



Board of Commissioners Monthly Meeting
Monday, July 25, 2022, 4:30 PM
17661 Pilkington Road, Lake Oswego OR via Zoom

AGENDA ITEMS

- | | | |
|--------------|--|----------------|
| I. | Call to Order | 4:30 PM |
| II. | Public Comment (2 Minute Limit) | 4:35 PM |
| III. | Review and Approval of Minutes | 4:40 PM |
| | <ul style="list-style-type: none"> • June 6, 2022 Budget Hearing • June 6, 2022 Regular Board Meeting | |
| IV. | General Manager’s Report | 4:45 PM |
| V. | Unfinished Business | 4:55 PM |
| | <ul style="list-style-type: none"> • Backflow Testing Policy (Tabled from June 6, 2022 Mtg) | |
| VI. | New Business | 5:10 PM |
| | <ul style="list-style-type: none"> • Board Policy Handbook <ul style="list-style-type: none"> ○ Election of Board Officers, Section 2.2B ○ Procedures During Board Meetings, Board Conduct, Section 1.11B3 ○ Employee Discipline, Section 4.4 | |
| VII. | Chair Report | 5:25 PM |
| VIII. | Adjournment | 5:30 PM |

Upcoming Meeting

Regular Board Meeting: Monday, August 29, 2022 at 4:30 P.M.

Join Zoom Meeting

<https://us06web.zoom.us/j/86204107240?pwd=THZOSDNqM0hKUhaMHRyRTJHMGFvdz09&from=addon>

Meeting ID: 862 0410 7240 Passcode: 848713

One tap mobile:

+12532158782,,86204107240#,,,,*848713# US (Tacoma)

+16699006833,,86204107240#,,,,*848713# US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma) +1 669 900 6833 US (San Jose) +1 346 248 7799 US (Houston)

+1 669 444 9171 US +1 386 347 5053 US +1 564 217 2000 US +1 646 931 3860 US +1 929 205 6099 US (New York)
 +1 301 715 8592 US (Washington DC) +1 312 626 6799 US (Chicago)

Find your local number: <https://us06web.zoom.us/j/kcHx9lxwvS>



**Rivergrove Water District
Board of Commissioners Budget Hearing
Monday, June 6, 2022**

A Public Hearing of the Board of Commissioners was held via remote teleconference. Chair Roth presided over the hearing and other attendees included: Commissioners Johnson, Magura, and Howell as well as the General Manager Janine Casey. Commissioner Patterson joined the hearing in progress.

1. **Call to Order:** The hearing was called to order at 4:32 p.m.
2. **Public Forum:** No public attended or written comments received.
3. **Resolution 2022-02 - Rivergrove Water District Fiscal Year 2022/2023 Budget and Appropriations:**
The new fiscal year budget and resolution were presented and approved by a motion from *Commissioner Howell, seconded by Commissioner Magura, and passed by Commissioners Roth, Johnson, Magura, and Howell. Commissioner Patterson attended the hearing after the motion and vote were passed resulting in no vote.*
4. **Adjournment:** The public hearing was adjourned at 4:39 p.m.

The next regular Board meeting will be held on Monday, June 6, 2022 at 4:35 p.m. via remote teleconference.

James W. Johnson, Secretary

Date

Christine K. Roth, Chair

Date

**Rivergrove Water District
Board of Commissioners Regular Meeting Minutes
Monday, June 6, 2022**

A regular meeting of the Board of Commissioners was held this day via remote teleconference. Chair Roth presided over the meeting and other attendees included: Commissioners Johnson, Magura, Patterson, and Howell as well as the General Manager.

1. **Call to Order:** The meeting was called to order at 4:39 p.m.
2. **Public Comment:** No public attended.
3. **Review and Approval of Minutes:** The regular meeting minutes of May 23, 2022 were presented and approved by a motion from *Commissioner Johnson, seconded by Commissioner Howell, and passed by a unanimous vote.*
4. **Monthly District Report:** See attached.
5. **Unfinished Business:**
 - a. **General Manager's Annual Performance Review:** Mr. Knudson presented the General Manager's Annual Report. After discussion among the Board, the highest and lowest performance scores were removed. This motion was made by *Commissioner Johnson, seconded by Commissioner Magura, and passed by a unanimous vote.* Further discussion ensued and performance comments were revised. This motion was made by *Commissioner Johnson, seconded by Commissioner Howell, and passed by a unanimous vote.* Mr. Knudson will make changes to the report and forward the final rendition to Chair Roth for signatures.
 - b. **Backflow Testing Policy:** The District's policy was discussed in public comment at the regular Board meeting held on May 23, 2022. This item remains tabled for further discussion at the July 25, 2022 meeting.
6. **New Business:**
 - a. **Resolution 2022-03 – Fiscal Year 2022/2023 Water Rates, Fees, and Charges:** The resolution for increasing water rates, fees, and charges was presented and approved by a motion from *Commissioner Johnson, seconded by Commissioner Magura, and passed by a unanimous vote.*
 - b. **Resolution 2022-04 – Notice of Public Meetings:** The resolution for public meetings for fiscal year 2022/2023 was presented and approved by a motion from *Commissioner Johnson, seconded by Commissioner Howell, and passed by a unanimous vote.*
7. **Chair Report:** No report was presented.
8. **Adjournment:** The meeting was adjourned at 5:32 p.m.

The next regular meeting will be held on Monday, July 25, 2022 at 4:30 p.m.

James W. Johnson, Secretary

Date

Christine K. Roth, Chair

Date



MONTHLY BOARD REPORT July 2022

Water Operations

- **Capital Improvement Projects**
 - o Deemar Way/Tamara Ave (Construction of AC waterline replacement)
 - The contractor (Icon) is finalizing equipment and supplies availability; projected start date 9/1/2022
 - o Well 1 Standby Generator
 - Purchase order completed for generator unit on 6/24/2022; ECD: 8/2023
 - Drafting invitation to bid on concrete pad installation at Old Gate; ECD: 9/2022
 - o Fire Hydrant Replacement
 - Hydrant #49 (Tualamere Ave) inoperable hydrant; replacement ordered
 - Contractor hired for installation; ECD: 9/2022

- **Water Management and Conservation Plan (WMCP)**
 - o Oregon's Water Resources Department has completed the review of the District's plan
 - o We received comments on our water loss percentage and are addressing their specific areas of concern
 - The State is requiring we perform investigations and provide a report of the findings within 2 years on why we have a higher-than-normal water loss rate
 - The standard acceptable water loss rate is less than 10%
 - Supplemental information has been requested and we are actively working to provide in-depth historical data
 - o A leak detection company, Utility Services Associates, has been hired to conduct a thorough and comprehensive survey of the entire District; ECD: 10/2022
 - Access points will include mains, hydrants, valves, service lines, service connections, curb stops, and meters
 - The District's last survey was conducted in 8/2012 with 7 leaks pinpointed and 13 leak type noises detected
 - o A publicity blitz educating our customers will start in August with articles on water conservation published in the newsletter and on the District's website

- **Annual Meter Replacement Program**
 - o Meter replacement started in July and is complete for FY 22/23
 - Annual goal for the District is 70 meters (20-year life cycle)
 - Total meters replaced: 80
 - The majority of the meters replaced were early 1980 models; widespread corrosion noted as well as leaks

- **Backflow Program**
 - Annual backflow inspections are due to the District 9/30/2022
 - District statistics are as follows:
 - Total Backflow Connections: 558 (based on survey)
 - Current percent tested: 29%

