

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS



FEBRUARY 20, 2024



**PUBLIC MEETING
OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
FEBRUARY 20, 2024 at 6:00 p.m.**

1. Call to Order
2. Call for Public Comment
3. Consent Agenda
 - a. December 2023 Financial Report
 - b. Approval of January 16, 2024 Board Meeting Minutes
 - c. Approval of Contract for Janitorial and Landscape Services with Relay Resources
4. Presentation of Options for Capital Projects Loan Funding
5. Presentation of Quarterly Capital Projects Report
6. Consideration Resolution No. 2024-0025 for FY 2024 Budget Transfer
7. Business from the Board
8. Department Reports
 - a. Administration
 - b. Finance
 - c. Public Works
 - d. Plant Operations
9. Adjourn Meeting



AGENDA ITEM

Title	Call to Order
Item No.	1

Summary

The Chair will call the meeting to order with a quorum of the Board at the noticed time.

The Chair may request participation in a nonpartisan acknowledgement of their choosing.

The General Manager will review the meeting protocols before business is discussed.



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	February 20, 2024

Summary

The Board of Directors welcomes comment from members of the public.

Written comments may not be read out loud or addressed during the meeting, but all public comments will be entered into the record.

The Board of Directors may elect to limit the total time available for public comment or for any single speaker depending on meeting length.

CONSENT AGENDA

To Board of Directors
From Brad Albert, Interim General Manager
Title Consent Agenda
Item No. 3
Date February 20, 2024

Summary

The Board of Directors has a standing item on the regular monthly meeting agenda called "Consent Agenda." This subset of the regular agenda provides for the Board to relegate routine business functions not requiring discussion to a consent agenda where all included items can be acted upon by a single act.

The Consent Agenda includes:

- a. **December 2023 Financial Report**
- b. **Approval of January 16, 2024 Board Meeting Minutes**
- c. **Approval of Contract for Janitorial and Landscape Services with Relay Resources**

Options for Consideration

1. Approve the Consent Agenda as listed on the meeting agenda.
2. Request one or more items listed on the Consent Agenda be pulled from the Consent Agenda for discussion.

Recommendation

Staff requests that the Board approve the items listed under the Consent Agenda.

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____ Date _____



MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	December 2023 Financial Reports
Item No.	3a
Date	February 20, 2024

Reports

- December 2023 Monthly Overview
- December 2023 Budget to Actual Report
- December 2023 Budget Account Roll Up Report

**Oak Lodge Water Services
Monthly Financial Overview
FY 2023-24 December 2023**

This report summarizes the revenues and expenditures for December 2023. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

Cash and Investments

Account Balances As of:		
December 31, 2023	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552		\$ 76,927
Wells Fargo Bank Checking-9966		1,179,811
LGIP	5.00%	13,170,129
Total		\$ 14,426,866

The OLWS’ checks, electronic withdrawals, and bank drafts total \$1.7 million for December 2023. There was one voided check.

Services Revenue

Below is a table identifying OLWS’ three principal sources of service charges in each fund with a comparison between annual budget estimates and year-to-date service charge fees.

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 5,469,000	\$ 376,962	\$ 2,874,176	52.6%
20-00-4212	Wastewater charges	11,913,000	1,058,497	5,797,613	48.4%
30-00-4213	Watershed protection	1,751,000	147,628	864,794	49.4%
Subtotal		\$ 19,133,000	\$ 1,583,087	\$ 9,506,583	49.7%

With respect to revenues, water sales are above budget, with wastewater and watershed protection services’ revenues are below budget. Total variance through December is negative (\$59,917).

Expenses by Budget Category

The table below matches the Budget for the number of months reported to the same number of months of actual expenses. The **Budget YTD** column provides the portion of the Budget for comparison, whereas the financial reports compare actuals to the full annual budget. This view allows for a review at the category level to ensure expenditures remain within the budget within each category.

Expense Category	FY 2024	BUDGET Year-to-Date	ACTUALS Year-to-Date	% Spent
	Adopted Budget	December 2023	December 2023	
Personnel Services	\$ 5,776,000	\$ 2,888,000	\$ 2,709,033	94%
Materials & Services	5,865,600	2,932,800	2,289,907	78%
Capital Outlay	9,085,000	4,542,500	1,891,432	42%
		\$ 10,363,300	\$ 6,890,371	66%

With respect to expenditures, at the end of December expenditures are overall 37.5% of budget, excluding Contingencies, with 50.0% of the fiscal year completed.

Review of expenditure lines that are above 55% of budget:

1. **5240 - Unemployment** is 73.7% of budget. OLWS' budget is equivalent to one claim for two quarters, therefore, if there is only one claim for the fiscal year, no Budget Transfers will be necessary. This budget appears to be sufficient for the full fiscal year.
2. **6540 – Safety Supplies** is 61.3% of budget. This is due to the procurement of two flammable liquid safety cabinets for Drinking Water and replacement of expired confined space safety equipment, for compliance with OSHA regulations. This budget line is part of the Q2 Budget Review.
3. **6760 - Equipment Rental** is 77.4% of budget. This is due to an additional rental of a forklift to due existing equipment failure. This budget is part of the Q2 Budget.

Financial Assistance Utility Rate Relief Program Overview

The Authority allows eligible customers to obtain a discounted rate on a portion of their bill. The Authority budgets resources to fund the revenue losses due to the program at the rate of 0.60% of budgeted service charge revenue, which is an approved increase from 0.50% by the Board of Directors with Resolution 2023-0023. The budgeted amount serves as a cap to the program's cost which can only be exceeded with approval from the OLWS' Board of Directors. The program cap for FY 2023-24 is now **\$114,798**. As of December 2023, the program is at 95.6% of budget.

The program cap for FY 2022-23 was **\$75,710** with a program funding rate of 0.5% of budgeted service charge revenue.

The FAUPPR Program provides the following discounts:

- Drinking water customers receive a 50% discount on their water base rate. Consumption is billed at full Authority tiered rates.
- Wastewater customers receive a 50% discount on both their base rate and consumption.
- Watershed Protection customers receive a 50% discount on their base rate.

The total number of customers enrolled in FAURRP is split between the two billing cycles and can vary in total by utility.

FAURR Program Cap	Budget	Budget Year-to-Date	Actual Year-to-Date	%
		December 2023	December 2023	Spent
	\$ 114,798	57,399	54,881	95.6%

	# of Customers		
	Current Month	Discount Provided	Fiscal Year to Date
Drinking Water	98	2,301	12,472
Wastewater	97	7,682	37,037
Watershed Protection	97	1,030	5,373
		11,013	54,881

General Ledger
Budget to Actual



User: gail@olwsd.org
Printed: 2/6/2024 10:33:16 AM
Period 06 - 06
Fiscal Year 2024

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund Balance	1,469,892.00	0.00	-150,617.88	0.00	-10.25
	<i>Beginning Fund Balance</i>	<i>1,469,892.00</i>	<i>0.00</i>	<i>-150,617.88</i>	<i>0.00</i>	<i>-10.25</i>
	NonDivisional	1,469,892.00	0.00	-150,617.88	0.00	-10.25
	Fund Balance	1,469,892.00	0.00	-150,617.88	0.00	-10.25
	NonDivisional					
	<i>Revenue</i>					
05-00-4227	System	0.00	765.80	4,458.00	0.00	0.00
	Development-Compliance					
05-00-4230	Contracted Services	57,400.00	4,000.00	29,400.00	0.00	51.22
	Revenue					
05-00-4610	Investment Revenue	10,000.00	2,449.58	29,252.08	0.00	292.52
05-00-4630	Miscellaneous Revenues	10,000.00	1,220.91	7,798.91	0.00	77.99
	<i>Revenue</i>	<i>77,400.00</i>	<i>8,436.29</i>	<i>70,908.99</i>	<i>0.00</i>	<i>91.61</i>
	NonDivisional	77,400.00	8,436.29	70,908.99	0.00	91.61
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer In from Fund 10	1,069,000.00	89,083.00	534,498.00	0.00	50.00
05-29-4920	Transfer In from Fund 20	2,030,000.00	169,167.00	1,015,002.00	0.00	50.00
05-29-4930	Transfer In from Fund 30	1,069,000.00	89,083.00	534,498.00	0.00	50.00
	<i>Revenue</i>	<i>4,168,000.00</i>	<i>347,333.00</i>	<i>2,083,998.00</i>	<i>0.00</i>	<i>50.00</i>
	Transfers & Contingencies	4,168,000.00	347,333.00	2,083,998.00	0.00	50.00
	Revenue	4,245,400.00	355,769.29	2,154,906.99	0.00	50.76
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular Employees	812,000.00	70,374.36	429,792.75	0.00	52.93
05-01-5130	Overtime	12,500.00	89.12	8,854.91	0.00	70.84
05-01-5210	HealthDental Insurance	142,000.00	10,751.44	64,508.64	0.00	45.43
05-01-5230	Social Security	63,000.00	4,641.97	31,136.49	0.00	49.42
05-01-5240	Retirement	162,000.00	13,985.07	80,391.17	0.00	49.62
05-01-5250	TrimetWBFPaid Leave OR	23,000.00	831.34	4,946.26	0.00	21.51
05-01-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers Compensation	1,000.00	65.20	424.85	0.00	42.49
05-01-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,220,500.00</i>	<i>100,738.50</i>	<i>620,055.07</i>	<i>0.00</i>	<i>50.80</i>
	<i>Materials & Services</i>					
05-01-6110	Legal Services	300,000.00	5,528.50	70,944.69	0.00	23.65
05-01-6120	Accounting and Audit	76,000.00	0.00	525.00	21,665.00	0.69
	Services					
05-01-6155	Contracted Services	200,000.00	7,120.04	56,295.95	47,932.25	28.15
05-01-6180	Dues and Subscriptions	42,000.00	2,721.98	17,805.38	0.00	42.39
05-01-6220	Electricity	16,000.00	1,406.82	7,624.05	7,980.00	47.65
05-01-6240	Natural Gas	5,000.00	622.72	1,648.64	2,686.63	32.97

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other Utilities	5,000.00	221.62	2,761.10	1,329.72	55.22
05-01-6310	Janitorial Services	20,000.00	1,669.99	10,019.94	3,339.98	50.10
05-01-6320	Buildings & Ground Maintenance	37,000.00	2,126.96	13,500.95	2,755.26	36.49
05-01-6410	Mileage	1,000.00	0.00	22.94	0.00	2.29
05-01-6420	Staff Training	10,000.00	0.00	6,978.52	0.00	69.79
05-01-6510	Office Supplies	35,000.00	2,846.09	16,010.12	2,000.00	45.74
05-01-6730	Communications	1,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment Rental	3,000.00	574.83	1,149.66	1,149.60	38.32
05-01-6770	Bank Charges	165,000.00	1,103.52	72,261.98	91,556.50	43.80
05-01-6780	Taxes, Fees, Permits <i>Materials & Services</i>	1,000.00 917,000.00	0.00 25,943.07	50.00 277,598.92	0.00 182,394.94	5.00 30.27
	AdminFinance	2,137,500.00	126,681.57	897,653.99	182,394.94	42.00
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular Employees	304,000.00	15,599.12	138,971.76	0.00	45.71
05-02-5120	TemporarySeasonal Employees	0.00	3,100.89	4,197.32	0.00	0.00
05-02-5130	Overtime	5,000.00	0.00	946.96	0.00	18.94
05-02-5210	HealthDental Insurance	41,000.00	2,729.51	16,666.58	0.00	40.65
05-02-5230	Social Security	24,000.00	1,408.45	10,589.36	0.00	44.12
05-02-5240	Retirement	57,000.00	3,118.80	25,960.24	0.00	45.54
05-02-5250	TrimetWBFPaid Leave OR	4,000.00	214.91	1,640.48	0.00	41.01
05-02-5270	Workers Compensation	1,000.00	24.90	151.97	0.00	15.20
05-02-5290	Other Employee Benefits <i>Personnel Services</i>	15,000.00 451,000.00	1,249.19 27,445.77	6,711.46 205,836.13	0.00 0.00	44.74 45.64
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	64,500.00	32,523.76	63,967.21	70,655.74	99.17
05-02-6175	Records Management	8,500.00	489.29	2,917.54	3,086.21	34.32
05-02-6230	Telephone	59,700.00	5,244.01	23,683.99	23,486.87	39.67
05-02-6410	Mileage	1,000.00	0.00	103.48	0.00	10.35
05-02-6420	Staff Training	20,000.00	673.79	3,154.03	0.00	15.77
05-02-6440	Board Expense	5,000.00	374.16	623.65	0.00	12.47
05-02-6510	Office Supplies	1,000.00	0.00	-118.47	0.00	-11.85
05-02-6540	Safety Supplies	2,000.00	0.00	299.98	0.00	15.00
05-02-6560	Uniforms	42,000.00	-1,147.00	20,491.62	9,800.00	48.79
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6620	Election Costs	500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	235,000.00	16,101.70	96,610.10	0.00	41.11
05-02-6730	Communications	38,000.00	654.00	8,891.28	0.00	23.40
05-02-6740	Advertising <i>Materials & Services</i>	7,000.00 486,700.00	0.00 54,913.71	1,247.00 221,871.41	0.00 107,028.82	17.81 45.59
	Human Resources	937,700.00	82,359.48	427,707.54	107,028.82	45.61
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular Employees	617,000.00	50,233.31	277,824.06	0.00	45.03
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	HealthDental Insurance	135,000.00	7,191.91	44,640.74	0.00	33.07
05-03-5230	Social Security	48,000.00	3,791.59	20,577.94	0.00	42.87
05-03-5240	Retirement	119,000.00	9,695.94	53,083.86	0.00	44.61
05-03-5250	TrimetWBFPaid Leave OR	8,000.00	598.80	3,193.25	0.00	39.92
05-03-5270	Workers Compensation	1,000.00	49.54	330.88	0.00	33.09
05-03-5290	Other Employee Benefits <i>Personnel Services</i>	0.00 933,000.00	0.00 71,561.09	0.00 399,650.73	0.00 0.00	0.00 42.84
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	442,000.00	21,100.45	103,619.31	154,280.89	23.44
05-03-6350	Computer Maintenance	434,500.00	22,036.56	192,194.46	64,712.86	44.23
05-03-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff Training	15,000.00	0.00	1,224.49	0.00	8.16
05-03-6430	Certifications	1,000.00	230.00	355.00	0.00	35.50
05-03-6530	Small Tools & Equipment	1,000.00	0.00	-134.45	0.00	-13.45

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6540	Safety Supplies	5,000.00	300.96	1,994.07	1,894.06	39.88
05-03-6550	Operational Supplies	3,000.00	35.98	35.98	0.00	1.20
	<i>Materials & Services</i>	<i>902,500.00</i>	<i>43,703.95</i>	<i>299,288.86</i>	<i>220,887.81</i>	<i>33.16</i>
	Technical Services	1,835,500.00	115,265.04	698,939.59	220,887.81	38.08
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicle Equipment	80,000.00	6,099.62	22,407.65	5,140.00	28.01
	Maintenance					
05-04-6520	Fuels & Oils	50,000.00	2,190.62	17,292.46	0.00	34.58
	<i>Materials & Services</i>	<i>130,000.00</i>	<i>8,290.24</i>	<i>39,700.11</i>	<i>5,140.00</i>	<i>30.54</i>
	Vehicle Services	130,000.00	8,290.24	39,700.11	5,140.00	30.54
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	674,592.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>674,592.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	674,592.00	0.00	0.00	0.00	0.00
05	Expense	5,715,292.00	332,596.33	2,064,001.23	515,451.57	36.11
	Administrative Services	0.00	23,172.96	-59,712.12	-515,451.57	0.00
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund Balance	608,759.00	0.00	-24,570.16	0.00	-4.04
	<i>Beginning Fund Balance</i>	<i>608,759.00</i>	<i>0.00</i>	<i>-24,570.16</i>	<i>0.00</i>	<i>-4.04</i>
	NonDivisional	608,759.00	0.00	-24,570.16	0.00	-4.04
	Fund Balance	608,759.00	0.00	-24,570.16	0.00	-4.04
	NonDivisional Revenue					
10-00-4210	Wholesale Water Sales	30,000.00	2,557.19	27,471.51	0.00	91.57
10-00-4211	Drinking Water Charges	5,469,000.00	376,961.66	2,874,175.54	0.00	52.55
10-00-4215	Penalties & Late Charges	15,000.00	1,635.96	7,940.74	0.00	52.94
10-00-4240	Service Installations	10,000.00	6,655.00	39,963.00	0.00	399.63
10-00-4280	Rents & Leases	180,000.00	16,234.74	99,938.26	0.00	55.52
10-00-4290	Other Charges for Services	10,000.00	1,410.00	9,134.40	0.00	91.34
10-00-4610	Investment Revenue	3,000.00	7,520.81	13,904.65	0.00	463.49
10-00-4630	Miscellaneous Revenues	25,000.00	2,395.00	22,578.20	0.00	90.31
	<i>Revenue</i>	<i>5,742,000.00</i>	<i>415,370.36</i>	<i>3,095,106.30</i>	<i>0.00</i>	<i>53.90</i>
	NonDivisional	5,742,000.00	415,370.36	3,095,106.30	0.00	53.90
	Revenue	5,742,000.00	415,370.36	3,095,106.30	0.00	53.90
	Drinking Water Personnel Services					
10-20-5110	Regular Employees	707,000.00	58,711.38	318,566.87	0.00	45.06
10-20-5130	Overtime	37,000.00	2,504.01	13,230.21	0.00	35.76
10-20-5210	HealthDental Insurance	132,000.00	8,978.74	44,286.43	0.00	33.55
10-20-5230	Social Security	55,000.00	4,653.65	25,151.71	0.00	45.73
10-20-5240	Retirement	136,000.00	11,727.45	63,689.91	0.00	46.83
10-20-5250	TrimetWBFPaid Leave OR	9,000.00	727.36	3,872.52	0.00	43.03
10-20-5270	Workers Compensation	20,000.00	1,007.86	6,316.82	0.00	31.58
10-20-5290	Other Employee Benefits	0.00	0.00	111.16	0.00	0.00
	<i>Personnel Services</i>	<i>1,096,000.00</i>	<i>88,310.45</i>	<i>475,225.63</i>	<i>0.00</i>	<i>43.36</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	258,900.00	14,545.96	81,243.01	62,297.44	31.38
10-20-6220	Electricity	41,000.00	2,889.16	18,568.13	20,460.00	45.29

