

OAK LODGE WATER SERVICES DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING



May 17, 2022

“Enhancing Our Community’s Water Environment”



BOARD OF DIRECTORS

REGULAR MEETING

May 17, 2022 at 6:00 p.m.

1. Call to Order and Meeting Facilitation Protocols

2. Call for Public Comment

Members of the public are welcome to testify for a maximum of three minutes on agenda items.

3. Monthly Update: Oak Lodge Governance Project

4. Public Hearing: FY 2022-23 Approved Budget

5. Consent Agenda

- a. March 2022 Financial Report
- b. Approval of April 19, 2022 Board Meeting Minutes
- c. Approval of Amendment with Convergence Networks for IT Services

6. Consideration of Resolution No. 2022-02 Authorizing a Budget Transfer in the Adopted Fiscal Year 2021-22 Budget

7. Consideration of Resolution No. 2022-03 Adopting the FY 2022-23 Budget

8. Business from the Board

9. Department Reports

- a. Human Resources
- b. Finance
- c. Technical Services
- d. Field Operations
- e. Plant Operations

10. Call for Public Comment

Members of the public are welcome to testify for a maximum of three minutes on agenda items.

11. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	May 17, 2022

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.



AGENDA ITEM

Title	Monthly Update: Oak Lodge Governance Project
Item No.	3
Date	May 17, 2022

Summary

The Board of Directors has extended an invitation to the Oak Lodge Governance Project for a monthly update to assure the availability of current and accurate information to the District's customers.



AGENDA ITEM

Title	Public Hearing: FY 2022-23 Approved Budget
Item No.	4
Date	May 17, 2021

Summary

Members of the public are invited to comment or provide testimony related to the Budget for FY 2022-23.

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 Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 5
Date May 17, 2022

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. **March 2022 Financial Report**
- b. **Approval of April 19, 2022 Regular Board Meeting Minutes**
- c. **Approval of Amendment with Convergence Networks for IT Services**
- d. **Approval of Amendment with Cushman and Wakefield for Broker Services**

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 _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	March 2022 Financial Reports
Item No.	5a
Date	May 17, 2022

Reports

- March 2022 Monthly Overview (Including Cash and Investment Balances)
- March 2022 Budget to Actual Report
- March 2022 Budget Account Roll Up Report

Oak Lodge Water Services
Monthly Overview
March 2022

This report summarizes the revenues and expenditures for March 2022. 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:		
March 31, 2022	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552	0.25%	\$ 1,940,383
LGIP	0.50%	\$ 14,423,557
Total		\$ 16,363,940

The District’s checks, electronic withdrawals, and bank drafts total \$1.0 million for March 2022.

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

<u>GL Account</u>	<u>Service Charge</u>	<u>Budget Estimate</u>	<u>Period Amount</u>	<u>Year-to-Date Amount</u>	<u>Percentage of Budget</u>
10-00-4211	Water sales	4,120,000	283,302	3,183,152	77.26%
20-00-4212	Wastewater charges	8,459,000	635,423	6,307,346	74.56%
30-00-4213	Watershed protection	1,566,000	130,144	1,186,335	75.76%
	Subtotal	\$ 14,145,000	\$ 1,048,869	\$ 10,676,833	75.48%

The percentage of budget is calculated by dividing the ending balance by the budget.

With respect to revenues, the percentage of budget is affected by seasonal variations. The expectation is that the District would recognize a greater percentage of revenue in the first half of the fiscal year than in the second half.

With respect to expenditures, at the end of March expenditures are overall 44.3% of budget. When excluding Contingencies, expenditures are 59.3% of budget, with 75.0% of the fiscal year completed.

Review of expenditure lines that are above 80% of budget:

1. **6180 Dues & Subscriptions** is at 82.7% of budget. This account is on trend to be on budget because most of the expense occurs in the first half of the fiscal year.
2. **6220 Electricity** is at 89.0% of budget. A budget transfer for both Drinking Water Operations and Wastewater Treatment Plant is requested for the remainder of the fiscal

year. The budget amounts are equal to prior fiscal year actuals and do not include PGE rate increases.

3. **6250 Solid Waste Disposal** is at 85.2% of the budget. Due to formula errors with the lab results database, solids required sending to landfill. This is an unbudgeted expense. It is included with the budget transfer request.

Low Income Rate Relief Program Overview

The District allows eligible customers to obtain a discounted rate on a portion of their bill. The District budgets resources to fund the revenue losses due to the program at the rate of 0.5% of budgeted service charge revenue. The budgeted amount serves as a cap to the program’s cost which can only be exceeded with approval from the District’s Board of Directors.

Below is a table identifying the number of accounts in the program and an estimated monthly discount and year-to-date value based on a single-family residential account with a standard 5/8” Water Meter and 6 CCF of water consumption per month.

Total Number of Accounts	Discount	Cap per Policy	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
125	Low Income Rate Relief	\$ 70,725	\$ (5,352)	\$ 43,723	61.82%

General Ledger
Budget to Actual



User: Gail
Printed: 5/10/2022 9:20:30 AM
Period 09 - 09
Fiscal Year 2022

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	978,000.00	0.00	1,376,001.66	0.00	140.70
	<i>Beginning Fund Balance</i>	<i>978,000.00</i>	<i>0.00</i>	<i>1,376,001.66</i>	<i>0.00</i>	<i>140.70</i>
	NonDivisional	978,000.00	0.00	1,376,001.66	0.00	140.70
	Fund Balance	978,000.00	0.00	1,376,001.66	0.00	140.70
	NonDivisional					
	<i>Revenue</i>					
05-00-4230	Contracted Services Revenue	57,400.00	4,000.00	41,400.00	0.00	72.13
05-00-4610	Investment revenue	3,000.00	577.25	4,083.89	0.00	136.13
05-00-4630	Miscellaneous revenues	1,000.00	1,400.00	23,943.41	0.00	2,394.34
	<i>Revenue</i>	<i>61,400.00</i>	<i>5,977.25</i>	<i>69,427.30</i>	<i>0.00</i>	<i>113.07</i>
	NonDivisional	61,400.00	5,977.25	69,427.30	0.00	113.07
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,500,000.00	125,000.00	1,125,000.00	0.00	75.00
05-29-4920	Transfer in from Fund 20	1,899,000.00	158,250.00	1,424,250.00	0.00	75.00
05-29-4930	Transfer in from Fund 30	1,008,000.00	84,000.00	756,000.00	0.00	75.00
	<i>Revenue</i>	<i>4,407,000.00</i>	<i>367,250.00</i>	<i>3,305,250.00</i>	<i>0.00</i>	<i>75.00</i>
	Transfers & Contingencies	4,407,000.00	367,250.00	3,305,250.00	0.00	75.00
	Revenue	4,468,400.00	373,227.25	3,374,677.30	0.00	75.52
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	657,000.00	48,758.37	388,317.34	0.00	59.10
05-01-5130	Overtime	5,000.00	284.80	1,896.63	0.00	37.93
05-01-5210	Healthdental insurance	127,000.00	7,663.94	65,206.12	0.00	51.34
05-01-5230	Social security	51,000.00	3,662.84	26,498.55	0.00	51.96
05-01-5240	Retirement	128,000.00	8,359.90	71,706.60	0.00	56.02
05-01-5250	TrimetWBF	6,000.00	390.10	3,045.35	0.00	50.76
05-01-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers compensation	1,000.00	0.00	349.55	0.00	34.96
05-01-5290	Other employee benefits	2,000.00	0.00	263.70	0.00	13.19
	<i>Personnel Services</i>	<i>982,000.00</i>	<i>69,119.95</i>	<i>557,283.84</i>	<i>0.00</i>	<i>56.75</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	375,000.00	24,006.00	138,729.84	0.00	36.99
05-01-6120	Accounting and audit services	50,000.00	0.00	31,290.00	0.00	62.58
05-01-6155	Contracted Services	188,000.00	13,567.23	203,654.17	7,800.00	108.33
05-01-6180	Dues and subscriptions	42,000.00	3,214.00	37,505.89	0.00	89.30
05-01-6220	Electricity	14,000.00	1,024.81	10,773.28	0.00	76.95
05-01-6240	Natural gas	4,000.00	287.34	2,392.51	0.00	59.81
05-01-6290	Other utilities	10,000.00	410.94	3,828.30	0.00	38.28
05-01-6310	Janitorial services	15,000.00	1,224.24	11,018.16	0.00	73.45

