



Board of Commissioners Monthly Meeting
Monday, February 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">• January 22, 2024 Regular Board Meeting• January 22, 2024 Executive Session | | |
| IV. | General Manager's Report | | 4:36 PM |
| V. | Unfinished Business | | |
| | <ul style="list-style-type: none">• Board Policy Notebook Addition: Performance Evaluation of the General Manager• Office Space for District | Commissioner Howell
Commissioner Magura | 5:00 PM
5:01 PM |
| VI. | New Business | | 5:14 PM |
| | <ul style="list-style-type: none">• None | | |
| VII. | Adjournment | | 5:31 PM |

Upcoming Meetings

- Regular Board Meeting: Monday, March 25, 2024 at 4:30 P.M.**
Regular Board Meeting: Monday, April 22, 2024 at 4:30 P.M.
Budget Committee Meeting, Monday, April 22, 2024 at 5:30 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, January 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 and other attendees included: Commissioners Johnson, Magura, Patterson, and Howell. The General Manager was also in attendance.

1. **Call to Order:** The meeting was called to order at 4:35 p.m.
2. **Public Comment:** No public comment was received.
3. **Review and Approval of Minutes:** The regular meeting minutes of December 18, 2023 were approved by a motion from **Commissioner Magura, seconded by Commissioner Johnson, and passed by Commissioners Roth, Magura, Johnson, and Patterson. Commissioner Howell abstained.**
4. **Monthly General Manager's Report:** See attached.
5. **Unfinished Business:**
 - a. Board Policy Notebook Addition - Performance Evaluation of the General Manager: This was tabled until the February 2024 meeting.
 - b. Office Space for District: Discussion ensued on the pros and cons of a possible relocation of the District office to a new building at 4100 Old Gate Road. The Board agreed to schedule a pre-application meeting with the City of Lake Oswego.
6. **New Business:** No new business was discussed.
7. **Executive Session:** The regular meeting of the Board of Commissioners was adjourned at 5:20 p.m. to meet in Executive Session in accordance with ORS 192.660(h) to discuss the General Manager's annual performance review.
8. **Reconvene Regular Session:** The regular meeting of the Board of Commissioners reconvened at 5:37 p.m. Award of a \$5,000.00 bonus to the General Manager, to be paid at the next pay period, was approved by a motion from **Commissioner Magura, seconded by Commissioner Johnson, and passed by unanimous vote.** Award of a 5% merit increase to the General Manager, retroactive to January 2, 2024, was approved by a motion from **Commissioner Howell, seconded by Commissioner Magura, and passed by unanimous vote.**
9. **Adjournment:** The meeting was adjourned at 5:38 p.m. The next regular meeting will be held on Monday, February 26, 2024.

Grant E. Howell, Secretary

Date

Christine K. Roth, Chair

Date

Instructions for Approving Executive Session Minutes

The minutes from the **Executive Session held on January 22, 2024 will be presented at the meeting during Agenda Item III, Review and Approval of Minutes.**

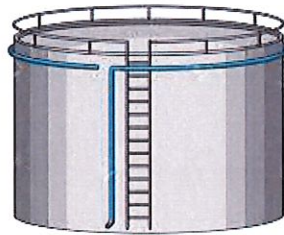
According to ORS 192.660, any information discussed during a properly held Executive Session is confidential and non-disclosable unless specifically authorized by the Board or as required or as excluded by law.

As long as there is no discussion or corrections to the minutes, they can be approved in the Open Session of the regular Board meeting on Monday.

There will need to be a motion to accept the Executive Session minutes, a second to the motion, followed by a vote.

General Manager's Report

Operations



Administrative/HR/Finance





GENERAL MANAGER'S REPORT February 2024

Capital Improvement Projects

- **2022 Water Main Replacement Grant Project**
 - o Invitation to Apply received from Business Oregon on 1/31/24
 - Project and loan package being prepared for submission by 3/4/24

Water Operations

- **Well 1 Pump Motor Replacement**
 - o Pump shut down 12/28/23; initial troubleshooting indicated motor needs to be replaced
 - Well Improvement Project took place 2011/2012; pump and motor were replaced
 - Motor failed in 4/2017 and was replaced in 6/2017; attributed to a faulty motor
 - Representatives from the District, RH2, Control Systems NW & Schneider Water Services conducted a thorough investigative review to determine the cause by examining pump settings and water level data from SCADA as well as data on the level transducer
 - o Primary finding for premature motor failure was attributed to water quality due to silica
 - o Other findings which were not considered to be major factors include:
 - Malfunctioning transducer
 - Motor operating into the well screen causing the thrust bearings to wear prematurely
 - o Future options:
 - Keep submersible style pump and budget for premature motor failure every 5-7 years at an estimated cost of \$30,000
 - Change style of pump from submersible to line-shaft driven vertical pump
- **Supervisory Control and Data Acquisition (SCADA) System**
 - o Current SCADA system is over 25 years old and requires replacement
 - Existing software, hardware, and control components are at end-of-life resulting in **minimal** support from manufacturers and a lack of readily available parts which makes troubleshooting extremely difficult
 - Current control system is not well documented; topology portion of the system lacks documentation and equipment routing
 - Data available on SCADA HMI is minimal which significantly impacts how the system is controlled and operated
 - System lacks necessary reports for tracking monthly trends and other critical historical data
 - Increases District's costs due to on-site gathering of data by contractor
 - o Estimated cost for total system replacement: \$400,000
 - Site visits and preliminary design could raise/lower costs
 - System could be replaced in totality or in phases
 - If phase implementation is desired, recommend starting with Well 1 at an anticipated cost \$125,000
 - Total replacement time frame for entire SCADA system is one year
 - Anticipated start date: 3/18/24

