



**Board of Commissioners Monthly Meeting**  
**Monday, April 22, 2024, 4:30 PM**  
**17661 Pilkington Road, Lake Oswego OR**

**AGENDA ITEMS**

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- |      |  |         |
|------|--|---------|
| I.   | <b>Call to Order</b>   | 4:30 PM |
| II.  | <b>Public Comment (2 Minute Limit)</b>   | 4:31 PM |
| III. | <b>Review and Approval of Minutes</b> <ul style="list-style-type: none"><li>• March 25, 2024 Regular Board Meeting</li></ul>                         | 4:35 PM |
| IV.  | <b>General Manager's Report</b>  | 4:36 PM |
| V.   | <b>Unfinished Business</b> <ul style="list-style-type: none"><li>• Office Space for District Commissioner Magura</li><li>• Rate Study 2024</li></ul> | 4:55 PM |
| VI.  | <b>New Business</b> <ul style="list-style-type: none"><li>• District Employee Handbook</li><li>• Appointment of Budget Committee</li></ul>           | 5:00 PM |
| VII. | <b>Adjournment</b>   | 5:15 PM |

**Upcoming Meetings**

**Public Hearing for Fiscal Year Budget 2024/2025, Monday, May 20, 2024 at 4:30 P.M.**  
**Regular Board Meeting: Monday, May 20, 2024 at 4:35 P.M.**  
**Regular Board Meeting: Monday, June 24, 2024 at 4:35 P.M.**

*The public is welcome to attend the meeting in person or by calling 971-517-3083.  
By calling into the phone bridge, you consent to being recorded.*

**CALL  
TO  
ORDER**



# **PUBLIC COMMENT**



# REVIEW & APPROVAL OF MINUTES



**Rivergrove Water District  
Board of Commissioners Regular Meeting Minutes  
Monday, March 25, 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 Magura, Patterson, and Howell. Commissioner Johnson was excused. The General Manager was also in attendance.

1. **Call to Order:** The meeting was called to order at 4:32 p.m.
2. **Public Comment:** No public comment was received.
3. **Review and Approval of Minutes:** The regular meeting minutes of February 26, 2024 were approved by a motion from *Commissioner Howell, seconded by Commissioner Patterson, and passed by unanimous vote. Commissioner Magura abstained.*
4. **Monthly General Manager's Report:** See attached.
5. **Unfinished Business:** Office Space for District: A Pre-Application meeting has been scheduled for April 18, 2024, at 1:15 pm with the Planning Department for the City of Lake Oswego. The general public is invited to attend.
6. **New Business:**
  - a. **Resolution No. 2024-01, Water Leak Credit Adjustment Policy:** This resolution supersedes Resolution No. 2017-04 by streamlining the process for which a customer can apply for a leak credit request. The resolution was approved by a motion *from Commissioner Howell, seconded by Commissioner Magura, and passed by unanimous vote.*
  - b. **Rate Study 2024:** GDS Associates, Inc. was hired to conduct a rate study for the District at a cost of \$26,000. The rate study will help determine if the District's rate structure provides ample revenue to operate the distribution system in a safe and lawful manner while providing clean, safe drinking water to the community. This financial plan will provide transparency into what the District can expect in future years to ensure ample resources are available to meet day-to-day operating costs, maintain critical infrastructure, modernize the system, explore new technologies, cover debt service requirements, fund reserves, and implement the capital improvement plan. The previous study was conducted in 2014 and expires this year.
7. **Adjournment:** The meeting was adjourned at 5:25 p.m. The next regular meeting will be held on Monday, April 22, 2024.

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Grant E. Howell, Secretary

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Date

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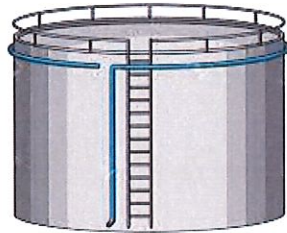
Christine K. Roth, Chair

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Date

# General Manager's Report

## Operations



## Administrative/HR/Finance





# GENERAL MANAGER'S REPORT

## April 2024

### Water Operations

**- Reservoirs 1 & 2 Inspection and Cleaning**

- Liquivision Technology, Inc. was hired to clean and inspect both tanks on 4/2/2024
- Divers found the tanks to be clean and in very good shape with less than 1/8” of debris on the floors; minor rust accumulation was noted on the top right exterior corner of Reservoir 1
- Project cost: \$4,705

**- Well 1 Chlorination Line Repair**

- Gregory Pacific was hired to install new conduit for the chlorine line from the Chlorination House to Well 1 Pump House
  - Existing conduit failed due to age and the corrosive effects of sodium hypochlorite
- Trenching was required along the perimeter of the sidewalk and new polyethylene tubing was used and encased in electrical conduit with long radius sweeps
- The conduit was installed adjacent to the sidewalk versus running it underneath the driveway to prevent damage to the existing cement and asphalt
  - New route will provide unproblematic repair and troubleshooting in the future
- Project cost: *Pending*

**- Production versus Consumption Report**

PRODUCTION versus CONSUMPTION								
Month	Production (HCF)	Consumption (HCF)	Unaccounted Known (HCF)	Unaccounted Unknown (HCF)	Unaccounted %	Unit Loss per Service Connection	Number of Services	Revenue
Apr 24	14,601	13,187	170	1,244	8.5%	.90	1,385	\$122,234
Feb 24	16,637	14,816	106	1,715	10%	1.2	1,385	\$128,388
Dec 23	17,756	16,574	116	1,066	6.0%	.77	1,383	\$134,561
Oct 23	42,636	39,313	141	3,182	7.4%	2.3	1,383	\$217,747
Aug 23	54,738	50,808	200	3,730	6.8%	2.7	1,383	\$259,362
Jun 23	23,411	22,142	228	1,041	4.4%	.75	1,382	\$150,055
Apr 23	15,512	14,109	80	1,323	8.5%	.95	1,382	\$121,772

*Anomalies: Chlorine Analyzers – 58 HCF; Leaks: N/A; Projects: Rivergrove Elementary School Hydrant Meters - Triplett Wellman - 10 HCF, C&W Excavation – 49 HCF; District Shop – 1 HCF; Tualata House Fire – 30 HCF; Kristi Way & Lakeview Ct Curb Stop Repairs– 20 HCF; Benfield Test Port Repair – 2 HCF*

**- 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: 575
  - Total Connections Passed: 82
  - Total Connections Failed: 4
  - Current Compliance Percentage: 14%

**- Well 1 Pump Motor Replacement**

- Project Cost: \$32,238

- **Supervisory Control and Data Acquisition (SCADA) System**
  - o Completed initial evaluation for replacement from Control Systems NW on 03/18/2024
    - Contractor will submit proposal within the next 30 days - *Pending*
- **Customer Assistance Requests & On Call Duty**
  - Site visit requests: 25
  - Emergency callouts: 2
    - Lorna Lane - Customer service line leak
    - Lorna Lane - Broken curb stop from customer's contractor

**Finance/Administrative/HR**

- **Finance**
  - o Refreshed and improved billing invoice was launched for the April billing cycle
    - Customers can now easily track delinquent fees and adjustments applied to their accounts
    - Reverse side of the invoice was enhanced with simple steps customers can take to detect a leak on their service line and the appropriate actions to take
    - Information to educate customers on the District's policy for customer's shut-off valves and District's curb stop valves was added with colorful depictions of each device for easy identification and understanding
- **Employee Training Completed**
  - o Distribution Water Quality and Cross Connections (GM)
  - o Distracted Driver, Workplace Violence, and Alcohol Awareness (All employees)
  - o Phishline Training: Account Takeover (All employees)

**Capital Improvement Projects**

- **Resilient Backbone and Asbestos Cement Pipe Replacement Program**
  - o Safe Drinking Water Revolving Loan Fund Application submitted 03/14/2024
  - o Project Cost: \$2,775,822
  - 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
▪ Engineer's Conceptual Cost Estimate (Attached)		



# Payment Coupon



RIVERGROVE WATER DISTRICT  
17661 PILKINGTON RD  
LAKE OSWEGO, OR 97035-5360



ACCOUNT	DUE DATE	SERVICE ADDRESS
	05/10/24	
AMOUNT DUE BY 05/10/24	SERVICE PERIOD	AMOUNT ENCLOSED
63.73	02/09/24 TO 04/10/24	

## ADDRESSEE:

890\*6\*1\*\*\*\*\*AUTO\*\*5-DIGIT 97035

LAKE OSWEGO, OR 97035

## REMIT PAYMENT TO:

RIVERGROVE WATER DISTRICT  
17661 PILKINGTON RD  
LAKE OSWEGO, OR 97035-5360

Please check this box if your contact information has changed (form is on the back of this payment coupon)  
PLEASE DETACH AND RETURN THIS COUPON WITH YOUR PAYMENT - MAKE YOUR CHECKS PAYABLE TO: RIVERGROVE WATER DISTRICT

## PLEASE KEEP BOTTOM PORTION FOR YOUR RECORDS

RIVERGROVE WATER DISTRICT  
17661 PILKINGTON RD  
LAKE OSWEGO, OR 97035-5360  
503-635-6041



Contact us via eMail at [rgwd@rivergrovewater.com](mailto:rgwd@rivergrovewater.com)

For forms, current rates and other useful information, please visit the Rivergrove Water District website at [www.rivergrovewater.com](http://www.rivergrovewater.com)

## IMPORTANT INFORMATION

- District Office Hours: M-F 7:30-4:00.
- Sign up for Recurring Credit Card payment or Autopay.
- All charges are due at close of business by the 10<sup>th</sup> of the month to avoid a \$15 late fee.
- A \$25 NSF fee is assessed for all return checks or autopay.
- Delinquent accounts are assessed a \$20 notification fee and \$50 dispatch fee for shut off.
- All delinquent accounts must be paid in full by credit card or money order to have service restored during normal office hours.
- Customers are responsible for notifying the office on account changes or to start/stop service.

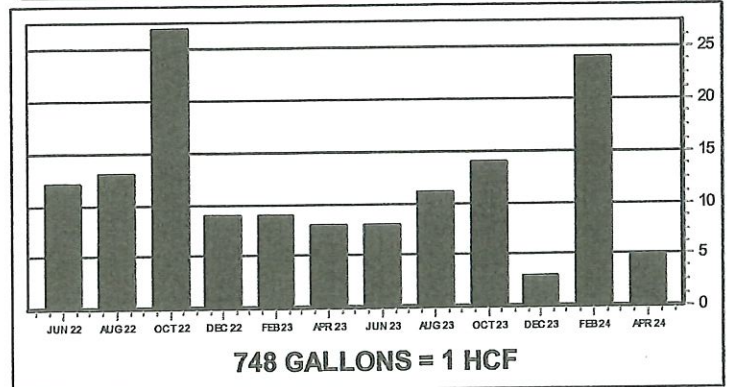
## Water Service Charges

Meter Size	Service Charge (Bi-monthly)	Usage Charge Per ccf = one hundred cubic feet of water or 748 gallons
5/8" or 3/4"	\$45.43	\$ 3.66
1"	\$97.83	\$ 3.66
1 1/2"	\$185.03	\$ 3.66
2"	\$289.65	\$ 3.66

## CURRENT WATER USAGE

Service	Previous Reading	Current Reading	Usage UNITS
TAP WATER	163	168	5

## YOUR USAGE IN HUNDRED CUBIC FEET (HCF)



## CURRENT CHARGES

WATER	63.73
DELINQUENT FEE	0.00
TOTAL ADJUSTMENTS	0.00
<b>TOTAL CHARGES</b>	<b>63.73</b>

## ACCOUNT INFORMATION

LAKE OSWEGO, OR 97035

ACCOUNT:  
SERVICE ADDRESS:  
SERVICE PERIOD: 02/09/24 To: 04/10/24

DUE DATE 05/10/24

## ACCOUNT SUMMARY

PREVIOUS BALANCE	204.68
PAYMENT RECEIVED	204.68CR
CURRENT CHARGES	63.73

TOTAL AMOUNT DUE 63.73

PLEASE KEEP THIS PORTION FOR YOUR RECORDS

Please use this form to update your current information and return it with your payment.

Name:	
Address:	
Phone Number:	Email Address:
Comments:	

### What Should I Do If I Think There Is A Leak At My Home?

- Ensure all the water is turned off both inside and outside your home.
- Locate the water meter at the front of your property in the meter box.
- Check the meter to see if the dials are turning; if the dials are turning water is going through the meter.
- Before calling a plumber, check the toilets to ensure water is not leaking with this simple test:
  - Put a few drops of food coloring in the water tank of your toilet. Do not flush and wait 15 minutes.
  - Check the toilet bowl to see if food coloring is in the bowl. If so, the tank is leaking.
- If you are certain no water is running in the toilet or in your home and the meter dials are still turning, you have a leak and will need to call a plumber.
- Shut your water source off using the Customer Water Shut-off Valve to prevent water loss and damage.
- Customers are responsible for repairing/maintaining the water line between the meter and their home. Any extra water that registers through the meter due to a leak on “your side” of the meter will be billed at the current rate. The District has a leak adjustment credit for customers who qualify; call the office for details.
- If you cannot locate your Customer Shut-off Valve, call the District office at 503-635-6041 at any time and a water operator will be dispatched to shut off the water at the District’s Curb Stop. **DO NOT ATTEMPT TO MANIPULATE THE CURB STOP YOURSELF. It requires a special tool to turn off the curb stop and if a customer tries to turn it off with a wrench or any other type of tool, it could result in damage to the curb stop. If this occurs, the entire main must be shut down to make repairs resulting in water service loss for surrounding properties. Any customer who damages a curb stop will be charged for all repairs.**

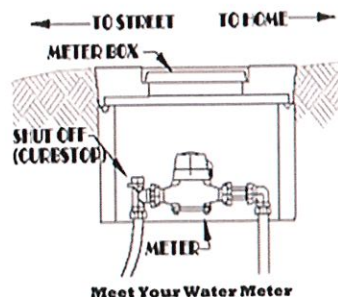
### What Is The Difference Between A Customer’s Water Shut-off Valve and the District’s Curb Stop?

As a homeowner/tenant, it is important to know where the main shut-off valve is located within your home and how it operates. Unfortunately, water pipes break at any time and usually not during business hours. Flooding caused by broken pipes can cause extensive damage to your home; you cannot afford to waste precious time. The location of the shut-off valve can vary based on the year your home was constructed. Many shut-off valves can typically be found in the basement, a crawl space, the garage, or an outer facing wall of your home. For newer homes, the shut-off valve may be installed near the District’s water meter box. The District’s ordinance requires all customers to have a shut-off valve installed on their water service line. **Remember, a customer’s shut-off valve is different from the District’s curb stop valve.** Customers and contractors are not allowed to manipulate the curb stop valve at any time. To have your water turned off at the meter, please call the District office at 503-635-6041 and a water operator will be dispatched.

Typical Water District  
Curb Stop Valve



Typical Water Meter



Typical Customer  
Shut-off Valve





## Capital Improvement Project – Marlin Court

In the upcoming weeks, we will be completing a capital improvement (CI) project on Marlin Court by removing the existing asbestos cement main and installing new ductile iron. A new fire hydrant will be installed at the northern end of the court to ensure sufficient fire flow protection for this area. The residents within Marlin Court will receive a new single service line connection to the main as part of this upgrade. The project will take approximately two weeks to complete and we will work as efficiently as possible to mitigate any inconvenience. Customers affected by this CI construction project will receive door tags with advance notification and additional information.

