



Board of Commissioners Monthly Meeting  
Monday, December 21, 2022, 4:30 PM  
17661 Pilkington Road, Lake Oswego OR

AGENDA ITEMS

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- |       |  |   |
|-------|--|---|
| I.    | Call to Order  | 4:30 PM                                       |
| II.   | Public Comment (2 Minute Limit)  | 4:31 PM                                       |
| III.  | Review and Approval of Minutes <ul style="list-style-type: none"><li>November 21, 2022 Regular Board Meeting</li></ul> | 4:36 PM                                       |
| IV.   | General Manager's Report <ul style="list-style-type: none"><li>2022 Main Replacement Deemar/Tamara</li></ul>           | 4:40 PM                                       |
|       |  | Kyle Pettibone PE, RH2<br>Patrick Lau PE, RH2 |
| V.    | Unfinished Business <ul style="list-style-type: none"><li>Board Relations</li></ul>                                    | 5:10 PM                                       |
| VI.   | New Business <ul style="list-style-type: none"><li>Employee Pay Scale</li></ul>  | 5:35 PM                                       |
| VII.  | Executive Session<br>Employee Relations, ORS 192.660(2)(b)   | 5:40 PM                                       |
| VIII. | Reconvene in Open Session  | 5:58 PM                                       |
| IX.   | Chair Report   | 5:59 PM                                       |
| X.    | Adjournment  | 6:00 PM                                       |

**Upcoming Monthly Board Meeting**  
**Monday, January 23, 2023 at 4:30 P.M.**

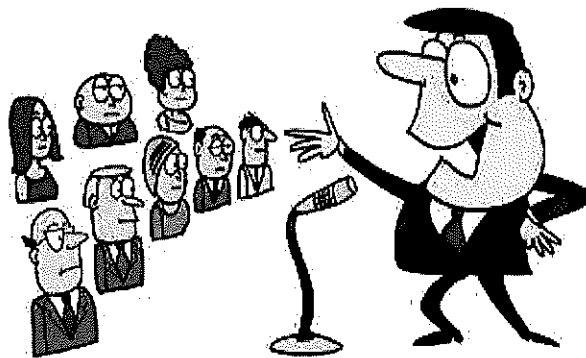
*The public is welcome to attend the meeting in person or by calling in at 971-517-3083.*

*By calling into the phone bridge, you consent to being recorded.*

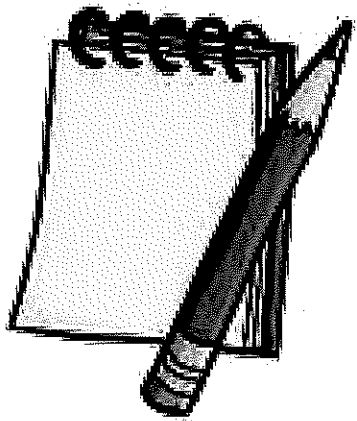
**CALL  
TO  
ORDER**



# **PUBLIC COMMENT**



# **REVIEW & APPROVAL OF MINUTES**



**Rivergrove Water District  
Board of Commissioners Regular Meeting Minutes  
Monday, November 21, 2022**

A regular meeting of the Board of Commissioners was held this day at 17661 Pilkington Road, Lake Oswego. Chair Roth presided over the meeting and other attendees included: Commissioners Magura, Patterson, and Howell as well as the General Manager. Commissioner Johnson arrived at 4:48 pm due to traffic delays.

1. **Call to Order:** The meeting was called to order at 4:30 p.m.
2. **Public Comment:** Public attendees included: Dorothy Friedrich who gave comment on interactions with staff and removal of the District's backflow; Bonnie Robb who requested a breakdown of legal expenses for FY21/22; and Lisa Volpel who inquired whether monthly meetings could be connected to Zoom.
3. **Review and Approval of Minutes:** The October 24, 2022 regular Board meeting minutes were approved by a motion from *Commissioner Johnson, seconded by Commissioner Howell, and passed by Commissioners Roth, Johnson, Patterson, and Howell. Commissioner Magura abstained due to his excused absence at the October meeting.*
4. **Monthly District Report:** See attached. The General Manager briefed on the 2022 Main Replacement Project for Deemar Way and Tamara Avenue. Two Change Order Proposals were processed in the amount of \$38,193 for additional costs associated with the removal of asbestos pipe and paving restoration of Tamara Ave which falls within Clackamas County's authority. Commissioner Magura questioned why the District was required to post a \$52,038.00 performance guarantee with the city of Lake Oswego. The Board requested District engineer, Mr. Kyle Pettibone PE, attend the next Board meeting to provide additional insight.
5. **Unfinished Business:** Chair Roth proposed that the topic of Board relations be moved from the January 2023 agenda to the upcoming December meeting. All Commissioners unanimously agreed.
6. **New Business:** None
7. **Chair Report:** Chair Roth presented the Stipulated Final Order from the Oregon Government Ethics Commission on an ethics complaint filed against General Manager Casey by Commissioner Howell. The stipulated final order was signed by all parties and the matter closed.
8. **Adjournment:** The meeting was adjourned at 5:45 p.m. The next regular meeting will be held on Monday, December 19, at 4:30 p.m.

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James W. Johnson, Secretary

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Date

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Christine K. Roth, Chair

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Date



**MONTHLY BOARD REPORT**  
**December 2022**

**Capital Improvement Project**

**- Deemar Way/Tamara Ave (Construction of AC waterline replacement)**

- o Notice to Proceed: 9/28/22 Project Completion Date: 11/28/22
- o Extension Granted: 12/12/22
- o The contractor failed to complete the project on time
  - District notified Icon on 12/12/22 of our intent to invoke liquidated damages clause  
(See attached letter)
- o Paving will be completed in the next few days and final inspections from LO and Clackamas County are projected for 12/19/22
- o Project financials:
  - Original Contract Price: \$330,215.00
  - Previously Approved Change Order(s): .00
  - Total Price of Previous Change Order(s): .00
  - Total Price of Change Order(s) Approved: +38,193.12
  - Contract Credits for Work Not Required: -13,010.00
  - New Contract Price: **\$355,398.12**

**Water Operations**

**- Production versus Consumption Report**

- o The production rate for the current period is consistent with last year...a good sign
  - Water consumption is higher ...another good sign...reflecting water is being metered and sold versus leaking
- o The recent “No Consumption” Report identified 31 properties with no usage
  - 8 meters were found to be malfunctioning and were replaced