- **Environmental Protection Agency’s (EPA) Unregulated Contaminants Monitoring Rule**
 - o District selected to participate in Per- and Polyfluoroalkyl Substances (PFAS) sampling
 - Requirements consist of collecting drinking water samples for testing of 29 PFAS substances and lithium during a 12-month period between 2024-2025
 - EPA will supply sampling kits/instructions and pay for shipping the samples as well as the cost of analysis
 - o District participated in two previous rounds of sample collections/testing in 2022 and 2023
 - Test results for each of these rounds reflected... “No detections at or above the minimum reporting limits”

- **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
Feb 24	16,637	14,816	106	1,715	10%	1.2	1,385	\$128,388
Dec 23	17,756	16,574	116	1,066	6.0%	.77	1,383	\$134,561
Oct 23	42,636	39,313	141	3,182	7.4%	2.3	1,383	\$217,747
Aug 23	54,738	50,808	200	3,730	6.8%	2.7	1,383	\$259,362
Jun 23	23,411	22,142	228	1,041	4.4%	.75	1,382	\$150,055
Apr 23	15,512	14,109	80	1,323	8.5%	.95	1,382	\$121,772
Feb 23	15,456	14,056	146	1,254	8.1%	.91	1,383	\$121,725

Anomalies: Chlorine Analyzers – 58 HCF; Leaks: N/A; Projects: Well 1 Motor Replacement – 38 HCF; Rivergrove Elementary School Hydrant Meters - Triplett Wellman - 6 HCF, C&W Excavation – 0 HCF; District Shop – 2 HCF; Dogwood Drive Service Install/Hydrant Flush – 2 HCF

- **Oregon Health Authority Service Line Inventory**
 - o Federal and state rules mandate inventory of all service lines within our water system
 - Categories to identify: lead, non-lead, galvanized requiring replacement or unknown
 - o Inventory submission due to State of Oregon Drinking Water Services by **11/16/24**
- Total Connections: 1,385 □ Total Connections Identified: 537 □ Compliance Percentage: 38%
- **Customer Assistance Requests & On Call Duty**
 - Site visit requests: 25 □ Emergency callouts: 1

Finance/Administrative/HR

- **Bi-Monthly Billing Statement**
 - o Initiated improvements to help customers understand all charges and/or adjustments made to their account
 - Removed unnecessary data and added area for all account charges/adjustments from their last billing statement to ensure better understanding of total charges
- **Annual Budget Fiscal Year 2024/2025**
 - o Final draft is complete; anticipated projects from the Board due **2/26/24**

- **Employee Training Completed**

- Oregon Utility Locator Skills Enhancement Course (GM)
- Traffic Control & Flagger Certification (WD-2)
- Emergency Management: You Can't Respond if You're Not Prepared (GM)
- Wastewater Basics: Septic Tank Maintenance (GM)
- Public Meetings Law: Gifts (Finance Specialist)
- OSHA Reporting Requirements in the Workplace (GM)
- National Burn Awareness Month-Flammable Liquid Safety & Heart Health (All employees)

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 January 2024

Reviewed & Approved by Commissioners
Board Meeting: February 26, 2024

Bank	QB's	Bank	QuickBooks	Statement	QuickBooks	
Account	Account	Statement	Beginning	Ending	Ending	Uncleared
Name	Number	Date	Balance	Balance	Balance	Balance
Banner Bank (Checking Act)	1015	1/31/2024	\$303,368.34	\$253,691.52	\$254,484.21	(\$792.69)
Banner Bank (Deposit Act)	1085	1/31/2024	\$56,266.58	\$56,984.38	\$56,984.38	\$0.00
LGIP (SDC)	1106	1/31/2024	\$431,330.96	\$433,187.84	\$433,187.84	\$0.00
LGIP (Capital Improvement)	1107	1/31/2024	\$793,311.82	\$896,726.94	\$896,726.94	\$0.00
LGIP (Unemployment)	1108	1/31/2024	\$36,575.61	\$39,733.07	\$39,733.07	\$0.00
LGIP (Truck)	1109	1/31/2024	\$32,493.66	\$37,633.55	\$37,633.55	\$0.00
LGIP (Non-Restricted)	1110	1/31/2024	\$377,688.80	\$379,314.75	\$379,314.75	\$0.00

Checks issued this period 9974 - 9975 from Banner Bank Act 1015
 Checks voided this period: None