- Total Connections Passed: 157
- Total Connections Failed: 3
- Customers will receive reminder for backflow testing in the August billing notice

- **Production versus Consumption Report**

PRODUCTION versus CONSUMPTION						
Month	Production (HCF)	Consumption (HCF)	Unaccounted (HCF)	Unaccounted %	Service Connection Loss %	# of Services
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, Meter Leaks 67 HCF, Hydrant/Blowoff Flush 180 HCF = 305

- **Customer Assistance Requests & On Call Duty**
 - o Site visit requests: 53
 - o Emergency callouts: 0

Finance/Administrative

- **Fiscal Year Audit 2021/2022**
 - o Audit completed 7/8/2022 by Mr. Russell Ries (Jarrad, Seibert, Pollard & Co.)
 - See attached Letter of Engagement dated July 6, 2022
 - o No discrepancies were noted; Mr. Ries will present the final report at the August meeting
- **Project Closeout for Drinking Water Source Protection Program – Septic and Private Well Abandonment Assistance, Project # U18006**
 - o See attached letters from Business Oregon dated June 24, 2022 and July 5, 2022
- **June Billing**
 - o Revenue charges: \$127,633
- **Shut-off Notices**
 - o Notices delivered to delinquent account holders 7/13/22
 - Shut-offs scheduled 8/2/22
 - 16 accounts identified: 1.1% delinquent shut-off rate
- **Employee Positions**
 - o Utility I and Financial Specialist position hired
- **Employee Training Completed**
 - o Small Water System Training Course (GM)
 - o Vehicle Safety & Mental Health News Brief (All employees)



PURCHASE ORDER

RIVERGROVE WATER DISTRICT
 17661 Pilkington Road
 Phone: 503-635-6041 Fax: 503-699-9423
 rgwd@rivergrovewater.com

P.O. # 10002022
 DATE: JUNE 24, 2022

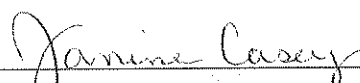
VENDOR PACIFIC POWER GROUP
 Attn: David McCallum
 6100 South 6th Way
 Ridgefield WA 98642

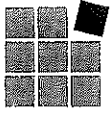
SHIP TO Rivergrove Water District
 4100 Old Gate Road
 Lake Oswego, OR 97034-7235
 Phone: 503-635-6041

SHIPPING METHOD	TERMS	REQUIRED BY/DELIVERY DATE
Vendor responsible for shipping	Equipment and services shall be provided in accordance with the terms and conditions of this purchase order and the bid proposal submitted by Pacific Power Group on May 12, 2022 for provisioning of Standby Generator Equipment. Note: A liquidated damage provision of 5% of the value of the order will commence 392 days post award if Vendor has demonstrated Contract Non-Performance per Rivergrove Terms and Conditions.	No later than 392 calendar days from signed purchase order.

ITEM #	DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
1	Standby Generator Equipment MTU 200 kW Diesel Engine Generator Set	1	61,656.00	61,656.00
2	Generator Disconnect	1	5,254.00	5,254.00
3	Installation Support and Commissioning	1		included
4	Engineering and O&M Manual Submittals	1		included
			SUBTOTAL	66,819.00
			SALES TAX	0.00
			TOTAL	66,819.00

1. Please send two copies of invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to deliver as specified.
4. Send all correspondences to:
 Janine Casey, General Manager, Rivergrove Water District
 17661 Pilkington Road
 Lake Oswego, Oregon 97035-5360
 Phone: 503-635-6041 Fax: 503-699-9423


 Authorized by: Janine Casey, General Mgr Date: 6/30/22



Jarrard, Seibert, Pollard & Co. LLC

1800 Blankenship Rd., Suite 450
West Linn, OR 97068-4198
503-723-7600 503-723-5100 FAX

July 6, 2022 Certified Public Accountants

To Board of Directors
Rivergrove Water District
Clackamas County, Oregon

COPY

We are pleased to confirm our understanding of the services we are to provide Rivergrove Water District for the year ended June 30, 2022. We will audit the financial statements of the business-type activities, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Rivergrove Water District as of and for the year ended June 30, 2022.

We have also been engaged to report on supplementary information that accompanies Rivergrove Water District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Combining schedules.
- 2) Budgetary comparison schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Management discussion and analysis.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with modified cash basis accounting and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; and will include tests of accounting records, and other procedures we consider necessary to enable us to express such opinions. Our reports will be addressed to the Board of Directors of Rivergrove Water District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of

management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Rivergrove Water District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements, and related notes of Rivergrove Water District in conformity with financial statements prepared on the modified cash basis of accounting based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, and all accompanying information in conformity with financial statements prepared on the modified cash basis of accounting; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities relating to the financial statements, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Jarrard, Seibert, Pollard and Co., LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Jarrard, Seibert, Pollard & Co., LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit in approximately July, 2022 and to issue our reports no later than September, 2022. Russell T. Ries is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$6,310. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Rivergrove Water District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

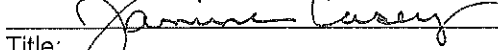
Very truly yours,


Jarrard, Seibert, Pollard & Co., LLC
Certified Public Accountants

RESPONSE:

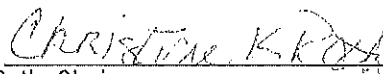
This letter correctly sets forth the understanding of Rivergrove Water District

Management signature:



Title: Janine Casey General Manager

Date: 7/13/22

Governance signature: 

Title: Christine K. Roth, Chair

Date: 7/13/22



July 5, 2022

Christine Roth, Chair
Rivergrove Water District
17661 Pilkington Rd.
Lake Oswego, OR 97035

RE: Project Closeout for Drinking Water Source Protection Program, Septic and Private Well Abandonment Assistance, Project Number U18006

Dear Ms. Roth:

We have determined that the terms and conditions related to project completion have been met.

OBDD consents to waive the contract condition requiring submittal of a final project completion report as noted in Section 6.C.(5) of the contract.

This letter signifies that the project has been formally closed. We are pleased to have been a part of your project, which has been successful in strengthening the local economy.

Should you have any questions or need further assistance, please do not hesitate to contact your Regional Project Manager, Matthew Mattia, at 503-856-2306.

Sincerely,

Melisa Drugge

Melisa Drugge, Regional Development Manager
Business Oregon

c: Janine Casey, Rivergrove Water District General Manager
Colin Sears, Regional Development Officer
Tom Pattee, OHA
Julie Harvey, DEQ
Casey Lyon, OHA



June 24, 2022

Christine Roth, Chair
Rivergrove Water District
17661 Pilkington Rd.
Lake Oswego, OR 97035

RE: Monitoring for Drinking Water Source Protection Fund, Septic and Private Well
Abandonment Assistance, Project Number U18006

Dear Ms. Roth:

I conducted a review of legal, financial, and other documents related to the project.