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6240	Natural Gas	3,000.00	199.59	1,201.94	1,375.41	40.06
10-20-6290	Other Utilities	5,000.00	299.44	2,704.32	4,020.00	54.09
10-20-6320	Buildings & Grounds	7,000.00	23.44	214.00	0.00	3.06
10-20-6340	System Maintenance	200,000.00	6,400.18	59,510.24	9,303.04	29.76
10-20-6410	Mileage	500.00	0.00	112.92	0.00	22.58
10-20-6420	Staff Training	12,500.00	1,848.39	5,575.06	0.00	44.60
10-20-6430	Certifications	2,000.00	1,110.00	1,505.00	0.00	75.25
10-20-6530	Small Tools & Equipment	10,000.00	720.18	5,309.87	0.00	53.10
10-20-6540	Safety Supplies	15,000.00	1,839.00	14,432.92	2,619.00	96.22
10-20-6550	Operational Supplies	10,000.00	3,890.18	5,861.22	0.00	58.61
10-20-6710	Purchased Water	1,200,000.00	66,832.88	629,682.40	570,317.60	52.47
10-20-6715	Water Quality Program	28,500.00	8,801.20	13,843.63	4,550.00	48.57
10-20-6760	Equipment Rental	8,000.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes, Fees, Permits	18,000.00	912.24	13,002.90	3,250.00	72.24
	<i>Materials & Services</i>	<i>1,819,400.00</i>	<i>110,311.84</i>	<i>852,767.56</i>	<i>678,192.49</i>	<i>46.87</i>
	Drinking Water	2,915,400.00	198,622.29	1,327,993.19	678,192.49	45.55
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank Loan-Principal	193,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank Loan-Interest	16,100.00	0.00	8,002.75	0.00	49.71
	<i>Materials & Services</i>	<i>209,100.00</i>	<i>0.00</i>	<i>8,002.75</i>	<i>0.00</i>	<i>3.83</i>
	Debt Service	209,100.00	0.00	8,002.75	0.00	3.83
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers Out to Fund 05	1,069,000.00	89,083.00	534,498.00	0.00	50.00
10-29-8171	Transfers Out to Fund 71	1,500,000.00	125,000.00	750,000.00	0.00	50.00
10-29-9000	Contingency	657,259.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,226,259.00</i>	<i>214,083.00</i>	<i>1,284,498.00</i>	<i>0.00</i>	<i>39.81</i>
	Transfers & Contingencies	3,226,259.00	214,083.00	1,284,498.00	0.00	39.81
	Expense	6,350,759.00	412,705.29	2,620,493.94	678,192.49	41.26
10	Drinking Water	0.00	2,665.07	450,042.20	-678,192.49	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund Balance	507,588.00	0.00	-606,948.35	0.00	-119.57
	<i>Beginning Fund Balance</i>	<i>507,588.00</i>	<i>0.00</i>	<i>-606,948.35</i>	<i>0.00</i>	<i>-119.57</i>
	NonDivisional	507,588.00	0.00	-606,948.35	0.00	-119.57
	<i>Fund Balance</i>	<i>507,588.00</i>	<i>0.00</i>	<i>-606,948.35</i>	<i>0.00</i>	<i>-119.57</i>
	NonDivisional Revenue					
20-00-4212	Wastewater Charges	11,913,000.00	1,058,497.19	5,767,613.08	0.00	48.41
20-00-4215	Penalties & Late Charges	7,000.00	698.54	4,564.93	0.00	65.21
20-00-4290	Other Charges for Services	10,000.00	1,240.00	2,965.00	0.00	29.65
20-00-4610	Investment Revenue	1,000.00	242.87	1,310.70	0.00	131.07
20-00-4630	Miscellaneous Revenues	2,000.00	1,147.66	1,730.16	0.00	86.51
	<i>Revenue</i>	<i>11,933,000.00</i>	<i>1,061,826.26</i>	<i>5,778,183.87</i>	<i>0.00</i>	<i>48.42</i>
	NonDivisional	11,933,000.00	1,061,826.26	5,778,183.87	0.00	48.42
	Transfers & Contingencies					
	<i>Revenue</i>					
20-29-4930	Transfer In from Fund 30	154,600.00	12,883.00	77,298.00	0.00	50.00
	<i>Revenue</i>	<i>154,600.00</i>	<i>12,883.00</i>	<i>77,298.00</i>	<i>0.00</i>	<i>50.00</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies	154,600.00	12,883.00	77,298.00	0.00	50.00
	Revenue	12,087,600.00	1,074,709.26	5,855,481.87	0.00	48.44
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular Employees	655,000.00	59,438.51	319,631.96	0.00	48.80
20-21-5130	Overtime	50,000.00	3,677.21	29,029.72	0.00	58.06
20-21-5210	HealthDental Insurance	209,000.00	12,332.78	72,650.17	0.00	34.76
20-21-5230	Social Security	51,000.00	4,782.59	26,209.00	0.00	51.39
20-21-5240	Retirement	123,000.00	11,245.05	61,398.44	0.00	49.92
20-21-5250	TrimetWBFPAid Leave OR	9,000.00	760.30	4,113.07	0.00	45.70
20-21-5260	Unemployment	0.00	0.00	3,686.43	0.00	0.00
20-21-5270	Workers Compensation	13,000.00	1,096.79	7,056.89	0.00	54.28
20-21-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,110,000.00</i>	<i>93,333.23</i>	<i>523,775.68</i>	<i>0.00</i>	<i>47.19</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	221,500.00	7,393.04	67,511.99	158,899.38	30.48
20-21-6220	Electricity	325,000.00	27,284.00	141,400.66	162,000.00	43.51
20-21-6240	Natural Gas	1,000.00	186.45	462.03	219.63	46.20
20-21-6250	Solid Waste Disposal	44,000.00	1,759.51	13,576.49	24,648.37	30.86
20-21-6290	Other Utilities	1,500.00	0.00	900.00	780.00	60.00
20-21-6310	Janitorial Services	14,000.00	1,086.71	6,520.26	2,173.42	46.57
20-21-6320	Buildings & Grounds	63,000.00	4,773.07	27,898.62	9,792.74	44.28
20-21-6342	WRF System Maintenance	185,000.00	15,213.78	75,063.21	3,897.94	40.57
20-21-6410	Mileage	1,000.00	0.00	187.34	0.00	18.73
20-21-6420	Staff training	10,000.00	0.00	1,283.50	0.00	12.84
20-21-6430	Certifications	2,000.00	0.00	170.23	0.00	8.51
20-21-6525	Chemicals	77,000.00	5,438.93	28,681.33	48,417.65	37.25
20-21-6530	Small Tools & Equipment	8,000.00	1,870.95	3,790.91	0.00	47.39
20-21-6540	Safety Supplies	20,000.00	2,907.60	14,346.75	7,900.00	71.73
20-21-6550	Operational Supplies	5,000.00	222.06	1,890.38	0.00	37.81
20-21-6760	Equipment Rental	25,000.00	0.00	26,698.71	0.00	106.79
20-21-6780	Taxes, Fees, Permits	74,000.00	8,372.13	33,841.11	35,126.94	45.73
	<i>Materials & Services</i>	<i>1,077,000.00</i>	<i>76,508.23</i>	<i>444,223.52</i>	<i>453,856.07</i>	<i>41.25</i>
	Wastewater-Plant	2,187,000.00	169,841.46	967,999.20	453,856.07	44.26
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular Employees	503,000.00	42,310.54	250,337.01	0.00	49.77
20-22-5130	Overtime	28,500.00	2,950.26	17,954.51	0.00	63.00
20-22-5210	HealthDental Insurance	117,000.00	7,855.56	47,824.35	0.00	40.88
20-22-5230	Social Security	39,000.00	3,394.99	19,587.52	0.00	50.22
20-22-5240	Retirement	73,000.00	8,472.83	49,166.67	0.00	67.35
20-22-5250	TrimetWBFPAid Leave OR	7,000.00	537.46	3,051.33	0.00	43.59
20-22-5270	Workers Compensation	12,000.00	842.27	5,408.11	0.00	45.07
20-22-5290	Other Employee Benefits	0.00	0.00	7.99	0.00	0.00
	<i>Personnel Services</i>	<i>779,500.00</i>	<i>66,363.91</i>	<i>393,337.49</i>	<i>0.00</i>	<i>50.46</i>
	<i>Materials & Services</i>					
20-22-6155	Contracted Services	58,600.00	1,577.50	17,923.56	10,100.00	30.59
20-22-6220	Electricity	53,000.00	6,551.57	22,171.60	26,460.00	41.83
20-22-6290	Other Utilities	2,000.00	41.51	249.06	300.00	12.45
20-22-6320	Buildings & Grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection System Maint.	35,000.00	0.00	0.00	0.00	0.00
20-22-6410	Mileage	1,000.00	0.00	42.20	0.00	4.22
20-22-6420	Staff Training	18,000.00	0.00	3,986.59	0.00	22.15
20-22-6430	Certifications	2,000.00	340.46	1,214.52	0.00	60.73
20-22-6530	Small Tools & Equipment	25,000.00	2,431.28	10,930.17	0.00	43.72
20-22-6540	Safety Supplies	12,000.00	19.98	2,616.66	0.00	21.81
20-22-6550	Operational Supplies	5,000.00	0.00	736.57	0.00	14.73
20-22-6780	Taxes, Fees, Permits	24,000.00	2,337.39	9,300.30	12,596.48	38.75
	<i>Materials & Services</i>	<i>236,600.00</i>	<i>13,299.69</i>	<i>69,171.23</i>	<i>49,456.48</i>	<i>29.24</i>
	Wastewater-Collections	1,016,100.00	79,663.60	462,508.72	49,456.48	45.52

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers Out to Fund 05	2,030,000.00	169,167.00	1,015,002.00	0.00	50.00
20-29-8150	Transfers Out to Fund 50	3,482,000.00	480,000.00	1,227,000.00	0.00	35.24
20-29-8172	Transfers Out to Fund 72	3,200,000.00	266,667.00	1,600,002.00	0.00	50.00
20-29-9000	Contingency	665,088.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>9,377,088.00</i>	<i>915,834.00</i>	<i>3,842,004.00</i>	<i>0.00</i>	<i>40.97</i>
	Transfers & Contingencies	9,377,088.00	915,834.00	3,842,004.00	0.00	40.97
	Expense	12,580,188.00	1,165,339.06	5,272,511.92	503,312.55	41.91
20	Wastewater Reclam.	15,000.00	-90,629.80	-23,978.40	-503,312.55	-159.86
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund Balance	50,874.00	0.00	6,453.68	0.00	12.69
	<i>Beginning Fund Balance</i>	<i>50,874.00</i>	<i>0.00</i>	<i>6,453.68</i>	<i>0.00</i>	<i>12.69</i>
	NonDivisional	50,874.00	0.00	6,453.68	0.00	12.69
	Fund Balance	50,874.00	0.00	6,453.68	0.00	12.69
	NonDivisional Revenue					
30-00-4213	Watershed Protection Charges	1,751,000.00	147,628.08	864,794.15	0.00	49.39
30-00-4215	Penalties & Late charges	1,000.00	254.12	1,145.01	0.00	114.50
30-00-4290	Other Charges for Services	25,000.00	0.00	6,390.96	0.00	25.56
30-00-4610	Investment Revenue	2,000.00	22.44	121.08	0.00	6.05
	<i>Revenue</i>	<i>1,779,000.00</i>	<i>147,904.64</i>	<i>872,451.20</i>	<i>0.00</i>	<i>49.04</i>
	NonDivisional	1,779,000.00	147,904.64	872,451.20	0.00	49.04
	Revenue	1,779,000.00	147,904.64	872,451.20	0.00	49.04
	Watershed Protection Personnel Services					
30-23-5110	Regular Employees	113,000.00	9,908.90	57,745.04	0.00	51.10
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	HealthDental Insurance	38,000.00	2,811.45	16,533.54	0.00	43.51
30-23-5230	Social Security	9,000.00	748.10	4,292.55	0.00	47.70
30-23-5240	Retirement	22,000.00	1,854.94	10,716.27	0.00	48.71
30-23-5250	TrimetWBFPaid Leave OR	2,000.00	116.49	662.06	0.00	33.10
30-23-5270	Workers Compensation	1,000.00	189.22	1,202.44	0.00	120.24
30-23-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>186,000.00</i>	<i>15,629.10</i>	<i>91,151.90</i>	<i>0.00</i>	<i>49.01</i>
	Materials & Services					
30-23-6155	Contracted Services	163,000.00	9,548.20	63,170.36	141,202.55	38.75
30-23-6340	System Maintenance	45,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff Training	3,000.00	675.00	854.00	0.00	28.47
30-23-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
30-23-6530	Small Tools & Equipment	1,000.00	0.00	0.00	0.00	0.00
30-23-6540	Safety Supplies	1,000.00	0.00	0.00	0.00	0.00
30-23-6550	Operational Supplies	7,000.00	0.00	2,989.99	0.00	42.71
30-23-6730	Communications	55,000.00	3,658.11	18,182.86	36,960.87	33.06
30-23-6780	Taxes, Fees, Permits	4,400.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>280,400.00</i>	<i>13,881.31</i>	<i>85,197.21</i>	<i>178,163.42</i>	<i>30.38</i>
	Watershed Protection	466,400.00	29,510.41	176,349.11	178,163.42	37.81
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-29-8105	Transfers Out to Fund 05	1,069,000.00	89,083.00	534,498.00	0.00	50.00
30-29-8120	Transfers Out to Fund 20	154,600.00	12,883.00	77,298.00	0.00	50.00
30-29-9000	Contingency	138,874.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,362,474.00</i>	<i>101,966.00</i>	<i>611,796.00</i>	<i>0.00</i>	<i>44.90</i>
	Transfers & Contingencies	1,362,474.00	101,966.00	611,796.00	0.00	44.90
	Expense	1,828,874.00	131,476.41	788,145.11	178,163.42	43.09
30	Watershed Protection	1,000.00	16,428.23	90,759.77	-178,163.42	9,075.98
50	WW Revenue Bond Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund Balance	527,978.00	0.00	7,340.70	0.00	1.39
	<i>Beginning Fund Balance</i>	<i>527,978.00</i>	<i>0.00</i>	<i>7,340.70</i>	<i>0.00</i>	<i>1.39</i>
	NonDivisional	527,978.00	0.00	7,340.70	0.00	1.39
	Fund Balance	527,978.00	0.00	7,340.70	0.00	1.39
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment Revenue	3,000.00	0.00	1,733.79	0.00	57.79
	<i>Revenue</i>	<i>3,000.00</i>	<i>0.00</i>	<i>1,733.79</i>	<i>0.00</i>	<i>57.79</i>
	NonDivisional	3,000.00	0.00	1,733.79	0.00	57.79
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer In from Fund 20	3,482,000.00	480,000.00	1,227,000.00	0.00	35.24
	<i>Revenue</i>	<i>3,482,000.00</i>	<i>480,000.00</i>	<i>1,227,000.00</i>	<i>0.00</i>	<i>35.24</i>
	Transfers & Contingencies	3,482,000.00	480,000.00	1,227,000.00	0.00	35.24
	Revenue					
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	965,000.00	0.00	480,065.00	0.00	49.75
50-24-6811	2021 IFA Loan Principal	323,000.00	322,781.15	322,781.15	0.00	99.93
50-24-6813	JPM Bank Loan Principal	1,450,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	260,000.00	0.00	106,933.00	0.00	41.13
50-24-6822	2021 IFA Loan Interest	154,000.00	153,337.93	153,337.93	0.00	99.57
50-24-6823	JPM Bank Loan Interest	271,000.00	0.00	135,275.00	0.00	49.92
	<i>Materials & Services</i>	<i>3,423,000.00</i>	<i>476,119.08</i>	<i>1,198,392.08</i>	<i>0.00</i>	<i>35.01</i>
	Debt Service	3,423,000.00	476,119.08	1,198,392.08	0.00	35.01
	Expense	3,423,000.00	476,119.08	1,198,392.08	0.00	35.01
50	WW Revenue Bond Debt Service	589,978.00	3,880.92	37,682.41	0.00	6.39
71	Drinking Water Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund Balance	3,487,371.00	0.00	62,793.23	0.00	1.80
	<i>Beginning Fund Balance</i>	<i>3,487,371.00</i>	<i>0.00</i>	<i>62,793.23</i>	<i>0.00</i>	<i>1.80</i>
	NonDivisional	3,487,371.00	0.00	62,793.23	0.00	1.80
	Fund Balance	3,487,371.00	0.00	62,793.23	0.00	1.80
	NonDivisional					
	<i>Revenue</i>					
71-00-4221	System	50,000.00	30,253.80	177,073.00	0.00	354.15