## Customer Service Line Inventory

We notified you in December the Environmental Protection Agency (EPA) released guidance to support water districts across the country in their efforts to identify lead pipes in service lines and develop inventories to provide states with critical information needed for oversight and reporting. There is no safe level of lead exposure in drinking water since it can present health risks.

The District has completed the inventory and all customer service lines were identified. If you would like to see the results for your property, please visit our website at [www.rivergrovewater.com](http://www.rivergrovewater.com) and click on Resources, Customer Resources, and scroll down to the Customer Service Line Material link to find your specific address. Please call the office if you have any questions. For more information visit <https://www.epa.gov/ground-water-and-drinking-water/revised-lead-and-copper-rule>.

## Backflow Testing – Annual Reports Due **September 30, 2024**

Customers with inground irrigation, sprinkler systems, and/or certain water features such as fountains and pools are required by law to have their backflow tested annually by a state certified tester. Get your system tested prior to the start of the irrigation season. Visit our website for more information.

## District Curb Stops – **Do Not Touch**

The District's ordinance requires all customers to have a shutoff valve to control water entering their property. This valve is different from the District's curb stop valve which customers and contractors are **not allowed** to manipulate at any time. Recently, the District responded to two calls due to a contractor breaking the curb stop. This resulted in two water operators responding, followed by 3 hours of repair work. Water had to be shut off at the main which created an inconvenience for neighboring properties. The expense for the repairs, which cost hundreds of dollars, were charged to the customer. Remember, if you are having any plumbing or construction work done at your home and it requires water to be shut off, call the District 24-hours in advance and a water operator will be dispatched.

## Friendly Reminders...

**Is Your Account Information Current?** If your preferred mailing address, phone number, or email address have changed, please contact our office so we can keep your account up to date.

**Are You Moving?** Contact us 1-2 business days prior to the final date and furnish a forwarding address for your final invoice. We do not backdate final billing due to improper notification.

## Water Conservation...**Make every drop count**

Spring is here which means many of us will be watering our yards. Check hoses, irrigation systems, and connectors. Repair or replace any leaky parts or sections. Use a hose nozzle you can shut off or adjust to a fine spray. When finished, shut the water off at the house to avoid leaks. Get our free brochure to learn more ways you can save water. We also offer an engaging sticker book for children.

**Water Humor...**What keeps a dock floating above water? Pier pressure.

# **FINANCIAL REPORTS**



**Monthly Reconciliation Summary -  
Checking, Deposit, and LGIP Accounts**

**Balance Sheet**

**Accounts Receivable Summary**

**Check Register**

**Revenue & Expense Budget vs Actual**

## Monthly Reconciliation Summary March 2024

**Reviewed & Approved by Commissioners**  
**Board Meeting: April 22, 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	3/29/2024	\$ 232,391.66	\$ 192,327.37	\$ 190,624.41	\$ 1,702.96
Banner Bank (Deposit)	1085	3/29/2024	\$ 57,426.61	\$ 57,938.97	\$ 57,938.97	\$ -
LGIP (SDC)	1106	3/31/2024	\$ 434,972.67	\$ 436,933.23	\$ 436,933.23	\$ -
LGIP (Capital Improvement)	1107	3/31/2024	\$ 900,421.50	\$ 1,004,479.99	\$ 1,004,479.99	\$ -
LGIP (Unemployment)	1108	3/31/2024	\$ 39,896.78	\$ 40,076.61	\$ 40,076.61	\$ -
LGIP (Truck)	1109	3/31/2024	\$ 37,788.61	\$ 37,958.94	\$ 37,958.94	\$ -
LGIP (Non-Restricted)	1110	3/31/2024	\$ 380,877.61	\$ 382,594.35	\$ 382,594.35	\$ -

Checks issued this period 9983 - 9995 from Banner Bank Act 1015  
 Checks voided this period: None

# RIVERGROVE WATER DISTRICT

## Balance Sheet

As of March 31, 2024

Mar 31, 24

### ASSETS

#### Current Assets

##### Checking/Savings

1015 · Checking - Banner Bank	190,624.41
1085 · Water Deposit-Banner Bank	57,938.97
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	436,933.23
1107 · Capital Improvement Account	1,004,479.99
1108 · Unemployment Account	40,076.61
1109 · Truck & Equipment Account	37,958.94

Total 1101 · Restricted 1,519,448.77

1110 · Non-Restricted 382,594.35

Total 1100 · LGIP 1,902,043.12

Total Checking/Savings 2,150,606.50

Total Current Assets 2,150,606.50

**TOTAL ASSETS 2,150,606.50**

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Other Current Liabilities

##### 2100 · Payroll Liabilities

2110 · Federal Withholding	4,434.71
2120 · FICA Social Security	3,480.43
2140 · Medicare	813.97
2150 · State Withholding	2,884.68
2165 · Oregon State Transit Tax	44.54
2170 · WBF Assessment	12.35
2175 · Paid Family Medical Leave	336.79

Total 2100 · Payroll Liabilities 12,007.47

Total Other Current Liabilities 12,007.47

Total Current Liabilities 12,007.47

Total Liabilities 12,007.47

#### Equity

32000 · All Fund Balances 1,928,708.30

Net Income 209,890.73

Total Equity 2,138,599.03

**TOTAL LIABILITIES & EQUITY 2,150,606.50**

RIVERGROVE WATER DISTRICT

**Accounts Receivable Summary**

From 02/10/2024 Through 04/02/2024

<u>OPEN BALANCE</u>								<u>Balance</u>
	159.93							159.93
<b>BI-MONTHLY-Adjustment</b>	<u>Amount</u>		<u>Usage</u>		<u>Count</u>			
WATER-RESIDENTIAL	-153.72				16			
WATER-COMMERCIAL	-20.00				1			
<b>Totals</b>	<u>-173.72</u>		<u>0.00</u>		<u>17</u>			<u>-13.79</u>
WATER Miscellaneous-RESIDENTIAL	-160.00				3			
<b>Totals</b>	<u>-160.00</u>		<u>0.00</u>		<u>3</u>			<u>-173.79</u>
WAT.Penalty-RESIDENTIAL	-55.00				32			
<b>Totals</b>	<u>-55.00</u>		<u>0.00</u>		<u>32</u>			<u>-228.79</u>
***Total Adjustment	<u>-388.72</u>		<u>0.00</u>		<u>52</u>			
<b>BI-MONTHLY-Charge</b>	<u>Minimum</u>	<u>Overage</u>	<u>Usage</u>		<u>Count</u>	<u>Total</u>		
WATER-RESIDENTIAL	72,457.73	53,746.08	14,688.00		1,388	126,203.81		
WATER-COMMERCIAL	165.23	471.90	129.00		3	637.13		
WATER-PUBLIC AUTHORITY	994.58	0.00	0.00		5	994.58		
WATER-HOA IRRIGATION	670.87	0.00	0.00		9	670.87		
WATER-ADULT CARE FACILITIES	143.26	106.14	29.00		2	249.40		
WATER-CHURCH	97.83	32.94	9.00		1	130.77		
<b>Totals</b>	<u>74,529.50</u>	<u>54,357.06</u>	<u>14,855.00</u>		<u>1,408</u>	<u>128,886.56</u>		<u>128,657.77</u>
***Total Charge	<u>74,529.50</u>	<u>54,357.06</u>	<u>14,855.00</u>		<u>1,408</u>	<u>128,886.56</u>		
<b>BI-MONTHLY-Penalty</b>	<u>Amount</u>				<u>Count</u>			
WATER-RESIDENTIAL	1,890.00				126			
<b>Totals</b>	<u>1,890.00</u>				<u>126</u>			<u>130,547.77</u>
***Total Penalty	<u>1,890.00</u>				<u>126</u>			
<b>BI-MONTHLY-Miscellaneous</b>	<u>Amount</u>				<u>Count</u>			
WATER Miscellaneous-RESIDENTIAL	1,145.00				44			
WATER Miscellaneous-HOA IRRIGATION	70.00				2			

<b>Totals</b>	<u>1,215.00</u>	<u>46</u>	<u>131,762.77</u>
***Total Miscellaneous	1,215.00	46	
<b>BI-MONTHLY-Payment</b>	<b>Amount</b>	<b>Count</b>	<b>Balance</b>
WATER-RESIDENTIAL	-125,666.87	1,378	
WATER-COMMERCIAL	-637.13	3	
WATER-PUBLIC AUTHORITY	-994.58	5	
WATER-HOA IRRIGATION	-670.87	9	
WATER-ADULT CARE FACILITIES	-249.40	2	
WATER-CHURCH	-130.77	1	
<b>Totals</b>	<u>-128,349.62</u>	<u>1,398</u>	<u>3,413.15</u>
WATER Miscellaneous-RESIDENTIAL	-1,138.37	3	
<b>Totals</b>	<u>-1,138.37</u>	<u>3</u>	<u>2,274.78</u>
WAT.Penalty-RESIDENTIAL	-1,900.00		
<b>Totals</b>	<u>-1,900.00</u>		<u>374.78</u>
***Total Payments	-131,387.99	1,401	
<b>BI-MONTHLY-Return Check</b>	<b>Amount</b>	<b>Count</b>	
WATER-RESIDENTIAL	56.41	1	
<b>Totals</b>	<u>56.41</u>	<u>1</u>	<u>431.19</u>
***Total Return Check	56.41	1	
<b>BI-MONTHLY-Deposit Applied</b>	<b>Amount</b>	<b>Count</b>	
WATER-RESIDENTIAL	-820.00	17	
<b>Totals</b>	<u>-820.00</u>	<u>17</u>	<u>-388.81</u>
WAT.Penalty-RESIDENTIAL	-30.00		
<b>Totals</b>	<u>-30.00</u>		<u>-418.81</u>
***Total Deposit Applied	-850.00	17	
			<b>Closing Balance</b>
			<b>-418.81</b>



RIVERGROVE WATER DISTRICT

Check Register

As of March 31, 2024

Type	Date	Num	Name	Memo	Amount	Balance
						231,930.17
Deposit	03/01/2024		Deposit	Deposit	82.03	232,012.20
General Journal	03/01/2024	CC	Customer Refund	Customer Refund	50.00	232,062.20
General Journal	03/01/2024	CC	Customer Refund	Customer Refund	50.00	232,112.20
Deposit	03/01/2024		Deposit	Deposit	1,143.91	233,256.11
Deposit	03/04/2024		Deposit	Deposit	662.35	233,918.46
Deposit	03/04/2024		Deposit	Deposit	616.34	234,534.80
General Journal	03/05/2024	PR 03/02/24	Payroll	Payroll	-4,929.25	229,605.55
General Journal	03/05/2024	PR 03/02/24	Payroll	Payroll	-2,694.36	226,911.19
General Journal	03/05/2024	PR 03/02/24	Deferred Comp Payroll	Deferred Comp Payroll	-1,473.95	225,437.24
General Journal	03/05/2024	PR 03/02/24	Deferred Comp Payroll	Deferred Comp Payroll	-334.72	225,102.52
Deposit	03/05/2024		Deposit	Deposit	1,500.08	226,602.60
Deposit	03/06/2024		Deposit	Deposit	170.20	226,772.80
General Journal	03/06/2024	CC	Customer Refund	Customer Refund	50.00	226,822.80
Deposit	03/06/2024		Deposit	Deposit	760.80	227,583.60
Deposit	03/07/2024		Deposit	Deposit	402.91	227,986.51
Deposit	03/07/2024		Deposit	Deposit	2,751.07	230,737.58
Deposit	03/08/2024		Deposit	Deposit	74.71	230,812.29
Deposit	03/08/2024		Deposit	Deposit	6,264.12	237,076.41
Deposit	03/08/2024		Deposit	Deposit	3,374.23	240,450.64
Deposit	03/11/2024		Deposit	Deposit	717.94	241,168.58
General Journal	03/11/2024	CC	Customer Deposit	Customer Deposit	-50.00	241,118.58
Deposit	03/11/2024		Deposit	Deposit	715.19	241,833.77
Deposit	03/11/2024		Deposit	Deposit	414.17	242,247.94
Deposit	03/11/2024		Deposit	Deposit	2,258.41	244,506.35
Deposit	03/11/2024		Deposit	Deposit	624.79	245,131.14
Deposit	03/11/2024		Deposit	Deposit	49,117.16	294,248.30
General Journal	03/12/2024	CC	Customer Refund	Customer Refund	50.00	294,298.30
Deposit	03/12/2024		Deposit	Deposit	194.50	294,492.80
Deposit	03/12/2024		Deposit	Deposit	175.04	294,667.84
Deposit	03/12/2024		Deposit	Deposit	18,520.41	313,188.25
Deposit	03/13/2024		Deposit	Deposit	1,844.35	315,032.60
Deposit	03/13/2024		Deposit	Deposit	393.30	315,425.90
General Journal	03/13/2024	CC	Customer Deposit	Customer Deposit	-50.00	315,375.90
Deposit	03/14/2024		Deposit	Deposit	315.47	315,691.37
Deposit	03/14/2024		Deposit	Deposit	116.02	315,807.39
Deposit	03/15/2024		Deposit	Deposit	336.65	316,144.04
Deposit	03/15/2024		Deposit	Deposit	1,695.85	317,839.89
General Journal	03/15/2024	CC	Customer Refund	Customer Refund	50.00	317,889.89
Deposit	03/15/2024		Deposit	Deposit	71.05	317,960.94
Check	03/15/2024		Service Charge	Service Charge	-117.17	317,843.77
Deposit	03/17/2024		Deposit	Deposit	173.80	318,017.57
Deposit	03/17/2024		Deposit	Deposit	508.82	318,526.39
Transfer	03/18/2024		Funds Transfer	Funds Transfer	-100,000.00	218,526.39