<b>PRODUCTION versus CONSUMPTION</b>						
Month	Production (HCF)	Consumption (HCF)	Unaccounted (HCF)	Unaccounted %	Service Connection Loss %	# of Services
<b>Dec 22</b>	<b>20,775</b>	<b>19,769</b>	<b>926</b>	<b>4.5%</b>	<b>.67%</b>	<b>1,383</b>
Oct 22	50,909	46,872	3,354	6.6%	2.43%	1,383
Aug 22	36,694	34,379	2,257	6.2%	1.63%	1,382
Jun 22	20,408	14,755	5,348	26%	3.87%	1,381
Apr 22	16,054	13,521	2,275	14%	1.65%	1,380
Feb 22	18,112	15,632	2,422	13%	1.76%	1,380
Dec 21	20,737	17,828	2,851	13%	2.04%	1,380
Oct 21	46,226	42,686	3,494	7.5%	2.53%	1,380
Aug 21	59,978	52,094	7,884	13%	5.64%	1,379
Jun 21	39,255	31,149	8,106	21%	5.87%	1,378
Apr 21	22,064	17,841	4,223	19%	3.06%	1,378
Feb 21	21,323	15,224	6,099	29%	4.42%	1,378

*Anomalies: Chlorine Analyzers 58 HCF, District Leaks 80 HCF (Edgewood Ct 9 HCF, McEwan 3 HCF, Hydrant Flushing 10 HCF)*

- **Locating Services**
  - o The District has taken back the responsibility for our locates
  - o This responsibility was contracted out in 2014 to a private vendor
    - Average cost of a typical locate: \$35
    - Vendor's cost to the District: \$75
  - o Vendor's costs have been increasing and it is not beneficial to the District to continue the relationship
    - Average cost of a typical locate: \$40
    - Vendor's cost to the District: \$85
  - o The District's cost breakdown from the past 5 years is as follows:
    - 2018 \$7,163
    - 2019 \$8,888
    - 2020 \$9,000
    - 2021 \$9,113
    - 2022 \$6,520 (Jan 22 - Oct 22)
  - o Our water operators have attended training and received certification; the District owns the necessary locate equipment
    - One additional locator will be purchased to ensure a backup is always available
  - o This savings can be better utilized in operations and infrastructure improvements
- **Facility Maintenance**
  - o Completed fall clean-up at each well site and the reservoirs
- **Customer Assistance Requests & On Call Duty**
  - o Site visit requests: 22
  - o Emergency callouts: 1 (Mardee Ave – Broken backflow)

### Finance/Administrative/HR

- **December Billing**
  - o Revenue charges: \$141,687
- **SDIS Insurance Renewal for 2023**
  - o Our annual policy was reviewed and renewed for the upcoming year
    - The District can expect a 11% increase in our premium
      - We were told to expect a 10-15% average increase; as of now, we anticipate an increase of 11%
      - A small amount of the increase is attributed to the claim from the pedestrian injury that occurred in October 2020 in which \$37,500 was paid out in a claim settlement
- **Employee Training Completed**
  - o Utility Locator Training (Utility II)
  - o Cold Weather Safety, Winter Driving, Live Well/Work Well (All employees)



17661 Pillkington Road  
Lake Oswego  
OR 97035

PHONE: (503) 635-6041  
FAX: (503) 699-9423  
www.rivergrovewater.com

December 12, 2022

Icon Construction and Development  
Attn: Mr. Matt Schmitz  
1969 Willamette Falls Drive, Suite 260  
West Linn OR 97068

Ref: 2022 Water Main Replacement (Sched A – SW Tamara Ave; Sched B –  
Deemar Way)

Dear Mr. Schmitz,

This letter advises you that per the contract between the Rivergrove Water District and Icon Construction and Development we intend to assess liquidated damages for failure to complete the project, 2022 Water Main Replacement, on the project completion date. In accordance with the Contract Agreement, Article III A, Contract Agreement, sub Article II, Time of Completion, *"The project shall be complete within 60 calendar days from the Beginning of Contract Time as identified in 00180.50(c) of the Special Provisions."* The project notice to proceed date was established as September 28, 2022 and the project completion date was established as November 28, 2022. Change Order Number 1 added 14 calendar days to the contract establishing a new project completion of December 12, 2022. As of today, the project is not complete.

In accordance with the Contract Agreement, Section III B, Public Improvement Standard Conditions, Paragraph 1, Time of Completion, *"The District may sustain damages if work is not completed within the contract time as stated or as adjusted during the life of the contract. It is agreed that the Contractor shall pay the District, as liquidated damages, but not as a penalty, the per diem amount listed in the Schedule of Liquidated Damages, as set forth in the contract documents, for each and every day elapsed in excess of the final contract time. Permitting the Contractor to finish the work after the contract time has expired shall not be a waiver of any of the District's contract rights."*

In accordance with the Contract Agreement, Section III B, 4, Liquidated Damages, *"Unless provided elsewhere in the Contract documents, liquidated damages in the amount of \$250.00 per calendar day shall apply for every day after the completion limit that the project is not Substantially Complete. Permitting the Contractor to continue and finish the work after the contract time or adjusted contract time has expired shall not be a waiver of any of the District's contract rights. Payment of liquidated damages shall not release the Contractor from any obligations to complete the work nor constitute a waiver of the District's right to collect any additional damages that the District may sustain by failure of the Contractor to fulfill the contract. Liquidated damages shall be full and*



*complete payment only for failure of the Contractor to complete the work on time. The amount of liquidated damages accrued may be deducted from payments due or to become due to the Contractor."*

In addition, liquidated damages will be assessed in accordance with Section 00180.85 of the Standard Specifications and the Special Provisions if the Second Notification tasks are not completed within the contract time, unless otherwise agreed upon by the Engineer in writing.

Please be advised the assessment of liquidated damages will begin December 13, 2022 at a rate of \$250.00 per calendar day.

Sincerely,

  
Janine Casey  
General Manager

cc: Mr. Kyle Pettibone PE., RH2  
Mr. Patrick Lau PE., RH2  
Mr. Tad Handris, Icon Construction  
Rivergrove Water District Board of Commissioners

**Janine Casey**

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**Subject:** FW: 2023 Rivergrove Water District: SDIS Preliminary Renewal Summary

**From:** Tausha Broadbent <Tausha.Broadbent@bbrown.com>  
**Sent:** Friday, December 9, 2022 8:35 AM  
**To:** Janine Casey <jcasey@rivergrovewater.com>  
**Subject:** RE: 2023 Rivergrove Water District: SDIS Preliminary Renewal Summary

Hi Janine,

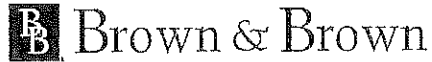
Here is the response from SDIS regarding the premium increase:

A small amount of their increase would attribute to the claim, but the major driving force is due to the rate change across the board for General Liability. We were predicting a 10-15% average increase, and they are sitting around 11%, so that is just the average increase for this year.

