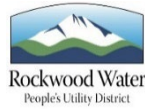


PRESIDENT, Colby Riley
VICE PRESIDENT, Steve Okazaki
SECRETARY, Kathy Zimmerman



TREASURER, Larry Dixon
DIRECTOR, Tom Lewis
GENERAL MANAGER, Kari J. Duncan

**REGULAR MEETING
ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT
BOARD OF DIRECTORS**

April 26, 2023

6:00 p.m.

District Boardroom

or remotely via Zoom video by copying the link below and pasting into your web browser:

<https://us02web.zoom.us/j/89717581778?pwd=cGUya3B5NE9neFU0dmxBSTZ5MnJzdz09>

Webinar ID: 897 1758 1778

Passcode: 434693

Or Phone: +1-253-215-8782

PRELIMINARY AGENDA

1. Approval of Agenda
2. Approval of Consent Agenda - Action
 - a. General Manager's Report - GM Duncan
 - b. Superintendent's Report - DS Crocker
 - c. Customer Service Report - OS Middleton
 - d. Engineer's Report - DE Hudson
 - e. Government Affairs Activities - GAC Clark
 - f. Financial Status – March 31, 2023
3. Approval of Minutes – March 22, 2023 Regular Board Meeting - Action
4. Approval of Bills - SA Zimmerman - Action
5. Public Comment on Non-Agenda Items
6. Resolution No. RWPUD 22/23-004 Amending Policy Manual - Action
7. For the Good of the Order
8. Next Meeting - May 10, 2023 Second Budget Committee Meeting (if necessary)
May 24, 2023 Regular Board Meeting
9. Adjournment

MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: April 18, 2023

Re: April 27th, 2023, Board Meeting

1. Production, project, financial, fiduciary, engineering and government affairs reports have been completed by staff and are provided.
2. The Budget documents for Fiscal Year (FY) 2023/2024 have been distributed to the Board and Budget Committee and will be discussed at the Budget hearing after the Board meeting on April 27th.
3. The Draft Water Finance and Rate Model developed by HDR, the District's Financial Rate consultant, was discussed at the March Board meeting and feedback was received during and after the meeting. Staff and HDR worked on adjusting the budget, the Capitol Improvement Projects (CIP) and other elements of the model. Staff were able to reduce and reschedule some tasks and CIP work, and include observed growth trends in customers and water sales order to update the model with a change in recommendation from the 8.5% rate increase to a **6% rate adjustment** for FY 2023/2024.
4. The Employee Appreciation Event took place on Saturday April 15th at Punch Bowl Social in Portland. The event was well attended, and feedback from the event has been very positive. This was a fantastic venue, the food was great and activities were fun, and the total cost of the event was lower than the previous event.
5. The Package 4 Engineering Design of the Cascade Water Treatment Facility 30% of the plans and drawings have been received and are under review by staff. A neighborhood meeting that is part of the land use application is planned for May 9th, and the 30% cost estimates are expected soon.
6. Cascade Reservoir #2 underwent additional leak inspection over the past month, and it appears that the leak has now been resolved. The contractor continues to work on Well #7, and many of the large valves for the pipeline have been received and are being installed on Halsey.

MEMORANDUM

To: Board of Directors

From: Andy Crocker, District Superintendent

Date: April 13, 2023

Re: Operations Update

Water distribution crews installed three new services and two fire services, one of the services was a large three-inch meter and the fire lines were six inch and eight inch. Crews finished hydrant and valve box replacements for Gresham Capitol Improvement Project (CIP) paving project planned for late spring/summer. A total of twenty valve boxes and seven hydrants were upgraded, we are planning to install two additional hydrants for better coverage in that neighborhood before the project is completed. Distribution staff also finished up the cascade well three vault and meter installation, this work took about four days. The installation was part of the package one improvements that were needed for future operations. We are moving forward and have recently started the two planned capital projects. These projects are replacing 4" and 6" Outside Diameter (OD) steel pipe which is at the end of its useful life and undersized for fire flow needs with 6" ductile iron pipe. Pipe replacements are short sections in neighborhoods on SE 154th and SE 157th between Stark St. and E Burnside. These projects are being done in-house with our crews.

Operations staff continues to be very busy working with our contractor on package one, managing normal day-to-day tasks and gearing up groundwater in anticipation of warmer weather. Operations pulled one of the cascade pump stations booster pumps and sent it off to the manufacture to have it inspected and rebuilt if needed. We anticipate reusing these pumps in package four. Cascade reservoir 2 is currently waiting to be refilled after having some difficulties. We will transition reservoir 2 into service and Cascade reservoir 1 will be taken out of service and prepared for renovation. Staff has continued seasonal flushing, we have up to date flushing areas on our website and notification boards at neighborhoods. We continue to operate AMI (Advance Metering Infrastructure) pilot programs, still gathering information on each pilot that will help us in future discussions regarding selection and moving forward with implementation.

Demand for March continued in a similar range to February; our average daily demand in February was 6.27 and dropped to 6.26 million gallons per day (MGD) in March. Our month-to-month comparison for 2023 to 2022 is slightly less; I expect to see some increases later in April and likely starting intermittent groundwater operation in May.

MEMORANDUM

To: Board of Directors

From: Cathy Middleton, Office Supervisor

Date: April 3, 2023

Re: March Monthly Customer Service Production Report

The meter readers read 5,953 meters this month. Due to the weather, we had to estimate 1,003 reads.

Of the 7,340 bills that were sent out this month, 1,202 of them were sent via e-mail and 1,003 were estimated in zone 2.

We mailed out 864 late notices and e-mailed 183 for a total of 1,047.

Of the 447 door hangers that were hung this month, we turned 116 of them off.

Customer assistance was given to 6 customers and we didn't send any customers to collections.

There were 66 maintenance orders done. They consisted of the following:

- 60 were to check high usage, verify read, and check if leaking
- 3 were to check the meter boxes
- 3 were to turn on/off for repairs

There were 2,791 phone calls this month and we had 758 walk-ins this month.

You may notice in this packet the number of customer refunds is more than normal. That is due to the fact that we ran a report for all closed accounts with credit balances. We found that quite a few had fallen through the cracks and were never refunded. We have refunded them all now.

If you have any questions about this data, or would like to see other information, please let me know.

Customer Service Production Report FY 2022 - 2023

Function:	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Meter Reads	6,958	6,959	6,957	6,959	6,957	6,571	6,168	5,618	5,953				59,100
Estimates	2	1,624	2,607	61	21	396	2,380	1,298	1,003				9,392
Bills	7,252	7,591	7,312	7,110	7,203	7,310	7,639	7,110	7,340				65,867
Late Notices	1,188	1,557	1,181	1,400	1,124	1,479	1,174	1,322	1,047				11,472
Door Hangers	436	437	478	404	508	398	543	376	447				4,027
Turn Offs	68	54	124	53	122	74	107	30	116				748
Final Reads	73	75	76	48	35	48	83	66	97				601
New Accts	56	57	71	29	39	41	79	63	93				528
Bill Assistance	4	3	9	6	5	5	4	4	6				46
Collection Agency	22	17	14	14	17	16	18	37	-				155
Leak Adjustments	48	16	11	16	18	14	24	55	51				253
Phone Calls	2,246	2,529	2,448	2,240	2,415	2,505	2,639	2,070	2,791				21,883
Walk Ins	616	578	608	552	637	711	775	495	758				5,730
Work Orders	27	72	42	50	42	79	59	48	66				485
Misreads	-	-	-	4	-	-	3	-	-				7
Found On	-	-	-	-	-	-	-	-	-				-
Meters Pulled	-	-	-	-	-	-	-	-	-				-



Rockwood Water
People's Utility District

MEMORANDUM

To: Board of Directors

From: Jeremy Hudson, District Engineer

Date: April 19, 2023

Re: Engineer's Report: April 26, 2023 Board Meeting

Cascade Reservoir 2 (CR2) passed the leak and water quality tests and will be brought online later this week. This is a large milestone for Package 1. Cascade Reservoir 1 (CR1) will be taken offline for structural improvements starting in May. The contractor continues to wait for delivery for a single 36" valve to complete the 36" groundwater transmission main (TM). The installer is repairing the CW7 screen and will install the pump and motor soon. The Groundwater Development Projects (GDP) Package 1 includes the structural updates to Cascade Reservoir 1 (CR1) and the design for CR2, CW7 pump station (PS) and TM, Capital Improvement Project (CIP) ST4, and a portion of the proposed 36" groundwater TM Package 2B.

Package 4 30% draft plans are issued and currently in review. Additional workshops and weekly meetings continue. Designs will be complete at the end of 2023 and construction to begin in early 2024. The water treatment plant (WTP) will be located near our existing equipment storage building, the new Pump Station (PS) will be sited east of the existing PS, and the new equipment storage building will be south of CR2. Package 4 is a 25-32 million gallon per day (MGD) treatment facility, PS upgrade and equipment building replacement.

Package 3 is a 4.3 MGD WTP (includes the CW8 improvements) and reservoir/PS upgrades, located at 141st Avenue PS. Jacobs Engineering Group started the design of this package and will complete the design by the end of 2023. Construction to take place in 2024 & 2025.

Package 2A is a TM project which moves water between an expanded Glendoveer Pressure Zone (PZ) and Main Zone. The design is nearing the 30% draft and construction is set to begin in Q3 of 2023. Construction is scheduled to begin in March of 2024 and take a year to complete.

The District's 20-year Water Master Plan (MP) update will be completed this fiscal year (FY). This project will determine what CIPs are recommended for the District. Master Plans are updated every 7-10 years and lists projects for the next 20 years. The last update was completed in 2013.

Current design and construction projects this FY are described below.

FY 2022/2023:

ST20 – Located on SE 154th Avenue between SE Stark Street and E Burnside Street, this project replaces 1,120 Linear Feet (LF) 4" Outside Diameter (OD) with 6" Ductile Iron (DI) lines. This project is expected to begin following ST21, described below.

ST21 - Located on SE 157th Avenue between SE Stark Street and E Burnside Street, this project replaces 1,102 lf of 4" OD with 6" DI lines. Construction began in early April.

City of Gresham managed GDMP Projects:

Package 2B – 36" TM, Cascade to the District's Bella Vista and Gresham's Grant Butte reservoirs. This project is designed and will advertise for construction in May. Construction to take approximately 19 months.

Package 5 – 223rd & Stark Street, the production well (Cascade Well 6) is nearly complete. The project has been advertised for design of the wellhouse, water treatment facility and TM. Proposals are due in May. The project construction is scheduled to be completed by the beginning of 2025.

Package 6 – Kirk Park (CW9) wellhouse and TM construction contract was issued to Rotschy Construction, the same contractor as Package 1. Construction expected to begin this fall. This TM will terminate at our Cascade site and contribute to the finished water that is pumped to the Bella Vista/Grant Butte reservoirs.

Package 7 – CW10, this is currently a Gresham-only project. Drilling is expected to begin next month, following the completion of Cascade Well 6. The well site is located approximately ½-mile from 223rd & Stark Street. Raw water will be piped to the CW6 Water Treatment Plant.

MEMORANDUM

To: Board of Directors

From: Nyla Clark, Government Affairs Coordinator

Date: April 4, 2023

Re: Government Affairs Activities

CONSERVATION

- The District has been participating in outreach campaigns with the Regional Water Providers Consortium on social media. During the month of April, the campaign is focused on Water Week.
- We have officially switched to our outdoor water conservation campaign.

EDUCATION/OUTREACH

- GAC Nyla Clark is on the planning committee for the Children's Clean Water Festival on Tuesday, April 25. This year the District will have 2 schools in attendance. Rockwood Water will also be an exhibitor at the festival with a penny boat challenge for students to participate in.
- GAC Clark is working on the Consumer Confidence Report for the 2022 year. The report will be available for viewing in June.
- Newsletter #2 has been posted on our website and has started getting delivered to customers. Our next newsletter will come out in July.

UPCOMING EVENTS, TRAINING & CONFERENCE OPPORTUNITIES

Thank you to the Board for your support of the Rockwood Water Employee Appreciation event this year. Staff was thrilled to have the event back again after a few years off due to the COVID pandemic.

