



Board of Commissioners Monthly Meeting
Monday, August 26, 2024, 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 | 4:35 PM |
| | <ul style="list-style-type: none">• July 22, 2024 Regular Board Meeting | |
| IV. | General Manager's Report | 4:40 PM |
| V. | Unfinished Business | 4:55 PM |
| | <ul style="list-style-type: none">• Audit Fiscal Year 2023/2024• Supervisory Control & Data Acquisition (SCADA) and Peripheral Site Control Improvements Project | |
| VI. | New Business | 5:00 PM |
| | <ul style="list-style-type: none">• Lake Oswego School District Sidewalk Initiative at River Grove Elementary School• Legislative Liaison for Grant Opportunities Commissioner Magura• Resolution 2024-05: Authorizing a Loan from the Safe Drinking Water Revolving Loan Fund | |
| VII. | Adjournment | 5:15 PM |

Upcoming Meetings

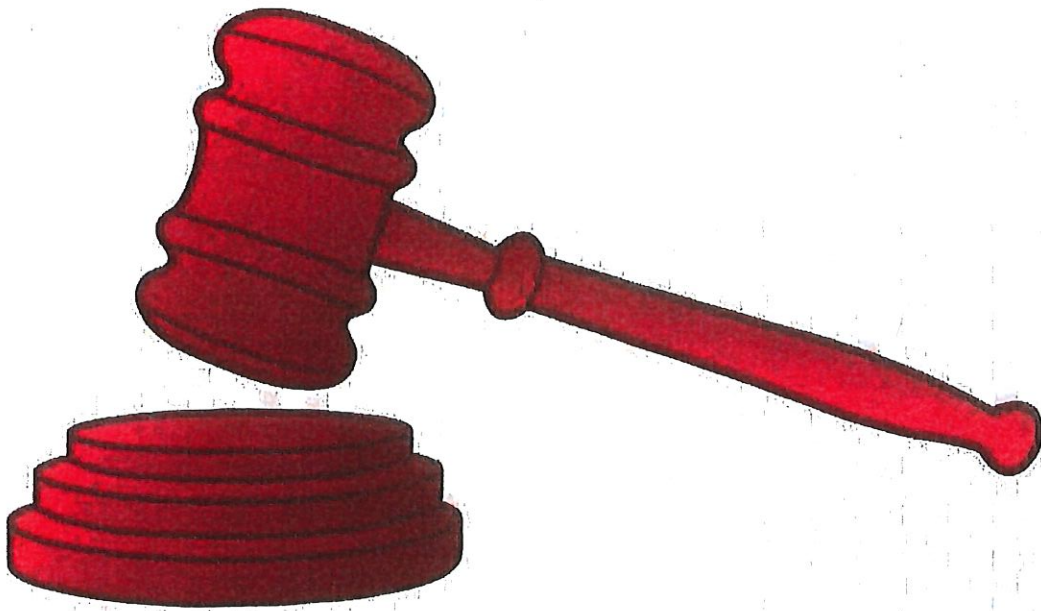
Regular Board Meeting: Monday, September 23, 2024 at 4:30 P.M.

Regular Board Meeting: Monday, October 28, 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.

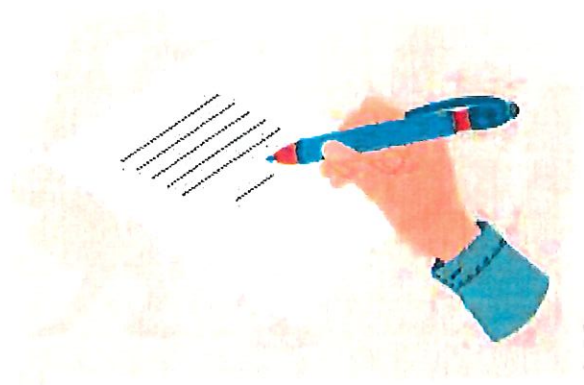
**CALL
TO
ORDER**



PUBLIC COMMENT



REVIEW & APPROVAL OF MINUTES



**Rivergrove Water District
Board of Commissioners Regular Meeting Minutes
Monday, July 22, 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 via the telephone bridge and other attendees included: Commissioners Johnson, Magura, Patterson, and Howell. The General Manager also attended.

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 June 24, 2024 Board meeting minutes were approved by a motion from *Commissioner Howell, seconded by Commissioner Johnson, and passed unanimously.*
4. **Monthly General Manager's Report:** See attached.

5. **Unfinished Business:**

a. Supervisory Control & Data Acquisition (SCADA) & Peripheral Site Control Improvements Project: The General Manager stated the project will be bid out to obtain competitive pricing. Due to the anticipated high cost of total system replacement, funding for the project would be contingent upon the new Rate Study.

b. 2024 Rate Study: The 2024 Rate Study was approved by a motion from *Commissioner Johnson, seconded by Commissioner Patterson, and passed unanimously.* Discussion ensued regarding hiring a professional grant writer to obtain funds for future asbestos cement pipe removal. Under the Infrastructure Investment and Jobs Act, funds are available to rebuild our nation's water, road, and transit systems. The General Manager will consult with other Districts to obtain referrals. The Board discussed the upcoming watermain replacement on Childs Road and requested RH2 shorten the final design phase from 90 to 60 days.

6. **New Business:**

a. Audit Fiscal Year 2023/2024: The audit was conducted on July 17, 2024. Mr. Russell Ries of Jarrard, Seibert, Pollard, and Company. Mr. Ries will attend the Board meeting on September 23, 2024 to present the official audit briefing.

b. Election of Board Officers: In accordance with the Board Policy Handbook, Section 2.2B, nominations were taken for the new fiscal year Board officer positions. Commissioner Magura nominated Commissioner Johnson to serve as Secretary, seconded by Commissioner Patterson, and passed unanimously. Commissioner Johnson nominated Commissioner Magura to serve as Treasurer, seconded by Commissioner Howell, and passed unanimously. Commissioner Patterson nominated Commissioner Howell to serve as Board Chair, seconded by Commissioner Howell. Commissioner Johnson nominated Commissioner Roth to serve as Board Chair, seconded by Commissioner Magura. A formal vote was conducted for the Chair position with Commissioners Patterson and Howell voting Ayes for Commissioner Howell and Commissioners Johnson, Magura, and Roth voting Ayes for Commissioner Roth.

c. Annual Review of District Board Policy Handbook: All Commissioners signed the Annual Review of the District's Board Policy Handbook form in accordance with District Resolution 2022-01.

7. **Adjournment:** The meeting was adjourned at 5:17 p.m. The next regular meeting will be held on Monday, August 26, 2024.

James W. Johnson, Secretary

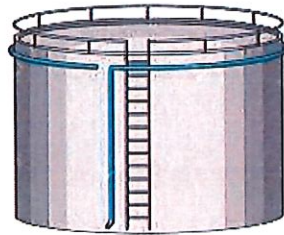
Date

Christine K. Roth, Chair

Date

General Manager's Report

Operations



Administrative/HR/Finance





GENERAL MANAGER'S REPORT

August 2024

Water Operations

- **Fire Hydrant Installation Completed**
 - o Sites were selected for three new fire hydrants within the District boundaries
 - Site locations are as follows:
 - Hydrant # 114 located on Pilkington Road/Red Leaf Street
 - Hydrant # 115 located on Marlin Court
 - Hydrant #116 located on Tualata Avenue/Chinook Court
 - o All hydrants for the current fiscal year have been installed

- **Annual Meter Replacement Program**
 - o Meter replacement for FY 24/25 is complete
 - Annual goal for the District is 70 meters (20-year life cycle)
 - o A comprehensive inventory of current meters in use revealed an additional 108 meters installed prior to 2001 requiring replacement/upgrade
 - Replacement is underway with 52% completed and 48% remaining
 - o Estimated Completion Date: 9/30/24