RIVERGROVE WATER DISTRICT

Balance Sheet

As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	254,534.21
1085 · Water Deposit-Banner Bank	56,934.38
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	433,187.84
1107 · Capital Improvement Account	896,726.94
1108 · Unemployment Account	39,733.07
1109 · Truck & Equipment Account	37,633.55
Total 1101 · Restricted	1,407,281.40
1110 · Non-Restricted	379,314.75
Total 1100 · LGIP	1,786,596.15
Total Checking/Savings	2,098,064.74
Total Current Assets	2,098,064.74
TOTAL ASSETS	2,098,064.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Federal Withholding	1,511.25
2120 · FICA Social Security	1,053.08
2140 · Medicare	246.29
2150 · State Withholding	925.36
2165 · Oregon State Transit Tax	13.07
2170 · WBF Assessment	3.56
2175 · Paid Family Medical Leave	101.90
2195 · Deferred Compensation	2,100.00
Total 2100 · Payroll Liabilities	5,954.51
Total Other Current Liabilities	5,954.51
Total Current Liabilities	5,954.51
Total Liabilities	5,954.51
Equity	
32000 · All Fund Balances	1,928,708.30
Net Income	163,401.93
Total Equity	2,092,110.23
TOTAL LIABILITIES & EQUITY	2,098,064.74

RIVERGROVE WATER DISTRICT

Accounts Receivable Summary

From 12/11/2023 Through 02/13/2024

<u>OPEN BALANCE</u>				<u>Balance</u>	
	5,605.10				5,605.10
<u>BI-MONTHLY-Adjustment</u>	<u>Amount</u>	<u>Usage</u>	<u>Count</u>		
WATER-RESIDENTIAL	-789.77		13		
WATER-COMMERCIAL	-20.00		1		
Totals	-809.77	-98.00	14	4,795.33	
WATER Miscellaneous-RESIDENTIAL	219.41		2		
Totals	219.41	0.00	2	5,014.74	
WAT.Penalty-RESIDENTIAL	-585.00		99		
WAT.Penalty-HOA IRRIGATION	-15.00		1		
Totals	-600.00	0.00	100	4,414.74	
***Total Adjustment	-1,190.36	-98.00	116		
<u>BI-MONTHLY-Charge</u>	<u>Minimum</u>	<u>Overage</u>	<u>Usage</u>	<u>Count</u>	<u>Total</u>
WATER-RESIDENTIAL	144,095.88	113,300.58	30,963.00	2,743	257,396.46
WATER-COMMERCIAL	374.47	824.52	226.00	7	1,198.99
WATER-PUBLIC AUTHORITY	1,989.16	552.66	151.00	10	2,541.82
WATER-HOA IRRIGATION	1,341.74	54.90	15.00	18	1,396.64
WATER-ADULT CARE FACILITIES	286.52	212.28	58.00	4	498.80
WATER-CHURCH	195.66	47.58	13.00	2	243.24
Totals	148,283.43	114,992.52	31,426.00	2,784	263,275.95
***Total Charge	148,283.43	114,992.52	31,426.00	2,784	263,275.95
<u>BI-MONTHLY-Penalty</u>	<u>Amount</u>			<u>Count</u>	
WATER-RESIDENTIAL	2,865.00			191	
WATER-PUBLIC AUTHORITY	15.00			1	
WATER-HOA IRRIGATION	15.00			1	
Totals	2,895.00			193	270,585.69
***Total Penalty	2,895.00			193	

<u>BI-MONTHLY-Miscellaneous</u>	<u>Amount</u>	<u>Count</u>	<u>Balance</u>
WATER Miscellaneous-RESIDENTIAL	1,370.00	58	
WATER Miscellaneous-PUBLIC AUTHORITY	20.00	1	
Totals	1,390.00	59	271,975.69
***Total Miscellaneous	1,390.00	59	

<u>BI-MONTHLY-Payment</u>	<u>Amount</u>	<u>Count</u>	<u>Balance</u>
WATER-RESIDENTIAL	-134,316.36	1,455	
WATER-COMMERCIAL	-511.86	3	
WATER-PUBLIC AUTHORITY	-4,834.43	5	
WATER-HOA IRRIGATION	-713.09	10	
WATER-ADULT CARE FACILITIES	-249.40	2	
WATER-CHURCH	-112.47	1	
Totals	-140,737.61	1,476	131,238.08

WATER Miscellaneous-RESIDENTIAL	-1,438.37	2	
WATER Miscellaneous-PUBLIC AUTHORITY	-20.00		
Totals	-1,458.37	2	129,779.71
WAT.Penalty-RESIDENTIAL	-2,325.00	1	
WAT.Penalty-PUBLIC AUTHORITY	-30.00		
Totals	-2,355.00	1	127,424.71
***Total Payments	-144,550.98	1,479	

<u>BI-MONTHLY-Return Check</u>	<u>Amount</u>	<u>Count</u>	<u>Balance</u>
WATER-RESIDENTIAL	396.15	3	
Totals	396.15	3	127,820.86
***Total Return Check	396.15	3	

<u>BI-MONTHLY-Deposit Applied</u>	<u>Amount</u>	<u>Count</u>	<u>Balance</u>
WATER-RESIDENTIAL	-370.00	8	
WATER-COMMERCIAL	-50.00	1	
Totals	-420.00	9	127,400.86
WAT.Penalty-RESIDENTIAL	-30.00		
Totals	-30.00		127,370.86
***Total Deposit Applied	-450.00	9	