SDAO 2023 Training Schedule

SDAO Classes: You can view all SDAO training here along with full descriptions of trainings: <https://www.sdao.com/calendar>

Please let Nyla know if you would like to attend any of these classes and she can help sign you up.

2023 Pacific Northwest Section/AWWA Conference

Wednesday, May 3 – Friday, May 5 2023

Kennewick, Washington

<https://www.pnws-awwa.org/conference/>

Rockwood Water Speakers:

- Kari Duncan & Dan Zimmerman: "Financing the Cascade Groundwater Development Project with a WIFIA Loan and Revenue Bonds"

- Jeremy Hudson: “The Cascade Groundwater Alliance: Groundwater Development Project Program Overview & Updates”
- Jay Breen: “Rockwood Pipe Loop Study: Pilot Testing Challenges

2023 AWWA Annual Conference and Exposition

Sunday, June 11 - Wednesday, June 14, 2022

Toronto, Canada

MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: April 19, 2023

Re: Finance/Budget Report – March 2023

The Finance/Budget Report is provided below and on the attached spreadsheet. The numbers provide the general conditions of the District. As more data is accumulated through the year, better estimates will be made and course corrections implemented, if needed. Revenues for FY (Fiscal Year) 2022/2023 started lower in comparison to the same periods for FY 2021/2022 however revenues have now caught up with the previous year and are well ahead.

- Water sales revenue at the end of March 2023 (Period 9) showed a **4.1% increase** when compared to Period 9 in March 2022. The revenues reflect the higher water demands in the late summer and fall of this year, and some delayed summertime revenues resulting from the correction of estimated meter reads. The revenue is on track with the budget and continues to demonstrate that the District's ability to meet debt service requirements for the 2021 bond sales and WIFIA loan that is funding the Groundwater Development Plan.
- Overall revenue for Period 9 is **5.3% higher** than the same period in FY 2021/2022 reflecting the impact of the moderate rate increase, and average water demands in FY 2022/2023. Please note that the groundwater payments to and from the City of Gresham for the Cascade Groundwater Supply Projects are removed from this calculation. The non-sales revenue in Period 9 FY 2022/2023 is **33% higher** than the same period in FY 2021/2022. Staff are checking to confirm this increase however it appears to be the result of a large service installation.
- Personal Services are on track with the budget for this time of year, with 68% of budget expended after 75% of the FY has been completed. Materials and Services expenditures are 50% of budget. Capital Outlay for non-Cascade Groundwater projects is at 36% of budget.

FISCAL YEAR 2022-23

MARCH, 2023

REVENUES

Category		Budget	March 2023	March 2022	Variance	Year To Date	Projection	Balance of FY 21-22
100.3-01-0101	Beginning Fund Balance	10,419,346						
100.3-10	Water Sales	11,410,250	607,855	723,570	(0)	9,171,457	11,983,194	2,811,737
100.3-20	Fees & Special Charges	357,270	23,618	41,115	(0)	244,954	335,156	90,202
100.3-40	Charges for Service	450,000	72,209	334	216	199,408	295,682	96,274
100.3-50	Investment Income	86,000	56,615	13,349	3	347,399	390,107	42,707
100.3-60	Other Income	691,463	39,568	47,464	(0)	509,968	673,178	163,209
100.3-90	Other Financing Sources	1,023,500	35,863	3,000		452,583	452,583	-
	Total Revenue Budget	24,437,829	835,727	828,832		10,925,768	14,129,898	3,204,130
	Annual Running Revenue (Includes Codes 100.3-10 thru -90)	14,018,483	835,727	828,832	0	10,925,768		

14

Assumptions: Projections are based on the balance of prior year's actual revenue plus current revenue to date.

EXPENDITURES

		Budget	March 2023	Total To Date	% Expended
5.10-4000	Personnel Services	3,805,600	289,772	2,599,531	68%
5.20-5000	Material & Services	2,280,430	127,197	1,149,332	50%
	Water Purchase	3,088,892	273,908	2,228,827	72%
5.40-4000	Capital Outlay	1,683,500	157,722	599,082	36%
5.60-7000	Transfers	1,955,950	-	1,955,950	100%
5.70-7000	Contingency	1,500,000	-		
5.90-8000	Unappropriated Balance	10,138,457	-		
	Total Expense Budget	24,452,829	848,599	8,532,723	35%
	Annual Running Expense (Includes Codes 5.1 - 5.4)	10,858,422	848,599	6,576,773	61%

**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT
MINUTES, REGULAR MEETING OF THE BOARD
March 22, 2023
Rockwood Water Board Room and Zoom Video Conference**

Board members present: Larry Dixon, Tom Lewis, Steve Okazaki, Colby Riley, Kathy Zimmerman.

Staff present: Kari Duncan, General Manager (GM); Andy Crocker, District Superintendent (DS); Cathy Middleton, Office Supervisor (OS); Jeremy Hudson, District Engineer (DE); Joey Schlosser, Assistant Superintendent (AS); Daniel Zimmerman, Senior Accountant (SA); Nyla Clark, Government Affairs Coordinator (GAC), Jay Breen, Assistant Superintendent Operations (ASO).

Guests present: Catherin Nicewood, Eric Cole, Cori Johnson

President Colby Riley called the meeting to order at 6:00 p.m.

APPROVAL OF THE AGENDA

President Riley asked if there were any changes or additions to the agenda. **GM Duncan** noted there were no changes to the agenda.

Steve Okazaki moved to approve the agenda. **Tom Lewis** seconded the motion. The motion was approved; none opposed.

APPROVAL OF THE CONSENT AGENDA

President Riley asked if there were any changes or updates to the consent agenda. **GM Duncan** noted there were no changes to the consent agenda.

Larry Dixon moved to approve the consent agenda. **Steve Okazaki** seconded the motion. The motion was approved; none opposed.

APPROVAL OF MINUTES

President Riley asked if there were any changes to the minutes.

Tom Lewis moved to approve the minutes from the February 22, 2023 regular Board meeting. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

APPROVAL OF BILLS

President Riley asked if there were any questions about the bills.

Larry Dixon moved to approve the bills as presented. **Tom Lewis** seconded the motion. The motion was approved; none opposed.

PUBLIC COMMENT

There were no public comments.

APPOINT BUDGET COMMITTEE MEMBERS

GAC Clark gave an overview of the positions to be filled on the Budget Committee and their terms. Discussion ensued.

Steve Okazaki moved to appoint Eric Cole and Catherine Nicewood to the Budget Committee term ending December 31, 2025. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

2022 FINANCIAL MASTER PLAN MODEL UPDATE

GM Duncan introduced Josiah Close, from HDR Inc. who gave a PowerPoint presentation of the preliminary finance model report and preliminary results. Discussion ensued.

SDIS BEST PRACTICES PROGRAM

GAC Clark explained the focus of this year's SDIS Best Practices Program is Emergency Planning. GAC Clark informed the board that staff have already begun taking on portions of the program. Discussion ensued.

GOVERNMENT STANDARDS ACCOUNTING BOARD (GASB) 96 REQUIREMENTS

SA Zimmerman share that GASB 96 is a new pronouncement that will take effect in the current fiscal year 2022-2023. It will require public entities to report on Software Subscriptions. The District's Auditor has advised to use a third-party service as Pauly, Rogers and Co CPA doesn't currently have the staffing capacity to provide the additional analysis, support schedules and reports that are required under GASB 96. The auditors preferred solution for compliance with the standard is a company called Debt Book.

The District met with Debt Book Representatives and obtained discounted pricing on a one year contract of \$7,200 with the option to renew or cancel.

POLICY UPDATES

GM Duncan shares a draft policy change for Policy 3.4.4 Paid Time Off. The proposed change removed the language that prohibits employee transfers of PTO and replaces it with language that describes the creation of an employee PTO donation bank.

At the December 22nd Board Meeting, the District Board of Directors received public comment related to District policy and practices for customers stopping and starting service, as well as notifications to customers that may have a leak. GM Duncan shared recommendations around policy changes regarding starting and stopping services and notifications to customers.

FOR THE GOOD OF THE ORDER

DS Crocker shared that pilot AMI meters have been installed around the District including at all Board Members houses.

NEXT MEETING

President Riley reminded everyone the next Board meeting will be Wednesday, April 26, 2023 at 6:00 p.m. with a Budget Committee meeting following and a Budget Committee meeting on May 24, 2023, if necessary.

ADJOURNMENT

Tom Lewis made a motion to adjourn the meeting. Kathy Zimmerman seconded the motion. The motion was approved; none opposed.

The meeting was adjourned at 7:31 p.m.

Secretary



Rockwood Water
People's Utility District

19601 NE Halsey Street
Portland, OR 97230-7430
503-665-4179 - Phone
503-667-5108 - Fax
www.rwpud.org

MEMORANDUM

To: Board of Directors

From: Daniel Zimmerman, Senior Accountant

Date: April 7, 2023

Re: Checklist and Financial Report

Enclosed is the checklist for your review. The total amount of the checks listed for your approval is \$1,00,151.80. Additionally, there were two payroll cycles, and a board payroll totaling \$117,842.55. If you have any questions regarding any of the checks listed, please don't hesitate to call Kari or myself anytime.

The cash balances on March 31, 2023 are as follows:

Restricted Cash - \$2,762,255.81

Unrestricted Cash - \$19,190,087.97

MONTHLY FINANCIAL MONITORING CHECKLIST

BOARD OF DIRECTORS MEETING: 4/26/2023

FOR THE PERIOD **March 2023**

- | | |
|---|-----|
| 1. Were books balanced and reconciled (General & Trust)?
If no, why not? | Yes |
| 2. Are YTD revenues and expenditures tracking per budget plan?
If no, explain variances or fl78uags. | Yes |
| 3. Were all payroll liabilities paid in a timely manner?
If no, explain why not. | Yes |
| 4. Were required payroll reports (Federal, State) filed in a timely manner?
If no, explain why not. | Yes |
| 5. Were any cases of fraud detected and addressed?
If yes, explain situation and actions taken and underway. | No |
| 6. Were any changes made to the internal control system?
If yes, describe changes. | No |
| 7. Were all cash and investment accounts reconciled per schedule (LGIP)?
If no, explain why not. | Yes |