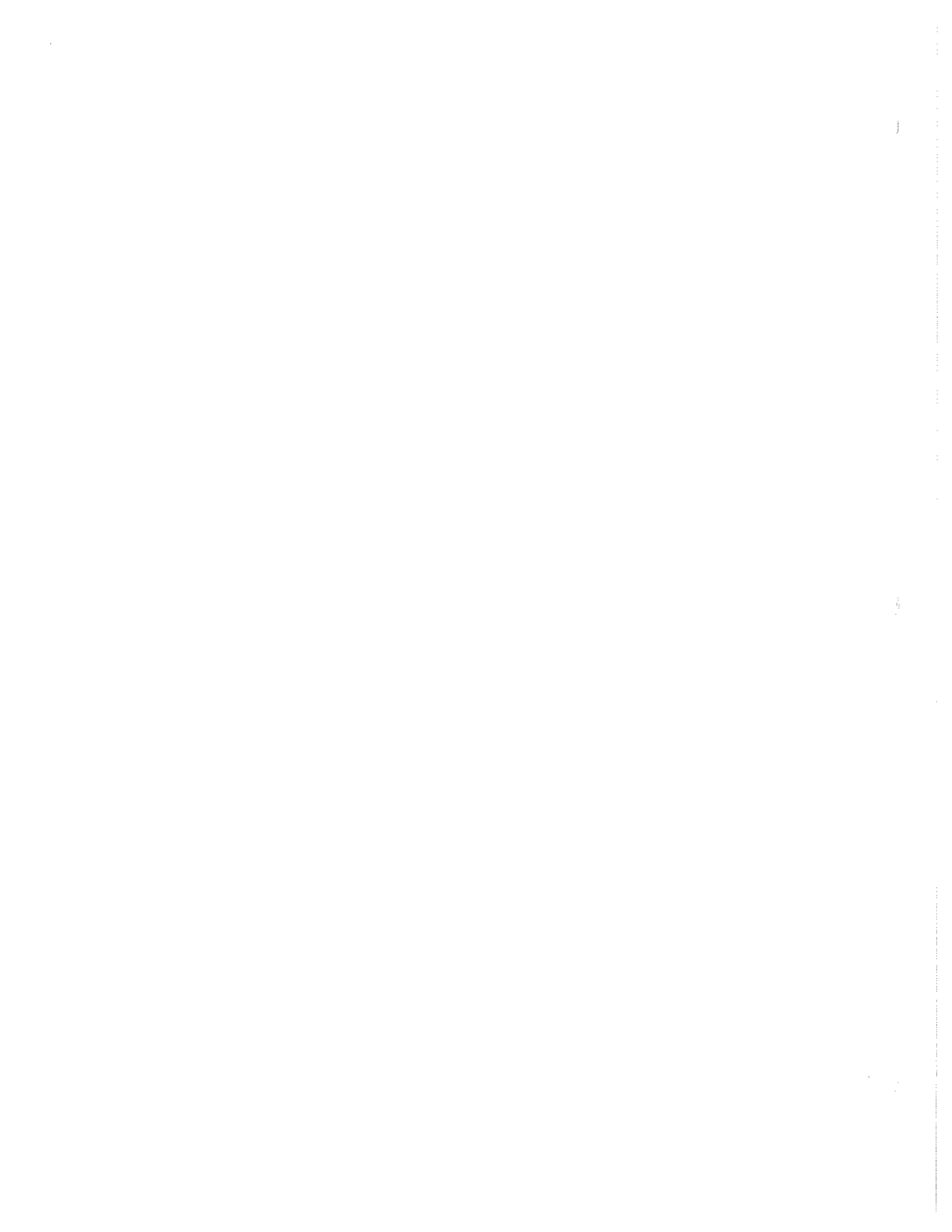
The review indicates that program funds expended on the project were administered in compliance with the contract.

We would like to thank your staff for providing assistance during the review. If you have any questions, please contact me at 503-856-2306.

Sincerely,

Matthew Mattia, Regional Project Manager
Business Oregon

C: Janine Casey, Rivergrove Water District General Manager
Colin Sears, Regional Development Officer



Monthly Reconciliation Summary June 2022

Reviewed & Approved by Commissioners
Board Meeting: July 25, 2022

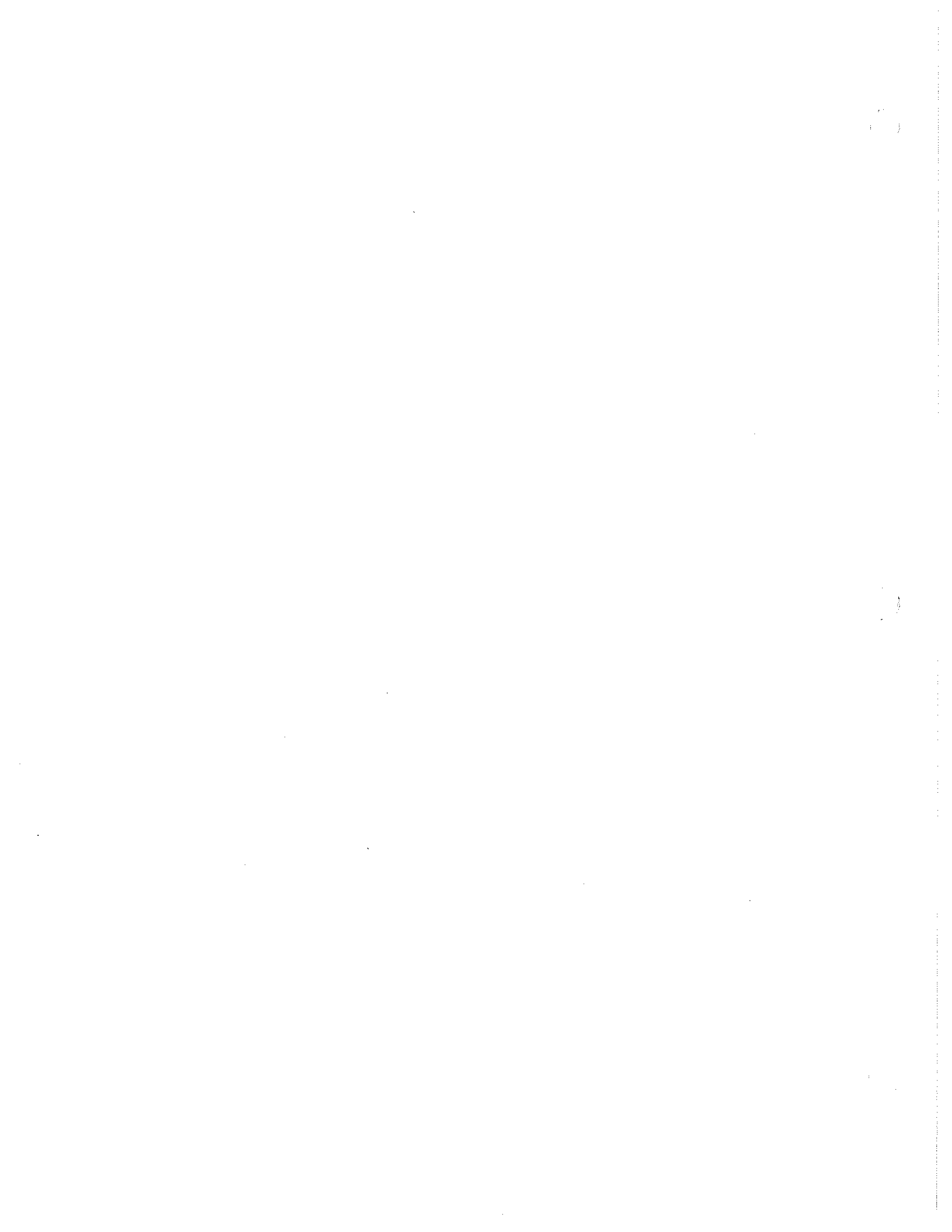
Bank	QB's	Bank	Beginning	Statement	QuickBooks	
Account	Account	Statement	QuickBooks	Ending	Ending	Uncleared
Name	Number	Date	Balance	Balance	Balance	Balance
Banner Bank (Checking Act)	1015	6/30/2021	\$275,455.33	\$184,844.97	\$180,389.43	\$4,455.54
Banner Bank (Deposit Act)	1085	6/30/2021	\$52,191.90	\$52,286.91	\$52,286.91	\$0.00
LGIP (SDC)	1106	6/30/2021	\$418,213.07	\$418,539.28	\$418,539.28	\$0.00
LGIP (Capital Improvement)	1107	6/30/2021	\$889,964.63	\$965,667.85	\$965,667.85	\$0.00
LGIP (Unemployment)	1108	6/30/2021	\$31,711.82	\$31,736.56	\$31,736.56	\$0.00
LGIP (Truck)	1109	6/30/2021	\$25,871.58	\$25,891.76	\$25,891.76	\$0.00
LGIP (Non-Restricted)	1110	6/30/2021	\$245,030.84	\$245,221.96	\$245,221.96	\$0.00