Please let us know if you have any additional questions regarding your renewal.

Have a great day!

**Tausha Broadbent**  
*Account Manager, Commercial Lines*  
[tausha.broadbent@bbrown.com](mailto:tausha.broadbent@bbrown.com)  
O (503)-790-9347



**From:** Tausha Broadbent <Tausha.Broadbent@bbrown.com>  
**Sent:** Thursday, December 8, 2022 2:48 PM  
**To:** Janine Casey <jcasey@rivergrovewater.com>  
**Subject:** RE: 2023 Rivergrove Water District: SDIS Preliminary Renewal Summary

Hi Janine,

I have sent a message to the carrier to see if any of the rate increase is due to the claim from 2020. I will let you know as soon as I hear back.

Have a great afternoon!

**Tausha Broadbent**  
*Account Manager, Commercial Lines*  
[tausha.broadbent@bbrown.com](mailto:tausha.broadbent@bbrown.com)  
O (503)-790-9347



**From:** Janine Casey <jcasey@rivergrovewater.com>  
**Sent:** Thursday, December 8, 2022 9:31 AM

To: Tausha Broadbent <Tausha.Broadbent@bbrown.com>

Subject: RE: 2023 Rivergrove Water District: SDIS Preliminary Renewal Summary

Good morning Tausha,

I have reviewed the renewal terms. Please proceed with binding. Quick question: did our rates increase at all as a result of the pedestrian injury that occurred in October 2020 and was paid out in summer 2022 in the amount of \$37,500?

Thank you,

*Janine*

Janine Casey

General Manager

Rivergrove Water District

O: 503.635.6041

C: 503.936.5304



From: Tausha Broadbent <Tausha.Broadbent@bbrown.com>

Sent: Wednesday, December 7, 2022 3:17 PM

To: Janine Casey <jcasey@rivergrovewater.com>

Subject: 2023 Rivergrove Water District: SDIS Preliminary Renewal Summary

Hi Janine,

Please review the attached preliminary renewal terms from SDIS for the upcoming renewal on 1/1/2023. If the quote looks accurate to you and you would like to move forward with binding, let me know and I will send you the forms to sign via DocuSign.

Below is the comparison report that was pulled from the renewal document.



### Our Water District

The Rivergrove Water District is situated in Clackamas and Washington County serving 1,383 service connections which includes approximately 4,200 customers in four jurisdictions. Those jurisdictions include the Cities of Lake Oswego, Tualatin, and Rivergrove as well as unincorporated Clackamas County.

Our District is bounded on the South by the Tualatin River, on the East by Riverbend and Barton Road, on the North by Jean Road, and on the West by 65<sup>th</sup> Avenue. Our area is approximately one square mile. Within this radius, we have 17 miles of pipeline, 113 fire hydrants, and 1,383 meters. We have two pressure zones denoted as the Upper and Lower systems.

The District runs by policies and procedures of the adopted Water Service Ordinance. The Board of Commissioners is comprised of 5 elected citizens who reside within the District's jurisdiction. These elected officials serve a 4-year term. Board meetings are held the 4<sup>th</sup> Monday of each month at 4:30 pm in the District office. In addition to the Board, the District employs 3 full-time staff members and a part-time finance specialist.

### Backflow Testing – An Annual Requirement

The new year is right around the corner along with the requirement to have your backflow tested. To ensure clean, safe, potable water, the District maintains a Cross Connection Program required by the Oregon Health Authority (OAR 333-061-0070). Customers with inground irrigation, sprinkler systems, and/or certain water features such as fountains and pools are required by law to have their backflow tested annually by a state certified tester. Annual reports are due **September 30, 2023**. Many local testers are available starting in January. Do not delay, start now!

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

To ensure a continuous water supply for future generations, we need to conserve water today. Water is crucial to our health: we must conserve it while also protecting it from contamination. To encourage conservation and wise water use, the District has an easy-to-read 5 ½ x 7 ½ booklet that offers 13 ways to conserve water and help lower your costs. We also offer an engaging Coloring & Activities Book with stickers for children. This playful approach teaches children about water conservation and encourages the next generation to protect this valuable resource. If you would like a copy of either book, please call the office. Due to limited supplies, the activity book is limited to two per household.

### Let's Stay In-touch...

The Rivergrove Water District is now part of the Nextdoor community. This is just another avenue for you to contact us and remain informed. Remember, our website is full of useful information designed for you.

### Where Does Our Water Come From?

Rivergrove Water District's water source is groundwater that comes from wells drilled into the Columbia River Basalt Aquifer. We have three wells that supply our current demand: Well 1 is located on Old Gate Road, Well 2 is located on Hilltop Road, and Well 3 is located on Olson Court. Our water is stored in three reservoirs: two located on Hilltop Road and one located on Olson Court.

Our wells are healthy as indicated by annual testing requirements and water level measurements. (See below). Despite our reliable sources of water, conservation is critical to sustaining this precious resource for future decades.

#### Measured Water Levels

YEAR	WELL 1	WELL 2	WELL 3
2022	40.20	184.50	164.67
2021	39.41	190.92	168.50
2020	43.58	192.50	170.67
2019	37.75	187.33	165.33
2018	40.83	187.83	165.00
2017	43.25	185.83	167.75
2016	38.41	189.16	176.08

# **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 November 2022**

**Reviewed & Approved by Commissioners**

**Board Meeting: December 19, 2022**

Bank Account Name	QB's Account Number	Bank Statement Date	Beginning QuickBooks Balance	Statement Ending Balance	QuickBooks Ending Balance	Uncleared Balance
Banner Bank (Checking Act)	1015	11/30/2022	\$342,947.82	\$411,835.86	\$209,368.25	\$202,467.61
Banner Bank (Deposit Act)	1085	11/30/2022	\$53,126.53	\$53,344.24	\$53,344.24	\$0.00
LGIP (SDC)	1106	11/30/2022	\$420,931.86	\$421,857.91	\$421,857.91	\$0.00
LGIP (Capital Improvement)	1107	11/30/2022	\$971,163.83	\$973,298.08	\$973,298.08	\$0.00
LGIP ( Unemployment)	1108	11/30/2022	\$31,915.89	\$31,986.10	\$31,986.10	\$0.00
LGIP (Truck)	1109	11/30/2022	\$26,038.07	\$26,095.35	\$26,095.35	\$0.00
LGIP (Non-Restricted)	1110	11/30/2022	\$246,641.69	\$247,184.30	\$247,184.30	\$0.00