Rockwood Water District, OR

Rockwood Water
People's Utility District

Check Report

By Check Number

Date Range: 03/14/2023 - 04/07/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: UMPQUA BANK-UMPQUA BANK						
00005	BACKFLOW MANAGEMENT, INC.	03/16/2023	Regular	0.00	850.00	53179
93022-124	Invoice	03/16/2023	Education Classes	0.00	425.00	
93022-314	Invoice	03/16/2023	Brian Hunt Dis, Review	0.00	425.00	
00793	CITY OF GRESHAM	03/16/2023	Regular	0.00	2,180.79	53180
INV0003292	Invoice	03/16/2023	Sewer/Storm Water Bills	0.00	2,180.79	
00637	COMCAST CABLE	03/16/2023	Regular	0.00	238.70	53181
INV0003291	Invoice	03/16/2023	Internet Bills	0.00	238.70	
00066	CONSOLIDATED SUPPLY COMPANY	03/16/2023	Regular	0.00	9,600.78	53182
S010975910.002	Invoice	03/16/2023	DFW Meter Boxes	0.00	9,191.38	
S011268388.001	Invoice	03/16/2023	Flange Adapetrs For LG Meters	0.00	409.40	
00737	CORE & MAIN LP	03/16/2023	Regular	0.00	623.11	53183
S449756	Invoice	03/16/2023	flange adapter and 2500 breakaway kit	0.00	623.11	
00607	FERGUSON WATERWORKS #3011	03/16/2023	Regular	0.00	11,734.08	53184
1161887	Invoice	03/16/2023	Water Meters for New Services	0.00	11,416.00	
1181799	Invoice	03/16/2023	Sensus Water Meter AMI connectors	0.00	318.08	
00747	GENERAL PACIFIC, INC	03/16/2023	Regular	0.00	7,679.00	53185
1458927	Invoice	03/16/2023	Badger Beacon AMI Pilot & Meters	0.00	770.00	
1459442	Invoice	03/16/2023	6" Gate Valve For Hydrants	0.00	5,894.00	
1459443	Invoice	03/16/2023	EJIW Breakaway Kits	0.00	1,015.00	
00427	GRAINGER	03/16/2023	Regular	0.00	410.19	53186
9631703650	Invoice	03/16/2023	Tools for service truck	0.00	410.19	
00085	H.D. FOWLER COMPANY	03/16/2023	Regular	0.00	7,858.23	53187
I6314636	Invoice	03/16/2023	M and H Hydrant Parts	0.00	273.45	
I63335511	Invoice	03/16/2023	Inventory Brass Fittings	0.00	1,657.91	
I6335510	Invoice	03/16/2023	208 SE 148th New Service/ Fire Line	0.00	5,926.87	
00759	HARBOR FREIGHT TOOLS	03/16/2023	Regular	0.00	186.98	53188
04375816	Invoice	03/16/2023	5 Ton Chain hoist / Cascade PS	0.00	186.98	
01137	JW UNDERGROUND INC	03/16/2023	Regular	0.00	2,059.56	53189
47646	Invoice	03/16/2023	JW Rock	0.00	222.30	
47647-a	Invoice	03/16/2023	Misc dump and rock tickets	0.00	838.98	
47647-b	Invoice	03/16/2023	Dirt and Rock Tickets	0.00	390.78	
47648	Invoice	03/16/2023	1135 SE 174th Leak	0.00	607.50	
11526	Lockbox 234070	03/16/2023	Regular	0.00	7,320.13	53190
IN1269147	Invoice	03/16/2023	Conservation Device Purchase	0.00	2,933.19	
IN1269229	Invoice	03/16/2023	Conservation Device Purchase	0.00	4,386.94	
00940	O'REILLY AUTO PARTS	03/16/2023	Regular	0.00	153.99	53191
2514-408558 & 4...	Invoice	03/16/2023	rw 43 battery	0.00	118.13	
2514-408957	Invoice	03/16/2023	wipers tail gate hinge	0.00	35.86	
00460	OUR JUST FUTURE	03/16/2023	Regular	0.00	84.00	53192
INV0003289	Invoice	03/16/2023	Customer Assistance January 2023	0.00	84.00	
00181	PORTLAND GENERAL ELECTRIC	03/16/2023	Regular	0.00	20,889.53	53193
INV0003290	Invoice	03/15/2023	Electric Bills	0.00	20,889.53	
00458	PREMIER RUBBER LLC	03/16/2023	Regular	0.00	100.18	53194

Check Report

Date Range: 03/14/2023 - 04/07/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
0425469-IN	Invoice	03/16/2023	vac pressure washer hose	0.00	100.18	
10360	RIGGING PRODUCTS, INC	03/16/2023	Regular	0.00	98.25	53195
3823	Invoice	03/16/2023	Lifting supplies Cascade PS	0.00	54.90	
3834	Invoice	03/16/2023	5/8 X 1.75" Eye bolt / Cascade PS	0.00	43.35	
00020	SAIF CORPORATION	03/16/2023	Regular	0.00	1,950.67	53196
1000948400	Invoice	03/16/2023	Workers Comp Coverage	0.00	1,950.67	
01214	TACOMA SCREW PRODUCTS, INC	03/16/2023	Regular	0.00	122.93	53197
190092617-00	Invoice	03/16/2023	abrasives	0.00	122.93	
01266	TRUELOOK	03/16/2023	Regular	0.00	349.00	53198
1000068319	Invoice	03/16/2023	Video Timelapse Service	0.00	349.00	
11394	ACI PAYMENTS, INC	03/23/2023	Regular	0.00	92.15	53200
1000090394	Invoice	03/23/2023	Home Banking Fee February 2023	0.00	92.15	
00231	ADVENTIST HEALTH OCCUPATIONAL MEDICINE	03/23/2023	Regular	0.00	102.00	53201
96415	Invoice	03/23/2023	DOT exam	0.00	102.00	
00461	ALLWOOD RECYCLERS, INC.	03/23/2023	Regular	0.00	14.00	53202
254305	Invoice	03/23/2023	Pallet Dump	0.00	14.00	
11377	Atlas Technical Consultants, LLC	03/23/2023	Regular	0.00	1,202.50	53203
204721	Invoice	03/23/2023	JOB 313 - Pkg 1 Progress Invoice	0.00	1,202.50	
01253	CITY WIDE FACILITY SOLUTIONS	03/23/2023	Regular	0.00	577.00	53204
32035003499 & 6...	Invoice	03/23/2023	Office Cleaning (March 2023)	0.00	577.00	
00637	COMCAST CABLE	03/23/2023	Regular	0.00	289.85	53205
INV0003377	Invoice	03/23/2023	Office Internet	0.00	289.85	
00066	CONSOLIDATED SUPPLY COMPANY	03/23/2023	Regular	0.00	3,814.16	53206
S011135281.001	Invoice	03/23/2023	Meter Install DI Parts	0.00	3,323.28	
S011178851.002	Invoice	03/23/2023	1" Brass and Flange Adapters	0.00	245.44	
S011268388.002	Invoice	03/23/2023	Flange Adapetrs For LG Meters	0.00	245.44	
11441	DEPARTMENT OF JUSTICE	03/23/2023	Regular	0.00	264.00	53207
INV0003367	Invoice	03/23/2023	ID# 21DR17205	0.00	264.00	
00607	FERGUSON WATERWORKS #3011	03/23/2023	Regular	0.00	226.12	53208
1183912	Invoice	03/23/2023	2" MIP x CTS Adapters	0.00	226.12	
11532	GAYLENE M DUNCAN	03/23/2023	Regular	0.00	5.68	53209
INV0003375	Invoice	03/23/2023	CLOSED ACCOUNT REFUND	0.00	5.68	
00747	GENERAL PACIFIC, INC	03/23/2023	Regular	0.00	37,061.00	53210
1459832	Invoice	03/23/2023	Hydrants	0.00	8,961.00	
1459860	Invoice	03/23/2023	Hydrants	0.00	28,100.00	
00813	GSI WATER SOLUTIONS, INC	03/23/2023	Regular	0.00	54,485.85	53211
00134.018-27-REV	Invoice	03/23/2023	Job 300 - Well 7 Progress Invoice	0.00	51,064.60	
00134.018-28	Invoice	03/23/2023	JOB 307 & 308 Progress Invoice	0.00	3,421.25	
00085	H.D. FOWLER COMPANY	03/23/2023	Regular	0.00	4,603.02	53212
I6339809	Invoice	03/23/2023	Gresham Sanitary Parts	0.00	4,603.02	
00759	HARBOR FREIGHT TOOLS	03/23/2023	Regular	0.00	19.98	53213
01962637	Invoice	03/23/2023	harbor freight RETURN cash	0.00	14.99	
02719342	Invoice	03/23/2023	harbor freight RETURN cash	0.00	4.99	
01137	JW UNDERGROUND INC	03/23/2023	Regular	0.00	1,437.30	53214
47817	Invoice	03/23/2023	Rock, Dirt for WO 210	0.00	765.18	
47818	Invoice	03/23/2023	Misc Dirt Dump	0.00	144.00	

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
47819	Invoice	03/23/2023	Rock and dirt tickets for WO 210	0.00	528.12	
00753	KNIFE RIVER CORPORATE NW	03/23/2023	Regular	0.00	512.58	53215
2941819	Invoice	03/23/2023	Asphalt for WO 210	0.00	512.58	
00014	OREGON AFSCME	03/23/2023	Regular	0.00	463.85	53216
INV0003361	Invoice	03/23/2023	UNION DUES	0.00	463.85	
11530	OREGON EMPLOYMENT DEPARTMENT	03/23/2023	Regular	0.00	1,304.68	53217
L0000521315	Invoice	03/23/2023	UNEMPLOYMENT TAX Q3 2022	0.00	1,304.68	
00940	O'REILLY AUTO PARTS	03/23/2023	Regular	0.00	177.77	53218
2514-409917	Invoice	03/23/2023	rw42 trans oil	0.00	70.41	
2514-410850	Invoice	03/23/2023	lug nut	0.00	53.28	
2514-411618	Invoice	03/23/2023	battery for tap power unit	0.00	54.08	
00360	PARKROSE HARDWARE	03/23/2023	Regular	0.00	21.57	53219
I34976/P	Invoice	03/23/2023	shop supply	0.00	21.57	
01124	PAVELCOMM INC.	03/23/2023	Regular	0.00	2,860.81	53220
231565	Invoice	03/23/2023	Pavelcomm Managed IT Services	0.00	2,860.81	
00178	PLATT ELECTRIC SUPPLY INC.	03/23/2023	Regular	0.00	189.22	53221
3739228	Invoice	03/23/2023	Cat 6 for relocating Comcast	0.00	189.22	
00181	PORTLAND GENERAL ELECTRIC	03/23/2023	Regular	0.00	2,859.51	53222
CM0000164	Credit Memo	03/23/2023	Credit Pumping	0.00	-94.36	
INV0003379	Invoice	03/23/2023	Pumping Power Bills	0.00	2,953.87	
00189	QUILL CORPORATION	03/23/2023	Regular	0.00	460.85	53223
31251478	Invoice	03/23/2023	OFFICE SUPPLIES	0.00	196.97	
31252154	Invoice	03/23/2023	OFFICE SUPPLIES	0.00	235.90	
31254073	Invoice	03/23/2023	OFFICE SUPPLIES	0.00	27.98	
01008	RDO EQUIPMENT CO	03/23/2023	Regular	0.00	209.40	53224
P3043077 & P304...	Invoice	03/23/2023	vac repair	0.00	209.40	
11440	Schneider Water Services	03/23/2023	Regular	0.00	30,780.00	53225
13599	Invoice	03/23/2023	Cascade Well 8 Redevelopment	0.00	30,780.00	
11531	THOMAS JUTTE	03/23/2023	Regular	0.00	250.51	53226
INV0003374	Invoice	03/23/2023	CLOSED ACCOUNT REFUND	0.00	250.51	
00504	TRUCKPRO LLC SIX STATES	03/23/2023	Regular	0.00	375.33	53227
289-0018917	Invoice	03/23/2023	rw44 new lights	0.00	375.33	
01167	ULINE	03/23/2023	Regular	0.00	366.42	53228
160689351	Invoice	03/23/2023	Ice packs for sampling	0.00	366.42	
00022	UNITED WAY OF THE COLUMBIA-WILLAMETTE	03/23/2023	Regular	0.00	127.50	53229
INV0003364	Invoice	03/23/2023	UNITED WAY	0.00	127.50	
01254	ZIPLY FIBER	03/23/2023	Regular	0.00	1,288.41	53230
INV0003376	Invoice	03/23/2023	Ziply Fiber	0.00	1,288.41	
00026	ROCKWOOD WATER PUD PETTY CASH	03/23/2023	Regular	0.00	90.01	53231
INV0003383	Invoice	03/23/2023	PETTY CASH	0.00	90.01	
11545	78 NE 134TH PL, LLC	03/30/2023	Regular	0.00	43.25	53232
INV0003397	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	43.25	
00025	A & A DRILLING SERVICE, INC.	03/30/2023	Regular	0.00	2,320.00	53233
52142	Invoice	03/30/2023	WO-215 - 16 x 6 Tap Saddle	0.00	980.00	
52142-a	Invoice	03/30/2023	WO-238 - Tap Saddle 16 x 8	0.00	1,340.00	
11557	ANDREW FREEMAN	03/30/2023	Regular	0.00	8.67	53234