- **Reservoirs 1 & 2 Restoration**
 - o Both reservoir tanks will be painted
 - o The Board voted to accept a bid submitted by F.D. Thomas, Inc. in the amount of \$86,000
 - o Contractor is projected to start next week
 - o Estimated Completion Date: ~~06/30/24~~ 9/15/24

- **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
Aug 24	44,347	40,757	370	3,220	7.2%	2.3	1,387	\$233,693
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

Anomalies: Chlorine Analyzers – 58 HCF; Leaks: N/A; PRV Station - 0 HCF, District Shop – 2 HCF; Kristi Way Inoperable Meter - 256 HCF; Look Construction Hydrant #47 - 54 HCF

- **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: 576
 - Total Connections Passed: 356

- Total Connections Failed: 7
- Current Compliance Percentage: 61.8%

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

- Site visit requests: 32
- Emergency callouts: 1 (Delinquent Account)

Finance/Administrative/HR

- **August Billing**

- Revenue charges: \$233,693
 - New 5% rate increase went into effect 8/1/24
 - Bi-monthly newsletter included with billing statements to notify customers

- **Medical / Dental Employee Health Plan**

- New plan (see attachment) renewed from 11/1/2024 – 10/31/2025
- Good news...we will enjoy a 15.55% decrease on the medical plan and an 8.91% decrease on the dental plan
 - We do not see this very often!

- **Annual Audit**

- The annual audit for fiscal year 2023/2024 has been scheduled for 7/17/24
- Mr. Russell Ries, Senior Auditor, Jarrard, Seibert, & Pollard will brief the Board at the September meeting

- **Employee Training Completed**

- Red Cross First Aid, Adult CPR and AED - (All employees)
- OSHA-10 Construction Training Course/Certification – GM, Utility II
- Electrical Safety, Building & Site Security, Reporting Work Related Incidents (All employees)
- Phishline Training: Deepfakes (All employees)

Capital Improvement Projects

- **Marlin Court Watermain Replacement Project Completed**

- 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
 - The schedule was adjusted multiple times due to delays caused by the contractor not having the proper construction materials and/or equipment readily available
 - Developer and Contractor received letter dated 7/23/24 (attached) and a meeting took place with the District, RH2, Developer, and Contractor to discuss concerns with the project
 - Competency, timeliness, and safety issues were discussed as well as several OSHA complaints resulting in an official investigation
 - Contractor was replaced 8/2/24
- Project Cost: \$311,890 \$290,625 pending
- Project Start Date: 6/24/24
- Project ECD: 7/19/24, 7/26/24, 8/7/24

- **River Grove Elementary School Watermain Replacement Project Closed**
 - o The watermain replacement project for the elementary school was completed 8/17/23
 - Approximately 700 LF of 8” asbestos cement pipe was replaced with 8” ductile iron along with two new fire hydrants
 - District accepted officially accepted completion of the project 8/12/23
 - District has issued full reimbursement of the Performance Bond (\$107,433.96) and partial reimbursement of the Security Deposit (\$8,302.83) less District expenses incurred
 - Letter to the Lake Oswego School District attached

- **Supervisory Control and Data Acquisition (SCADA) and Peripheral Site Control Improvements Project**
 - o Completed initial evaluation for total system replacement from Control Systems NW on 03/18/2024
 - o Contractor submitted bid for replacement at a cost of \$398,949
 - o Due to the high cost of the project, the Board requested the project be sent to other contractors for competitive bidding
 - Contacted three engineering firms and are waiting for intent to bid
 - o Estimated Project Completion Date: Unknown

- **Resilient Backbone and Asbestos Cement Pipe Replacement Program**
 - o Award Notification received 7/9/24; loan term is 30 years at an interest rate of 2.64%
 - o Safe Drinking Water Revolving Loan Fund Application submitted 03/14/2024
 - o Project Cost: \$2,772,980
 - o Estimated Project Completion Date: 12/31/2025
 - o 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



Rate Increases

The Budget Committee and Board of Commissioners approved a rate increase of 5% for fiscal year 2024/2025. This increase is needed due to rising operating costs and improvements to our aging infrastructure. The Rivergrove Water District is funded exclusively by these charges; we do not receive property taxes, bonds, or levies. Visit our website for a complete list of charges for outside users & fire protection service.

Water Service Charges Class *1 & **2

Meter Size	Service Charge (Bi-monthly)	Usage Charge (Per ccf = one hundred cubic feet of water or 748 gallons)
5/8" or 3/4"	\$ 47.70	\$ 3.84
1"	\$ 102.72	\$ 3.84
1 1/2"	\$ 194.28	\$ 3.84
2"	\$ 304.13	\$ 3.84
3"	\$ 597.07	\$ 3.84
4"	\$ 807.47	\$ 3.84
6"	\$1,842.33	\$ 3.84
8"	\$2,357.02	\$ 3.84

*Class 1: Single-residential homes, duplexes, & triplexes

**Class 2: All other services not included in Class 1

Backflow Testing – Annual Reports Due September 30, 2024

To ensure safe, potable water, the District maintains a Cross Connection Program required by the Oregon Health Authority (OAR 333-061-0070). Customers with inground irrigation, sprinkler systems, and/or certain water features such as fountains and pools are required to have their backflow tested annually by a state certified tester. Customers not complying with this requirement will have water shut off effective October 1.

Water Conservation...Make every drop count

Install water-saving shower heads or flow restrictors. Your hardware or plumbing supply store stocks inexpensive shower heads or flow restrictors that will cut your shower flow to about three gallons a minute instead of five to ten. They are easy to install, and your showers will still be cleansing and refreshing.

Water Humor... Q: Why does water never laugh at jokes? *It isn't a fan of dry humor.*

Shining The Spotlight On: Marlin Court

In July, the District completed a capital improvement project on Marlin Court. Approximately 300 LF of 6" asbestos cement water main was removed and replaced with 8" ductile iron. As part of this upgrade, all residents received a new single service line connection to the main. The project took longer than expected due to modifications with the tie in at Childs Road and material changes. Throughout the upgrade the residents on Marlin Court were gracious with the delays and the many inconveniences construction brings. The Board of Commissioners want to thank each resident for their patience and understanding.

2024/2025 Budget Committee

We would like to extend our sincerest appreciation to the 2024/2025 Budget Committee: Mr. John Bartho, Mr. David Paul Butler, Ms. Evelyn Challis, Mr. Gabe Gomez, Mr. David Law, and Mr. Jon McDowell. This committee plays an important role in ensuring our financial objectives are met while fulfilling our responsibility to our rate payers by exercising sound financial stewardship. Their willingness to donate time to review and ratify the new fiscal year budget is greatly appreciated. **We applaud and thank you!**

District Curb Stops...Do Not Touch

The District's ordinance requires all customers to have a shutoff valve. This valve is different from the District's curb stop valve. Customers and contractors are **not allowed** to manipulate the curb stop valve.

If you are having plumbing or construction work done at your home and it requires water to be shut off, call the District office 24-hours in advance and a water operator will be dispatched. Effective immediately, customers will be charged a turn off/turn on fee for any unauthorized manipulation of the curb stop.

Keeping Up With the District

As part of our commitment to capital improvement projects within the District, two new fire hydrants have been installed: hydrant #114 is located at the corner of Red Leaf St/Pilkington Rd and hydrant #115 is located at the northern end of Marlin Ct. In August, hydrant #116 will be installed near Chinook Court/Tualata Ave. These hydrants are critical in increasing fire protection for our customers.



Certified Mail with Delivery Confirmation & By Hand Delivery

17661 Pilkington Road

Lake Oswego

OR 97035

(503) 635-6041

rgwd@rivergrovewater.com

www.rivergrovewater.com

July 23, 2024

Look Construction, LLC
Attn: Mr. Shawn Webber
2354 Arbor Drive
West Linn OR 97068

Ref: 19151 SW Marlin Court, Waterline Replacement Project

Dear Mr. Webber,

In accordance with the contract between the Rivergrove Water District and Look Construction LLC, we are notifying you of our concerns regarding the Waterline Replacement Project. In particular, it appears the contractor you hired, HLD Contracting, is not qualified to perform all aspects of the work or connect to a public water main. The lack of knowledge and technical aptitude, as well as flagrant safety violations, demonstrated by HLD Contracting and subcontractors is concerning for us due to our inherent responsibility to protect public health.