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>Encumbered</u>	<u>% of Budget</u>
71-00-4225	Development-Reimburse System	50,000.00	28,545.40	164,937.00	0.00	329.87
71-00-4610	Development-Improvement Investment Revenue	50,000.00	19,335.24	93,396.55	0.00	186.79
	<i>Revenue</i>	<i>150,000.00</i>	<i>78,134.44</i>	<i>435,406.55</i>	<i>0.00</i>	<i>290.27</i>
	NonDivisional	150,000.00	78,134.44	435,406.55	0.00	290.27
	Transfers & Contingencies					
	<i>Revenue</i>					
71-29-4910	Transfer In from Fund 10 <i>Revenue</i>	1,500,000.00 <i>1,500,000.00</i>	125,000.00 <i>125,000.00</i>	750,000.00 <i>750,000.00</i>	0.00 <i>0.00</i>	50.00 <i>50.00</i>
	Transfers & Contingencies	1,500,000.00	125,000.00	750,000.00	0.00	50.00
	<i>Revenue</i>	1,650,000.00	203,134.44	1,185,406.55	0.00	71.84
	Drinking Water					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	500,000.00	75,220.42	148,949.16	194,253.70	29.79
71-20-7300	Buildings & Improvements	25,000.00	0.00	0.00	0.00	0.00
71-20-7520	Equipment	200,000.00	0.00	15,666.42	145,658.55	7.83
71-20-7530	Information Technology	75,000.00	0.00	0.00	6,788.44	0.00
71-20-7600	Capital Improvement Projects	2,400,000.00	33,387.85	72,955.03	1,507,018.28	3.04
	<i>Capital Outlay</i>	<i>3,200,000.00</i>	<i>108,608.27</i>	<i>237,570.61</i>	<i>1,853,718.97</i>	<i>7.42</i>
	Drinking Water	3,200,000.00	108,608.27	237,570.61	1,853,718.97	7.42
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
71-29-9000	Contingency	370,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>370,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	370,000.00	0.00	0.00	0.00	0.00
71	Expense Drinking Water Capital	3,570,000.00 1,567,371.00	108,608.27 94,526.17	237,570.61 1,010,629.17	1,853,718.97 -1,853,718.97	6.65 64.48
72	Wastewater Reclamation Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund Balance	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	<i>Beginning Fund Balance</i>	<i>2,557,963.00</i>	<i>0.00</i>	<i>-1,011,212.03</i>	<i>0.00</i>	<i>-39.53</i>
	NonDivisional	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	Fund Balance	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	NonDivisional					
	<i>Revenue</i>					
72-00-4220	System Development Charges	100,000.00	20,660.00	82,640.00	0.00	82.64
72-00-4610	Investment Revenue	30,000.00	16,419.62	88,622.32	0.00	295.41
72-00-4630	Miscellaneous Revenues	0.00	0.00	105,000.00	0.00	0.00
72-00-4650	Proceeds From Borrowing <i>Revenue</i>	1,500,000.00 <i>1,630,000.00</i>	0.00 <i>37,079.62</i>	0.00 <i>276,262.32</i>	0.00 <i>0.00</i>	0.00 <i>16.95</i>
	NonDivisional	1,630,000.00	37,079.62	276,262.32	0.00	16.95
	Transfers & Contingencies					
	<i>Revenue</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
72-29-4920	Transfer In from Fund 20 <i>Revenue</i>	3,200,000.00 <i>3,200,000.00</i>	266,667.00 <i>266,667.00</i>	1,600,002.00 <i>1,600,002.00</i>	0.00 <i>0.00</i>	50.00 <i>50.00</i>
	Transfers & Contingencies	3,200,000.00	266,667.00	1,600,002.00	0.00	50.00
	Revenue Wastewater-Plant <i>Capital Outlay</i>	4,830,000.00	303,746.62	1,876,264.32	0.00	38.85
72-21-7200	Infrastructure	0.00	-720.00	0.00	0.00	0.00
72-21-7300	Buildings & Improvements	60,000.00	14,396.15	44,433.70	7,891.30	74.06
72-21-7520	Equipment	655,000.00	9,200.00	101,898.49	391,643.00	15.56
72-21-7530	Information Technology	115,000.00	0.00	0.00	98,014.43	0.00
72-21-7600	Capital Improvement Projects <i>Capital Outlay</i>	900,000.00 <i>1,730,000.00</i>	91,709.40 <i>114,585.55</i>	370,851.50 <i>517,183.69</i>	548,562.82 <i>1,046,111.55</i>	41.21 <i>29.90</i>
	Wastewater-Plant	1,730,000.00	114,585.55	517,183.69	1,046,111.55	29.90
	Wastewater-Collections <i>Capital Outlay</i>					
72-22-7200	Infrastructure	225,000.00	720.00	97,281.45	7,300.00	43.24
72-22-7520	Equipment	30,000.00	0.00	0.00	0.00	0.00
72-22-7600	Capital Improvement Projects <i>Capital Outlay</i>	3,600,000.00 <i>3,855,000.00</i>	80,055.63 <i>80,775.63</i>	1,039,396.33 <i>1,136,677.78</i>	1,302,617.37 <i>1,309,917.37</i>	28.87 <i>29.49</i>
	Wastewater-Collections	3,855,000.00	80,775.63	1,136,677.78	1,309,917.37	29.49
	Transfers & Contingencies <i>Transfers & Contingencies</i>					
72-29-9000	Contingency <i>Transfers & Contingencies</i>	653,800.00 <i>653,800.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>
	Transfers & Contingencies	653,800.00	0.00	0.00	0.00	0.00
72	Expense Wastewater Reclamation Capital	6,238,800.00 1,149,163.00	195,361.18 108,385.44	1,653,861.47 -788,809.18	2,356,028.92 -2,356,028.92	26.51 -68.64
73	Watershed Protection Capital NonDivisional <i>Beginning Fund Balance</i>					
73-00-3500	Fund Balance <i>Beginning Fund Balance</i>	2,613,105.00 <i>2,613,105.00</i>	0.00 <i>0.00</i>	30,571.09 <i>30,571.09</i>	0.00 <i>0.00</i>	1.17 <i>1.17</i>
	NonDivisional	2,613,105.00	0.00	30,571.09	0.00	1.17
	Fund Balance NonDivisional <i>Revenue</i>	2,613,105.00	0.00	30,571.09	0.00	1.17
73-00-4610	Investment Revenue <i>Revenue</i>	20,000.00 <i>20,000.00</i>	9,700.89 <i>9,700.89</i>	52,359.03 <i>52,359.03</i>	0.00 <i>0.00</i>	261.80 <i>261.80</i>
	NonDivisional	20,000.00	9,700.89	52,359.03	0.00	261.80
	Revenue Watershed Protection <i>Capital Outlay</i>	20,000.00	9,700.89	52,359.03	0.00	261.80
73-23-7600	Capital Improvement Projects <i>Capital Outlay</i>	300,000.00 <i>300,000.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>Encumbered</u>	<u>% of Budget</u>
	Watershed Protection	300,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					
73-29-9000	<i>Transfers & Contingencies</i>					
	Contingency	50,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	50,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	50,000.00	0.00	0.00	0.00	0.00
	Expense	350,000.00	0.00	0.00	0.00	0.00
73	Watershed Protection	2,283,105.00	9,700.89	82,930.12	0.00	3.63
	Capital					
Revenue Total		33,839,000.00	2,990,335.50	16,320,710.05	0.00	48.2305
Expense Total		40,056,913.00	2,822,205.62	13,834,976.36	6,084,867.92	34.5383

General Ledger
Account Roll up



User: gail@olwsd.org
Printed: 2/6/2024 10:33:56 AM
Period 06 - 06
Fiscal Year 2024

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
Revenue	Revenue				
4210	Water Sales - CRW	\$ 30,000.00	\$ 2,557.19	\$ 27,471.51	91.6%
4211	Water sales	\$ 5,469,000.00	\$ 376,961.66	\$ 2,874,175.54	52.6%
4212	Wastewater Charges	\$ 11,913,000.00	\$ 1,058,497.19	\$ 5,767,613.08	48.4%
4213	Watershed protection fees	\$ 1,751,000.00	\$ 147,628.08	\$ 864,794.15	49.4%
4215	Penalties & late charges	\$ 23,000.00	\$ 2,588.62	\$ 13,650.68	59.4%
4220	System Development Charges	\$ 100,000.00	\$ 20,660.00	\$ 82,640.00	82.6%
4221	System Development-Reimburse	\$ 50,000.00	\$ 30,253.80	\$ 177,073.00	354.2%
4225	System Development-Improvement	\$ 50,000.00	\$ 28,545.40	\$ 164,937.00	329.9%
4227	System Development-Compliance	\$ -	\$ 765.80	\$ 4,458.00	0.0%
4230	Contract services	\$ 57,400.00	\$ 4,000.00	\$ 29,400.00	51.2%
4240	Service installations	\$ 10,000.00	\$ 6,655.00	\$ 39,963.00	399.6%
4280	Rents & leases	\$ 180,000.00	\$ 16,234.74	\$ 99,938.26	55.5%
4290	Other charges for services	\$ 45,000.00	\$ 2,650.00	\$ 18,490.36	41.1%
4610	Investment revenue	\$ 119,000.00	\$ 55,691.45	\$ 280,700.20	235.9%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 4,763.57	\$ 137,107.27	370.6%
4650	Proceeds from borrowing	\$ 1,500,000.00	\$ -	\$ -	0.0%
		\$ 21,334,400.00	\$ 1,758,452.50	\$ 10,582,412.05	49.6%
4910	Transfer in from Fund 10	\$ 2,569,000.00	\$ 214,083.00	\$ 1,284,498.00	50.0%
4920	Transfer in from Fund 20	\$ 8,712,000.00	\$ 915,834.00	\$ 3,842,004.00	44.1%
4930	Transfer in from Fund 30	\$ 1,223,600.00	\$ 101,966.00	\$ 611,796.00	50.0%
Revenue	Revenue	\$ 33,839,000.00	\$ 2,990,335.50	\$ 16,320,710.05	48.2%
Expense	Expense				
Personnel Services					
5110	Regular employees	\$ 3,711,000.00	\$ 306,576.12	\$ 1,792,869.45	48.3%
5120	Temporary/Seasonal employees	\$ -	\$ 3,100.89	\$ 4,197.32	0.0%
5130	Overtime	\$ 139,000.00	\$ 9,220.60	\$ 70,016.31	50.4%
5210	Employee Ins	\$ 814,000.00	\$ 52,651.39	\$ 307,110.45	37.7%
5230	Social Security	\$ 289,000.00	\$ 23,421.34	\$ 137,544.57	47.6%
5240	Retirement	\$ 692,000.00	\$ 60,100.08	\$ 344,406.56	49.8%
5250	Trimet	\$ 62,000.00	\$ 3,786.66	\$ 21,478.97	34.6%
5260	Unemployment	\$ 5,000.00	\$ -	\$ 3,686.43	73.7%
5270	Workers compensation	\$ 49,000.00	\$ 3,275.78	\$ 20,891.96	42.6%
5290	Other employee benefits	\$ 15,000.00	\$ 1,249.19	\$ 6,830.61	45.5%
		\$ 5,776,000.00	\$ 463,382.05	\$ 2,709,032.63	46.9%
Materials & Services					
6110	Legal services	\$ 300,000.00	\$ 5,528.50	\$ 70,944.69	23.7%
6120	Accounting & audit services	\$ 76,000.00	\$ -	\$ 525.00	0.7%
6155	Contracted Services	\$ 1,408,500.00	\$ 93,808.95	\$ 453,731.39	32.2%
6175	Records Management	\$ 8,500.00	\$ 489.29	\$ 2,917.54	34.3%
6180	Dues & subscriptions	\$ 42,000.00	\$ 2,721.98	\$ 17,805.38	42.4%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
6220	Electricity	\$ 435,000.00	\$ 38,131.55	\$ 189,764.44	43.6%
6230	Telephone	\$ 59,700.00	\$ 5,244.01	\$ 23,683.99	39.7%
6240	Natural gas	\$ 9,000.00	\$ 1,008.76	\$ 3,312.61	36.8%
6250	Solid waste disposal	\$ 44,000.00	\$ 1,759.51	\$ 13,576.49	30.9%
6290	Other utilities	\$ 13,500.00	\$ 562.57	\$ 6,614.48	49.0%
6310	Janitorial services	\$ 34,000.00	\$ 2,756.70	\$ 16,540.20	48.7%
6320	Buildings & grounds	\$ 108,000.00	\$ 6,923.47	\$ 41,613.57	38.5%
6330	Vehicle & equipment maint.	\$ 80,000.00	\$ 6,099.62	\$ 22,407.65	28.0%
6340	Distribution system maint	\$ 245,000.00	\$ 6,400.18	\$ 59,510.24	24.3%
6342	Collection system maint.	\$ 220,000.00	\$ 15,213.78	\$ 75,063.21	34.1%
6350	Computer maintenance	\$ 434,500.00	\$ 22,036.56	\$ 192,194.46	44.2%
6410	Mileage	\$ 5,500.00	\$ -	\$ 468.88	8.5%
6420	Staff training	\$ 88,500.00	\$ 3,197.18	\$ 23,056.19	26.1%
6430	Certifications	\$ 8,000.00	\$ 1,680.46	\$ 3,244.75	40.6%
6440	Board travel & training	\$ 5,000.00	\$ 374.16	\$ 623.65	12.5%
6510	Office supplies	\$ 36,000.00	\$ 2,846.09	\$ 15,891.65	44.1%
6520	Fuel & oils	\$ 50,000.00	\$ 2,190.62	\$ 17,292.46	34.6%
6525	Chemicals	\$ 77,000.00	\$ 5,438.93	\$ 28,681.33	37.3%
6530	Small tools & equipment	\$ 45,000.00	\$ 5,022.41	\$ 19,896.50	44.2%
6540	Safety supplies	\$ 55,000.00	\$ 5,067.54	\$ 33,690.38	61.3%
6550	Operational Supplies	\$ 30,000.00	\$ 4,148.22	\$ 11,514.14	38.4%
6560	Uniforms	\$ 42,000.00	\$ (1,147.00)	\$ 20,491.62	48.8%
6570	In-House Laboratory Services	\$ 15,000.00	\$ -	\$ -	0.0%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.0%
6620	Election Costs	\$ 500.00	\$ -	\$ -	0.0%
6710	Purchased water	\$ 1,200,000.00	\$ 66,832.88	\$ 629,682.40	52.5%
6715	Water quality program	\$ 28,500.00	\$ 8,801.20	\$ 13,843.63	48.6%
6720	Insurance	\$ 235,000.00	\$ 16,101.70	\$ 96,610.10	41.1%
6730	Communications	\$ 94,000.00	\$ 4,312.11	\$ 27,074.14	28.8%
6740	Advertising	\$ 7,000.00	\$ -	\$ 1,247.00	17.8%
6760	Equipment Rental	\$ 36,000.00	\$ 574.83	\$ 27,848.37	77.4%
6770	Bank charges	\$ 165,000.00	\$ 1,103.52	\$ 72,261.98	43.8%
6780	Taxes, Fees & Permits	\$ 121,400.00	\$ 11,621.76	\$ 56,194.31	46.3%
6790	Miscellaneous Expense	\$ 1,000.00	\$ 87.94	\$ 87.94	8.8%
		\$ 5,865,600.00	\$ 346,939.98	\$ 2,289,906.76	39.0%
<u>Debt Service and Special Payments</u>					
6810	2010 SRF Loan Principal	\$ 965,000.00	\$ -	\$ 480,065.00	49.8%
6811	2010 IFA Loan Principal	\$ 323,000.00	\$ 322,781.15	\$ 322,781.15	99.9%
6813	JPM Bank Loan Principal	\$ 1,450,000.00	\$ -	\$ -	0.0%
6815	Zions Bank loan-principal	\$ 193,000.00	\$ -	\$ -	0.0%
6820	2010 SRF Loan Interest	\$ 260,000.00	\$ -	\$ 106,933.00	41.1%
6822	2010 IFA Loan Interest	\$ 154,000.00	\$ 153,337.93	\$ 153,337.93	99.6%
6823	JPM Bank Loan Interest	\$ 271,000.00	\$ -	\$ 135,275.00	49.9%
6825	Zions Bank loan-interest	\$ 16,100.00	\$ -	\$ 8,002.75	49.7%
		\$ 3,632,100.00	\$ 476,119.08	\$ 1,206,394.83	33.2%
<u>Capital Outlay</u>					
7200	Infrastructure	\$ 725,000.00	\$ 75,220.42	\$ 246,230.61	34.0%
7300	Buildings & Improvements	\$ 85,000.00	\$ 14,396.15	\$ 44,433.70	52.3%
7520	Equipment	\$ 885,000.00	\$ 9,200.00	\$ 117,564.91	13.3%
7530	Information Technology	\$ 190,000.00	\$ -	\$ -	0.0%
7600	Capital Improvement Projects	\$ 7,200,000.00	\$ 205,152.88	\$ 1,483,202.86	20.6%
		\$ 9,085,000.00	\$ 303,969.45	\$ 1,891,432.08	20.8%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
<u>Transfers</u>					
8105	Transfers out to Fund 05	\$ 4,168,000.00	\$ 347,333.00	\$ 2,083,998.00	50.0%
8120	Transfers out to Fund 20	\$ 154,600.00	\$ 12,883.00	\$ 77,298.00	50.0%
8150	Transfers out to Fund 50	\$ 3,482,000.00	\$ 480,000.00	\$ 1,227,000.00	35.2%
8171	Transfers out to Fund 71	\$ 1,500,000.00	\$ 125,000.00	\$ 750,000.00	50.0%
8172	Transfers out to Fund 72	\$ 3,200,000.00	\$ 266,667.00	\$ 1,600,002.00	50.0%
		\$ 12,504,600.00	\$ 1,231,883.00	\$ 5,738,298.00	45.9%
		\$ 36,863,300.00	\$ 2,822,293.56	\$ 13,835,064.30	37.5%
9000	Contingency	\$ 3,209,613.00	\$ -	\$ -	0.0%
Expense	Expense	\$ 40,072,913.00	\$ 2,822,293.56	\$ 13,835,064.30	34.5%
	Revenue Total	\$ 33,839,000.00	\$ 2,990,335.50	\$ 16,320,710.05	48.2%
	Expense Total	\$ 40,072,913.00	\$ 2,822,293.56	\$ 13,835,064.30	34.5%
	Grand Total	\$ (6,233,913.00)	\$ 168,041.94	\$ 2,485,645.75	-39.9%



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	3b
Date	February 20, 2024

Summary of Minutes for Approval

The Board of Directors reviews and approves the minutes of the Body's prior public meetings.

Attachments

1. January 16, 2024 Meeting Minutes



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
JANUARY 16, 2024**

Board of Directors

Susan Keil	Chair
Kevin Williams	Vice Chair
Paul Gornick	Treasurer
Ginny Van Loo	Director
Heidi Bullock	Director

Oak Lodge Water Services Staff

Brad Albert	Interim General Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Laural Casey	District Recorder

Consultants & Organizational Representatives

Laura Westmeyer	Cable Huston
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1. Call to Order

Chair Keil called the meeting to order at 6:14 p.m.

2. Call for Public Comment

There were no verbal comments.