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INV0003428	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	8.67	
01224	AT&T MOBILITY	03/30/2023	Regular	0.00	1,738.19	53235
INV0003404	Invoice	03/30/2023	AT&T	0.00	1,738.19	
11563	B E VAILLANCOUR	03/30/2023	Regular	0.00	15.16	53236
INV0003433	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	15.16	
11561	BENNETT OREGON INVESTMENTS LLC	03/30/2023	Regular	0.00	10.73	53237
INV0003431	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	10.73	
11554	BERNARD BLASDELL	03/30/2023	Regular	0.00	33.19	53238
INV0003425	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	33.19	
00048	CABLE HUSTON LLP	03/30/2023	Regular	0.00	248.00	53239
127430	Invoice	03/30/2023	Legal Invoice - January 2023	0.00	248.00	
01029	CARDMEMBER SERVICE	03/30/2023	Regular	0.00	8,104.99	53240
INV0003446	Invoice	03/30/2023	cert renewal	0.00	140.00	
INV0003447	Invoice	03/30/2023	Zoom Video Conferencing	0.00	80.00	
INV0003448	Invoice	03/30/2023	Microsoft Licenses E1 and E3	0.00	568.00	
INV0003449	Invoice	03/30/2023	Size 12 Rubber Boot	0.00	239.95	
INV0003450	Invoice	03/30/2023	CHARGER CABLES AND BINDER RINGS	0.00	59.55	
INV0003451	Invoice	03/30/2023	Items for Budget Binders	0.00	39.51	
INV0003452	Invoice	03/30/2023	Conservation / Outreach Items	0.00	1,069.34	
INV0003453	Invoice	03/30/2023	rw 44 mirror	0.00	110.47	
INV0003454	Invoice	03/30/2023	truck numbers	0.00	25.04	
INV0003455	Invoice	03/30/2023	Dell 7670 w/ dock - Eng Intern	0.00	3,656.99	
INV0003456	Invoice	03/30/2023	ViewSonic Monitors - Eng Intern	0.00	249.99	
INV0003457	Invoice	03/30/2023	staff meeting food	0.00	218.95	
INV0003458	Invoice	03/30/2023	truck wash soap	0.00	122.70	
INV0003459	Invoice	03/30/2023	Search Commander - website support	0.00	65.00	
INV0003460	Invoice	03/30/2023	dewalt drill chuck	0.00	32.02	
INV0003464	Invoice	03/30/2023	SCADA ANNUAL DUES	0.00	839.99	
INV0003465	Invoice	03/30/2023	WebHost Annual Fee	0.00	169.99	
INV0003466	Invoice	03/30/2023	Conservation Items	0.00	417.50	
11575	CHASADEY WILLIAM	03/30/2023	Regular	0.00	188.45	53241
INV0003445	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	188.45	
11544	CHRISTINE LARSEN	03/30/2023	Regular	0.00	82.74	53242
INV0003396	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	82.74	
11535	CHRISTINE HARDIN	03/30/2023	Regular	0.00	48.76	53243
INV0003386	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	48.76	
00059	COAST PAVEMENT SERVICES, INC	03/30/2023	Regular	0.00	286.00	53244
4674032723	Invoice	03/30/2023	Parking Lot Sweeps March 2023	0.00	286.00	
00066	CONSOLIDATED SUPPLY COMPANY	03/30/2023	Regular	0.00	4,276.76	53245
S011290744.001	Invoice	03/30/2023	(24) 5/8 x 3/4 water meters for maintenance	0.00	4,276.76	
11508	COOK PLAZA	03/30/2023	Regular	0.00	34.34	53246
INV0003389	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	34.34	
11558	DAN HUFF	03/30/2023	Regular	0.00	9.32	53247
INV0003429	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	9.32	
11534	ERIC KOELLING	03/30/2023	Regular	0.00	583.15	53248
INV0003385	Invoice	03/30/2023	REFUND DOUBLE PAYMENT	0.00	583.15	
00250	FEDEX	03/30/2023	Regular	0.00	75.30	53249
8-078-11942	Invoice	03/30/2023	JOB 313 - pkg 1 - test new resevoir water w/...	0.00	75.30	
00607	FERGUSON WATERWORKS #3011	03/30/2023	Regular	0.00	2,092.40	53250

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1186409	Invoice	03/30/2023	Waterous Nozzle Section	0.00	1,058.40	
1186777	Invoice	03/30/2023	Hydrant Parts	0.00	1,034.00	
00085	H.D. FOWLER COMPANY	03/30/2023	Regular	0.00	1,694.40	53251
I6344738	Invoice	03/30/2023	3/4 Compression Coupling Gasket	0.00	126.00	
I6345092	Invoice	03/30/2023	Comp x Comp Curb Stop	0.00	602.86	
I6348400	Invoice	03/30/2023	4" Spool For LG Meter Change Out	0.00	965.54	
11571	JASON PACURAR	03/30/2023	Regular	0.00	31.45	53252
INV0003441	Invoice	03/30/2023	CLOSED ACCCOUNT REFUND	0.00	31.45	
11536	JESSE MENG	03/30/2023	Regular	0.00	49.03	53253
INV0003387	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	49.03	
11546	JILL O'DONNELL	03/30/2023	Regular	0.00	43.68	53254
INV0003398	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	43.68	
11550	JILL WELTY	03/30/2023	Regular	0.00	46.83	53255
INV0003401	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	46.83	
01137	JW UNDERGROUND INC	03/30/2023	Regular	0.00	1,313.94	53256
47981	Invoice	03/30/2023	Rock and Dirt Dump Tickets	0.00	239.76	
47982	Invoice	03/30/2023	Rock and Dirt Dump Tickets	0.00	326.28	
47983	Invoice	03/30/2023	Dirt and Rock for WO 215 & 216	0.00	747.90	
00015	KAISER PERMANENTE	03/30/2023	Regular	0.00	18,925.97	53257
0016556333	Invoice	03/30/2023	EMPL MED/DENT INSURANCE	0.00	18,925.97	
11549	KAREN J MALTASE	03/30/2023	Regular	0.00	68.50	53258
INV0003400	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	68.50	
11568	KIZZIE WILKINS	03/30/2023	Regular	0.00	27.58	53259
INV0003438	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	27.58	
11559	LAN N LAM	03/30/2023	Regular	0.00	9.91	53260
INV0003430	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	9.91	
01004	LIFEMAP ASSURANCE COMPANY	03/30/2023	Regular	0.00	2,204.46	53261
IN0834650	Invoice	03/30/2023	EMPL LIFE/DISB INSURANCE	0.00	2,204.46	
11540	LUCERO BRAMBILA PELAYO	03/30/2023	Regular	0.00	72.91	53262
INV0003392	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	72.91	
11565	LUZELENA GARCIA	03/30/2023	Regular	0.00	21.18	53263
INV0003435	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	21.18	
11538	MARK & LORRAINE ROWLETTE	03/30/2023	Regular	0.00	35.47	53264
INV0003390	Invoice	03/28/2023	CLOSED ACCOUNT REFUND	0.00	35.47	
11537	MARY AVENT	03/30/2023	Regular	0.00	52.73	53265
INV0003388	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	52.73	
11552	MELINDA B WILDE, LLC	03/30/2023	Regular	0.00	90.71	53266
INV0003403	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	90.71	
11566	MELVIN LEWIS	03/30/2023	Regular	0.00	27.37	53267
INV0003436	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	27.37	
11569	MICHAEL DOUGLAS	03/30/2023	Regular	0.00	30.56	53268
INV0003439	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	30.56	
11542	MICHELE SPARKS	03/30/2023	Regular	0.00	81.97	53269
INV0003394	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	81.97	
11547	MIKE MCWILLIAM	03/30/2023	Regular	0.00	44.03	53270
INV0003399	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	44.03	

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11567	NICHOLAS & BRITTANY BERNAL	03/30/2023	Regular	0.00	28.50	53271
INV0003437	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	28.50	
00236	NORTHERN SAFETY CO., INC.	03/30/2023	Regular	0.00	232.76	53272
905344115	Invoice	03/30/2023	Safety Gear	0.00	66.24	
905346713	Invoice	03/30/2023	Hip Boots Nick	0.00	166.52	
00139	NORTHWEST NATURAL GAS COMPANY	03/30/2023	Regular	0.00	2,266.29	53273
INV0003384	Invoice	03/30/2023	HEATING	0.00	2,266.29	
00360	PARKROSE HARDWARE	03/30/2023	Regular	0.00	9.90	53274
I40448/P	Invoice	03/30/2023	wire crush sleeve	0.00	9.90	
11572	PAUL PETERS	03/30/2023	Regular	0.00	32.11	53275
INV0003442	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	32.11	
11543	PHUNG DUONG	03/30/2023	Regular	0.00	80.00	53276
INV0003395	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	80.00	
11556	QUINN IRVINE	03/30/2023	Regular	0.00	8.38	53277
INV0003427	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	8.38	
11562	ROLLY & MARIA REGINA RAMIREZ	03/30/2023	Regular	0.00	11.04	53278
INV0003432	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	11.04	
11555	RONALD HING	03/30/2023	Regular	0.00	6.88	53279
INV0003426	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	6.88	
11573	SEBASTIAN REGAGLIATI	03/30/2023	Regular	0.00	32.11	53280
INV0003443	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	32.11	
11574	SENG & CONRAD BRETT SCHNEIDER	03/30/2023	Regular	0.00	32.42	53281
INV0003444	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	32.42	
11564	STANLEY CHRISTENSEN	03/30/2023	Regular	0.00	16.56	53282
INV0003434	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	16.56	
01214	TACOMA SCREW PRODUCTS, INC	03/30/2023	Regular	0.00	24.21	53283
190094425-00	Invoice	03/30/2023	jack wheel	0.00	24.21	
00504	TRUCKPRO LLC SIX STATES	03/30/2023	Regular	0.00	220.30	53284
289-0019436 & 2...	Invoice	03/30/2023	rw44 lights / dust caps	0.00	220.30	
11551	TRUONG NGUYEN	03/30/2023	Regular	0.00	99.31	53285
INV0003402	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	99.31	
01265	TYLER TECHNOLOGIES, INC	03/30/2023	Regular	0.00	17,418.75	53286
025-415176	Invoice	03/30/2023	Annual Saas Fees, UB, and AR Online Compo...	0.00	17,418.75	
11539	VALERIY & OKSANAN MUNTAN	03/30/2023	Regular	0.00	66.30	53287
INV0003391	Invoice	03/28/2023	CLOSED ACCOUNT REFUND	0.00	66.30	
11527	WATER SYSTEMS ENGINEERING, INC	03/30/2023	Regular	0.00	350.00	53288
30509	Invoice	03/30/2023	Monitoring Analysis / Res 2	0.00	350.00	
11570	WEI LIU	03/30/2023	Regular	0.00	61.98	53289
INV0003440	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	61.98	
00223	WEST COAST WIRE ROPE	03/30/2023	Regular	0.00	73.75	53290
5595565	Invoice	03/30/2023	hook chain repair kits	0.00	73.75	
11541	WILLIAM & DEANNE ROBINS	03/30/2023	Regular	0.00	78.84	53291
INV0003393	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	78.84	
11553	ZHEN CHEN	03/30/2023	Regular	0.00	5.92	53292
INV0003424	Invoice	03/30/2023	CLOSED ACCOUNT REFUND	0.00	5.92	