From the beginning of the project, there have been multiple incidents where incorrect materials were used and supplies were not available on site which caused delays. There were several times when HLD employees or subcontractors had to leave and purchase these materials with local vendors. Unfortunately, this has occurred with regularity. In accordance with the Rivergrove Water District Construction Standards, ***"If the developer/contractor fails to have all parts and materials on-site and the work must be rescheduled, a rescheduling fee of \$200 will be charged and paid in advance."***

At the start of the project, HLD employees and subcontractors were not properly equipped with personal protective equipment (i.e., safety vests, hard hats, and steel toed boots) when working in trenches or when working on the roadway. The District noticed one HLD employee or subcontractor working in shorts and a tank top without any type of safety clothing while in the roadway and trench. In light of our observations, the District reiterated safety requirements by providing written standards and provided safety vests and hard hats to ensure the safety of the work crew.

The lack of knowledge of HLD Contracting employees and subcontractors has resulted in the District providing extensive management oversight in daily operations. The most rudimentary tasks that have not been performed satisfactory include:

- a. Proper installation of the 8" pipe to connecting bell-end of pipe
- b. Proper installation of the 8" gaskets connecting to bell-end of pipe

- c. Proper bury depths of customer service lines
- d. Connection of service lines to the new 8" main
- e. Incorrect installation of flange corporation stops versus compression corporation stops
- f. Proper spacing requirements for corporation stops on the 8" main line
- g. Proper procedures for pressure testing the main line
- h. Subcontractor's hired subcontractor delayed for chlorinating 8" main which required the District to complete
- i. Inability to properly convey flushing procedures to include disposal of chlorinated water which required the District to complete
 - a. HLD did not have de-chlorination tablets on site
 - b. HLD had not scheduled a water truck or, if using the storm drain for disposal, coordinated that disposal with Clackamas County
- j. Inability to determine bacterial sample sites or take proper bacterial tests which required the District to complete
 - a. HLD did not have test sample bottles on site which resulted in a 1 ½ hour delay to obtain from Alexin Analytical Laboratory
 - b. HLD requested the District to obtain samples due to lack of knowledge
- k. Damage to the storm drain at the intersection of Childs Road and Marlin Court
- l. Damage to the curb and customer's irrigation line at 19210 Marlin Court
- m. Damage to the customer's fiber optic line at 19211 Marlin Court

On July 12, 2024, HLD Contracting left the work site in a dangerous condition, disregarding OSHA safety practices, by leaving the work area without proper plating or safety barricades in several places. The opened trench areas included: 10'L x 7'W x 4 ½'D; 18'L x 15'W x 6'D; 18'L x 5'W x 4 ½'D; and 25'L' x 8' W x 6'D. These open trenches and holes were left totally exposed thereby creating a safety hazard to the public. A formal OSHA investigation has been initiated with results pending.

The District has concerns HLD employees and subcontractors are not qualified for asbestos cement (AC) removal. The District is requesting to see a copy of the asbestos survey that is required by the Oregon Environmental Protection Agency five days prior to the start of any removal of asbestos material. This survey determines whether the AC line is fibrous or non-fibrous, and establishes the required qualifications for HLD employees and subcontractors for its abatement. The survey is also required to be on site during all renovation or demolition activities.

The original timeframe of this project was three weeks beginning 6/24/24 and finishing 7/16/24. In an attempt to provide Look Construction additional time to complete the project, the District extended the deadline until 7/26/24 and extended workday hours to accommodate HLD Contracting's delays. Based on the daily demands of the District, we will have very limited resources available from 7/29/24 through 8/30/24. In accordance with the Rivergrove Water District Construction Standards, ***"A District representative shall be on site for any/all work involving trenching or connecting to the main. At no time shall a contractor excavate or start the installation process without a District***

representative being on site. The developer/contractor will notify the District 3-5 days in advance of start date to schedule the construction work to ensure a District representative is on site."

In light of the ongoing construction and safety issues, as well as the fact that HLD Contracting does not have qualified and knowledgeable staff to perform the disinfection and de-chlorination of the watermain (a basic requirement for watermain construction), the Rivergrove Water District (Owner) and RH2 Engineering (District Engineer) have serious concerns regarding Look Construction and HLD Contracting's ability to perform the connection to the existing watermain. Until these concerns are addressed to the satisfaction of the District and RH2, Look Construction and HLD Contracting will not be allowed to proceed with making the connection to the existing watermain.

The following is a brief summary of the issues that must be addressed before work can proceed:

1. Install shoring in all trenches and excavations as required by OSHA.
2. Ensure that all workers will be outfitted with and wearing proper clothing and OSHA required safety gear (PPE) whenever they are working on site.
3. Identify the contractor staff member who has completed OSHA required training and will serve as the competent person for all OSHA related matters. Provide evidence of their training.
4. Provide copy of Clackamas County approved traffic control plan and copy of certification for subcontractor performing traffic control (TC). No work will be allowed to be performed within the public right-of-way without proper signage and traffic control provided by a qualified TC contractor.
5. Identify the DEQ-licensed asbestos abatement contractor who will supervisor/perform cut-ins and removal of asbestos cement pipe. Provide evidence of their qualifications and certifications/licensure.
6. Identify workers who will be on site during connection to existing main and provide details on their qualifications and experience specifically related to making connections to existing public water systems. Provide references to public water system agency.
7. Meet with the District and Engineer to review contractor's plan and approach to the work, and confirm that all materials, tools, and equipment (included any backup/spares) are on site and in good working order. Once construction on the connection to existing main starts, it must be completed within 4-8 hours, and all work must be performed in a manner that protects public health and water quality.

To summarize the District's position, in accordance with the Agreement to Construct Water Facilities between the Rivergrove Water District and Look Construction, the District is not authorizing Look Construction or your contractor to connect the new 8" ductile iron main on Marlin Court to the existing 6" asbestos cement main on Childs Road. Look Construction has the legal responsibility to honor the agreement and does not have the legal authority, nor does your contractor HLD Contracting, to take any construction action without the permission of the Rivergrove Water District.

The District has made numerous attempts to work with you and your contractor. Our position has been extremely clear and we have given Look Construction the opportunity to discuss and respond to our concerns, which it has failed to do. Due to HLD Contracting's continued poor performance, lack of technical knowledge, and unsafe work ethic, the District has lost confidence in their ability. The District and the Direct Responsible Charge for Public Water System 41-00461 have serious concerns for the health and safety of our customers and the potential contamination of the entire distribution system.

Once these elements have been addressed, construction for the connection to existing main can be scheduled. We are open to discussing the options for moving forward. If we do not receive a response from Look Construction within two business days, we will move forward with enforcement actions as authorized in the contract.

Sincerely,



Janine Casey
General Manager

cc: Mr. Kyle Pettibone PE., RH2 Engineering Inc.
Mr. Patrick Lau PE., RH2 Engineering Inc.
Ms. Kari Kuboyama PE, WDY, Inc.
Rivergrove Water District Board of Commissioners



August 20, 2024

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

Lake Oswego School District
Attn: Mr. Anthony Vandenberg
2455 Country Club Road
Lake Oswego OR 97034

Ref: Watermain Replacement Project – River Grove Elementary School

Dear Mr. Vandenberg,

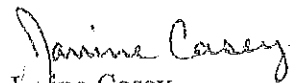
We are enclosing two checks for funds that were held as part of the *Agreement to Construct Water Facilities between the Rivergrove Water District (District) and the Lake Oswego School District (Developer) for the Rivergrove Elementary School Waterline Replacement Project located at 5860 McEwan Road, Lake Oswego OR.* The District officially accepted completion of the project on August 12, 2023.