The Board acknowledged the receipt of two written public comments and asked staff for clarification before deliberating the leak adjustment procedures outlined in the OLWS Rules and Regulations. There was consensus to reiterate OLWS policy and offer the customer an application for a time payment agreement. The Board delegated the customer response to the Interim General Manager.

3. Consent Agenda

Items on the Consent Agenda included:

- The November 2023 Financial Report,
- December 12, 2023 Board Meeting Minutes, and
- December 19, 2023 Board Meeting Minutes.

Director Van Loo moved to approve the Consent Agenda. Treasurer Gornick seconded.

The Board asked clarifying questions regarding the Financial Report.

District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

4. Consideration of FY 2025 Budget Officer Appointment

Treasurer Gornick moved to appoint Finance Director Stevens as the Budget Officer for the fiscal year 2024-2025 budget. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

5. Consideration of FY 2025 Budget Calendar

Director Bullock moved to approve the proposed budget calendar for the fiscal year 2024-2025 budget. Vice Chair Williams seconded.

Chair Keil suggested an earlier start time for the Budget Committee meetings if the citizen representatives were available.

District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

6. Consideration of Budget Committee Appointments

Vice Chair Williams moved to appoint Ron Nichelini to the Budget Committee Position 5 with a term expiring June 30, 2026. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

7. Consideration of 2024 Board Liaison Assignments

The Board deliberated liaison positions and assignments and made clerical edits to the roster. 2024 Liaison Assignments will be published with the February meeting packet.

8. Consideration of 2024 Board Subcommittee Assignments

The Board deliberated subcommittee assignments and how the subcommittees report back to the Board.

9. Business from the Board

Director Van Loo provided a verbal report on lobbyist activities.

Vice Chair Williams provided a verbal report on monthly liaison activities.

The Board inquired about the HR and Payroll Manager recruitment.

10. Department Reports

Interim General Manager Albert requested a February agenda item for Board consensus on financial borrowing options and answered questions made during the December special meeting.

The Management Team provided highlights from their written reports.

The Board asked clarifying questions regarding Lead and Copper sampling, waterline flushing, time spent on beaver dam maintenance, tertiary design update timeline, and permit activity.

11. Adjourn Meeting

Chair Keil adjourned the meeting at 7:33 p.m.

Respectfully submitted,

Susan Keil
Chair, Board of Directors

Kevin Williams
Vice Chair, Board of Directors

Date: _____

Date: _____

STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Approval of Contract for Janitorial and Landscape Services with Relay Resources
Item No. 3c
Date February 20, 2024

Summary

Staff is seeking approval for the General Manager to renew our contract with Relay Resources for landscaping and janitorial services. The total price for contracted janitorial services is \$35,279.16 and the total price for landscaping service is \$67,043.64.

Background

As a public agency in the State of Oregon, OLWS is required, if contracting out, to seek both janitorial and landscaping services through the Oregon Forward Program to meet State Purchasing Rules found in OAR 125-055. The Oregon Forward program is administered by the Department of Administrative Services (DAS). DAS is required by ORS 279.845(1)(a) to “determine the price of all products manufactured and services offered for sale to the various public agencies by any qualified nonprofit agency for individuals with disabilities.” The authorizing statutes for the Oregon Forward program, include a provision requiring that “...the price shall recover the cost of raw materials, labor, overhead, delivery costs and a margin held in reserve for inventory and equipment replacement...” The Oregon Forward Program fulfills the law by supporting meaningful work opportunities for Oregonians living with physical, mental, and developmental disabilities. Through a network of qualified contractors, a uniquely skilled and diverse workforce is trained and employed to provide goods and services procured by state and local government agencies. All Oregon Forward employers are non-profit, and their prices are set and approved by the State.

Relay Resources is a qualified Oregon Forward non-profit employer who provides janitorial, floor cleaning, and landscaping services in our area. OLWS has been satisfied with the quality of work and customer service Relay Resources has provided. They are familiar with our buildings and grounds, and we are seeking to continue our relationship with them. Staff has evaluated the cost of the Relay contract versus the cost of performing these tasks in-house. It is still more cost effective for OLWS to contract this out. The fully loaded cost of an additional staff member would be about the same as the cost of the contract, but with the contract OLWS does not have

the expense of purchasing and maintaining mowers, trimmers, and other landscaping equipment, and avoids higher workers compensation insurance costs. Additionally, much of the landscaping requires a two-person team to perform safely. Staff will continue to monitor this situation for the best cost option.

It also needs to be noted that the campus at the Wastewater Treatment Plant is on seven acres. The acreage includes a public pathway outside the gates which enhances the neighborhood and provides a park-like setting leading to Rivervilla Park. This area requires a large amount of landscaping and irrigation services, which are included in the contract.



Past Board Actions

In March of 2023, the Board approved renewing our contract with Relay Resources. They have held the contract since 2017 and it has been renewed annually.

Budget

This contract is budgeted for in the FY 2023-2024 Adopted Budget, and the balance of the contract will be budgeted for in the FY 2024-2025 Budget. Funding for this contract comes from the Materials and Services Fund under the lines Janitorial Services and Buildings and Grounds. Janitorial and landscaping for Tech Services and the Administration building are budgeted in the Administrative Services Fund and services for the Wastewater Treatment Plant are budgeted in the Wastewater Reclamation Fund.

Recommendation

Staff requests Board approval for the General Manager to sign a contract with Relay Resources for janitorial and landscaping services in the amount of \$102,350 for a 12-month contract beginning March 1, 2024.

Suggested Board Motion

“I move to approve the General Manager to sign a 12-month contract with Relay Resources for janitorial and landscaping services in the amount of \$102,350 beginning March 1, 2024.”

Attachments

1. State of Oregon DAS Price approval agreement
2. Landscaping calendar



**STATE OF OREGON
DEPARTMENT OF ADMINISTRATIVE SERVICES
Oregon Forward Program
Request for Price Approval**

Public Agency: Oaklodge Sanitary 2024-2025

Oregon Forward Company: Relay Resources

Product or Service: Janitorial and Landscape

Contract number (& amendment# if applicable): _____

Proposed Prices (list all proposed prices and include the Statement of Services or Specifications, and costing workbooks to justify proposed prices with request):

Product/Service	Proposed Price	Units (per hour, month, each, etc.)
Janitorial services	\$35,279.16	year
Additional Janitorial rate	\$41.96	hour
Janitorial OT/Holiday/Wknd rate	\$55.94	hour
Additional Janitorial Specialist rate	\$50.07	hour
Landscape services	\$67,043.64	year
Additional Landscape rate	\$55.92	hour
Landscape OT/Holiday/Wknd rate	\$77.23	hour

Public Agency and Oregon Forward Company agree the proposed price and supporting documentation meets the requirements of OAR 125-055-0030.

_____, date: _____
Authorized Public Agency Signature

_____, phone # _____
Email Address

DocuSigned by:
DEEANN JURGENS, date: 1/16/2024
60C9C996F7B7431...
Authorized Oregon Forward Contractor Signature

_____, phone # _____
Email Address

DAS has reviewed the submitted documentation supporting the price(s) offered by the Oregon Forward Contractor and approves the price for procurement of the above stated product or service in accordance with OAR 125-055-0030.

_____, date: _____
Oregon Forward Program Signature

LANDSCAPE ANNUAL CALENDAR (Reoccurring svcs)
 Oak Lodge
 14496 SE River Rd
 Oak Grove, OR 97267
 Contract Period of Performance: 3/1/2024-2/28/2025

Relay Resources
 5312 Northeast 148th Avenue
 Portland, Oregon 97230-3438
 503.261.1266 (Office)



MONTH	FREQUENCY SCHEDULE												Total	Comments
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Visits	
CONTRACTED SERVICES														

ORNAMENTAL BEDS

Weed patrol	2	2	2	2	2	2	2	2	2	2	2	2	2	24	
Blow Sidewalks	2	2	2	2	2	2	2	2	2	2	2	2	2	24	
Post-Emergent Application	1	1	1	1	1	1	1	1	1	1	1	1	1	12	
Fertilize Shrubs and Trees			1											1	
Prune Shrubs & ground covers			1							1				2	
Leaf Removal										2	2	2		6	
Debris Removal	2	2	2	2	2	2	2	2	2	2	2	2	2	24	Trash Patrol done during each visit
Plant Inspection	1	1	1	1	1	1	1	1	1	1	1	1	1	12	

SPECIAL SERVICES

Irrigation start up and inspection			1											1	Necessary or recommended repairs will be quoted to client
Irrigation blow out and shut down										1				1	Shut down and blow out system w/ compressed air
Irrigation management				1	1	1	1	1	1					6	Seasonal adjustment as needed
														0	
														0	

EXTRA SERVICES

Bark dust															Proposal upon request
Pre-Emergent															Proposal upon request
Plant replacement															Proposal upon request

NOTES

LANDSCAPE ANNUAL CALENDAR

Oaklodge Admin Building
 14496 SE River Rd, Oak
 Grove, OR 97267
 Oak Grove, Oregon 97267

Period of Performance: 3/1/2024 - 2/28/2025

Relay Resources

5312 Northeast 148th Avenue

Portland, Oregon 97230-3438
 503.261.1266 (Office)

MONTH	FREQUENCY												Total	Comments
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Visits	
CONTRACTED SERVICES														
ORNAMENTAL BEDS														
Weed Patrol	1	1	1	1	1	1	1	1	1	1	1	1	12	Post emerge as needed
Pre-Emergent Application		1							1				2	
Prune Shrubs and Trees	*	*	*	*	*	*	*	*	*	*	*	*	0	Prune as needed each visit
Leaf Removal										2	4	2	8	
Debris Removal	1	1	1	1	1	1	1	1	1	2	4	2	17	
Plant Inspection				1									1	
Blow Walks	1	1	1	1	1	1	1	1	1	2	4	2	17	
SPECIAL SERVICES														
Barkdust Application			X										0	Proposal upon request
Plant Replacement													0	Proposal upon request
Notes														
<p><i>The Landscape Calendar is a guideline only; Relay Resources reserves the right to rearrange service schedules to accommodate weather and site condition needs.</i></p>														

LANDSCAPE ANNUAL CALENDAR

Oak Lodge Sanitary District Treatment Facility

13750 SE Renton

Oak Grove, OR

Contract Period of Performance: 3/1/2024-2/28/2025

Relay Resources

5312 Northeast 148th Avenue

Portland, Oregon 97230-3438

503.261.1266 (Office)

MONTH	FREQUENCY SCHEDULE												Total	Comments
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Visits	
CONTRACTED SERVICES														

TURF

Mowing			2	4	4	4	4	4	4	4	4	2		32	
Hard edging			1	2	2	2	2	2	2	2	1			16	
Soft edging			1	2	2	2	2	2	2	2	1			16	
Lime Application									1					1	
Fertilization				1			1			1				3	
Aeration									1						
Blow Walks (Each Visit)	2	2	2	4	4	4	4	4	4	4	4	2		40	

ORNAMENTAL BEDS

Weed patrol	1	1	1	1	1	1	1	1	1	1	1	1	1	12	
Pre-Emergent Application		1							1					2	
Fertilize Shrubs and Trees			1											1	
Prune Shrubs & Trees	1				1		1		1					4	
Leaf Removal	1									2	4	2		9	

IRRIGATION

Spring Start-up			1											1	
Monitor and Adjust				1	1	1	1	1	1					6	
Winterization										1				1	

Additional Services

Slice Seeding															Proposal upon request
De-Thatching															Proposal upon request
Plant Replacements															Proposal upon request
Bark dust															Proposal upon request

NOTES

This LAC is to used as a guideline only, Relay Resources reserves the right to move service schedules to accomidate weather and site condition needs.													

STAFF REPORT

To Board of Directors
From Brad Albert, Public Works Director/District Engineer
 Gail Stevens, Finance Director
Title Presentation of Options for Capital Projects Loan Funding
Item No. 4
Date February 20, 2024

Summary

The Board held a special meeting on December 12, 2023 to discuss loan options for upcoming capital projects. Staff narrowed down the options to two main paths to borrowing. Option 1 was a State only borrowing option with DEQ’s Clean Water State Revolving Fund (CWSRF) and/or Oregon Infrastructure Finance Authority (IFA) Special Public Works Fund (SPWF). Option 2 was a Federal / State borrowing option through the US EPA Water Infrastructure Finance and Innovation Act (WIFIA, Federal) and CWSRF or SPWF. When choosing Option 2, the WIFIA program only loans up to 49% of the total project costs and OLWS would seek State funding to supplement the remaining 51%. The table below provides a list of tradeoffs for each option.

	Pros	Cons
State Loans	<ul style="list-style-type: none"> • Lower interest rates (in current market environment) • Simple application • Less lead time between application and loan closing • Lender personnel are local • No credit rating required • Significant prepayment flexibility (DEQ/SRF only) • No debt service reserve fund required (IFA/SPWF only) 	<ul style="list-style-type: none"> • No ability to "shape" annual payments - potential "pinch points" through 2030 • Maximum 30-year term • Debt service reserve fund required (DEQ/SRF only) • Less prepayment flexibility (IFA/SPWF only)

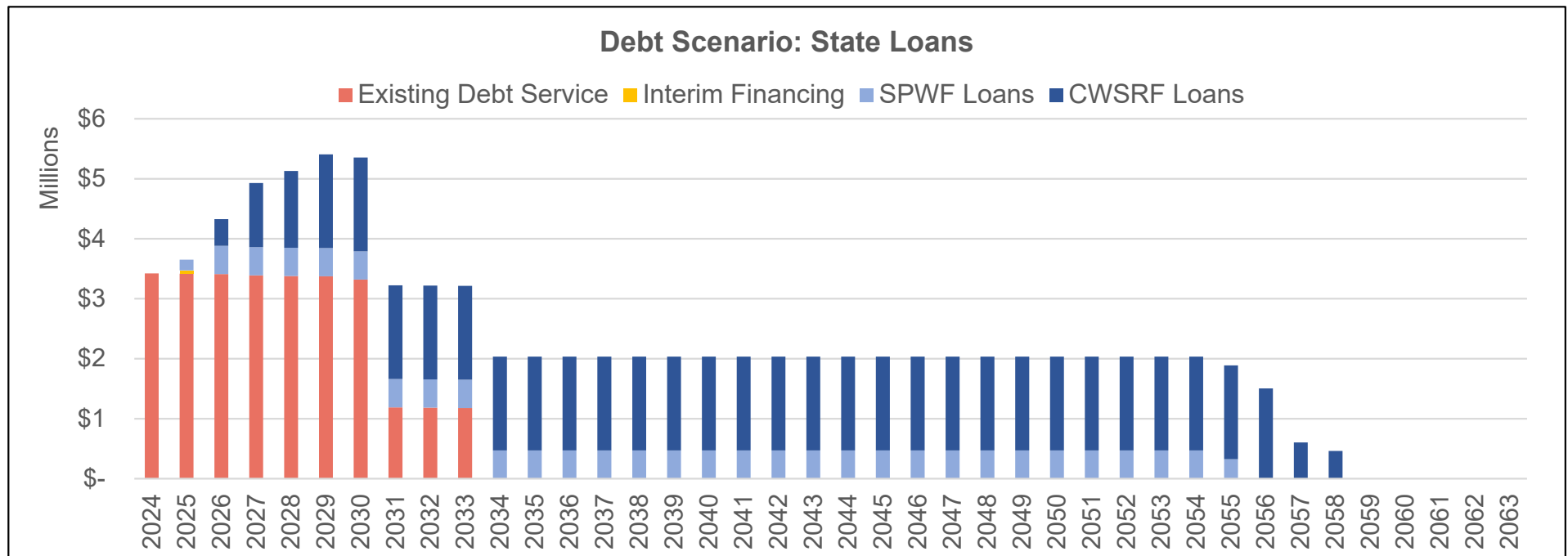
	Pros	Cons
WIFIA	<ul style="list-style-type: none"> • Ability to "shape" WIFIA debt service, limiting "pinch points" • Maximum maturity: 35 years after project completion • No debt service reserve fund required • Significant prepayment flexibility • Potential to reset interest rate if rates decline after closing 	<ul style="list-style-type: none"> • Higher interest rate (in current market environment) • Significant compliance and administration requirements • Projects likely subject to "Build America, Buy America" • Credit rating required • Substantial lead time between letter of interest, application, and closing • Can only fund 49% of expected project costs - <i>state loans or other funding still required</i>

The main question that Staff is seeking guidance pertaining to the two options presented: Is it more important to keep the monthly rate as low as possible or to keep the total borrowing repayment the lowest? Under Option 1, the total repayment is approximately \$12.5 million less over the life of the loan, but in years 2026-2030, the monthly rate for the customer would be higher than Option 2. Option 1 provides the most flexibility for borrowing because it allows OLWS to apply for funding for each project separately and thus allows strategic timing of borrowing. Option 1 also allows for the possibility of a small amount of loan forgiveness for each application per fiscal year where that is not an item offered in Option 2.