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6320	Buildings and grounds maint	20,000.00	703.54	7,832.08	2,800.00	39.16
05-01-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	12,000.00	4,891.22	7,651.50	0.00	63.76
05-01-6510	Office supplies	32,000.00	1,903.35	21,103.05	0.00	65.95
05-01-6730	Communications	2,000.00	0.00	1,174.50	0.00	58.73
05-01-6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	5,000.00	278.64	2,929.89	0.00	58.60
05-01-6770	Bank charges	140,000.00	11,394.01	108,338.69	0.00	77.38
05-01-6780	Taxes, Fees, Permits	1,500.00	27.30	1,075.66	0.00	71.71
05-01-6785	ECAP Payments	76,000.00	3,507.75	28,170.50	0.00	37.07
05-01-6900	Miscellaneous expense	1,000.00	0.00	539.90	0.00	53.99
	<i>Materials & Services</i>	<i>989,500.00</i>	<i>66,440.37</i>	<i>618,007.92</i>	<i>10,600.00</i>	<i>62.46</i>
	AdminFinance	1,971,500.00	135,560.32	1,175,291.76	10,600.00	59.61
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	188,000.00	15,183.80	131,605.35	0.00	70.00
05-02-5130	Overtime	5,000.00	222.01	1,018.52	0.00	20.37
05-02-5210	Healthdental insurance	27,000.00	1,827.52	15,164.33	0.00	56.16
05-02-5230	Social security	15,000.00	1,155.39	9,949.58	0.00	66.33
05-02-5240	Retirement	34,000.00	2,760.73	24,090.73	0.00	70.86
05-02-5250	TrimetWBF	2,000.00	123.51	1,053.11	0.00	52.66
05-02-5270	Workers compensation	1,000.00	0.00	106.92	0.00	10.69
05-02-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>273,000.00</i>	<i>21,272.96</i>	<i>182,988.54</i>	<i>0.00</i>	<i>67.03</i>
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	16,000.00	367.70	3,040.90	0.00	19.01
05-02-6175	Records Management	8,000.00	603.00	3,628.98	0.00	45.36
05-02-6180	Dues and subscriptions	0.00	0.00	419.55	0.00	0.00
05-02-6230	Telephone	57,000.00	4,746.87	42,054.74	0.00	73.78
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	12,000.00	6,814.88	12,301.73	0.00	102.51
05-02-6440	Board Expense	7,000.00	-315.00	617.25	3,068.00	8.82
05-02-6510	Office supplies	1,000.00	979.17	979.17	0.00	97.92
05-02-6540	Safety Supplies	2,000.00	1,068.33	2,840.83	0.00	142.04
05-02-6560	Uniforms	36,000.00	1,529.06	23,422.01	0.00	65.06
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	270,000.00	85,445.95	183,343.61	0.00	67.91
05-02-6730	Communications	4,000.00	846.62	1,663.24	0.00	41.58
05-02-6740	Advertising	5,500.00	1,189.00	5,217.46	0.00	94.86
05-02-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>423,000.00</i>	<i>103,275.58</i>	<i>279,529.47</i>	<i>3,068.00</i>	<i>66.08</i>
	Human Resources	696,000.00	124,548.54	462,518.01	3,068.00	66.45
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	622,000.00	46,408.23	472,282.51	0.00	75.93
05-03-5130	Overtime	5,000.00	280.40	1,712.41	0.00	34.25
05-03-5210	Healthdental Insurance	93,000.00	6,108.37	55,793.35	0.00	59.99
05-03-5230	Social security	49,000.00	3,521.28	34,300.17	0.00	70.00
05-03-5240	Retirement	119,000.00	9,027.80	91,715.48	0.00	77.07
05-03-5250	TrimetWBF	5,000.00	374.46	3,772.71	0.00	75.45
05-03-5270	Workers compensation	1,000.00	0.00	330.93	0.00	33.09
05-03-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>896,000.00</i>	<i>65,720.54</i>	<i>659,907.56</i>	<i>0.00</i>	<i>73.65</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	165,500.00	25,768.93	74,227.66	153,916.43	44.85
05-03-6180	Dues and subscriptions	0.00	0.00	0.00	0.00	0.00
05-03-6350	Computer maintenance	318,000.00	16,968.05	222,083.33	50,536.00	69.84
05-03-6410	Mileage	3,000.00	-223.48	44.46	0.00	1.48
05-03-6420	Staff training	15,000.00	1,299.00	6,111.90	0.00	40.75
05-03-6430	Certifications	500.00	0.00	100.00	0.00	20.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6510	Office supplies	0.00	169.39	2,695.93	0.00	0.00
05-03-6530	Small tools and equipment	6,000.00	125.00	2,453.00	0.00	40.88
05-03-6540	Safety supplies	2,500.00	0.00	1,266.68	0.00	50.67
05-03-6730	Communications	119,000.00	7,906.41	33,967.22	36,686.05	28.54
05-03-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>630,500.00</i>	<i>52,013.30</i>	<i>342,950.18</i>	<i>241,138.48</i>	<i>54.39</i>
	Technical Services	1,526,500.00	117,733.84	1,002,857.74	241,138.48	65.70
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicleequipment maintenance	70,000.00	10,756.29	46,935.04	4,858.84	67.05
05-04-6520	Fuels and Oils	51,000.00	3,437.84	24,008.30	0.00	47.08
	<i>Materials & Services</i>	<i>121,000.00</i>	<i>14,194.13</i>	<i>70,943.34</i>	<i>4,858.84</i>	<i>58.63</i>
	<i>Capital Outlay</i>					
05-04-7540	Vehicles	0.00	35,050.41	35,050.41	0.00	0.00
	<i>Capital Outlay</i>	<i>0.00</i>	<i>35,050.41</i>	<i>35,050.41</i>	<i>0.00</i>	<i>0.00</i>
	Vehicle Services	121,000.00	49,244.54	105,993.75	4,858.84	87.60
	Special Payments					
	<i>Special Payments</i>					
05-25-6990	Special Payments - PERS	550,000.00	0.00	0.00	0.00	0.00
	<i>Special Payments</i>	<i>550,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Special Payments	550,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	581,400.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>581,400.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	581,400.00	0.00	0.00	0.00	0.00
05	Expense	5,446,400.00	427,087.24	2,746,661.26	259,665.32	50.43
	Administrative Services	0.00	-53,859.99	2,004,017.70	-259,665.32	0.00
10	Drinking Water					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,086,000.00	0.00	1,280,920.42	0.00	117.95
	<i>Beginning Fund Balance</i>	<i>1,086,000.00</i>	<i>0.00</i>	<i>1,280,920.42</i>	<i>0.00</i>	<i>117.95</i>
	NonDivisional	1,086,000.00	0.00	1,280,920.42	0.00	117.95
	Fund Balance	1,086,000.00	0.00	1,280,920.42	0.00	117.95
	NonDivisional					
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	30,000.00	0.00	21,807.89	0.00	72.69
10-00-4211	Water sales	4,120,000.00	283,302.19	3,183,152.22	0.00	77.26
10-00-4215	Penalties and late charges	10,000.00	1,210.43	13,335.57	0.00	133.36
10-00-4220	System development charges	0.00	0.00	128,449.00	0.00	0.00
10-00-4240	Service installations	10,000.00	0.00	20,326.00	0.00	203.26
10-00-4280	Rents & leases	200,000.00	28,951.22	140,229.94	0.00	70.11
10-00-4290	Other charges for services	10,000.00	200.00	14,690.39	0.00	146.90
10-00-4610	Investment revenue	7,000.00	340.37	2,705.98	0.00	38.66
10-00-4630	Miscellaneous revenues	25,000.00	810.00	27,842.96	0.00	111.37
	<i>Revenue</i>	<i>4,412,000.00</i>	<i>314,814.21</i>	<i>3,552,539.95</i>	<i>0.00</i>	<i>80.52</i>
	NonDivisional	4,412,000.00	314,814.21	3,552,539.95	0.00	80.52

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Revenue	4,412,000.00	314,814.21	3,552,539.95	0.00	80.52
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	677,000.00	56,249.56	497,479.36	0.00	73.48
10-20-5130	Overtime	29,000.00	1,828.45	21,144.15	0.00	72.91
10-20-5210	Healthdental insurance	134,000.00	8,747.92	73,149.21	0.00	54.59
10-20-5230	Social Security	53,000.00	4,367.08	39,063.83	0.00	73.71
10-20-5240	Retirement	127,000.00	11,061.26	100,213.06	0.00	78.91
10-20-5250	TrimetWBF	6,000.00	467.24	4,133.83	0.00	68.90
10-20-5270	Workers compensation	19,000.00	0.00	7,091.25	0.00	37.32
10-20-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,050,000.00</i>	<i>82,721.51</i>	<i>742,274.69</i>	<i>0.00</i>	<i>70.69</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	66,000.00	2,230.87	30,457.36	34,317.64	46.15
10-20-6220	Electricity	32,000.00	2,396.26	25,202.45	0.00	78.76
10-20-6240	Natural gas	3,000.00	193.88	1,781.48	0.00	59.38
10-20-6290	Other utilities	3,000.00	291.37	2,582.71	0.00	86.09
10-20-6320	Buildings & grounds	40,000.00	0.00	33,164.49	1,200.00	82.91
10-20-6340	Distribution system maint	250,000.00	58,543.01	231,903.82	71,793.18	92.76
10-20-6410	Mileage	0.00	223.48	266.04	0.00	0.00
10-20-6420	Staff training	15,000.00	2,991.09	9,303.10	0.00	62.02
10-20-6430	Certifications	2,000.00	255.00	2,040.00	0.00	102.00
10-20-6530	Small tools & equipment	9,000.00	2,458.17	5,453.25	0.00	60.59
10-20-6540	Safety supplies	15,000.00	3,804.96	15,177.87	0.00	101.19
10-20-6550	Operational Supplies	7,000.00	1,148.24	5,337.02	0.00	76.24
10-20-6560	Uniforms	0.00	0.00	0.00	0.00	0.00
10-20-6710	Purchased water	1,117,000.00	64,922.62	838,224.06	0.00	75.04
10-20-6715	Water quality program	12,000.00	988.00	6,485.66	2,032.00	54.05
10-20-6760	Equipment Rental	3,000.00	0.00	735.16	0.00	24.51
10-20-6780	Taxes, Fees, Permits	18,000.00	0.00	14,403.88	0.00	80.02
10-20-6900	Miscellaneous expense	1,000.00	68.15	561.07	0.00	56.11
	<i>Materials & Services</i>	<i>1,593,000.00</i>	<i>140,515.10</i>	<i>1,223,079.42</i>	<i>109,342.82</i>	<i>76.78</i>
	Drinking Water	2,643,000.00	223,236.61	1,965,354.11	109,342.82	74.36
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank loan-principal	183,000.00	0.00	183,000.00	0.00	100.00
10-24-6825	Zions Bank loan-interest	26,000.00	0.00	25,985.40	0.00	99.94
	<i>Materials & Services</i>	<i>209,000.00</i>	<i>0.00</i>	<i>208,985.40</i>	<i>0.00</i>	<i>99.99</i>
	Debt Service	209,000.00	0.00	208,985.40	0.00	99.99
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers out to Fund 05	1,500,000.00	125,000.00	1,125,000.00	0.00	75.00
10-29-8171	Transfers out to Fund 71	500,000.00	41,667.00	375,003.00	0.00	75.00
10-29-9000	Contingency	646,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>2,646,000.00</i>	<i>166,667.00</i>	<i>1,500,003.00</i>	<i>0.00</i>	<i>56.69</i>
	Transfers & Contingencies	2,646,000.00	166,667.00	1,500,003.00	0.00	56.69
10	Expense	5,498,000.00	389,903.61	3,674,342.51	109,342.82	66.83
	Drinking Water	0.00	-75,089.40	1,159,117.86	-109,342.82	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	834,900.00	0.00	1,011,607.80	0.00	121.17
	<i>Beginning Fund Balance</i>	<i>834,900.00</i>	<i>0.00</i>	<i>1,011,607.80</i>	<i>0.00</i>	<i>121.17</i>
	NonDivisional	834,900.00	0.00	1,011,607.80	0.00	121.17

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Fund Balance	834,900.00	0.00	1,011,607.80	0.00	121.17
	NonDivisional					
	<i>Revenue</i>					
20-00-4212	Wastewater charges	8,459,000.00	635,422.87	6,307,345.85	0.00	74.56
20-00-4215	Penalties & late charges	10,000.00	612.48	5,321.80	0.00	53.22
20-00-4220	System development charges	125,000.00	0.00	56,815.00	0.00	45.45
20-00-4290	Other charges for services	20,000.00	0.00	7,995.30	0.00	39.98
20-00-4610	Investment revenue	2,000.00	118.77	628.14	0.00	31.41
20-00-4630	Miscellaneous revenues	8,000.00	959.00	1,438.50	0.00	17.98
	<i>Revenue</i>	<i>8,624,000.00</i>	<i>637,113.12</i>	<i>6,379,544.59</i>	<i>0.00</i>	<i>73.97</i>
	NonDivisional	8,624,000.00	637,113.12	6,379,544.59	0.00	73.97
	Transfers & Contingencies					
	<i>Revenue</i>					
20-29-4940	Transfers in from Fund 40	623,800.00	0.00	625,413.52	0.00	100.26
	<i>Revenue</i>	<i>623,800.00</i>	<i>0.00</i>	<i>625,413.52</i>	<i>0.00</i>	<i>100.26</i>
	Transfers & Contingencies	623,800.00	0.00	625,413.52	0.00	100.26
	Revenue	9,247,800.00	637,113.12	7,004,958.11	0.00	75.75
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular employees	704,000.00	50,922.81	474,366.46	0.00	67.38
20-21-5130	Overtime	40,000.00	1,886.18	25,525.38	0.00	63.81
20-21-5210	Healthdental insurance	185,000.00	11,635.99	96,159.23	0.00	51.98
20-21-5230	Social security	55,000.00	3,940.82	37,461.84	0.00	68.11
20-21-5240	Retirement	127,000.00	7,399.98	72,730.74	0.00	57.27
20-21-5250	TrimetWBF	6,000.00	422.67	3,962.56	0.00	66.04
20-21-5270	Workers compensation	18,000.00	0.00	7,356.84	0.00	40.87
20-21-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,140,000.00</i>	<i>76,208.45</i>	<i>717,563.05</i>	<i>0.00</i>	<i>62.94</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	178,000.00	5,591.40	134,277.80	106,826.43	75.44
20-21-6180	Dues and subscriptions	0.00	25.98	25.98	0.00	0.00
20-21-6220	Electricity	276,000.00	51,188.60	250,572.55	0.00	90.79
20-21-6240	Natural gas	2,000.00	3.85	461.57	0.00	23.08
20-21-6250	Solid waste disposal	42,000.00	2,848.31	35,781.50	24,710.89	85.19
20-21-6290	Other utilities	2,000.00	39.91	350.01	0.00	17.50
20-21-6310	Janitorial services	10,000.00	824.25	7,418.25	0.00	74.18
20-21-6320	Buildings & grounds	58,000.00	5,595.58	45,392.06	0.00	78.26
20-21-6342	WRF system maintenance	270,000.00	-16,319.12	56,640.53	41,259.90	20.98
20-21-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	9,000.00	1,274.79	2,077.46	0.00	23.08
20-21-6430	Certifications	2,000.00	0.00	400.00	0.00	20.00
20-21-6525	Chemicals	55,000.00	4,710.04	43,163.77	13,027.97	78.48
20-21-6530	Small tools & equipment	10,000.00	376.85	4,758.15	0.00	47.58
20-21-6540	Safety supplies	20,000.00	963.62	12,472.25	0.00	62.36
20-21-6550	Operational supplies	14,000.00	1,602.57	4,560.84	0.00	32.58
20-21-6560	Uniforms	0.00	0.00	0.00	0.00	0.00
20-21-6590	Other supplies	10,000.00	23.42	1,564.91	0.00	15.65
20-21-6740	Advertising	1,000.00	0.00	125.00	0.00	12.50
20-21-6750	Other purchased services	0.00	0.00	3,154.53	0.00	0.00
20-21-6780	Taxes, Fees, Permits	72,900.00	1,051.51	44,212.03	0.00	60.65
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,033,900.00</i>	<i>59,801.56</i>	<i>647,409.19</i>	<i>185,825.19</i>	<i>62.62</i>
	Wastewater-Plant	2,173,900.00	136,010.01	1,364,972.24	185,825.19	62.79
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	488,000.00	31,142.39	275,704.64	0.00	56.50