Please find enclosed:

1. Check #10080 in the amount of \$107,433.96 for full reimbursement of the Performance Bond.
2. Check #10081 in the amount of \$8,302.83 for partial reimbursement of the Security Deposit less District expenses incurred related to the project. An itemized list of expenditures is attached.

Please let us know if you have any questions. The District enjoyed the opportunity to partner on this exciting project and know it will have lasting benefits for the entire community for many years to come.

Sincerely,


Janine Casey
General Manager

Enclosures (3)

1. Check #10080
2. Check #10081
3. Expense Sheet for River Grove Elementary School Waterline Replacement Project

River Grove Elementary School Waterline Replacement Project

Date	Description	Expense	Amount
6/12/2023	Security Deposit Received		\$8,952.83
6/17/2023	Emergency On-Call Response: C&W Excavation broke section of watermain and tore out customer's service line at 5750 McEwan Road when excavating in an area where the locate markings had expired. District responded with two (2) on-call water utility operators @ an on-call overtime rate. *Emergency Ticket and Employee On-call Policy provided	2 operators x \$65.00 per hour each x 5 hours = \$650.00	\$8,302.83
Total Refund Due:			\$8,302.83

Janine Casey

m: soundtelecom@sound-tele.net
Sent: Saturday, June 17, 2023 1:03 PM
To: RGWD
Subject: Rt/Er:Emergency Name: William Conroy @ C & W Excavation Phone: 9+

Rt/Er:Emergency
Name: William Conroy @ C & W Excavation
Phone: 971-930-2643
Corner Of Sw Bannfield Ave. & Sw Mcewan

--
Message: It's A Broken Water Main Line We Just Hit An Unlocated Water Service, Ripped It Right Out Of The Main Line.
[Caller Unable To Provide Zip.] Caller ID: 9719302643
555

Lodging: Hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging, including taxes, must be documented by receipts. Reimbursement for lodging is limited to the expense of a single room, except where employees are sharing a room. Lodging arrangements shall be approved by the General Manager prior to traveling.

Meals: For eligible approved training meetings or conferences, all meals, taxes, and gratuity, excluding alcohol, from the point of departure to point of return (actual and reasonable), will be reimbursed. All reimbursements must be documented by receipts.

Registration and Tuition Fees: Expenses for conference registration, activities or tuition fees are allowable expenses. A copy of the registration must be provided for reimbursement/payment.

Accompanied Travel: Only expenses for a Commissioner or employee are reimbursable.

Combining Personal and Business Travel: When authorized in advance, a traveler may combine a vacation or other personal travel with a business trip. Reimbursements and payments will only be paid for those costs necessary for the District business portion of the trip.

Travel Awards: Examples of travel awards include: coupons, discounts, credit card rebates, frequent flyer miles, tickets, and vouchers for being bumped from an airline flight. Employees shall be subject to the rules of the Oregon public employee ethics statutes (ORS 244.040). This statute prohibits a public employee from using or attempting to use his/her official position to receive a financial gain or avoid a financial detriment that would not be available but for the person's employment by a public agency.

Travel Awards as Compensation: Travel awards accrued or earned by officials and employees on official District business are part of the salary and benefits to which such officials and employees are entitled as compensation. Officials and employees shall make decisions regarding travel arrangements and expenses in the best interest of the District rather than maximizing accrual of this benefit. Abuse of this benefit, including but not limited to influencing travel arrangements to maximize accrual of awards to the detriment of the District or public is prohibited. District officials and employees shall be responsible for ensuring this compensation is reported as income for tax purposes to the extent required by law.

4.5 ON CALL DUTY

To provide uninterrupted service, the District finds it necessary to have at least one employee available and on "on call" 24 hours a day. On call begins Friday at 7:30 am and ends the following Friday at 7:30 am. The responsibility of on call duty is to respond to emergencies as quickly as possible. The on call employee will earn a lump sum monetary compensation determined by the General Manager.

While in on call status, the designated on call employee, must be mentally and physically prepared to respond to emergency calls from District customers, equipment failures and main breaks, emergency locates, and other emergencies from regulatory agencies (i.e., City of Lake Oswego Dispatch), but may otherwise engage in personal activities. No employee on sick or vacation time will serve on call duty.

Just as when on duty, the District expects on call employees refrain from the use of any mind-altering substances, including alcohol, marijuana, or other narcotics even if taken as prescribed while on call, and not be engaged in any activity that would prevent that employee from a one (1) hour response time to the District.

If you are asked to return to work for an **emergency work assignment**, you will be paid at twice your regular hourly rate, i.e., “double time.” Double time starts at the location of work or office, as directed by the General Manager.

5.1 SICK LEAVE

Employees accrue sick leave immediately after being hired at a rate of two (2) hours for every forty (40) hours worked and may be used as it is accrued moving forward. Sick leave may not be used in less than one (1) hour increments.

An employee may use accrued sick leave when unable to perform their work by reason of:

1. Diagnosis, care, or treatment of the employee’s or a family member’s, mental or physical illness, injury, or health condition, including pregnancy, childbirth, post-partum care, and preventative medical care.
2. Caring for an infant, newly adopted, or newly placed foster child under 18 years of age, or for an adopted foster child older than 18 years of age if the child is incapable of self-care due to a mental or physical disability, within 12 months of the birth or placement of the child.
3. Caring for a child of the employee who is suffering from an illness, injury, or condition that is not a “serious health condition,” but one that requires home care.
4. Absences related to domestic violence, harassment, and sexual assault or stalking, including, but not limited to, time to seek law enforcement assistance, to pursue civil or criminal legal remedies, to obtain counseling, or assist a minor child with obtaining counseling related to an experience of domestic violence, sexual assault, or stalking, and for safety relocation.
5. Absences due to an office or school closure caused by a publicly declared public health emergency, to care for a family member who has been determined by a public health authority or health care provider to present a health risk to others, or the employer was required by law to exclude the employee from the workplace for health reasons.
6. Time to deal with the death of a family member by attending the funeral (or alternative to a funeral), making necessary arrangements, or for grieving within sixty (60) days of the date that the employee receives notice of the death of a family member.

The definition of “family member” for purposes of this policy includes: spouses and domestic partners; biological, adoptive, foster or step parents and children, a person whom the employee is or was a relationship of in loco parentis, or the parent or child of an employee’s same-gender domestic partner; grandparents and grandchildren; parents-in-law; and a person with whom the employee was or is in a relationship in place of a parent. An employee’s child in any of these categories may be either a minor or an adult at the time leave is taken.

From time to time and in accordance with applicable law, the District may require the employee to submit appropriate medical certification to confirm the continued need for leave. Failure or refusal to

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 July 2024

Reviewed & Approved by Commissioners
Board Meeting: Aug 26, 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	7/31/2024	\$ 221,393.27	\$ 272,692.84	\$ 270,082.59	\$ 2,610.25
Banner Bank (Deposit)	1085	7/31/2024	\$ 58,919.93	\$ 59,329.16	\$ 59,329.16	\$ -
LGIP (SDC)	1106	7/31/2024	\$ 431,532.58	\$ 433,461.53	\$ 433,461.53	\$ -
LGIP (Capital Improvement)	1107	7/31/2024	\$ 927,090.31	\$ 931,229.22	\$ 931,229.22	\$ -
LGIP (Unemployment)	1108	7/31/2024	\$ 40,595.51	\$ 40,776.97	\$ 40,776.97	\$ -
LGIP (Truck)	1109	7/31/2024	\$ 38,450.42	\$ 38,622.29	\$ 38,622.29	\$ -
LGIP (Non-Restricted)	1110	7/31/2024	\$ 387,548.07	\$ 389,280.41	\$ 389,280.41	\$ -