# RIVERGROVE WATER DISTRICT

## Check Register

As of March 31, 2024

Deposit	03/18/2024	Deposit	Deposit	263.51	218,789.90
General Journal	03/18/2024 CC	Customer Refund	Customer Refund	50.00	218,839.90
Deposit	03/18/2024	Deposit	Deposit	247.00	219,086.90
General Journal	03/18/2024 PR 03/16/24	Payroll	Payroll	-4,929.17	214,157.73
General Journal	03/18/2024 PR 03/16/24	Payroll	Payroll	-2,694.51	211,463.22
General Journal	03/18/2024 PR 03/16/24	Deferred Comp Payroll	Deferred Comp Payroll	-1,473.95	209,989.27
General Journal	03/18/2024 PR 03/16/24	Deferred Comp Payroll	Deferred Comp Payroll	-334.72	209,654.55
Deposit	03/19/2024	Deposit	Deposit	5.20	209,659.75
Check	03/20/2024 ACH	COMCAST CABLE	Monthly Service	-662.92	208,996.83
Check	03/20/2024 ACH	AFLAC	Monthly Health Premium	-300.80	208,696.03
Check	03/20/2024 ACH	PAYCHEX	Payroll	-77.70	208,618.33
Check	03/20/2024 ACH	PAYCHEX	Payroll	-77.70	208,540.63
Check	03/20/2024 9983	Customer Refund	Customer Refund	-35.12	208,505.51
Check	03/20/2024 9984	Customer Refund	Customer Refund	-32.99	208,472.52
Check	03/20/2024 9985	Customer Refund	Customer Refund	-35.12	208,437.40
Check	03/20/2024 9986	Customer Refund	Customer Refund	-40.08	208,397.32
Check	03/20/2024 9987	Customer Overpayment	Customer Overpayment	-67.39	208,329.93
Check	03/20/2024 9988	Customer Overpayment	Customer Overpayment	-585.83	207,744.10
Check	03/20/2024 9989	Control Systems NW, LLC	SCADA and Integrator Services	-187.64	207,556.46
Check	03/20/2024 9990	Brown & Brown Northwest Insurance	Cyber Security Policy	-6,679.96	200,876.50
Check	03/20/2024 ACH	VERIZON WIRELESS	Monthly Service	-390.15	200,486.35
Check	03/20/2024 ACH	SOUND TELECOM	Answering Service	-201.70	200,284.65
Check	03/20/2024 ACH	PGE	Monthly Electric Fees	-4,293.97	195,990.68
Check	03/20/2024 ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water	-15.60	195,975.08
Check	03/20/2024 ACH	VANCO Payment Solutions	Monthly Service Fee	-59.50	195,915.58
Check	03/20/2024 ACH	REID-A-METER INC.	February 2024 Operations	-50.00	195,865.58
Check	03/20/2024 ACH	PACIFIC OFFICE AUTOMATION INC	Copier Service	-297.00	195,568.58
Check	03/20/2024 ACH	RH2 Engineering, Inc.	Engineering Services	-3,574.50	191,994.08
Check	03/20/2024 9991	Customer Overpayment	Customer Overpayment	-5.20	191,988.88
Check	03/20/2024 ACH	Banner Bank (MASTERCARD)	Monthly Charges	-1,739.24	190,249.64
Deposit	03/20/2024	Deposit	Deposit	467.10	190,716.74
Check	03/20/2024 9992	Grant Wilson	Adjustment of Pump House Door	-25.00	190,691.74
Check	03/20/2024 ACH	CHEVRON AND TEXACO CARD SERVICES	Monthly Fuel Charges	-127.86	190,563.88
Check	03/20/2024 ACH	Streamline	Website Fee	-126.00	190,437.88
Deposit	03/21/2024	Deposit	Deposit	122.65	190,560.53
Check	03/21/2024 9993	Employee Reimbursement	Employee Reimbursement	-122.13	190,438.40
General Journal	03/21/2024 CC	Customer Refund	Customer Refund	50.00	190,488.40
Check	03/21/2024 9994	Customer Refund	Customer Refund	-17.52	190,470.88
Deposit	03/21/2024	Deposit	Deposit	40.00	190,510.88
Deposit	03/22/2024	Deposit	Deposit	296.45	190,807.33
Deposit	03/22/2024	Deposit	Deposit	643.13	191,450.46
Deposit	03/22/2024	Deposit	Deposit	50.00	191,500.46
Check	03/22/2024 ACH	River Grove, LLC	Rent	-1,443.88	190,056.58
Check	03/22/2024 ACH	RH2 Engineering, Inc.	Engineering Services	-1,549.00	188,507.58
Deposit	03/25/2024	Deposit	Deposit	395.13	188,902.71
General Journal	03/25/2024 CC	Customer Deposit	Customer Deposit	-50.00	188,852.71

**RIVERGROVE WATER DISTRICT**  
**Check Register**  
 As of March 31, 2024

General Journal	03/25/2024 CC	Customer Deposit	Customer Deposit	-50.00	188,802.71
Deposit	03/25/2024	Deposit	Deposit	709.40	189,512.11
Check	03/25/2024 9995	OHA Cashier	Employee Certification	-100.00	189,412.11
Deposit	03/26/2024	Deposit	Deposit	374.56	189,786.67
Deposit	03/27/2024	Deposit	Deposit	62.33	189,849.00
Deposit	03/28/2024	Deposit	Deposit	123.99	189,972.99
Deposit	03/29/2024	Deposit	Deposit	340.92	190,313.91
General Journal	03/29/2024 CC	Customer Refund	Customer Refund	50.00	190,363.91
Deposit	03/29/2024	Deposit	Deposit	141.84	190,505.75
Deposit	03/29/2024	Deposit	Deposit	118.66	190,624.41
				<u>-41,305.76</u>	<u>190,624.41</u>
				<u>-41,305.76</u>	<u>190,624.41</u>

## RIVERGROVE WATER DISTRICT

### Revenue & Expenses Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Income</b>				
4005 · Water Sales & Charges	833,774.14	1,100,000.00	-266,225.86	75.8%
4010 · Water Deposit Fee	4,650.00	5,000.00	-350.00	93.0%
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	34,189.64	12,000.00	22,189.64	284.91%
4035 · SDC Chgs-SDC Restricted CI Fund	49,564.00	10,000.00	39,564.00	495.64%
<b>4056 · Bank Interest/LGIP Interest</b>				
4058 · Banner - Water Dep Interest Ear	2,109.19	900.00	1,209.19	234.35%
4059 · LGIP - Non Restrict Int Earn	13,720.21	3,500.00	10,220.21	392.01%
4064 · SDC Interest-LGIP CI Fund	15,699.55	10,000.00	5,699.55	157.0%
4065 · CI Interest -LGIP CI Fund	30,265.20	12,000.00	18,265.20	252.21%
4066 · LGIP-Int Earn Unemployment Fund	1,354.62	500.00	854.62	270.92%
4067 · LGIP-Int Earn Truck&Equip Fund	1,223.64	600.00	623.64	203.94%
<b>Total 4056 · Bank Interest/LGIP Interest</b>	<b>64,372.41</b>	<b>27,500.00</b>	<b>36,872.41</b>	<b>234.08%</b>
4090 · Miscellaneous Income	7,891.71	1,000.00	6,891.71	789.17%
<b>Total 4000 · Income</b>	<b>1,009,780.10</b>	<b>1,164,700.00</b>	<b>-154,919.90</b>	<b>86.7%</b>
<b>Total Income</b>	<b>1,009,780.10</b>	<b>1,164,700.00</b>	<b>-154,919.90</b>	<b>86.7%</b>
<b>Gross Revenue</b>	<b>1,009,780.10</b>	<b>1,164,700.00</b>	<b>-154,919.90</b>	<b>86.7%</b>
<b>Expense</b>				
<b>5000 · Personnel Services</b>				
<b>5001 · Compensation</b>				
5020 · Administrative Wages	116,439.84	145,000.00	-28,560.16	80.3%
5040 · Operator Wages	68,937.86	135,000.00	-66,062.14	51.07%
5090 · Deferred Compensation	15,946.66	28,000.00	-12,053.34	56.95%
<b>Total 5001 · Compensation</b>	<b>201,324.36</b>	<b>308,000.00</b>	<b>-106,675.64</b>	<b>65.37%</b>
5100 · Payroll Tax Expense	30,814.35	35,000.00	-4,185.65	88.04%
<b>5200 · Payroll Benefits</b>				
5210 · Workers' Compensation	2,149.92	4,000.00	-1,850.08	53.75%
5220 · Health Benefits	23,294.17	92,000.00	-68,705.83	25.32%
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>25,444.09</b>	<b>97,600.00</b>	<b>-72,155.91</b>	<b>26.07%</b>
<b>Total 5000 · Personnel Services</b>	<b>257,582.80</b>	<b>440,600.00</b>	<b>-183,017.20</b>	<b>58.46%</b>
<b>6000 · Material Services</b>				
<b>6001 · Administration/Billing/Overhead</b>				
6005 · Property/Liability Insurance	28,198.96	30,000.00	-1,801.04	94.0%
6006 · Furn & Office Equipment - Admin	0.00	3,400.00	-3,400.00	0.0%
6007 · Bank Service Charges				

## RIVERGROVE WATER DISTRICT

### Revenue & Expenses Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
6008 · Banner - Check Bank Charges	1,416.26	1,250.00	166.26	113.3%
6010 · Vanco Service Charges	551.00	1,250.00	-699.00	44.08%
6012 · LGIP-SDC Ser Charges-CI Fund	0.00	1.00	-1.00	0.0%
6013 · LGIP-CI Ser Chg-CI Fund	0.65	1.00	-0.35	65.0%
<b>Total 6007 · Bank Service Charges</b>	<b>1,967.91</b>	<b>2,502.00</b>	<b>-534.09</b>	<b>78.65%</b>
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	226.36	1,800.00	-1,573.64	12.58%
6025 · Printing & Duplicating	555.99	1,500.00	-944.01	37.07%
6030 · Publications & Elections	319.95	2,000.00	-1,680.05	16.0%
6035 · Rent	12,856.67	18,000.00	-5,143.33	71.43%
6045 · Telephone - Admin	8,396.87	12,000.00	-3,603.13	69.97%
6050 · Mileage Expenses	0.00	600.00	-600.00	0.0%
6060 · Continued Education	1,008.00	5,000.00	-3,992.00	20.16%
6065 · Dues & Subscriptions	6,350.33	6,000.00	350.33	105.84%
6070 · Fees, License, & Permits	2,522.08	7,500.00	-4,977.92	33.63%
6075 · Water Deposit Refunds	2,665.28	5,000.00	-2,334.72	53.31%
6080 · Water Sales Overpay	921.90	1,500.00	-578.10	61.46%
6090 · Meter Reading	4,926.15	6,000.00	-1,073.85	82.1%
6095 · Utilities/Office	1,186.43	2,500.00	-1,313.57	47.46%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	4,694.19	7,500.00	-2,805.81	62.59%
6099-1 · Copier IT	3,534.91	15,000.00	-11,465.09	23.57%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	1,134.00	1,800.00	-666.00	63.0%
<b>Total 6099 · Contracted Services - Admin</b>	<b>9,363.10</b>	<b>29,300.00</b>	<b>-19,936.90</b>	<b>31.96%</b>
<b>Total 6001 · Administration/Billing/Overhead</b>	<b>81,713.24</b>	<b>147,602.00</b>	<b>-65,888.76</b>	<b>55.36%</b>
6101 · Operation & Maintenance				
6100 · General Repair & Maintenance	19,932.36	40,000.00	-20,067.64	49.83%
6105 · Utilities	36,066.00	45,000.00	-8,934.00	80.15%
6110 · Small Tools & Equipment	6,815.43	2,500.00	4,315.43	272.62%
6120 · Water Testing	2,005.00	4,000.00	-1,995.00	50.13%
6125 · Truck Maintenance	906.77	3,000.00	-2,093.23	30.23%
6130 · Gas & Oil	2,008.58	3,500.00	-1,491.42	57.39%
6135 · Telemetry/Scada	9,607.84	10,000.00	-392.16	96.08%
6155 · Chemicals	1,293.75	4,200.00	-2,906.25	30.8%
6160 · Contracted Services-Operations	4,288.96	15,000.00	-10,711.04	28.59%
6165 · PPE/Safety Equipment	120.49	2,000.00	-1,879.51	6.03%
6170 · Mobile Radio Phone/Pager Operat	3,510.07	5,000.00	-1,489.93	70.2%
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%

## RIVERGROVE WATER DISTRICT

### Revenue & Expenses Budget vs. Actual

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Total 6101 · Operation & Maintenance	88,901.93	140,700.00	-51,798.07	63.19%
6202 · Professional Services				
6208 · Auditor	6,625.00	8,000.00	-1,375.00	82.81%
6209 · Consultants	1,195.00	4,000.00	-2,805.00	29.88%
6210 · Engineering (Non-Reimbursable)	21,916.50	150,000.00	-128,083.50	14.61%
6215 · Legal Fees (Non-Reimbursable)	10,905.00	15,000.00	-4,095.00	72.7%
<b>Total 6202 · Professional Services</b>	<b>40,641.50</b>	<b>177,000.00</b>	<b>-136,358.50</b>	<b>22.96%</b>
<b>Total 6000 · Material Services</b>	<b>211,256.67</b>	<b>465,302.00</b>	<b>-254,045.33</b>	<b>45.4%</b>
7000 · Operating Capital Outlay				
7010 · Tool/Equipt/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%
<b>Total 7000 · Operating Capital Outlay</b>	<b>42,878.82</b>	<b>40,000.00</b>	<b>2,878.82</b>	<b>107.2%</b>
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%
<b>Total 8000 · Debt Recov./Capital Improvement</b>	<b>299,131.83</b>	<b>519,133.00</b>	<b>-220,001.17</b>	<b>57.62%</b>
<b>Total Expense</b>	<b>810,850.12</b>	<b>1,465,035.00</b>	<b>-654,184.88</b>	<b>55.35%</b>
<b>Net Ordinary Income</b>	<b>198,929.98</b>	<b>-300,335.00</b>	<b>499,264.98</b>	<b>-66.24%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
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>198,929.98</b>	<b>-92,335.00</b>	<b>291,264.98</b>	<b>-215.44%</b>

# UNFINISHED BUSINESS



**Talking Paper**  
**Proposed Office Building at 4100 Old Gate Road**

- On Friday (4/12/24), I received a call from Courtney Simms, an Associate Planner from the Planning Department at Lake Oswego, regarding our application for an office building at 4100 Old Gate Road.
- Mr. Todd Knepper P.E., Engineering Program Manager for the Engineering Department, wanted her to contact us after he reviewed our preliminary plans and application.
- The City of Lake Oswego currently does not have a public sanitary main in Old Gate Road that would be able to service a development on this site. For the office building to be approved, it would be required to be connected to public sanitary sewer.
- Mr. Knepper's initial concerns are as follows:
  - o There is a sewer stop to the east of our site, but it cannot be extended to serve 4100 Old Gate because the depth is too shallow and 4100 was not included within the boundary of being able to be connected to that system;
  - o The sewer line would have to come from the canal or Chad Drive which would route it through subdivisions and nature areas (i.e., Bryant Woods Nature Park); and
  - o The project would be costly for the District since we would be responsible for all expenses for the sewer.
- There are no great options for the sewer line since it would be technically difficult to run sewer from any access point, but Mr. Knepper presented the following options:
  - o A gravity line may be possible to be extended from the existing main near the canal. The expected cost would be approximately \$250,000, but he would recommend obtaining estimates from contractors.
    - This cost does not include the additional expenses for City fees, surveys, bonds, construction, or other planning needs.
  - o We could look at the north end by Chad Drive, but would need to go through a subdivision and obtain easements.
  - o A public pump station at the end of the cul-de-sac on Old Gate Road could be an option, but that would be the most expensive route.
- A straightforward 200 foot public sewer line is averaging \$100,000 and that cost is without any easements through neighboring properties or nature areas.
  - o There is also no guarantee a gravity line will even work and it would need to be determined by surveys.