Checks issued this period 9714 - 9732 from Banner Bank Act 1015

Checks voided this period: None

## RIVERGROVE WATER DISTRICT

## Balance Sheet

As of November 30, 2022

	Nov 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	209,368.25
1085 · Water Deposit-Banner Bank	53,344.24
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	421,857.91
1107 · Capital Improvement Account	973,298.08
1108 · Unemployment Account	31,986.10
1109 · Truck & Equipment Account	26,095.35
Total 1101 · Restricted	1,453,237.44
1110 · Non-Restricted	247,184.30
Total 1100 · LGIP	1,700,421.74
Total Checking/Savings	1,963,134.23
Total Current Assets	1,963,134.23
<b>TOTAL ASSETS</b>	<b>1,963,134.23</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Federal Withholding	4,010.61
2120 · FICA Social Security	2,980.08
2140 · Medicare	696.96
2150 · State Withholding	2,606.83
2165 · Oregon State Transit Tax	44.45
2170 · WBF Assessment	14.70
Total 2100 · Payroll Liabilities	10,353.63
Total Other Current Liabilities	10,353.63
Total Current Liabilities	10,353.63
Total Liabilities	10,353.63
Equity	
32000 · All Fund Balances	1,918,744.03
Net Income	34,036.57
Total Equity	1,952,780.60
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,963,134.23</b>

**Accounts Receivable Summary**

From 12/10/2022 Through 12/14/2022

<b>OPEN BALANCE</b>									<u>Balance</u>
	5,848.03								5,848.03

<b>BI-MONTHLY-Adjustment</b>	<u>Amount</u>	<u>Usage</u>	<u>Count</u>	<u>Total</u>
WATER-RESIDENTIAL	-63.10		3	138,131.21
<b>Totals</b>	-63.10	0.00	3	612.75
***Total Adjustment	-63.10	0.00	3	1,157.32

<b>BI-MONTHLY-Charge</b>	<u>Minimum</u>	<u>Overage</u>	<u>Usage</u>	<u>Count</u>	<u>Total</u>
WATER-RESIDENTIAL	69,595.28	68,535.93	19,313.00	1,384	147,476.87
WATER-COMMERCIAL	183.20	429.55	121.00	3	612.75
WATER-PUBLIC AUTHORITY	965.62	191.70	54.00	5	1,157.32
WATER-HOA IRRIGATION	651.34	752.60	212.00	9	1,403.94
WATER-ADULT CARE FACILITIES	139.09	142.00	40.00	2	281.09
WATER-CHURCH	94.98	10.65	3.00	1	105.63
<b>Totals</b>	71,629.51	70,062.43	19,743.00	1,384	141,691.94
***Total Charge	71,629.51	70,062.43	19,743.00	1,384	141,691.94

<b>BI-MONTHLY-Payment</b>	<u>Amount</u>	<u>Count</u>	<u>Total</u>
WATER-RESIDENTIAL	-1,338.52	85	146,138.35
<b>Totals</b>	-1,338.52	85	146,093.35
WAT.Penalty-RESIDENTIAL	-45.00		
<b>Totals</b>	-45.00		
***Total Payments	-1,383.52	85	146,093.35

Closing Balance 146,093.35



**RIVERGROVE WATER DISTRICT**  
**Checking Account Register**  
**November 1-30, 2022**

6:44 PM  
 12/14/22  
 Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
Check	11/01/2022	ACH	AFLAC	Monthly Health Premium October 2022 Invoice 202432	-470.51	337,930.09
Deposit	11/01/2022		Deposit		321.89	337,459.58
General Journal	11/01/2022	mm	Customer Deposit	Customer Deposit	-50.00	337,781.47
General Journal	11/01/2022	jc	Customer Refund	Customer Refund	50.00	337,731.47
General Journal	11/01/2022	jc	Customer Refund	Customer Refund	50.00	337,781.47
Deposit	11/01/2022		Deposit	Deposit	6,277.17	337,831.47
Deposit	11/01/2022		Deposit	Deposit	746.71	344,108.64
General Journal	11/01/2022	PR 10/29/22	Payroll 10/16/22-10/29/22	Deferred Comp Payroll 10/16/22-10/29/22	-623.09	344,855.35
General Journal	11/01/2022	PR 10/29/22	Payroll 10/16/22-10/29/22	Deferred Comp Payroll - Employer - 10/16/22-10/29/22	-273.60	344,232.26
General Journal	11/01/2022	PR 10/29/22	Payroll 10/16/22-10/29/22	Payroll 10/16/22-10/29/22	-8,050.30	343,958.66
General Journal	11/01/2022	PR 10/29/22	Payroll 10/16/22-10/29/22	Payroll 10/16/22-10/29/22	-3,124.66	335,908.36
Check	11/02/2022	ACH	VANCO Payment Solutions	Monthly Service Fee October 2022 Invoice 00012974389	-65.50	332,783.70
Check	11/02/2022	ACH	COMCAST CABLE	Monthly Service 10/22/22-11/21/22 Act 8778-10-899-0001186	-584.99	332,133.21
Deposit	11/02/2022		Deposit	Deposit	128.07	332,261.28
Deposit	11/02/2022		Deposit	Deposit	2,001.07	334,262.35
Deposit	11/02/2022		Deposit	Deposit	716.24	334,978.59
Deposit	11/03/2022		Deposit	Deposit	323.69	335,302.28
Deposit	11/03/2022		Deposit	Deposit	2,269.19	337,571.47
Deposit	11/04/2022		Deposit	Deposit	937.57	338,509.04
Deposit	11/04/2022		Deposit	Deposit	1,043.76	339,552.80
Deposit	11/07/2022		Deposit	Deposit	86.71	339,639.51
Deposit	11/07/2022		Deposit	Deposit	226.67	339,866.18
Deposit	11/07/2022		Deposit	Deposit	700.07	340,566.25
General Journal	11/07/2022	mm	Customer Deposit	Customer Deposit	-50.00	340,516.25
Deposit	11/07/2022		Deposit	Deposit	1,027.57	341,543.82
Deposit	11/08/2022		Deposit	Deposit	868.46	342,412.28
General Journal	11/08/2022	mm	Customer Deposit	Customer Deposit	-50.00	342,362.28
Deposit	11/08/2022		Deposit	Deposit	6,300.70	348,662.98
Deposit	11/08/2022		Deposit	Deposit	2,814.40	351,477.38
Check	11/08/2022	ACH	U.S. BANK EQUIPMENT FINANCE	Monthly Copier/Server Fee 10/26/22-11/26/22 Invoice 486283831	-688.05	350,789.33
Check	11/08/2022	ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water 10/1/22-11/1/22	-14.85	350,774.48
Check	11/08/2022	ACH	PGE	Monthly Electric Fees 9/30/22-10/31/22 Invoice: Multiple	-3,371.40	347,403.08