Closing Balance 127,370.86

RIVERGROVE WATER DISTRICT

Check Register

As of January 31, 2024

Type	Date	Num	Name	Memo	Paid Amount	Balance
						301,779.39
Check	01/02/2024	ACH	AFLAC	Monthly Health Premium	-458.85	301,320.54
Check	01/02/2024	ACH	COMCAST CABLE	Monthly Service	-602.26	300,718.28
Deposit	01/02/2024		Deposit	Deposit	375.70	301,093.98
Deposit	01/02/2024		Deposit	Deposit	71.05	301,165.03
Deposit	01/02/2024		Deposit	Deposit	74.71	301,239.74
Deposit	01/02/2024		Deposit	Deposit	63.73	301,303.47
General Journal	01/02/2024	CC	Customer Refund	Customer Refund	50.00	301,353.47
Deposit	01/02/2024		Deposit	Deposit	1,702.13	303,055.60
General Journal	01/02/2024	CC	Error Correction	Error Correction	-419.00	302,636.60
Deposit	01/03/2024		Deposit	Deposit	1,600.00	304,236.60
Deposit	01/03/2024		Deposit	Deposit	1,061.30	305,297.90
Check	01/03/2024	ACH	SOUND TELECOM	Answering Service	-187.59	305,110.31
Check	01/03/2024	ACH	ONE CALL CONCEPTS, INC.	Monthly Service	-22.40	305,087.91
Check	01/03/2024	ACH	Streamline	Website Fee	-126.00	304,961.91
Deposit	01/04/2024		Deposit	Deposit	720.64	305,682.55
Deposit	01/04/2024		Deposit	Deposit	903.01	306,585.56
Deposit	01/05/2024		Deposit	Deposit	242.43	306,827.99
Deposit	01/05/2024		Deposit	Deposit	4,284.40	311,112.39
Deposit	01/05/2024		Deposit	Deposit	2,176.36	313,288.75
General Journal	01/05/2024	CC	Customer Refund	Customer Refund	50.00	313,338.75
Check	01/05/2024	ACH	Alexin Analytical Laboratories, Inc	Water Testing	-1,330.00	312,008.75
Check	01/05/2024	ACH	River Grove, LLC	Rent & Utilities	-1,664.30	310,344.45
Deposit	01/06/2024		Deposit	Deposit	231.45	310,575.90
Deposit	01/06/2024		Deposit	Deposit	349.09	310,924.99
Deposit	01/08/2024		Deposit	Deposit	67.39	310,992.38
Deposit	01/08/2024		Deposit	Deposit	500.00	311,492.38
Deposit	01/08/2024		Deposit	Deposit	1,626.55	313,118.93
Deposit	01/08/2024		Deposit	Deposit	1,468.36	314,587.29
General Journal	01/08/2024	PR 01/06/24	Payroll	Payroll	-4,861.44	309,725.85
General Journal	01/08/2024	PR 01/06/24	Payroll	Payroll	-3,018.59	306,707.26
General Journal	01/08/2024	PR 01/06/24	Deferred Comp Payroll	Deferred Comp Payroll	-451.39	306,255.87
General Journal	01/08/2024	PR 01/06/24	Deferred Comp Payroll	Deferred Comp Payroll	-234.72	306,021.15
General Journal	01/08/2024	PR 01/06/24	Deferred Comp Payroll	Deferred Comp Payroll	-287.04	305,734.11
Check	01/08/2024	ACH	PAYCHEX	Payroll	-97.25	305,636.86
Deposit	01/09/2024		Deposit	Deposit	67.39	305,704.25
General Journal	01/09/2024	CC	Customer Refund	Customer Refund	50.00	305,754.25
Deposit	01/09/2024		Deposit	Deposit	1,627.01	307,381.26
Check	01/09/2024	ACH	PAYCHEX	Payroll	-65.88	307,315.38
General Journal	01/09/2024	PR 01/09/24	Payroll	Payroll	-451.94	306,863.44
General Journal	01/09/2024	PR 01/09/24	Payroll	Payroll	-133.81	306,729.63
General Journal	01/09/2024	PR 01/09/24	Deferred Comp Payroll	Deferred Comp Payroll	0.00	306,729.63
General Journal	01/09/2024	PR 01/09/24	Deferred Comp Payroll	Deferred Comp Payroll	0.00	306,729.63
General Journal	01/09/2024	PR 01/09/24	Deferred Comp Payroll	Deferred Comp Payroll	-64.58	306,665.05
Check	01/09/2024	ACH	Cascade Columbia Dist Inc	Morton Salt	-610.75	306,054.30
Check	01/09/2024	ACH	LaMotte	TesTabs	-208.00	305,846.30
Deposit	01/10/2024		Deposit	Deposit	653.60	306,499.90