- A sanitary septic system is not an option for the proposed office building because Lake Oswego codes for this type of development require connection to city services.
  - o Conditional use requires the hook-up to public sewer and there is no variance.
  - o With so many obvious obstacles, the Planning Department is willing to refund our Pre-Application permit fees (\$537.00) as long as we notify them by 4/23/24

Janine Casey, General Manager, RGWD, 04/17/24



## Rivergrove Water District

### Cost of Service and Rate Study Data Request

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*This data request addresses the major areas of data needed for the rate design work. As the study progresses, we will let you know if further data is necessary. If you have difficulty gathering the information, or it will require an unusually large amount of time to collect, please call and we can discuss the significance of the information. For organizing the material that you gather for us, it would be helpful if you labeled each item in accordance with the number on this data request. **Electronic copies of all materials preferred. For publicly available documents a web link will suffice.***

*It would be helpful to have responses **by April 10, 2024**, to stay on schedule.*

***Please contact me if there are any questions:***

Russ Schneider, Senior Project Manager

[russ.schneider@gdsassociates.com](mailto:russ.schneider@gdsassociates.com)

406-471-8015

**Email or send me large files or batches of files with our File Sender:**

<https://filesender.gdsassociates.com/send/russ.schneider>

#### **PLANT DATA**

1. Current plant account balances, by account number, for the period FY 2022/23.
2. Accumulated depreciation, by account number for the same period ended as above.

*Audited financial statements and year-end trial balance by general ledger account should have most financial detail needed for the historical year, depending on the account level detail.*

3. Detail of any dedicated facilities for a major customer(s). Dedicated facilities are those which serve only a single large customer or customer class of service that are significant enough to warrant special treatment or have been directly assigned in the past.
4. Provide a listing of the current reservoirs/storage tanks on the system and their storage capacity.
5. Provide your ISO fire flow requirements, by class of service, and their duration.

#### **FINANCIAL DATA**

6. A copy of the fiscal year FY 23/2024 budget for the water system, and a copy of any budget or expense estimates for fiscal year FY 2025/26. Budget items should be provided by account if possible, but summary level detail is acceptable (will escalate based on historical account detail).

7. Annual operating expenses, by account number, for the 12-month period of FY 2022/23 for the water system.
8. Detail of monthly rate revenues, by class of service, for the 12-month period of FY 2022/23.
9. Detail of miscellaneous revenue sources, for the same 12-month period.
10. Detail of current and future debt service obligations (P&I and reserves).
11. Current debt service coverage (DSC) ratio requirements (from the current or planned future bond covenants) and any target DSC required by ordinance or resolution.
12. Current level of cash financed or rate financed capital expenditures, by plant function and by water system.
13. Please provide a copy of your Capital Improvement Plan (CIP) that details the year and cost of capital improvements, and the anticipated funding sources.
14. Any need for a contingency fund, and the amount, along with any need to increase cash working capital from its present level.
15. Copy of balance sheet for the 12 months ending FY 2022/23.
16. Copy of the income statement for the 12 months ending FY 2022/23.

*Audited financial statements and year-end trial balance by general ledger account should have most financial detail needed for the historical year, depending on the account level detail.*

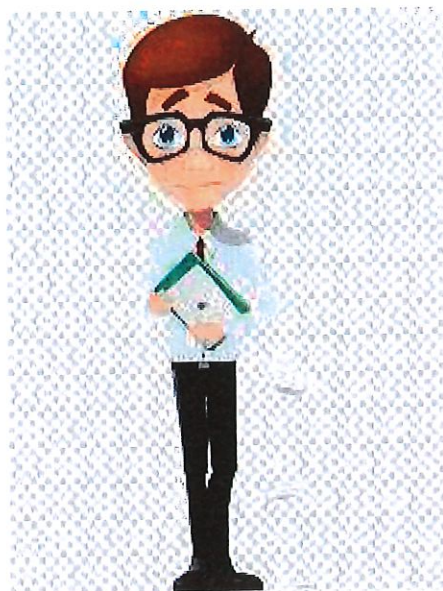
### **CONSUMPTION DATA**

17. For the 12-month period of FY 2022/23 provide the monthly sales (in cf or gpd) by rate schedule (e.g., residential, commercial, etc.).
18. If available, please provide a copy of your water forecast of future sales. If no forecast exists, provide expected growth rates used internally or provide additional historical consumption data (historical totals if not included in other responsive planning documents).
19. Provide the number of customers, by class of service, and by meter size for FY 2022/23. If possible, provide a forecast of the projected customer growth.
20. Provide any information on peak day flows, in MGD, and if possible, which classes of service contribute to the peak day event.

### **MISCELLANEOUS DATA**

21. Provide a copy of your current water rate schedules.
22. Provide a copy of the most recent Water Comprehensive Plan (Master Plan)

# New Business



# Rivergrove Water District



## **EMPLOYEE HANDBOOK THIS IS NOT A CONTRACT**

Adopted 2024

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## 1.1 ~~ABOUT THE~~ RIVERGROVE WATER DISTRICT ~~AND OUR~~ EMPLOYEE HANDBOOK

**OUR MISSION: TO PROVIDE OUR COMMUNITY WITH SUSTAINABLE HIGH QUALITY WATER AND EXCELLENT CUSTOMER SERVICE.**

**OUR VISION: DELIVERING THE BEST ♠ WATER ♠ SERVICE ♠ VALUE!**

The Rivergrove Water District (the “District”) is a municipal corporation that provides domestic water service and fire flow for residential and commercial customers. The District’s goal is to provide safe drinking water in an environmentally sustainable manner and at a rate sufficient to generate adequate revenue at the least possible cost consistent with our 20-year Master Plan.

The District is situated in Clackamas and Washington County serving approximately 1,380 service connections in five jurisdictions which includes the Cities of Lake Oswego, Tualatin, and Rivergrove, and unincorporated Clackamas and Washington County. Incorporated in 1957, the area within the District is approximately one square mile. An elected five-member Board of Commissioners governs the District.

The District serves a population of 4,200 with approximately 1,382 service connections, including residential, commercial, irrigation, and fire suppression. The District’s water sources are three ground water wells and in case of emergency we have emergency intertie supply connections with the City of Lake Oswego and the City of Tualatin. The District has three above ground water reservoirs, two located on SW Hilltop Rd and one on Olson Ct. with a combined water storage amount of 1.875 MG.

## 1.2 ~~ABOUT OUR~~ EMPLOYEE HANDBOOK

The intent of this Employee Handbook is to clearly communicate policies and procedures to all employees. Please understand this is a dynamic and evolving document and can be revised at any time. This Handbook applies to all employees.

**Personnel Administration Generally:** The Board of Commissioners and the General Manager shall have authority over all matters of personnel administration through adoption and implementation of the District budget, pay plans, and ordinances and resolutions adopting and/or amending the personnel rules and regulations.

These policies are intended to set a general framework for effective personnel administration. In all cases, these policies should be construed with this in mind and should be understood as guiding the General Manager, and not limiting in any way the prerogatives of the Board in its relationship with the General Manager. The District reserves the right to deviate from this policy when determined to be legally appropriate and use its discretion in making all employment decisions. The Board may vary or modify any District personnel policy, on a case-by-case basis, if it is found that strict application of the policy is impractical or if it would result in hardship to the District. Exceptions granted in any instance will not automatically amend the policy, or otherwise be automatically

considered to be binding upon the District in future situations.

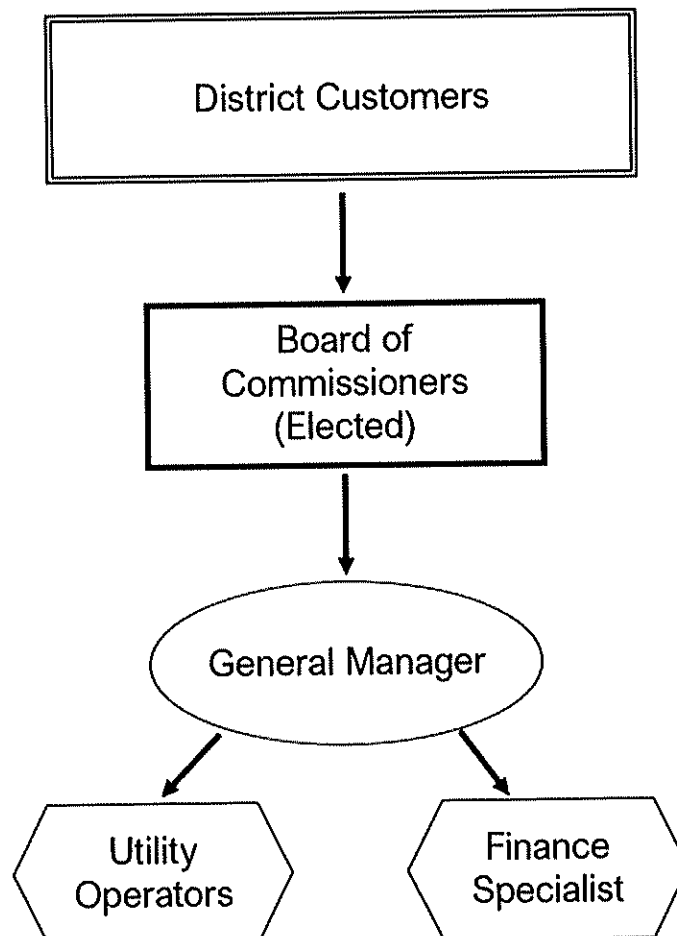
These personnel policies do not constitute a contract for employment, or a promise of specific treatment in a specific situation. No representative of the District other than the General Manager has the authority to enter into any arrangement or modification of the provisions of these personnel policies, and any such alternative arrangement or modification must be in writing and signed by the General Manager and approved by the Board of Commissioners.

The Board delegates to the General Manager to have broad discretion in all aspects of personnel and labor relations, subject to the advice and concurrence of the Board, and has authorized the General Manager to implement these policies, and to update the employee handbook as needed with Board approval.

**At-Will Employment:** Employment at the District is at-will, which means that either you or the District may terminate your employment at any time and for any lawful reason, with or without notice, subject to any due process requirements that may be required by law.

This handbook gives employees some basic information on our current personnel policies, procedures, and benefits effective 2021. It supersedes any prior written or oral policies, statements, or understandings on these subjects.

### 1.3 ORGANIZATIONAL STRUCTURE



## **1.4 CODE OF ETHICS**

All employees and public officials shall strive to uphold the District's Code of Ethics, as adopted by the Rivergrove Water Board of Commissioners. We are committed to the following:

- ❖ Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all public activities, in order to inspire public confidence and trust in the District;
- ❖ Serve in such a way that does not realize undue personal or financial gain from the performance of official duties;
- ❖ Avoid any activity which is in conflict with the conduct of official duties;
- ❖ Approach the District's organization and duties of their position with a positive attitude and constructively support open communication, teamwork, creativity, dedication, and kindness;
- ❖ Maintain professional excellence, accept responsibility to keep up to date on emerging issues and conduct the public's business with competence, fairness, efficiency, and effectiveness;
- ❖ Support the values of the District and help make these values the norms of the organization;
- ❖ Support and strive to achieve the goals and visions for Rivergrove Water District;
- ❖ Be knowledgeable and support the code of conduct, quality, ethical, and performance standards of their respective professions;
- ❖ Refrain from engaging in political activities during working hours.
- ❖ Be objective in the selection of employees, contractors, goods, and services, basing decisions on merit and value to the District;
- ❖ Eliminate all forms of illegal discrimination, fraud, and mismanagement of public funds; support co-workers if they are in difficulty because of responsible efforts to correct such discrimination, fraud, mismanagement, or abuse;
- ❖ Serve the public with respect, courtesy, concern, and responsiveness, recognizing that service to the public is beyond service to oneself or any special interest group; and
- ❖ Respect, support, study and when necessary, work to improve regulations, ordinances, laws, and policies which govern work at Rivergrove Water District.

## **1.5 EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT**

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants, and employees without regard to race, religion, color, sex, national origin, citizenship status, age, sexual orientation, gender identity and expression, disability and/or veteran status, or any other protected status in accordance with the requirements of all federal, state, and local laws.

Discrimination or harassment based on any of these factors is inconsistent with our philosophy and will not be tolerated. If employees are aware of any violation of this policy, report it immediately to

the General Manager or to the Board Chair. We will not permit any retaliation against anyone who makes a good-faith complaint of discrimination or harassment.

## 2.1 EMPLOYMENT POLICY DEFINITIONS

### POLICY DEFINITIONS

- **Board of Commissioners or Board** - Five publicly elected customers of the Rivergrove Water District. Their basic duty is a fiduciary responsibility to the District and they also direct the General Manager to administer approved District policy.
- **District** - Rivergrove Water District or as herein described by the word "us" or "we" or abbreviated as "RGWD."
- **Employees** - Staff hired to work for Rivergrove Water District or as herein described by the word "you" or "they".
- **Employee Anniversary Date** - The date an employee is appointed or hired or is promoted or is reclassified to a position of employment.
- **Family** - Spouse or domestic partner and dependents as legally required.
- **Management** - General Manager
- **Regular Full-Time Employees** - An employee who regularly works a minimum of thirty (30) hours a week on a continuing basis, is considered a regular full-time employee.
- **Regular Part-Time Employees** - An employee who regularly works less than thirty (30) hours a week is considered a regular part-time employee. The District shall pay a proportion of benefits, based on the regular hours of work.
- **Temporary Employees** - Temporary employees are defined as an employee holding a job of limited duration arising out of special projects, abnormal workloads, or emergencies. Temporary employees are ineligible for employer paid benefits.
- **Volunteers** - Volunteers are not employees of the District and receive only those benefits expressly conferred in writing or by law. Workers' compensation insurance will be provided to volunteers. The service of a volunteer may be discontinued at any time for any reason. Volunteers shall abide by all applicable rules, policies, and practices of the District, and serve at the pleasure of the District. All volunteer service is at-will and either the District or the volunteer may end the arrangement at any time, for any reason, with or without prior notice.

## 2.2 EMPLOYEE APPLICATION AND WORK PROCEDURES

All appointments to District position vacancies shall be made based on merit, qualifications and fitness as determined by Management. These qualities shall be determined through careful evaluation of one or more of the following:

- The applicant's level of experience, education, and training relative to the requirements of the position for which they have applied. The applicant's level of physical and mental fitness is relative to the position for which they have applied.
- The results of an oral interview, and whenever practical, the results of a competitive written examination or demonstration test which shall evaluate the abilities and aptitudes of applicants for the duties to be performed.

All statements submitted on the employment application or resume shall be subject to inspection and verification. If the applicant provides false or misleading information either from material information on their application or on any other document in connection with employment with the District, it will be grounds for termination, regardless of when it is discovered.

Applications for employment from family members will be considered with other qualified applications when personnel vacancies occur. The term "family members" include current spouse, children, parents, grandparents, brother, brothers-in-law, sisters, sisters-in-law, daughters-in-law, parent-in-law, niece, nephew, stepparent, or stepchild.

Hiring of family members will not occur if any of the following would be the result:

1. Would constitute a violation of any law of this state or of the United States, or any rule promulgated pursuant thereto, with which the employer is required to comply.
2. Would constitute a violation of the conditions of eligibility for receipt by the employer of financial assistance from the government of this state or the United States.
3. Would place the individual in a position of exercising supervisory, appointment, or grievance adjustment authority over a member of the individual's family or in a position of being subject to such authority which a member of the individual's family exercises.
4. Would cause the employer to disregard a bona fide occupational requirement reasonably necessary to the normal operation of the employer's business.

### **2.2.1 Physical Examinations**

A conditional offer of appointment will be contingent upon the applicant completing a District background check and a pre-employment drug screen test. In addition, where permitted by law, the applicant may be required to complete a medical examination to determine if the applicant is able to perform the essential functions of the job, with or without reasonable accommodation, and without direct threat to the health or safety of the applicant or other employees and/or persons.