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
00017	OREGON DEPARTMENT OF REVENUE	04/05/2023	Regular	0.00	259.71	53293
1065590083 2	Invoice	04/05/2023	2022 QUARTERLY PAYMENT	0.00	259.71	
11441	DEPARTMENT OF JUSTICE	04/06/2023	Regular	0.00	264.00	53294
INV0003526	Invoice	04/07/2023	ID # 21DR17205	0.00	264.00	
00014	OREGON AFSCME	04/06/2023	Regular	0.00	463.85	53295
INV0003541	Invoice	04/07/2023	Union Dues	0.00	463.85	
00022	UNITED WAY OF THE COLUMBIA-WILLAMETTE	04/06/2023	Regular	0.00	127.50	53296
INV0003542	Invoice	04/07/2023	United Way	0.00	127.50	
00251	ADT COMMERCIAL LLC	04/06/2023	Regular	0.00	114.41	53297
INV0003504	Invoice	04/06/2023	Alarm Monitoring - April 2023	0.00	114.41	
11377	Atlas Technical Consultants, LLC	04/06/2023	Regular	0.00	512.50	53298
205081	Invoice	04/06/2023	JOB 313 PACKAGE #1	0.00	512.50	
00005	BACKFLOW MANAGEMENT, INC.	04/06/2023	Regular	0.00	75.00	53299
93022-356	Invoice	04/06/2023	Backflow Gauge Calibration	0.00	75.00	
00981	CENTURYLINK	04/06/2023	Regular	0.00	45.28	53300
INV0003471	Invoice	04/06/2023	SE 148TH TELEMETRY	0.00	45.28	
00001	CHAVES CONSULTING, INC.	04/06/2023	Regular	0.00	4,657.68	53301
212075	Invoice	04/06/2023	Printing & Mailing Bills March 2023	0.00	4,657.68	
00793	CITY OF GRESHAM	04/06/2023	Regular	0.00	122,885.07	53302
61580	Invoice	04/06/2023	Package 5 - Cascade Well6 Site, 223rd & Stark	0.00	47,354.32	
61581	Invoice	04/06/2023	Job 334, Groundwater Development Poject ...	0.00	67,588.70	
61582	Invoice	04/06/2023	JOB 330 - Pkg #6 - Progress Invoice	0.00	7,942.05	
01253	CITY WIDE FACILITY SOLUTIONS	04/06/2023	Regular	0.00	697.00	53303
32035003664	Invoice	04/06/2023	April Janitorial Service	0.00	697.00	
01147	CRYSTAL GREENS LANDSCAPING INC	04/06/2023	Regular	0.00	1,719.50	53304
192421, 192420, ...	Invoice	04/06/2023	Landscaping Services	0.00	1,719.50	
11534	ERIC KOELLING	04/06/2023	Regular	0.00	437.45	53305
INV0003472	Invoice	04/06/2023	LEAK ADJ REFUND	0.00	437.45	
00607	FERGUSON WATERWORKS #3011	04/06/2023	Regular	0.00	14,308.12	53306
1176877-1	Invoice	04/06/2023	Parts for ST21 Job 327	0.00	2,219.67	
1181896	Invoice	04/06/2023	Bella Vista Meter Install Parts	0.00	12,088.45	
00088	GASKET TECHNOLOGY, INC.	04/06/2023	Regular	0.00	20.00	53307
60730	Invoice	04/06/2023	3/4" Meter Gaskets	0.00	20.00	
00085	H.D. FOWLER COMPANY	04/06/2023	Regular	0.00	1,198.72	53308
16352387	Invoice	04/06/2023	Comp x Comp Curb Stop	0.00	1,198.72	
00300	HACH COMPANY, INC	04/06/2023	Regular	0.00	1,940.19	53309
13520668	Invoice	04/06/2023	Water Quality Analysis Reagents	0.00	590.19	
13525245	Invoice	04/06/2023	Water Quality Analysis Reagents	0.00	1,350.00	
11430	HUBBARD'S PAVING & SEAL COATING, CORP	04/06/2023	Regular	0.00	8,950.00	53310
3138	Invoice	04/06/2023	Paving for work order 233	0.00	8,950.00	
01137	JW UNDERGROUND INC	04/06/2023	Regular	0.00	377.82	53311
48158	Invoice	04/06/2023	JW Tickets From Davis Elementary Meter Ch...	0.00	377.82	
00753	KNIFE RIVER CORPORATE NW	04/06/2023	Regular	0.00	267.93	53312
2947611	Invoice	04/06/2023	Rock for work order 233 paving	0.00	267.93	
00604	LOWE'S	04/06/2023	Regular	0.00	164.52	53313
924054	Invoice	04/06/2023	Grass seed	0.00	18.99	

Check Report

Date Range: 03/14/2023 - 04/07/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
924278	Invoice	04/06/2023	box knife	0.00	7.59	
924334	Invoice	04/06/2023	tools	0.00	65.93	
924636	Invoice	04/06/2023	Cable repair parts	0.00	72.01	
00341	MIDDLETON, CATHERINE	04/06/2023	Regular	0.00	202.00	53314
INV0003502	Invoice	04/06/2023	Per Diem for Tyler Connect Conference - CM	0.00	202.00	
00135	NOLAN'S POINT S	04/06/2023	Regular	0.00	20.00	53315
0280014	Invoice	04/06/2023	rw36 tires	0.00	20.00	
00236	NORTHERN SAFETY CO., INC.	04/06/2023	Regular	0.00	166.52	53316
905359151	Invoice	04/06/2023	Safety Gear	0.00	166.52	
01021	OHA-DRINKING WATER SERVICES	04/06/2023	Regular	0.00	90.00	53317
INV0003483	Invoice	04/06/2023	OPERATOR CERTIFICATION APPLICATION KP	0.00	90.00	
00940	O'REILLY AUTO PARTS	04/06/2023	Regular	0.00	15.19	53318
2514-414292	Invoice	04/06/2023	rw36 flasher relay	0.00	15.19	
01057	OXARC, INC	04/06/2023	Regular	0.00	54.37	53319
0031772827	Invoice	04/06/2023	Forklift Propane	0.00	54.37	
00360	PARKROSE HARDWARE	04/06/2023	Regular	0.00	181.55	53320
I45549/P	Invoice	04/06/2023	hardware	0.00	49.76	
I45872/P	Invoice	04/06/2023	Bolts for well 3 meter	0.00	131.79	
00225	PORTER W. YETT COMPANY	04/06/2023	Regular	0.00	359.10	53321
25683	Invoice	04/06/2023	Asphalt for WO 215 & 216	0.00	359.10	
00070	PORTLAND, CITY OF	04/06/2023	Regular	0.00	19,573.68	53322
10433033-a	Invoice	04/06/2023	PBOT Street Opening Permit 82224 - ST21 Jo...	0.00	11,277.92	
10433033-b	Invoice	04/06/2023	PBOT Street Opening Permit 82081 - ST20 Jo...	0.00	8,295.76	
00458	PREMIER RUBBER LLC	04/06/2023	Regular	0.00	134.02	53323
0426292-IN	Invoice	04/06/2023	bella vista gen set repair	0.00	134.02	
00189	QUILL CORPORATION	04/06/2023	Regular	0.00	260.74	53324
31549534	Invoice	04/06/2023	office supplies	0.00	260.74	
01008	RDO EQUIPMENT CO	04/06/2023	Regular	0.00	60.27	53325
P3077377	Invoice	04/06/2023	vac ignition switch	0.00	60.27	
01009	RICOH USA, INC	04/06/2023	Regular	0.00	192.44	53326
5067033539	Invoice	04/06/2023	Monthly Copier Fee - March 2023	0.00	192.44	
10360	RIGGING PRODUCTS, INC	04/06/2023	Regular	0.00	56.31	53327
3932	Invoice	04/06/2023	lifting slings	0.00	56.31	
00194	S & B INC.	04/06/2023	Regular	0.00	485.00	53328
25722G	Invoice	04/06/2023	JOB 313 PACKAGE #1	0.00	485.00	
11520	SANDY RIVER MARKETING, INC	04/06/2023	Regular	0.00	502.96	53329
30013	Invoice	04/06/2023	Hats and Embroidery	0.00	502.96	
00021	SPECIAL DISTRICTS OF OREGON	04/06/2023	Regular	0.00	26,631.07	53330
INV0003470	Invoice	04/06/2023	EMPL MED/DENT INSURANCE	0.00	26,631.07	
00804	US CRANE & HOIST, INC	04/06/2023	Regular	0.00	411.00	53331
30043	Invoice	04/06/2023	annual crane inspection	0.00	411.00	
01205	ZIMMERMAN, DAN	04/06/2023	Regular	0.00	283.48	53332
INV0003503	Invoice	04/06/2023	Per Diem for Tyler Connect Conference - DZ	0.00	283.48	
01205	ZIMMERMAN, DAN	04/06/2023	Regular	0.00	-283.48	53332
00184	PORTLAND WATER BUREAU	04/06/2023	Regular	0.00	273,908.16	53333
INV0003551	Invoice	03/31/2023	Wholesale Water Purchase - March 2023	0.00	273,908.16	

Check Report

Date Range: 03/14/2023 - 04/07/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
11381	Global Payments Integrated	03/16/2023	Bank Draft	0.00	6,608.84	DFT0000838
INV0003293	Invoice	03/16/2023	Online Card Payments - February 2023	0.00	5,550.87	
INV0003294	Invoice	03/16/2023	Counter Card Payments - February 2023	0.00	1,057.97	
11396	ROTSCHY	03/16/2023	Bank Draft	0.00	34,118.28	DFT0000839
ROT-21	Invoice	03/16/2023	JOB 313 - pkg 1 - Progress Payment	0.00	34,118.28	
01211	HRA VEBA PLAN CONTRIBUTIONS	03/23/2023	Bank Draft	0.00	1,315.00	DFT0000857
INV0003368	Invoice	03/23/2023	HRA VEBA CONTRIBUTIONS	0.00	1,315.00	
00024	ICMA RETIREMENT TRUST-457	03/23/2023	Bank Draft	0.00	1,313.17	DFT0000858
INV0003369	Invoice	03/23/2023	DEFERRED COMP	0.00	1,313.17	
00016	NATIONWIDE RETIREMENT SOLUTION	03/23/2023	Bank Draft	0.00	840.00	DFT0000859
INV0003370	Invoice	03/23/2023	DEFERRED COMP	0.00	840.00	
00017	OREGON DEPARTMENT OF REVENUE	03/23/2023	Bank Draft	0.00	45.94	DFT0000860
INV0003382	Invoice	03/23/2023	BOARD PAYROLL TAX	0.00	45.94	
00018	PERS	03/23/2023	Bank Draft	0.00	22,790.21	DFT0000861
INV0003371	Invoice	03/23/2023	PERS PAYABLE	0.00	22,790.21	
00733	UMPQUA BANK	03/23/2023	Bank Draft	0.00	621.87	DFT0000862
INV0003378	Invoice	03/23/2023	Bank Analysis Fee - February 2023	0.00	621.87	
00736	UMPQUA EASY TAX	03/23/2023	Bank Draft	0.00	20,723.37	DFT0000863
INV0003366	Invoice	03/23/2023	FEDERAL PAYROLL TAX	0.00	20,723.37	
00017	OREGON DEPARTMENT OF REVENUE	03/23/2023	Bank Draft	0.00	5,356.91	DFT0000864
INV0003365	Invoice	03/23/2023	STATE TAX PAYABLE	0.00	5,356.91	
00017	OREGON DEPARTMENT OF REVENUE	03/30/2023	Bank Draft	0.00	8,341.11	DFT0000865
INV0003408	Invoice	03/29/2023	1ST QTR 2023 PAYMENT	0.00	8,341.11	
00070	PORTLAND, CITY OF	03/30/2023	Bank Draft	0.00	5,362.01	DFT0000866
4904960	Invoice	03/30/2023	PBOT TSUP Permit Fee	0.00	5,362.01	
00793	CITY OF GRESHAM	04/05/2023	Bank Draft	0.00	69,649.66	DFT0000867
INV0003508	Invoice	02/09/2023	GROUNDWATER	0.00	69,649.66	
00024	ICMA RETIREMENT TRUST-457	04/07/2023	Bank Draft	0.00	1,313.17	DFT0000868
INV0003520	Invoice	04/07/2023	Deferred Compensation	0.00	1,313.17	
00016	NATIONWIDE RETIREMENT SOLUTION	04/07/2023	Bank Draft	0.00	840.00	DFT0000870
INV0003522	Invoice	04/07/2023	457 Deferred Comp	0.00	840.00	
01211	HRA VEBA PLAN CONTRIBUTIONS	04/07/2023	Bank Draft	0.00	1,315.00	DFT0000872
INV0003529	Invoice	04/07/2023	HRA VEBA	0.00	1,315.00	
10253	INTERNAL REVENUE SERVICE	04/07/2023	Bank Draft	0.00	8,979.30	DFT0000879
INV0003546	Invoice	04/07/2023	FED TAX WITHHOLDING	0.00	8,979.30	
00017	OREGON DEPARTMENT OF REVENUE	04/07/2023	Bank Draft	0.00	5,582.47	DFT0000880
INV0003547	Invoice	04/07/2023	STATE INCOME TAX	0.00	5,582.47	
10253	INTERNAL REVENUE SERVICE	04/07/2023	Bank Draft	0.00	10,409.40	DFT0000881
INV0003548	Invoice	04/07/2023	SOCIAL SECURITY TAX	0.00	10,409.40	
10253	INTERNAL REVENUE SERVICE	04/07/2023	Bank Draft	0.00	2,440.56	DFT0000882
INV0003550	Invoice	04/07/2023	MEDICARE TAX	0.00	2,440.56	
00018	PERS	04/06/2023	Bank Draft	0.00	22,143.38	DFT0000883

