · Contracted Services-Operations	9,967.77	15,000.00	-5,032.23	66.45%
6165 · PPE/Safety Equipment	355.49	2,000.00	-1,644.51	17.78%
6170 · Mobile Radio Phone/Pager Operat	4,290.29	5,000.00	-709.71	85.81%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%
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%

RIVERGROVE WATER DISTRICT

Revenue & Expenses Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Total 6101 · Operation & Maintenance	134,756.01	140,700.00	-5,943.99	95.78%
6202 · Professional Services				
6208 · Auditor	6,625.00	8,000.00	-1,375.00	82.81%
6209 · Consultants	12,815.00	4,000.00	8,815.00	320.38%
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	58,616.75	177,000.00	-118,383.25	33.12%
Total 6000 · Material Services	293,727.31	465,302.00	-171,574.69	63.13%
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	954,619.06	1,465,035.00	-510,415.94	65.16%
Net Ordinary Income	215,823.10	-300,335.00	516,158.10	-71.86%
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	215,823.10	-92,335.00	308,158.10	-233.74%

UNFINISHED BUSINESS

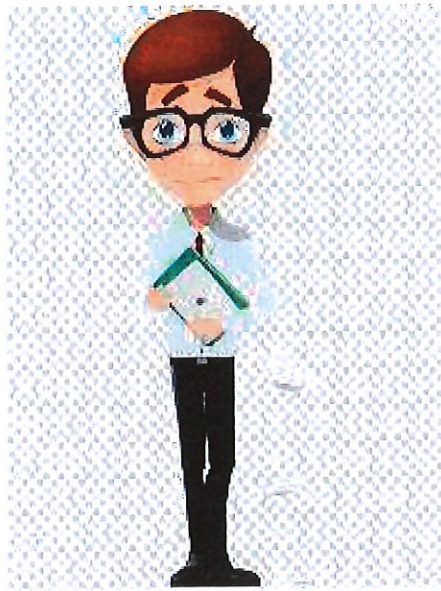




Board Goals and Priorities FY 2024/2025

	Description
Commissioner Roth	<ul style="list-style-type: none">- Continue to complete water distribution system upgrades identified on the Master Plan- Maximize opportunities to partner with developers on water distribution system upgrades when increased demands are placed on the system
Commissioner Johnson	<ul style="list-style-type: none">- Stay on course with capital improvement projects as outlined in the Master Plan.<ul style="list-style-type: none">o Significant progress has been made in the past two years; continue to prioritize main replacement projects based on the needs of the District- Increase fire flow protection throughout the District by installation of new fire hydrants placed at strategic locations based on guidance from the Lake Oswego Fire Marshal
Commissioner Magura	<ul style="list-style-type: none">- Hire a grant writing consultant to obtain funds for asbestos cement (AC) pipe replacement within the distribution system<ul style="list-style-type: none">o The District will face <u>mandatory</u> AC replacement in the future due to aging infrastructure which will result in its failure
Commissioner Patterson	
Commissioner Howell	

New Business





RESOLUTION 2024-03 FOR “RIVERGROVE WATER DISTRICT FISCAL YEAR 2024/2025 WATER RATES, FEES, AND CHARGES”

17661 Pilkington Road
Lake Oswego
OR 97035
(503) 635-6041
rgwd@rivergrovewater.com
www.rivergrovewater.com

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

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

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

NOW, THEREFORE, BE IT RESOLVED:

- 1. The rates attached hereto as Exhibit “A” are hereby adopted.**
- 2. The rates adopted by this resolution shall be in effect beginning August 10, 2024.**

This Resolution moved by Commissioner _____, seconded by Commissioner _____, and adopted by the Board of Commissioners of the Rivergrove Water District this 24th day of June 2024, by the following vote: **Ayes: Commissioners _____.**
Nays: None Commissioner Magura was not in attendance.

Signed: Christine K. Roth, Chair

Attest: Grant E. Howell, Secretary

RIVERGROVE WATER DISTRICT
Master Fees and Charges
EXHIBIT A

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

Water Service Charges Effective 8/10/2024			Outside users Water Service Charges Effective 8/10/2024		
Class 1* & 2**			Class 1* & 2**		
Meter size	Service Charge	Usage Charge	Meter size	Service Charge	Usage Charge
5/8"x 3/4"	\$47.70	\$3.84	5/8"x 3/4"	\$62.06	\$4.98
1"	\$102.72	\$3.84	1"	\$133.50	\$4.98
1 1/2"	\$194.28	\$3.84	1 1/2"	\$252.54	\$4.98
2"	\$304.13	\$3.84	2"	\$395.36	\$4.98
3"	\$597.07	\$3.84	3"	\$776.24	\$4.98
4"	\$807.47	\$3.84	4"	\$1049.70	\$4.98
6"	\$1,842.33	\$3.84	6"	\$2,395.03	\$4.98
8"	\$2,357.02	\$3.84	8"	\$3,823.33	\$4.98