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-22-5120	Temporaryseasonal employees	0.00	0.00	4,518.00	0.00	0.00
20-22-5130	Overtime	11,000.00	516.88	5,751.09	0.00	52.28
20-22-5210	Healthdental insurance	109,000.00	7,715.45	64,316.69	0.00	59.01
20-22-5230	Social security	38,000.00	2,415.82	21,826.29	0.00	57.44
20-22-5240	Retirement	63,000.00	5,673.33	51,361.71	0.00	81.53
20-22-5250	TrimetWBF	4,000.00	258.91	2,315.94	0.00	57.90
20-22-5270	Workers compensation	11,000.00	0.00	5,099.63	0.00	46.36
20-22-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>729,000.00</i>	<i>47,722.78</i>	<i>430,893.99</i>	<i>0.00</i>	<i>59.11</i>
	<i>Materials & Services</i>					
20-22-6320	Buildings & grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection system maint.	50,000.00	868.78	13,250.87	1,978.00	26.50
20-22-6390	Other repairs & maintenance	5,000.00	0.00	0.00	0.00	0.00
20-22-6410	Mileage	0.00	0.00	107.52	0.00	0.00
20-22-6420	Staff training	8,000.00	1,044.10	3,873.83	0.00	48.42
20-22-6430	Certifications	2,000.00	0.00	560.00	0.00	28.00
20-22-6530	Small tools & equipment	15,000.00	137.96	6,106.50	485.96	40.71
20-22-6540	Safety supplies	9,000.00	0.00	5,447.64	0.00	60.53
20-22-6550	Operational supplies	5,000.00	12.97	3,413.55	0.00	68.27
20-22-6560	Uniforms	0.00	0.00	0.00	0.00	0.00
20-22-6750	Other purchased services	0.00	0.00	2,188.80	0.00	0.00
20-22-6780	Taxes, Fees, Permits	14,500.00	729.60	13,428.60	0.00	92.61
20-22-6900	Miscellaneous expense	1,000.00	0.00	248.91	0.00	24.89
	<i>Materials & Services</i>	<i>110,500.00</i>	<i>2,793.41</i>	<i>48,626.22</i>	<i>2,463.96</i>	<i>44.01</i>
	Wastewater-Collections	839,500.00	50,516.19	479,520.21	2,463.96	57.12
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	1,899,000.00	158,250.00	1,424,250.00	0.00	75.00
20-29-8150	Transfers out to Fund 50	3,412,000.00	0.00	1,857,000.00	0.00	54.43
20-29-8172	Transfers out to Fund 72	1,000,000.00	83,333.00	749,997.00	0.00	75.00
20-29-9000	Contingency	758,300.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>7,069,300.00</i>	<i>241,583.00</i>	<i>4,031,247.00</i>	<i>0.00</i>	<i>57.02</i>
	Transfers & Contingencies	7,069,300.00	241,583.00	4,031,247.00	0.00	57.02
20	Expense	10,082,700.00	428,109.20	5,875,739.45	188,289.15	58.28
	Wastewater Reclam.	0.00	209,003.92	2,140,826.46	-188,289.15	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	659,000.00	0.00	677,232.52	0.00	102.77
	<i>Beginning Fund Balance</i>	<i>659,000.00</i>	<i>0.00</i>	<i>677,232.52</i>	<i>0.00</i>	<i>102.77</i>
	NonDivisional	659,000.00	0.00	677,232.52	0.00	102.77
	Fund Balance	659,000.00	0.00	677,232.52	0.00	102.77
	NonDivisional Revenue					
30-00-4213	Watershed protection fees	1,566,000.00	130,143.82	1,186,335.31	0.00	75.76
30-00-4215	Penalties & late charges	1,000.00	220.00	1,942.51	0.00	194.25
30-00-4290	Other charges for services	25,000.00	3,120.00	15,960.86	0.00	63.84
30-00-4610	Investment revenue	2,000.00	156.26	1,525.56	0.00	76.28
30-00-4630	Miscellaneous revenues	1,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,595,000.00</i>	<i>133,640.08</i>	<i>1,205,764.24</i>	<i>0.00</i>	<i>75.60</i>
	NonDivisional	1,595,000.00	133,640.08	1,205,764.24	0.00	75.60
	Revenue	1,595,000.00	133,640.08	1,205,764.24	0.00	75.60

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
Watershed Protection						
<i>Personnel Services</i>						
30-23-5110	Regular employees	92,000.00	7,593.31	67,458.17	0.00	73.32
30-23-5130	Overtime	1,000.00	0.00	5.54	0.00	0.55
30-23-5210	Healthdental insurance	30,000.00	2,627.00	21,901.25	0.00	73.00
30-23-5230	Social Security	8,000.00	558.96	4,979.24	0.00	62.24
30-23-5240	Retirement	17,000.00	1,360.73	12,189.72	0.00	71.70
30-23-5250	TrimetWBF	1,000.00	59.64	527.73	0.00	52.77
30-23-5270	Workers compensation	3,000.00	0.00	961.41	0.00	32.05
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>153,000.00</i>	<i>12,199.64</i>	<i>108,023.06</i>	<i>0.00</i>	<i>70.60</i>
<i>Materials & Services</i>						
30-23-6155	Contracted Services	134,000.00	27,323.55	68,604.40	57,894.75	51.20
30-23-6340	System maintenance	150,000.00	0.00	261.00	0.00	0.17
30-23-6420	Staff training	3,000.00	0.00	12.00	0.00	0.40
30-23-6530	Small tools & equipment	6,000.00	31.46	1,949.93	0.00	32.50
30-23-6540	Safety supplies	1,000.00	0.00	269.00	0.00	26.90
30-23-6780	Taxes, Fees, Permits	4,100.00	0.00	4,061.00	0.00	99.05
30-23-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>299,100.00</i>	<i>27,355.01</i>	<i>75,157.33</i>	<i>57,894.75</i>	<i>25.13</i>
	Watershed Protection	452,100.00	39,554.65	183,180.39	57,894.75	40.52
Debt Service						
<i>Materials & Services</i>						
30-24-6814	Principal Payment-KS Statebank	57,000.00	0.00	56,229.12	0.00	98.65
30-24-6824	Interest Paid-KS Statebank	7,000.00	0.00	6,328.49	0.00	90.41
	<i>Materials & Services</i>	<i>64,000.00</i>	<i>0.00</i>	<i>62,557.61</i>	<i>0.00</i>	<i>97.75</i>
	Debt Service	64,000.00	0.00	62,557.61	0.00	97.75
Transfers & Contingencies						
<i>Transfers & Contingencies</i>						
30-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	756,000.00	0.00	75.00
30-29-8173	Transfers out to Fund 73	480,000.00	40,000.00	360,000.00	0.00	75.00
30-29-9000	Contingency	249,900.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,737,900.00</i>	<i>124,000.00</i>	<i>1,116,000.00</i>	<i>0.00</i>	<i>64.22</i>
	Transfers & Contingencies	1,737,900.00	124,000.00	1,116,000.00	0.00	64.22
	Expense	2,254,000.00	163,554.65	1,361,738.00	57,894.75	60.41
30	Watershed Protection	0.00	-29,914.57	521,258.76	-57,894.75	0.00
40	WW GO Debt Service					
NonDivisional						
<i>Beginning Fund Balance</i>						
40-00-3500	Fund balance	623,800.00	0.00	623,763.59	0.00	99.99
	<i>Beginning Fund Balance</i>	<i>623,800.00</i>	<i>0.00</i>	<i>623,763.59</i>	<i>0.00</i>	<i>99.99</i>
	NonDivisional	623,800.00	0.00	623,763.59	0.00	99.99
	Fund Balance	623,800.00	0.00	623,763.59	0.00	99.99
NonDivisional						
<i>Revenue</i>						
40-00-4610	Investment revenue	0.00	0.00	1,649.93	0.00	0.00
	<i>Revenue</i>	<i>0.00</i>	<i>0.00</i>	<i>1,649.93</i>	<i>0.00</i>	<i>0.00</i>
	NonDivisional	0.00	0.00	1,649.93	0.00	0.00
	Revenue	0.00	0.00	1,649.93	0.00	0.00
Transfers & Contingencies						