Checks issued this period: 10042 - 10056 from Banner Bank Act 1015

Checks voided this period: 10019

RIVERGROVE WATER DISTRICT

Balance Sheet

08/07/24

As of July 31, 2024

Cash Basis

	Jul 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	270,082.59
1085 · Water Deposit-Banner Bank	59,329.16
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	433,461.53
1107 · Capital Improvement Account	931,229.22
1108 · Unemployment Account	40,776.97
1109 · Truck & Equipment Account	38,622.29
Total 1101 · Restricted	1,444,090.01
1110 · Non-Restricted	389,280.41
Total 1100 · LGIP	1,833,370.42
Total Checking/Savings	2,162,782.17
Total Current Assets	2,162,782.17
TOTAL ASSETS	2,162,782.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Federal Withholding	1,752.11
2120 · FICA Social Security	1,316.00
2140 · Medicare	307.77
2150 · State Withholding	1,283.39
2165 · Oregon State Transit Tax	18.28
2170 · WBF Assessment	5.97
2175 · Paid Family Medical Leave	174.61
Total 2100 · Payroll Liabilities	4,858.13
Total Other Current Liabilities	4,858.13
Total Current Liabilities	4,858.13
Total Liabilities	4,858.13
Equity	
32000 · All Fund Balances	2,093,095.54
Net Income	64,828.50
Total Equity	2,157,924.04
TOTAL LIABILITIES & EQUITY	2,162,782.17

RIVERGROVE WATER DISTRICT

Accounts Receivable Summary

From 06/10/2024 Through 08/15/2024

						<u>Balance</u>
<u>OPEN BALANCE</u>						-3,997.14
	-3,997.14					
<u>BI-MONTHLY-Adjustment</u>	<u>Amount</u>		<u>Usage</u>		<u>Count</u>	
WATER	-559,113.67		0.00		18	-563,110.81
WATER Miscellaneous	85.00		0.00		3	-563,025.81
WAT.Penalty	975.00		0.00		39	-562,050.81
***Total Adjustment	-558,053.67		0.00		60	
<u>BI-MONTHLY-Charge</u>	<u>Minimum</u>	<u>Overage</u>	<u>Usage</u>		<u>Count</u>	<u>Total</u>
WATER	715,927.98	233,868.63	61,986.00		2,812	949,796.61
***Total Charge	715,927.98	233,868.63	61,986.00		2,812	949,796.61
						387,745.80
<u>BI-MONTHLY-Penalty</u>	<u>Amount</u>				<u>Count</u>	
WATER	1,665.00				111	389,410.80
** Penalty	1,665.00				111	
<u>BI-MONTHLY-Miscellaneous</u>	<u>Amount</u>				<u>Count</u>	
WATER Miscellaneous	860.00				43	390,270.80
***Total Miscellaneous	860.00				43	
<u>BI-MONTHLY-Payment</u>	<u>Amount</u>				<u>Count</u>	
WATER	-168,229.44				1,593	222,041.36
WATER Miscellaneous	-1,346.62					220,694.74
WAT.Penalty	-3,205.00				5	217,489.74
***Total Payments	-172,781.06				1,598	
<u>BI-MONTHLY-Deposit Applied</u>	<u>Amount</u>				<u>Count</u>	
WATER	-1,520.00				31	215,969.74
WAT.Penalty	-30.00					215,939.74
***Total Deposit Applied	-1,550.00				31	
						Closing Balance 215,939.74

RIVERGROVE WATER DISTRICT

Check Register

July 1-31, 2024

Type	Date	Num	Name	Memo	Amount	Balance
						208,958.72
Check	07/01/2024	ACH	AFLAC	June Health Benefits	-300.80	208,657.92
GJ	07/01/2024	jc	Customer Deposit	Customer Deposit	-50.00	208,607.92
GJ	07/01/2024	AM	Customer Refund	Customer Refund	50.00	208,657.92
Deposit	07/01/2024		Deposit	Deposit	611.45	209,269.37
GJ	07/01/2024	jc	Customer Refund	Customer Refund	50.00	209,319.37
GJ	07/01/2024	jc	Customer Refund	Customer Refund	50.00	209,369.37
GJ	07/01/2024	jc	Customer Refund	Customer Refund	50.00	209,419.37
GJ	07/01/2024	jc	Customer Refund	Customer Refund	50.00	209,469.37
Deposit	07/01/2024		Deposit	Deposit	113.73	209,583.10
Deposit	07/01/2024		Deposit	Deposit	1,153.94	210,737.04
Deposit	07/01/2024		Deposit	Deposit	373.72	211,110.76
GJ	07/02/2024	jc	Customer Deposit	Customer Deposit	-50.00	211,060.76
Deposit	07/03/2024		Deposit	Deposit	3,017.17	214,077.93
Deposit	07/03/2024		Deposit	Deposit	1,460.42	215,538.35
GJ	07/03/2024	jc	Customer Refund	Customer Refund	50.00	215,588.35
GJ	07/03/2024	jc	Customer Refund	Customer Refund	50.00	215,638.35
Deposit	07/04/2024		Deposit	Deposit	503.80	216,142.15
GJ	07/04/2024	jc	Customer Deposit	Customer Deposit	-50.00	216,092.15
GJ	07/04/2024	jc	Customer Deposit	Customer Deposit	-50.00	216,042.15
Deposit	07/05/2024		Deposit	Deposit	1,804.11	217,846.26
Deposit	07/05/2024		Deposit	Deposit	2,023.21	219,869.47
Deposit	07/05/2024		Deposit	Deposit	1,182.68	221,052.15
Deposit	07/06/2024		Deposit	Deposit	78.37	221,130.52
Deposit	07/06/2024		Deposit	Deposit	1,493.48	222,624.00
Deposit	07/07/2024		Deposit	Deposit	96.67	222,720.67
GJ	07/08/2024	jc	Customer Refund	Customer Refund	50.00	222,770.67
GJ	07/08/2024	jc	Customer Refund	Customer Refund	50.00	222,820.67
GJ	07/08/2024	jc	Customer Refund	Customer Refund	50.00	222,870.67
Check	07/08/2024	ACH	Streamline	Website Fee July 2024	-126.00	222,744.67
GJ	07/09/2024	jc	Customer Deposit	Customer Deposit	-50.00	222,694.67
Deposit	07/09/2024		Deposit	Deposit	607.80	223,302.47
GJ	07/09/2024	jc	Customer Refund	Customer Refund	50.00	223,352.47
Deposit	07/09/2024		Deposit	Deposit	1,148.27	224,500.74
Deposit	07/09/2024		Deposit	Deposit	59,868.83	284,369.57
Deposit	07/09/2024		Deposit	Deposit	2,615.23	286,984.80
Deposit	07/09/2024		Deposit	Deposit	1,750.00	288,734.80
Deposit	07/09/2024		Deposit	Deposit	862.04	289,596.84
GJ	07/09/2024	PR 07/09/24	Payroll	Deferred Comp Payroll	-1,473.95	288,122.89
GJ	07/09/2024	PR 07/09/24	Payroll	Deferred Comp Payroll -	0.00	288,122.89
Check	07/09/2024	ACH	PAYCHEX	Payroll 06/23/24-07/06/24	-85.90	288,036.99
Check	07/09/2024	PR 07/06/24	Payroll	Payroll 06/23/24-07/06/24	-6,661.76	281,375.23
GJ	07/09/2024	PR 07/06/24	Payroll	Payroll 06/23/24-07/06/24	-3,260.22	278,115.01