Check Report

Date Range: 03/14/2023 - 04/07/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0003515	Invoice	04/06/2023	PERS PAYABLE	0.00	22,143.38	

Bank Code UMPQUA BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	212	154	0.00	770,325.63
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-283.48
Bank Drafts	22	21	0.00	230,109.65
EFT's	0	0	0.00	0.00
	234	176	0.00	1,000,151.80

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	212	154	0.00	770,325.63
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-283.48
Bank Drafts	22	21	0.00	230,109.65
EFT's	0	0	0.00	0.00
	234	176	0.00	1,000,151.80

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	3/2023	394,688.23
999	POOLED CASH	4/2023	605,463.57
			1,000,151.80



Rockwood Water District, OR

Detail vs Budget Report Account Summary

Date Range: 03/01/2023 - 03/31/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
101 - GENERAL FUND								
Revenue								
101-100-3010101	BEGINNING FUND BALANCE	0.00	-10,419,346.00	0.00	0.00	0.00	-10,419,346.00	-100.00%
101-100-3101100	WATER SALES	0.00	-11,410,250.00	-8,563,060.48	-607,854.65	-9,170,915.13	-2,239,334.87	-19.63%
101-100-3202100	BACKFLOW CHARGES	0.00	-40,000.00	-26,187.70	-1,835.40	-28,023.10	-11,976.90	-29.94%
101-100-3202200	SET-UP FEES	0.00	-27,270.00	-9,971.20	-1,064.00	-11,035.20	-16,234.80	-59.53%
101-100-3202300	LATE FEES	0.00	-290,000.00	-185,176.41	-20,718.84	-205,895.25	-84,104.75	-29.00%
101-100-3404100	SERVICE INSTALLATIONS	0.00	-250,000.00	-71,296.27	-54,793.04	-126,089.31	-123,910.69	-49.56%
101-100-3404200	SUB-DIVISION PROJECTS	0.00	-50,000.00	-21,386.14	11,697.93	-9,688.21	-40,311.79	-80.62%
101-100-3404300	OTHER SERVICE INCOME	0.00	-150,000.00	-76,198.17	-29,113.60	-105,311.77	-44,688.23	-29.79%
101-100-3505100	INTEREST INCOME	0.00	-70,000.00	-285,044.54	-54,491.70	-339,536.24	269,536.24	385.05%
101-100-3505200	RENTAL INCOME	0.00	-16,000.00	-5,739.19	-2,123.70	-7,862.89	-8,137.11	-50.86%
101-100-3606100	SCRAP METAL SALES	0.00	-7,500.00	-4,108.31	0.00	-4,108.31	-3,391.69	-45.22%
101-100-3606600	OTHER MISC INCOME	0.00	-40,000.00	-18,197.29	-6,763.66	-24,960.95	-15,039.05	-37.60%
101-100-3606800	GRESHAM UTILITY TAX	0.00	-432,015.00	-309,641.31	-8,062.00	-317,703.31	-114,311.69	-26.46%
101-100-3606900	PORTLAND UTILITY TAX	0.00	-197,790.00	-128,823.37	-24,776.29	-153,599.66	-44,190.34	-22.34%
101-100-3607000	FAIRVIEW UTILITY TAX	0.00	-14,158.00	-9,770.37	34.31	-9,736.06	-4,421.94	-31.23%
101-100-3909200	INTERFUND TRANSFERS	0.00	-505,000.00	-365,000.00	0.00	-365,000.00	-140,000.00	-27.72%
101-100-3909300	FIXED ASSET DISPOSITION	0.00	-500,000.00	0.00	0.00	0.00	-500,000.00	-100.00%
101-100-3909500	OTHER GOVERNMENT AGENCIES	0.00	-18,500.00	-58,060.00	-35,862.50	-93,922.50	75,422.50	407.69%
Revenue Totals:		0.00	-24,437,829.00	-10,137,660.75	-835,727.14	-10,973,387.89	-13,464,441.11	-55.10%
Expense								
101-100-5104450	SALARIES/WAGES	0.00	2,302,200.00	1,377,199.08	162,003.66	1,539,202.74	762,997.26	33.14%
101-100-5104500	OFFICE OVERTIME	0.00	1,000.00	168.35	0.00	168.35	831.65	83.17%
101-100-5104550	FIELD OVERTIME	0.00	16,000.00	15,547.67	1,727.18	17,274.85	-1,274.85	-7.97%
101-100-5104600	ON CALL DUTY	0.00	76,600.00	39,725.12	4,970.50	44,695.62	31,904.38	41.65%
101-100-5104610	WATER CERTIFICATIONS	0.00	12,500.00	10,261.42	1,107.42	11,368.84	1,131.16	9.05%
101-100-5104620	EMPLOYEE BONUS	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
101-100-5104630	MARKET BASED WAGE ADJUST	0.00	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
101-100-5104800	SOCIAL SECURITY	0.00	141,700.00	102,056.53	10,243.78	112,300.31	29,399.69	20.75%
101-100-5104810	MEDICARE	0.00	33,200.00	20,509.36	2,396.48	22,905.84	10,294.16	31.01%
101-100-5104820	UNEMPLOYMENT INSURANCE	0.00	2,300.00	288.94	2,656.83	2,945.77	-645.77	-28.08%
101-100-5104830	TRI-MET	0.00	16,600.00	1,011.41	12,854.08	13,865.49	2,734.51	16.47%
101-100-5104840	WORKERS COMPENSATION	0.00	27,600.00	15,916.25	1,951.15	17,867.40	9,732.60	35.26%
101-100-5104900	P.E.R.S	0.00	606,500.00	382,712.33	43,699.71	426,412.04	180,087.96	29.69%
101-100-5104920	EMPLOYEE INSURANCE EXPENS	0.00	549,000.00	363,908.69	45,827.06	409,735.75	139,264.25	25.37%
101-100-5104930	PAID LEAVE OREGON	0.00	4,400.00	-334.42	334.42	0.00	4,400.00	100.00%

Detail vs Budget Report

Date Range: 03/01/2023 - 03/31/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
101-100-5205010	WATER PURCHASES	0.00	3,088,892.00	1,954,918.68	273,908.16	2,228,826.84	860,065.16	27.84%
101-100-5205110	CONTRACT SERVICES	-3,470.81	125,430.00	58,822.84	23,682.68	82,505.52	46,395.29	36.99%
101-100-5205120	TECHNICAL & CONSULTING	0.00	65,000.00	0.00	0.00	0.00	65,000.00	100.00%
101-100-5205130	AUDITING	0.00	19,020.00	12,225.00	0.00	12,225.00	6,795.00	35.73%
101-100-5205140	LEGAL SERVICES	0.00	100,000.00	9,288.00	248.00	9,536.00	90,464.00	90.46%
101-100-5205210	TELEPHONE	0.00	42,140.00	24,441.31	4,698.48	29,139.79	13,000.21	30.85%
101-100-5205220	SEWER/STORM WATER	0.00	8,050.00	6,621.98	2,180.79	8,802.77	-752.77	-9.35%
101-100-5205230	HEATING/ELECTRICITY	0.00	16,500.00	14,560.07	5,776.90	20,336.97	-3,836.97	-23.25%
101-100-5205310	ENGINEERING SUPPLIES	0.00	1,000.00	831.59	139.75	971.34	28.66	2.87%
101-100-5205320	OFFICE SUPPLIES	-1,179.17	24,000.00	31,333.19	2,797.98	34,131.17	-8,952.00	-37.30%
101-100-5205330	POSTAGE	-130.25	45,300.00	25,843.65	3,639.54	29,483.19	15,947.06	35.20%
101-100-5205410	CONSERVATION	0.00	56,350.00	2,392.12	8,956.97	11,349.09	45,000.91	79.86%
101-100-5205420	ELECTIONS/LEGAL ADVERTISE	0.00	3,000.00	625.95	0.00	625.95	2,374.05	79.14%
101-100-5205430	INSURANCE-GENERAL	0.00	96,839.00	70,360.73	8,189.17	78,549.90	18,289.10	18.89%
101-100-5205440	SAFETY GEAR & EQUIPMENT	-298.29	23,000.00	13,411.27	1,248.08	14,659.35	8,638.94	37.56%
101-100-5205450	TRAINING & EDUCATION	2,642.08	41,500.00	20,164.13	2,719.31	22,883.44	15,974.48	38.49%
101-100-5205460	DUES/LICENSES/SUBSCRIPTNS	-138.34	93,766.00	63,278.57	2,837.32	66,115.89	27,788.45	29.64%
101-100-5205470	OFFICE EQUIPMENT	0.00	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
101-100-5205510	COMPUTER/OFFICE EQUIPMENT	-29.00	7,400.00	1,405.02	4,125.20	5,530.22	1,898.78	25.66%
101-100-5205520	BLDG/GROUNDS MAINTENANCE	-3,346.79	74,460.00	39,674.90	5,204.55	44,879.45	32,927.34	44.22%
101-100-5205530	SHOP EQUIPMENT MAINT	-27.96	10,000.00	662.56	275.64	938.20	9,089.76	90.90%
101-100-5205540	VEHICLE MAINTENANCE	777.18	35,000.00	11,069.88	2,592.05	13,661.93	20,560.89	58.75%
101-100-5205550	TIRES	0.00	14,000.00	2,328.50	935.92	3,264.42	10,735.58	76.68%
101-100-5205560	GAS/LUBRICANTS & DISPOSAL	0.00	45,000.00	24,089.52	122.70	24,212.22	20,787.78	46.20%
101-100-5205570	SMALL EQUIPMENT/TOOLS	-104.33	10,000.00	7,926.82	439.58	8,366.40	1,737.93	17.38%
101-100-5205610	UTILITY OPERATING SUPPLY	-10,420.67	300,000.00	158,244.04	24,518.19	182,762.23	127,658.44	42.55%
101-100-5205620	WATER SAMPLES/TESTING	-40.49	65,000.00	37,345.76	220.35	37,566.11	27,474.38	42.27%
101-100-5205625	WATER QUALITY & NOTICES	0.00	8,000.00	0.00	0.00	0.00	8,000.00	100.00%
101-100-5205630	RESERVOIR MAINTENANCE	0.00	15,000.00	60.97	0.00	60.97	14,939.03	99.59%
101-100-5205640	METER MAINTENANCE	-1,088.09	40,000.00	20,957.19	5,364.84	26,322.03	14,766.06	36.92%
101-100-5205650	HYDRANT MAINTENANCE	0.00	3,000.00	3,239.19	0.00	3,239.19	-239.19	-7.97%
101-100-5205660	TELEMETRY	0.00	15,192.00	9,201.70	640.14	9,841.84	5,350.16	35.22%
101-100-5205670	PUMPING	0.00	41,720.00	31,718.33	3,925.86	35,644.19	6,075.81	14.56%
101-100-5205710	BOARD MEETING FEES	0.00	5,800.00	1,950.00	300.00	2,250.00	3,550.00	61.21%
101-100-5205720	DIRECTORS' EXPENSE	-1,885.50	24,000.00	4,539.65	1,885.50	6,425.15	19,460.35	81.08%
101-100-5205730	MANAGER'S EXPENSE	-371.79	7,000.00	2,745.55	610.91	3,356.46	4,015.33	57.36%
101-100-5205740	GENERAL OFFICE	-893.00	64,900.00	87,346.41	8,315.66	95,662.07	-29,869.07	-46.02%
101-100-5205750	CASH OVER/SHORT	0.00	0.00	15.00	0.00	15.00	-15.00	0.00%
101-100-5205760	BAD DEBT EXPENSE	0.00	25,000.00	207.44	-259.93	-52.49	25,052.49	100.21%
101-100-5205770	GRESHAM UTILITY TAX	0.00	432,015.00	241,637.09	0.00	241,637.09	190,377.91	44.07%
101-100-5205780	PORTLAND UTILITY TAX	0.00	197,790.00	97,528.61	0.00	97,528.61	100,261.39	50.69%
101-100-5205790	FAIRVIEW UTILITY TAX	0.00	14,158.00	7,684.83	0.00	7,684.83	6,473.17	45.72%
101-100-5205800	CUSTOMER ASSISTANCE	0.00	60,000.00	7,770.00	864.50	8,634.50	51,365.50	85.61%
101-100-5205820	TAXES & ASSESSMENTS	0.00	3,100.00	8,747.50	0.00	8,747.50	-5,647.50	-182.18%