Debt Scenario: State Loans Only (30-year Term)

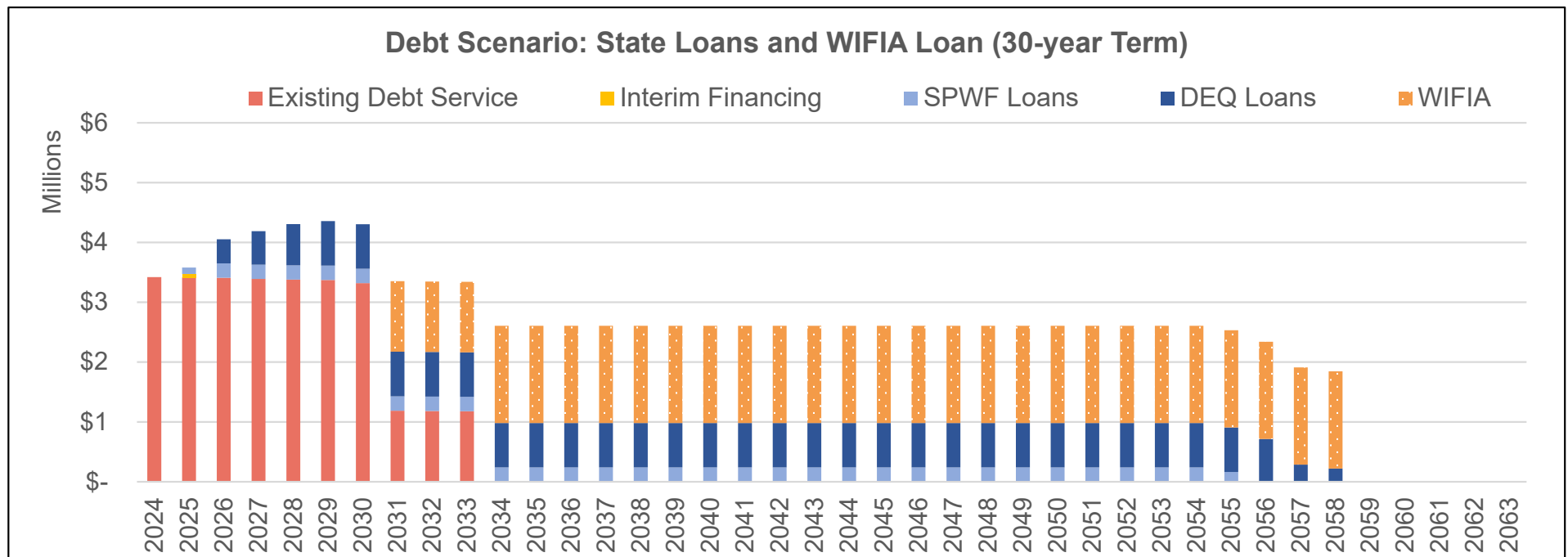
Total amount funded:	\$38.55 million
Total debt service (new loans only):	\$61.80 million
Maximum annual debt service (aggregate):	\$5.41 million
Final maturity:	2058





Debt Scenario: State Loans and WIFIA Loan (30-year Term)

Total amount funded:	\$38.55 million
Total debt service (new loans only):	\$74.38 million
Maximum annual debt service (aggregate):	\$4.36 million
Final maturity:	2058





Summary Comparison

	Debt: State Loans Only	Debt: State Loans & WIFIA Loan (30yr)
Total amount funded:	\$38.55 million	\$38.55 million
Total new debt service / cost:	\$61.8 million	\$74.38 million
Maximum annual debt service (aggregate):	\$5.41 million	\$4.36 million
Final maturity (aggregate):	2058	2058

STAFF REPORT

To Board of Directors
From Brad Albert, Public Works Director/District Engineer
 Gail Stevens, Finance Director
Title Presentation of Quarterly Capital Project Status Report
Item No. 5
Date February 20, 2024

Summary

The Board has requested quarterly updates on the status of the Capital Improvement Plan (CIP). This report provides high level status of the projects and the budget spent to date. This is to inform the Board whether the projects are progressing on time and budget, or if adjustments have been made to accommodate unforeseen issues.

Capital Improvement Projects Status

Oak Lodge Water Services
 Capital Outlay Reporting
 FY 2024 - July 2023 through December 2023

	Adopted Budget	FY 2024 Actuals	FY 2024 Projections	Spend FY 2024	% of Budget	Variance
Drinking Water Capital	3,200,000	237,571	1,876,096	2,113,666	66%	1,086,334
Wastewater Capital						
Wastewater Treatment Plant	1,730,000	517,184	1,140,197	1,657,381	96%	72,619
Wastewater Collections System	3,805,000	1,136,678	1,294,471	2,431,148	64%	1,373,852
Watershed Protection Capital	300,000	-	-	-	0%	300,000
Totals	9,035,000	1,891,432	4,310,763	6,202,195	69%	2,832,805
Combined Contingency	901,834					
Appropriation	9,936,834					

Drinking Water

28th Avenue Water Main

- Construction started in January 2024.
- Project is scheduled to be complete by June 2024 (final paving).
- Project is starting at the north end and progress south to Park Ave.

Milwaukie-OLWS Intertie Pump Station

- Received the final report after comments from the November Board meeting were incorporated.
- Next steps are to negotiate a intergovernmental agreement with Milwaukie and jointly seek grant funding for the project.

Valley View Leak Repair

- Project was completed in December 2023.
- Soil conditions and underground conduit made the repair more challenging.
- Asbuilts have been submitted for review.

Valley View Reservoir Fall Protection

- Project started in February 2024.
- Safety railing should be completely installed by April and wrapped up this FY

McLoughlin and Jennings Water Main Replacement

- Staff have been working with ODOT regarding signal upgrades
- The project cuts through signal detection loops, ODOT's standard upgrade is to install radar detection on one signal leg
- OLWS is currently seeking a contract for design and construction plans

Wastewater Projects

Tertiary Filtration Project

- 90% design plans are wrapping up.
- Will have a design workshop (internal) in March to go over any final changes before 100% planset is completed
- Final design should be complete in April 2024.

Infiltration and Inflow Reduction Lift Station 5 Basin

- Surveying has taken place.
- Construction plans are at 30% design.
- Bidding should take place in the Spring of 2024.
- Construction to take place in FY24 (small amount) and FY 25 (majority of project)

Lift Station 2 Rebuild

- Construction stalled with acquiring building permits from Clackamas County.
- Contractor back onsite beginning February 2024
- Contractor is remaining onsite until project completion.

- 1 year lead times for variable frequency drives (VFD's) for pumps. Were ordered last summer.
- Project slated for completion in July 2024.

Aeration Blower Replacement

- Order placed for the new blower and should arrive in early 2024.
- Acquired quotes for installation and came in favorable for OLWS.
- Installation happening in Spring 2024 and be completed this FY.

Boardman Sewer Line Replacement

- Design plans are 90% complete.
- Negotiation with Public Storage for an easement.
- Project will fix a sagged wastewater main and run a more direct route.
- The project will be constructed next fiscal year.

Attachments

1. Capital Outlay Tracker

Drinking Water Capital Fund
Fund 71
FY 2024 - July 2023 through December 2023

			FY 2024		Adjusted	Projected FY	Variance	Estimated	
Drinking Water	Current Phase		CIP Budget	Re-assign	Budget	2024		Phase Completion	
71-20-7200	Infrastructure		500,000	85,122	585,122	347,451	237,671		
71-20-7300	Buildings and Improvements		25,000	-	25,000	-	25,000		
71-20-7400	Improvement other than Bldgs		-	9,000	9,000	9,000	-		
71-20-7520	Equipment		200,000	(4,334)	195,666	161,325	34,341		
71-20-7530	Information Technology		75,000	-	75,000	6,788	68,212		
71-20-7600	Capital Improvement Projects		2,400,000	(89,788)	2,310,212	1,589,102	721,110		
2020-W06	28th Ave Loop Water Main	Pre-Construction	2,000,000	(678,806)	1,321,195	969,863	351,332		Start 1/24
2020-W05	Aldercrest Watermain	Complete	-	778	778	778	-		Complete
2024-DW01	Water Main McLoughlin @ Jennings	Design	250,000	-	250,000	-	250,000		TBD
2020-W02	Milwaukie-OLWS Intertie Pump Station	Design	150,000	-	150,000	30,222	119,778		On-going
2021-W01	OLWS Water Pump Station @ CRW Generator	Design	-	-	-	0	(0)	On Hold	
2024-DW02	Oatfield Rd Water Main Replacement	Design	-	588,240	588,240	588,240	-	Jun 24	
Total Drinking Water			3,200,000	-	3,200,000	2,113,666	1,086,334		
Contingency			370,000	-	370,000		370,000		
Total Appropriation			3,570,000	-	3,570,000	2,113,666	1,456,334		

Wastewater Capital Fund
Fund 72
FY 2024 - July 2023 through December 2023

				FY 2024 CIP Budget	Re-assign	Adjusted Budget	Projected FY 2024	Variance	Estimated Phase Completion
Wastewater Treatment									
72-21-7300	Buildings and Improvements	Current Phase		60,000	(5,675)	54,325	54,325	-	
72-21-7520	Equipment			655,000	40,388	695,388	637,658	57,730	
72-21-7530	Information Technology			115,000	(8,774)	106,226	91,226	15,000	
72-21-7600	Capital Improvement Projects			900,000	(25,939)	874,061	874,171	(110)	
2020-SS06	Wastewater Master Plan 2022 (50%)	SDC Analysis		-	-	-	110	(110)	On-Hold
2021-SS03	Secondary Clarifiers 1&2 Rehabilitation	Final Design		150,000	45,435	195,435	195,435	-	May 2024
2023-WW06	Tertiary Filtration Facility	Final Design		750,000	(71,374)	678,626	678,626	(0)	FY 2026
	Total Treatment			1,730,000	-	1,730,000	1,657,381	72,619	
Wastewater Collections									
72-22-7200	Infrastructure			225,000	-	225,000	99,820	125,180	
72-22-7520	Equipment			30,000	-	30,000	-	30,000	
72-22-7530	Information Technology			-	-	-	-	-	
72-22-7600	Capital Improvement Projects			3,550,000	-	3,550,000	2,331,328	1,218,672	
2020-SS06	Wastewater Master Plan 2022 (50%)	In Progress		-	-	-	110	(110)	On-hold
2024-WW01	Lift Station #3 Rebuild	60% Design		50,000	-	50,000	10,000	40,000	FY 2027
2022-SS01	Lift Station #2 Rebuild	Construction		1,100,000	186,194	1,286,194	1,286,194	0	Apr 2024
2023-WW03	Infiltration and Inflow Reduction Lift Station 5 Basin	Final Design		1,500,000	(78,411)	1,421,589	322,870	1,098,719	FY 2025
2024-WW04	Infiltration and Inflow Reduction Lift Station 2 Basin	Smoke Testing		200,000	(100,000)	100,000	19,939	80,061	Complete
2020-SS05	Hillside Sewer Line Replacement	Construction		700,000	(34,304)	665,696	665,696	0	Complete
	Boardman Sewer Line Replacement	Design-Prelim		-	26,521	26,521	26,521	0	TBD
	Total Collections			3,805,000	-	3,805,000	2,431,148	1,373,852	
	Total Capital Outlay			5,535,000	-	5,535,000	4,088,529	1,446,471	
	Contingency			481,834	-	481,834		481,834	
	Total Appropriation			6,016,834		6,016,834	4,088,529	1,928,305	

Watershed Protection Capital Fund
Fund 73
FY 2024 - July 2023 through December 2023

		FY 2024		Adjusted	FY 2024	Variance	Estimated
Drinking Water	Current Phase	CIP Budget	Re-assign	Budget			Phase
							Completion
73-23-7520	Equipment	-	-	-	-	-	Complete
73-23-7600	Capital Improvement Projects	300,000	-	300,000	-	300,000	
	Boardman & Arista Flooding	300,000	-	300,000	-	300,000	
	Total Drinking Water	300,000	-	300,000	-	300,000	
	Contingency	50,000	-	50,000		50,000	
	Total Appropriation	350,000	-	350,000	-	350,000	



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Consideration of Resolution No. 2024-0025 Approving a FY 2024 Budget Transfer
Item No. 6
Date February 20, 2024

Summary

A budget transfer is necessary to transfer appropriations within the fiscal year 2023-2024 adopted budget and provide for compliance with Oregon Local Budget Law. The budget amendment resolution is proposed to address budget line items variances. Appropriations will only be transferred from contingency, where noted below, within the respective funds to offset identified additional costs.

Fiscal year to date expenditures have been reviewed to determine accounts that are projected higher than the current budget. For accounts projected higher, either

1. Funds will be redistributed between budget lines within the Fund and Division, with no impact to Contingency.
2. Funds will be transferred from Contingency within the same Fund. This is only for under-budgeted accounts, unanticipated cost increases or unplanned costs.

The following amended line items included in this request are:

Fund	Account	Account Name	Description	Requested Budget	Current Budget	Transfer Amount	Amount from Contingency
<u>Administrative Services Fund</u>							
05.02.	6720	Insurance	Renewal cost slightly below budget	210,000	235,000	(25,000)	
05.02.	6420	Staff Training	Two open positions	15,000	20,000	(5,000)	
05.02.	6155	Contracted Services	Interim HR Resources	134,500	64,500	30,000	40,000
<u>Drinking Water Fund</u>							
10.20.	6155	Contracted Services	Maple & Oatfield Repairs move to FY25	248,400	258,900	(10,500)	
10.20.	6540	Safety Supplies	OSHA Required Flammable Liquid Cabinets	20,000	15,000	5,000	
10.20.	6715	Water Quality Program	OHA Required Lead & Copper Testing Expansion	34,000	28,500	5,500	
<u>Wastewater Reclamation Fund</u>							
20.22.	6155	Contracted Services	Saving on hauling services	216,500	221,500	(5,000)	
20.21.	6760	Equipment Rental	Forklift rental for plant forklift failure	30,000	25,000	5,000	

Background

Total appropriations within the OLWS' adopted budget will remain the same; however, to comply with Oregon Local Budget Law, a resolution is needed to transfer between categories (ORS294.463(1)). The attached resolution will transfer appropriations between contingency, personnel services, materials and services and capital outlay within the identified funds.

Recommendation

It is recommended the Board approve Resolution No. 2024-0025 Amending Fiscal Year 2023-2024 Adopted Budget.

Suggested Board Motion

"I move to adopt Resolution No. 2024-0025 amending the Fiscal Year 2023-2024 Adopted Budget as presented."

Attachments

1. Resolution No. 2024-0025

OAK LODGE WATER SERVICES

RESOLUTION NO. 2024-0025

A RESOLUTION AUTHORIZING A BUDGET TRANSFER IN THE FISCAL YEAR 2023-2024 ADOPTED BUDGET.

WHEREAS, the Oak Lodge Water Services Authority (the “Authority”) Board of Directors (the “Board”) serves as the governing body of the Authority;

WHEREAS, the Authority Board of Directors adopted and made appropriations for the Fiscal Year 2023-2024 Budget; and

WHEREAS, subsequent to budget adoption, either costs exceeded budget, or the account was missing necessary and appropriate budget on the lines within the fund; and

WHEREAS, budgeted contingency in OLWS’ Administrative Services, Drinking Water, Wastewater Reclamation, Watershed Protection, Wastewater Capital, and Watershed Protection Capital funds exists in amounts sufficient to cover the additional costs; and

WHEREAS, ORS 294.463 allows the Board of Directors to authorize a transfer of appropriations within funds by resolution, so long as the contingency appropriation transfers in aggregate are less than 15% of the total appropriations of the fund containing the original adopted budget.

NOW, THEREFORE, BE IT RESOLVED BY THE OAK LODGE WATER SERVICES BOARD OF DIRECTORS:

Section 1. The Board of Directors of the Oak Lodge Water Services Authority authorizes the following budget transfers and revisions to the Fiscal Year 2023-2024 Adopted Budget as follows:

FUND	Adopted Budget	Q1 Transfer from Contingency	Amended Budget 09/2023	Q2 Transfer from Contingency	Amended Budget 12/2023
05 Administrative Services Fund					
Personnel Services	2,602,000	2,500	2,604,500	-	2,604,500
Materials & Services	2,436,200	-	2,436,200	40,000	2,476,200
Contingency	677,092	(2,500)	674,592	(40,000)	634,592
Total Appropriation	5,715,292	-	5,715,292	-	5,715,292

FUND	Adopted Budget	Q1 Transfer from Contingency	Amended Budget 09/2023	Q2 Transfer from Contingency	Amended Budget 12/2023
10 Drinking Water Fund					
Personnel Services	1,096,000	-	1,096,000	-	1,096,000
Materials & Services	1,819,400	-	1,819,400	-	1,819,400
Debt Service	209,100	-	209,100	-	209,100
Transfers	2,569,000	-	2,569,000	-	2,569,000
Contingency	657,259	-	657,259	-	657,259
Total Appropriation	6,350,759	-	6,350,759	-	6,350,759
20 Wastewater Reclamation Fund					
Personnel Services- Treatment	1,876,000	13,500	1,889,500	-	1,889,500
Materials & Services-Collections	1,313,600	15,000	1,328,600	-	1,328,600
Transfers	8,712,000	-	8,712,000	-	8,712,000
Contingency	693,588	(28,500)	665,088	-	665,088
Total Appropriation	12,595,188	-	12,595,188	-	12,595,188
Change in contingency		(31,000)		(40,000)	

INTRODUCED AND ADOPTED THIS 20th DAY OF FEBRUARY 2024.

OAK LODGE WATER SERVICES

By _____ By _____
 Susan Keil, Chair Kevin Williams, Vice Chair



AGENDA ITEM

Title	Business from the Board
Item No.	7
Date	February 20, 2024

Summary

The Board of Directors appoints representatives to serve as OLWS liaisons or representatives to committees or community groups.

Directors assigned specific roles as OLWS representatives are placed on the agenda to report to the Board on the activities, issues, and policy matters related to their assignment.

Business from the Board may include:

- a. Individual Director Reports
- b. Tabled Agenda Items

**OAK LODGE WATER SERVICES
2024 BOARD LIAISON ASSIGNMENTS**

Board/Committee	Primary Liaison	Alternate Liaison	Meeting Cadence
American Water Works Association (AWWA)	All Directors	N/A	Varies
Chamber of Commerce	Ginny Van Loo	Susan Keil	Monthly, First Monday 11:45 a.m. – 1:15 p.m.
Clackamas River Water	Kevin Williams	Paul Gornick	Monthly, Second Thursday 6 p.m.
Clackamas County Coordinating Committee (C-4) Executive Committee	Paul Gornick	N/A	Monthly, First Thursday 6:45 p.m.
Healthy Watersheds	Kevin Williams	OPEN	
Jennings Lodge CPO	Kevin Williams	Paul Gornick	Quarterly, Fourth Tuesday 6 p.m.
North Clackamas County Water Commission (NCCWC)	1: Paul Gornick 2: Kevin Williams	Susan Keil	Quarterly, Fourth Thursday (Jan, Mar, June, Sept) 5:30 p.m.
Oak Grove Community Council	Heidi Bullock	Susan Keil	Monthly, Fourth Wednesday 7 p.m.
Regional Water Providers Consortium (RWPC)	Kevin Williams	Heidi Bullock	3x Annually, First Wednesday 6:30 p.m.
Special Districts Association of Oregon (SDAO)	All Directors	N/A	Varies
Sunrise Water Authority (SWA)	Paul Gornick	Kevin Williams	Monthly, Fourth Wednesday 6 p.m.
Legislative and Congressional Monitoring	Ginny Van Loo	Heidi Bullock	As Needed

H. Bullock Board Report
February 2024

Neither Heidi Bullock nor Susan Keil were able to attend the December 6 OGCC Meeting.
Minutes below:

Draft Minutes for OGCC General Meeting

Wednesday 12/6/2023 @ 7PM

OGCC regular meeting Attendance

Board: Valerie Chapman, Mark Elliott, Rich Nepon, Joseph Edge, Jane Civiletti

Voting members: Anatta Blackmarr, Bob Bohannon, Cindy Brown, Jean Coberly, Sue Conachan, Dave Dobak, Marilyn Gottschall, Thelma Haggemiller, Jolene Hammond, Tom Hammond, Tom Hogan, Pam Horan, Eleanore Hunter, Gwion Miller, Linda Seals, Casey Snoeberger, Baldwin Van der Bijl, Robert Zimmer

Members: Janet Blakeman, Tom Civiletti, Daniel Dyre-Greenside, Joyce Johnson, Linda Newbloom, Arlo (Weinglien??), Mary Pleier, Jan Wainscott, Amanda Trujillo
Representative Mark Gamba, presenter.