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
40-29-8120	<i>Transfers & Contingencies</i>					
	Transfers out to Fund 20	623,800.00	0.00	625,413.52	0.00	100.26
	<i>Transfers & Contingencies</i>	<i>623,800.00</i>	<i>0.00</i>	<i>625,413.52</i>	<i>0.00</i>	<i>100.26</i>
	Transfers & Contingencies	623,800.00	0.00	625,413.52	0.00	100.26
40	Expense	623,800.00	0.00	625,413.52	0.00	100.26
	WW GO Debt Service	0.00	0.00	0.00	0.00	0.00
50	WW Revenue Bond Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	587,000.00	0.00	514,742.94	0.00	87.69
	<i>Beginning Fund Balance</i>	<i>587,000.00</i>	<i>0.00</i>	<i>514,742.94</i>	<i>0.00</i>	<i>87.69</i>
	NonDivisional	587,000.00	0.00	514,742.94	0.00	87.69
	Fund Balance	587,000.00	0.00	514,742.94	0.00	87.69
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment revenue	6,000.00	32.36	597.21	0.00	9.95
	<i>Revenue</i>	<i>6,000.00</i>	<i>32.36</i>	<i>597.21</i>	<i>0.00</i>	<i>9.95</i>
	NonDivisional	6,000.00	32.36	597.21	0.00	9.95
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	3,412,000.00	0.00	1,857,000.00	0.00	54.43
	<i>Revenue</i>	<i>3,412,000.00</i>	<i>0.00</i>	<i>1,857,000.00</i>	<i>0.00</i>	<i>54.43</i>
	Transfers & Contingencies	3,412,000.00	0.00	1,857,000.00	0.00	54.43
	Revenue					
	Debt Service	3,418,000.00	32.36	1,857,597.21	0.00	54.35
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	928,171.00	0.00	928,171.00	0.00	100.00
50-24-6811	2021 IFA Loan Principal	307,409.00	0.00	307,409.20	0.00	100.00
50-24-6813	JPM Bank Loan Principal	1,385,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	305,740.00	0.00	305,740.00	0.00	100.00
50-24-6822	2021 IFA Loan Interest	144,809.00	0.00	140,801.49	0.00	97.23
50-24-6823	JPM Bank Loan Interest	340,676.00	0.00	170,337.50	0.00	50.00
	<i>Materials & Services</i>	<i>3,411,805.00</i>	<i>0.00</i>	<i>1,852,459.19</i>	<i>0.00</i>	<i>54.30</i>
	Debt Service	3,411,805.00	0.00	1,852,459.19	0.00	54.30
50	Expense	3,411,805.00	0.00	1,852,459.19	0.00	54.30
	WW Revenue Bond Debt Service	593,195.00	32.36	519,880.96	0.00	87.64
71	Drinking Water Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	4,135,000.00	0.00	4,413,046.57	0.00	106.72
	<i>Beginning Fund Balance</i>	<i>4,135,000.00</i>	<i>0.00</i>	<i>4,413,046.57</i>	<i>0.00</i>	<i>106.72</i>
	NonDivisional	4,135,000.00	0.00	4,413,046.57	0.00	106.72
	Fund Balance	4,135,000.00	0.00	4,413,046.57	0.00	106.72
	NonDivisional					
	<i>Revenue</i>					
71-00-4221	System	100,000.00	0.00	0.00	0.00	0.00
	Development-Reimburse					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-00-4225	System	100,000.00	0.00	0.00	0.00	0.00
	Development-Improvement					
71-00-4610	Investment revenue	40,000.00	2,015.08	17,128.60	0.00	42.82
	Revenue	240,000.00	2,015.08	17,128.60	0.00	7.14
	NonDivisional	240,000.00	2,015.08	17,128.60	0.00	7.14
	Transfers & Contingencies					
	Revenue					
71-29-4910	Transfer in from Fund 10	500,000.00	41,667.00	375,003.00	0.00	75.00
	Revenue	500,000.00	41,667.00	375,003.00	0.00	75.00
	Transfers & Contingencies	500,000.00	41,667.00	375,003.00	0.00	75.00
	Revenue	740,000.00	43,682.08	392,131.60	0.00	52.99
	Drinking Water					
	Capital Outlay					
71-20-7200	Infrastructure	1,555,000.00	798.24	798.24	27,420.50	0.05
71-20-7300	Buildings & improvements	0.00	0.00	34,186.00	12,000.00	0.00
71-20-7530	Information Technology	25,000.00	0.00	0.00	0.00	0.00
71-20-7540	Vehicles	35,000.00	0.00	37,352.23	7,800.00	106.72
71-20-7600	Capital Improvement Projects	370,000.00	2,046.70	309,077.88	219,156.66	83.53
	Capital Outlay	1,985,000.00	2,844.94	381,414.35	266,377.16	19.21
	Drinking Water	1,985,000.00	2,844.94	381,414.35	266,377.16	19.21
	Transfers & Contingencies					
	Transfers & Contingencies					
71-29-9000	Contingency	2,890,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	2,890,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	2,890,000.00	0.00	0.00	0.00	0.00
71	Expense	4,875,000.00	2,844.94	381,414.35	266,377.16	7.82
	Drinking Water Capital	0.00	40,837.14	4,423,763.82	-266,377.16	0.00
72	Wastewater Reclamation Capital					
	NonDivisional					
	Beginning Fund Balance					
72-00-3500	Fund balance	4,535,000.00	0.00	4,916,071.97	0.00	108.40
	Beginning Fund Balance	4,535,000.00	0.00	4,916,071.97	0.00	108.40
	NonDivisional	4,535,000.00	0.00	4,916,071.97	0.00	108.40
	Fund Balance	4,535,000.00	0.00	4,916,071.97	0.00	108.40
	NonDivisional					
	Revenue					
72-00-4610	Investment revenue	50,000.00	2,062.29	18,787.99	0.00	37.58
	Revenue	50,000.00	2,062.29	18,787.99	0.00	37.58
	NonDivisional	50,000.00	2,062.29	18,787.99	0.00	37.58
	Transfers & Contingencies					
	Revenue					
72-29-4920	Transfer in from Fund 20	1,000,000.00	83,333.00	749,997.00	0.00	75.00
	Revenue	1,000,000.00	83,333.00	749,997.00	0.00	75.00
	Transfers & Contingencies	1,000,000.00	83,333.00	749,997.00	0.00	75.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Revenue	1,050,000.00	85,395.29	768,784.99	0.00	73.22
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7520	Equipment	191,000.00	33,320.56	126,126.84	9,792.00	66.03
72-21-7600	Capital Improvement Projects	660,000.00	176,649.87	866,312.95	906,353.43	131.26
	<i>Capital Outlay</i>	<i>851,000.00</i>	<i>209,970.43</i>	<i>992,439.79</i>	<i>916,145.43</i>	<i>116.62</i>
	Wastewater-Plant	851,000.00	209,970.43	992,439.79	916,145.43	116.62
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	0.00	0.00	4,083.78	4,908.93	0.00
72-22-7520	Equipment	0.00	0.00	19,247.00	0.00	0.00
72-22-7540	Vehicles	35,000.00	0.00	0.00	0.00	0.00
72-22-7600	Capital Improvement Projects	1,624,000.00	9,943.70	189,175.76	221,177.10	11.65
	<i>Capital Outlay</i>	<i>1,659,000.00</i>	<i>9,943.70</i>	<i>212,506.54</i>	<i>226,086.03</i>	<i>12.81</i>
	Wastewater-Collections	1,659,000.00	9,943.70	212,506.54	226,086.03	12.81
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	3,075,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,075,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	3,075,000.00	0.00	0.00	0.00	0.00
72	Expense	5,585,000.00	219,914.13	1,204,946.33	1,142,231.46	21.57
	Wastewater Reclamation Capital	0.00	-134,518.84	4,479,910.63	-1,142,231.46	0.00
73	Watershed Protection Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	1,687,000.00	0.00	1,683,263.62	0.00	99.78
	<i>Beginning Fund Balance</i>	<i>1,687,000.00</i>	<i>0.00</i>	<i>1,683,263.62</i>	<i>0.00</i>	<i>99.78</i>
	NonDivisional	1,687,000.00	0.00	1,683,263.62	0.00	99.78
	Fund Balance	1,687,000.00	0.00	1,683,263.62	0.00	99.78
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment revenue	15,000.00	839.84	6,417.38	0.00	42.78
	<i>Revenue</i>	<i>15,000.00</i>	<i>839.84</i>	<i>6,417.38</i>	<i>0.00</i>	<i>42.78</i>
	NonDivisional	15,000.00	839.84	6,417.38	0.00	42.78
	Transfers & Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer in from Fund 30	480,000.00	40,000.00	360,000.00	0.00	75.00
	<i>Revenue</i>	<i>480,000.00</i>	<i>40,000.00</i>	<i>360,000.00</i>	<i>0.00</i>	<i>75.00</i>
	Transfers & Contingencies	480,000.00	40,000.00	360,000.00	0.00	75.00
	Revenue	495,000.00	40,839.84	366,417.38	0.00	74.02
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7600	Capital Improvement Projects	300,000.00	0.00	0.00	57,132.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Capital Outlay</i>	300,000.00	0.00	0.00	57,132.00	0.00
	Watershed Protection	300,000.00	0.00	0.00	57,132.00	0.00
	Transfers & Contingencies					
73-29-9000	<i>Transfers & Contingencies</i>					
	Contingency	1,882,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	1,882,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	1,882,000.00	0.00	0.00	0.00	0.00
	Expense	2,182,000.00	0.00	0.00	57,132.00	0.00
73	Watershed Protection	0.00	40,839.84	2,049,681.00	-57,132.00	0.00
	Capital					
Revenue Total		25,426,200.00	1,628,744.23	18,524,520.71	0.00	0.7286
Expense Total		39,958,705.00	1,631,413.77	17,722,714.61	2,080,932.66	0.4435

General Ledger
Account Roll up



User: Gail
Printed: 5/10/2022 9:19:34 AM
Period 09 - 09
Fiscal Year 2022

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue				
4210	Water Sales - CRW	30,000.00	0.00	21,807.89	72.69
4211	Water sales	4,120,000.00	283,302.19	3,183,152.22	77.26
4212	Wastewater Charges	8,459,000.00	635,422.87	6,307,345.85	74.56
4213	Watershed protection fees	1,566,000.00	130,143.82	1,186,335.31	75.76
4215	Penalties & late charges	21,000.00	2,042.91	20,599.88	98.09
4220	System Development Charges	125,000.00	0.00	185,264.00	148.21
4221	System Development-Reimburse	100,000.00	0.00	0.00	0.00
4225	System Development-Improvement	100,000.00	0.00	0.00	0.00
4230	Contract services	57,400.00	4,000.00	41,400.00	72.13
4240	Service installations	10,000.00	0.00	20,326.00	203.26
4280	Rents & leases	200,000.00	28,951.22	140,229.94	70.11
4290	Other charges for services	55,000.00	3,320.00	38,646.55	70.27
4610	Investment revenue	125,000.00	6,142.22	53,524.68	42.82
4630	Miscellaneous revenues	35,000.00	3,169.00	53,224.87	152.07
4910	Transfer in from Fund 10	2,000,000.00	166,667.00	1,500,003.00	75.00
4920	Transfer in from Fund 20	6,311,000.00	241,583.00	4,031,247.00	63.88
4930	Transfer in from Fund 30	1,488,000.00	124,000.00	1,116,000.00	75.00
4940	Transfer in from Fund 40	623,800.00	0.00	625,413.52	100.26
		25,426,200.00	1,628,744.23	18,524,520.71	72.86
Revenue	Revenue				
Expense	Expense				
5110	Regular employees	3,428,000.00	256,258.47	2,307,213.83	67.30
5120	Temporary/Seasonal employees	0.00	0.00	4,518.00	0.00
5130	Overtime	96,000.00	5,018.72	57,053.72	59.43
5210	Employee Ins	705,000.00	46,326.19	391,690.18	55.56
5230	Social Security	269,000.00	19,622.19	174,079.50	64.71
5240	Retirement	615,000.00	45,643.73	424,008.04	68.94
5250	Trimet	30,000.00	2,096.53	18,811.23	62.70
5260	Unemployment	5,000.00	0.00	0.00	0.00
5270	Workers compensation	54,000.00	0.00	21,296.53	39.44
5290	Other employee benefits	21,000.00	0.00	263.70	1.26
6110	Legal services	375,000.00	24,006.00	138,729.84	36.99
6120	Accounting & audit services	50,000.00	0.00	31,290.00	62.58
6155	Contracted Services	747,500.00	74,849.68	514,262.29	68.80
6175	Records Management	8,000.00	603.00	3,628.98	45.36
6180	Dues & subscriptions	42,000.00	3,239.98	37,951.42	90.36
6220	Electricity	322,000.00	54,609.67	286,548.28	88.99
6230	Telephone	57,000.00	4,746.87	42,054.74	73.78
6240	Natural gas	9,000.00	485.07	4,635.56	51.51
6250	Solid waste disposal	42,000.00	2,848.31	35,781.50	85.19
6290	Other utilities	15,000.00	742.22	6,761.02	45.07
6310	Janitorial services	25,000.00	2,048.49	18,436.41	73.75
6320	Buildings & grounds	119,000.00	6,299.12	86,388.63	72.60
6330	Vehicle & equipment maint.	70,000.00	10,756.29	46,935.04	67.05
6340	Distribution system maint	400,000.00	58,543.01	232,164.82	58.04
6342	Collection system maint.	320,000.00	-15,450.34	69,891.40	21.84
6350	Computer maintenance	318,000.00	16,968.05	222,083.33	69.84
6390	Other repairs & maintenance	5,000.00	0.00	0.00	0.00
6410	Mileage	6,000.00	0.00	418.02	6.97
6420	Staff training	74,000.00	18,315.08	41,331.52	55.85

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6430	Certifications	6,500.00	255.00	3,100.00	47.69
6440	Board travel & training	7,000.00	-315.00	617.25	8.82
6510	Office supplies	33,000.00	3,051.91	24,778.15	75.09
6520	Fuel & oils	51,000.00	3,437.84	24,008.30	47.08
6525	Chemicals	55,000.00	4,710.04	43,163.77	78.48
6530	Small tools & equipment	46,000.00	3,129.44	20,720.83	45.05
6540	Safety supplies	49,500.00	5,836.91	37,474.27	75.71
6550	Operational Supplies	26,000.00	2,763.78	13,311.41	51.20
6560	Uniforms	36,000.00	1,529.06	23,422.01	65.06
6590	Other supplies	10,000.00	23.42	1,564.91	15.65
6610	Board compensation	2,500.00	0.00	0.00	0.00
6710	Purchased water	1,117,000.00	64,922.62	838,224.06	75.04
6715	Water quality program	12,000.00	988.00	6,485.66	54.05
6720	Insurance	270,000.00	85,445.95	183,343.61	67.91
6730	Communications	125,000.00	8,753.03	36,804.96	29.44
6740	Advertising	7,500.00	1,189.00	5,342.46	71.23
6750	Other purchased services	0.00	0.00	5,343.33	0.00
6760	Equipment Rental	8,000.00	278.64	3,665.05	45.81
6770	Bank charges	140,000.00	11,394.01	108,338.69	77.38
6780	Taxes, Fees & Permits	111,000.00	1,808.41	77,181.17	69.53
6785	ECAP Payments	76,000.00	3,507.75	28,170.50	37.07
6810	2010 SRF Loan Principal	928,171.00	0.00	928,171.00	100.00
6811	2010 IFA Loan Principal	307,409.00	0.00	307,409.20	100.00
6813	JPM Bank Loan Principal	1,385,000.00	0.00	0.00	0.00
6814	Principal Payment-KS Statebank	57,000.00	0.00	56,229.12	98.65
6815	Zions Bank loan-principal	183,000.00	0.00	183,000.00	100.00
6820	2010 SRF Loan Interest	305,740.00	0.00	305,740.00	100.00
6822	2010 IFA Loan Interest	144,809.00	0.00	140,801.49	97.23
6823	JPM Bank Loan Interest	340,676.00	0.00	170,337.50	50.00
6824	Interest Paid-KS Statebank	7,000.00	0.00	6,328.49	90.41
6825	Zions Bank loan-interest	26,000.00	0.00	25,985.40	99.94
6900	Miscellaneous expense	7,000.00	68.15	1,349.88	19.28
6990	Special Payments	550,000.00	0.00	0.00	0.00
7200	Infrastructure	1,555,000.00	798.24	4,882.02	0.31
7300	Buildings & Improvements	0.00	0.00	34,186.00	0.00
7520	Equipment	191,000.00	33,320.56	145,373.84	76.11
7530	Information Technology	25,000.00	0.00	0.00	0.00
7540	Vehicles	70,000.00	35,050.41	72,402.64	103.43
7600	Capital Improvement Projects	2,954,000.00	188,640.27	1,364,566.59	46.19
8105	Transfers out to Fund 05	4,407,000.00	367,250.00	3,305,250.00	75.00
8120	Transfers out to Fund 20	623,800.00	0.00	625,413.52	100.26
8150	Transfers out to Fund 50	3,412,000.00	0.00	1,857,000.00	54.43
8171	Transfers out to Fund 71	500,000.00	41,667.00	375,003.00	75.00
8172	Transfers out to Fund 72	1,000,000.00	83,333.00	749,997.00	75.00
8173	Transfers out to Fund 73	480,000.00	40,000.00	360,000.00	75.00
9000	Contingency	10,082,600.00	0.00	0.00	0.00
Expense	Expense	39,958,705.00	1,631,413.77	17,722,714.61	44.35
Revenue Total		25,426,200.00	1,628,744.23	18,524,520.71	0.7286
Expense Total		39,958,705.00	1,631,413.77	17,722,714.61	0.4435
Grand Total		-14,532,505.00	-2,669.54	801,806.10	-0.0552