If required, these examinations will be provided by the District at District expense. Any information gathered will be treated as a confidential medical record. The scope of the post-offer medical examination need not be limited to the ability to perform essential job functions and may include a base-line physical exam and other inquiry into the applicant's physical and/or mental condition.

### **2.2.2 Duration of Employment**

All employees, except temporary employees, are hired for an unspecified duration. The District may not guarantee employment for any specific length of time. Employment is at-will, which means it is at the mutual consent of the employee and District. Accordingly, either the employee or the District can end the employment relationship at any time, for any reason, in accordance with District procedures. Discipline and discharge may occur subject to the policies and procedures set forth in this Handbook, except these shall not apply to a probationary employee.

### **2.2.3 Anniversary Date**

The anniversary date is used to determine accrued vacation time and annual performance review. For determining accrued vacation time, the date of eligibility for an employee hired before the 15th of the month shall be the first day of that month. If an employee is hired on or after the 15th of the

month, the date shall be the first day of the following month.

Employees shall receive a written annual performance review on their anniversary date or no later than fourteen (14) calendar days after the anniversary date. In addition to the annual performance review, employees shall receive a form that lists their schedule, expectations for overtime, on call pay, and paid holidays. This is to ensure there are no disputes between the employee and District.

#### **2.2.4 Attendance**

Employees shall attend to their work in accordance with the rules regarding hours of work and shall not be absent from work for any reason, other than those leaves or absences outlined in this Handbook or otherwise authorized by law, without prior written approval of the General Manager. Unless prior arrangements are made, an employee who for any reason fails to report to work shall, as soon as possible, notify the General Manager with the reason for absence. Any unauthorized absence by an employee from work shall be unpaid and may be cause for disciplinary action.

### **3.1 HEALTH INSURANCE AND WELLNESS BENEFIT**

The District provides to regular full-time employees 100% employer paid group health insurance coverage for employees, employees spouse or domestic partner, and family.\*

Coverage includes:

1. Medical;
2. Supplemental Health plans such as accident, disability, term life, cancer, and special event-regular employees have a choice of 3 plans;
3. Dental;
4. Vision; and
5. Alternative Care.

Employee Health insurance benefits shall begin on the 1<sup>st</sup> of the month after sixty (60) days of employment. The insurance benefits are periodically reviewed by the Board and General Manager and may change as needed. The District retains the right to change insurance carriers if the plan coverage is comparable to the existing plan.

Supplemental Health Policies are limited to a choice of 3 including accident, cancer, disability, and term life insurance. The dollar amount will be determined by budgetary and policy rules and to be given in equal amounts between regular employees and prorated for part-time employees.

\* Part-time employees who work over 24 hours are provided with the same insurance coverage, which is fully paid for by the District but limited to the employee only.

**Wellness Benefit:** The District will pay an employee \$20 per month toward classes, workout facilities, and/or approved health and wellness activities. The General Manager will review and approve all activities. An employee receiving this benefit will provide proof of attendance. If an employee fails to attend the approved activity as scheduled or at least twice a week during the month they will lose the wellness benefit paid by the District for that month.

Failure to attend the health and wellness activities for acceptable reasons, such as a medical condition or vacation, shall not result in loss of wellness benefit. Acceptable reasons will be determined at the General Manager's sole discretion.

### **3.2 RETIREMENT BENEFITS**

The enrollment and administration details of the retirement plan are available from the District Finance Specialist. Below are the key employee's and employer requirements of the District's benefits program:

1. Mandatory enrollment after 6 calendar months of employment;
2. 12% pre-tax employer contribution;
3. Employee contribution individually decided by each employee; and
4. The employee and employer contributions are paid bi-weekly at the same time of District's payroll in accordance with the District's 457 plan rules.

### **3.3 TRAINING, CONFERENCES, AND TUITION**

Each year the District budgets and funds a line item in the Material Services section of the budget entitled continuing education. This budget is approved by the District budget committee, adopted by the Board of Commissioners, and legally appropriated by ORS statutes. These funds are used exclusively for training opportunities for employees and volunteer Board members.

If an employee or Board member has an interest in a training opportunity and it is deemed useful to District business and funds are available for continuing education, the interested party should inform the General Manager. The General Manager shall approve the training or refer to the Board for approval. Training for the General Manager will fall under these same guidelines.

All District approved training will be 100% paid including tuition, registration, materials, and approved travel expenses as needed. Travel expenses will be reimbursed as stated in the travel policy. The General Manager and the employee in agreement may vary the employee's schedules or provide compensatory time to not create overtime.

Employees may voluntarily attend relevant courses deemed useful to the District and during non-regular work hours. Employees may be eligible for reimbursement of books and tuition.

Please reference employee job descriptions and operator certification requirements for training and continuing education units needed.

### **3.4 EMPLOYEE PROVIDED CLOTHING & BOOT BENEFIT APPAREL**

The District will provide t-shirts, sweatshirts, and hats to field staff so they can be easily identified as they serve customers in the District. If work clothing is provided, it must be worn. Clothing will be issued from the closest District clothing reorder or the date of hire. The District provides at a minimum the following clothing items as needed:

- ✓ Shirts

- ✓ Sweatshirts
- ✓ Hats
- ✓ Coats

For inclement weather, the District will provide or reimburse employees, as approved by the General Manager, a minimum of the following Personal Protective Equipment (“PPE”) for field employees:

- Rain Gear
- Gloves
- Coveralls
- Cold Weather Coveralls
- ~~Pants or jeans~~

Field employee positions require waterproof, steel-toed boots and they are responsible to acquire them within fourteen (14) days of employment. ~~The District will assist in the acquisition of necessary safety equipment.~~ An annual boot allowance will be provided to District field employees and may carry forward into the following year for a total accrual of up to two years of boot benefits at any one time. The maximum reimbursement is adjusted periodically, please ask the General Manager for the current boot allowance amount.

## 4.1 WORKPLACE RULES, SCHEDULE, AND BREAKS

### 4.1.1 Workplace Rules

Employees are expected to regard their workplace with respect and attention. The District’s records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.

### 4.1.2 Work Schedule

The normal workweek consists of forty hours for all regular full-time District employees; however, this should not be considered as a guarantee of work. Part-time employees will work as scheduled by the General Manager. The work week begins on Sunday at 12:00 am and ends on Saturday at 11:59 pm each week. If any policies become in conflict with state or federal regulations, the applicable law will apply.

~~The General Manager can authorize advance or immediate closure of the District office due to inclement weather, employee emergency and/or sickness, and field operations. In the event the District office is closed, proper signage will be placed at the District office notifying customers.~~

### 4.1.3 Hours Worked

“Hours worked,” for the purposes of determining pay and benefits accrual, shall include hours actually worked, vacation, paid sick leave, compensatory time, holidays, and any other paid leave, unless otherwise required by law.

### 4.1.4 Late Policy



If employees cannot report to work on time or at all during a normal workday, employees must notify the General Manager before the start of the workday. Absence from work without notice, except in the case of legitimate emergency or as otherwise provided by law, is cause for disciplinary action up to and including termination.

#### **4.1.5 Overtime**

Overtime pay for non-exempt (i.e., hourly) employees will be paid at their hourly rate times time and one-half (1½) after forty (40) hours per week, as required by law. Employees are not to work additional hours unless authorized by the General Manager. The District reserves the right to modify the schedule within the same work week to avoid overtime obligations, in accordance with applicable law. Working unauthorized overtime can subject employees to **discipline** corrective action.

#### **4.1.6 Rest Periods**

Rest periods must be provided to employees of no less than fifteen (15) minutes of paid time for every four-hour period of work. At the employee's discretion the rest periods may be taken consecutively with the unpaid meal period. They may not, however, be taken at the beginning or end of the shift, in order to shorten the workday.

#### **4.1.7 Meal Periods**

Meal periods are required for each employee of no less than thirty (30) minutes in length. The time is unpaid provided the employee is relieved of all duty. If the employee remains on duty, then the meal period will be paid.

#### **4.1.8 Lactation Breaks**

Employees who are presently nursing children 18 months or younger will receive, in addition to the meal and break periods discussed above, reasonable rest periods to accommodate the expression of breast milk. When possible, lactating employees should use their meal and rest breaks to express milk. For example, the employee can take one (1) 30-minute break during each 4-hour shift, or two (2) 30-minute breaks during each 8 hour shift, for this purpose. The Employee will be paid for 10 of the 30 minutes of the break time, which is considered the paid rest break, and the remainder is unpaid. The employee will also be entitled to his or her 30-minute unpaid meal break. The District will make a reasonable effort to provide the employee with a private location, within a close proximity to the employee's work area, where the employee may express milk concealed from view and without intrusion by other employees or the public. The employee can bring a cooler/other insulated container to store the expressed milk. The employee may store the milk in any onsite refrigerator provided to employees for their use.

#### **4.1.9 Inclement Weather**

At times, the General Manager may close the District office due to inclement weather and/or emergencies. This may be done to avoid putting District employees at jeopardy of unnecessary personal risks. Employees will not report to work until notified by the General Manager. Those employees expected to report for work during that time will be paid their regularly scheduled compensation. In the event the District office is closed, proper signage will be placed at the office and/or website notifying customers.

During inclement weather, which creates hazardous traffic conditions, on call employees will be expected to drive the District vehicle to their residence in order to respond to emergencies. All District-related fuel expenses will be covered by the District during this time.

## 4.2 PAY SCHEDULES

All regular full-time employees and part-time employees are paid bi-weekly. Pay is distributed via Direct Deposit the Thursday after the pay period for which the paycheck is processed.

Required Payroll Deductions:

- Federal Withholding Tax
- State Withholding Taxes
- Social Security (Medicare & FICA)
- Court Ordered Child Support Payments or Garnishments
- Optional Payroll Deductions
- Deferred Comp –VALIC 457 Plan

## 4.3 COMPETITIVE COMPENSATION

On the date of hire, the General Manager will propose a beginning wage for all new employees. That wage will be based at a rate approved by the Board. In approving such wage amounts, the Board will consider prevailing rates of pay for comparable work in other public and private employment. Other factors considered include conditions of work and basic pay, current costs of living, the local economy, wage adjustments in the community, proposals of the General Manager, and the District's overall financial condition.

**Wage Review:** The General Manager will review regular full-time or part time employees' wage rates each budget cycle of continuous employment using the employee pay scale. A cost of living adjustment (COLA) review will also be conducted to determine if an adjustment is appropriate based upon the adjusted percentage of the cost of living index in the Portland metro areas and in relationship with the District's budget.

The General Manager will determine if a merit raise is warranted based on the employee's work performance. Merit increases will be considered in increments of .5 starting with 1% and ending with 4%. Merit increases are not automatic or guaranteed.

## 4.4 TRAVEL POLICY

Board members' and employees' travel requests need to be appropriate to the needs of the District and approved as provided in Section 3.3, Training, Conferences, and Tuition. The General Manager will ensure budgeted funds are available or request additional funds for Board approval.

Within thirty (30) days after the travel has been completed, Board members or employees shall turn in receipts for reimbursement. All receipts for lodging and all other expenses should be attached and are to be paid on an actual basis. Reimbursement of job-related expenses is included and excluded

from employee compensation in a manner which is consistent with federal and state tax law and IRS regulation.

## **GUIDELINES**

**Reimbursable/Payable Expenses:** Necessary and reasonable business expenses which are incurred while conducting training or business on behalf of the District include, but are not limited to: parking costs, transportation and travel, registration fees, lodging, and meals. If actual costs cannot be established or at the option of the General Manager, the *Federal per diem* rates regulated by the Federal guidelines shall apply.

**Transportation:** The actual cost of transportation, taxi fares, parking, and similar items incidental and necessary to the performance of official business while on travel status will be paid. If a personal vehicle is used, the District will reimburse at the current IRS mileage rate for the actual mileage required for the trip. Other related expenses must be documented by receipt.

**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.

~~Employees will be allowed to use accrued sick leave on the first day of illness or injury.~~ 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 supply any such certificate can subject the employee to appropriate disciplinary action up to and including termination.

Employees do not continue to accrue sick leave while using paid sick leave. Sick leave shall not accrue during any unpaid leave of absence. In the case of unforeseen illness, the employee must contact the General Manager before their shift starts.

If an employee uses sick time for more than three (3) consecutive scheduled workdays, or if abuse of this leave is suspected, the District may require the employee to provide verification from a health care provider of the need for the sick time, or other appropriate certification as permitted by law, if for other reasons. The District will reimburse the employee for any out-of-pocket costs incurred in connection with any required medical verification.

Although paid sick leave is not a vested benefit, employees who are laid-off or who resign in good standing are permitted to cash out 20% of their earned and unused sick leave benefits upon termination. In order to be considered to have been laid-off or resigned in good standing under this policy the following requirements shall apply:

1. The employee must provide the District with advance notice of at least three (3) work weeks of his/her intent to resign (not applicable to layoffs), and must work those three workweeks; vacation and sick leave will not be considered as days worked;
2. The employee must have no written disciplinary actions within 6 months of the resignation;
3. The employee may not be in an active disciplinary process (employees will be considered to be in an active disciplinary process if any investigation has been initiated into conduct that could lead to disciplinary action or if a preliminary disciplinary determination has been made even if a final disciplinary decision has not been made or issued).

Payment for unused accrued sick leave upon separation of employment by retirement is allowed. At retirement, an employee's accrued unused sick leave shall be converted to the employee's 457 account. The amount to be credited at retirement shall be based on the following table:

<u>Sick Leave Hours</u>	<u>Conversion at Retirement</u>
Up to 700	50%
701 – 775	55%
776 – 850	60%
851 – 925	65%
926 – 1000	70%

If an employee is rehired within 180 days after termination, previously accrued and unused sick leave time will be credited back to the employee and available for immediate use.

## **5.2 PREGNANCY ACCOMMODATION**

The District does not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment due to known limitations related to pregnancy, childbirth, or a related medical condition, including but not limited to lactation. The District therefore will not, based on pregnancy, childbirth, or related medical condition:

- Deny employment opportunities to an applicant or employee;
- Fail to make reasonable accommodation that would not impose an undue hardship on the operation of the District;
- Take adverse employment action against an employee;
- Require an employee to accept a reasonable accommodation that is unnecessary to perform the essential duties of the job; or
- Require the employee to accept reasonable accommodation if the employee does not have a known limitation or require the employee to take leave if the District can make reasonable accommodation.

Reasonable accommodation may include, but not limited to:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

Upon notification by an employee of the employee's pregnancy, the District will provide the employee with written notice of their right to reasonable accommodation within ten (10) days of receipt of such notice. An accommodation creating an undue hardship on the District or which endangers health or safety is not a reasonable accommodation. Any additional requests for accommodation under this policy should be presented to the Office Manager as soon as possible.

## **5.3 MISCELLANEOUS LEAVE**

### **5.3.1 Bereavement Leave**

Employees are provided up to five (5) workdays off with pay for a death of an immediate family member. Employees are provided four hours with pay to attend the funeral of an employee, an employee's immediate family, or board member. More than five (5) days may be taken with District approval if operational needs will reasonably allow it. In this event, additional leave will be deducted from accrued sick leave and/or vacation.