Detail vs Budget Report

Date Range: 03/01/2023 - 03/31/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
101-100-5406010	WATER SYSTEM	-27,960.06	722,200.00	381,775.29	113,391.43	495,166.72	254,993.34	35.31%
101-100-5406020	NEW SERVICES	-17,979.92	65,000.00	29,321.18	20,696.57	50,017.75	32,962.17	50.71%
101-100-5406030	METER UPGRADES	0.00	50,000.00	16,234.38	0.00	16,234.38	33,765.62	67.53%
101-100-5406110	METER EQUIPMENT	0.00	25,000.00	1,441.00	0.00	1,441.00	23,559.00	94.24%
101-100-5406120	SHOP EQUIPMENT	0.00	8,800.00	75.80	0.00	75.80	8,724.20	99.14%
101-100-5406130	AUTOMOTIVE EQUIPMENT	0.00	240,000.00	4,245.24	0.00	4,245.24	235,754.76	98.23%
101-100-5406140	COMPUTER/OFFICE EQUIP	0.00	33,500.00	26,677.06	0.00	26,677.06	6,822.94	20.37%
101-100-5406210	BUILDINGS	-149.99	39,000.00	35,734.17	23,633.99	59,368.16	-20,218.17	-51.84%
101-100-5406220	LAND	0.00	500,000.00	0.00	0.00	0.00	500,000.00	100.00%
101-100-5607110	TRANSFER TO OTHER FUND	0.00	1,955,950.00	1,955,950.00	0.00	1,955,950.00	0.00	0.00%
101-100-5707210	CONTINGENCY	0.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00	100.00%
Expense Totals:		-66,095.19	14,314,372.00	7,897,640.39	848,599.05	8,746,239.44	5,634,227.75	39.36%
101 - GENERAL FUND Totals:		-66,095.19	-10,123,457.00	-2,240,020.36	12,871.91	-2,227,148.45	-7,830,213.36	
201 - SDC FUND-REIMBURSEMENT								
Revenue								
201-100-3010101	BEGINNING FUND BALANCE	0.00	-813,720.00	0.00	0.00	0.00	-813,720.00	-100.00%
201-100-3404500	SYSTEM DEVELOPMENT FEES	0.00	-250,000.00	-119,537.42	-36,005.20	-155,542.62	-94,457.38	-37.78%
201-100-3505100	INTEREST INCOME	0.00	-10,000.00	-28,428.69	-5,575.70	-34,004.39	24,004.39	240.04%
Revenue Totals:		0.00	-1,073,720.00	-147,966.11	-41,580.90	-189,547.01	-884,172.99	-82.35%
Expense								
201-100-5607110	TRANSFER TO OTHER FUND	0.00	300,000.00	300,000.00	0.00	300,000.00	0.00	0.00%
Expense Totals:		0.00	300,000.00	300,000.00	0.00	300,000.00	0.00	0.00%
201 - SDC FUND-REIMBURSEMENT Totals:		0.00	-773,720.00	152,033.89	-41,580.90	110,452.99	-884,172.99	
202 - SDC FUND-IMPROVEMENT								
Revenue								
202-100-3010101	BEGINNING FUND BALANCE	0.00	-312,475.00	0.00	0.00	0.00	-312,475.00	-100.00%
202-100-3404500	SYSTEM DEVELOPMENT FEES	0.00	-80,000.00	-35,705.58	-10,754.80	-46,460.38	-33,539.62	-41.92%
202-100-3505100	INTEREST INCOME	0.00	-1,200.00	-5,185.31	-1,030.03	-6,215.34	5,015.34	417.95%
Revenue Totals:		0.00	-393,675.00	-40,890.89	-11,784.83	-52,675.72	-340,999.28	-86.62%
202 - SDC FUND-IMPROVEMENT Totals:		0.00	-393,675.00	-40,890.89	-11,784.83	-52,675.72	-340,999.28	-86.62%
301 - DEBT RESERVE FUND								
Revenue								
301-100-3010101	BEGINNING FUND BALANCE	0.00	-1,688,373.00	0.00	0.00	0.00	-1,688,373.00	-100.00%
301-100-3505100	INTEREST INCOME	0.00	-6,000.00	-9,084.87	-1,745.99	-10,830.86	4,830.86	80.51%
301-100-3909200	INTERFUND TRANSFERS	0.00	-1,735,950.00	-1,735,950.00	0.00	-1,735,950.00	0.00	0.00%
Revenue Totals:		0.00	-3,430,323.00	-1,745,034.87	-1,745.99	-1,746,780.86	-1,683,542.14	-49.08%
Expense								
301-100-5607110	TRANS TO DEBT SERV FUND	0.00	1,479,150.00	323,175.00	0.00	323,175.00	1,155,975.00	78.15%
Expense Totals:		0.00	1,479,150.00	323,175.00	0.00	323,175.00	1,155,975.00	78.15%
301 - DEBT RESERVE FUND Totals:		0.00	-1,951,173.00	-1,421,859.87	-1,745.99	-1,423,605.86	-527,567.14	

Detail vs Budget Report

Date Range: 03/01/2023 - 03/31/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
401 - DEBT SERVICE FUND								
Revenue								
401-100-3909200	INTERFUND TRANSFERS	0.00	-1,479,150.00	-323,175.00	0.00	-323,175.00	-1,155,975.00	-78.15%
	Revenue Totals:	0.00	-1,479,150.00	-323,175.00	0.00	-323,175.00	-1,155,975.00	-78.15%
Expense								
401-100-5507050	PAYMENTS ON FINANCING	0.00	790,000.00	0.00	0.00	0.00	790,000.00	100.00%
401-100-5507070	INTEREST EXPENSE	0.00	689,150.00	323,175.00	0.00	323,175.00	365,975.00	53.11%
	Expense Totals:	0.00	1,479,150.00	323,175.00	0.00	323,175.00	1,155,975.00	78.15%
	401 - DEBT SERVICE FUND Totals:	0.00	0.00	0.00	0.00	0.00	0.00	
501 - GROUND WATER PRODUCTION								
Revenue								
501-100-3010101	BEGINNING FUND BALANCE	0.00	-43,796.00	0.00	0.00	0.00	-43,796.00	-100.00%
501-100-3505100	INTEREST INCOME	0.00	-3,000.00	0.00	0.00	0.00	-3,000.00	-100.00%
501-100-3909200	INTERFUND TRANSFERS	0.00	-220,000.00	-220,000.00	0.00	-220,000.00	0.00	0.00%
501-100-3909400	CITY OF GRESHAM	0.00	-200,000.00	-200,000.00	0.00	-200,000.00	0.00	0.00%
	Revenue Totals:	0.00	-466,796.00	-420,000.00	0.00	-420,000.00	-46,796.00	-10.02%
Expense								
501-100-5205530	EQUIPMENT MAINTENANCE	-404.66	10,000.00	17,534.85	689.89	18,224.74	-7,820.08	-78.20%
501-100-5205610	OPERATING SUPPLIES	0.00	30,000.00	21,083.36	0.00	21,083.36	8,916.64	29.72%
501-100-5205615	WELLHEAD PROTECTION	0.00	70,000.00	70,000.00	0.00	70,000.00	0.00	0.00%
501-100-5205620	TESTING	953.04	5,000.00	1,699.58	350.00	2,049.58	1,997.38	39.95%
501-100-5205630	RESERVOIR MAINTENANCE	0.00	5,000.00	345.74	0.00	345.74	4,654.26	93.09%
501-100-5205670	PUMPING	0.00	235,000.00	251,834.26	18,360.66	270,194.92	-35,194.92	-14.98%
501-100-5607110	TRANSFER TO OTHER FUND	0.00	65,000.00	65,000.00	0.00	65,000.00	0.00	0.00%
	Expense Totals:	548.38	420,000.00	427,497.79	19,400.55	446,898.34	-27,446.72	-6.53%
	501 - GROUND WATER PRODUCTION Totals:	548.38	-46,796.00	7,497.79	19,400.55	26,898.34	-74,242.72	
601 - GW CONSTRUCTION FUND								
Revenue								
601-100-3010101	BEGINNING FUND BALANCE	0.00	-12,664,357.00	0.00	0.00	0.00	-12,664,357.00	-100.00%
601-100-3909400	FINANCING PROCEEDS	0.00	-6,826,000.00	-2,782,215.44	-347,678.22	-3,129,893.66	-3,696,106.34	-54.15%
601-100-3909650	WIFIA LOAN PROCEEDS	0.00	-15,000,000.00	0.00	0.00	0.00	-15,000,000.00	-100.00%
	Revenue Totals:	0.00	-34,490,357.00	-2,782,215.44	-347,678.22	-3,129,893.66	-31,360,463.34	-90.93%
Expense								
601-100-5205110	CONTRACT SERVICES	0.00	150,000.00	11,500.00	0.00	11,500.00	138,500.00	92.33%
601-100-5205120	ENGINEERING SERVICES	-345,056.88	5,780,000.00	1,715,022.43	380,645.10	2,095,667.53	4,029,389.35	69.71%
601-100-5406035	GROUNDWATER CONSTRUCTION	-5,714.03	21,711,794.00	3,710,960.76	40,438.40	3,751,399.16	17,966,108.87	82.75%
601-100-5607110	TRANSFER TO OTHER FUND	0.00	140,000.00	0.00	0.00	0.00	140,000.00	100.00%
	Expense Totals:	-350,770.91	27,781,794.00	5,437,483.19	421,083.50	5,858,566.69	22,273,998.22	80.17%
	601 - GW CONSTRUCTION FUND Totals:	-350,770.91	-6,708,563.00	2,655,267.75	73,405.28	2,728,673.03	-9,086,465.12	
	Report Total:	-416,317.72	-19,997,384.00	-887,971.69	50,566.02	-837,405.67	-18,743,660.61	

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
101 - GENERAL FUND	-66,095.19	-10,123,457.00	-2,240,020.36	12,871.91	-2,227,148.45	-7,830,213.36	
201 - SDC FUND-REIMBURSEMENT	0.00	-773,720.00	152,033.89	-41,580.90	110,452.99	-884,172.99	
202 - SDC FUND-IMPROVEMENT	0.00	-393,675.00	-40,890.89	-11,784.83	-52,675.72	-340,999.28	-86.62%
301 - DEBT RESERVE FUND	0.00	-1,951,173.00	-1,421,859.87	-1,745.99	-1,423,605.86	-527,567.14	
401 - DEBT SERVICE FUND	0.00	0.00	0.00	0.00	0.00	0.00	
501 - GROUND WATER PRODUCTION	548.38	-46,796.00	7,497.79	19,400.55	26,898.34	-74,242.72	
601 - GW CONSTRUCTION FUND	-350,770.91	-6,708,563.00	2,655,267.75	73,405.28	2,728,673.03	-9,086,465.12	
Report Total:	-416,317.72	-19,997,384.00	-887,971.69	50,566.02	-837,405.67	-18,743,660.61	

ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT

RESOLUTION NO. RWPUD 22/23-004

RESOLUTION TO AMEND POLICY MANUAL

WHEREAS, this matter previously came before the Board of Directors of the Rockwood Water People's Utility District (District) at its regular meeting on March 22, 2023, to CONSIDER AMENDMENTS OF THE Policy Manual; and

WHEREAS, the Board wishes to revise policies for the following section of the Series 3000 – Personnel provisions of the Policy Manual:

Article 4 – Pay Plan and Compensation, Section 4.4 Paid Time Off

WHEREAS, the Board wishes to revise policies for the following section of the Series 4000 – Rules and Regulation of the Policy Manual:

Article 7 – Termination of Service, Section 7.2.1 Termination at Request of User

WHEREAS, the revised and new text of the policies were initially reviewed by the Board at the regular meeting on March 22, 2023, and the Board being fully advised:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT THAT:

Section 1. The following sections of the Series 3000 – Personnel provisions and Series 4000 Rules and Regulations are adopted in the District's Policy Manual as set forth in Exhibit A and incorporated herein by reference:

- A. Series 3000, Article 4 – Pay Plan and Compensation, Section 4.4 Paid Time Off
- B. Series 4000, Article 7 – Termination of Service, Section 7.2.1 Termination at Request of User

Section 2. These amendments and additions to the Policy Manual are effective as of April 26th, 2023, and the General Manager shall incorporate these amendments into the Policy Manual.