Checks issued this period 9604 - 9630 from Banner Bank Act 1015

Checks voided this period: None

RIVERGROVE WATER DISTRICT
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1015 · Checking - Banner Bank	180,389.43
1085 · Water Deposit-Banner Bank	52,286.91
1100 · LGIP	
1101 · Restricted	
1106 · System Development Account	418,539.28
1107 · Capital Improvement Account	965,667.85
1108 · Unemployment Account	31,736.56
1109 · Truck & Equipment Account	25,891.76
Total 1101 · Restricted	<u>1,441,835.45</u>
1110 · Non-Restricted	<u>245,221.96</u>
Total 1100 · LGIP	<u>1,687,057.41</u>
Total Checking/Savings	<u>1,919,733.75</u>
Total Current Assets	<u>1,919,733.75</u>
TOTAL ASSETS	<u>1,919,733.75</u>
LIABILITIES & EQUITY	
Equity	
32000 · All Fund Balances	1,558,114.41
Net Income	361,619.34
Total Equity	<u>1,919,733.75</u>
TOTAL LIABILITIES & EQUITY	<u>1,919,733.75</u>



Accounts Receivable Summary

From 06/10/2022 Through 06/30/2022

	Amount	Usage	Count	Total	Balance
OPEN BALANCE	3,101.49				3,101.49
BI-MONTHLY-Adjustment					
WATER-RESIDENTIAL	-505.81		26		
Totals	-505.81	0.00	26		2,595.68
WAT.Penalty-RESIDENTIAL	-60.00		4		
Totals	-60.00	0.00	4		2,535.68
***Total Adjustment	-565.81	0.00	30		
BI-MONTHLY-Charge					
WATER-RESIDENTIAL	66,949.04	57,671.46	1,369	124,620.50	
WATER-COMMERCIAL	176.59	199.00	3	857.17	
WATER-PUBLIC AUTHORITY	930.74	280.44	5	1,211.18	
WATER-HOA IRRIGATION	627.83	34.20	9	662.03	
WATER-ADULT CARE FACILITIES	134.07	116.28	2	250.35	
WATER-CHURCH	91.55	10.26	1	101.81	
Totals	68,909.82	58,793.22	1,389	127,703.04	130,238.72
***Total Charge	68,909.82	58,793.22	1,389	127,703.04	
BI-MONTHLY-Payment					
WATER-RESIDENTIAL	-28,904.75		365		
WATER-COMMERCIAL	-378.83		1		
WATER-PUBLIC AUTHORITY	-1,122.72		3		
WATER-HOA IRRIGATION	-183.10		2		
Totals	-30,589.40		371		99,649.32
WAT.Penalty-RESIDENTIAL	-360.00				
Totals	-360.00				99,289.32
***Total Payments	-30,949.40		371		
BI-MONTHLY-Deposit Applied					

WATER-RESIDENTIAL

-350.00
-350.00

Totals

7
7

98,939.32

***Total Deposit Applied

-350.00

7

Closing Balance

98,939.32

RIVERGROVE WATER DISTRICT
Check Register
1-30 June 2022

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	06/01/2022		Deposit		301.28	263,796.39
Deposit	06/01/2022		Deposit		465.39	264,097.67
Check	06/02/2022	ACH	AFLAC	Monthly Health Premium May 2022 Invoice 332177	-310.99	264,563.06
Check	06/02/2022	ACH	VANCO Payment Solutions	Monthly Service Fee May 2022 Invoice 00012577186	-65.00	264,252.07
Check	06/02/2022	ACH	WATER ENVIRONMENT SERVICES	18810 Hill Top Rd Surface Water 5/1/22-6/1/22	-14.10	264,187.07
Deposit	06/02/2022		Deposit		1,539.22	265,712.19
Deposit	06/02/2022		Deposit		98.56	265,810.75
Check	06/03/2022	ACH	PAYCHEX	Payroll 5/29/22-6/3/22 Invoice 2022060301	-115.25	265,695.50
General Journal	06/03/2022	PR 6/3/22	Payroll	Payroll 5/29/22-6/3/22	-1,833.68	263,861.82
Deposit	06/06/2022		Deposit		57.52	263,919.34
Check	06/06/2022	ACH	U.S. BANK EQUIPMENT FINANCE	Monthly Copier/Server Fee 5/26/22-6/26/22 Invoice 479908887	-688.05	263,231.29
Check	06/06/2022	ACH	PGE	Monthly Electric Fees 5/04/22-6/2/22 Invoice: Multiple	-2,818.91	260,412.38
Deposit	06/06/2022		Deposit		50.00	260,462.38
General Journal	06/06/2022	jc	Customer Refund	Customer Refund	-50.00	260,412.38
Deposit	06/06/2022		Deposit		37.00	260,449.38
Deposit	06/08/2022		Deposit		231.51	260,680.89
Deposit	06/08/2022		Deposit		101.20	260,782.09
Deposit	06/08/2022		Deposit		80.00	260,862.09
Deposit	06/10/2022		Deposit		192.78	261,054.87
Deposit	06/10/2022		Deposit		42.00	261,096.87
Deposit	06/13/2022		Deposit		95.14	261,192.01
Check	06/13/2022	ACH	METEREADERS, LLC	Meter Readings June 2022 Invoice 10292	-952.20	260,239.81
Check	06/13/2022	ACH	VERIZON WIRELESS	Monthly Service 5/2/21-6/1/22 Invoice 9907739468	-382.57	259,857.24
Deposit	06/13/2022		Deposit		66.46	259,923.70
Deposit	06/13/2022		Deposit		315.97	260,239.67
Check	06/14/2022	ACH	KAISER FOUNDATION HEALTH PLAN	Monthly Health Premium 7/1/22-7/31/22 Invoice 0015724058	-1,123.08	259,116.59
Deposit	06/14/2022		Deposit		754.58	259,871.17
Check	06/14/2022	ACH	PAYCHEX	Payroll 5/29/22-6/1/22 Invoice 2022061401	-60.62	259,810.55
General Journal	06/14/2022	PR 6/11/22	Payroll	Deferred Comp Payroll - 5/29/22-6/1/22	-1,415.38	258,395.17
General Journal	06/14/2022	PR 6/11/22	Payroll	Deferred Comp Payroll - 5/29/22-6/1/22	-252.07	258,143.10
General Journal	06/14/2022	PR 6/11/22	Payroll	Payroll 5/29/22-6/1/22	-3,805.95	254,337.15
General Journal	06/14/2022	PR 6/11/22	Payroll	Payroll 5/29/22-6/1/22	-2,166.60	252,170.55
Check	06/14/2022	ACH	COMCAST CABLE	Monthly Service 5/22/22-6/21/22 Act 8778-10-899-0001186	-583.42	251,587.13