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	5b
Date	May 17, 2022

Summary of Minutes for Approval

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

Attachments

1. April 19, 2022 Regular Board Meeting Minutes



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
APRIL 19, 2022**

Board of Directors – Members Present via Zoom:

Susan Keil	President
Ginny Van Loo	Secretary/Vice President
Paul Gornick	Treasurer
Kevin Williams	Director
Heidi Bullock	Director

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Interim Plant Operations Superintendent
Jeff Page	Utility Operations Director
Brad Lyon	Water Field Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist
Haakon Ogbeide	Water Services Engineer

Consultants & Organizational Representatives – Present via Zoom:

Tommy Brooks	Cable Huston
Susie Peterson	Backyard Habitat Certification Program
Jane Civiletti	Oak Lodge Governance Project

1. Call to Order & Meeting Facilitation Protocols

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

General Manager Chaplen welcomed everyone and asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Board members, staff, and consultants.

General Manager Chaplen also introduced guests attending in an official capacity:

- Chris Hawes, Chair of the Sunrise Water Authority Board of Commissioners,
- Sherry French, President of the Clackamas River Water Board of Commissioners, and
- Brad Albert, Incoming District Engineer.

General Manager Chaplen overviewed the general protocols of a virtual meeting.

2. Appointment of Candidate to Open Board Position

Director Williams moved to appoint Heidi Bullock to the Board of Directors Position 2 for the remainder of the unexpired term. Treasurer Gornick seconded. President Keil asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Director Williams.

MOTION CARRIED

3. Administration of the Oath of Office

District Recorder Casey administered the Oath of Office for Heidi Bullock.

4. Call for Public Comment

District Recorder Casey stated there was one written public comment submitted. There was one member of the public in attendance.

Chris Hawes invited the Board and members of the public to attend a veteran's interment on April 20, 2022.

Jane Civiletti commended the District on the progress towards reorganizing as an Authority.

The Board discussed the written public comment submitted by Muciri Gatimu.

5. Monthly Update: Oak Lodge Governance Project

Oak Lodge Governance Project (OLGP) Steering Committee member, Jane Civiletti, reported on the presentations OLGP has provided to the community, as well as an upcoming community discussion.

6. Presentation by Backyard Habitat

Backyard Habitat Certification Program Representative, Susie Peterson, overviewed the program's service area and certification process. She explained the purpose of the program and answered questions posed by members of the audience.

7. Consideration of Agreement with AKS Engineering for Trunk Main Capacity Project Preliminary Study

Water Services Engineer Haakon Ogbeide provided an overview of the trunk main capacity project and the goal of the preliminary study.

The Board provided comments and asked clarifying questions regarding:

- The grade and depth of the trunk main,

- The timeline for the project,
- The history of sagging pipes in the area, and
- The effects of infiltration and inflow on the District's system.

Secretary/Vice President Van Loo moved to approve the General Manager to initiate a task order under the active on-call services contract with AKS Engineering for the preliminary study of the trunk main capacity project for \$74,080. Treasurer Gornick seconded. President Keil asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

8. Consent Agenda

Items on the Consent Agenda included:

- The February 2022 Financial Report,
- The March 15, 2022 regular meeting minutes,
- The March 30, 2022 special meeting minutes,
- An agreement extension with Moss Adams for Financial Audit Services, and
- An agreement amendment with Cascadia Backflow.

The Board provided comments and asked clarifying questions regarding underspending of the watershed protection system maintenance and the implications of the reorganization as an Authority on the cost of audit services. There was discussion regarding the cost of audit services. The Board requested that Staff provide an update when a final cost was proposed by the financial auditors.

Treasurer Gornick moved to approve the Consent Agenda. Director Williams seconded. President Keil asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

9. Business from the Board

President Keil requested brief verbal reports on the Board Liaison assignments.

The Board shared memories of the former Oak Lodge Water District Director, Richard "Dick" Jones, who recently passed away.

10. Department Reports

The Management Team provided department highlights including:

- The \$75,000 match of the District’s PERS side account approved in the State’s short session, and
- The agreement with Clackamas County for the Low-Income Housing Water Assistance (LIHWA) program.

The Board asked clarifying questions and provided comments regarding delinquent accounts and the Emergency Customer Assistance Program (ECAP) outreach.

11. Call for Public Comment

Sherry French asked for an update on the process to becoming an Authority.

12. Adjourn Meeting

President Keil adjourned the meeting at 7:29 p.m.

Respectfully submitted,

Susan Keil
President, Board of Directors

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: _____

Date: _____



STAFF REPORT

To Board of Directors
From Jason Rice, Acting District Engineer
Title Approval of Convergence Networks Services Agreement Renewal
Item No. 5c
Date May 17, 2022

Summary

Authorize the General Manager to approve the IT Services Agreement and annual fee with Convergence Networks for fiscal year 2023 to provide IT and network support services.

Background

Since consolidation, Convergence Networks has provided the District with IT support services.

The existing Service Agreement with Convergence Networks provides the following key areas of support:

1. Consulting and guidance with the design, procurement, and maintenance of various network infrastructure components and computer equipment.
2. Unified threat management, monitoring, and alerting across the network.
3. IT Service Desk for troubleshooting and user assistance with various software and computer functions.
4. Network administration and configuration of data servers for optimal performance.

In January 2017, Staff entered into the original Service Agreement with Convergence Networks. The agreement has been renewed each year with nominal increases in cost due to COLA and some new employees being hired by the District.

Past Board Actions

Each year since 2017, the Board has passed a motion to allow the General Manager to extend the Convergence contract for the upcoming fiscal year.

Budget

Funds for the IT annual support amount have been included in the proposed FY23 budget.

The cost is \$6,020 per month for a total of \$72,240 for the year; the same cost to the District as last year.

Recommendation

Staff recommends the Board authorize the General Manager to approve the new Service Agreement and PO for \$72,240.

Suggested Board Motion

“I move to authorize the General Manager to sign an IT support contract with Convergence Networks in the amount of \$72,240 for FY23.”

Attachments

1. Convergence MSA Complete Care for FY23



Master Service Agreement

Complete Care™

www.convergencenetworks.com
(503) 906-1600

This Master Service Agreement (MSA)

is between

Convergence Northwest, LLC. dba Convergence Networks
Hereto referred to as “CNWI”
4252 SE International Way Suite A
Milwaukie, OR 97222
503-906-1600

And

Oak Lodge Water Services District
Hereto referred to as “Client”
14496 SE River Rd,
Oak Grove, OR 97267
(503) 353-4204

This **Master Service Agreement (the “MSA”)** states the terms and conditions agreed to between CNWI and the Client for any and all services (the “**Services**”) provided and billed for on a monthly basis, either under this MSA, any Schedules or Statements of Work (“**SOW**”), each of which is attached and hereby incorporated by reference. CNWI and Client may also be referred to in this MSA and any Schedules or SOW individually as a “**Party**” or collectively as, the “**Parties.**” The MSA includes CNWI’s Complete Care™ managed services outline and attached documents, referred to as “Schedules”, that make it simple for the Client to add on, reduce, or renew services, users, and devices. Each of the Schedules or any SOW may increase the total cost of the Services billed to the Client and may also affect the scope of the agreement between the parties.

Within the MSA, you will find the following sections:

1. **Master Service Agreement Terms** - Defines the terms and conditions of the contracted, legally binding agreement between CNWI and Client that shall be controlling over the relationship.
2. **Complete Care™ Terms** - Details the specific provisions of the Complete Care™ Managed Services program.
3. **Complete Care™ Service Level Agreement & Objectives** - Table of service time commitment and objectives.
4. **Complete Care™ Services Scope** - Comprehensive list of services included within the Complete Care™ package.

The following Schedules are part of this Master Services Agreement:

- **Schedule A** – Pricing addendum which defines the costs and period over which Complete Care™ services shall be provided. The Schedule A is used as a simplified method for renewing the MSA document for perpetual one (1) year automatic renewal periods, unless terminated or not renewed as provided in the MSA or any specific schedule
- **Schedule E** – Client sites and locations covered within this MSA.
- **Schedule Z** – Pricing addendum change orders which defines any features not covered in other Schedules, which are additional Services requested and agreed to during any particular Term, or specialized Client requested modifications agreed to by CNWI that are incorporated by reference to the MSA, and which are priced on a customized basis.

Master Service Agreement Terms

Authorization

1. Client warrants and represents that the person signing this Master Service Agreement is authorized to do so on behalf of the Client and may bind Client to all the terms and conditions contained herein. Client also represents and warrants that such person is acting within the scope of his or her authority as an officer, director or duly authorized agent or employee of the Client.

Client Service Terms

2. CNWI will provide to the Client the agreed Services as outlined within this MSA and any Schedules or SOWs.
3. The price and parameters for the selected and contractually agreed upon Services shall be as specifically stated in the MSA Schedules A, B, C, D, E, Z and any SOWs.
4. The Schedules and SOWs are an integral part of this MSA and are incorporated by reference and legally binding to this MSA. To the extent any term or provision in a Schedule or SOW conflicts with a term or condition contained in the MSA, the terms or provision of the applicable Schedule or SOW shall be controlling over the terms and conditions of this MSA.
5. The Client may periodically request additional Services be provided by CNWI. All such Services, and the pricing implementation time frames and specific terms and conditions for those services, must be agreed to in writing and signed by the Client and CNWI to be in force or effect. Upon signing, such SOW shall be deemed to be incorporated into this MSA.

Confidentiality, Privacy and Security

6. CNWI agrees that any information not generally known to the public but disclosed to CNWI by Client pursuant to this MSA, any Schedules or SOWs shall be considered confidential ("Confidential Information"). In addition, CNWI will maintain reasonable security policies, procedures, and systems for safeguarding Client's Confidential Information, in a manner consistent with normal industry practice.
7. Confidential information may include trade secrets, procedures, administration, accounting, Clients, employees, and information systems access information.
8. CNWI will not, during or after the engagement, directly or indirectly use, disseminate, or disclose Confidential Information except as authorized by the Client or as required to be disclosed pursuant to any law, rule, regulation, or court order.
9. CNWI's confidentiality obligations will not apply to any information which is, or at any time becomes, generally known to the public, which Client gives permission to CNWI to disseminate, which CNWI independently becomes aware of, or which CNWI receives from a third party and for which CNWI is unaware of any restrictions on dissemination.
10. In compliance with security best practices, as well as our internal policies and procedures, CNWI will conduct an annual cyber security assessment of its security processes and procedures, including a review of the effectiveness of its security controls. For a more detailed description of this review, or of the compliance standards CNWI maintains, please forward a written request for more information through your designated vCIO.
11. In the event of a security breach that may impact a Client's Confidential Information, CNWI will notify the Client as soon as reasonably possible and take appropriate industry measures to contain and control the incident to the best of its abilities.