RIVERGROVE WATER DISTRICT

Check Register

As of January 31, 2024

Deposit	01/10/2024	Deposit	Deposit	49,958.78	356,458.68
Deposit	01/10/2024	Deposit	Deposit	2,573.63	359,032.31
Deposit	01/11/2024	Deposit	Deposit	500.00	359,532.31
Deposit	01/11/2024	Deposit	Deposit	4,497.85	364,030.16
Deposit	01/11/2024	Deposit	Deposit	18,655.28	382,685.44
Deposit	01/11/2024	Deposit	Deposit	299.21	382,984.65
Deposit	01/12/2024	Deposit	Deposit	252.26	383,236.91
General Journal	01/12/2024 CC	Customer Chargeback	Customer Chargeback	-78.37	383,158.54
General Journal	01/12/2024 CC	Customer Chargeback	Customer Chargeback	-93.01	383,065.53
General Journal	01/12/2024 CC	Customer Chargeback	Customer Chargeback	-224.77	382,840.76
Deposit	01/12/2024	Deposit	Deposit	67.39	382,908.15
Deposit	01/12/2024	Deposit	Deposit	209.50	383,117.65
Check	01/12/2024	Service Charge	Service Charge	-105.05	383,012.60
Check	01/16/2024 ACH	METEREADERS, LLC	Meter Readings	-1,231.76	381,780.84
Deposit	01/16/2024	Deposit	Deposit	533.10	382,313.94
Deposit	01/16/2024	Deposit	Deposit	590.44	382,904.38
General Journal	01/16/2024 jc	Customer Deposit	Customer Deposit	-50.00	382,854.38
Deposit	01/16/2024	Deposit	Deposit	333.96	383,188.34
Deposit	01/16/2024	Deposit	Deposit	274.22	383,462.56
Deposit	01/16/2024	Deposit	Deposit	354.21	383,816.77
Check	01/17/2024 ACH	VANCO Payment Solutions	Monthly Service Fee	-52.50	383,764.27
Deposit	01/18/2024	Deposit	Deposit	175.07	383,939.34
Deposit	01/18/2024	Deposit	Deposit	108.01	384,047.35
Check	01/18/2024 ACH	Special District Insurance Services	SDIS Insurance 2024	-21,492.00	362,555.35
Deposit	01/19/2024	Deposit	Deposit	282.08	362,837.43
Check	01/19/2024 ACH	VERIZON WIRELESS	Monthly Service	-390.15	362,447.28
Check	01/20/2024 ACH	Banner Bank (MASTERCARD)	Monthly Charges	-795.71	361,651.57
Deposit	01/21/2024	Deposit	Deposit	1,225.06	362,876.63
Deposit	01/21/2024	Deposit	Deposit	177.46	363,054.09
Deposit	01/21/2024	Deposit	Deposit	952.48	364,006.57
Check	01/22/2024 ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd	-15.60	363,990.97
Check	01/22/2024 ACH	PACIFIC OFFICE AUTOMATION INC	Copier Service	-297.00	363,693.97
Check	01/22/2024 ACH	PGE	Monthly Electric Fees	-3,564.93	360,129.04
Check	01/22/2024 9974	Clackamas County Finance Department	Alert Notification System	-200.00	359,929.04
General Journal	01/22/2024 PR 01/20/24	Payroll	Payroll	-3,897.47	356,031.57
General Journal	01/22/2024 PR 01/20/24	Payroll	Payroll	-2,139.63	353,891.94
General Journal	01/22/2024 PR 01/20/24	Deferred Comp Payroll	Deferred Comp Payroll	-547.39	353,344.55
General Journal	01/22/2024 PR 01/20/24	Deferred Comp Payroll	Deferred Comp Payroll	-234.72	353,109.83
Check	01/22/2024 9975	Employee Reimbursement	Employee Reimbursement	-384.64	352,725.19
Transfer	01/22/2024	Funds Transfer	Funds Transfer	-100,000.00	252,725.19
Transfer	01/22/2024	Funds Transfer	Funds Transfer	-5,000.00	247,725.19
Transfer	01/22/2024	Funds Transfer	Funds Transfer	-3,000.00	244,725.19
Check	01/22/2024 ACH	Microsoft Corporation	Microsoft Service	-96.00	244,629.19
Deposit	01/23/2024	Deposit	Deposit	745.86	245,375.05
Deposit	01/23/2024	Deposit	Deposit	50.00	245,425.05
Deposit	01/23/2024	Deposit	Deposit	3,825.73	249,250.78
Deposit	01/24/2024	Deposit	Deposit	125.95	249,376.73
Check	01/24/2024 ACH	SOUND TELECOM	Answering Service	-29.95	249,346.78

RIVERGROVE WATER DISTRICT

Check Register

As of January 31, 2024

Check	01/25/2024 ACH	PAYCHEX	Payroll	-73.50	249,273.28
Deposit	01/25/2024	Deposit	Deposit	867.53	250,140.81
Deposit	01/25/2024	Deposit	Deposit	90.00	250,230.81
Deposit	01/26/2024	Deposit	Deposit	1,696.25	251,927.06
Deposit	01/26/2024	Deposit	Deposit	674.23	252,601.29
Deposit	01/26/2024	Deposit	Deposit	200.00	252,801.29
Check	01/29/2024 ACH	KAISER FOUNDATION HEALTH PLAN	Monthly Health Premium	-2,093.70	250,707.59
Deposit	01/29/2024	Deposit	Deposit	756.45	251,464.04
Deposit	01/29/2024	Deposit	Deposit	375.07	251,839.11
Deposit	01/29/2024	Deposit	Deposit	168.66	252,007.77
Check	01/29/2024 ACH	CHEVRON AND TEXACO CARD SERVICES	Monthly Fuel Charges	-85.09	251,922.68
Deposit	01/30/2024	Deposit	Deposit	1,091.79	253,014.47
General Journal	01/30/2024 CC	Customer Refund	Customer Refund	50.00	253,064.47
Deposit	01/31/2024	Deposit	Deposit	1,419.74	254,484.21
General Journal	01/31/2024 CC	Customer Refund	Customer Refund	50.00	254,534.21
				-47,245.18	254,534.21
				-47,245.18	254,534.21