Check Register
1-30 June 2022

Check	06/14/2022	ACH	PACIFIC OFFICE AUTOMATION INC	Monthly Copier Service	6/14/2022-7/13/2022	Invoice 502024305:	-426.97	251,160.16
Check	06/14/2022	ACH	Banner Bank (MASTERCARD)	Act 6660 Casey - Monthly Charges	4/6/22-5/7/22		-1,926.76	249,233.40
Check	06/14/2022	ACH	Moonlight Business Process Outsourcing	June 2022 Newsletter	Invoice 13116		-245.00	248,988.40
Check	06/14/2022	ACH	Moonlight Business Process Outsourcing	June 2022 Billing	Invoice 131167		-961.40	248,027.00
Deposit	06/15/2022			Deposit			49.36	248,076.36
General Journal	06/15/2022	jc	Customer Refund	Customer Refund			50.00	248,126.36
Deposit	06/15/2022			Deposit			6.46	248,132.82
Check	06/15/2022		Service Charge	Service Charge			-235.34	247,897.48
Deposit	06/16/2022			Deposit			132.59	248,030.07
Transfer	06/16/2022		Funds Transfer	Funds Transfer - FY21/22 Budget Allocation	\$75,000		-75,000.00	173,030.07
Deposit	06/17/2022			Deposit			352.66	173,382.73
Check	06/17/2022	9604	CONTINENTAL UTILITY SOLUTIONS, INC	Annual Maint & Technical Support	8/31/22-8/31/23	Invoice M1960	-2,230.00	171,152.73
General Journal	06/17/2022	jc	Customer Refund	Customer Refund			50.00	171,202.73
Deposit	06/17/2022			Deposit			1,036.54	172,239.27
Check	06/21/2022	9605	TMG SERVICES, INC.	Well 1 Chlorine Generator	Invoice 0048405-IN		-482.02	171,757.25
Check	06/21/2022	9606	GUARDIAN SYSTEMS NW, INC	Service Call - Alarm System	Invoice 99909		-95.00	171,662.25
Check	06/21/2022	9607	CONCENTRA MEDICAL CENTERS	Personnel Testing	Invoice 75591988		-72.00	171,590.25
Check	06/21/2022	9608	Cable Huston, LLP	General Services	March 2022	Invoice 119461	-425.00	171,165.25
Check	06/21/2022	9609	OAWU	Operator of Record (DRC)	June 22 Contract Fee	Invoice 33051	-950.00	170,215.25
Check	06/21/2022	9610	HR ANSWERS	HR Professional Services-investigation	Invoice 51097		-304.00	169,911.25
Check	06/21/2022	9611	THOMAS GREGOIRE	Rent & Utilities	July 2022		-1,364.70	168,546.55
Check	06/21/2022	9612	Control Systems NW, LLC	SCADA Program	Invoice 740		-732.62	167,813.93
Check	06/21/2022	9613	PRIVATE UTILITY LOCATING, LLC	Locates	Invoice Multiple		-337.50	167,476.43
Check	06/21/2022	9614	GENERAL PACIFIC, INC	Meter Purchase	Qty: 30	Invoice 1436992	-2,160.00	165,316.43
Check	06/21/2022	9615	Gravy Ink	District Hats	Invoice 0119		-95.93	165,220.50
Check	06/21/2022	9616	Pamplin Media Group	Notice of Budget Hearing	Ad #: 242377		-279.96	164,940.54
Check	06/21/2022	9617	RH2 Engineering, Inc.	Engineering Services	Apr 22	Invoice 86078	-2,520.00	162,420.54
Check	06/21/2022	9618	CPAWC	Annual Dues for Fiscal Year	2022/2023	Invoice RGWD-2022	-150.00	162,270.54
Check	06/21/2022	9619	Janine Casey	General Supplies	Home Depot Receipt 6/8/22		-409.69	161,860.85
Deposit	06/21/2022			Deposit			665.37	162,526.22
Deposit	06/21/2022			Deposit			93.82	162,620.04
Deposit	06/21/2022			Deposit			374.33	162,994.37
Deposit	06/21/2022			Deposit			460.56	163,454.93
Deposit	06/21/2022			Deposit			600.00	164,054.93
Deposit	06/21/2022			Deposit			2,119.08	166,174.01

RIVERGROVE WATER DISTRICT

Check Register

1-30 June 2022

8:13 AM
07/06/22
Accrual Basis

Deposit	06/21/2022	Deposit	13,648.00	179,822.01
Check	06/21/2022	RH2 Engineering, Inc.	-498.75	179,323.26
Check	06/21/2022	RH2 Engineering, Inc.	-460.25	178,863.01
Check	06/21/2022	RH2 Engineering, Inc.	-2,272.75	176,590.26
Deposit	06/21/2022	Deposit	1,371.87	177,962.13
General Journal	06/21/2022	Customer Refund	50.00	178,012.13
General Journal	06/21/2022	Customer Refund	50.00	178,062.13
Deposit	06/21/2022	Deposit	4,376.57	182,438.70
Check	06/21/2022	Board Relations & GM Evaluation	-3,325.00	179,113.70
Deposit	06/22/2022	Deposit	380.34	179,494.04
General Journal	06/22/2022	Customer Refund	50.00	179,544.04
Deposit	06/22/2022	Deposit	3,287.59	182,831.63
Deposit	06/22/2022	Deposit	797.49	183,629.12
Deposit	06/23/2022	Deposit	340.75	183,969.87
Check	06/23/2022	General Services-Lease Invoice 119966	-1,465.00	182,484.87
Check	06/23/2022	General Services-Board April 2022 Invoice 119965	-2,277.50	180,207.37
Check	06/23/2022	Rent Increase 01/2022-07/2022	-1,127.00	179,080.37
Deposit	06/24/2022	Deposit	256.10	179,336.47
Deposit	06/24/2022	Deposit	4,570.44	183,906.91
Check	06/24/2022	Locates Invoice Multiple	-225.00	183,681.91
Check	06/24/2022	Monthly Fuel Charges 5/24/22-6/23/22 Invoice 81584989	-317.87	183,364.04
Deposit	06/27/2022	Deposit	141.08	183,505.12
Deposit	06/27/2022	Deposit	163.70	183,668.82
Deposit	06/27/2022	Deposit	381.52	184,050.34
General Journal	06/27/2022	Customer Refund	50.00	184,100.34
Deposit	06/27/2022	Deposit	800.67	184,901.01
Deposit	06/27/2022	Deposit	466.00	185,367.01
Deposit	06/27/2022	Deposit	1,004.41	186,371.42
General Journal	06/28/2022	Customer Deposit	-50.00	186,321.42
Deposit	06/28/2022	Deposit	4,004.70	190,326.12
Check	06/28/2022	Payroll 6/12/22-6/25/22 Invoice 2022062801	-63.31	190,262.81
General Journal	06/28/2022	Deferred Comp Payroll - 6/12/22-6/25/22	-1,415.38	188,847.43
General Journal	06/28/2022	Deferred Comp Payroll - 6/12/22-6/25/22	-514.79	188,332.64
General Journal	06/28/2022	Payroll - 6/12/22-6/25/22	-5,205.92	183,126.72
General Journal	06/28/2022	Payroll - 6/12/22-6/25/22	-3,163.32	179,963.40

