



Board of Commissioners Monthly Meeting  
Monday, September 23, 2024, 4:30 PM  
17661 Pilkington Road, Lake Oswego OR

AGENDA ITEMS

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- |       |                                                                                                                                                     |                                                        |         |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|---------|
| I.    | Call to Order                                                                                                                                       |                                                        | 4:30 PM |
| II.   | Auditor's Report for FY 2023/2024                                                                                                                   | Mr. Russell Ries, CPA<br>Jarrad, Seibert, Pollard & Co | 4:31 PM |
| III.  | Public Comment (2 Minute Limit)                                                                                                                     |                                                        | 5:00 PM |
| IV.   | Review and Approval of Minutes                                                                                                                      |                                                        | 5:05 PM |
|       | <ul style="list-style-type: none"><li>August 26, 2024 Regular Board Meeting</li></ul>                                                               |                                                        |         |
| V.    | General Manager's Report                                                                                                                            |                                                        | 5:10 PM |
| VI.   | Unfinished Business                                                                                                                                 |                                                        | 5:25 PM |
|       | <ul style="list-style-type: none"><li>Supervisory Control &amp; Data Acquisition (SCADA) and Peripheral Site Control Improvements Project</li></ul> |                                                        |         |
| VII.  | New Business                                                                                                                                        |                                                        | 5:26 PM |
|       | <ul style="list-style-type: none"><li>Steps for Applying and Installation of a New/Upgraded Water Service (Developer Form)</li></ul>                |                                                        |         |
| VIII. | Adjournment                                                                                                                                         |                                                        | 5:30 PM |

**Upcoming Meetings**

**Regular Board Meeting: Monday, October 28, 2024 at 4:30 P.M.**  
**Regular Board Meeting: Monday, November 18, 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, August 26, 2024**

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

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 July 22, 2024 Board meeting minutes were approved by a motion from *Commissioner Howell, seconded by Commissioner Patterson, and passed unanimously.*
4. **Monthly General Manager's Report:** See attached.
5. **Unfinished Business:**
  - a. Audit Fiscal Year 2023/2024: The audit was conducted on July 17, 2024 by Mr. Russell Ries of Jarrard, Seibert, Pollard, and Company. Mr. Ries will attend next Board meeting to present the official audit briefing.
  - b. Supervisory Control & Data Acquisition (SCADA) & Peripheral Site Control Improvements Project: The Board discussed the pursual of bids from outside agencies for total system replacement.
6. **New Business:**
  - a. Lake Oswego School District - Rivergrove Elementary School Sidewalk Project: The District provided an initial cost analysis of the proposed sidewalk project to the project coordinator. The Board discussed the anticipated costs if the District were to partner with the school District and will wait for further information.
  - b. Legislative Liaison for Grant Opportunities: The Board appointed Commissioner Magura to serve as a Special Legislative Liaison for the District to explore grant writing opportunities as well as private bill initiatives to obtain funding for replacement of asbestos cement (AC) watermains. This motion was made by *Commissioner Howell, seconded by Commissioner Patterson, and passed unanimously.* Commissioner Magura will coordinate with RH2 Engineering in preparing exhibits for legislative officials to view and open the dialogue to strengthen the message for the need to replace aging AC distribution pipes and obtain critical funding.
  - c. Resolution 2024-05, Authorizing a Loan from the Safe Drinking Water Revolving Loan Fund: The Board approved the resolution for a \$2.7 million loan from Oregon Business for the Resilient Backbone and Asbestos Cement Pipe Replacement Project by a motion from *Commissioner Howell, seconded by Commissioner Magura, and passed unanimously.*
7. **Adjournment:** The meeting was adjourned at 5:10 p.m. The next regular meeting will be held on Monday, September 23, 2024.

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Lawrence M. Magura, Treasurer

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Date

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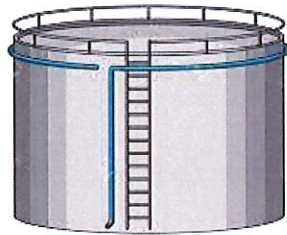
James W. Johnson, Secretary (Acting Chair)

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Date

# General Manager's Report

## Operations



## Administrative/HR/Finance







## GENERAL MANAGER'S REPORT September 2024

### Water Operations

- **Annual Meter Replacement Program Completed**
  - Meter replacement for FY 24/25 is complete with 70 meters replaced
    - A comprehensive inventory of current meters in use revealed an additional 108 meters installed prior to 2001 requiring replacement/upgrade
    - 111 additional meters have been replaced
  - Estimated Completion Date: 9/30/24
  - ➡ **The District has replaced 766 meters (55%) of its meter inventory in just 5 years**
    - Average replacement is 5% per year for 20-year life span
    - Meters servicing condominium association and apartment complex are over 31 years old and will be replaced in FY 2024/2025 at an estimated cost of \$11,000
  
- **Reservoirs 1 & 2 Restoration Completed**
  - Both reservoir tanks have been cleaned, primed, and painted
  - Estimated Completion Date: 09/19/24
  - Project Cost: \$86,000
  
- **Annual Backflow Testing Program**
  - Annual passing backflow test reports are due to the District 9/30/24
  - District statistics are as follows:
    - Total Backflow Connections: 576
    - Total Connections Passed: 496
    - Total Connections Failed: 3
    - Current Compliance Percentage: 86.1%
  - To enhance our Cross Connection Control Program, the District created an informational “*Irrigation System Backflow Assembly Removal*” guide and Backflow Assembly Removal Inspection Form
    - These initiatives are designed to help premises owners properly abandon their irrigation system and keep the District informed so an inspection can be conducted to ensure the safety of our drinking water
  
- **Customer Assistance Requests & On Call Duty**
  - Site visit requests: 41
  - Emergency callouts: 0