RIVERGROVE WATER DISTRICT

Revenue & Expenses Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Income				
4005 · Water Sales & Charges	729,716.08	1,100,000.00	-370,283.92	66.34%
4010 · Water Deposit Fee	3,450.00	5,000.00	-1,550.00	69.0%
4015 · New Service Fee	200.00	200.00	0.00	100.0%
4020 · Installation Fee	2,200.00	2,000.00	200.00	110.0%
4024 · Pre-Application Meeting Fee	2,000.00	1,000.00	1,000.00	200.0%
4026 · Development Security Deposit	10,938.20	6,000.00	4,938.20	182.3%
4030 · Delinquent & Restoration Fee	13,347.32	12,000.00	1,347.32	111.23%
4035 · SDC Chgs-SDC Restricted CI Fund	49,564.00	10,000.00	39,564.00	495.64%
4050 · Reimbursed Maint	134.78			
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	1,604.60	900.00	704.60	178.29%
4059 · LGIP - Non Restrict Int Earn	10,440.61	3,500.00	6,940.61	298.3%
4064 · SDC Interest-LGIP CI Fund	11,954.16	10,000.00	1,954.16	119.54%
4065 · CI Interest -LGIP CI Fund	22,512.00	12,000.00	10,512.00	187.6%
4066 · LGIP-Int Earn Unemployment Fund	1,011.08	500.00	511.08	202.22%
4067 · LGIP-Int Earn Truck&Equip Fund	898.25	600.00	298.25	149.71%
Total 4056 · Bank Interest/LGIP Interest	48,420.70	27,500.00	20,920.70	176.08%
4090 · Miscellaneous Income	7,891.71	1,000.00	6,891.71	789.17%
Total 4000 · Income	867,862.79	1,164,700.00	-296,837.21	74.51%
Total Income	867,862.79	1,164,700.00	-296,837.21	74.51%
Gross Revenue	867,862.79	1,164,700.00	-296,837.21	74.51%
Expense				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	92,817.44	145,000.00	-52,182.56	64.01%
5040 · Operator Wages	58,527.06	135,000.00	-76,472.94	43.35%
5090 · Deferred Compensation	13,111.98	28,000.00	-14,888.02	46.83%
Total 5001 · Compensation	164,456.48	308,000.00	-143,543.52	53.4%
5100 · Payroll Tax Expense	19,440.73	35,000.00	-15,559.27	55.55%
5200 · Payroll Benefits				
5210 · Workers' Compensation	2,110.65	4,000.00	-1,889.35	52.77%
5220 · Health Benefits	20,803.37	92,000.00	-71,196.63	22.61%
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	22,914.02	97,600.00	-74,685.98	23.48%
Total 5000 · Personnel Services	206,811.23	440,600.00	-233,788.77	46.94%
6000 · Material Services				
6001 · Administration/Billing/Overhead				
6005 · Property/Liability Insurance	21,519.00	30,000.00	-8,481.00	71.73%
6006 · Furn & Office Equipment - Admin	0.00	3,400.00	-3,400.00	0.0%
6007 · Bank Service Charges				
6008 · Banner - Check Bank Charges	1,107.61	1,250.00	-142.39	88.61%

RIVERGROVE WATER DISTRICT

Revenue & Expenses Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6010 · Vanco Service Charges	491.50	1,250.00	-758.50	39.32%
6012 · LGIP-SDC Ser Charges-CI Fund	0.00	1.00	-1.00	0.0%
6013 · LGIP-CI Ser Chg-CI Fund	0.50	1.00	-0.50	50.0%
Total 6007 · Bank Service Charges	1,599.61	2,502.00	-902.39	63.93%
6018 · Meeting/Food Expense	98.34	1,000.00	-901.66	9.83%
6019 · Office Supplies, Equip, Repair	148.92	2,000.00	-1,851.08	7.45%
6020 · Postage & Shipping	159.86	1,800.00	-1,640.14	8.88%
6025 · Printing & Duplicating	555.99	1,500.00	-944.01	37.07%
6030 · Publications & Elections	300.54	2,000.00	-1,699.46	15.03%
6035 · Rent	9,968.91	18,000.00	-8,031.09	55.38%
6045 · Telephone - Admin	7,267.65	12,000.00	-4,732.35	60.56%
6050 · Mileage Expenses	0.00	600.00	-600.00	0.0%
6060 · Continued Education	458.00	5,000.00	-4,542.00	9.16%
6065 · Dues & Subscriptions	5,692.30	6,000.00	-307.70	94.87%
6070 · Fees, License, & Permits	2,137.20	7,500.00	-5,362.80	28.5%
6075 · Water Deposit Refunds	2,074.67	5,000.00	-2,925.33	41.49%
6080 · Water Sales Overpay	263.48	1,500.00	-1,236.52	17.57%
6090 · Meter Reading	3,694.39	6,000.00	-2,305.61	61.57%
6095 · Utilities/Office	971.53	2,500.00	-1,528.47	38.86%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	4,685.19	7,500.00	-2,814.81	62.47%
6099-1 · Copier IT	2,812.66	15,000.00	-12,187.34	18.75%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	882.00	1,800.00	-918.00	49.0%
Total 6099 · Contracted Services - Admin	8,379.85	29,300.00	-20,920.15	28.6%
Total 6001 · Administration/Billing/Overhead	65,290.24	147,602.00	-82,311.76	44.23%
6101 · Operation & Maintenance				
6100 · General Repair & Maintenance	12,480.14	40,000.00	-27,519.86	31.2%
6105 · Utilities	28,029.00	45,000.00	-16,971.00	62.29%
6110 · Small Tools & Equipment	6,815.43	2,500.00	4,315.43	272.62%
6120 · Water Testing	2,005.00	4,000.00	-1,995.00	50.13%
6125 · Truck Maintenance	806.79	3,000.00	-2,193.21	26.89%
6130 · Gas & Oil	1,693.84	3,500.00	-1,806.16	48.4%
6135 · Telemetry/Scada	4,993.70	10,000.00	-5,006.30	49.94%
6155 · Chemicals	1,293.75	4,200.00	-2,906.25	30.8%
6160 · Contracted Services-Operations	3,762.96	15,000.00	-11,237.04	25.09%
6165 · PPE/Safety Equipment	120.49	2,000.00	-1,879.51	6.03%
6170 · Mobile Radio Phone/Pager Operat	2,729.77	5,000.00	-2,270.23	54.6%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%
6190 · Cross Connect Program Supplies	120.00	500.00	-380.00	24.0%
6195 · Meters	2,226.68	5,000.00	-2,773.32	44.53%
Total 6101 · Operation & Maintenance	67,077.55	140,700.00	-73,622.45	47.67%
6202 · Professional Services				
6208 · Auditor	6,625.00	8,000.00	-1,375.00	82.81%