RIVERGROVE WATER DISTRICT

Check Register

July 1-31, 2024

GJ	07/10/2024	jc	Customer Deposit	Customer Deposit	-50.00	278,065.01
G	07/10/2024	jc	Customer Refund	Customer Refund	50.00	278,115.01
Deposit	07/10/2024		Deposit	Deposit	2,993.64	281,108.65
Deposit	07/10/2024		Deposit	Deposit	1,232.21	282,340.86
Deposit	07/10/2024		Deposit	Deposit	22,660.18	305,001.04
Deposit	07/10/2024		Deposit	Deposit	624.12	305,625.16
Deposit	07/10/2024		Deposit	Deposit	1,277.63	306,902.79
Deposit	07/12/2024		Deposit	Deposit	1,472.47	308,375.26
Deposit	07/12/2024		Deposit	Deposit	431.51	308,806.77
Deposit	07/14/2024		Deposit	Deposit	893.56	309,700.33
Deposit	07/15/2024		Deposit	Deposit	561.59	310,261.92
GJ	07/15/2024	am	Customer Deposit	Customer Deposit	-50.00	310,211.92
Deposit	07/15/2024		Deposit	Deposit	96.00	310,307.92
Deposit	07/16/2024		Deposit	Deposit	520.80	310,828.72
GJ	07/16/2024	am	Customer Deposit	Customer Deposit	-50.00	310,778.72
GJ	07/16/2024	am	Customer Deposit	Customer Deposit	-50.00	310,728.72
Deposit	07/16/2024		Deposit	Deposit	395.41	311,124.13
Check	07/16/2024		Service Charge	Service Charge	-127.42	310,996.71
Deposit	07/17/2024		Deposit	Deposit	1,002.41	311,999.12
GJ	07/17/2024	am	Customer Deposit	Customer Deposit	-50.00	311,949.12
GJ	07/17/2024	am	Harland Clark	Deposit Slip Books	-162.21	311,786.91
Deposit	07/18/2024		Deposit	Deposit	232.36	312,019.27
Deposit	07/18/2024	amR	Pamplin Media Group	Reverse GJE CK 10019 voided	29.29	312,048.56
Deposit	07/19/2024		Deposit	Deposit	337.17	312,385.73
GJ	07/19/2024	am	Customer Refund	Customer Refund	50.00	312,435.73
Deposit	07/19/2024		Deposit	Deposit	490.84	312,926.57
Deposit	07/19/2024		Deposit	Deposit	40.00	312,966.57
GJ	07/20/2024	am	Customer Deposit	Customer Deposit	-50.00	312,916.57
Deposit	07/22/2024		Deposit	Deposit	567.23	313,483.80
Check	07/22/2024	ACH	PGE	Monthly Electric Fees June 2024	-5,167.82	308,315.98
Check	07/22/2024	ACH	VANCO Payment Solutions	Monthly Service Fee June 2024	-61.00	308,254.98
Check	07/22/2024	10042	CUSI	Annual Maintenance	-2,601.00	305,653.98
Check	07/22/2024	10043	Customer Refund	Customer Refund	-31.70	305,622.28
Check	07/22/2024	10044	Customer Refund	Customer Refund	-28.28	305,594.00
Check	07/22/2024	10045	Customer Refund	Customer Refund	-92.33	305,501.67
Check	07/22/2024	10046	Cable Huston, LLP	General Services	-4,200.00	301,301.67
Check	07/22/2024	10047	RH2 Engineering, Inc.	Engineering Services	-6,922.50	294,379.17
Check	07/22/2024	10048	FLASHALERT NEWSWIRE	News Distribution 9/24-8/25	-180.00	294,199.17
Check	07/22/2024	ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water	-15.60	294,183.57
Check	07/22/2024	10049	GUARDIAN SYSTEMS NW	Security System	-134.70	294,048.87
Check	07/22/2024	ACH	VERIZON WIRELESS	Monthly Service 6/2/24-7/1/24	-390.15	293,658.72
Check	07/22/2024	ACH	PACIFIC OFFICE AUTOMATION	Copier Service 6/21/24-7/20/24	-314.82	293,343.90
Check	07/22/2024	10050	Alexin Analytical Laboratories	Routine Coliform & E. Coli Testing	-750.00	292,593.90
Check	07/22/2024	10051	EES Consulting	Rate Study 2024	-4,070.00	288,523.90

RIVERGROVE WATER DISTRICT

Check Register

July 1-31, 2024

Check	07/22/2024	10052	Employee PPE	Employee PPE	-210.00	288,313.90
Check	07/22/2024	10053	GENERAL PACIFIC, INC	Meter Purchase Qty: 50	-4,000.00	284,313.90
Check	07/22/2024	10054	Core & Main	3/4x1/8 Gaskets	-26.00	284,287.90
Check	07/22/2024	ACH	SOUND TELECOM	Answering Service July 2024	-177.82	284,110.08
Check	07/22/2024	10055	River Grove, LLC	July & August 2024 Rent	-2,974.40	281,135.68
Check	07/22/2024	ACH	Banner Bank (MASTERCARD)	Monthly Charges 5/8/24-6/7/24	-1,982.01	279,153.67
Check	07/22/2024	ACH	COMCAST CABLE	Monthly Service 7/22/24-8/21/24	-624.47	278,529.20
Deposit	07/22/2024		Deposit	Deposit	215.08	278,744.28
GJ	07/22/2024	am	Customer Refund	Customer Refund	50.00	278,794.28
GJ	07/22/2024	am	Customer Refund	Customer Refund	50.00	278,844.28
Deposit	07/22/2024		Deposit	Deposit	93.37	278,937.65
Check	07/22/2024	10056	Customer Refund	Customer Refund	-20.24	278,917.41
Check	07/22/2024	ACH	CHEVRON/TEXACO CARD	Monthly Fuel Charges	-165.67	278,751.74
Check	07/22/2024	ACH	PAYCHEX	Payroll 07/07/24-07/20/24	-85.90	278,665.84
Deposit	07/23/2024		Deposit	Deposit	351.26	279,017.10
Deposit	07/23/2024		Deposit	Deposit	272.56	279,289.66
GJ	07/23/2024	PR 07/20/24	Payroll	Deferred Comp Payroll	-1,473.96	277,815.70
GJ	07/23/2024	PR 07/20/24	Payroll	Deferred Comp Payroll -	0.00	277,815.70
GJ	07/23/2024	PR 07/20/24	Payroll		-8,337.60	269,478.10
GJ	07/23/2024	PR 07/20/24	Payroll		-4,111.48	265,366.62
Deposit	07/24/2024		Deposit	Deposit	303.15	265,669.77
Deposit	07/24/2024		Deposit	Deposit	207.62	265,877.39
GJ	07/24/2024	am	Customer Deposit	Customer Deposit	-50.00	265,827.39
GJ	07/24/2024	am	Customer Deposit	Customer Deposit	-50.00	265,777.39
GJ	07/24/2024	am	Customer Refund	Customer Refund	50.00	265,827.39
Deposit	07/25/2024		Deposit	Deposit	43.08	265,870.47
GJ	07/25/2024	PR7/20/24-1	Payroll	Payroll	3,013.21	268,883.68
GJ	07/25/2024	PR7/20/24-1	Payroll	Payroll	1,258.91	270,142.59
GJ	07/25/2024	PR7/20/24-2	Payroll	Payroll	-1,480.83	268,661.76
GJ	07/25/2024	PR7/20/24-2	Payroll	Payroll	-500.54	268,161.22
Deposit	07/26/2024		Deposit	Deposit	97.03	268,258.25
Deposit	07/29/2024		Deposit	Deposit	1,181.86	269,440.11
Check	07/29/2024	ACH	PAYCHEX	Payroll 07/07/24-07/20/24	-141.50	269,298.61
Deposit	07/30/2024		Deposit	Deposit	545.06	269,843.67
GJ	07/30/2024	am	Customer Deposit	Customer Deposit	-50.00	269,793.67
Deposit	07/30/2024		Deposit	Deposit	170.14	269,963.81
Deposit	07/31/2024		Deposit	Deposit	168.78	270,132.59
GJ	07/31/2024	am	Customer Deposit	Customer Deposit	-50.00	270,082.59
					<u>61,123.87</u>	<u>270,082.59</u>
					<u>61,123.87</u>	<u>270,082.59</u>