### Finance/Administrative/HR

- **Shut-off Notices**
  - Notices sent to delinquent account holders 9/11/24
    - Shut-offs scheduled 10/1/24
    - 40 accounts identified: 3% delinquent shut-off rate
  - District created door tag to notify delinquent account holders; retired previous delinquency letter
    - New tag will streamline the process and foster communication with customers

- **Employee Training Completed**

- Risk-Based Cybersecurity Critical Control (GM)
- Water Sector Cyber Resilience (GM)
- Concussions, Heart Attacks, & Strokes, Safe Lifting, Pedestrian Safety (All employees)
- Phishline Training: Internet of Things (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
- Project Cost: \$311,890 \$279,575
  - Cost Share Breakdown
    - RGWD \$186,383
    - Look Construction \$ 93,191

- **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 project will be sent to other contractors to ensure competitive bidding
  - On 9/20/24, the District reached out to new contractors for bids
    - Bids due by 11/30/24

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

- Award Notification received 7/9/24; loan term is 30 years at an interest rate of 2.64%
- Safe Drinking Water Revolving Loan Fund Application submitted 03/14/2024
- Project Cost: \$2,772,980
- 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

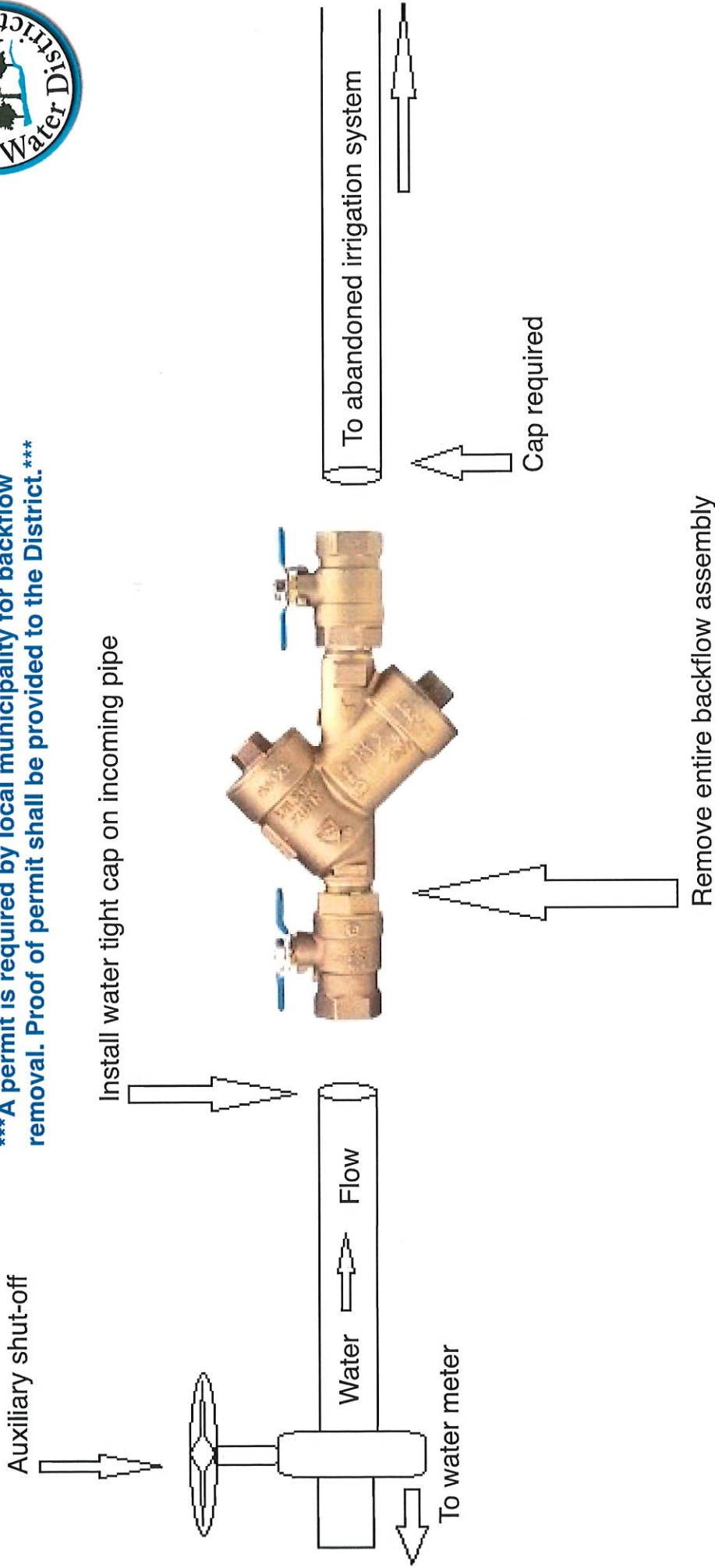
- Update: The Finance Contract and Legal Opinion Letter have been signed, the direct deposit authorization forms have been processed, and Resolution 2024-05 has been passed by the Board of Commissioners
  - All documents requested by Business Oregon have been forwarded for review and final approval





## Irrigation System Backflow Assembly Removal

\*\*\* A permit is required by local municipality for backflow removal. Proof of permit shall be provided to the District.\*\*\*



Turn off incoming water source, remove backflow assembly, and cap pipe at both ends (beginning and end) of the irrigation line. Customers must use their shutoff valve and not the District curb stop. If water isolation cannot be achieved by using the customer shutoff valve, owner shall contact the District 24 hours in advance so a water operator can be dispatched to operate the curb stop.