RIVERGROVE WATER DISTRICT

Revenue & Expenses Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6209 · Consultants	550.00	4,000.00	-3,450.00	13.75%
6210 · Engineering (Non-Reimbursable)	16,793.00	150,000.00	-133,207.00	11.2%
6215 · Legal Fees (Non-Reimbursable)	6,997.50	15,000.00	-8,002.50	46.65%
Total 6202 · Professional Services	30,965.50	177,000.00	-146,034.50	17.5%
Total 6000 · Material Services	163,333.29	465,302.00	-301,968.71	35.1%
7000 · Operating Capital Outlay				
7010 · Tool/Equip/Vehicles/Safety-CO	0.00	5,000.00	-5,000.00	0.0%
7020 · Source of Supply, Pumping-CO	42,878.82			
7040 · Fire Protection & Fire Flows-CO	0.00	35,000.00	-35,000.00	0.0%
Total 7000 · Operating Capital Outlay	42,878.82	40,000.00	2,878.82	107.2%
8000 · Debt Recov./Capital Improvement				
8451 · CI-Standby Power CI Fund	100,414.81	0.00	100,414.81	100.0%
8454 · SDWL#1 Wells Improve Interest	15,360.54	15,361.00	-0.46	100.0%
8455 · SDWL#2 Res 3 Seismic Upgrd Int	61,945.34	61,945.00	0.34	100.0%
8457 · CI Dist.Main Projects	0.00	300,000.00	-300,000.00	0.0%
8461 · SDC -Standby Power-CI Fund	12,284.19	0.00	12,284.19	100.0%
8464 · SDWL#1 Wells Improve Principal	38,053.72	38,054.00	-0.28	100.0%
8465 · SDWL#2 Res 3 Seismic Upgrd Prin	71,073.23	71,073.00	0.23	100.0%
8467 · Water Main Replacement Projects	0.00	32,700.00	-32,700.00	0.0%
Total 8000 · Debt Recov./Capital Improvement	299,131.83	519,133.00	-220,001.17	57.62%
Total Expense	712,155.17	1,465,035.00	-752,879.83	48.61%
Net Ordinary Income	155,707.62	-300,335.00	456,042.62	-51.85%
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	155,707.62	-92,335.00	248,042.62	-168.63%

UNFINISHED BUSINESS



Board Policy Handbook Amendment:

Section 6.3 (f)

Performance Management and Review

The board shall follow the procedures described below to ensure that the General Manager receives timely performance evaluations, such that the board can monitor the effectiveness of the General Manager and their ability to manage the organization.

The General Manager shall receive an annual performance evaluation by their annual service anniversary each year.

Two months prior to the General Manager's service anniversary, the board chair shall send a copy of the evaluation form to the general manager for a self-evaluation. The Board Chair shall copy the entire board with all correspondence. The General Manager shall fill out all sections of the evaluation and highlight accomplishments from the past year. The GM should also highlight their prior goals and whether they were successfully implemented. The GM will have two weeks to complete the self-evaluation. A completed self-evaluation shall be submitted to the board chair with copy to the entire board.

Subsequently, the board members will individually fill out copies of the evaluation form. Board members will have one week to complete the evaluation after receiving the GM's self evaluation. Individual board members will submit their contributions to the board chair.

Within 1 week of receiving the evaluations from commissioners, the board chair shall compile all materials and notify the board. The board chair subsequently shall add an executive session notice to the agenda for the next board meeting, pursuant to ORS 192.660 (2) i, and shall notify the General Manager of the executive session in writing, with copy to the entire board. The General Manager shall have two business days to respond indicating their preference, by responding in writing.

If the General Manager requests an open session, the executive session shall be cancelled and a regular agenda item will be added. All materials pertaining to the evaluation shall be included in the public meeting packet, unless they are not disclosable due to Oregon Public Record Law. The performance evaluation shall be conducted in open session.

If the General Manager does not request an open session, all materials shall be distributed separately in an Executive Session board package, and discussion of the evaluation shall be conducted in Executive Session. Once the board has completed their discussion, they shall adjourn the executive session and adopt the evaluation in open session.