Check Register

1-30 June 2022

Deposit	06/28/2022		Deposit	834.70	180,798.10
Deposit	06/29/2022		Deposit	170.54	180,968.64
Deposit	06/29/2022		Deposit	452.82	181,421.46
Check	06/30/2022	9628	Alexin Analytical Laboratories, Inc	-1,535.00	179,886.46
Check	06/30/2022	9629	Customer Refund	-38.08	179,848.38
Check	06/30/2022	9630	CONTINENTAL UTILITY SOLUTIONS, INC	-12.00	179,836.38
Deposit	06/30/2022		ACH Activation Fee 5/27/22-6/24/22	133.91	179,970.29
Deposit	06/30/2022		Deposit	419.14	180,389.43
				<u>-83,406.96</u>	<u>180,389.43</u>
				<u>-83,406.96</u>	<u>180,389.43</u>

RIVERGROVE WATER DISTRICT

Revenue & Expense Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Income				
4005 · Water Sales & Charges	966,403.01	946,000.00	20,403.01	102.16%
4010 · Water Deposit Fee	5,756.86	7,500.00	-1,743.14	76.76%
4015 · New Service Fee	200.00	400.00	-200.00	50.0%
4020 · Installation Fee	2,200.00	4,000.00	-1,800.00	55.0%
4024 · Pre-Application Meeting Fee	0.00	1,000.00	-1,000.00	0.0%
4026 · Development Security Deposit	0.00	10,000.00	-10,000.00	0.0%
4030 · Delinquent & Restoration Fee	10,970.00	10,000.00	970.00	109.7%
4035 · SDC Chgs-SDC Restricted CI Fund	50,018.00	48,000.00	2,018.00	104.2%
4039 · SDWL Loan #2 (CI) CI Fund	346,742.00	100,000.00	246,742.00	346.74%
4056 · Bank Interest/LGIP Interest				
4058 · Banner - Water Dep Interest Ear	350.74	1,000.00	-649.26	35.07%
4059 · LGIP - Non Restrict Int Earn	1,412.93	2,000.00	-587.07	70.65%
4064 · SDC Interest-LGIP CI Fund	2,405.18	3,600.00	-1,194.82	66.81%
4065 · CI Interest -LGIP CI Fund	4,433.22	3,600.00	833.22	123.15%
4066 · LGIP-Int Earn Unemployment Fund	174.26	250.00	-75.74	69.7%
4067 · LGIP-Int Earn Truck&Equip Fund	134.53	160.00	-25.47	84.08%
Total 4056 · Bank Interest/LGIP Interest	8,910.86	10,610.00	-1,699.14	83.99%
4070 · Legal Review-Development Issues	0.00	1,000.00	-1,000.00	0.0%
4071 · Lease Income	0.00	120.00	-120.00	0.0%
4090 · Miscellaneous Income	11,863.82	5,000.00	6,863.82	237.28%
Total 4000 · Income	1,403,064.55	1,143,630.00	259,434.55	122.69%
Total Income	1,403,064.55	1,143,630.00	259,434.55	122.69%
Gross Revenue	1,403,064.55	1,143,630.00	259,434.55	122.69%
Expense				
5000 · Personnel Services				
5001 · Compensation				
5020 · Administrative Wages	97,462.98	142,000.00	-44,537.02	68.64%
5040 · Operator Wages	101,762.61	128,000.00	-26,237.39	79.5%
5090 · Deferred Compensation	22,281.09	33,000.00	-10,718.91	67.52%
Total 5001 · Compensation	221,506.68	303,000.00	-81,493.32	73.11%
5100 · Payroll Tax Expense	18,591.13	35,000.00	-16,408.87	53.12%
5110 · Unemployment Costs	0.00	28,406.00	-28,406.00	0.0%
5200 · Payroll Benefits				
5210 · Workers' Compensation	234.43	3,500.00	-3,265.57	6.7%
5220 · Health Benefits	26,038.03	55,000.00	-28,961.97	47.34%
5240 · Wellness Benefit	0.00	600.00	-600.00	0.0%
Total 5200 · Payroll Benefits	26,272.46	59,100.00	-32,827.54	44.45%
Total 5000 · Personnel Services	266,370.27	425,506.00	-159,135.73	62.6%
6000 · Material Services				
6001 · Administration/Billing/Overhead				
6005 · Property/Liability Insurance	23,306.62	19,000.00	4,306.62	122.67%

RIVERGROVE WATER DISTRICT

Revenue & Expense Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
6006 · Furn & Office Equipment - Admin	0.00	2,000.00	-2,000.00	0.0%
6007 · Bank Service Charges				
6008 · Banner - Check Bank Charges	2,022.72	1,999.00	23.72	101.19%
6010 · Vanco Service Charges	836.00	1,000.00	-164.00	83.6%
6013 · LGIP-CI Ser Chg-CI Fund	0.55	1.00	-0.45	55.0%
Total 6007 · Bank Service Charges	2,859.27	3,000.00	-140.73	95.31%
6018 · Meeting/Food Expense	0.00	1,000.00	-1,000.00	0.0%
6019 · Office Supplies, Equip, Repair	1,854.15	3,000.00	-1,145.85	61.81%
6020 · Postage & Shipping	249.39	2,000.00	-1,750.61	12.47%
6025 · Printing & Duplicating	714.42	3,000.00	-2,285.58	23.81%
6030 · Publications & Elections	3,471.02	2,500.00	971.02	138.84%
6035 · Rent	15,027.00	14,400.00	627.00	104.35%
6040 · Janitorial	0.00	2,000.00	-2,000.00	0.0%
6045 · Telephone - Admin	11,542.97	13,000.00	-1,457.03	88.79%
6050 · Mileage Expenses	0.00	500.00	-500.00	0.0%
6060 · Continued Education	1,471.00	5,000.00	-3,529.00	29.42%
6065 · Dues & Subscriptions	5,359.55	6,000.00	-640.45	89.33%
6070 · Fees, License, & Permits	5,585.70	5,000.00	585.70	111.71%
6075 · Water Deposit Refunds	5,808.80	7,500.00	-1,691.20	77.45%
6076 · Unclaimed Property	0.00	200.00	-200.00	0.0%
6080 · Water Sales Overpay	1,234.54	2,000.00	-765.46	61.73%
6090 · Meter Reading	5,713.89	6,000.00	-286.11	95.23%
6095 · Utilities/Office	2,266.47	2,500.00	-233.53	90.66%
6096 · Development Review Deposit Ref	0.00	10,000.00	-10,000.00	0.0%
6099 · Contracted Services - Admin				
6099-0 · Billing	8,956.54	8,000.00	956.54	111.96%
6099-1 · Copier IT	13,150.32	18,000.00	-4,849.68	73.06%
6099-2 · Personnel	0.00	5,000.00	-5,000.00	0.0%
6099-3 · Website	1,200.00	1,500.00	-300.00	80.0%
Total 6099 · Contracted Services - Admin	23,306.86	32,500.00	-9,193.14	71.71%
Total 6001 · Administration/Billing/Overhead	109,771.65	142,100.00	-32,328.35	77.25%
6101 · Operation & Maintenance				
6100 · General Repair & Maintenance	30,013.51	40,000.00	-9,986.49	75.03%
6105 · Utilities	36,219.27	38,000.00	-1,780.73	95.31%
6110 · Small Tools & Equipment	869.68	2,500.00	-1,630.32	34.79%
6120 · Water Testing	3,165.00	4,500.00	-1,335.00	70.33%
6125 · Truck Maintenance	2,555.63	3,000.00	-444.37	85.19%
6130 · Gas & Oil	2,771.29	3,500.00	-728.71	79.18%
6135 · Telemetry/Scada	3,059.27	10,000.00	-6,940.73	30.59%
6155 · Chemicals	3,023.77	5,000.00	-1,976.23	60.48%
6160 · Contracted Services-Operations	24,049.43	18,000.00	6,049.43	133.61%
6165 · PPE/Safety Equipment	1,484.62	2,000.00	-515.38	74.23%
6170 · Mobile Radio Phone/Pager Operat	4,420.69	6,500.00	-2,079.31	68.01%
6185 · Operations -Computer/Equipment	0.00	2,500.00	-2,500.00	0.0%