7:05 PM Officer Reports: Treasurer; Secretary; Board/Chair.

Treasurers Report: Donation of \$500.00 from Friends of Oak Lodge Library, \$10 refund, \$38 payment for storage rental, total in checking acct \$ 1, 799.64.

Rich: Meeting Minutes for October 2023, approved as posted.

7:15 PM Report by the Friends of Oak Grove Community Council

Valerie: 501c3 filing started with the State and the IRS, bank account to be opened soon with Embold CCU and folks will be able to make tax-deductible donations. Purpose: supports activities of the OGCC membership, community gatherings, event signage, etc (see info from Valerie). The Board will be predominately members of the OGCC Board.

Questions: Eleanore, congratulations for making this happen.

7:20 PM Representative Mark Gamba

Issues coming up in the next Legislative Session: 5-weeks in duration, typical session is 6 months.

Concentration on housing funding, 2,000 families evicted every month in the State.

Measure 110 changes, some things that can be done to make it work better, considering measures to confiscate of drugs if done in public. Consider a safe place for folks to use drugs under supervision as a part of their transition. Oregon has similar overdoes to those in other states that have not

decriminalized drugs.

Mental Health Care funding, scoring lowest in the country for mental health care. Wages are too low for staffing at mental health facilities. Three sites currently located in Milwaukie and functioning well and cited as good neighbors.

Land Use Bill of 3414, likely to pass with some tweaks

Climate Bills: refers to the voters fixing the quorum issue, currently requires a 2/3 majority to be a quorum. Wanting to change that to a simple majority. Can only be changed by a vote of the people. Can be referred by the legislature otherwise it requires a signature campaign.

Timber Tax wildfire funding measure. Currently comes out of the general fund.

PFASS: chemicals that don't break down in nature, many of them are carcinogenic, limiting their use. Affects effluent from landfills.

Funding for Oregon Heritage program protecting farm lands from overdevelopment.

Energy storage siting bill that will create a process for designating location for energy storage (battery storage).

Questions:

Help for police to intervene in mental health calls, are people adept to deal with drug addicts, is this done by police or trained people? Gamba: in Eugene, mental health professionals respond to non-violent or illegal activity. If staffed correctly, then outcomes are the most successful than when handled by a uniform officer.

State still invests in coal and fossil fuels, are there groups trying to change that? Answer: Divestiture is being asked by Milwaukie, but no action being taken yet. The State is also invested in weapons industries. Investments are mostly in PERS retirement funds. A group called Divest Oregon is working on this issue to apply pressure on the State to divest in these kinds of investments.

How is the quorum question fixed? Answer: Can be fixed by a vote of the people. The Legislature can put this on the ballot, the other choice is to gather signatures to get it on the ballot. Hopefully, will come to fruition in the next year.

Gas powered leaf blower ban, been discussed in past sessions, no action being taken currently. Pushback is that this will make it harder for low-wage workers.

Are transmission lines privately owned? Answer: quasi=private. Bonneville Power Admin owns 75% of transmission lines, public utilities own the rest.

Social housing vs. public housing? Answer: social housing the government is building it, but its not done at a fund loss. Issues with government funding vs. private investment through tax credits.

Gamba newsletter is available through the State website, attend coffees in the area periodically.

8:00 PM LUART

Have had several items come through which have been approved by the County. Concord Library appeal, the appeal was not successful, the project will move as originally approved. Subdivision on Thiessen was approved. Middle housing proposal at Linden Lane, floor plan reviews in the River Forest area don't require comments from the community. Quite a few items under construction

that were on hold during the pandemic. Some were reviewed as many as 6 years ago.

8:15 PM Committee Reports

NCPRD DAC and Board of Directors meeting together in January. Systems development plan funding was approved by the BCC in November. Work will begin in January that will include a robust community engagement process for citizen input.

HDOG: A fundraiser is in process to help Awakening Coffee to offset some of the cost overruns they are having. HDOG is helping to pay for a shared storage unit for HDOG and the OGCC.

8: 35 PM Comments/ Public Input: Dreams/Hopes for the Community

Ideas:

- Have an Oak Grove newsletter that talks about things going on in the community.
- Set up some way for new people coming into the area to know more about OGCC and other things going in in the community.
- Nicole Perry, Joyce Johnson and others, embarking on safe paths at the high school on Naef Road.
- Oak Grove signs
- conversations about community resilience, like the rose Villa resilience action plan. How can the community understand their position on helping each other if things begin to shift due to climate change.
- a business directory for local businesses
- local governance and local representation
- Oak Grove Jazz Band
- be involved in the development of the new Community Center
- neighborhood outreach to get more people involved in local issues and influence

8: 40 PM Announcements

-None

8: 45 PM Adjourn

Next Meetings: Board : February 5 at 6:45 PM

General: January 24 at 7:00 PM –

Business from the Board

Paul Gornick's Liaison Report – February 2024

January 24, 2024 – Sunrise Water Authority Board Meeting

- Board authorized and increase in the (cash) SDC charge from \$11,775 to \$11,821.
- Board appointed Jamey Pietzold as the Budget Officer and adopted the budget calendar for FY2024-2025.
- Board acknowledged receipt of the FY2022-2023 Annual Comprehensive Financial Report prepared by Grove, Mueller, and Swank, LLC. Within the report, auditors presented a summary statement of “no findings” with regards to Sunrise’s financials for FY2022-2023.
- General manager Wade Hathhorn’s report included the following:
- Staff has been moved into the new building for more than two months. Work continues on final punchlist items, which include minor HVAC work, operation of A/V systems, and landscaping.
- Snowpack on Mt Hood was off to a slow start and below historic medians, but there has been significant snowfall in January that will be measured in early February.
- Sunrise is working with Clackamas Community College to sponsor at least one full-time scholarship in the Water Environment Technology (WET) Program.
- There is a vacancy in Zone 6 that could be filled through appointment by the Board for the first 2 years of the term, which would then be on the Special District ballot in May 2025 for the remaining two years of the term.
- Staff plans to present a workshop-type discussion on the future of infrastructure planning, focusing on the capital requirements for expanding delivery capacity from CRW’s plant, potential service beyond the existing district boundaries, and resilience hardening of existing infrastructure.

January 25, 2024 – North Clackamas County Water Commission Meeting

- Board appointed Gail Stevens as budget officer for FY2024-2025, approved budget schedule for FY2024-2025 budget.
- Board passed Resolution 2024-1 Waiving the True-Up from FY 2022-23. True-up dollar amount was \$454,569. (Note: the annual true-up choice is to disburse these dollars back to owners of NCCWC or leave in General Fund for use in following fiscal year.)
- Wade Hathhorn presented the General Manager’s report. An update on the snowpack and apprentice program is similar to the Sunrise Report above. The preliminary study for locating and preserving the old Lake Oswego raw water pipeline under the Willamette has been completed, and options for future reuse will be reviewed and presented by staff. Funding for such improvements will need to be included in the FY2024-2025 budget.
- Board met as the Local Contract Review Board, and approved Resolution 2024-2 authorizing a Special Procurement for material for the Slow Sand Replacement Project. This resolution awards a procurement contract for the Slow Sand Replacement Project in the amount of \$1,000,000 to Knife River, currently the only

approved source for this material. (Because of a shortage of product availability, last years contract placed a total of 2400cy at a cost of \$893,700, or approximately \$372/ton).

- Board issued Notice of Intent to award a construction contract for the Slow Sand Replacement Project in the amount of \$228,563 to Tapani. Combined with the procurement contract, it is anticipated that 5400 tons will be placed at an approximate unit price of \$227/ton.

February 1, 2024 – C4 Meeting (Remote Meeting)

- Was not able to attend this meeting.

From: [Susan Keil](#)
To: [Laural Casey](#)
Subject: North Clackamas Chamber Public Policy Committee
Date: Tuesday, February 13, 2024 11:58:35 AM
Attachments: [Public Policy 02052024.docx](#)

Attached are the notes on Initiative Petition 47, which makes various changes to Ballot Measure 110, which decriminalized small amount of hard drugs. There are other measures addressing this issue being considered in the Oregon Legislature currently. The sense of the speaker and those present is that there will be something done by the legislature on this issue.

Public Policy Meeting

Speaker(s): Max Williams, "Fix it and Improve it" Committee.

Initiative Petition (IP) 47:

- Adjustment of Ballot Measure 110:
 - Decriminalization of amounts of hard drugs
 - Put into place within 90 days of legalization!
- Cannabis revenue can be utilized for treatment and recovery.
- <1% of offenders utilize the help center number given on E Violation
- Correction to offender leveling; return to a class C misdemeanor level crime.
 - Providing additional motivation to attend treatment facilities.
 - Gives the committee and police officers the ability to handle issues more effectively.
- Measure 110 Funding cannot be used for prevention.
 - Adjust to include a prevention strategy.
- There are only 16 available beds at local detox centers.
- 1.4 metric tons of liquid heroin have been found in local area, last week.
- Aligns with requests of most District Attorneys and Sheriffs
- Requirements for spending include reputable, backed analytics.
- Call to action:
 - Visit Fixballotmeasure110.com for additional steps.

Upcoming:

- We will discuss CY-24 agenda next week.

From: susandkeil@comcast.net
To: [Laural Casey](#)
Subject: C4 Coordinating Meeting Feb. 1, 2024
Date: Tuesday, February 13, 2024 12:38:27 PM

External Email – Confirm Sender and Beware of Links and Attachments

I attended the meet as the Alternate for Paul Gornick. The main topics for the meeting were a presentation of the TriMet long-range service plan, which is slightly less aggressive than previously projected in terms of increased service and service enhancements; and a presentation on other transit services in Clackamas County, outside of the TriMet boundaries. Board and staff at OLWS can access the PowerPoint presentation on the County Website under C-4.

Kevin Williams Meetings attended in January/February of 2024

K.W.

1. NCCWC Quarterly meeting. January 25th,2024

We handled routine business including appointing a Budget Officer for FY2024-2025, adopted the budget calendar and approving the financials for the past quarter. We discussed the annual true up and decided again to place the money in the general fund and move it to capital reserves eventually. We have followed this practice for several years now and have saved some money for capital projects as a result.

We convened a Local Contract Board meeting so we could discuss and approve a special procurement for the slow sand replacement project. The sand supplier was able to provide us significant cost savings from the price we paid last summer.

2. Clackamas River water February 6th 2024

I have to admit that I failed to notice the change of date in their meeting notice. I spoke with Commissioner Naomi Algiers the next evening and she assured me that I did not miss any important news.

3. Regional Water Providers Consortium February 7th,2024

We held an election to add a member to the Executive Committee. Councilor Kevin Tether for the City of Beaverton is the new member.

We discussed and accepted the City of Lake Groves request to join the consortium as a full member.

We adopted the Consortium 5 Year Strategic Plan. An update was given on IGA signees. We are currently up to 9 member Agencies. The goal is to have all adopted and signed by Fall of 2024.

We discussed and approved the FY 2024-2025 budget and work plan. We will see a 7% increase in our membership fees.

Legislative update was provided. As part of the Governor's new housing plan it is thought that it will include funding for needed infrastructure.

There is an S.D.C. bill floating around this short session that would guarantee payment of S.D.C.s by developers. I was not aware this was an issue?

There is also a bill to discuss imposing right of way fees to all utilities to generate funding for construction and maintenance of infrastructure.



**REGULAR MEETING
NORTH CLACKAMAS COUNTY WATER COMMISSION
BOARD OF DIRECTORS
JANUARY 25, 2024 at 5:30 p.m.**

Join In-Person or Online

14496 SE River Rd.
Oak Grove, OR 97267

<https://us02web.zoom.us/j/83706303617>

AGENDA

- 1. Call Meeting to Order**
- 2. Welcome Visitors & the Public**
- 3. Public Comment**
- 4. Approval of Minutes**
 - 4.1 Approval of Minutes of the September 28, 2023 Regular Meeting
- 5. Adoption of Consent Calendar**
 - 5.1 Authorization of Checks for September, October, November, and December 2023
- 6. Board Discussion**
 - 6.1 Appoint Budget Officer (FY2024-25)
 - 6.2 Adopt Budget Calendar (FY2024-25)
 - 6.3 Approve True-Up from FY2022-23
- 7. Monthly Items**
 - 7.1 Financial Reports
 - 7.2 Operations Report
 - 7.3 Manager's Report
 - 7.4 Business from the Board
- 8. Convene Local Contract Review Board**
 - 8.1 Approve Resolution 2024-2 Authorizing a Special Procurement for the Slow Sand Replacement Project
 - 8.2 Issue Notice of Intent to Award a Construction Contract for the Slow Sand Replacement Project
- 9. Adjourn Regular Meeting**

NORTH CLACKAMAS COUNTY WATER COMMISSION

January 25, 2024

Agenda Item 4.1



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES – 5:30 P.M.
SEPTEMBER 28, 2023**

BOARD MEMBERS PRESENT:

Paul Gornick	Oak Lodge Water Services
Kevin Williams	Oak Lodge Water Services
Chris Hawes	Sunrise Water Authority
Kevin Bailey	Sunrise Water Authority
Luke Roberts	City of Gladstone

STAFF PRESENT:

Wade Hathhorn	Sunrise Water Authority
Laural Casey	Oak Lodge Water Services

ATTENDEES:

Jamey Pietzold	Sunrise Water Authority
Rusty Garrison	Clackamas River Water
Sarah Jo Chaplen	Oak Lodge Water Services

1. Call to Order

2. Welcome Visitors & the Public

Chair Roberts called the Board of Directors meeting to order at 5:30 p.m.

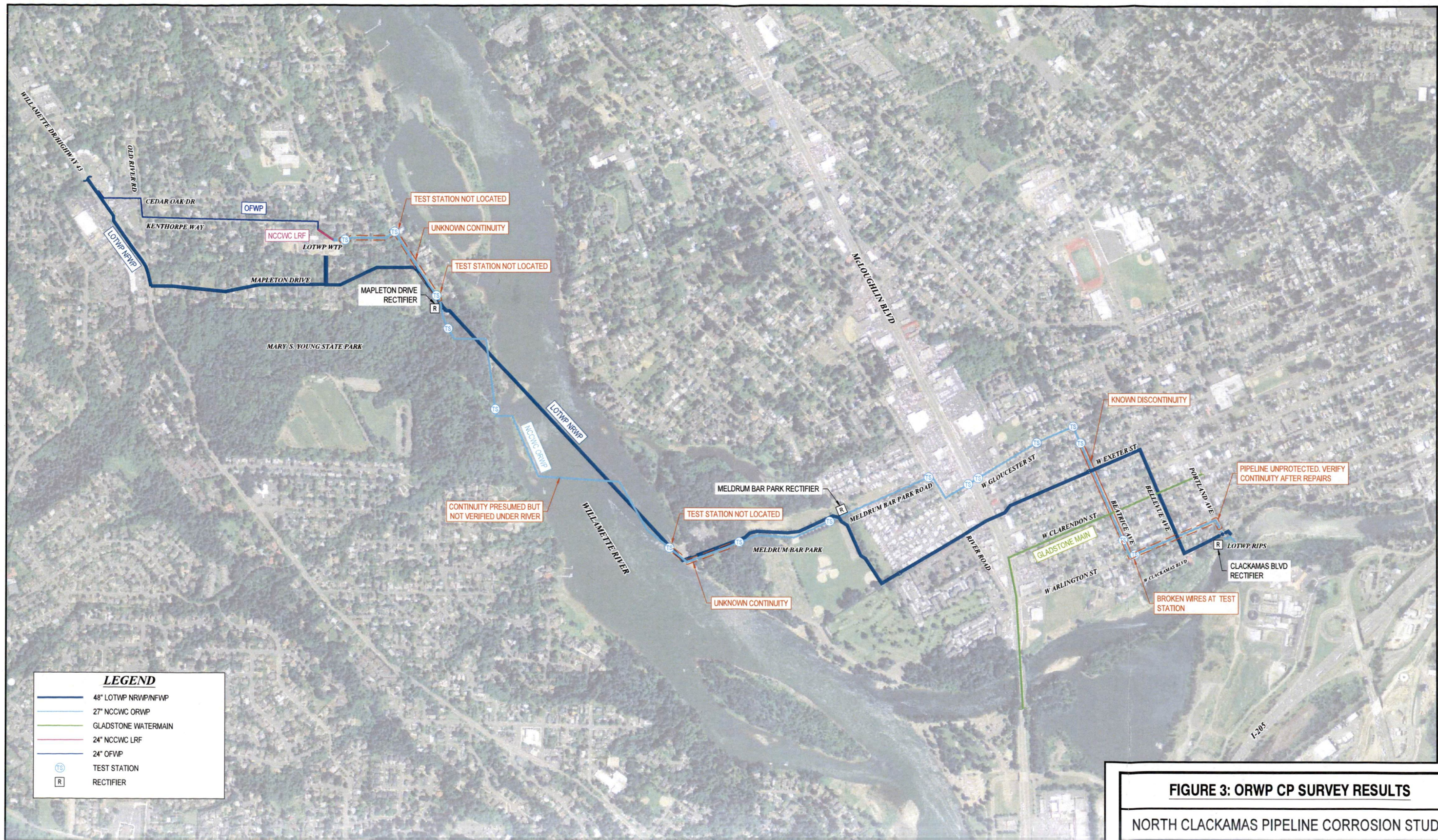
Chair Roberts and General Manager Hathhorn acknowledged the sudden and unfortunate passing of HR Manager Aleah Binkowski-Burk, expressing condolences to the Oak Lodge Water Services team.