Water District Manager Performance Evaluation Worksheet

**Water District Manager
Performance Evaluation Worksheet**

Evaluator:

Date:

Criteria	Evaluation Rating*	Comments & Feedback
1. Provides Effective Management of District Resources and Programs		
2. Provides Effective Financial Management		
3. Provides Effective Customer and Community Service		
4. Maintains a Positive Relationship with the Board of Commissioners		
5. Provides Effective Leadership and Management of District Staff		
6. Provides Effective Management of the Water System		
7. Demonstrates Personal and Professional Development		
Overall Performance Rating		

*** Evaluation Rating Legend:**

- 5: Outstanding
- 4: Exceeds Expectations
- 3: Meets Expectations
- 2: Needs Improvement
- 1: Unsatisfactory

Notable Accomplishments in the Past Year:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Goals for the Next Year:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

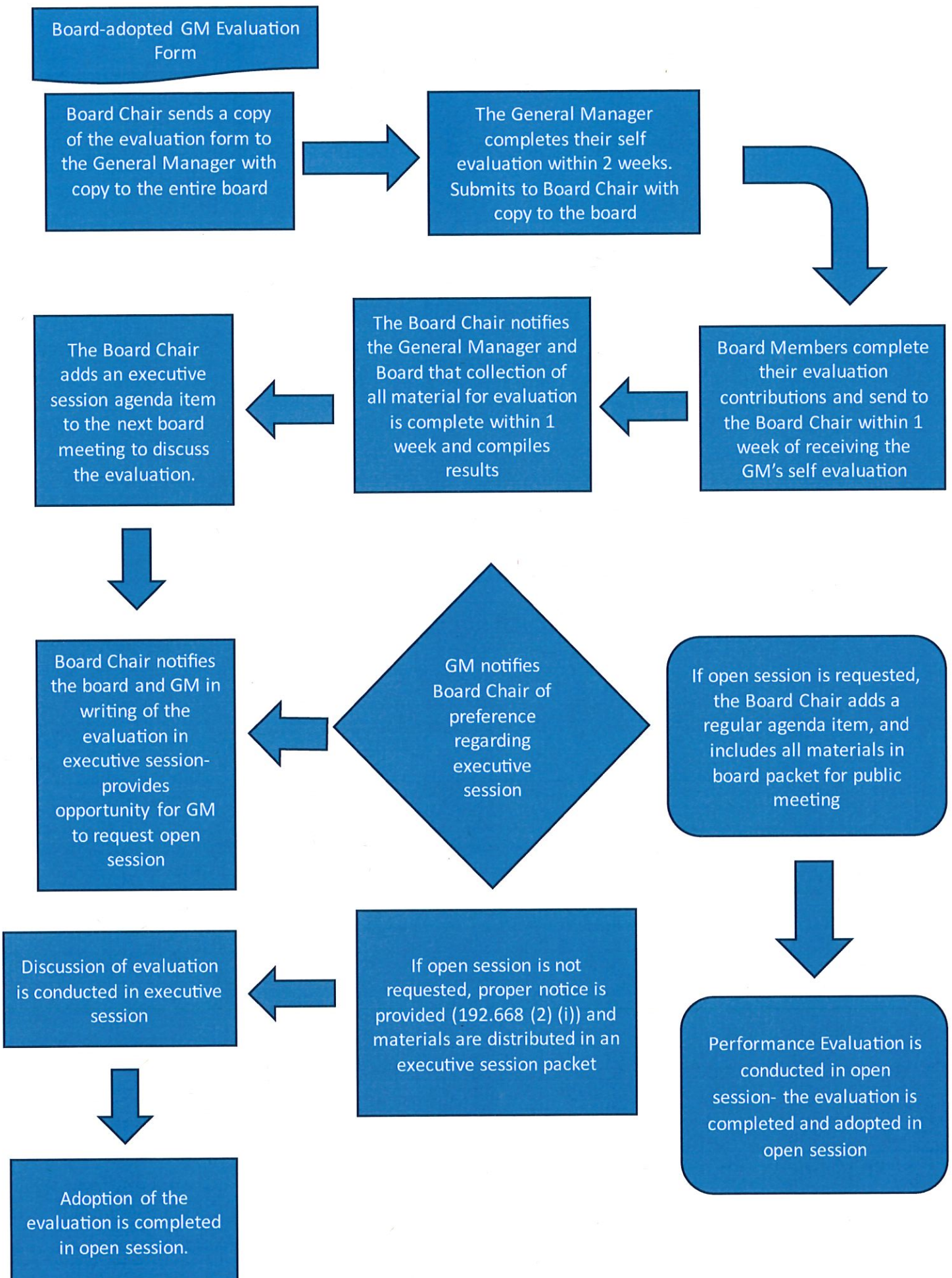
Rivergrove Water District
Water District Manager Performance Evaluation Worksheet
 Final, As Approved January 24, 2022 – Page 3 of 3

Signatures:

	Rating of review		Rating of review
Christine Roth, Chair		Larry Magura, Treasurer	
James Johnson, Secretary		Sherry Patterson, Commissioner	
Grant Howell, Commissioner		Janine Casey, District Manager	

Commissioners will rate their level of agreement with the performance evaluation on a 1-5 scale as defined below.

1. Strongly Disagree
2. Disagree
3. Undecided
4. Agree
5. Strongly Agree



New Business



**No new business for
February's regular meeting**

ADJOURNMENT