17761 Pilkington Road  
Lake Oswego OR 97035  
Phone: 503.635.6041 Fax: 503.699.9423

### Backflow Assembly Removal Inspection Form

We recently received notification of the removal of your property's backflow prevention assembly. Please contact our Cross Connection department at 503-674-4510 to schedule an inspection. Once the inspection has been completed, your property will be removed from our list of properties required to perform annual backflow tests. You will still receive an inspection notice every 3 years to confirm the sprinkler system is disabled.

- Address: \_\_\_\_\_
- Account Number: \_\_\_\_\_
- Customer Name: \_\_\_\_\_
- Location of backflow assembly: \_\_\_\_\_
- Type of backflow assembly: \_\_\_\_\_

**I certify the backflow prevention assembly has been removed and properly abandoned. Attached is a copy of the local municipality's permit authorizing the removal.** If I, as the property owner, should decide to reconnect this Cross Connection system, the Rivergrove Water District will be notified before doing so. In addition, if the sprinkler system or auxiliary piping still exists in the ground, I will notify Rivergrove Water District in specific reference to this piping should the above listed property's ownership change.

Owner/Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_



Below to be completed by Rivergrove Water District staff upon inspection

- Has the backflow assembly been physically removed? Yes / No
- Has the branch line been capped? Yes / No

Additional Notes:

RGWD Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**RIVERGROVE WATER DISTRICT**

17661 PILKINGTON RD  
LAKE OSWEGO OR 97035  
PHONE: (503) 635-6041 FAX: (503) 699-9423  
MONDAY – FRIDAY 7:30 AM – 4:00 PM

DATE 9/11/24 ACCOUNT # \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

**CUSTOMER ALERT**



Water **WILL BE** shut off due to delinquent water account deposit or water bill



Water service **IS** shut off due to delinquent water account deposit or water bill

DELINQUENT BALANCE DUE \_\_\_\_\_

DELINQUENT NOTIFICATION FEE 20.00

TOTAL BALANCE DUE \_\_\_\_\_

DISPATCH FEE \_\_\_\_\_

TOTAL SHUT OFF BALANCE DUE \_\_\_\_\_

Due Date 9/30/24 Time 4:00 PM

Turn Off Date 10/1/24 Time 7:30 AM

A \$20 delinquent notification fee has been assessed.  
A \$50 dispatch fee will be charged for all services turned off for non-payment. Balance due can be paid with money order or credit card at the office or online at our website

[www.rivergrovewater.com](http://www.rivergrovewater.com). Please notify the office if payment is made via the website to ensure proper processing.

**NO PERSONAL CHECKS WILL BE ACCEPTED**

# **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 August 2024

Reviewed & Approved by Commissioners  
Board Meeting: September 23, 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	8/31/2024	\$ 272,692.84	\$ 373,491.81	\$ 366,363.04	\$ 7,128.77
Banner Bank (Deposit)	1085	8/31/2024	\$ 59,329.16	\$ 59,855.07	\$ 59,855.07	\$ -
LGIP (SDC)	1106	8/31/2024	\$ 433,461.53	\$ 422,545.33	\$ 422,545.33	\$ -
LGIP (Capital Improvement)	1107	8/31/2024	\$ 931,229.22	\$ 830,636.79	\$ 830,636.79	\$ -
LGIP (Unemployment)	1108	8/31/2024	\$ 40,776.97	\$ 40,954.35	\$ 40,954.35	\$ -
LGIP (Truck)	1109	8/31/2024	\$ 38,622.29	\$ 38,790.30	\$ 38,790.30	\$ -
LGIP (Non-Restricted)	1110	8/31/2024	\$ 389,280.41	\$ 275,236.99	\$ 275,236.99	\$ -

Checks issued this period 10057 - **10085** from Banner Bank Act 1015

Checks voided this period: None



## RIVERGROVE WATER DISTRICT

**Balance Sheet**

09/16/24

As of August 31, 2024

Cash Basis

	Aug 31, 24
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	366,363.04
1085 · Water Deposit-Banner Bank	59,855.07
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	422,545.33
1107 · Capital Improvement Account	830,636.79
1108 · Unemployment Account	40,954.35
1109 · Truck & Equipment Account	38,790.30
Total 1101 · Restricted	1,332,926.77
1110 · Non-Restricted	275,236.99
Total 1100 · LGIP	1,608,163.76
Total Checking/Savings	2,034,381.87
Total Current Assets	2,034,381.87
<b>TOTAL ASSETS</b>	<b>2,034,381.87</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Federal Withholding	3,518.93
2120 · FICA Social Security	2,641.01
2140 · Medicare	617.64
2150 · State Withholding	2,568.64
2165 · Oregon State Transit Tax	36.70
2170 · WBF Assessment	12.31
2175 · Paid Family Medical Leave	302.83
Total 2100 · Payroll Liabilities	9,698.06
Total Other Current Liabilities	9,698.06
Total Current Liabilities	9,698.06
Total Liabilities	9,698.06
Equity	
32000 · All Fund Balances	2,093,095.54
Net Income	-68,411.73
Total Equity	2,024,683.81
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,034,381.87</b>