3. Public Comment

There was no public comment.

4. Approval of Minutes

4.1 Approval of Minutes of the June 22, 2023 Regular Meeting



LEGEND

	48" LOTWP NRWP/NFWP
	27" NCCWC ORWP
	GLADSTONE WATERMAIN
	24" NCCWC LRF
	24" OFWP
	TEST STATION
	RECTIFIER

FIGURE 3: ORWP CP SURVEY RESULTS

NORTH CLACKAMAS PIPELINE CORROSION STUDY

SCALE: 1" = 500'

1/2" DRAWING IS FULL SCALE WHEN BAR MEASURES 1'

PLOT DATE: 9/29/2023
FILE PATH: J:\Data\NCCWC\21-0185\CAD\Review\Map.dwg

CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
REGULAR MEETING & EXECUTIVE SESSION
Held at 16770 SE 82nd Dr. Clackamas, OR 97015



Clackamas River Water

This Meeting will have both an in person and remote option for attending
February 6, 2024 at 6:00pm

AGENDA

Public Comment: If a member of the public wishes to address the Board during a meeting, they are encouraged to inform Board staff through email to kholtzgang@crwater.com no later than 4pm the day of the meeting. If a person will attend the meeting through Zoom and wishes to provide public comment, prior notice to kholtzgang@crwater.com no later than 4pm on the day of the meeting is **required** in order to ensure access. The notice should include the following information: (1) Full name; (2) Address/City/ZIP; (3) Email address or phone number to be used to access the Zoom meeting, so it can be unmuted; (4) District/Organization/Public; and (5) Topic of your public comment and or specific agenda item you wish to speak on.

Members of the public are welcome to speak for a maximum of three minutes during a time designated on the agenda for public comment. The speaker must state their name, address, and if they are a customer or not for the record. Public comment provided at the *beginning* of the agenda will be reserved for comment on agenda items, special presentations, letters, and complaints. Public comment as listed at the *end* of the agenda will be for the purpose of “wrapping up” any remaining concerns.

Anyone who wishes to attend the meeting remotely may do so by internet at <https://us02web.zoom.us/j/81754575305> or by calling the following number 1-253-215-8782 and join meeting/ 817 5457 5305#. **Passcode: 917422**

REGULAR BOARD MEETING @ 6:00pm

Call to Order, Pledge of Allegiance and Roll Call - *Sherry French, President*

a. Approval of the Agenda

Public Comment (*see blue box at the top of the agenda*)

Consent Agenda

CA-1: **Gross Payroll and Accounts Paid: January 2024**– *Christa Wolfe, Chief Financial Officer*

CA-2: **Cash & Investment Ending Balances Report**– *Christa Wolfe, Chief Financial Officer*

CA-3: **Consider Acceptance and Donation of Assets for Clackamas CLT Subdivision, Project 22-5294**- *Joe Eskew, Engineering Manager*

Action Items

1. **Acknowledge Receipt of the Audited Financial Statements for Fiscal Year 2023**-
Christa Wolfe, Chief Financial Officer

2. **Consider Approval of Increase to the Not To Exceed Amount of the Contract with Omega** -*Todd Heidgerken, General Manager & Christa Wolfe, Chief Financial Officer*

3. **Consider Construction Contract Award for Water Treatment Plant (WTP) Valve Replacement, Project 21-5282**- *Joe Eskew, Chief Engineer*

Informational Reports

4. Quarterly Report-2nd Quarter FY 2024- *Christa Wolfe, Chief Financial Officer*

5. Management Report – *Todd Heidgerken, General Manager*

Next Page

6. Public Comment (*see blue box at the top of the agenda*)

Commissioner Business

7. Commissioner Reports and Reimbursements

Adjourn regular meeting

EXECUTIVE SESSION- will start immediately following the regular meeting

1. Discuss information or records that are exempt by law from public inspection pursuant to ORS 192.660 (2) (f) and 192.355 (9) (a) and ORS 40.225
2. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. 192.660 (2) (e)

The meeting location is accessible to persons with disabilities. A request for accommodations for persons with disabilities should be made at least 48 hours before the meeting to Adora Campbell (503) 722-9226.



Consortium Board Meeting Agenda

DATE: February 7, 2024
6:30 p.m. – 8:30 p.m.
HOW: This meeting will be held remotely via Zoom/videoconference

Agenda

Introductions (3 minutes)

Approval of Consortium Board Meeting Summary for October 4, 2023 (2 minutes)

Public Comment* (5 minutes)

Election of Executive Committee At-large Member (5 minutes)

- Appoint final at-large Executive Committee member

Lake Grove Water District Membership Request (5 minutes)

- Approve request from Lake Grove Water District to join the Consortium

Consortium Strategic Plan – Rebecca Geisen, Consortium Managing Director (10 minutes)

- Adopt Consortium 5-Year Strategic Plan

Director Report – Rebecca Geisen, Managing Director (25 minutes)

- Update on activities
- Consortium Intergovernmental Agreement Update
- Project Highlight – History of Consortium Plans and Studies

Program Report – Bonny Cushman, Program Coordinator (10 minutes)

- Emergency Planning and Conservation Program ongoing projects

FY 2024-25 Consortium Budget and Work Plan – Rebecca Geisen, Managing Director (15 minutes)

- Approve Consortium FY 2024-25 budget and work plan

Legislative and Regulatory Update– Rebecca Geisen, Consortium Managing Director and Kari Salis, Oregon Health Authority (40 minutes)

Next Meeting Date/Location:
June 5, 2024/via zoom/videoconference

*Agenda Item #3 is a public comment period for items not on the agenda. Additional public comment will be invited on agenda items as they are discussed.



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 8b
Date February 20, 2024

Summary

The Board has requested updates at regular meetings on the status of OLWS operations.

Highlights of the Month

- The Accounts Receivable balance decreased by (0.74%), the average delinquent balance decreased by (\$28.70), and the number of delinquent accounts increased by 21.
- Utility bill payments in January were more than the December 31st billed amounts.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of December 31, 2023, compared to November 30, 2023, decreased by (0.53%). These are the findings:

1. A/R Balance owed to OLWS has decreased by (\$13,989), after accounting for the delta between billing cycles.

A/R Balance	11/30/2023	12/31/2023	1/31/2024
Bi-Monthly Residential	\$ 1,073,532	\$ 1,263,589	\$ 1,074,209
Large Meters	644,022	625,636	634,886
Total	1,717,554	1,889,226	1,709,096
Variance	(281,355)	171,671	(180,130)
Billing Cycle Variance	309,245	(180,825)	166,141
	27,890	(9,153)	(13,989)
	1.40%	-0.53%	-0.74%

2. The total number of delinquent accounts increased by 21 accounts as of January 31, 2024, compared to December 31, 2023. The average balance per account decreased by (8.3%) or (\$28.70).

Delinquent Accounts	11/30/2023	12/31/2023	1/31/2024
Over 60 Days	\$ 209,220	\$ 209,719	\$ 199,045
Number of Accounts	559	605	626
Average Balance per Acct.	\$ 374	\$ 347	\$ 318
	10.4%	-7.4%	-8.3%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has decreased by (.39%) compared to the prior month. The shift is mainly from the current and 30-60 Day Grace category to the Delinquent category.

Account %	11/30/2023	12/31/2023	1/31/2024
Current	85.31%	85.31%	84.92%
30-60 Day Grace	5.80%	5.16%	5.10%
Delinquent	6.18%	6.68%	6.91%
Credit Balance	2.71%	2.86%	3.08%

Each month, OLWS hangs red tags for accounts in delinquent status, over 60 days past due, and with a balance over \$350. The red tag process allows 7 days for the customer to provide payment. If payment/a payment plan is not received/created, water is then shut off.

	Oct 2023	Nov 2023	Dec 2023	Jan 2024
Cycle	Cycle 2	Cycle 1	Cycle 2	Cycle 1
# Red Tags	82	88	74	74
Minimum Delinquent Balance	\$ 350	\$ 350	\$ 350	\$ 350
# Shut off Service Requests	4	4	8	2

Billing Payment Rate

In January 2024, OLWS received \$24,902 more in payments than was billed on December 31, 2023.

	Oct 2023	Nov 2023	Dec 2023	Jan 2024
Utility Billing Sales	\$ 1,555,891	\$ 1,714,862	\$ 1,405,617	\$ 1,586,442
Cash Receipts	1,558,712	1,687,958	1,420,362	1,611,343
% Collected	100.20%	98.40%	101.00%	101.60%

Attachments

1. Checks by Date Report for January 2024

Bank Reconciliation
 Checks by Date
 User: Antonio
 Printed:
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	1/10/2024	ORR Inc		AP			42,493.50
0	1/11/2024	Wells Fargo Bank		AP			994.79
0	1/12/2024	Internal Revenue Service		AP			38,148.31
0	1/12/2024	Oregon Department Of Revenue		AP			11,942.00
0	1/12/2024	State of Oregon Savings Growth Plan		AP			3,370.34
0	1/12/2024	VALIC c/o JP Morgan Chase		AP			1,552.43
0	1/12/2024	Payroll Direct Deposit	DD 00001.01.2024	PR			93,781.70
0	1/19/2024	Portland General Electric		AP			38,131.55
0	1/26/2024	Internal Revenue Service		AP			39,007.27
0	1/26/2024	Oregon Department Of Revenue		AP			12,189.47
0	1/26/2024	State of Oregon Savings Growth Plan		AP			3,370.34
0	1/26/2024	VALIC c/o JP Morgan Chase		AP			1,616.28
0	1/26/2024	Payroll Direct Deposit	DD 00002.01.2024	PR			95,170.91
ACH Disbursement Activity Subtotal							381,768.89
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							381,768.89

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
51393	12/29/2023	Customer Refund		AP	Void		182.20
51409	1/5/2024	AFLAC		AP			3,886.92
51410	1/5/2024	Airgas, Inc		AP			39.83
51411	1/5/2024	Employee Reimbursement		AP			85.94
51412	1/5/2024	Apex Labs		AP			5,646.00
51413	1/5/2024	Buels Impressions Printing		AP			254.00
51414	1/5/2024	Cable Huston LLP		AP			4,720.00
51415	1/5/2024	City Of Gladstone		AP			250.95
51416	1/5/2024	Consolidated Supply Co.		AP			0.00
51417	1/5/2024	Conсор North America, Inc.		AP			15,441.23
51418	1/5/2024	Contractor Supply, Inc.		AP			256.00
51419	1/5/2024	Daily Journal Of Commerce		AP			151.20
51420	1/5/2024	Eurofins Xenco		AP			9,707.00
51421	1/5/2024	Grainger, Inc.		AP			481.28
51422	1/5/2024	H.D. Fowler Company		AP			541.96
51423	1/5/2024	Hach Company		AP			505.20
51424	1/5/2024	Horner Enterprises, Inc.		AP			5,293.04
51425	1/5/2024	IntelliCorp Records, Inc.		AP			65.65
51426	1/5/2024	NCCWC		AP			77,295.99
51427	1/5/2024	Northstar Chemical, Inc.		AP			905.00
51428	1/5/2024	Northwest Natural		AP			1,008.76
51429	1/5/2024	One Call Concepts, Inc.		AP			994.68
51430	1/5/2024	O'Reilly Auto Parts		AP			10.98
51431	1/5/2024	Pacific Power Group, LLC		AP			395.48
51432	1/5/2024	Polydyne, Inc.		AP			4,522.95
51433	1/5/2024	Seattle Ace Hardware		AP			23.44
51434	1/5/2024	Secure Pacific Corporation		AP			374.70
51435	1/5/2024	Springbrook Holding Company LLC		AP			54,127.43
51436	1/5/2024	Thorn Run Partners, LLC		AP			10,000.00
51437	1/5/2024	Unifirst Corporation		AP			882.47
51438	1/5/2024	United Fire, Health, & Safety		AP			1,641.45
51439	1/5/2024	Wesco Marketing		AP			629.00
51440	1/5/2024	Workplace Results LLC		AP			9,275.00
51441	1/5/2024	Xerox Corporation		AP			67.59
51442	1/11/2024	A Worksafe Service, Inc.		AP			176.00
51443	1/11/2024	Airgas, Inc		AP			79.66
51444	1/11/2024	Aquatic Informatics Inc.		AP			624.00
51445	1/11/2024	CDR Labor Law, LLC		AP			808.50
51446	1/11/2024	Charles H. Day Co., Inc.		AP			19.95
51447	1/11/2024	Cintas Corporation		AP			99.00
51448	1/11/2024	Cintas Corporation - 463		AP			86.11
51449	1/11/2024	City Of Gladstone		AP			7,520.86
51450	1/11/2024	City Of Milwaukie		AP			3,741.14
51451	1/11/2024	Comcast		AP			556.10

Bank Reconciliation
 Checks by Date
 User: Antonio
 Printed:
 Cleared and Not Cleared Checks
 Print Void Checks

51452	1/11/2024	Contractor Supply, Inc.	AP	594.68
51453	1/11/2024	Convergence Networks	AP	9,936.22
51454	1/11/2024	Country Supplier LLC	AP	459.95
51455	1/11/2024	D&H Flagging, Inc.	AP	1,577.50
51456	1/11/2024	Grainger, Inc.	AP	198.08
51457	1/11/2024	H.D. Fowler Company	AP	921.63
51458	1/11/2024	HealthEquity	AP	44.30
51459	1/11/2024	Industrial Software Solutions	AP	14,105.00
51460	1/11/2024	Madison Biosolids, Inc.	AP	1,530.39
51461	1/11/2024	Metro Overhead Door, Inc.	AP	788.00
51462	1/11/2024	Napa Auto Parts	AP	63.72
51463	1/11/2024	NCCWC	AP	68,935.44
51464	1/11/2024	Relay Resources	AP	8,578.63
51465	1/11/2024	Robert HalfTalent Solutions	AP	1,465.28
51466	1/11/2024	Seattle Ace Hardware	AP	75.94
51467	1/11/2024	Employee Reimbursement	AP	69.12
51468	1/11/2024	Staples Contract & Commercial LLC	AP	139.73
51469	1/11/2024	Stein Oil Co Inc	AP	300.65
51470	1/11/2024	Unifirst Corporation	AP	641.09
51471	1/11/2024	Waste Management Of Oregon	AP	380.74
51472	1/12/2024	OHA-Drinking Water Services	AP	125.00
51473	1/12/2024	SDAO	AP	230.00
51474	1/23/2024	Airgas, Inc	AP	191.62
51475	1/23/2024	BendTel, Inc	AP	280.04
51476	1/23/2024	Brown and Caldwell	AP	81,067.24
51477	1/23/2024	Cintas Corporation	AP	303.31
51478	1/23/2024	City Of Milwaukie	AP	333.60
51479	1/23/2024	Clackamas Landscape	AP	224.00
51480	1/23/2024	CTX-Xerox	AP	713.10
51481	1/23/2024	Detemple Company, Inc.	AP	13,138.70
51482	1/23/2024	GG Telecommunication Co	AP	474.90
51483	1/23/2024	J. Thayer Company	AP	58.46
51484	1/23/2024	Kaiser Permanente	AP	21,451.00
51485	1/23/2024	Napa Auto Parts	AP	47.83
51486	1/23/2024	Net Assets Corporation	AP	440.00
51487	1/23/2024	O'Reilly Auto Parts	AP	22.95
51488	1/23/2024	Pacific Northwest Pollution Prevention Resource Ce	AP	1,375.00
51489	1/23/2024	Red Wing Shoe Store	AP	71.49
51490	1/23/2024	Robert HalfTalent Solutions	AP	5,401.36
51491	1/23/2024	Rockwood Water PUD	AP	500.00
51492	1/23/2024	Seattle Ace Hardware	AP	106.94
51493	1/23/2024	Unifirst Corporation	AP	882.47
51494	1/23/2024	Verizon Wireless	AP	61.26
51495	1/23/2024	Water Systems Consulting, Inc.	AP	1,671.25
51496	1/26/2024	Oregon Association of Water Utilities	AP	335.00
51497	1/26/2024	State of Oregon	AP	40.00

Paper Check Disbursement Activity Subtotal	463,727.25
Voided Paper Check Disbursement Activity	182.20
Adjusted Paper Check Disbursement Activity Subtotal	463,545.05

Total Void Check Count:	1
Total Void Check Amount:	182.20
Total Valid Check Count:	102
Total Valid Check Amount:	845,313.94
Total Check Count:	103
Total Check Amount:	845,496.14

STAFF REPORT

To Board of Directors
From Brad Albert, Public Works Director/District Engineer
Chad Martinez, Wastewater Collections Supervisor
Ryan Hunter, Water Distribution Supervisor
Title Public Works Monthly Report
Item No. 8c
Date February 20, 2024

Summary

The Board has requested updates at regular meetings on the status of the OLWS operations.

Highlights

- Surveying continues on the Oatfield Road Water Main Replacement Project.
- The Tertiary Treatment Project is moving toward 90% design.
- 28th Ave Waterline Replacement Project construction continues.

Watershed Protection

January brought with it a single snow and ice storm. While the ice presented significant problems for the area, the snow and ice melting off did not disrupt drainage cycles significantly. As in last month, OLWS staff worked on the two beaver dams Stringfield Park, and discussions continue around the possibility of piloting a new “beaver deceiver” water drainage facility in the park. OLWS would partner with North Clackamas Parks and Recreation District (NCPRD) and the North Clackamas Watersheds Council (NCWC) to install, monitor and maintain the facility. Discussions continue as staff work to understand if this pilot is possible.