### **5.3.2 Jury Duty**

Employees will be paid their regular salary less compensation received for mileage and parking and must tender their jury service fee to the District. A copy of the subpoena is required for Jury Duty compensation. If you are called for jury service and are dismissed from such service with at least four (4) hours remaining in your shift, you will be expected to return to work.

### **5.3.3 Military Service**

Employees who serve in a branch of the armed forces, including the Reserves, and who are required to be absent from work to fulfill active obligations may request an unpaid leave of absence. If called to duty, you must submit copies of your military orders as soon as possible.

After six months of employment, we will continue regular pay and benefits for Oregon National Guard training not to exceed fifteen (15) days per Federal fiscal year for the military component.

If employees are requested to perform military duties, they will continue to receive District health benefits. When employees return from a military assignment, they are entitled to reinstatement if able to perform duties or the District will attempt to find a comparable position. A copy of employees' orders must accompany a leave request.

Military leave will be managed in accordance with applicable federal and state laws. Please contact Management with questions or to determine your eligibility for Military Service Leave.

### **5.3.4 Unpaid Leave of Absence / Additional Days Off**

Employees may be allowed to take time off without pay if District is adequately staffed and the absence will not adversely impact operations, or if it is otherwise required by law. These additional days must be approved by the General Manager.

### **5.3.5 Emergency Closure**

In the event of an emergency closure of District facilities due to inclement weather or other natural or human caused disasters (e.g., flood, earthquake, volcano, terrorism), when employees are prohibited from coming to work or are required to leave work as directed by the General Manager, the District shall pay affected employees their regular rate of pay for up to three (3) days.

In the absence of an emergency closure, if an employee decides that such conditions prevent them from coming to work or causes them to leave early, employees can use paid leave time, including vacation, comp time, personal time or up to three (3) days leave without pay per incident.

## 5.4 BENEFITS - VACATION PAY

All regular, full-time, and part-time staff shall accrue vacation time at the following rate:

Years of Service	Hours of Vacation Per month	Weeks Per Year	Days Per Year	Max Vacation Accrual
0 through 3	8	2.4	12	240
4 through 9	11	3.3	16.5	240
10 through 15	14.33	4.2	21.5	240
16 through 19	15.66	4.8	23.5	240
20+	16.67	5	25	240

Vacation benefits for employees shall accrue monthly. Employees accrue vacation time immediately, but must wait 90 days from hire before they can take time off. Requests for vacation time prior to the 90 day period may be considered on a case-by-case basis and approved by the General Manager. Vacation can be carried over from year to year. The maximum amount of vacation hours that an employee can accrue is 240 hours. Should the employee's vacation hours exceed 240 hours on their anniversary date, the following shall apply: the employee will have until their following year's anniversary date to use any vacation hours over the maximum accrual.

If during the year the employee accrued the vacation hours and the employee took at least forty (40) hours of vacation, the employee can elect to bank up to forty (40) excess hours (i.e., the monetary value of forty (40) hours of vacation at the employee's regular wage as of the time of transfer) in the District's 457 Pension plan or be paid for the forty (40) excess hours. The day before the next anniversary date, any vacation hours above 240 will be deleted from the employee's vacation account.

Vacations shall be scheduled and approved in advance by the General Manager. Consideration will be given to requests of the employee and work requirements facing the District. Vacation leave shall not be used in blocks of less than one (1) hour. Employees granted vacation leave with pay shall continue to accrue vacation credits. Vacation credits shall not accrue during any unpaid leave of absence. Employee compensatory time off may be used before vacation time. An employee's request for unscheduled vacation may be denied if such time would be detrimental to the best interests of the District. This determination is made at the sole discretion of the General Manager.

The minimum staffing requirements for basic service to the Rivergrove Water District shall be one Certified Operator and one additional employee to cover office operations. When staffing is not met due to unscheduled personnel sickness, injury, or emergency and scheduled vacations, the General Manager authorizes payment of standby coverage of a contracted Certified Operator.

An employee's requested scheduled vacation may be denied if such time would be detrimental to the best interests of the District. Reimbursement for non-refundable out of pocket expenses shall be



provided if scheduled vacations are cancelled due to emergency needs of the District and will be determined on a case-by-case basis as determined by the General Manager.

Accrued, but unused vacation, will be cashed out at termination.

## 5.5 HOLIDAYS

You will receive a full day's pay for the following observed holidays:

<b>New Year's Day</b>	<b>January 1st</b>
<b>Martin Luther King's Birthday</b>	<b>3rd Monday in January</b>
<b>Presidents Day</b>	<b>3rd Monday in February</b>
<b>Memorial Day</b>	<b>Last Monday in May</b>
<b>Juneteenth</b>	<b>June 19th</b>
<b>Independence Day</b>	<b>July 4th</b>
<b>Labor Day</b>	<b>1st Monday in September</b>
<b>Indigenous Peoples' Day</b>	<b>2nd Monday in October</b>
<b>Veteran's Day</b>	<b>November 11th</b>
<b>Thanksgiving Day</b>	<b>4th Thursday in November</b>
<b>Day After Thanksgiving</b>	<b>4th Friday in November</b>
<b>Christmas Eve</b>	<b>December 24<sup>th</sup> (except when it falls on a Saturday or Sunday)</b>
<b>Christmas Day</b>	<b>December 25<sup>th</sup></b>

In order to be eligible for Holiday pay, an employee, **not on approved leave**, must work either the scheduled day before or the scheduled day after the designated holiday. Employees submitting a doctor's disability or illness certificate for scheduled days before or after the designated holiday shall be eligible for Holiday pay.

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day, if eligible for such pay, and will not be charged for vacation benefits for the day.

Holidays that occur during an employee's sick leave shall not be charged against such leave.

When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the proceeding Friday.

If an employee works on any holiday observed by the District, the employee shall either be paid or given compensatory time for all hours worked at the rate of double time and a half the regular rate of pay. Regular part-time employees shall be paid Holiday pay for all Holidays designated above.

## 6.1 PERSONAL APPEARANCE AND GROOMING

A professional appearance is essential to a favorable impression with customers. Employees contribute to the atmosphere and reputation of the District in the way they present themselves. Good grooming and appropriate dress reflect employee pride and inspire customer confidence.

If employees are provided District clothing, they MUST wear it while on duty. Employees are expected to report to work in clean clothes appropriate for the position. ~~All employees have public contact and must present themselves appropriately to maintain a business-like appearance.~~

### **Field Employees:**

1. Normal working conditions: If jeans are worn, they must be clean, and have no holes or tears. Logo shirts are to be worn as an outer shirt, except in winter weather when uniform coats will be worn. When a uniform cap is worn, the bill is to the front.
2. Extreme Weather: Weather conditions may warrant the use of other winter attire such as coveralls or heavy jackets. The purchase of this apparel must be approved by the General Manager.
3. Waterproof and/or Steel-toed Safety Boots: Waterproof and/or Steel-toed safety boots must be obtained within fourteen (14) days of employment and always worn for any position requiring them. Field employees are provided with a boot allowance; please see the benefits section for details.

### **Office Employees:**

Logo shirts are provided for office employees. All clothes are to be clean, free of stains, holes, tears, and wrinkles. Clothing is to be appropriate for an office environment.

### **Grooming for All Employees:**

~~Grooming: Please cover body art such as tattoos to the best of your ability. If possible, please remove body piercing while at work or representing the District. Business professional includes modest earrings or gauges, unless a potential safety issue, then earrings/gauges are to be removed while performing those duties. Please keep your hair clean and groomed to maintain a business appearance.~~

1. We are committed to creating a diverse and equitable workplace that values and respects all individuals, regardless of their natural hair texture and hairstyle. We recognize that natural hair is an essential part of self-expression and cultural identity and discrimination based on these attributes is not acceptable in our organization.
2. Clothing, jewelry, and hair shall not be loose or droop in a way that creates any kind of safety hazard.
3. Body piercing jewelry and body art that does not convey a professional image shall not be visible.
4. Good individual judgement is the best guideline, but the General Manager retains the right to determine appropriateness in appearance and dress. Employees who do not meet a professional standard may be sent home to change. If you are asked to leave work to change clothes, you must utilize vacation or comp time. The General Manager may make exceptions to the Dress Code for special occasions. An employee unsure of what is appropriate should ask the General Manager for further guidance.

## **6.2 VEHICLE USE POLICY**

This policy applies to District employees, volunteers, or agents who drive for District business.

### **Driving Record**

Employees, volunteers, or agents who drive District vehicles or personal vehicles for District business on a regular basis must maintain an acceptable driving record. The District defines "regular basis" as five (5) or more trips on average per week or a job which cannot be accomplished without driving.

Employees who may be required to drive must possess a valid Oregon driver's license and must comply with any operator's license restriction. All job applicants must pass a pre-employment driver record check. Current employees, who may be required to drive on District business, may at any time have their driving record checked by the District as permitted by applicable law. As a condition of continued employment each employee who operates District vehicles must maintain a personal driving record which is within risk criteria, if any, established by the District's insurer.

Employees who are required to drive shall notify the General Manager of any change in license status and all traffic violations. Failure to report a traffic violation or change in license status is viewed as a violation of District policy. The District may monitor employee driving records as a component of risk management, in order to identify needs for driver improvement.

### **Vehicular Accidents**

Accidents involving District owned vehicles or personal vehicles being operated on District business must be reported in detail, regardless of how serious, to the General Manager as soon as possible. Accidents must also be reported to a police agency for investigation, if applicable. Copies of all accident reports should be submitted to the General Manager. Any accident resulting in personal injuries or death must be reported immediately to the General Manager and the District Insurance Agent. Failure to report accidents can result in a violation of conditions of insurance coverage and state laws, leading to difficulties in processing insurance and benefit claims.

On the job traffic offenses and/or misconduct involving vehicles may be grounds for disciplinary action. If an injury occurs, the employee must fill out a Workers' Compensation Report form and submit it to the General Manager as soon as possible. All injuries must be reported in a timely manner to avoid the risk of claim denial. The General Manager will provide advice and assistance to any person filling out a Workers' Compensation Report.

### **District Driver Responsibilities**

- 1) **The following responsibilities apply to everyone who drives any vehicle on District business:**
  - a. Drivers shall inspect vehicles at the beginning of each shift or prior to each trip to ensure the vehicles are in safe operating condition prior to use. This will include properly inflated tires (i.e., not visibly deflated), clean windows and mirrors, mirrors properly positioned, all lights in working order, fluid levels in the proper range, no obvious fluid leaks, and overall condition of the vehicle's exterior and interior.

- b. Drivers shall comply with all applicable state and local driving laws, parking regulations, and all District and departmental safety policies and rules. All drivers and passengers shall wear safety belts when the vehicle is in motion.
- c. Drivers shall be held personally responsible and liable for any parking tickets received while driving a vehicle on District business. Parking fines received on District vehicles shall be paid or otherwise resolved promptly by the driver. Drivers shall notify their General Manager within 48 hours of receiving a parking citation on a District vehicle.
- d. Drivers shall be held personally responsible and liable for any failure to comply with the rules of the road for drivers while driving a vehicle on District business. Drivers shall notify the General Manager by the beginning of the next work shift after receiving a citation or being arrested for failure to comply with the rules of the road for drivers while driving a vehicle on District business.
- e. For photo radar or other citations issued against the vehicle's registration, the General Manager will complete the "Affidavit of Non-Liability" or similar document issued with the citation to identify the driver. The driver shall be personally responsible and liable for promptly paying the fine or otherwise resolving the citation.
- f. In the event of an accident on District business, drivers shall immediately contact the General Manager, and if driving a District vehicle, follow all instructions placed in each vehicle for that purpose.
- g. A driver whose driver's license has been suspended or revoked shall immediately notify the General Manager so an appropriate course of action can be developed.
- h. Drivers shall ensure that any passengers who ride with them in a District vehicle or in any vehicle while on District business are authorized by the General Manager. Drivers shall not transport passengers unless the passengers are wearing safety belts in accordance with Oregon Revised Statutes.
- i. In the event of a citizen emergency that requires the use of a District vehicle, the General Manager can grant prior authorization under specific circumstances they establish. If an employee on District business encounters a stranded motorist, please be aware: a.) There is no obligation to stop and render assistance, b.) Drivers should consider all objective circumstances regarding your own personal safety before choosing to stop, c.) the only authorized action is to help connect the motorist with appropriate roadside assistance.
- j. Drivers shall not drive District vehicles or private vehicles for District business when they are required to take medication that may impair their ability to safely operate a moving vehicle. If in doubt, the employee should first obtain approval from his/her physician that it is safe to drive while taking the medication.
- k. When operating a vehicle, driving is the first responsibility. If a call must be made or taken while driving on District time or conducting District business, only a hands-free phone (a phone that does not require the user to hold it while talking or dialing and should only be done when stopped) should be used. Concentration on driving should be the highest priority. Just as in any other activity while driving (e.g., adjusting the radio, writing a note, drinking coffee, consulting GPS device, etc.), if the content of a call makes it difficult to concentrate on driving, postpone the call until the driver can stop.

### **Incidental Use of District Owned Vehicles for Non-Business Purposes**

The District owns, maintains, and operates specially outfitted types of vehicles. These vehicles are designated for official use only, to be operated while conducting business benefiting the customers of the District.

District employees and elected officials (and occasionally volunteers) are perceived by the public as on duty while operating such vehicles. Unless they are unmarked vehicles designated for public safety work, most District owned vehicles have either a District logo, the logo of one of the District's affiliated agencies, or a state issued license plate beginning with a capital E as identifying marks.

It is important the trust of the public with the District be protected and enhanced by appropriate behavior by any person who is authorized to drive a District vehicle. This includes safe and courteous driving and avoiding the perception of misconduct while using the vehicle.

**When operating the District's vehicles, employees, elected officials, and volunteers may:**

- 1) Make stops for lunch or other meals, if appropriate to the time of day, occasionally;
- 2) Make stops for short duration for a personal errand while traveling directly to or from the office;
- 3) Make stops for restroom breaks as needed; and
- 4) Drive the vehicle home if authorized.

**Stops or other uses of District vehicle equipment are prohibited in all instances if they would expose the District to public perception of misuse or abuse of the driving privilege. Such uses are not limited to and include stops:**

- 1) At a liquor store or cannabis store/dispensary,
- 2) A bar or tavern;
- 3) An adult bookstore;
- 4) A gambling establishment;
- 5) Neighborhood garage or yard sales; or
- 6) Other business or location the public may find to constitute misuse of District vehicles.

District employees, volunteers and/or elected officials may not purchase or transport alcoholic beverages at any time, nor transport unauthorized passengers at any time, while using a District vehicle.

### **6.3 TECHNOLOGY DEVICE USE AND INFORMATION MONITORING**

District computers, email, electronic documents, software, internet access, and cellular phones and land lines are the property of the District for business use. Employee personal cellular phone use, either in making or receiving calls or text messaging, is to be limited during District business hours.

**DEFINITIONS:**

**Technology** is a term that applies to any equipment, services, licenses, or software owned or managed by the District that is used in the acquisition, storage, manipulation, management, movement, control, display, translation, research, transmission, reception, utilization, or

processing of information. This applies to all equipment regardless of location, including home assigned or portable systems. This also applies to any equipment, such as copiers, which is connected to the District Network or any equipment that connects directly to a District managed device.