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

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

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

As of 8/10/24 Service Size	Service Size	Usage Charge per 100 Cubic Feet
1"	\$102.72	\$3.84
1½"	\$194.28	\$3.84
2" and up	Reviewed and assessed on a case-by-case basis.	\$3.84

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

Service	Rate
3" Hydrant Meter Refundable Deposit ¹	\$1,600.00
3" Hydrant Meter Monthly Rental Charge ²	\$150.00
Chapman/Gate Valve Monthly Rental Charge ²	\$100.00
Hydrant Wrench Monthly Rental Charge ²	\$50.00
Permit Fee (Non-refundable)	\$150.00
Daily Usage Fee 3" Hydrant Meter	\$6.00
Water Used-Rate Effective 8/10/2024	3.84/100 cubic feet

Notes:

1. Monthly costs shall be assessed against the deposit. Applicant shall be billed on a monthly basis if charges exceed the deposit. Applicant shall be refunded the difference at termination of the project if the deposit exceeds costs.
2. Monthly rental charge is not prorated.

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

Service	Rate
New Service Permit Fee	\$50.00
Preapplication Meeting Fee	\$500.00
Development, Review, Inspection, and Acceptance Fee <i>(Related District costs for plan review, construction inspection, as-constructed drawings, legal review, map updates, and other related expenses for new services and projects).</i>	Required Initial Deposit \$2,500.00 After the District approves the cost estimate for the project, the developer must deposit with the District, 10% of the Development Cost Estimate to cover associated fees. Costs shall be assessed against the deposit. Applicant shall be billed on a monthly basis if charges exceed the deposit. Applicant shall be refunded the difference at termination of the project if deposit exceeds related District expenses.
Drop-in Fee	\$550.00
Water Account Deposit Fee	\$50.00
Meter Box Fee	\$220.00

SECTION 5. System Development Charges*. The following table lists the different rates for sizes of meters.

Meter size	Charge
5/8" x 3/4"	No longer meets District standards
1"	\$ 14,156.00
1½"	\$ 28,313.00
2"	\$ 45,300.00
3"	\$ 90,601.00
4"	\$ 141,563.00
6"	\$ 283,126.00
8"	\$ 453,002.00

*Effective January 1, 2016, the dollar amounts of the SDC rates shall be adjusted annually on the first day of each year to account for changes in the costs. The adjustment factor shall be the most recent 12-month change in the Engineering News Record (ENR) Northwest 20-City Construction Cost Index. This System Development Charge Adjustment Factor shall be used to adjust the System Development Charge rates, unless they are otherwise adjusted

by the District based on either: 1) adoption of an updated methodology, or 2) other adjustments or modifications made in accordance with ORS 223.309(2).

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

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

Type of Assessment	Fee Amount
New Account Deposit	\$50.00
Late Fee	\$15.00
Delinquency Notification Fee	\$20.00
NSF Check Processing/Declined Credit Card	\$25.00
Stop Payment Fee	Actual District Cost from financial institution
Trim Fee	Actual District Costs (minimum \$25.00)
Shut-off Lock Destruction Fee	\$100.00
Dispatch or Turn Off/On Fee (Business hours only)	\$50.00
Dispatch or Turn Off/On Fee (After Hours)	\$100.00
Restoration of Service/Meter Replaced	\$100.00
Tampering of Service	Up to \$1,500.00

Public Records Fees	Fee Amount
General Service Copies	\$.25 per page
Records Research	\$5 per 15 min/request (minimum \$5) plus copies & material charges
District Maps	\$15.00



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RESOLUTION 2024-04 FOR “NOTICE OF PUBLIC MEETINGS”

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

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

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

Regular Meetings for Fiscal Year 2024/2025

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

July 22, 2024	November 18, 2024	March 24, 2025
August 26, 2024	December 16, 2024	April 28, 2025
September 23, 2024	January 27, 2025	May 19, 2025
October 28, 2024	February 24, 2025	June 23, 2025

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

This Resolution moved by **Commissioner** _____, seconded by **Commissioner** _____, and adopted by the Board of Commissioners of the Rivergrove Water District this 24th day of June, 2024 by the following vote: **Ayes: Commissioners** _____.
Nays: None. Commissioner Magura was not in attendance.

Signed: Christine K. Roth, Chair

Attest: Grant E. Howell, Secretary

ADJOURNMENT