Governing Law & Arbitration

12. Any controversies arising out of or relating to this MSA, the Schedules or any SOW, or the interpretation, performance, or breach thereof shall be settled by binding arbitration in Clackamas County, Oregon. Judgment upon any award rendered by the arbitrator(s) may be entered and enforced in any court having jurisdiction.
13. CNWI and Client expressly waive any and all rights to a jury trial in the event of any controversy related to this MSA, any Schedules, or any SOWs.

Attorney's Fees. Should suit or arbitration be brought to enforce or interpret any part of this MSA or the Schedules, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs, including expert witness fees and fees on any appeal from the other party.

Limitation of Liability

14. CNWI will in good faith execute its obligations under this MSA or any Schedules or SOWs but shall not be liable for any delay or inability to perform under the MSA due to factors outside of CNWI's control.
15. CNWI does not provide any additional warranties or extensions beyond the manufacturer's warranty. CNWI's services are provided "as is" without any warranty whatsoever except as stated or represented herein. CNWI disclaims all warranties, express, implied, or statutory, to client as to any matter whatsoever, including all implied warranties of merchantability, fitness for a particular purpose and non-infringement of third-party rights. No oral or written information or advice given by CNWI or its employees or representatives will create a warranty or in any way increase the scope of CNWI's obligations.
16. CNWI does not provide a written or implied warranty to guarantee a network is protected against a security incident or breach including, but not limited to, phishing campaigns, data mining, wire fraud or ransomware. CNWI recommends the Client acquire their own Cyber Liability Insurance to protect its business assets against cyber threats. Client acknowledges, by signing the MSA, they have been advised to seek their own legal counsel around advisable levels of protection and cyber liability insurance.
17. CNWI does not make any express or implied warranties and representations that the MSA will make all or part of the Client's business compliant with any state, federal, or international cyber security compliance laws such as, but not limited to, HIPAA, PCI, or DFARS. CNWI's internal compliance does not mean the Client's business is also compliant.
18. CNWI will provide Client with documentation regarding its information security program upon CNWI's receipt of Client's written request through its designated vCIO.
19. CNWI shall not be liable for indirect, special, punitive, incidental or consequential damages arising out of or relating to this MSA or any schedules or the CNWI services provided herein, whether foreseeable or unforeseeable, and whether based on breach of any express or implied warranty, breach of contract, misrepresentation, negligence, strict liability in tort, or other cause of action (including, but not limited to, damages for loss of data, goodwill, profits, use of money, costs, investments, or use of equipment or facilities; interruption in use or availability of data; stoppage of other work or impairment of other assets; or labor claims), even if client has been advised of the possibility of such damages. Under no circumstances shall CNWI's total liability to client arising out of or related to this MSA or schedules exceed an amount equal to the last twelve (12) months fees paid to CNWI by client for services, regardless of whether any action or claim is based on warranty, contract, tort, or otherwise.
20. Minimum limits: CNWI will maintain E&O and Cyber Liability insurance with a minimal coverage of \$2,000,000. CNWI will provide Client with proof of insurance upon receipt of written request by Client through its designated vCIO.

Non-Solicitation

21. CNWI and Client acknowledge and agree that the employees of each respective party are valuable assets and difficult to replace.
22. Accordingly, each party shall not, for the term of the MSA and for a period of (12) twelve months thereafter, directly or indirectly solicit or induce for employment or hire any of the other's employees who perform work or services hereunder without the prior written consent of the other party, which it may grant or withhold in its sole discretion.
23. Should either party in any way employ or directly or indirectly engage with any employee of the other party through a consulting engagement or through a third party recruiting or staffing firm or other Managed Services Provider prior to the expiration of the 12-month term, the party hiring such employee will pay the other party a

liquidated damages fee, and not as a penalty, an amount equal to twice the employees' annual salary. Hiring party will pay the other party this amount in full, within 30 days of the employee's hire or engagement start date.

Payment, Terms, & Collection Costs

24. CNWI will invoice Client fifteen (15) days prior to the start of each month for Services to be provided during that given month. Full payment for the Services shall be due on or before the first day of each month for said Services to be provided in that month. Hourly and quoted project work as stated in any Schedule or SOW shall be due within fifteen (15) days of invoicing (Net 15). All payments owing by the Client and not received by CNWI within thirty (30) days of the applicable invoice(s) due date shall be subject to a late charge of one percent (1%) per month or twelve percent (12%) per annum from the date of invoicing until such amounts owed are paid in full. The Client shall also be fully responsible, and will indemnify CNWI for, any costs incurred by CNWI to enforce the terms of the MSA and any Schedules or SOWs, including without limitation, the cost of hiring a collection agency or attorney to collect any and all amounts owing by the Client to CNWI under the MSA, Schedules or SOWs.

Relationship

25. CNWI is an independent contractor engaged by the Client to perform the selected services outlined in the MSA, any Schedules or SOWs. Nothing in the MSA, Schedules or SOWs is intended to or will create a partnership, a joint venture or an agency between CNWI and the Client. Neither CNWI nor any of its personnel is engaged as an employee or agent of the Client.
26. CNWI in its sole discretion may transfer or assign this MSA and its Schedules and SOWs, and all of its rights and obligations hereunder to any party.

Termination Policy

27. Either party may terminate the MSA by providing the other party with written notice thirty (30) days prior to the beginning of the next month of service. Notice of termination must be delivered to the address indicated on page one of the MSA in order for said termination notice to be effective.
28. Termination of the MSA does not terminate HaaS, Cloud or other rental contracts outlined in any Schedule that has a specific contract term. Those contracts can only be terminated according to their respective provisions.
29. Upon termination of the MSA,
 - a. CNWI will promptly provide the Client, or the new technology provider, administrative level passwords. Upon providing such passwords, CNWI shall no longer be held liable for providing any of the Services. It is recommended the Client reset all passwords once transfer is completed. CNWI cannot be held liable by the Client for failure to change passwords or a failure to restrict access said passwords to CNWI staff.
 - b. CNWI will also provide the Client, or the new technology provider, any documentation that is feasibly transferable. Many documentation elements are embedded within CNWI's software systems and therefore are not transferable. CNWI will return or destroy any Client sensitive documentation, including password and diagrams, within 90 day of receipt or providing cancellation notice.
 - c. CNWI will no longer maintain new passwords, network documentation, or provide future credentials.

Complete Care™ Terms

Billing and Locations for Complete Care™ Managed Services

1. CNWI will provide the Client with Complete Care™ Managed Services, at the related pricing, set out in Schedule A of the MSA. The Client agrees that its failure to pay timely any of the fees due and owing under that Schedule A, or any portion hereof, will constitute a material breach of the MSA. In the event of such breach and a failure to timely cure as provided in this MSA, CNWI may, in addition to pursuing all other remedies, withhold providing the Managed Services, and/or terminate the MSA.
2. CNWI will provide Complete Care™ Managed Services to the users and equipment located at the business address provided by the Client and set out in the “Schedule E”.
3. On-site repairs by CNWI, referred to as “Onsite Included” under “Schedule E”, are covered under our Complete Care™ package for Client business locations within a 60-mile radius of our office.
4. Any onsite visits to locations not listed as “Onsite Included” shall be billed to the Client as an additional cost. Such additional costs include but are not limited to, without limitation, travel costs, parking costs, hotel costs, and per-diem expenses of \$100 per day.
5. The Client acknowledges and agrees that they are responsible for paying all applicable Federal, State, and Local taxes not collected by CNWI on their behalf.
6. CNWI reserves the right to bill Client for labor incurred during the recovery of any equipment or data if circumstances surrounding the Client's equipment failure meet the following conditions in whole or in part:
 - a. Environmental events that render hardware unusable.
 - b. Force Majeure events beyond CNWI's reasonable control, including but not limited to acts of God/Nature, government regulation, labor strikes, natural disaster, war, and national emergency.
 - c. Any act or omission on the part of any party other than CNWI.

Complete Care™ Client Responsibilities

7. Complete Care™ Clients will identify to CNWI one individual to be CNWI's single point of contact (SPOC) and another individual to be the secondary contact. The Client represents that these people have the authorization to make decisions on behalf of the Client and may be relied upon by CNWI when providing Managed Services.
8. The Client will encourage employee cooperation with Convergence team members in order to facilitate and improve timely resolution of issues and maintenance. This includes, but is not limited to, returning Service Desk calls promptly and communicating best times for CNWI to remotely access Client's equipment or for performing simple on-site tasks.
 - a. In cases where Clients may be the “first to know” and/or suspect a potential issue, employees should immediately contact their designated support team for assistance
9. In relation to third-party vendors, the Complete Care™ Client will:
 - a. Provide CNWI with a list of any third-party software vendors used by the Client as well as the contact information for their technical support offices.
 - b. Appoint CNWI as a representative of the Client on the Internet account, any warranty accounts, and any other third-party support accounts in order to enable CNWI to work directly with any third-party vendors on behalf of the Client for all Managed Services.
 - c. Accept responsibility for all costs incurred in the process of CNWI contacting third-party support for purposes of consulting, design, or support efforts.
10. The Client will allow deployment and usage of the remote monitoring and management (RMM), antivirus, antimalware and patching tools provided by CNWI as part of our Complete Care™ package.
11. The Client will adhere to CNWI's security recommendations in order to best protect Client equipment, data, and technology.
12. The Client agrees to provide a safe and appropriate workspace for CNWI staff to perform the Managed Services at the Client's site. The Client will also provide CNWI with access to all information, passwords, and facilities requested by CNWI that are necessary in order for CNWI to perform the Managed Services. Access may be denied to CNWI by the Client for any reason at any time; however, if such access is denied, the Client understands and acknowledges that CNWI may be unable to perform its duties adequately and if such a situation should exist, CNWI will have no liability to the Client for same, and such failure to provide access will not negate Client's responsibility to pay CNWI fees owed under the Managed Services agreement.
13. The Client will provide CNWI with a suitable working environment for all equipment and will bear the risk of loss of or damage to any equipment. A suitable environment includes, but is not limited to, the appropriate temperature, static electricity and humidity controls, and properly conditioned electrical supply for each piece of equipment. If equipment was provided to the Client as part of a HaaS or similar rental contract and is lost, stolen, or intentionally misused by the Client, the Client agrees to pay CNWI the remainder of the HaaS and/or rental contract, in full, within 30 days. Client also will reimburse CNWI for the cost of ant lost, stolen or damaged equipment at full replacement value.
14. The Client agrees that changes in the Client's systems, whether requested by the Client or identified by CNWI, may require that additional equipment be purchased by the Client. In connection therewith, the Client agrees to work in good faith with CNWI to effectuate such purchases or changes at Client's sole expense in a timely manner.
 - a. In the event that CNWI is required to purchase any assets, including computer hardware and/or software, in connection with providing the Managed Services, all such assets will remain the sole property of CNWI unless specifically stated otherwise in writing.
15. If CNWI is required to install or replicate any software for Client as part of the Managed Services, the Client acknowledges through execution of the MSA that all such software is required to be properly licensed or owned. The Client's act of providing any software to CNWI shall be deemed the Client's affirmative acknowledgment to CNWI that the Client has a valid license that permits CNWI to perform the Managed Services related thereto. In addition, the Client will solely retain the duty and obligation to monitor the equipment for the installation of unlicensed software. The Client will indemnify and hold harmless CNWI against all damages and expenses suffered by CNWI related to the Client breaching this provision or providing infringing materials to CNWI.