**Information** is a term that applies to all forms of electronic data, regardless of storage or transmission formats. This includes, but is not limited to, databases, transmissions, emails, logs, voice mail, files, spreadsheets, pictures, multimedia, metadata, backups, etc., or any subset, extracted or translated data.

### **Telephone Use-District Cellular and Land Lines**

Where job or business needs necessitate immediate access to an employee, the organization will provide or require a business cell phone for work-related communications. **This phone is provided for business use only.** Business cell phones are not to be used for purposes not related to work. Continued use of the business phone for personal may result in disciplinary action up to and including termination.

Keep in mind that cell phone internet usage, phone records, voice mail, and text messages are not private and may be accessed. If an organization-provided phone is used for personal business, any phone charges incurred by this use will be the sole responsibility of the employee to pay.

Personal calls during the workday using employee-owned cell phones can be distracting to others and can interfere with employee productivity. Use of a personal phone for any reason should therefore be limited to breaks and lunches and used in the lunchroom or outside of work areas.

Any use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the general public. The organization prohibits the use of cell phones while driving while on District business, except when hands-free accessories are used. In cases where a cell phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both organization-owned and private vehicles. If an employee is using a cell phone while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee.

Employees who need to receive or make a business call while driving when they are not on District business, should find a lawfully designated area to park and pull over for the call. Employees may use hands-free cell phones for these business calls, but only in emergency situations.

The General Manager will have the authority to restrict or prohibit use of cellular phones at any time on the job when they consider such situations and use may present a safety hazard to the employee, co-worker, contractors, and/or to the general public and private property.

**Sending and/or receiving text messages is expressly prohibited while operating any vehicle**  
Proper cellular phone protocol while driving a District vehicle or personal vehicle on District business is listed below.

- 1) Voice mail service and hands-free equipment for the phone are the only allowable means of

- phone use while driving.
- 2) If your phone rings when you are driving, especially during hazardous conditions, let your cellular voice mail service take the call and listen to the message later when you are parked, or pull over before answering, if traffic conditions permit.
  - 3) Suspend conversations during hazardous driving conditions or situations.
  - 4) Do not take notes or look up phone numbers while driving. Your first responsibility is to pay attention to the road.
  - 5) Attempt to dial and place all calls when you are parked. If you are stopped at a traffic signal or stop sign, you are still considered by the law to be driving; you must pull off the roadway and be parked to use a hand-held phone.
  - 6) When possible, place your calls before you begin your trip or when your vehicle is parked. Never dial a number while driving.
  - 7) Use the pre-programmed number dial features of your phone. Practice using this feature for commonly dialed numbers before driving so you are familiar with the procedures.
  - 8) DO NOT engage in stressful or emotional conversations while driving. A stressful or emotional phone conversation while driving is distracting and potentially dangerous. If necessary, suspend the phone conversation.

### **Emergencies**

Please use your cellular phone to call for help or to help others in emergencies. Your cellular phone lets you be a "Good Samaritan" in the community. If you see an emergency where lives are in danger, call 9-1-1 and give the exact location and information to the 9-1-1 operator. Employees are not expected to offer additional assistance beyond calling for help. Please keep cell phones turned off or use the "keypad lock function" to avoid misdials. Any button on the keypad that is depressed for longer than 15 seconds will automatically call 9-1-1.

### **Work Sites**

**DO NOT** engage in the use of a cellular phone while at any work site during which the operation of a cellular phone will be a distraction to the user and/or may create an unsafe work environment. Such work sites include, but are not limited to; road repair, maintenance, and construction, operating or repairing energized equipment such as electrical panels, motors, or energized circuits. Such work sites must be secured or the cell phone used only by an employee while out of harm's way of such work environments.

### **Off-Road Equipment**

**DO NOT** engage in the use of a cellular phone while operating a moving motorized off-road (maintenance/construction type) equipment. Even hands-free cellular phone will not be authorized while operating this type of equipment unless the equipment has been properly stopped and taken out of gear or turned off.

### **Telephone Use-Employee Personal Cellular Phone Use**

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of District phones. Excessive personal calls and texting during the workday, regardless of the type of phone used, can interfere with employee productivity and be distracting to others.

Employees are asked to make personal calls or do texting on non-work time where possible and to ensure that friends and family members are aware of the District's policy. Flexibility will be provided in circumstances demanding immediate attention.

### **Computer, Email & Internet Employee Use**

We acknowledge that email communications are usually less formal than other written forms of communications. Please use caution when communicating with fellow employees or others when using District email systems. Observe common standards of etiquette in connection with all communications over e-mail.

Unfortunately, virtually every internet user today receives unsolicited e-mail from outside parties. Therefore, to further prevent the receipt of undesired outside e-mail, please consider following this advice. Delete unfamiliar or suspicious e-mail without opening it. To assist in the battle against unsolicited emails and viruses, the District uses virus protection software that may block, quarantine, or alter messages.

You should not assume an expectation of privacy or confidentiality in email messages. Do not use any company email for purposes you wish to have remain private. Please keep in mind all electronic messages are permissible as evidence in a court of law. You should expect all information created, transmitted, downloaded, received, or stored in a District computer to be accessed by the District at any time without prior notice.

Upon leaving employment, no employee shall remove any software or data from District owned computers.

### **Violation of the following policies is subject to disciplinary action:**

#### **Music / Video (MP3, MP4, FLV, AVI, CD, DVD, P2P, Streaming etc.)**

- 1) Downloading of music or video files is limited to only what is necessary for District business.
- 2) Streaming of music for the purpose of listening to music while working is allowed on a limited basis and with General Manager approval. Streaming of non-work-related video is not authorized.
- 3) Listening should only be done when not disturbing others or impacting work.
- 4) Audio CDs may only be played on properly equipped systems with a CD/DVD Player.
- 5) District equipment may not be used to compile or burn Audio/Video CDs or DVDs for personal use.

### **Security**

It is the responsibility of all users of District technology and information to maintain the highest possible degree of security and confidentiality. Users are expected to log in using the account information provided to them, and not use another user's access to gain entry.

### **Ensuring that happens includes the following:**

- 1) The District's Information Technology (IT) Contractor configures accounts with the minimum level of access deemed necessary to permit the user to perform their required functions.



- 2) IT may change employee passwords where the General Manager or authorized agent finds it necessary to conduct business during the user's absence from work. Where possible, the District will notify the user of the access.
- 3) IT may reset the user password and provide that password to an authorized representative such as legal counsel by request of the Board or the General Manager. District Counsel could acquire passwords as part of an investigation or because of pending or anticipated litigation.
- 4) Employees or users should maintain account security; including passwords that are difficult to guess, logging out of applications when not in use, and not leaving data displayed openly for others to see, etc.
- 5) Attempts to forge, spoof or otherwise inappropriately misrepresent and/or impersonate another user and/or account is prohibited and can result in disciplinary action.

### **District Resources, Social Media, and Confidentiality**

Only authorized individuals may publish information on behalf of the District on social media sites, including websites, Facebook, Twitter, etc. Employees should not use or reference their formal position when writing in a non-official capacity and consider using a disclaimer such as "this posting is my own and does not represent the Rivergrove Water's position, strategies, or opinions." Employees must consider whether personal thoughts they publish, even in clearly personal venues, may be misunderstood as expressing the District's position.

Employees shall not post any confidential information about Rivergrove Water, its customers, clients, or employees and shall adhere to all confidentiality requirements under local, state, and federal law. Employees who share confidential information do so at the risk of disciplinary action.

Employees shall not use Rivergrove Water's logo, image, or name on personal social media sites. Whenever posting to the internet, an employee should not identify themselves as a Rivergrove Water employee or use their official title unless they are so authorized.

Employees shall remain focused on customers, commitments and achieving Rivergrove Water's mission during work hours. Use of the internet, e-mail, social media, etc. should not interfere with employees' primary work duties. Personal internet posting is not a business-related activity and should be done during personal (non-work) time.

- 1) Employees shall not use Rivergrove Water's resources for any of the following:**
  - a. Political campaigning of any kind (including campaigning for candidates or ballot initiatives).
  - b. Accessing sites or posting material that promotes hatred or threatening or abusive behavior or is obscene, defamatory, profane, or libelous.
  - c. Accessing inappropriate sites including adult content and online gambling.
  - d. Accessing sites that promote illegal activity, copyright violation, or activity that violates Rivergrove's ethical standards.
  - e. Using the internet or social media sites to obtain or disseminate language or material which would normally be prohibited in the workplace.
  - f. Using encryption technology not approved for use by Rivergrove Water District.

## 6.4 VISITORS AT WORK

Employees should limit visits from family members or social visitors during work. An exception would be for a “bring your child to work day” when schools permit students to learn about work environments of their parents or guardians. The General Manager will retain the ability to have District employees remove disruptive visitors.

## 6.5 SAFETY IN THE WORKPLACE

Compliance with all applicable federal, state, and local safety laws, codes, and legislation will set the minimum standard. Employees are expected to use good judgment in work habits and to follow safe work practices.

**Work Environment:** Employees must always refrain from horseplay. Employees will follow all safety protocols and ask for help when needed. Report all unsafe working conditions to the General Manager immediately. Retaliation for reporting unsafe work practices or unsafe working conditions is expressly prohibited.

**Safety Equipment:** Employees must use the safety equipment that has been provided. Safety equipment consists of: hard hats, reflective vests, and hearing protection.

**Vehicles, Tools, and Equipment:** Do not operate equipment while any substances are present in the body that may hinder safe operation. Operate only the equipment on which you have received training. Report all equipment malfunctions to your supervisor immediately.

**Accidents:** All accidents involving the District must be immediately reported to the General Manager.

**Vehicle:** Accidents involving District owned vehicles or personal vehicles operated on District business must be reported immediately to the General Manager. Any accident resulting in personal injuries or death MUST be immediately reported to a police agency. Call 9-1-1, take photos, and document injuries and damage. Follow accident card procedures in all District vehicles.

**Other Accidents:** Accidents involving damage to equipment or property, or personal injury, must be reported to the General Manager as soon as possible after the occurrence. The General Manager will determine the need for further investigation.

**Workplace Injury:** Report all work related and medically treated injuries to the General Manager as soon as possible after the incident.

**Worker’s Compensation Insurance:** If an employee is injured on the job, in most cases that employee will be entitled to benefits under the state workers’ compensation law. The District carries workers’ compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled.

**Accident Drug Testing:** At District discretion and expense, on a case-by-case basis, a drug test may be required following an accident.

## 6.6 DRUGS AND ALCOHOL

The objective of this policy is to provide a workplace and environment free from the effects of substance abuse. The District has a responsibility to our employees, to those who use or come into contact with our services, and to the general public to ensure safe operating and working conditions. To satisfy this objective and meet our responsibilities, we have established a work environment where employees are free from the effects of drugs, alcohol, marijuana, or other impairing substances.

Employees shall not report to work under the influence of intoxicating liquor or illegal or legal drug use that could adversely affect job performance. This includes consumption of any alcohol or marijuana before reporting to work, during breaks or lunch periods, or on the job. It is each employee's responsibility to notify their supervisor of legal drugs that could adversely affect an employee's job performance or safety. **Conduct in violation of this policy may result in disciplinary corrective action up to and including termination, as the District deems appropriate.**

Smoking is not allowed on any District property or in any District vehicle.

**District Assistance:** If an employee has a problem with the use of alcohol and drugs, the employee may ask the General Manager for confidential assistance. The District will collaborate with an employee to identify District benefits that may be available to help resolve the issue, such as sick leave and health insurance. Any request for assistance and treatment will be kept confidential as possible under all circumstances.

~~It is the employee's responsibility to seek such assistance before drug or alcohol problems lead to misconduct, accidents, or violations of this policy. After a violation of the District's policy occurs, or after a drug or alcohol-related accident or misconduct, and after that the employee's willingness to seek help or treatment will not "excuse" the violation or reduce the discipline imposed on the employee.~~

If you have a problem with substance or alcohol use and wish to undertake rehabilitation, you may be granted a leave of absence for this purpose. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk confidentially with the General Manager. No one will be discriminated against for undertaking rehabilitation.

**Testing Procedures:** ~~While the District wants a safe workplace, free from drugs and alcohol, we also have concerns about employee's individual privacy and confidence that test results will be accurate and dependable. The testing guidelines were designed with these concerns in mind.~~

Where the District has a reasonable basis to believe an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

~~Reasonable suspicion Testing: At District discretion and expense on a case-by-case basis, an appropriate drug and/or alcohol test may be required where the District has reasonable suspicion of a violation of this policy.~~ is defined as specific, describable observations concerning such circumstances as the work performance, appearance including noticeable odor of an alcohol, behavior, or speech of the employee, or as being involved in an accident on organization premises that results in physical injury or property damage.

Presence of is defined as any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled substances are defined as any product causing potential impairment of an employee's mental or physical faculties.

Over-the-counter drugs are defined as those that are generally available without a prescription from a medical doctor.

Prescription drugs are defined as those that are generally available without a prescription from a medical doctor.

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination.

~~Accident Drug Testing: At District discretion and expense on a case-by-case basis, a drug and/or alcohol test may be required following an incident.~~

~~Refusals to Test: An employee's refusal to test includes failure to cooperate with the testing process in a manner which does not allow the test to be conducted. These actions include an employee's refusal to offer an adequate specimen, failure to immediately report to the collection location when requested, adulterating, substituting, or tampering with a specimen or other behavior that interferes with the testing. Consequences of an employee's refusal to test will result in discipline, up to and including termination.~~

~~Situations not covered by policy: The District recognizes that situations may arise which are not specifically covered by these guidelines. The District will deal with situations considering such things as the nature of the issue, the employee's overall employment record and job assignment, the potential impact on safety, production, customer service, and other business-related factors.~~

## 6.7 HARASSMENT

**District Philosophy:** Rivergrove Water District has a policy of zero tolerance for harassment during work, during District business, or while on District property by an employee or by any non-employee (including customers, visitors, and independent contractors). The Rivergrove Water District will not tolerate harassment in the workplace.

**Policy:** No employee should be subject to unwelcome verbal or physical conduct that is based upon his or her membership in a protected class (e.g., gender, religion, age, disability, marital status,

injured worker status, race, national origin, sexual orientation, gender identity or expression, veteran status, or any other category protected by law). Harassment refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness. Employee violations of this policy may result in disciplinary action up to and including dismissal.

**Management Responsibility:** Management at all levels are responsible for preventing workplace harassment. This responsibility includes immediately reporting conduct by anyone that may constitute harassment, even if the conduct was sanctioned and regardless of how awareness of conduct was gained.

**Response to Reports of Harassment:** The District will investigate and promptly take remedial action if deemed appropriate. Reports concerning harassment will be forwarded to the General Manager unless there is an allegation against that person, and if so, then written reports will be forwarded to the Board Chair or other designees appointed by the Board.

**Protection from Retaliation:** We absolutely prohibit retaliation against employees who bring harassment charges or assist in the investigation of charges in good faith. Retaliation in violation of the policy may result in discipline up to and including termination. Any employee who reports harassment or assists in an investigation in good faith will not be adversely affected in terms and conditions of employment, discriminated against, or discharged because of the complaint, report, or assistance.