RIVERGROVE WATER DISTRICT

Revenue & Expense Budget vs. Actual

July 2024 through June 2025

Ordinary Income/Expense	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Income				
4000 · Income				
4005 · Water Sales & Charges	117,074.95	1,155,000.00	-1,037,925.05	10.14%
4010 · Water Deposit Fee	1,100.00	5,000.00	-3,900.00	22.0%
4015 · New Service Fee	0.00	250.00	-250.00	0.0%
4020 · Installation Fee	0.00	2,200.00	-2,200.00	0.0%
4024 · Pre-Application Meeting Fee	0.00	1,000.00	-1,000.00	0.0%
4026 · Development Security Deposit	0.00	6,000.00	-6,000.00	0.0%
4030 · Delinquent & Restoration Fee	3,755.00	12,500.00	-8,745.00	30.04%
4035 · SDC Chgs-SDC Restricted CI Fund	0.00	30,000.00	-30,000.00	0.0%
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	271.44	1,200.00	-928.56	22.62%
4059 · LGIP - Non Restrict Int Earn	1,732.34	6,000.00	-4,267.66	28.87%
4064 · SDC Interest-LGIP CI Fund	1,928.95	15,000.00	-13,071.05	12.86%
4065 · CI Interest -LGIP CI Fund	4,139.01	30,000.00	-25,860.99	13.8%
4066 · LGIP-Int Earn Unemployment Fund	181.46	1,000.00	-818.54	18.15%
4067 · LGIP-Int Earn Truck&Equip Fund	171.87	900.00	-728.13	19.1%
Total 4056 · Bank Interest/LGIP Interest	8,425.07	54,100.00	-45,674.93	15.57%
4090 · Miscellaneous Income	1,750.00	1,000.00	750.00	175.0%
Total 4000 · Income	132,105.02	1,267,050.00	-1,134,944.98	10.43%
Total Income	132,105.02	1,267,050.00	-1,134,944.98	10.43%
Gross Income	132,105.02	1,267,050.00	-1,134,944.98	10.43%
Expense				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	17,548.78	157,000.00	-139,451.22	11.18%
5040 · Operator Wages	12,970.67	135,000.00	-122,029.33	9.61%
5090 · Deferred Compensation	1,421.86	30,000.00	-28,578.14	4.74%
Total 5001 · Compensation	31,941.31	322,000.00	-290,058.69	9.92%
5100 · Payroll Tax Expense	9,978.26	36,500.00	-26,521.74	27.34%
5200 · Payroll Benefits				
5210 · Workers' Compensation	36.77	4,000.00	-3,963.23	0.92%
5220 · Health Benefits	537.75	95,000.00	-94,462.25	0.57%
5235 · Employee Recognition	0.00	1,000.00	-1,000.00	0.0%
5240 · Wellness Benefit	0.00	600.00	-600.00	0.0%
Total 5200 · Payroll Benefits	574.52	100,600.00	-100,025.48	0.57%
Total 5000 · Personnel Services	42,494.09	459,100.00	-416,605.91	9.26%
6000 · Material Services				
6001 · Administration/Billing/Overhead				
6005 · Property/Liability Insurance	0.00	30,000.00	-30,000.00	0.0%
6006 · Furn & Office Equipment - Admin	0.00	3,600.00	-3,600.00	0.0%

RIVERGROVE WATER DISTRICT

Revenue & Expense Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
6007 · Bank Service Charges				
6008 · Banner - Check Bank Charges	451.84	1,250.00	-798.16	36.15%
6010 · Vanco Service Charges	61.00	1,250.00	-1,189.00	4.88%
6012 · LGIP-SDC Ser Charges-CI Fund	0.00	1.00	-1.00	0.0%
6013 · LGIP-CI Ser Chg-CI Fund	0.10	1.00	-0.90	10.0%
Total 6007 · Bank Service Charges	512.94	2,502.00	-1,989.06	20.5%
6018 · Meeting/Food Expense	0.00	1,000.00	-1,000.00	0.0%
6019 · Office Supplies, Equip, Repair	129.00	1,800.00	-1,671.00	7.17%
6020 · Postage & Shipping	0.00	1,200.00	-1,200.00	0.0%
6025 · Printing & Duplicating	0.00	1,400.00	-1,400.00	0.0%
6030 · Publications & Elections	497.96	2,000.00	-1,502.04	24.9%
6035 · Rent	2,974.40	18,000.00	-15,025.60	16.52%
6045 · Telephone - Admin	936.99	12,000.00	-11,063.01	7.81%
6050 · Mileage Expenses	0.00	500.00	-500.00	0.0%
6060 · Continued Education	0.00	4,000.00	-4,000.00	0.0%
6065 · Dues & Subscriptions	180.00	6,500.00	-6,320.00	2.77%
6070 · Fees, License, & Permits	15.60	8,000.00	-7,984.40	0.2%
6075 · Water Deposit Refunds	1,062.57	5,000.00	-3,937.43	21.25%
6080 · Water Sales Overpay	0.00	1,200.00	-1,200.00	0.0%
6090 · Meter Reading	0.00	8,000.00	-8,000.00	0.0%
6095 · Utilities/Office	0.00	2,500.00	-2,500.00	0.0%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	2,601.00	7,500.00	-4,899.00	34.68%
6099-1 · Copier IT	619.08	12,000.00	-11,380.92	5.16%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	126.00	1,800.00	-1,674.00	7.0%
Total 6099 · Contracted Services - Admin	3,346.08	26,300.00	-22,953.92	12.72%
Total 6001 · Administration/Billing/Overhead	9,655.54	145,502.00	-135,846.46	6.64%
6101 · Operation & Maintenance				
6100 · General Repair & Maintenance	250.40	40,000.00	-39,749.60	0.63%
6105 · Utilities	5,167.82	45,000.00	-39,832.18	11.48%
6110 · Small Tools & Equipment	684.10	2,500.00	-1,815.90	27.36%
6120 · Water Testing	750.00	4,200.00	-3,450.00	17.86%
6125 · Truck Maintenance	0.00	3,000.00	-3,000.00	0.0%
6130 · Gas & Oil	165.67	3,500.00	-3,334.33	4.73%
6135 · Telemetry/Scada	0.00	12,000.00	-12,000.00	0.0%
6155 · Chemicals	0.00	4,000.00	-4,000.00	0.0%
6160 · Contracted Services-Operations	399.20	10,000.00	-9,600.80	3.99%
6165 · PPE/Safety Equipment	210.00	2,000.00	-1,790.00	10.5%
6170 · Mobile Radio Phone/Pager Operat	390.15	5,000.00	-4,609.85	7.8%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%

RIVERGROVE WATER DISTRICT

Revenue & Expense Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
6190 · Cross Connect Program Supplies	0.00	500.00	-500.00	0.0%
6195 · Meters	4,026.00	6,000.00	-1,974.00	67.1%
Total 6101 · Operation & Maintenance	12,043.34	138,700.00	-126,656.66	8.68%
6202 · Professional Services				
6208 · Auditor	0.00	8,000.00	-8,000.00	0.0%
6209 · Consultants	4,070.00	4,000.00	70.00	101.75%
6210 · Engineering (Non-Reimbursable)	6,922.50	125,000.00	-118,077.50	5.54%
6215 · Legal Fees (Non-Reimbursable)	4,200.00	15,000.00	-10,800.00	28.0%
Total 6202 · Professional Services	15,192.50	152,000.00	-136,807.50	10.0%
Total 6000 · Material Services	36,891.38	436,202.00	-399,310.62	8.46%
7000 · Operating Capital Outlay				
7010 · Tool/Equipt/Vehicles/Safety-CO	0.00	3,000.00	-3,000.00	0.0%
7040 · Fire Protection & Fire Flows-CO	0.00	35,000.00	-35,000.00	0.0%
Total 7000 · Operating Capital Outlay	0.00	38,000.00	-38,000.00	0.0%
8000 · Debt Recov./Capital Improvement				
8454 · SDWL#1 Wells Improve Interest	0.00	13,892.00	-13,892.00	0.0%
8455 · SDWL#2 Res 3 Seismic Upgrd Int	0.00	60,439.00	-60,439.00	0.0%
8464 · SDWL#1 Wells Improve Principal	0.00	39,523.00	-39,523.00	0.0%
8465 · SDWL#2 Res 3 Seismic Upgrd Prin	0.00	72,580.00	-72,580.00	0.0%
Total 8000 · Debt Recov./Capital Improvement	0.00	186,434.00	-186,434.00	0.0%
Total Expense	79,385.47	1,119,736.00	-1,040,350.53	7.09%
Net Ordinary Income	52,719.55	147,314.00	-94,594.45	35.79%
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	52,719.55	355,314.00	-302,594.45	14.84%