RIVERGROVE WATER DISTRICT  
Checking Account Register  
November 1-30, 2022

Deposit	11/08/2022		Deposit	3,447.44	350,850.52
Deposit	11/09/2022		Deposit	233.77	351,084.29
Deposit	11/09/2022		Deposit	89,475.72	440,560.01
Deposit	11/10/2022		Deposit	26,307.75	466,867.76
Deposit	11/10/2022		Deposit	5,878.71	472,746.47
Deposit	11/13/2022		Deposit	4,745.09	477,491.56
Deposit	11/13/2022		Deposit	405.15	477,896.71
Deposit	11/13/2022		Deposit	157.71	478,054.42
Deposit	11/13/2022		Deposit	68.96	478,123.38
Deposit	11/13/2022		Deposit	174.22	478,297.60
Check	11/14/2022	ACH	Monthly Copier Service 11/14/2022-12/13/2022 Invoice 5022311825	-426.97	477,870.63
Deposit	11/14/2022		Deposit	593.83	478,464.46
General Journal	11/14/2022	jc	Customer Refund	50.00	478,514.46
General Journal	11/14/2022	mm	Customer Chargeback	-219.23	478,295.23
Check	11/15/2022	ACH	Monthly Service 10/2/21-11/1/22 Invoice 9919445514	-382.35	477,912.88
Deposit	11/15/2022		Deposit	786.66	478,699.54
Check	11/15/2022	ACH	Act 6660 Casey - Monthly Charges 10/11/22-11/3/22	-1,067.46	477,632.08
Deposit	11/15/2022		Deposit	1,958.77	479,590.85
Check	11/15/2022	9714	Permit for Public Improvements (Deemar Way)	-3,902.85	475,688.00
Check	11/15/2022	9715	Deemar Way, Rivergrove Water District Main Extension Project	-52,038.00	423,650.00
General Journal	11/15/2022	PR 11/12/22	Deferred Comp Payroll 10/30/22-11/12/22	-415.38	423,234.62
General Journal	11/15/2022	PR 11/12/22	Deferred Comp Payroll - Employer - 10/30/22-11/12/22	-273.60	422,961.02
Check	11/15/2022	ACH	Payroll 10/30/22-11/12/22 Invoice 202211501	-63.31	422,897.71
General Journal	11/15/2022	PR 11/12/22	Payroll 10/30/2022	-6,569.36	416,328.35
General Journal	11/15/2022	PR 11/12/22	Payroll 10/30/2022	-2,840.77	413,487.58
Check	11/15/2022	ACH	Monthly Health Premium 12/1/22-12/31/22 Invoice 0016184706	-3,228.27	410,259.31
Deposit	11/15/2022		Deposit	165.61	410,424.92
Deposit	11/15/2022		Deposit	324.00	410,748.92
Check	11/15/2022		Service Charge	-138.11	410,610.81
Deposit	11/16/2022		Deposit	680.80	411,291.61
Deposit	11/16/2022		Deposit	429.62	411,721.23
Deposit	11/18/2022		Deposit	151.41	411,872.64
Deposit	11/18/2022		Deposit	5,114.56	416,987.20
Deposit	11/21/2022		Deposit	995.78	417,982.98

RIVERGROVE WATER DISTRICT  
Checking Account Register  
November 1-30, 2022

Date	Description	Debit	Credit	Balance
11/21/2022	Deposit			418,678.22
11/21/2022	General Journal	695.24		418,728.22
11/21/2022	General Journal	50.00		418,778.22
11/21/2022	Check	50.00		418,762.11
11/21/2022	Check	-16.11		418,430.11
11/21/2022	Check	-332.00		417,695.23
11/21/2022	Check	-734.88		417,694.31
11/21/2022	Check	-0.92		416,744.31
11/21/2022	Check	-950.00		407,466.31
11/21/2022	Check	-9,278.00		405,951.65
11/21/2022	Check	-1,514.66		405,569.15
11/21/2022	Check	-382.50		405,313.30
11/21/2022	Check	-255.85		405,307.30
11/21/2022	Check	-6.00		404,767.30
11/21/2022	Check	-540.00		404,367.30
11/21/2022	Check	-400.00		350,953.04
11/21/2022	Check	-53,414.26		351,584.75
11/21/2022	Deposit	631.71		218,566.18
11/21/2022	Check	-133,018.57		215,551.18
11/21/2022	Check	-3,015.00		215,601.18
11/21/2022	General Journal	50.00		213,998.07
11/21/2022	Check	-1,603.11		213,988.09
11/21/2022	Check	-9.98		214,775.44
11/22/2022	Deposit	787.35		214,725.44
11/22/2022	General Journal	-50.00		215,093.75
11/22/2022	Deposit	368.31		214,623.24
11/23/2022	Check	-470.51		216,030.59
11/23/2022	Deposit	1,407.35		216,677.98
11/28/2022	Deposit	647.39		216,627.98
11/28/2022	General Journal	-50.00		217,290.13
11/28/2022	Deposit	662.15		216,808.18
11/28/2022	Check	-481.95		217,056.45
11/28/2022	Deposit	248.27		218,004.86
11/29/2022	Deposit	948.41		218,104.86
11/29/2022	Deposit	100.00		

RIVERGROVE WATER DISTRICT  
Checking Account Register

November 1-30, 2022

General Journal	11/29/2022	mm	Customer Refund	Customer Refund	50.00	218,154.86
Deposit	11/30/2022		Deposit	Deposit	1,316.61	219,471.47
Check	11/30/2022	ACH	PAYCHEX	Payroll 11/13/22-11/26/22 Invoice 2022112901	-63.31	219,408.16
General Journal	11/30/2022	PR 11/26/22	Payroll 11/13/22-11/26/22	Deferred Comp Payroll 11/13/22-11/26/22	-415.39	218,992.77
General Journal	11/30/2022	PR 11/26/22	Payroll 11/13/22-11/26/22	Deferred Comp Payroll - Employer - 11/13/22-11/26/22	-273.60	218,719.17
General Journal	11/30/2022	PR 11/26/22	Payroll 11/13/22-11/26/22	Payroll 11/13/22-11/26/22	-6,597.90	212,121.27
General Journal	11/30/2022	PR 11/26/22	Payroll 11/13/22-11/26/22	Payroll 11/13/22-11/26/22	-2,847.02	209,274.25
Deposit	11/30/2022		Deposit	Deposit	94.00	209,368.25
					<u>-128,561.84</u>	<u>209,368.25</u>
					<u>-128,561.84</u>	<u>209,368.25</u>