RIVERGROVE WATER DISTRICT

**Accounts Receivable Summary**

From 08/10/2024 Through 09/16/2024

<b>OPEN BALANCE</b>					<u>Balance</u>
	-1,249.73				-1,249.73
<b>BI-MONTHLY-Adjustment</b>	<u>Amount</u>		<u>Usage</u>	<u>Count</u>	
WATER	405.18		-141.00	9	-844.55
WATER Miscellaneous	-20.00		0.00	1	-864.55
WAT.Penalty	175.00		0.00	7	-689.55
***Total Adjustment	<u>560.18</u>		<u>-141.00</u>	<u>17</u>	
<b>BI-MONTHLY-Charge</b>	<u>Minimum</u>	<u>Overage</u>	<u>Usage</u>	<u>Count</u>	<u>Total</u>
WATER	77,500.29	156,818.16	40,905.00	1,399	234,318.45
***Total Charge	<u>77,500.29</u>	<u>156,818.16</u>	<u>40,905.00</u>	<u>1,399</u>	<u>234,318.45</u>
<b>BI-MONTHLY-Penalty</b>	<u>Amount</u>			<u>Count</u>	
WATER	1,980.00			132	235,608.90
***Total Penalty	<u>1,980.00</u>			<u>132</u>	
<b>BI-MONTHLY-Miscellaneous</b>	<u>Amount</u>			<u>Count</u>	
WATER Miscellaneous	2,402.12			47	238,011.02
***Total Miscellaneous	<u>2,402.12</u>			<u>47</u>	
<b>BI-MONTHLY-Payment</b>	<u>Amount</u>			<u>Count</u>	
WATER	-220,645.39			1,356	17,365.63
WATER Miscellaneous	-941.87			1	16,423.76
WAT.Penalty	-1,130.00			2	15,293.76
***Total Payments	<u>-222,717.26</u>			<u>1,359</u>	
<b>BI-MONTHLY-Return Check</b>	<u>Amount</u>			<u>Count</u>	
WATER	421.80			2	15,715.56
**Total Return Check	<u>421.80</u>			<u>2</u>	
<b>BI-MONTHLY-Deposit Applied</b>	<u>Amount</u>			<u>Count</u>	
WATER	-350.00			7	15,365.56
**Total Deposit Applied	<u>-350.00</u>			<u>7</u>	
					<b>Closing Balance 15,365.56</b>

**RIVERGROVE WATER DISTRICT**  
**Account QuickReport**  
As of August 31, 2024

Type	Date	Num	Name	Memo	Amount	Balance
						<b>270,082.59</b>
Check	08/01/2024	ACH	AFLAC	Monthly Health Premium	-149.95	269,932.64
Deposit	08/01/2024		Deposit	Deposit	861.01	270,793.65
GJ	08/01/2024		Customer Refund	Customer Refund	50.00	270,843.65
Deposit	08/01/2024		Deposit	Deposit	165.00	271,008.65
GJ	08/02/2024		Customer Refund	Customer Refund	50.00	271,058.65
GJ	08/02/2024		Customer Refund	Customer Refund	50.00	271,108.65
Deposit	08/02/2024		Deposit	Deposit	85.00	271,193.65
Deposit	08/05/2024		Deposit	Deposit	207.65	271,401.30
Deposit	08/05/2024		Deposit	Deposit	151.93	271,553.23
Deposit	08/05/2024		Deposit	Deposit	118.99	271,672.22
GJ	08/05/2024		Payroll 07/21/24-08/03/24	Deferred Comp Payroll	-1,473.95	270,198.27
GJ	08/05/2024		Payroll 07/21/24-08/03/24	Deferred Comp Payroll	0.00	270,198.27
Check	08/05/2024		PAYCHEX	Payroll	-85.90	270,112.37
GJ	08/05/2024		Payroll 07/21/24-08/03/24	Payroll	-6,797.37	263,315.00
GJ	08/05/2024		Payroll 07/21/24-08/03/24	Payroll	-3,354.44	259,960.56
Deposit	08/06/2024		Deposit	Deposit	190.00	260,150.56
Deposit	08/07/2024		Deposit	Deposit	168.99	260,319.55
Deposit	08/07/2024		Deposit	Deposit	198.32	260,517.87
GJ	08/07/2024		PAYCHEX	Reimbursement Paychex	227.40	260,745.27
Deposit	08/08/2024		Deposit	Deposit	56.20	260,801.47
GJ	08/08/2024		Customer Refund	Customer Refund	50.00	260,851.47
GJ	08/08/2024		Customer Refund	Customer Refund	50.00	260,901.47
Deposit	08/08/2024		Deposit	Deposit	133.27	261,034.74
Deposit	08/09/2024		Deposit	Deposit	50.00	261,084.74
Deposit	08/09/2024		Deposit	Deposit	92.25	261,176.99
GJ	08/09/2024		Customer Deposit	Customer Deposit	-50.00	261,126.99
Deposit	08/09/2024		Deposit	Deposit	86.05	261,213.04
Deposit	08/12/2024		Deposit	Deposit	280.30	261,493.34
GJ	08/12/2024		Customer Deposit	Customer Deposit	-50.00	261,443.34
Deposit	08/12/2024		Deposit	Deposit	819.27	262,262.61
GJ	08/12/2024		Customer Deposit	Customer Deposit	-50.00	262,212.61
Deposit	08/12/2024		Deposit	Deposit	780.55	262,993.16
Deposit	08/13/2024		Deposit	Deposit	945.99	263,939.15
Deposit	08/13/2024		Deposit	Deposit	3,927.81	267,866.96
Deposit	08/13/2024		Deposit	Deposit	1,964.64	269,831.60
Deposit	08/14/2024		Deposit	Deposit	1,430.90	271,262.50
GJ	08/14/2024		Customer Refund	Customer Refund	50.00	271,312.50
Deposit	08/14/2024		Deposit	Deposit	3,522.60	274,835.10
Deposit	08/14/2024		Deposit	Deposit	962.16	275,797.26
Deposit	08/15/2024		Deposit	Deposit	2,580.83	278,378.09
Deposit	08/15/2024		Deposit	Deposit	527.10	278,905.19
Check	08/15/2024		Service Charge	Service Charge	-205.02	278,700.17
Deposit	08/16/2024		Deposit	Deposit	6,018.22	284,718.39
Deposit	08/16/2024		Deposit	Deposit	1,366.75	286,085.14
Deposit	08/16/2024		Deposit	Deposit	1,247.52	287,332.66
GJ	08/19/2024		Customer Deposit	Customer Deposit	-50.00	287,282.66