UNFINISHED BUSINESS



New Business



Janine Casey

From: Janine Casey
Sent: Thursday, August 15, 2024 11:44 AM
To: Anthony Vandenberg; Alexi Brooks; Gabriel Acosta
Cc: Janine Casey
Subject: RE: McEwan Sidewalk

Good morning Tony,

Thank you for reaching out regarding an initiative to install a sidewalk along McEwan Road to 65th Avenue. We walked the area for the proposed site to determine the feasibility and degree of difficulty using the lens of a water purveyor. Without actually having plans...which I understand are still under development...we used a hypothesis of a 5-6' wide sidewalk. Our assessment is as follows:

1. Nineteen (19) customer meter boxes would be impacted. If not relocated, these boxes would need to be replaced from their current concrete style to a traffic rated box which could handle the weight of pedestrians.
2. Two (2) fire hydrants would be impacted and may need to be relocated unless the sidewalk is poured around the hydrants. This is not normally recommended since this would make any repairs or upgrades more difficult and costly.
3. One (1) air vacuum release valve that was recently installed when the new 8" ductile iron water main was upgraded as part of the elementary school project would be impacted.

Based on back of the napkin calculations:

1. The replacement cost for switching 19 concrete meter boxes to traffic rated boxes is approximately \$6,000 and does not include the expense of removing/disposing of the old boxes and installing new boxes.
2. You would also need to factor in the expense of crushed gravel to properly backfill and seat the boxes which is a minimal expense but often overlooked.
 - a. We recently completed a capital improvement project on Marlin Court where we upgraded the service connections but used the original concrete boxes.
 - b. The cost was \$2,500 for each service and included all material and labor.
3. If the service lines have to be extended back toward the customer's property by 2'-4' and you want to use an extension compression fitting to allow for the extra line, I would add an additional \$1,500 for each service.
 - a. Please note that before this option is considered, a special allowance request would need to be submitted to the District as we do not normally approve extensions on service lines since it creates a potential for future leaks at the joint.
 - b. Our construction standards mandate a water service line is extended by replacing the entire line from the main to the serviced property.
4. The cost for relocating a fire hydrant would be approximately \$15,000-\$18,000 per hydrant.
5. The cost for relocating an air vacuum release valve would be approximately \$8,000-\$10,000.

As with all projects, the Board of Commissioners would need to approve this initiative. With no funds budgeted for this project in fiscal year 2024/2025 and the fact we operate totally on water sales revenue, we may not be in the position to contribute financially. When deliberating on projects within our boundaries, the Board always considers the benefits for the entire District and this project is geared toward a single purpose initiative.

Please let me know if you have any questions.

Thank you,

Janine Casey
General Manager
Rivergrove Water District
O: 503.635.6041
C: 503.936.5304



From: Anthony Vandenberg <vandenba@loswego.k12.or.us>
Sent: Wednesday, August 7, 2024 10:33 AM
To: Alexi Brooks <alexi.brooks@kpff.com>; Gabriel Acosta <Gabe.Acosta@turntown.com>; Janine Casey <jcasey@rivergrovewater.com>
Subject: McEwan Sidewalk

Janine, Thanks for chatting with me. As discussed we are designing a sidewalk down McEwan to 65th. Our designer Alexi is copied on this email. Also Gabe, our PM on the project is copied. Kpff may have a number of questions as they proceed, and I am interested if you think there are opportunities to partner as the project progresses. Our goal is to achieve a sidewalk design in the least expensive way while still being compliant, anything we can do to avoid costly relocations would be helpful. I look forward to hearing from you.

ony

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Anthony Vandenberg
Executive Director of Project Management

C: 503.956.6406
D: 503.534.2223

Legislative Liaison for Grant Opportunities

Commissioner Magura, Treasurer

RESOLUTION NUMBER 2024-05

[ORDINANCE] [RESOLUTION] [ORDER] OF THE RIVERGROVE WATER DISTRICT
AUTHORIZING A LOAN FROM THE SAFE DRINKING WATER REVOLVING LOAN FUND
BY ENTERING INTO A FINANCING CONTRACT
WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY

The Rivergrove Water District Board (the “Governing Body”) of the Rivergrove Water District (the “Recipient”) finds:

A. The Recipient is a community or nonprofit non-community water system as defined in Oregon Administrative Rule 123-049-0010.

B. The Safe Drinking Water Act Amendments of 1996, Pub.L. 104-182, as amended (the “Act”), authorize any community or nonprofit non-community water system to file an application with the Oregon Infrastructure Finance Authority of the Business Development Department (“OBDD”) to obtain financial assistance from the Safe Drinking Water Revolving Loan Fund.

C. The Recipient has filed an application with the OBDD to obtain financial assistance for a “safe drinking water project” within the meaning of the Act, and the OBDD has approved the Recipient’s application for financial assistance.

D. The Recipient is required, as a prerequisite to the receipt of financial assistance from the OBDD, to enter into a Financing Contract with the OBDD, number S24022, substantially in the form attached hereto as Exhibit 1. The project is described in Exhibit C to that Financing Contract (the “Project”).

E. Notice relating to the Recipient’s consideration of the adoption of this Resolution 2024-05 [Ordinance/Resolution/Order] was published in full accordance with the Recipient’s charter and laws for public notification.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Recipient as follows:

1. Financing Loan Authorized. The Governing Body authorizes the Rivergrove Water District Chair to execute the Financing Contract (the “Financing Documents”) and such other documents as may be required to obtain financial assistance including a loan from the OBDD on the condition that the principal amount of the loan from the OBDD to the Recipient is not more than \$2,772,980 with \$280,000 eligible for principal forgiveness if contract conditions are met and the interest rate is not more than 2.64%. The proceeds of the loan from the OBDD must be applied solely to the “Costs of the Project” as such term is defined in the Financing Contract.

2. Sources of Repayment. Amounts payable by the Recipient are payable from the sources described in Section 4 of the Financing Contract and the Oregon Revised Statutes Section 285A.213(5) which include:

- (a) Revenue from Recipient’s water system, including special assessment revenue;
- (b) Amounts withheld under subsection 285A.213(6);
- (c) The general fund of the Recipient;
- (d) Any combination of sources listed in paragraphs (a) to (c) of this subsection; or
- (e) Any other source.

3. Additional Documents. The Rivergrove Water District Chair is hereby authorized to enter into any agreements and to execute any documents or certificates which may be required to obtain financial assistance from the OBDD for the Project pursuant to the Financing Documents.

4. Tax-Exempt Status. The Recipient covenants not to take any action or omit to take any action if the taking or omission would cause interest paid by the Recipient pursuant to the Financing Documents not to qualify for the exclusion from gross income provided by Section 103(a) of the Internal Revenue Code of 1986, as amended. Christine K. Roth, Chair of the Recipient, may enter into covenants on behalf of the Recipient to protect the tax-exempt status of the interest paid by the Recipient pursuant to the Financing Documents and may execute any Tax Certificate, Internal Revenue Service forms or other documents as may be required by the OBDD or their bond counsel to protect the tax-exempt status of such interest.

DATED this 26th day of August, 20 24.

Rivergrove Water District

SECRETARY JAMES W. JOHNSON

ATTEST:

TREASURER LAWRENCE M. MAGURA

ADJOURNMENT