# RIVERGROVE WATER DISTRICT

## Revenue & Expense Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>Primary Income/Expense</b>				
<b>Income</b>				
4000 · Income				
4005 · Water Sales & Charges	529,386.09	1,007,500.00	-478,113.91	52.55%
4010 · Water Deposit Fee	2,780.00	6,800.00	-4,020.00	40.88%
4015 · New Service Fee	150.00	200.00	-50.00	75.0%
4020 · Installation Fee	550.00	2,000.00	-1,450.00	27.5%
4024 · Pre-Application Meeting Fee	0.00	1,000.00	-1,000.00	0.0%
4026 · Development Security Deposit	4,115.00	10,000.00	-5,885.00	41.15%
4030 · Delinquent & Restoration Fee	8,935.25	10,000.00	-1,064.75	89.35%
4035 · SDC Chgs-SDC Restricted CI Fund	7,660.00	51,000.00	-43,340.00	15.02%
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	437.33	300.00	137.33	145.78%
4059 · LGIP - Non Restrict Int Earn	1,962.34	1,200.00	762.34	163.53%
4064 · SDC Interest-LGIP CI Fund	3,318.63	1,800.00	1,518.63	184.37%
4065 · CI Interest -LGIP CI Fund	7,630.28	3,600.00	4,030.28	211.95%
4066 · LGIP-Int Earn Unemployment Fund	249.54	150.00	99.54	166.36%
4067 · LGIP-Int Earn Truck&Equip Fund	203.59	100.00	103.59	203.59%
Total 4056 · Bank Interest/LGIP Interest	13,801.71	7,150.00	6,651.71	193.03%
4090 · Miscellaneous Income	3,011.59	5,000.00	-1,988.41	60.23%
Total 4000 · Income	570,389.64	1,100,650.00	-530,260.36	51.82%
Total Income	570,389.64	1,100,650.00	-530,260.36	51.82%
Gross Revenue	570,389.64	1,100,650.00	-530,260.36	51.82%
<b>Expense</b>				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	55,010.74	145,000.00	-89,989.26	37.94%
5040 · Operator Wages	47,225.45	130,000.00	-82,774.55	36.33%
5090 · Deferred Compensation	8,494.30	30,000.00	-21,505.70	28.31%
Total 5001 · Compensation	110,730.49	305,000.00	-194,269.51	36.31%
5100 · Payroll Tax Expense	21,825.98	35,000.00	-13,174.02	62.36%
5200 · Payroll Benefits				
5210 · Workers' Compensation	2,076.75	3,000.00	-923.25	69.23%
5220 · Health Benefits	17,005.83	60,000.00	-42,994.17	28.34%
5240 · Wellness Benefit	0.00	600.00	-600.00	0.0%
Total 5200 · Payroll Benefits	19,082.58	63,600.00	-44,517.42	30.0%
Total 5000 · Personnel Services	151,639.05	403,600.00	-251,960.95	37.57%
6000 · Material Services				
6001 · Administration/Billing/Overhead				
6005 · Property/Liability Insurance	0.00	28,000.00	-28,000.00	0.0%
6006 · Furn & Office Equipment - Admin	0.00	2,000.00	-2,000.00	0.0%
6007 · Bank Service Charges				
6008 · Banner - Check Bank Charges	887.20	1,999.00	-1,111.80	44.38%
6010 · Vanco Service Charges	396.50	1,000.00	-603.50	39.65%

**RIVERGROVE WATER DISTRICT**  
**Revenue & Expense Budget vs. Actual**  
 July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6012 · LGIP-SDC Ser Charges-CI Fund	0.00	1.00	-1.00	0.0%
6013 · LGIP-CI Ser Chg-CI Fund	0.05	1.00	-0.95	5.0%
<b>Total 6007 · Bank Service Charges</b>	<b>1,283.75</b>	<b>3,001.00</b>	<b>-1,717.25</b>	<b>42.78%</b>
6018 · Meeting/Food Expense	0.00	1,000.00	-1,000.00	0.0%
6019 · Office Supplies, Equip, Repair	765.92	2,500.00	-1,734.08	30.64%
6020 · Postage & Shipping	6.75	2,000.00	-1,993.25	0.34%
6025 · Printing & Duplicating	165.42	1,500.00	-1,334.58	11.03%
6030 · Publications & Elections	472.70	2,000.00	-1,527.30	23.64%
6035 · Rent	8,206.83	18,000.00	-9,793.17	45.59%
6040 · Janitorial	0.00	2,000.00	-2,000.00	0.0%
6045 · Telephone - Admin	5,431.73	13,000.00	-7,568.27	41.78%
6050 · Mileage Expenses	0.00	500.00	-500.00	0.0%
6060 · Continued Education	1,069.00	5,300.00	-4,231.00	20.17%
6065 · Dues & Subscriptions	4,666.77	7,000.00	-2,333.23	66.67%
6070 · Fees, License, & Permits	56,898.45	5,000.00	51,898.45	1,137.97%
6075 · Water Deposit Refunds	2,155.15	7,000.00	-4,844.85	30.79%
6076 · Unclaimed Property	0.00	200.00	-200.00	0.0%
6080 · Water Sales Overpay	236.11	2,000.00	-1,763.89	11.81%
6090 · Meter Reading	1,905.78	6,000.00	-4,094.22	31.76%
6095 · Utilities/Office	964.44	2,500.00	-1,535.56	38.58%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	3,736.05	7,000.00	-3,263.95	53.37%
6099-1 · Copier IT	6,690.12	15,000.00	-8,309.88	44.6%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	500.00	1,500.00	-1,000.00	33.33%
<b>Total 6099 · Contracted Services - Admin</b>	<b>10,926.17</b>	<b>28,500.00</b>	<b>-17,573.83</b>	<b>38.34%</b>
<b>Total 6001 · Administration/Billing/Overhead</b>	<b>95,154.97</b>	<b>149,001.00</b>	<b>-53,846.03</b>	<b>63.86%</b>
<b>6101 · Operation &amp; Maintenance</b>				
6100 · General Repair & Maintenance	19,241.61	40,000.00	-20,758.39	48.1%
6105 · Utilities	22,129.50	38,000.00	-15,870.50	58.24%
6110 · Small Tools & Equipment	999.06	2,500.00	-1,500.94	39.96%
6120 · Water Testing	551.25	4,000.00	-3,448.75	13.78%
6125 · Truck Maintenance	670.75	3,000.00	-2,329.25	22.36%
6130 · Gas & Oil	1,744.23	3,500.00	-1,755.77	49.84%
6135 · Telemetry/Scada	6,450.60	10,000.00	-3,549.40	64.51%
6155 · Chemicals	239.00	5,000.00	-4,761.00	4.78%
6160 · Contracted Services-Operations	17,231.39	22,000.00	-4,768.61	78.33%
6165 · PPE/Safety Equipment	722.56	2,000.00	-1,277.44	36.13%
6170 · Mobile Radio Phone/Pager Operat	2,294.78	5,500.00	-3,205.22	41.72%
6185 · Operations -Computer/Equipment	0.00	1,000.00	-1,000.00	0.0%
6190 · Cross Connect Program Supplies	1,005.79	15,000.00	-13,994.21	6.71%
6195 · Meters	2,333.33	4,000.00	-1,666.67	58.33%
<b>Total 6101 · Operation &amp; Maintenance</b>	<b>75,613.85</b>	<b>155,500.00</b>	<b>-79,886.15</b>	<b>48.63%</b>