RIVERGROVE WATER DISTRICT

Revenue & Expense Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
6190 · Cross Connect Program Supplies	840.47	10,000.00	-9,159.53	8.41%
6195 · Meters	6,454.00	3,000.00	3,454.00	215.13%
Total 6101 · Operation & Maintenance	118,926.63	148,500.00	-29,573.37	80.09%
6202 · Professional Services				
6208 · Auditor	8,260.00	10,000.00	-1,740.00	82.6%
6209 · Consultants	8,253.00	2,500.00	5,753.00	330.12%
6210 · Engineering (Non-Reimbursable)	144,709.95	100,000.00	44,709.95	144.71%
6211 · Engineering (Reimbursable)	0.00	1,000.00	-1,000.00	0.0%
6215 · Legal Fees (Non-Reimbursable)	20,428.50	4,000.00	16,428.50	510.71%
6216 · Legal Fees (Reimbursable)	0.00	1,000.00	-1,000.00	0.0%
Total 6202 · Professional Services	181,651.45	118,500.00	63,151.45	153.29%
Total 6000 · Material Services	410,349.73	409,100.00	1,249.73	100.31%
7000 · Operating Capital Outlay				
7010 · Tool/Equip/Vehicles/Safety-CO	0.00	5,000.00	-5,000.00	0.0%
7040 · Fire Protection & Fire Flows-CO	18,814.46	35,000.00	-16,185.54	53.76%
Total 7000 · Operating Capital Outlay	18,814.46	40,000.00	-21,185.54	47.04%
8000 · Debt Recov./Capital Improvement				
8451 · CI-Standby Power CI Fund	0.00	89,000.00	-89,000.00	0.0%
8453 · CI-Res.#3 Lndsld&Seis Upgr-CIF	259,872.53	75,000.00	184,872.53	346.5%
8454 · SDWL#1 Install Pmt CI-CI Fund	13,352.00	13,352.00	0.00	100.0%
8455 · SDWL #2 Install Pmt CI-CI Fund	0.00	413,000.00	-413,000.00	0.0%
8456 · CI Distribution Contingencies	0.00	10,000.00	-10,000.00	0.0%
8457 · CI Dist.Main Projects	416.30	128,000.00	-127,583.70	0.33%
8460 · SDC-Res#3 Lndsde&Seis Upg-CIF	32,207.66	413,000.00	-380,792.34	7.8%
8461 · SDC -Standby Power-CI Fund	0.00	9,000.00	-9,000.00	0.0%
8464 · SDWL#1 Install Pmt SDC-CIF	40,062.26	40,062.00	0.26	100.0%
8466 · SDC Project Contingencies-CIF	0.00	1,090.00	-1,090.00	0.0%
Total 8000 · Debt Recov./Capital Improvement	345,910.75	1,191,504.00	-845,593.25	29.03%
Total Expense	1,041,445.21	2,066,110.00	-1,024,664.79	50.41%
Net Ordinary Income	361,619.34	-922,480.00	1,284,099.34	-39.2%
Other Income/Expense				
Other Income				
9100 · Other Income				
9115 · Transfer In - Capital Improve	275,000.00	275,000.00	0.00	100.0%
9120 · Transfer In - Unemployment	3,000.00	3,000.00	0.00	100.0%
9125 · Transfer In - Truck & Equipment	5,000.00	5,000.00	0.00	100.0%
Total 9100 · Other Income	283,000.00	283,000.00	0.00	100.0%
Total Other Income	283,000.00	283,000.00	0.00	100.0%
Other Expense				
9200 · Other Expense				
9205 · Transfer Out - Gen Operating	283,000.00	283,000.00	0.00	100.0%
Total 9200 · Other Expense	283,000.00	283,000.00	0.00	100.0%
Total Other Expense	283,000.00	283,000.00	0.00	100.0%
Net Other Income	0.00	0.00	0.00	0.0%

RIVERGROVE WATER DISTRICT
Revenue & Expense Budget vs. Actual
July 2021 through June 2022

Net Income

<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<u>361,619.34</u>	<u>-922,480.00</u>	<u>1,284,099.34</u>	<u>-39.2%</u>



17661 Pilkington Rd.
Lake Oswego
OR 97035

p: 503.635.6041
f: 503.699.9423

www.rivergrovewater.com

February 10, 2021

Dear Rivergrove Customer,

The District is responsible for protecting the public water supply from contamination by preventing backflow into the water system. The State of Oregon (OAR-333-061-0070) requires customers with an irrigation system have a backflow installed and have this device tested annually. All installed backflow assemblies must be tested by a state certified tester upon installation and annually thereafter to ensure these assemblies are fully operational.

Effective March 1, 2021, customers with an irrigation system will be required to have annual backflow tests conducted. These tests will be due to the District **no later than September 30, 2021**. If test results have not been received by September 30th, these customers will be in noncompliance and subject to interruption of water service. A list of certified testers can be found on our website at: www.rivergrovewater.com. If your irrigation system has been abandoned and no longer in use, Rivergrove will need to inspect your system to ensure it is not a threat to the public water supply. Contact the office at 503.635.6041 to schedule a premise inspection.

Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Christine Roth".

Christine K. Roth
Chair, Board of Commissioners

participating as a Board member in any discussion, debate, or vote on the issue giving rise to the actual conflict, pursuant to Oregon Government Ethics Law. Members must publicly declare a potential conflict of interest prior to taking any official action on the issue giving rise to the potential conflict and may abstain or vote on the issue when allowed to do so by law.

2. BYLAWS OF BOARD

Section 2.1 Number of Positions and Terms

- A. The Board shall consist of five members serving four (4) year terms, elected by RGWD voters pursuant to ORS Chapters 198, 255, and 264.
- B. No person, elected or appointed, shall be sworn in unless the qualifications set forth in ORS Chapters 198, 255, and 264 are met. If an eligibility question arises, the Board will obtain an opinion from legal counsel prior to administering the oath of office.
- C. Unless filling a vacancy, terms start officially on July 1. A new member must qualify by taking an oath of office before assuming the duties of the position. (Added) The Rivergrove Water District Oath of Office is as follows, “I, _____, do solemnly swear, (affirm), that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the Charter and Ordinances of the Rivergrove Water District, and that I will faithfully discharge the duties of Commissioner according to the best of my ability”. This oath will be given to each new member-elect at the first regularly scheduled Board meeting following the initial date of the term of office.
- D. Should a vacancy occur on the Board, that vacancy will be advertised and the Board will select an individual from among those indicating their interest. ORS 198.320 will be followed in fulfilling this procedure.