**RIVERGROVE WATER DISTRICT**  
**Account QuickReport**  
As of August 31, 2024

Deposit	08/19/2024	Deposit	Deposit	2,820.21	290,102.87
GJ	08/19/2024	Customer Refund	Customer Refund	50.00	290,152.87
GJ	08/20/2024	Payroll 08/20/24	Deferred Comp Payroll	-1,473.95	288,678.92
GJ	08/20/2024	Payroll 08/20/24	Deferred Comp Payroll	0.00	288,678.92
Check	08/20/2024	ACH PAYCHEX	Payroll	-85.90	288,593.02
GJ	08/20/2024	Payroll 08/20/24	Payroll	-6,785.90	281,807.12
GJ	08/20/2024	Payroll 08/20/24	Payroll	-3,300.60	278,506.52
Deposit	08/20/2024	Deposit	Deposit	400.10	278,906.62
Deposit	08/20/2024	Deposit	Deposit	2,449.21	281,355.83
Deposit	08/20/2024	Deposit	Deposit	9,391.71	290,747.54
Deposit	08/21/2024	Deposit	Deposit	362.58	291,110.12
Deposit	08/21/2024	Deposit	Deposit	938.02	292,048.14
Check	08/22/2024	ACH Banner Bank (MASTERCARD)	Monthly Charges 7/8/24-8/7/24	-1,501.50	290,546.64
Check	08/22/2024	10057 GREGORY PACIFIC CORP	Marlin Ct Watermain Project	-2,199.00	288,347.64
Check	08/22/2024	10058 Cascade Columbia Dist Inc	Sodium Hypochlorite	-475.00	287,872.64
Check	08/22/2024	10059 Cable Huston, LLP	General Services	-285.00	287,587.64
Check	08/22/2024	10060 RH2 Engineering, Inc.	Engineering Services	-4,334.50	283,253.14
Check	08/22/2024	10061 Core & Main	Concrete Meter Boxes & Lids	-1,098.72	282,154.42
Check	08/22/2024	ACH KAISER HEALTH PLAN	Monthly Health Premium	-3,489.50	278,664.92
Check	08/22/2024	10062 Norton Corrosion Limited	Reservior 3 Cathodic Inspection	-1,076.00	277,588.92
Check	08/22/2024	10063 ONE CALL CONCEPTS	Monthly Service July 2024	-74.50	277,514.42
Check	08/22/2024	10064 FERGUSON WATERWORKS	Waterous Hydrant #114	-5,133.49	272,380.93
Check	08/22/2024	10065 Jarrad, Seibert, Pollard	Audit 2023/2024	-6,450.00	265,930.93
Check	08/22/2024	10066 OAWU	Membership Renewal 2024-2025	-763.84	265,167.09
Check	08/22/2024	10067 Exele Information Systems	Top View Annual Software 10/24-9/25	-449.25	264,717.84
Check	08/22/2024	10068 AGB	Inspection Seismic Controller	-3,117.00	261,600.84
Check	08/22/2024	10069 CONTINENTAL UTILITY	ACH Activation Fee	-1.50	261,599.34
Check	08/22/2024	10070 Moonlight Business	Annual Water Quality Report	-280.00	261,319.34
Check	08/22/2024	10071 METEREADERS, LLC	Meter Readings June 2024	-1,231.76	260,087.58
Check	08/22/2024	10072 Team Electric Company	Troubleshoot Seismic Control Leak	-298.00	259,789.58
Check	08/22/2024	10073 Turney Excavating Inc.	Install Fire Hydrant #114	-15,485.00	244,304.58
Check	08/22/2024	10074 River Grove, LLC	Sep 2024 Rent/Utilities	-2,153.39	242,151.19
Check	08/22/2024	10075 Customer Refund	Customer Refund	-29.57	242,121.62
Check	08/22/2024	10076 SOUND TELECOM	Answering Service Monthly Fee	-200.89	241,920.73
Check	08/22/2024	10077 METEREADERS, LLC	Meter Reading August 2024	-1,235.32	240,685.41
Check	08/22/2024	ACH VANCO Payment Solutions	Monthly Service Fee July 2024	-55.00	240,630.41
Check	08/22/2024	ACH PGE	Monthly Electric Fees	-5,881.96	234,748.45
Check	08/22/2024	ACH WATER ENVIRONMENT	18810 Hill Top Rd Surface Water	-16.35	234,732.10
Check	08/22/2024	ACH VERIZON WIRELESS	Monthly Service	-390.15	234,341.95
Check	08/22/2024	ACH PACIFIC OFFICE	Copier Service	-314.82	234,027.13
Check	08/22/2024	10078 Customer Refund	Customer Refund	-0.88	234,026.25
Check	08/22/2024	10079 Look Construction, LLC	Marlin Ct Watermain-Hydrant Rental	-1,012.64	233,013.61
Check	08/22/2024	ACH Streamline	Website Fee 8/1/24-9/1/24	-126.00	232,887.61
Check	08/22/2024	10080 Lake Oswego School District	Performance Bond: RES Watermain	-107,433.96	125,453.65
Check	08/22/2024	10080 Lake Oswego School District	Performance Bond: RES Watermain	107,433.96	232,887.61
Check	08/22/2024	10081 Lake Oswego School District	Security Deposit: RES Watermain	-8,302.83	224,584.78
Check	08/22/2024	10081 Lake Oswego School District	Security Deposit: RES Watermain	8,302.83	232,887.61
Transfer	08/22/2024	Funds Transfer	Funds Transfer - RES Security Dep	107,433.96	340,321.57