Customer sandbag pickup has been completed for the season. OLWS will host a limited number of sandbags for customers again in November 2024. If customers ask about sandbags, please refer them to the Clackamas County website where the county keeps a list of theirs and neighboring jurisdictions that host sandbags for county residents.

Zone 2 holds the largest number of stormwater catch basins in OLWS. This year staff will hire a contractor to clean the system according to the Memorandum of Understanding shared between OLWS and Clackamas County’s Department of Transportation and Development (CCDTD). This supports OLWS staff to complete otherwise assigned duties and will be covered

under the FY24 Water Quality budget. Contractors will bid on the cleaning project later this month.

Follow up on the McLoughlin fire near Lot 99 continues. OLWS staff is tracking the onsite sediment testing required by the Department of Environmental Quality's groundwater staff. This testing will show if and what pollution may be getting into groundwater or running off the property as a result of the nearby apartment fire that caused the stored inventory of cars on the lot to burn. DEQ is responsible for the follow up to this fire, although OLWS staff has connected with the manager of Lot 99 to contain runoff from the lot into the drainage system.

Regular water quality/quantity customer concerns this year have included drainage issues, often caused by runoff from the right-of-way or by concentrated rainfall patterns. In addition, beaver dams and homeless populations along our creek ways have been reported as causing water quality challenges. OLWS staff work through the issue on a case-by-case basis to come up with a tailored solution to the customer's concern. If you have any questions about this report, please feel free to contact Lara at: lara.christensen@olws.org.

Wastewater Collection Work

The Collections crew has continued cleaning and videoing basin 2A through the month of January, we worked our way through easements finding many root intrusions. A root cutter jet nozzle was borrowed from Gladstone to clear the roots, Oak Lodge has put in a order for a new root cutting nozzle.

Collections had a difficult time working through the icy weather, crews were on site ready to respond to any emergency. The ice melt and high rain soon caused high I&I along with high flows to station 2 resulting in an SSO and Bypass, on call and collections crew worked through the morning into the night cleaning and sanitizing the SSO.

We finished off the month of January with night work cleaning and videoing Jennings Blvd and connected lines, the completion of Jennings will allow us to move freely throughout the rest of 2A.



SSO Cleanup in progress



SSO Cleaned and sanitized

Water Distribution System Work

In January, the Water Team stayed busy making repairs, installing water services, performing billing and customer service activities, and locating underground facilities. Below are some of the highlights:

- Service line Inventory – 274 service line inspections
- Three water main breaks at SE River Rd, SE La Mesa Way and SE Gary Ln
- Ongoing maintenance, repair, and replacement of fire hydrants
- Ongoing flushing of our dead-end water mains to improve system chorine residuals.
- Ongoing leak detection efforts.



SE River Rd Main Break

Non-Revenue Water

The total water purchased in December was 69.752 million gallons. Non-revenue water totaled 7.940 million gallons with 1.277 million gallons in apparent losses, 6.024 million gallons in real losses, and 638,000 gallons for unbilled authorized consumption. The trailing twelve month (TTM) non-revenue water trend indicates the average non-revenue water over the past 12 months is 11.747 million gallons.

Permit Activity

		December 2023 Development Activity				
FY2023-2024		<i>This Month</i>	<i>Last Month</i>	<i>Fiscal to-Date</i>	<i>Year- This Month Last Year</i>	<i>Last Year-to-Date</i>
	Pre-applications Conferences	0	3	7	1	12
	New Erosion Control Permits	2	5	13	1	15
	New Development Permits	1	0	6	0	6
	New Utility Permits	7	6	34	4	36
	Wastewater Connections	4	2	17	1	5
	Sanitary SDC Fees Received	\$20,660	\$10,330	\$87,805.00	\$5,165	\$25,825
	Water SDC Fees Received	\$72,061	\$62,481	\$364,629.00	\$16,994	\$130,291
	Plan Review Fees Received	\$2,000	\$1,350	\$14,843.41	\$800	\$11,051
	Inspection Fees Received	\$650	\$680	\$3,960.00	\$930	\$8,178

Attachments

1. Development Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	Feb. 3, 2024
Under Construction	16305 SE Oatfield Rd.	Residential: 12-lot Subdivision	OLWS Inspections Occuring	Feb. 3, 2024
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWS Inspections Occuring	Feb. 3, 2024
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	Feb. 3, 2024
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	OLWS Inspections Occuring. (May 2023, Land Use Comments Sent for Middle Housing Proposal.)	Feb. 3, 2024
Under Construction	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	OLWS Inspections Occuring	Feb. 3, 2024
Under Construction	15717 SE McLoughlin	Bank and Restaurant	OLWS Inspections Occuring	Feb. 3, 2024
Under Construction	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	OLWS Inspections Occuring	Feb. 3, 2024
Under Construction	21E11AB00100 (SE River Rd. @ SE	Residential Tri-plex	OLWS Inspections Occuring	Feb. 3, 2024
Under Construction	21E11AB01100 (SE Maple St)	Residential: 7-lot subdivision	OLWS Inspections Occuring	Feb. 3, 2024
Plan Review	3811 SE Concord Rd.	Concord School Library	Current OLWS Review	Feb. 3, 2024
Plan Review	15510 SE Wallace Rd.	Residential: 15-lot Partition	Land Use conditions sent to CC DTD. County land use expiration timeline.	Feb. 3, 2024
Plan Review	17025 SE Oatfield Rd	Residential: 2-lot subdivision	Current OLWS Review	Feb. 3, 2024
Plan Review	14928 SE Oatfield Rd	Residential 4-lot Partition	Current OLWS Review	Feb. 3, 2024
Plan Review	13822 SE Oatfield Rd	Residential: 26-unit Cottages	Current OLWS Review	Feb. 3, 2024
Pre-Application	2750 SE Park Ave	Institutional: Add Two Floors To Existing	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Feb. 3, 2024
Pre-Application	17605 SE Roethe Pl. and	Residential: 2-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Feb. 3, 2024
Pre-Application	6418 SE Jennings Ave.	Residential: 8-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Feb. 3, 2024
Plan Review	16103 SE Southview Ave	Residential: 7-lot subdivision	Current OLWSD Review	Feb. 3, 2024
Pre-Application	13843 SE McLoughlin Blvd	Commercial: Drive Thru Restaurant	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Feb. 3, 2024
Pre-Application	14120 SE River Rd.	Residential: 5-Cottage Clusters	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Feb. 3, 2024
Pre-Application	18521 SE River Rd	Recreational: Park Improvements	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Feb. 3, 2024
Pre-Application	2600 SE Courtney Ave	Residential: Existing Multi-Family Façade	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Feb. 3, 2024
Pre-Application	4809 SE Ina	Residential: 5-Cottage Clusters	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Feb. 3, 2024
Pre-Application	15115 SE Lee Ave	Residential 3-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Feb. 3, 2024

STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 8d
Date February 20, 2024

Summary

The Board has requested updates at regular meetings on the status of the OLWS operations.

Highlights of the Month

- Plant Process Update
- January Ice Storm
- Laundry Room Update

Wastewater Treatment Plant

The Wastewater Treatment Plant (WWTP) continued to produce stellar effluent in the month of January, with both Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) in the effluent being in the single digits. Flows after the ice storm in the middle of January did tick up quite a bit, bringing flows in Millions of Gallons per Day (MGD) into the double digits twice. Process wise, the WWTP performed very well throughout the month.

In mid-January the region experienced a fairly rough ice storm followed by several days of sub-freezing temperatures. Luckily, maintenance and operations staff had performed a winterization on the exterior hose bibs and equipment that might be susceptible to freezing. That said, the freeze was so deep that even equipment stored inside of buildings froze. Specifically, the solids building. Operations and maintenance had dozens of breaks inside the building.

The solids building is particularly vulnerable to cold weather due to a couple of factors. First, all the equipment stored inside that building need water in some fashion or another. Whether it's the belts to clean them or the polymer pumps systems that need carrier water. The second problem is there is no economical way to heat that building. For safety reasons, the air handling in that building needs to turn the air over so frequently that running a conventional heating system would be nearly impossible. Imagine a gymnasium sized building that needs to turn over every molecule of air every ten minutes, and then try to imagine how difficult it would be to

heat that same air. Luckily, staff were prepared and had plenty of spare pieces and parts to repair the broken lines, and the building was again operational within 24 hours of the thaw.

The saga that is the laundry room inched toward completion in January, with the drywall being hung, textured, and painted. The exhaust for the dryers was cored and installed, with the only major part still missing being electrical to come in and install the single outlet receptacles for the washing machines, since they need their own dedicated circuit. Once that is complete, the new laundry room will be ready for the employees to begin using it.

Attachments

1. Photo Pages of January 2024 Work
2. Rainfall vs. Flow Data Correlation for August 2023 – January 2024
3. Plant Performance BOD-TSS Graph for August 2023 – January 2024

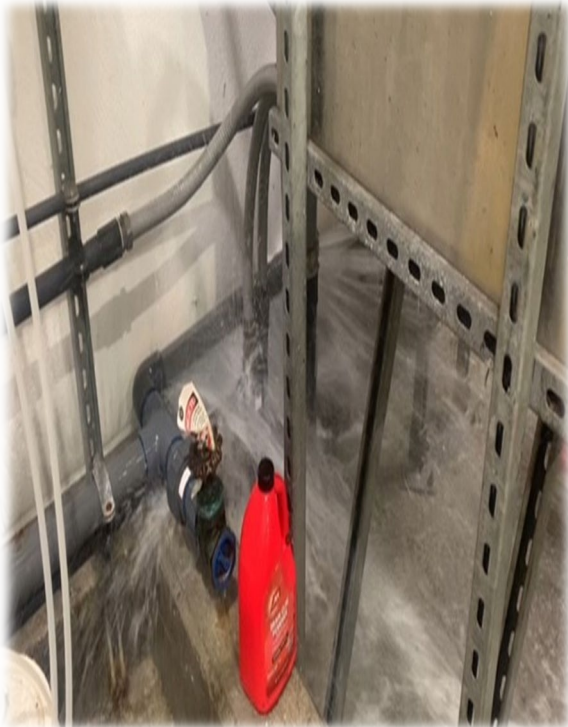
Plant Operations Photo Page



Frozen Classifier.



Matt and Abe Installing the Dryer Vent.



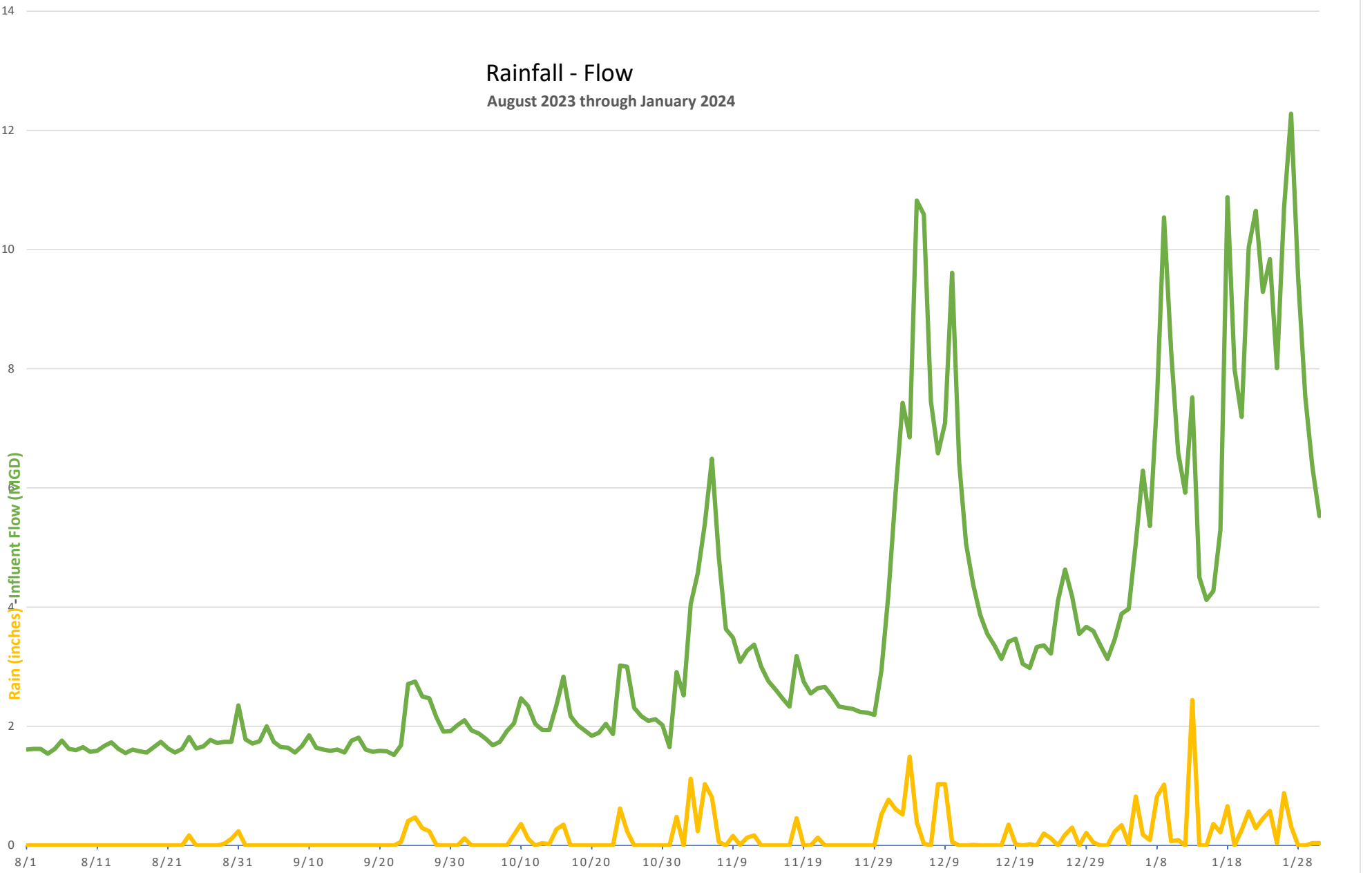
Pipe In Solids Building that Burst Due to Freezing.



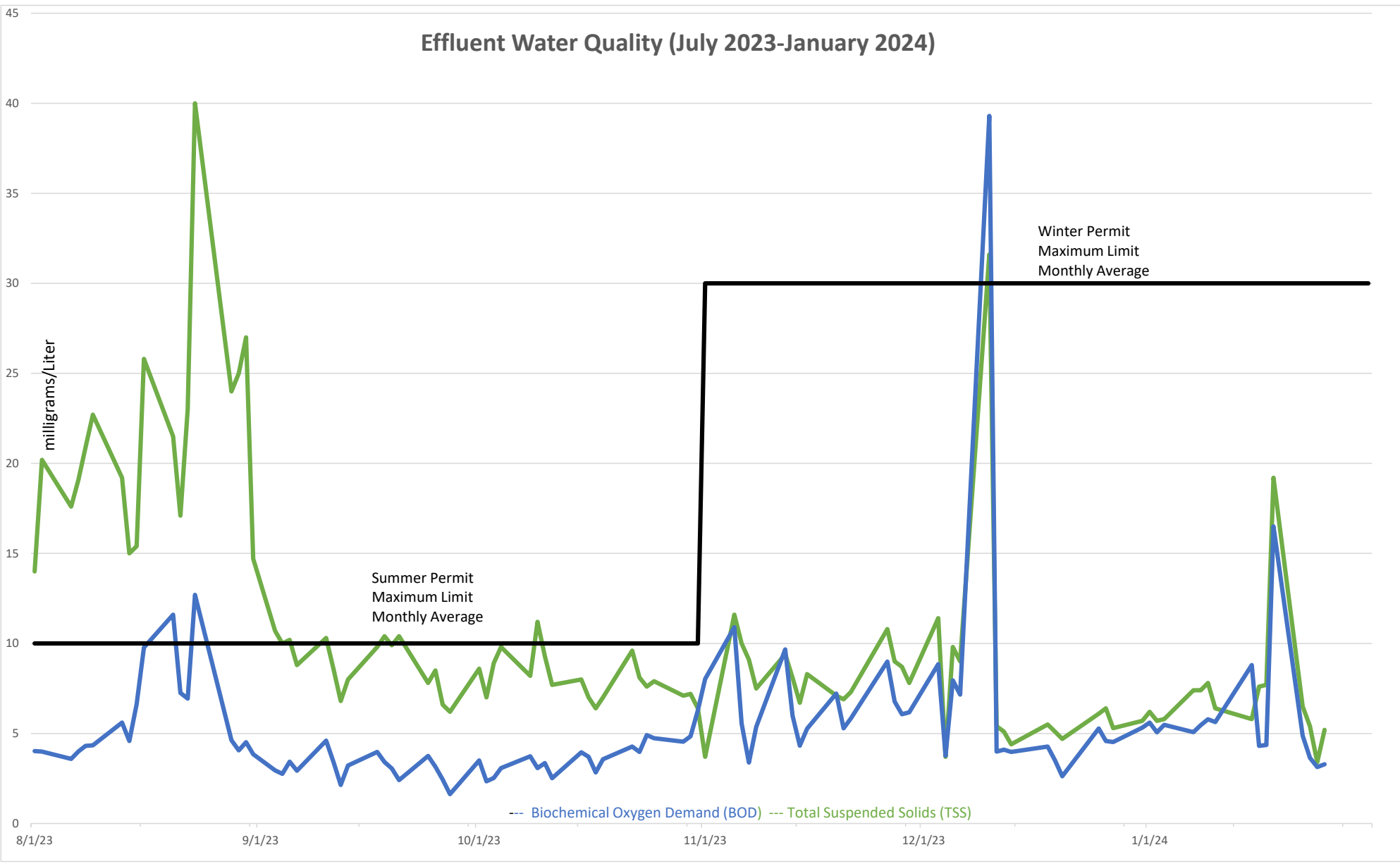
Braided Water Line That Broke.

Rainfall - Flow

August 2023 through January 2024



Effluent Water Quality (July 2023-January 2024)



OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Adjourn Meeting
Item No.	9

Summary

If there is no further business to be discussed, the Chair will note the time and adjourn the meeting.