Section 2.2 Officers

- A. The officers of the Board shall consist of:
1. Chair
 2. Secretary
 3. Treasurer
- B. At the first meeting in July of each year, the Board shall elect from its members the officers for the year then begun.

F. Except in the case of emergency meetings, all meetings are to be posted and advertised as required by law. The Board from time to time may require posting or publication of additional notices as it deems necessary to provide notice to the public.

G. The District will use the Attorney General's Public Records and Meetings Manual as a guidance document.

Section 1.9 Agenda Preparation

A. Agenda items for Board Meeting are submitted to the Board Chair on a monthly basis for approval. All items must be submitted no later than 8 days before the scheduled regular meeting.

B. The Board Chair may approve, add, or delete agenda items prior to approval of the agenda. The Board Chair can add, edit, or delete emergency items up to the time of the Board Meeting.

Section 1.10 Preparation for Board Meetings

A. The Water District Manager shall prepare, distribute, and post all public notices.

B. The agenda and the public notice of the time and place of the meeting will simultaneously be distributed to the Board, and interested persons, including news media which have requested notice. Agenda will be posted at the RGWD office, the RGWD web page, and other locations as designated by the Board.

C. Board members will receive a Board packet electronically or in hard copy.

D. Other interested persons may request a packet in writing to the Water District Manager. RGWD may charge for copies of the Board packet per RGWD's public records policies if the person requesting the packet does not agree to receive it electronically.

Section 1.11 Procedures During Board Meetings

A. Except as otherwise provided by state law, Board policy and/or Board Motion shall guide the Board in its deliberations. Rules may be amended at any meeting by majority vote. The order of business may be suspended at any meeting by a majority vote of those present.

B. Public Participation

1. The Board will provide a time at each meeting for public comment on non-agenda items. The Water District Manager will provide a process for those wanting to make public comment. All remarks

should be addressed to the Board as a body. Each person is allowed a maximum of three minutes unless allocated additional time by the Board. Time may not be yielded or allocated by one person to another.

2. Meeting Conduct - Persons attending and making statements shall do so in a courteous and professional manner, and common respect will be maintained among all participants. The Board Chair has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of the meeting. The Chair may regulate the order and length of appearances and limit appearances to presentations of relevant points and to limit repetitive and redundant comment. Only Commissioners or the Water District Manager may ask questions of a person, staff member, or attendee making a presentation or giving testimony. Questions from the audience to staff members or guests will not be allowed. The Chair is authorized to stop interruptions of Board deliberations or attempts to debate with staff, other meeting attendees, or Commissioners. The Chair may exclude a person from the meeting if the person is not complying with meeting policy, causing actual disruption to the meeting, or causing a disturbance.
3. Board Conduct—Commissioners will at all times act ethically and with integrity; comply with all laws and board Policies applicable to public officials, including Government Ethics Law; make decisions fairly, impartially and promptly, considering all available information, legislation, policies, and procedures; treat members of the public, employees, other Commissioners, and representatives of other governmental agencies with respect, courtesy, honor, and fairness, and contribute to a harmonious, safe and productive work environment. (Added) Any Commissioner that violates these standards of Board Conduct will be subject to a confidence vote, otherwise known as “a vote of no confidence.”

C. Votes will be recorded. Any member may request a vote be changed if such request is made prior to consideration of the next order of business.

D. Three members shall constitute a quorum. If only a quorum is present, a unanimous vote is required to approve a motion.

E. Members may request a roll-call vote.

F. Members may append to the record, at the time of voting, a statement indicating the reason for the vote or the reason for abstaining.

G. Members must publicly declare an actual conflict of interest and abstain from

4. PERSONNEL

Section 4.1 Personnel

RGWD is committed to equal employment opportunity. It is the District Manager's responsibility to recruit, employ, train, transfer, promote, pay, discipline, lay off, and terminate employees solely on the basis of individual qualifications and merit, and/or according to the standards and policies outlined in its personnel and related policies. Decisions involving any aspect of the employment relationship must be made without regard to an employee's race, color, creed, religion, sex, sexual orientation, age, national origin, marital status, physical or mental handicaps that with reasonable accommodation do not prevent performance of the essential functions of the job and work involved, or any other status or characteristic protected under any applicable federal or state law.

Discrimination or harassment based on any of the above-listed factors is totally inconsistent with the Board's philosophy and will not be tolerated at any time.

(Whenever the pronoun "he" is used, it is solely for editorial reasons. All positions are open to employees of either gender.)

Section 4.2 Preparation and Modification of Personnel Policies

The Board adopted Personnel Policies and Procedures by Resolution 2019-0 on June 18, 2018. The Board or Water District Manager may propose modifications to personnel and employment policies in compliance with Oregon and federal law and general RGWD Board policy applicable to personnel. All employment policies shall be approved by the Board. The Water District Manager shall provide copies of any personnel manual or policy and modifications to such manual or policies at such time as they are implemented by the Water District Manager. The Board will endeavor to annually review the Personnel Policies and Procedures.

Section 4.4 Employee Discipline

Prior to any action by the Water District Manager to reprimand, suspend, demote, place on leave, or terminate an employee, the Water District Manager will consult with legal counsel, and with counsel provided by the District's insurance carrier, if any.

5. ASSET AND RISK MANAGEMENT

Section 5.1 Safeguarding Assets

The RGWD Board of Commissioners fully supports a structure of policies and procedures that systematically provide reasonable assurance that management will achieve its basic objectives (operations, financial reporting, and compliance). This policy includes the following five components:



Board Goals and Priorities
FY 2022/2023

Item #	Description
1	Remain focused, stay the course, and follow the Master Plan. <i>(Commissioners Roth & Johnson)</i>
2	Fire flow improvements on Deemar Way: replace 315 LF of 4" AC pipe with 8" DI pipe. <i>(Commissioner Magura)</i>
3	Fire flow improvements on Tamara Ave: replace 350 LF of 4" AC pipe with 8" DI pipe. <i>(Commissioner Magura)</i>
4	Install two new fire hydrants to increase fire protection for customers. <i>(Commissioners Roth & Johnson)</i>
5	Obtain grant funding to replace critical transmission and distribution mains which need replacement due to age, materials, and risk of failure in a seismic event: <ul style="list-style-type: none">a. Pipe replacement of 2,150 LF of 10" & 14" AC with 14" DI from Reservoir 3 to Bryant Roadb. Pipe replacement of 2,250 LF of 10" AC with 10" DI from Old Gate Road at Bryant Road to Dawn St at Indian Creek Avec. Pipe replacement of 1,700 LF of 6" AC with 10" DI on Childs Road from canal to Indian Creek Ave <i>(Commissioners Roth, Johnson & Magura)</i>
6	Support staff in funding/finishing a GIS-based record system for district facilities (T&D pipes, valves, etc.). <i>(Commissioner Howell)</i>
7	Commit to actions outlined in Master Plan realizing that our budget and current rates can only afford so many improvements. Increased awareness of our budget is also crucial; we cannot solely rely on district manager to balance "board wants" with financial reality of the district. <i>(Commissioner Howell)</i>
8	Increased focus on Board and individual responsibilities as outlined in our bylaws. SDAO training has been a good start, but the Board needs to focus on working as one organization and openly communicate. <i>(Commissioner Howell)</i>