RIVERGROVE WATER DISTRICT

Account QuickReport

As of August 31, 2024

Transfer	08/22/2024	Funds Transfer	Funds Transfer - RES Security Dep	8,302.83	348,624.40
Check	08/22/2024	10082 TMG SERVICES, INC.	Well 3 Chlorine Generator	-467.50	348,156.90
Deposit	08/22/2024	Deposit	Deposit	182.10	348,339.00
Deposit	08/22/2024	Deposit	Deposit	641.94	348,980.94
Check	08/22/2024	10083 Look Construction, LLC	Marlin Ct Waterline Project	-117,447.36	231,533.58
Check	08/22/2024	ACH CHEVRON/TEXACO	Monthly Fuel Charges	-323.32	231,210.26
Check	08/22/2024	ACH COMCAST CABLE	Monthly Service	-625.80	230,584.46
Check	08/22/2024	10084 Customer Refund	Customer Refund	-9.02	230,575.44
Check	08/22/2024	10085 FERGUSON WATERWORKS	Waterous Hydrant #116	-3,768.00	226,807.44
Deposit	08/23/2024	Deposit	Deposit	529.40	227,336.84
GJ	08/23/2024	Customer Deposit	Customer Deposit	-50.00	227,286.84
GJ	08/23/2024	Customer Deposit	Customer Deposit	-50.00	227,236.84
GJ	08/23/2024	Customer Refund	Customer Refund	50.00	227,286.84
Deposit	08/23/2024	Deposit	Deposit	1,127.80	228,414.64
Deposit	08/23/2024	Deposit	Deposit	492.62	228,907.26
GJ	08/23/2024	Customer Chargeback	Customer Chargeback	-293.46	228,613.80
GJ	08/26/2024	Customer Deposit	Customer Deposit	-50.00	228,563.80
Deposit	08/26/2024	Deposit	Deposit	6,645.17	235,208.97
Deposit	08/26/2024	Deposit	Deposit	8,283.96	243,492.93
Deposit	08/26/2024	Deposit	Deposit	1,092.24	244,585.17
Check	08/26/2024	ACH SOUND TELECOM	Answering Service Monthly Fee	-200.89	244,384.28
Transfer	08/26/2024	Funds Transfer	Funds Transfer - Marlin Ct Watermain	104,645.60	349,029.88
Transfer	08/26/2024	Funds Transfer	Funds Transfer - Marlin Ct Watermain	12,801.76	361,831.64
Deposit	08/27/2024	Deposit	Deposit	201.29	362,032.93
GJ	08/27/2024	Customer Refund	Customer Refund	50.00	362,082.93
Deposit	08/27/2024	Deposit	Deposit	1,169.74	363,252.67
Deposit	08/28/2024	Deposit	Deposit	120.74	363,373.41
GJ	08/28/2024	Customer Deposit	Customer Deposit	-50.00	363,323.41
GJ	08/28/2024	Customer Refund	Customer Refund	50.00	363,373.41
Deposit	08/28/2024	Deposit	Deposit	776.86	364,150.27
Deposit	08/29/2024	Deposit	Deposit	477.86	364,628.13
GJ	08/29/2024	Customer Deposit	Customer Deposit	-50.00	364,578.13
Deposit	08/29/2024	Deposit	Deposit	191.40	364,769.53
Check	08/30/2024	ACH AFLAC	Monthly Health Premium	-306.18	364,463.35
Deposit	08/30/2024	Deposit	Deposit	1,852.69	366,316.04
Deposit	08/31/2024	Deposit	Deposit	47.00	366,363.04
				<u>96,280.45</u>	<u>366,363.04</u>
				<u>96,280.45</u>	<u>366,363.04</u>



## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Income</b>				
4005 · Water Sales & Charges	336,805.97	1,155,000.00	-818,194.03	29.16%
4010 · Water Deposit Fee	1,950.00	5,000.00	-3,050.00	39.0%
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	5,045.00	12,500.00	-7,455.00	40.36%
4035 · SDC Chgs-SDC Restricted CI Fund	0.00	30,000.00	-30,000.00	0.0%
<b>4056 · Bank Interest/LGIP Interest</b>				
4058 · Banner - Water Dep Interest Ear	547.35	1,200.00	-652.65	45.61%
4059 · LGIP - Non Restrict Int Earn	3,425.71	6,000.00	-2,574.29	57.1%
4064 · SDC Interest-LGIP CI Fund	3,814.51	15,000.00	-11,185.49	25.43%
4065 · CI Interest -LGIP CI Fund	8,192.18	30,000.00	-21,807.82	27.31%
4066 · LGIP-Int Earn Unemployment Fund	358.84	1,000.00	-641.16	35.88%
4067 · LGIP-Int Earn Truck&Equip Fund	339.88	900.00	-560.12	37.76%
<b>Total 4056 · Bank Interest/LGIP Interest</b>	<b>16,678.47</b>	<b>54,100.00</b>	<b>-37,421.53</b>	<b>30.83%</b>
4090 · Miscellaneous Income	7,382.53	1,000.00	6,382.53	738.25%
<b>Total 4000 · Income</b>	<b>367,861.97</b>	<b>1,267,050.00</b>	<b>-899,188.03</b>	<b>29.03%</b>
<b>Total Income</b>	<b>367,861.97</b>	<b>1,267,050.00</b>	<b>-899,188.03</b>	<b>29.03%</b>
<b>Gross Revenue</b>	<b>367,861.97</b>	<b>1,267,050.00</b>	<b>-899,188.03</b>	<b>29.03%</b>
<b>Expense</b>				
<b>5000 · Personnel Services</b>				
<b>5001 · Compensation</b>				
5020 · Administrative Wages	35,097.58	157,000.00	-121,902.42	22.36%
5040 · Operator Wages	26,236.67	135,000.00	-108,763.33	19.44%
5090 · Deferred Compensation	2,843.71	30,000.00	-27,156.29	9.48%
<b>Total 5001 · Compensation</b>	<b>64,177.96</b>	<b>322,000.00</b>	<b>-257,822.04</b>	<b>19.93%</b>
5100 · Payroll Tax Expense	19,991.63	36,500.00	-16,508.37	54.77%
<b>5200 · Payroll Benefits</b>				
5210 · Workers' Compensation	1,447.02	4,000.00	-2,552.98	36.18%
5220 · Health Benefits	6,884.69	95,000.00	-88,115.31	7.25%
5235 · Employee Recognition	0.00	1,000.00	-1,000.00	0.0%
5240 · Wellness Benefit	0.00	600.00	-600.00	0.0%
<b>Total 5200 · Payroll Benefits</b>	<b>8,331.71</b>	<b>100,600.00</b>	<b>-92,268.29</b>	<b>8.28%</b>
<b>Total 5000 · Personnel Services</b>	<b>92,501.30</b>	<b>459,100.00</b>	<b>-366,598.70</b>	<b>20.15%</b>
<b>6000 · Material Services</b>				
<b>6001 · Administration/Billing/Overhead</b>				
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
<b>6007 · Bank Service Charges</b>				
6008 · Banner - Check Bank Charges	656.86	1,250.00	-593.14	52.55%
6010 · Vanco Service Charges	179.00	1,250.00	-1,071.00	14.32%
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%
<b>Total 6007 · Bank Service Charges</b>	<b>835.96</b>	<b>2,502.00</b>	<b>-1,666.04</b>	<b>33.41%</b>
<b>6018 · Meeting/Food Expense</b>	0.00	1,000.00	-1,000.00	0.0%
<b>6019 · Office Supplies, Equip, Repair</b>	328.04	1,800.00	-1,471.96	18.22%
<b>6020 · Postage &amp; Shipping</b>	9.85	1,200.00	-1,190.15	0.82%
<b>6025 · Printing &amp; Duplicating</b>	280.00	1,400.00	-1,120.00	20.0%
<b>6030 · Publications &amp; Elections</b>	497.96	2,000.00	-1,502.04	24.9%
<b>6035 · Rent</b>	5,775.52	18,000.00	-12,224.48	32.09%
<b>6045 · Telephone - Admin</b>	2,150.22	12,000.00	-9,849.78	17.92%
<b>6050 · Mileage Expenses</b>	0.00	500.00	-500.00	0.0%
<b>6060 · Continued Education</b>	816.39	4,000.00	-3,183.61	20.41%
<b>6065 · Dues &amp; Subscriptions</b>	2,239.51	6,500.00	-4,260.49	34.45%
<b>6070 · Fees, License, &amp; Permits</b>	498.55	8,000.00	-7,501.45	6.23%
<b>6075 · Water Deposit Refunds</b>	1,552.04	5,000.00	-3,447.96	31.04%
<b>6080 · Water Sales Overpay</b>	208.62	1,200.00	-991.38	17.39%
<b>6090 · Meter Reading</b>	2,467.08	8,000.00	-5,532.92	30.84%
<b>6095 · Utilities/Office</b>	836.82	2,500.00	-1,663.18	33.47%
<b>6096 · Development Review Deposit Ref</b>	0.00	10,000.00	-10,000.00	0.0%
<b>6099 · Contracted Services - Admin</b>				
6099-0 · Billing	2,602.50	7,500.00	-4,897.50	34.7%
6099-1 · Copier IT	1,400.85	12,000.00	-10,599.15	11.67%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	378.00	1,800.00	-1,422.00	21.0%
<b>Total 6099 · Contracted Services - Admin</b>	<b>4,381.35</b>	<b>26,300.00</b>	<b>-21,918.65</b>	<b>16.66%</b>
<b>Total 6001 · Administration/Billing/Overhead</b>	<b>22,877.91</b>	<b>145,502.00</b>	<b>-122,624.09</b>	<b>15.72%</b>
<b>6101 · Operation &amp; Maintenance</b>				
6100 · General Repair & Maintenance	6,291.33	40,000.00	-33,708.67	15.73%
6105 · Utilities	16,618.44	45,000.00	-28,381.56	36.93%
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	488.99	3,500.00	-3,011.01	13.97%
6135 · Telemetry/Scada	0.00	12,000.00	-12,000.00	0.0%
6155 · Chemicals	475.00	4,000.00	-3,525.00	11.88%
6160 · Contracted Services-Operations	1,505.50	10,000.00	-8,494.50	15.06%
6165 · PPE/Safety Equipment	210.00	2,000.00	-1,790.00	10.5%
6170 · Mobile Radio Phone/Pager Operat	1,170.51	5,000.00	-3,829.49	23.41%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%



## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

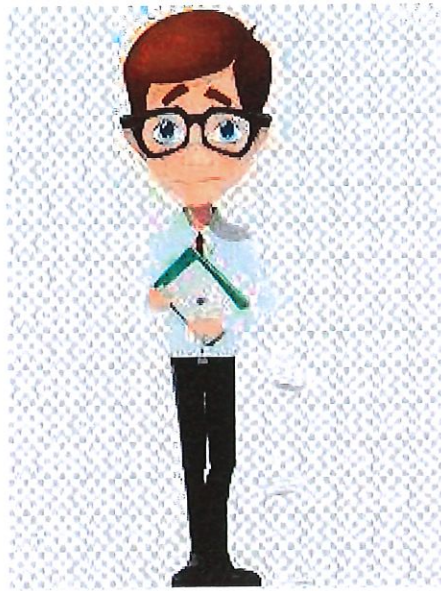
July 2024 through June 2025

	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%
<b>Total 6101 · Operation &amp; Maintenance</b>	<b>32,219.87</b>	<b>138,700.00</b>	<b>-106,480.13</b>	<b>23.23%</b>
6202 · Professional Services				
6208 · Auditor	6,450.00	8,000.00	-1,550.00	80.63%
6209 · Consultants	4,070.00	4,000.00	70.00	101.75%
6210 · Engineering (Non-Reimbursable)	11,257.00	125,000.00	-113,743.00	9.01%
6215 · Legal Fees (Non-Reimbursable)	4,485.00	15,000.00	-10,515.00	29.9%
<b>Total 6202 · Professional Services</b>	<b>26,262.00</b>	<b>152,000.00</b>	<b>-125,738.00</b>	<b>17.28%</b>
<b>Total 6000 · Material Services</b>	<b>81,359.78</b>	<b>436,202.00</b>	<b>-354,842.22</b>	<b>18.65%</b>
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	44,003.99	35,000.00	9,003.99	125.73%
<b>Total 7000 · Operating Capital Outlay</b>	<b>44,003.99</b>	<b>38,000.00</b>	<b>6,003.99</b>	<b>115.8%</b>
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%
8457 · CI Dist.Main Projects	106,604.91	0.00	106,604.91	100.0%
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%
8467 · Water Main Replacement Projects	13,041.45	0.00	13,041.45	100.0%
<b>Total 8000 · Debt Recov./Capital Improvement</b>	<b>119,646.36</b>	<b>186,434.00</b>	<b>-66,787.64</b>	<b>64.18%</b>
<b>Total Expense</b>	<b>337,511.43</b>	<b>1,119,736.00</b>	<b>-782,224.57</b>	<b>30.14%</b>
<b>Net Ordinary Income</b>	<b>30,350.54</b>	<b>147,314.00</b>	<b>-116,963.46</b>	<b>20.6%</b>
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%
<b>Total 9100 · Other Income</b>	<b>0.00</b>	<b>208,000.00</b>	<b>-208,000.00</b>	<b>0.0%</b>
<b>Total Other Income</b>	<b>0.00</b>	<b>208,000.00</b>	<b>-208,000.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>208,000.00</b>	<b>-208,000.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>30,350.54</b>	<b>355,314.00</b>	<b>-324,963.46</b>	<b>8.54%</b>

# UNFINISHED BUSINESS



# New Business







## Rivergrove Water District

### Steps for Applying and Installation of a New/Upgraded Water Service



2024

#### Step One: Formal Application to the Board of the Rivergrove Water District

1. Applicant shall complete Water Connection Permit for Water Service.
2. Return the permit to the Rivergrove Water District Office with a **\$50.00 processing fee**.
3. **If necessary**, the application will be put on the agenda of the next regularly scheduled Board meeting.
4. **If engineering plan checks are necessary**, the applicant will complete the Development, Review, and Acceptance Permit and pay a **\$2,050.00 deposit** to the District at the time of application.
5. The Rivergrove Water District Board of Commissioners or the District Manager will: approve the application with recommendations or deny the application based on current rules and regulations of the District. The District will inform the applicant in writing of the decision.



#### Step Two: Pre-Application Conference and Procedures

- A pre-application conference **is required** for any major (2 or more services) development **and** any new (single service) development, **and any existing (single service) that has been torn down and being rebuilt.**
- A pre-application conference is *recommended* for minor (existing, upsizing, or modifying service) development
- The conference has been developed to:
  - Thoroughly familiarize the applicant to the District's development ordinances and procedures to obtain water service
  - Review the applicant's preliminary proposal and to provide specific development information to the applicant as it relates to site limitations and the proposal
- The applicant will submit 3 collated sets of the following materials:
  - Pre-Application Form (to include a brief description of the proposed development)
  - **Approved building plans from the governing municipality**
  - Existing Features Map (i.e., structures, topography, trees, creeks, etc.)
  - Site plan drawn to scale
- This information shall be submitted by applicant at least 5 days prior to any scheduled meeting to allow the District sufficient time to review the materials for completeness. Incomplete pre-applications will not be accepted.
  - A **pre-application conference fee of \$500.00** is required prior to the meeting
  - A meeting with applicant will be scheduled once the District completes a preliminary review

- During the pre-application meeting:
  - Applicant will present the proposal overview and introduce any supplemental material
  - District will outline development ordinance references and requirements related to the proposal according to the standards checklist
  - District summarizes any concerns and reviews formal application procedures
  - Additional pre-application meetings requested by the applicant will require a fee



### Step Three: Payment of System Development Charges and Account Deposit

1. **Once the application is approved, the applicant shall submit payment in full as outlined in the Water Connection Permit within 5 business days of approval.** System Development Charges will be assessed based on the size of the meter as outlined in the following table:

Meter size	Charge
1"	\$13,784
1 ½"	\$27,569
2"	\$44,110
3"	\$88,220
4"	\$137,843
6"	\$275,687

*\*Notes:*

*In accordance with Resolution 2015-1, the dollar amount of the System Development Charge rates shall be adjusted each year on January 1<sup>st</sup> based on 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 SDC 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).*



### Step Four: Installation of Water Service

- **The applicant is responsible for paying all costs for connecting to the District's water distribution system and will enter into a Development Agreement with the Rivergrove Water District. No water service shall be provided until all fees are satisfied.**
- **The Applicant or applicant's contractor must notify the Rivergrove Water District and provide proof of current insurance information to the District's Office BEFORE beginning work on dig in or tap. Applicant or applicant's contractor will notify the Rivergrove Water District 3-5 days in advance of the start date to ensure Rivergrove personnel are on site for any/all work exposing and connecting to the main. All parts and materials will be acquired by applicant and will meet City of Lake Oswego standards as amended by Rivergrove Water District Ordinance **19-01 23-01**. All work performed exposing and connecting to the main, taps, and/ or dig-ins will be observed and inspected by Rivergrove Water District personnel.**

# ADJOURNMENT