Definitions

16. The following are definitions for Managed Services User terminology:
 - a. User: A User is defined as an individual, employee or contractor, using a primary workstation for daily tasks with the ability to call in for support from the CNWI Service Desk. Users have coverage for their corporate mobile devices (phones, tablets), workstations (laptops, desktops, hybrid tablets) and their services/data provided by either internal server infrastructure or hosted/cloud solutions offered by third parties.
 - b. Deskless User: A Deskless User is defined as an individual, employee or contractor, without a primary workstation with the ability to call in for support from the Service Desk. Deskless Users have coverage for their corporate mobile devices (phones, tablets) and their services/data provided by either internal server infrastructure or hosted/cloud solutions offered by third parties.
 - c. Kiosk User: A Kiosk User is defined as an individual, employee or contractor, that uses a shared workstation with multiple staff for daily tasks with the ability to call in for support from the CNWI Service Desk. Kiosk Users have coverage for their corporate mobile devices (phones, tablets), the shared workstations (laptops, desktops, hybrid tablets) and their services/data provided by either internal server infrastructure or hosted/cloud solutions offered by third parties.

Equipment and Technology Coverage

17. The MSA provides coverage for the specific equipment and technology services utilized by the Client for daily business operations. The MSA does not provide support or coverage for employees' personal, home, or third-party equipment and technology services, including home internet access.
18. Complete Care™ Client equipment coverages include servers, thin clients, desktops, laptops, mobile devices (i.e. smart phones and tablets), and network devices

- (i.e. routers, switches, and firewalls).
19. Equipment that is added as recommended and that is purchased directly from CNWI during the Term of the Services covering such equipment shall automatically be covered under the MSA; including documentation of purchase, manufacturer warranty tracking, and any related licensing agreements.
 20. Equipment that is added as recommended but that is purchased independently by the Client from a third party during the Term of the Services covering such equipment must be evaluated by the Client's vCIO as meeting required specifications in order to be covered under the MSA. Client assumes sole responsibility for proof of purchase, warranty details, and license management.
 21. Complete Care™ Client technology coverages relate to cloud-based services wherein CNWI will support connectivity between employees' devices and their cloud-based provider. For Clients utilizing Microsoft Azure and Microsoft 365 cloud-based technologies CNWI will consider these services covered Client equipment.

Fair Usage, Amendments, and Contract Changes

22. CNWI will annually notify the Client 45 days prior to the expiration of the Schedule A, via phone or in writing, that a review of the number of users in the Client's Complete Care™ plan shall be performed. If user counts increase during any year of the Term or any renewal term, CNWI will adjust the Schedule A pricing accordingly for the following year of the Term or for any renewal period. Additionally, if the number of Client users increases by more than 5% during any year in a Term, CNWI will increase pricing to reflect the then number of Client users with such pricing changes going into effect in the following month of the Term. All renewals of the MSA and any Services provided pursuant to any Schedule shall be priced based on the then current number of users.
 - a. Should the Schedule A be amended, CNWI will send the Client a revised Schedule A in writing fourteen (14) days prior to expiration reflecting the new monthly billing rates, renewal period, and effective date.
 - b. The Client may accept the revised Schedule A by signing and returning the revised Schedule A on or before the Schedule A expiration date, at which time the MSA shall be considered renewed at the new Schedule A proposed billing rates and Services will continue without interruption.
 - c. If either no response is received or Client fails to notify CNWI in writing prior to the effective date for the revised Schedule A that Client is terminating the Complete Care™ plan, CNWI will amend the monthly invoice to reflect the pricing changes and the new Schedule A shall be in effect.
 - d. The addition or subtraction of any services within the MSA will require approval through the signing of a revised MSA by both parties.
23. The Complete Care™ Client is responsible for notifying CNWI of any increases or decreases in devices, sites, or users that may require necessary changes to the Schedules including any applicable pricing changes. Client will notify CNWI during the year if the number of users increases by more than five (5%) percent. All users and sites must be included on the Schedule E for coverages to apply.
24. CNWI will notify the Complete Care™ Client of any repeated actions by users, or an unreliable and problematic device, that continuously and regularly, in the reasonable opinion of CNWI, generates excessive technical support requests hereunder. If no action is taken by the Client to prevent or lessen such technical support requests, CNWI reserves the right to remove the user or device from the Schedule A, notify the Client in writing, and invoice separately for the support time.
25. CNWI also performs periodic reviews of the collective support time usage of Complete Care™ Clients. If Client's usage is deemed excessive in comparison to the average of its Complete Care™ Clients, CNWI reserves the right to request a price adjustment to the Client's Schedule A to reflect the Client's excessive usage. If a mutually agreed upon rate cannot be reached, CNWI may at its own discretion elect to terminate the MSA or continue at the existing rate until expiration.

Hours of Coverage

26. Regular support hours for all CNWI services are outlined in the table below.

Service	Available Hours
NOC Team	Monday through Friday. 8:00 AM to 5:00 PM PST, not including public holidays.
vCIO Team	Monday through Friday. 8:00 AM to 5:00 PM PST, not including public holidays.
Service Team	Fully staffed Service Desk: Monday through Friday. 8:00 AM to 5:00 PM PST, not including public holidays. Outside of normal business hours we provided 24x7x365 work stoppage phone and as required onsite support. Remote/On-site services: As needed outside of normal business hours for work stoppage remediation, pre-scheduled maintenance, or pre-scheduled implementation.

27. CNWI is closed in observation of the holidays listed below. During these holidays work stoppage support shall be available via phone only.
 - New Year's Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Thanksgiving
 - Day After Thanksgiving
 - Christmas Eve
 - Christmas Day

Out of Scope Services

28. Services which are requested by the Client, but which are not included in the Complete Care™ package shall be performed by CNWI at its standard billable rates and invoiced separately to the Client. All terms and conditions of this MSA will apply.

Proprietary Rights

29. The Client acknowledges and agrees that CNWI may use pre-existing proprietary computer software, methodology, techniques, software libraries, tools, algorithms, materials, products, ideas, skills, designs, know-how or other intellectual property owned by CNWI or its licensors, and CNWI may also create additional intellectual property based thereon in the performance of the Complete Care™ Managed Services, hereto collectively referred to as "CNWI IP". The Client agrees that any and all proprietary rights to CNWI IP, (as it (i) existed at the date of signing, or (ii) may be modified or created in the course of the Managed Services, including software code, scripts, patent, copyright, trademark, and trade secret rights, to the extent they are available, are the sole and exclusive property of CNWI, free from any claim or retention of rights thereto on the part of the Client. The Client hereby assigns to CNWI any rights to or any interest in the foregoing that it might claim to have. Client agrees that CNWI is granting Client a revocable, non-assignable, non-transferable license to use such CNWI IP for the express limited purpose of CNWI providing the Services pursuant to this MSA and any Schedules or SOWs.
30. The Client will not copy, use, modify, or distribute any CNWI IP except as expressly written in the MSA or with the express written consent of CNWI, as applicable. The Client will not remove CNWI IP from any deliverables or cause or permit the modification, distribution, reverse engineering, disassembly, or other translation of CNWI IP. The Client will not alter, change or remove from CNWI IP any identification, including copyright and trademark notices, and further agrees to place all such markings on any copies permitted thereof.
31. Warranties for third party products, if any, are provided by the manufacturers thereof and not by CNWI. CNWI's sole obligation is to act on behalf of the Client to assist in the satisfaction of any such warranty.

Miscellaneous

32. **Severability.** If any provision of this MSA or any of the Schedules is held by a court of competent jurisdiction to be invalid, void or unenforceable for any reason, the remaining provisions not so declared will nevertheless continue in full force and effect, but shall be construed in a manner so as to achieve the intent of this MSA and the Schedules as a whole, notwithstanding such unenforceable provision or provisions.
33. **Drafting.** No provision of this MSA or the Schedules shall be construed against any Party merely because that Party or counsel drafted or revised the provision in question. All Parties have been advised and have had an opportunity to consult with legal counsel of their choosing regarding the force and effect of the terms set forth herein. This Agreement shall be deemed to be jointly prepared by the Parties and therefore any ambiguity or uncertainty shall be interpreted accordingly.
34. **Waiver.** No term or provision of this MSA or the Schedules shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. Any consent by any Party to, or waiver of, a breach by the other Party, whether express or implied, will not constitute a consent to, waiver of, or excuse for any different or subsequent breach.
35. **Amendments.** Except as otherwise provided in this MSA or the Schedules, no provision of this MSA or the Schedules may be amended, modified, or waived except by a written agreement signed by both Parties.
36. **Notices.** All notices and other communications required or permitted under this MSA or the Schedules shall be in writing and given by electronic mail, facsimile, personal delivery, or first-class mail, postage prepaid, sent to the addresses set forth herein.
37. **Section Headings.** The section headings contained in this MSA or the Schedules are for convenient reference only, and will not in any way affect the meaning or interpretation of this MSA or the Schedules.
38. **Counterparts/Facsimile Signatures.** This MSA may be executed in one or more counterparts, each of which shall be deemed to be an original, and such counterparts will together constitute one and the same instrument. The signatures to this MSA or any Schedules may be evidenced by facsimile or electronic copies reflecting the Party's signature hereto, and any such facsimile copy shall be sufficient to evidence the signature of such Party as if it were an original signature.
39. **Entire Agreement; Binding Effect.** This MSA, including all Schedules, exhibits and attachments thereto, sets forth the entire agreement and understanding of the Parties hereto in respect of the subject matter contained herein, and supersedes all prior agreements, promises, covenants, arrangements, communications, representations or warranties, whether oral or written, by any officer, partner, employee or representative of any party hereto. This MSA and the Schedules shall be binding upon and will inure only to the benefit of the Parties hereto and their respective successors and assigns. Nothing in this MSA and the Schedules, express or implied, is intended to confer or shall be deemed to confer upon any persons or entities not parties to this MSA and the Schedules, any rights or remedies under or by reason of this MSA and the Schedules.

Complete Care™ Service Level Agreement & Objectives

CNWI utilizes a team-based approach rather than a tiered model of support for our Clients; providing a more positive and expedient experience. As a Complete Care™ Client, you shall be assigned a small team of highly skilled technical staff ready to offer support for your specific company needs. For lower priority issues, Clients can email service requests and CNWI will generate and assign a service ticket routed specifically to your service team. For higher priority or “work stoppage” incidents, the Client’s users will also receive direct dial access to a Service Desk, staffed by members of your assigned service team, for more expedient problem resolution.

CNWI takes support of your business needs seriously. Our goal is to fix the issue correctly the first time for complete Client satisfaction. We work to address requests and resolve issues as quickly as possible. As part of our Complete Care™ program we provide a Service Level Agreement (SLA) time commitment as well as our Service Level Objectives (SLO).

Items	Details	SLA	SLO
RESPONSE TIME FOR CRITICAL SUPPORT INCIDENTS	In the case of a critical work stoppage related event, CNWI will employ a qualified technical resource for remote remediation 24x7x365.	4 Hours	15 Minutes
RESPONSE TIME FOR NORMAL SUPPORT INCIDENTS	A normal support issue impacting a non-critical portion of a user’s job function will receive remote remediation during business hours by a qualified technical resource.	Next Business Day	2 Hours
ONSITE SUPPORT – CRITICAL FAILURE INCIDENTS	CNWI will dispatch a qualified technical resource onsite when critical systems are non-operational, and users cannot work.	4 Hours	1 Hour
ONSITE SUPPORT – WORKSTATION OUTAGE INCIDENTS	CNWI will dispatch a qualified technical resource onsite when a workstation has failed preventing a user from working.	Next Business Day	Same Day
NON-URGENT REQUESTS	Non-Urgent service requests that can be anticipated with proper planning and do not impact the Client or a user’s day-to-day operations shall be scheduled for resolution as needed.	Schedule	Schedule
ROOT CAUSE ANALYSIS & PROBLEM MANAGEMENT	CNWI follows Problem Management protocols for all critical or systemic incidents. Once services are restored, the Client’s Network Administrator is assigned to identify the root cause of the issue to make recommendations to the Client’s vCIO for either remediations or permanent solutions. *Solutions may require additional investments by the Client.	Schedule (Urgency based upon likelihood of reoccurrence)	Schedule (Before issue reoccurs)

Complete Care™ Services Scope

The following is a detailed list of inclusions and exclusions within the scope of CNWI's Complete Care™ Managed Services. As a comprehensive service provider, CNWI can offer the technical expertise needed for most work that exceeds the scope of the Complete Care™ program. In such cases, proposals will be made on a fixed bid or hourly engagement for Client pre-approval in the form of a SOW, which if executed by the parties, shall be hereby incorporated by reference and which shall be controlling. If CNWI is unable to meet the technical qualifications or geographic coverage needed, the Client's vCIO will help to locate a suitable alternate vendor and ensure a favorable transition of support.