## RIVERGROVE WATER DISTRICT

### Revenue & Expense Budget vs. Actual

July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
<b>6202 · Professional Services</b>				
6208 · Auditor	6,310.00	10,000.00	-3,690.00	63.1%
6209 · Consultants	720.00	4,000.00	-3,280.00	18.0%
6210 · Engineering (Non-Reimbursable)	36,923.36	185,000.00	-148,076.64	19.96%
6215 · Legal Fees (Non-Reimbursable)	0.00	5,000.00	-5,000.00	0.0%
<b>Total 6202 · Professional Services</b>	<b>43,953.36</b>	<b>204,000.00</b>	<b>-160,046.64</b>	<b>21.55%</b>
<b>Total 6000 · Material Services</b>	<b>214,722.18</b>	<b>508,501.00</b>	<b>-293,778.82</b>	<b>42.23%</b>
<b>7000 · Operating Capital Outlay</b>				
7010 · Tool/Equip/Vehicles/Safety-CO	0.00	5,000.00	-5,000.00	0.0%
7040 · Fire Protection & Fire Flows-CO	8,521.14	35,000.00	-26,478.86	24.35%
7060 · AMR Meter Program CO	0.00	15,000.00	-15,000.00	0.0%
<b>Total 7000 · Operating Capital Outlay</b>	<b>8,521.14</b>	<b>55,000.00</b>	<b>-46,478.86</b>	<b>15.49%</b>
<b>8000 · Debt Recov./Capital Improvement</b>				
8451 · CI-Standby Power CI Fund	0.00	30,000.00	-30,000.00	0.0%
8454 · SDWL#1 Install Pmt CI-CI Fund	27,852.00	13,352.00	14,500.00	208.6%
8455 · SDWL #2 Install Pmt CI-CI Fund	0.00	14,500.00	-14,500.00	0.0%
8457 · CI Dist.Main Projects	206,549.47	200,000.00	6,549.47	103.28%
8461 · SDC -Standby Power-CI Fund	0.00	4,000.00	-4,000.00	0.0%
8464 · SDWL#1 Install Pmt SDC-CIF	158,580.83	40,062.00	118,518.83	395.84%
8465 · SDWL #2 Install Pmt SDC-CIF	0.00	118,520.00	-118,520.00	0.0%
8467 · Water Main Replacement Projects	0.00	283,200.00	-283,200.00	0.0%
<b>Total 8000 · Debt Recov./Capital Improvement</b>	<b>392,982.30</b>	<b>703,634.00</b>	<b>-310,651.70</b>	<b>55.85%</b>
<b>Total Expense</b>	<b>767,864.67</b>	<b>1,670,735.00</b>	<b>-902,870.33</b>	<b>45.96%</b>
<b>Net Ordinary Income</b>	<b>-197,475.03</b>	<b>-570,085.00</b>	<b>372,609.97</b>	<b>34.64%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>9100 · Other Income</b>				
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>-197,475.03</b>	<b>-362,085.00</b>	<b>164,609.97</b>	<b>54.54%</b>

# UNFINISHED BUSINESS





# RIVERGROVE WATER DISTRICT

## TABLE OF CONTENTS

### GENERAL INFORMATION

<b>ARTICLE 1</b>		<b>Powers and Procedures</b>
	1.1	Definitions
	1.2	Powers of the Board
	1.3	Functions of the Board
	1.4	Orientation
	1.5	Board Education Development
	1.6	Compensation for Services and Reimbursement for Expenses
	1.7	Formulation of Policies
	1.8	Public Meetings
	1.9	Agenda Preparation
	1.10	Preparation for Board Meetings
	1.11	Procedure During Board Meetings
<b>Added</b>	1.12	<b>Board Relations and Managing Conflicts</b>
<b>ARTICLE 2</b>		<b>BY-LAWS OF THE BOARD</b>
	2.1	Number of Positions and Terms
	2.2	Officers
	2.3	Duties of the Chair
	2.4	Duties of the Secretary/Treasurer
	2.5	Duties of the General Manager as Clerk of the Board
	2.6	Selection and Duties of Legal Counsel
	2.7	Selection and Duties of the Auditor
<b>ARTICLE 3</b>		<b>BUDGET AND FINANCE</b>
	3.1	Formulation of Budget Documents
	3.2	Budget Committee -- Membership
	3.3	Budget Administration

Added

Section 1.12 Board Relations and Managing Conflicts

- A. Boards are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each Board member has chosen to serve in public office in order to preserve and protect the present and the future of the District. This common goal should be acknowledged even as Board members may “agree to disagree” on contentious issues.
- B. Each Board member will practice civility and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Board members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.
- C. Each Board member will honor the role of the Board Chair in maintaining order. It is the responsibility of the Board Chair to keep the comments of the Board members on track during all meetings. Board members shall honor efforts by the Board Chair to focus discussion on current agenda items. If there is a disagreement about the agenda or the Board Chair’s actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedures.
- D. Each Board member shall conduct themselves professionally and with respect toward each other, employees, customers, the community, and the public. Refrain from personal comments that could offend other Board members. If a Board member is personally offended by remarks of another Board member, the offended Board member will make notes of the actual words used and call of a “point of personal privilege” that challenges the other Board member to justify or apologize for the language used. The Board Chair will maintain control of this discussion. If the Board Chair is challenged, the Board member acting as process observer shall step in to control the discussion.
- E. Each Board member will demonstrate effective problem solving approaches. Board members have a public state to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.
- F. Each Board member will continue respectful behavior in private. The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
- G. Each Board member will practice communication discipline and be aware of the insecurity (non-confidentiality) of written notes, voicemail, and email. Technology allows words written or said without much forethought to be distributed wide and far. Written notes, voicemail messages, and email should be treated as potentially “public”

communication.