**Privacy and Confidentiality:** Should the issue of harassment be raised; all related matters will be kept confidential to the extent possible for the circumstance.

**Sexual Harassment Defined:** Sexual harassment prohibited by law and by this policy includes the following conduct:

- Unwelcome verbal or physical conduct of a sexual nature when submission to the conduct is made either an explicit or implicit term or condition of employment or;
- Unwelcome verbal or physical conduct of a sexual nature when submission to or rejection of the conduct is used as a basis for making employment decisions; or
- Unwelcome verbal or physical conduct of a sexual nature when the conduct has the purpose or effect of interfering with a person's work performance, or creating an intimidating, hostile, or offensive work environment; or
- Unwelcome verbal or physical nonsexual conduct that denigrates or shows hostility toward a person because of his or her gender when the conduct has the purpose or effect of interfering with a person's work performance, or creating an intimidating, hostile, or offensive work environment.

Note that similar behavior based on any other protected category is similarly prohibited. Sexual harassment is set out here, because it more often involves a physical component, although offensive gestures, symbols, or touch may characterize any form of illegal harassment.

**Examples of Prohibited Conduct:**

- Offering or implying an employment-related reward in exchange for sexual favors or submission to sexual conduct.

- Threatening or taking a negative employment action if sexual conduct or some other action tied to a protected category is rejected.
- Unwelcome sexual advances, repeated flirtations, gestures, or symbols related to any protected class.
- Unwelcome and unwanted intentional touching of another person or intentional physical contact.
- Asking unwelcome questions or making unwelcome comments about another person's sexual activities, dating, personal or intimate relationships, appearance, race, religion, age, or any other category protected by law.
- Unwelcome whistling, staring, or leering at another person.
- Unwelcome sexually suggestive or flirtatious gifts, letters, notes, email, or voice mail.
- Conduct or remarks that are sexually suggestive or that demean or show hostility to a person because of the person's gender, age, race, disability, or any other category protected by law.
- Displaying or circulating pictures, objects, or written materials, which are sexually suggestive or that demean or show hostility to a person because of the person's gender, race, age, religion, disability, marital status, or any other category protected by law.

If you have any questions about what constitutes harassing behavior, ask your General Manager or Board Chair.

## **6.8 COMPLAINT PROCEDURE/OREGON WORKPLACE FAIRNESS ACT**

The District complies with all relevant provisions of the Oregon Workplace Fairness Act. Any employee who feels that he or she has been the subject of a violation of the District's policies prohibiting discrimination, requiring accommodation, prohibiting harassment, and prohibiting retaliation, or who has observed a violation of any of these important policies, should promptly report any such violation to the General Manager or the Board Chair. All employees should also document, in writing, any incidents or conduct potentially violating these policies.

Any employee who feels that he or she has been the subject of a violation of the District's policies prohibiting discrimination, requiring accommodation, prohibiting harassment, and prohibiting retaliation, or who has observed a violation of any of these important policies, should promptly take the following steps:

- a. Only if you are comfortable doing so, politely but firmly confront whoever is engaged in the policy violation. State how you feel about his or her actions and request that the person cease the violation immediately.
- b. If the violation continues or if you do not feel comfortable confronting the person, report the matter to your immediate supervisor. Note: Incidents involving violence or threats of violence should always be reported immediately to any supervisor or the General Manager. If you are not comfortable reporting the conduct to your supervisor, the report may be given to any member of the Board. Employees may report to any of the persons listed above and need not observe any chain of command.
- c. Orally or in writing, state specific details of the behavior constituting the violation. It is helpful if complaints are filed with the District within 30 calendar days of the alleged act. It is also helpful if details of dates, times, places, and witnesses, if any, of the

violation can be provided. Complaints should include the name of the complainant, the name of persons alleged to have engaged in the conduct violating the District's policies, a specific and detailed description of the conduct that the employee believes violates the District's policies, and a description of the relief the employee desires.

All complaints will be investigated promptly and impartially. The recipient of the complaint shall promptly forward it to the General Manager or the Board chair for investigation. Complaints will be kept confidential to the extent possible, consistent with the District's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the District will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the complaint-reporting procedure to ensure a timely, thorough investigation and handling of the situation. Employees may, however, contact the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or seek relief in a court under any other available law, whether criminal or civil. Although the District cannot provide employees with legal advice, Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

Retaliation against any employee who initiates a complaint under this section or participates in an investigation is strictly prohibited. Please report any retaliatory conduct immediately to the General Manager or the Board Chair.

Violations of the District's policy prohibiting discrimination, accommodation policy, policy prohibiting harassment, and policy prohibiting retaliation are serious offenses and any employee found to have engaged in such conduct is subject to severe discipline, including termination. Offenses by vendors, clients, or customers should be reported through this complaint procedure and corrective action, if appropriate, will be handled through the offender and his/her company.

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment, discrimination, or sexual assault from talking about or disclosing his/her experience.

If an employee who has been aggrieved by workplace harassment, discrimination, or sexual assault wants to enter a settlement, separation, or severance agreement with the District, the employee should contact the General Manager or Board Chair. An employee's request to enter into such an agreement must be in writing (email or text is acceptable). The District may not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about his/her experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking poorly about the District or making comments that would lower the District in rank or reputation). If, however, an employee initiates the request for the agreement, nondisclosure and non-

disparagement are terms that may be agreed upon. Under such circumstances, the employee will have seven (7) days to revoke the agreement after signing it.

## 6.9 NON-VIOLENCE

No type of workplace violence is tolerated. Examples of violent behavior that will not be tolerated include, but are not limited to, causing physical injury to another person, intentionally damaging property, commission of any violent crime on District property, threats, aggressive or hostile behavior that creates a reasonable fear of injury. Employees engaging in acts of workplace violence will be subject to discipline, up to and including termination. Non-employees engaged in violent acts will be reported to the proper authorities.

**Reporting:** All workplace violence incidents must be reported immediately to the General Manager. If the employee is not comfortable reporting to the General Manager for any reason, the Board Chair may be contacted.

If you applied for or obtained a protective or restraining order that lists company locations as protected areas, you must provide a copy of the petition or declarations used to seek the order and a copy of any temporary or permanent protective or restraining order that is granted.

**Customer Issues:** If during the course of employee customer interactions, District staff or agents reasonably feel threatened or subjected to unreasonable and abusive behavior, then District staff or agents may direct that the customer or member of the public to leave the District's premises, and that any future contact initiated from that person will be in writing addressed to the Board of Commissioners. The Board shall give District staff or agents appropriate instructions as to the next course of action with respect to that customer or member of the public.

## 6.10 PUBLIC RELATIONS POLICY

District employees and agents are required to be courteous and respectful when interacting with customers and the public, either by telephone, person-to-person, or by written correspondence. In the event the District is contacted by a member of the press or otherwise asked to provide an official statement of any kind, only the General Manager has the authority to speak on behalf of the District.

## 6.11 DISTRICT CREDIT CARD AND ACCOUNT USE

If you are provided a credit card by the District or access to its accounts, you are responsible to maintain possession of the card and any access information, and to make only proper and legitimate use of such information/card. The General Manager will have final approval authority on credit card or account authority issuance. The Finance Specialist will be responsible for verifying reconciliation of all credit card usage and charges pursuant to this policy and the District's travel policy.

Use of the credit card to purchase meals for District business associates while doing official business is recognized to be a legitimate expense of the District, whether used locally or while traveling. The credit card is to be used for official business only. No alcoholic beverages may be charged to any District credit card.



**Reconciliation:** Credit card activity must be reconciled as established below: The Cardholder will submit receipts and/or documentation to the Finance Specialist no later than fourteen (14) days after use. In the event of a lost or missing receipt, the District employee must complete a statement explaining the absence of the documentation and confirming that the expenses were legitimately incurred in the course of conducting business.

**Monthly Credit Card Expense Approval:** Approval of the credit card payment check will be done by the General Manager at the end of each billing cycle. The District Commissioner signing checks and reviewing autopay transactions for the month will also review all charges as well as supporting documentation and invoices. If there are any questions about a charge, the General Manager will be notified and the Board will discuss the charge at the next monthly meeting. Any charges that are found to be non-District business transactions will be reimbursed by the employee immediately and the employee's ability to use District credit cards will be revoked.

**Personal Use Prohibited:** Personal use of credit cards is strictly prohibited. In the event that personal charges cannot be conveniently separated from appropriate District charges and are placed on a District credit card, such charges, not to exceed \$300, must be reported to the District during the monthly approval process and reimbursed to the District immediately.

**Personal Guarantor:** At no time will the District require or expect the General Manager or any employee to bear the financial responsibility of personally guaranteeing any District credit card.

**Cancellation of Cards:** The General Manager and/or Board may immediately cancel or order the surrender of any card which is misused or abused. The Board will take the appropriate disciplinary action for misuse of credit cards and additionally may then take any action authorized by the Oregon Revised Statutes.

## 7.1 ~~DISCIPLINARY~~ CORRECTIVE ACTION GUIDELINES

Occasionally it is necessary to use corrective action when other actions are inappropriate or where informal guidance has failed. Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation. We will use progressive action ~~discipline~~ when appropriate. This does not constitute the creation of a contractual right to retain employment. The employee and the District maintain at will employment.

### Outline of Progressive ~~Discipline~~ Corrective Action

- Verbal counseling, which will be documented in writing by your supervisor and placed in your personnel file
- ~~Written~~ Counseling or warning, which will be documented in writing by your supervisor and placed in your personnel file
- Suspension, which will be documented in writing by your supervisor and placed in your personnel file. Suspension is normally used to remove an employee from the District's premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid.

- Demotion, which will be documented in writing by your supervisor and placed in your personnel file.
- Termination, which will be documented in writing by your supervisor and placed in your personnel file.

~~Any or all of these steps may be utilized, depending upon individual circumstances and the nature of the infraction. Exceptions or deviations from the normal procedure may occur whenever the District deems it appropriate, case by case.~~

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

~~Each option, other than termination, is designed to explore, on a case-by-case basis, a performance or behavior problem and determine what needs to be done to correct it. Termination may result in serious misconduct or failure to improve performance.~~ This does not limit the District's right to end the employment relationship with or without cause, at any time, subject to any due process notice requirements that may be imposed by law.

## 7.2 JOB ABANDONMENT

To maintain a safe and productive work environment, employees are expected to be dependable in reporting for and staying for scheduled work. Absences are disruptive and place a burden on other employees and the organization. These actions may lead to corrective actions, up to and including termination of employment. Job abandonment consists of:

- Leaving work without authorization
- Absenteeism
- Tardiness

If an employee leaves work without authorization, fails to call in or show up for work for three (3) consecutive days, or is late for work/tardy three (3) or more times a month consistently it shall be considered as job abandonment and voluntary resignation will be assumed.

## 7.3 SEPARATION

The District follows all Federal and State regulations, if any policy is not in compliance, it will be void and the applicable regulation will be followed.

**Giving Notice:** If a District employee finds it necessary to resign, that employee should provide a signed resignation letter to the General Manager and, in the case of the General Manager, to the Board of Commissioners at least 2 weeks in advance to remain in good standing and preserve the possibility of rehiring. The resignation letter should include the date of the employee's last workday and, if appropriate, a reason for the employee's resignation.

**Final Paycheck:** The District will make every effort to process the employee's final paycheck within the time limits provided by Oregon law. The final paycheck will include any earned and unpaid wages due for hours worked, earned vacation, and unused compensation time. A separate check will be issued for mileage and other reimbursable expenses.

**Insurance:** Insurance coverage will terminate at the end of the month following separation from employment, or sooner in the event that your hours-of-service fall below the threshold amount required to maintain coverage. As provided by applicable law, employees may be eligible for continuation of health care thereafter, but continuation coverage will be at the employee's own expense.

The Finance Specialist will provide the employee with the forms and information on continuing medical healthcare. ~~Dental, Vision, Life and any~~ Supplemental insurance coverage ~~is are~~ not eligible for continuation and will terminate as provided in the applicable plan documents.

~~**District Property:** The employee separating from the District will be required to return all District items to the General Manager, such as keys, cell phone, District issued credit card, card lock, passwords, business cards, hard hat, reflective vest, hats, t-shirts, and jackets no later than the end of their final day.~~

**Return of District Property:** Upon separation from employment, either voluntary or otherwise, you must return all organizational property in your possession. Such property may include credit cards, District keys, ID cards, phones, tools, software, electronic devices, uniforms, Employee Handbook, and any other items in your possession that belong to the organization.

## 7.4 FINANCIAL INTEREST IN PUBLIC CONTRACTS

A person who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized. Employees are required to inform the District of any activity that is ongoing or planned that may be or is a conflict with these laws. The District will work with the State Ethics Commission to determine the appropriate steps for resolution. Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including separation.



## Employee Acknowledgement and Agreement

I certify that I have received a copy of the Rivergrove Water District Employee Handbook provided to me on \_\_\_\_\_. I understand that it is my responsibility to read and ask questions if necessary regarding personnel policies. I accept responsibility for understanding and complying with the District policies.

I also understand and acknowledge that:

- The District has the right to modify, add to or delete any of the policies, guidelines and programs included in the handbook at any time without prior notice by distributing an update to this handbook and/or posting the changes in company common areas. I accept responsibility for staying informed of these changes.
- My employment is “at-will,” and both District and I have the right to terminate my employment at any time for any lawful reason, with or without cause or notice.
- I acknowledge that I have no guarantee of employment for a particular time or on terms different than those reflect in this Handbook, unless such terms are reflected in a written agreement signed by both me and the General Manager and approved by the Board of Commissioners.
- I understand that this Handbook and the policies contained herein are not intended to limit or prevent me from exercising any rights I may have under the National Labor Relations Act (NLRA) and/or equivalent Oregon law.

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Signature

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Print Name

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Date



**Appointment of  
Budget Committee Members  
2024-2025**

In accordance with District policy, the Board of Commissioners shall appoint community members to serve on the Budget Committee.

The responsibilities of the Budget Committee are as follows:

1. Select a Budget Committee Chairperson from among its members.
2. Approve the level of expenditures to balance each fund.
3. Review and, if necessary, revise the proposed budget.
4. Be aware of the legal constraints imposed upon the District.
5. Be familiar with the Budget Document and what it means.
6. Approve the budget.
7. If required, be involved in any supplemental budget activity as required by local budget law.

**Position**

<b>No. 1</b>	<b>Jon McDowell</b>	<b>April 1, 2021</b>	<b>-</b>	<b>January 1, 2025</b>
<b>No. 2</b>	<b>John Bartho</b>	<b>April 1, 2021</b>	<b>-</b>	<b>January 1, 2025</b>
<b>No. 3</b>	<b>David Paul Butler</b>	<b>April 1, 2023</b>	<b>-</b>	<b>January 1, 2025</b>
<b>No. 4</b>	<b>Evelyn Challis</b>	<b>April 1, 2024</b>	<b>-</b>	<b>January 1, 2025</b>
<b>No. 5</b>	<b>Gabe Gomez</b>	<b>April 1, 2024</b>	<b>-</b>	<b>January 1, 2025</b>
<b>No. 6</b>	<b>David Law</b>	<b>April 1, 2024</b>	<b>-</b>	<b>January 1, 2025</b>

# ADJOURNMENT