ADOPTED this 27th day of April 2023.

ROCKWOOD WATER PEOPLES' UTILITY DISTRICT

By: _____
Colby Riley, President of the Board

By: _____
Kathy Zimmerman, Secretary of the Board

EXHIBIT A

ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT

POLICY MANUAL

SERIES	3000
ARTICLE	4.0
SECTION	4.4
PAGE	1 of 4
ADOPTED	12/19/00
REVISED	04/26/23
REVIEW DUE	Annually

TITLE: PAID TIME OFF

PURPOSE: *To allow employees to receive pay while absent from work for vacation, illness, personal business, family emergencies, religious observances, preventive health and dental care, and other personal pursuits. This policy is intended to comply with the requirements of Oregon's sick time law in ORS chapter 653 and 659A and the related administrative regulations (collectively, the "Oregon Sick Time Law"). In the event that the Oregon Sick Time Law provides for greater leave rights than this policy, the Oregon Sick Time Law controls.*

POLICY: Paid time off (PTO) will be granted based on eligibility and continuous years of service with the District. Non-probationary full-time employees who are regularly scheduled to work an average of at least 37.5 hours per week are eligible for PTO. Eligible employees accrue the designated amounts of earned annual PTO prorated on a monthly basis for each full month the employee is employed, provided the employee is also in a paid status the entire month. Monthly accruals will be prorated for employees who were employed the full month but were in an unpaid status for more than 16 hours. The proration will be based on the maximum number of straight-time hours the employee would normally have worked that month.

4.4.1 PTO should be used within a reasonable period of time after it is earned. However, eligible employees may accumulate earned PTO up to a maximum of 200% of their annual accrual, based upon the employee's then years of service. An employee who has accumulated the 200% maximum ceases earning any additional PTO accruals until PTO has been taken, at which point the employee again begins to accrue earned PTO until the maximum has been reached.

4.4.2 Supervisors will approve PTO for their respective employees with due consideration to the reason for the request (e.g., whether it qualifies as Protected Sick Time), desires of the employees, the workload requirements facing the District, and the employee's date of hire. Generally, date of hire will be used as a scheduling consideration for only one PTO period per year, per employee. All PTO requests are subject to supervisor review.

4.4.3 New employees begin accruing PTO on their first day of employment, but may not use any accrued PTO for any purpose other than a purpose qualifying as Oregon Protected Sick Time (see section 4.4.8 below) until they have successfully

completed six months of continual employment with the District. Accrued PTO may be used for purposes qualifying as Oregon Protected Sick Time after ninety (90) days of employment.

4.4.4 Annual Accruals:

- Employees with less than five years of continuous service will accrue twenty (20) days of PTO annually, at the rate of 13.34 hours per month. As set forth in Section 4.4.3, new employees within their six (6) month probationary period may use accrued PTO for purposes qualifying as Oregon Protected Sick Time (see section 4.4.8 below) following ninety (90) days of continuous employment. New employees may not use accrued PTO for any other purpose until they have completed six (6) months of employment.
- Employees with at least five years of continuous service, but less than ten years of continuous service, will accrue twenty-five (25) days of PTO annually, at the rate of 16.67 hours per month.
- Employees with at least ten or more years of continuous service will accrue thirty (30) days of PTO annually, at the rate of 20 hours per month.

4.4.5 Upon termination, employees will be paid for unused, accrued PTO. Such time will be paid for at the rate of pay applicable at the time of termination.

4.4.6 In the event an employee's employment with the District is terminated by death, compensation for accrued PTO will be paid in the same manner in which that employee's salary would have been paid.

4.4.7 Donated Leave Bank: An employee may donate up to forty (40) hours of their accrued PTO per calendar year to a donated leave bank administered by the District for use by other employees who have exhausted their PTO and other paid leave accounts due to serious illness, injury or other medical conditions for the employee or employee's family member. Employees donating PTO to the District's donated leave bank must maintain a minimum of forty (40) hours in their PTO bank after such donation. Donating time shall not extend an employee's employment for any reason.

To be eligible for donated leave, an employee: (i) must have a qualifying serious health condition as defined under the Family Medical and Leave Act (FMLA) or Oregon Family Leave Act (OFLA) related to an employee or employee's family member, and (ii) must not be receiving, or be eligible to receive, social security disability benefits, short-term disability benefits, or long-term disability benefits.

Applications for donated leave must be made to the General Manager in writing. Employees should not disclose any medical diagnoses or medical information in their application. All applications for donated leave must be approved by the General Manager. Employees who seek donated leave may apply and obtain approval to receive donated leave before they deplete their PTO banks.

Employee transfers of PTO will not be allowed.

4.4.8 Employees may cash out up to 40 hours once a year as long as they have a standing balance of one year of PTO accrual after cash out. Requests for cash out must be submitted by January and will be paid out in July of the same year so that the District may budget for the expense

4.4.9 Oregon Protected Sick Time: Employees qualifying for PTO under this policy can use accrued PTO for any personal time off. A qualifying employee may also use up to 40 hours of total accrued PTO each year as protected leave for any reason that qualifies under state or municipal paid sick time laws ("Protected Sick Time"). For example, up to 40 hours of accrued PTO per year may be used as Protected Sick Time for:

- The diagnosis, care or treatment of the associate's or the associate's family member's mental or physical illness, injury or health condition, including preventive medical care. For example, PTO may be used for prenatal visits and routine medical and dental visits as well as for serious health conditions. For purposes of this policy, "family member" means any of the following: (1) child, meaning a biological, adopted or foster child, stepchild, legal ward or child to whom the employee stands in loco parentis. This definition of "child" is applicable regardless of age or dependency status; (2) biological, adoptive or foster parent, stepparent or legal guardian of an employee or the employee's spouse or registered domestic partner or a person who stood in loco parentis when the employee was a minor child; (3) spouse; (4) registered domestic partner; (5) grandparents; (6) grandchildren, and (7) siblings.
- To address an incident of domestic violence, harassment, sexual assault or stalking. For example, PTO may be taken to seek legal or law enforcement assistance or remedies, medical treatment, counseling, the services of a victim services provider or to relocate or secure an existing home for the associate or the associate's minor child or dependent.
- To address a public health emergency. For example, an associate may use PTO (a) if either the associate's place of business or the associate's child's school or day care is closed by order of a public official due to a public health emergency; (b) to care for a family member whose presence in the community jeopardizes the health of others, as determined by a lawful public health authority or by a healthcare provider; or (c) if any law or regulation requires the District to exclude the associate from the workplace for health reasons.

An employee's use of PTO for reasons that qualify as Protected Sick Time, up to the maximum 40 hours per year, will not have negative consequences under the District's Attendance Policy. However, after an employee uses 40 hours of PTO in a year as Protected Sick Time, further use of PTO for absences during that year, even if for reasons that would otherwise qualify for Protected Sick Time, will be subject to the District's normal policies and procedures, including the Attendance Policy, which may result in an attendance occurrence or other discipline.

4.5.0 Required Notice: If the need for PTO is foreseeable, the District requires that employees provide at least ten (10) days' notice to their supervisor. Failure to provide the required notice may result in a denial of the request for PTO. Employees must make a reasonable effort to schedule a foreseeable need for PTO in a manner that does not unduly disrupt operations of the District.

If the need for PTO is unforeseeable, the employee must provide notice to his/her supervisor as soon as practicable and must generally comply with the District's notice and leave request procedures to the extent that it does not interfere with the ability of the employee to use the PTO when needed.

If the expected duration of a PTO absence changes for any reason, an employee must notify his/her supervisor as soon as practicable.

An employee's failure to provide the notice required under this policy may result in a delay in payment or nonpayment of the time claimed as PTO and may also result in discipline for failure to follow District policies and procedures.

4.4.10 Documentation: If an employee uses PTO for more than three consecutive scheduled work days, the District may require reasonable documentation for the purpose for the PTO. In addition, if an employee commences PTO without providing advance notice under this policy, the District may require documentation of the purpose for the PTO. Documentation may include, but is not limited to, a signed statement from a health care provider. The employee must provide documentation to the District within 15 calendar days of the request.

If the need for PTO is foreseeable and projected to last longer than three consecutive scheduled work days, the District may require reasonable documentation of the purpose for the PTO before the PTO commences, or as soon as otherwise practicable.

The District also reserves the right to require documentation verifying an employee's need to use PTO if there are indications of abuse, such as repeated use of unscheduled PTO on or adjacent to weekends, holidays, or pay days, regardless whether the employee has used PTO for more than three consecutive days.

An employee's failure or delay in providing documentation requested by the District may result in a delay in payment or nonpayment of the time claimed as PTO and may also result in discipline for failure to follow District policies and procedures.

ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT

POLICY MANUAL

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SECTION	7.2
PAGE	1 of 2
ADOPTED	12/19/00
REVISED	04/26/2023
REVIEW DUE	Annually

TITLE: TERMINATION OF SERVICE

PURPOSE: *To outline the District's policy on termination of service.*

POLICY: The following guidelines are to be used in terminating service.

7.2.1 Termination at Request of User. A District customer (account holder) may have water service to his/her premises temporarily or indefinitely terminated by giving the District written or verbal notice a minimum of one (1) day in advance of the effective termination date. The meter will be read, and the user will pay all charges for services rendered to the date of such termination.

In the event that the user is moving out of the premises, the District will place a door hanger to inform the next occupant that an account must be established with the District.

In an emergency, such as a broken pipe inside a customer's home, the District will use reasonable efforts to assist the customer by turning off the water meter as quickly as possible.

Where water service has been discontinued at the request of the user, and all charges are paid and the account is current, such service may be restored at the request of the user without any additional charge.

7.2.2 Excessive Demands for Water. The District may terminate water service to any premises where the demand for service is greatly in excess of past average or seasonal use or where such excessive demand for such premises may be detrimental or injurious to the water service furnished to others or results in inadequate service to others.

7.2.3 Violation of Rules and Regulations. The District may terminate water service to premises where such premises, or the user, are in violation of any portion of these rules and regulations. Written final notice requiring compliance by a certain date will be mailed. Failure to comply with the notice will result in termination of service five (5) days after the date given.

7.2.4 Non-Payment. Water service may be terminated if payment is not received in the

District office by the 50th day after the bill is issued. A charge will be assessed, and water service will not be restored until all charges are paid. If the water meter is turned back on by a customer when service has been terminated for non-payment, an additional charge will be assessed, the water meter will be locked and all charges must be paid in full before service can be restored. If the meter cannot be locked, the charge will still be assessed. If the customer turns the water on again and/or breaks the lock, charges will be assessed, and the meter will be pulled. If the customer attempts to reconnect the service, the District may cut off the service at the main, and charge the customer the cost of time and material for the cut-off, as well as the reinstallation. All charges must be paid in full, prior to reinstallation.