- H. Each Board member is always on display; public presence is constant. There shall be no personal attacks of any kind, under any circumstances. Board members should be aware their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.
- I. Each Board member will make no personal comments about other Board members. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Board members, their opinions, and their actions. Honesty and respect for the dignity of each individual should be reflected in every work and action taken by Board member. This is a serious and continuous responsibility.
- J. Each Board member will speak with one voice. Board members will be frequently asked to explain a Board action or to give their opinion about an issue as they meet and talk with constituents in the community. While it is appropriate to give a brief overview of the facts or District policies as they relate to Board action, it is not acceptable to undermine the Board. Even when you may not agree, you shall objectively present the Board's collective decision or direction. If you feel the need to express your own opinion, state it in terms such as: "I would have preferred "x" but the Board wanted "y" so that is what we will be doing." Explaining Board decisions, without giving your personal criticism of the Board's actions, will serve to strengthen the community's image of the District Board.

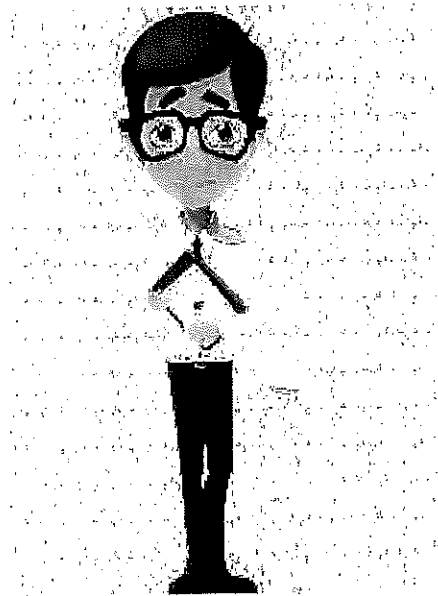
	3.4	Banking Services
	3.5	Purchase, Acquisition by Donation, & Disposition of Real Property
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<b>ARTICLE</b>	<b>4</b>	<b>PERSONNEL</b>
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	5.3	Insurance Agent of Record
	5.4	Property Appraisal
	5.5	Disposal of Surplus or Outdated Equipment and Property
	5.6	Records Management
<b>ARTICLE</b>	<b>6</b>	<b>ADMINISTRATION</b>
	6.1	General Manager as Administrator of the District
	6.2	Appointment and Terms of Employment for General Manager
	<b>Added 6.3</b>	<b>Board Member Conduct with General Manager</b>
<b>ARTICLE</b>	<b>7</b>	<b>GENERAL MATTERS</b>
	7.1	Purchasing
	7.2	Responsibility, Authority, Standardization
	7.3	Intergovernmental Cooperation
	7.4	Communications with the Public
	7.5	Gifts and Donations
	7.6	Public Records
<b>ARTICLE</b>	<b>8</b>	<b>CUSTOMER SERVICE</b>
	8.1	Billing and Collection

Added

Section 6.3 Board Member Conduct with the General Manager

- A. The General Manager is the only employee of the Board. The Board shall treat their employee as a professional. Clear, honest communication that respects the abilities, experience, and dignity of the General Manager is expected. Poor behavior towards an employee is not acceptable.
- B. Board members shall never publicly criticize or express concerns about the performance of the General Manager in any public forum. Comments about performance shall only be made to the General Manager through private correspondence or conversation. If a Board member feels they cannot communicate directly with the General Manager, they should forward their concerns to the Board Chair in a written statement.
- C. Board members have no individual powers separate from the powers of the Board and have no authority to act individually to take disciplinary or corrective action against the General Manager. Since the General Manager is the only employee of the Board, all Board members will discuss and decide if disciplinary or corrective action is appropriate. The Rivergrove Water District's Employee Handbook, Chapter 7.1, Disciplinary Action Guidelines, will be referred to as a guide for progressive discipline. The Board will provide the General Manager an opportunity to hear and discuss any charge or complaint levied.
- D. Prior to any action by the Board to reprimand, suspend, demote, place on leave, or terminate the General Manager, the Board will consult with legal counsel, and with counsel provided by the District's insurance carrier, if any.
- E. The Board shall formally evaluate the General Manager on an annual basis in a performance evaluation. In evaluating the General Manager, the Board shall consider the abilities of the General Manager:
  - a. to manage the District effectively and efficiently;
  - b. to lead the District at all times;
  - c. to inspire confidence in the District's employees;
  - d. to work harmoniously with Board members, employees, and ratepayers;
  - e. to follow the Board's directives;
  - f. to achieve the goals set forth by the Board;
  - g. to implement policies that the Board creates; and
  - h. to achieve success for the District as defined by the Board in its strategic plan.
- F. The Board shall foster a workplace culture and environment in which an employee who in good faith reports or discloses fraud, waste, abuse, or any other improper, unethical, or unlawful conduct within the District are valued for their contributions.
- G. The Board may remove the General Manager by majority vote in a resolution. In the event of a vacant Manager position, whether by absence, disability, or removal, the Board shall promptly designate an individual to serve as acting General Manager.

# New Business





## Rivergrove Water District Employee Pay Scale

As of January 2023

POSITION	FTE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Utility Trainee (No certification)	0	21.00						
Utility I	1	22.00	23.50					
Utility II	1	25.00	26.50	28.00	29.50	31.00	32.50	34.00
Utility II DRC*	1	28.00	29.50	31.00	32.50	34.00	35.50	37.00
Finance Specialist	.5	22.00	22.75	23.50	24.25	25.25	26.25	28.00

### Pay Scale Steps

- Step increases will be based on the employee's work performance.
- Once an employee reaches Step 7, the Maximum Wage Threshold, any future pay increases will be considered on an individual basis.

### Wage Review

- Wages will be reviewed annually to determine if a cost of living adjustment (COLA) is appropriate. COLA increases will be based upon the adjusted percentage of the cost of living index in the Portland Metro areas.

### Merit Increases

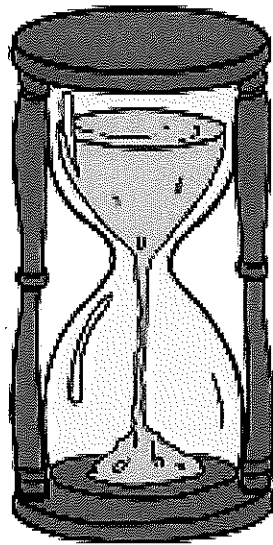
- The General Manager will determine if a merit raise is warranted based on the employee's work performance.
  - o Merit increases will be considered in increments of .5 starting with 1% and ending with 4%.
  - o Merit increases are not automatic or guaranteed.

### On-Call Duty

- Any employee serving on-call duty will receive an additional \$200.00 per week or \$28.57 per day.

*\*If the DRC is a District employee, this individual will also perform Utility II duties and count as 1 FTE.*

# EXECUTIVE SESSION





# Chair Report



# ADJOURNMENT

