

Rivergrove Water District
Budget Committee Meeting Minutes
Monday, April 26, 2021

The Budget Committee meeting was held on Monday, April 26, 2021 at 5:30 p.m. in the District Office at 17661 Pilkington Road via Zoom. Attendees included Commissioners Roth, Johnson, McDowell, Magura, and Patterson as well as Budget Committee members Brian Gerritz, Jerry Thacker, John Bartho, Bill Stites, and Grant Howell. General Manager, Janine Casey, was in attendance. No public attended.

1. **Call to Order:** Chair Roth called the meeting to order at 5:31 p.m.
2. **Introductions:** Members from the Board and Budget Committee introduced themselves.
3. **Appointment of Budget Committee Chair:** Brian Gerritz was appointed Committee Chair. *Budget Committee member Jerry Thacker moved the appointment, seconded by Commissioner Johnson, and passed by a unanimous vote.*
4. **Budget Officer Overview and Message:** Budget Officer Janine Casey provided an overview of budget procedures. The Board of Commissioners of the Rivergrove Water District holds the duty to provide safe drinking water in an environmentally sustainable manner and at a cost-effective rate to generate adequate revenue consistent with our 20-year Master Plan.
5. **Budget Details, Discussion and Questions:** The District operates under a fiscal year beginning July 1 and ending June 30. The budget document includes the financial history of revenues and expenses for the past two years as well as this year's estimates. The estimates for each fund contained in the proposed budget is based on assessing the expected benefits and the related costs.
6. **Upcoming Projects for new Fiscal Year:**
 - Complete Oregon Health Authority Water System Survey
 - Complete District's Emergency Response Plan in accordance with new federal mandates
 - Complete update to the District's Master Plan
 - Replace 315 LF of 4" asbestos-cement pipe with 8" ductile iron pipe on Deemar Way for fire flow improvement
 - Replace 350 LF of 4" asbestos-cement pipe with 8" ductile iron pipe on Tamara Avenue for fire flow improvement
 - Update District's mapping system to reflect accurate information
 - Install two new fire hydrants to increase fire protection for customers
 - Implement an Annual Maintenance Program for Valve Exercising and Maintenance
 - Implement a Hydrant Maintenance Program
 - Complete Fiscal Year 2020-2021 Financial Audit and Special Audit for Government Funds
 - Update Development Review Plan identifying current and future development and construction projects within the District
 - Upgrade District office computers
7. **Highlights from ending Fiscal Year:**
 - Reservoir #3 Landslide Remediation and Seismic Upgrade Project

- Risk and Resiliency Assessment
- Upgrade of the Supervisory Control and Data Acquisition (SCADA) System
- Exterior painting of District assets: Well House 1, Chemical Building 1, District Shop, Well House 2, District Storage Shed, and Reservoir 3 Tank
- Replacement of three broken valves at the intersection of Childs Road and River Run Drive to improve the water distribution system and fire flow capability
- Installation of a new soil containment area and gravel driveway at Old Gate Road
- Landscape clean-up at Reservoirs 1 and 2
- Landscape clean-up at Well 2 and resurfaced and extended existing gravel driveway
- Inspected 743 backflow devices
- Inspected 113 fire hydrants within the District and installed two new hydrants where the distance between fire hydrants exceeded 500 feet
- Performed annual fire hydrant maintenance, freshly painted and numbered 53 hydrants, and placed reflective markers on roads for easy identification
- Published the 2021 Water Quality/Consumer Confidence Report
- Purchased 2020 Ford Extended Cab Pickup
- Successfully completed Fiscal Year 2019-2020 Audit

8. Discussions and Questions:

- Revenue - To improve the aging infrastructure of the District's water distribution system, the need to increase rates was discussed. The District initiated an 8% rate increase in June 2018. Rate increases were not implemented in fiscal years 2019/2020 or 2020/2021. A rate increase of 10% will be initiated July 1, 2021 for fiscal year 2021/2022.
- Personnel Services – A decrease in medical premiums reduced medical costs by 25%.
- Material Services – A change in policy for the Cross Connection Program resulted in decreased expenses by 75%.
- Professional Services – Funding increases for engineering services are the result of completing GIS mapping and updating the District's Master Plan.
- Capital Outlay – Funding increases of 112% are the result of purchasing a new generator for Well 1, installing two new fire hydrants, and repairing four additional hydrants.
- A mathematical correction under Capital Improvements was noted during the discussion and corrected.

9. Budget Committee Chair Brian Gerritz moved to approve the proposed budget for 2021/2022, seconded by Budget Committee Member Grant Howell, and passed by a unanimous vote.

10. Adjournment: Budget Committee Chair Gerritz adjourned the meeting at 7:24 p.m.

Christine K Roth

Christine K. Roth
Chair, Board of Commissioners

5/27/2021

Date