Virtual CIO Consult & Design Scope	
Included within Scope	Excluded from Scope
<p>Designated vCIO Technology Advisor An essential component of the Complete Care™ Managed Services is the Virtual Chief Information Officer (vCIO) who will consult with the Client's management personnel, as required, to meet business objectives. The vCIO's role is to establish a trusted partnership leveraging technology to meet the Client's strategic needs and expectations. Acting as a personal strategic technology advisor, the vCIO will meet to:</p> <ul style="list-style-type: none"> • Evaluate potential technology risks and discuss obsolete vs emerging solutions • Identify internal technology "pain points" for staff and administration • Discuss issues that impact the growth and evolution of Client's business technology • Provide executive level education to inform strategic alignment of industry and technology objectives with a 1-year supporting financial plan. • Act as a partner with new vendors for internet services, business applications, or other technology needs <p>Annual Development of a Technology Roadmap The Client's vCIO will:</p> <ul style="list-style-type: none"> • Create an annual roadmap, with budgets, around critical projected technology needs • Work with the Client's leadership to proactively identify business related technology challenges and ensure that CNWI's team stays aligned with the Client's needs. With the participation of the Client, CNWI will track trends and identify emerging technology issues, allowing for planning and proactive resolution before problems arise. • Perform quarterly progress reviews of the strategic roadmap to drive progress and inform necessary adjustments <p>Asset Management Reporting</p> <ul style="list-style-type: none"> • The vCIO will leverage CNWI's recorded network device information to track and report on vendor and warranty management. • CNWI will evaluate Client identified critical vendors for information not recorded by device agents along with contact information. <p>Essential Tools & Additional Reporting</p> <ul style="list-style-type: none"> • Technology Executive Summary • Project Plan • Hardware Warranty Sheet • One Page Annual IT Budget Plan • Automated Monthly Device Health Report • Automated Weekly Open and Resolved Tickets Report • Technology Management Portal 	<p>Items listed below are excluded from the Complete Care™ Managed Services scope:</p> <ul style="list-style-type: none"> • Creation of policies, documentation, job descriptions, and request for proposals (RFP) • Staff training sessions (except Microsoft 365) • Detailed solution analysis and solution architecting beyond CNWI's standard Service Catalog items, proposal or presentations • Completion of software/technology audits (Cyber Insurance, Microsoft SAM) or third-party compliance applications (i.e. PCI, ISO, Protected B, etc.) • Security based technical, administrative, and physical audits, compliance, breach response, e-discovery, forensics, or policies work • Data mining, harvesting, report writing, analytics, or any form of data manipulation • Consulting related to office moves or M&A activity • Vendor contract negotiations or billing reviews and acceptance

Service Desk and Onsite Support Scope

Included within Scope

Incidents, Requests, & Problem Management

- User registration of a service ticket or support request via email, phone, or portal
- User access to the service desk during normal business hours for all issues and after-hours access to on-call staff for critical work stoppage issues
- Creation of service tickets by CNWI staff for each incident, alert, or request
- Virus or malware clean-up on Client owned individual workstations or servers supported under the MSA
- Incident and basic support performed on Microsoft solutions and associated applications. *Excludes data manipulation help.
- First level support for verified critical business applications. *Vendor support contract support or escalation path for applications required.
- First level support for documented internet or wide area network services and associated devices. *Vendor support contract and escalation point required.
- Microsoft Windows and Apple MacOS operating system support, including rebuilds
- Restoration of network devices and servers, including the operating system and applications. *Restoration of server data from Service Cataloged defined backup and/or continuity solutions.
- Secondary level support for soft phones and VoIP solutions in assistance of Client's phone vendor. *Phone vendor must be primary support.
- Secondary level support for security camera systems in assistance of Client's security camera vendor. *Security camera vendor must be primary support.
- Basic staff training and assistance to increase confidence and technical proficiency
- Basic support for iPhone, iPad, or Android based device applications related to approved business applications
- User management requests including adding and removing users for Active Directory, Azure AD, and Microsoft 365
- User requests for creating/disabling email/distribution accounts, conference room calendar creation/removal, and sharing of email accounts between staff or staff's mail applications
- Providing and removing access to network shares
- Printer driver and network integration
- Management and support of security policies, developed by trained security professionals, when utilizing the following technologies; Active Directory, Azure AD, and Microsoft 365 tools.
- Remote installation of business applications on a single workstation not requiring a backup, testing, or quality assurance. Applications must be able to be packaged and installed remotely in a maximum of 15 minutes per install.
- Application and enforcement of domain policies such as password using Active Directory or Azure AD toolset
- DNS management including DNS changes required for systems outside of CNWI's management (i.e. corporate website)

Excluded from Scope

Items listed below are excluded from the Complete Care™ Managed Services scope:

- Data entry, manipulation, or purging
- Manual archiving or cleaning of staff data and email
- Support for personal software or hardware
- Support for home internet, network, or devices (i.e. printer)
- Hardware printer repairs
- Phone systems and associated hardware, including phone handsets
- Data cabling
- Software development, website development, SEO, and management
- After-hours remote support or troubleshooting for non-work stoppage issues.
- Security incidents or data breaches caused by the Client's staff, Client's neglect, or due to refusal to implement CNWI recommended solutions. (i.e. successful user phishing campaigns)
- Management and support of security policies requiring non- Microsoft tools.
- Mass installation or upgrade of an application across the Client's network

Service Team Implementation Scope

Included within Scope

Professional Services Labor

- Replacement of workstations, laptops w/docking station, monitors, and mobile devices for existing staff.
- Upgrades to internal components such as video cards, RAM, or Hard Drive. *For Apple computers, we often recommend an Apple certified service center to prevent voiding warranties
- New or replacement printer, scanners, or multifunction units, including local or network devices
- Installation of the following applications: MS Office Suite, Adobe Writer/Reader, Adobe Creative Suite, Softphone *Applications must be able to be packaged and installed remotely in a maximum of 15 minutes per device.
- Management, renewal, and implementation of SSL Certificates across internal firewalls, portals, and systems under CNWI's management

Excluded from Scope

Items listed below are excluded from the Complete Care™ Managed Services scope:

- Physical office relocations or opening of new locations
- Implementation of NEW Security Technology across the organization
- Implementation of NEW secondary or primary ISP
- Implementation of a NEW server; physical, virtual, or Cloud-based
- Cloud to Cloud migrations or on-premises to cloud migrations
- Implementation of NEW switches, firewalls, access points, or other advanced networking equipment
- Implementation of NEW SSL certificates to existing infrastructure
- Implementation of USED or previously retired items back into the environment unless necessary as a critical and temporary work around to restore services
- Implementation of NEW disks into SAN or Server environment to add capacity
- Implementation of personal software or hardware.
- Implementation of NEW software solutions not specifically outlined within the "Included within Scope" section.

Network Operation Center (NOC) Services Scope	
Included within Scope	Excluded from Scope
<p>Security System Management & Oversight (Firewall, Switch, AP, Anti-Malware)</p> <ul style="list-style-type: none"> • Network management license per covered device to be used for remote access, monitoring, management, and ticket submission • Anti-virus and anti-malware licenses per covered device to be used for Malware & virus protection, removal, and alerting. • Anti-spam software is included per user for Clients with on-premises Exchange only. Clients with Microsoft 365 utilize licenses as part of the associated package. Labor for centralized management is included. • Global email filtering and whitelist management. Per user management portal and user training for self-management is also included. • Enabling and managing VPN account, VPN tunnels and remote access for staff and third-parties as approved by the Client. • Firewall management firmware updates as CNWI deems required. Setting up port forwarding to allow specific traffic into the office. Oversight and centralized Cloud integration for supported devices. • Switch, access point, and router management including VLAN management and network segmentation • Creation of service tickets for each incident, alert, or request with remediation tasks escalated to the Client's service team and assigned to a qualified resource <p>Backup, Continuity, and Disaster Recovery Management & Oversight</p> <ul style="list-style-type: none"> • Setup and monitoring of Service Catalog approved backup solutions daily to ensure completion and effectiveness. Includes monitoring for backup failures and lack of expected success. • Ticketing and escalation of backup failures to Client's service team for investigation and remediation • File level test restoration per Client's request <p>Patch Management</p> <ul style="list-style-type: none"> • CNWI offers Microsoft Windows and Ninite based approved patch management and will establish maintenance windows. *See your vCIO for current proactively patched products. <ul style="list-style-type: none"> ○ Regular patches and less critical security updates are approved and installed by CNWI after a brief internal testing period ○ Patches deemed critical due to security exploits may be installed immediately with limited Client notification as CNWI reserves the right to take a "security first" stance implementing patches outside of approved maintenance windows in such rare cases. ○ If the Client declines a regularly scheduled patch maintenance window, patches will be postponed until the following maintenance window <p>Monitoring Management</p> <p>Patch monitoring, event log, and resource monitoring is conducted during NOC hours.</p> <ul style="list-style-type: none"> • Alerts will be configured on Client servers to monitor uptime, memory and CPU usage, hard drive space, and network connectivity. <p>Alerts and event logs on the servers will be monitored and errors will trigger the NOC to create tickets for investigation and remediation by the Client's assigned service team</p>	<p>Items listed below are excluded from the Complete Care™ Managed Services scope:</p> <p>Security System Management & Oversight (Firewall, Switch, AP, Anti-Malware)</p> <ul style="list-style-type: none"> • Support, management, responsibility, or accountability for tools, technology, or vendors beyond those defined within our MSA and Schedules are excluded. *See your vCIO for the current Service Catalog. • Monitoring, detection & response tools and associated SOC services • Licenses for Office 365 or Microsoft 365 • Tools, hardware, or licenses for email archives or email encryption <p>Backup, Continuity, and Disaster Recovery Management & Oversight</p> <ul style="list-style-type: none"> • Monitoring of backup, continuity, or disaster recovery software that is not part of our Service Catalog. • Tools, hardware, or licenses for backup, continuity and/or disaster recovery solutions <p>Patch Management</p> <ul style="list-style-type: none"> • Expedited installation of non-security or non-critical Microsoft patches outside of CNWI's maintenance windows • Installation of patches for non-Microsoft applications which require manual or onsite service to be completed <p>Monitoring Management</p> <ul style="list-style-type: none"> • Monitoring of systems, devices, or software that is not part of our Service Catalog

Schedule A: Complete Care™ Pricing Addendum

DESCRIPTION	RECURRING	QTY	EXT. REC.
Complete Care User	\$140.00	43	\$6,020.00
Monthly Subtotal:			\$6,020.00

Effective Dates:

July 1, 2022 through June 30, 2023

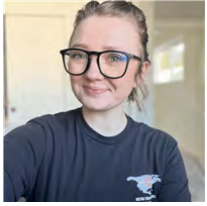
Schedule E: Client Locations

The Client is responsible for informing CNWI of additions and subtractions to site locations intended to be covered under the MSA. CNWI uses this Schedule E to establish if a location is within our onsite geographical radius and is therefore included within our Complete Care™ Managed Services program. Client sites stipulated on the Schedule E as included shall be considered covered under the Complete Care™ program at no charge. All sites not listed, or listed as excluded, on the Schedule E shall be considered remote support only with applicable charges as specifically stated in the MSA.

Schedule E may be updated or revised at any time, by the Client and vCIO, by submitting a written request.

Tech Services Office (former Sanitation office)	14611 SE River Rd, Oak Grove, OR 97267
Wastewater Reclamation Facility	13750 SE Renton Ave, Milwaukie, OR 97222
Admin Office (former Water office)	14496 SE River Rd, Oak Grove, OR 97267

Master Service Agreement



Prepared by:
Convergence Networks

Hannah Mays
(503) 906-1572
hmays@cnwi.net

Prepared for:
Oak Lodge Water Services District

14496 SE River Rd
Oak Grove, OR 97267
Gary Floyd
(503) 353-4204
gary@olwsd.org

Quote Information:
007678

Version: 1
Delivery Date: 05/10/2022
Expiration Date: 06/30/2022

Monthly Expenses Summary

DESCRIPTION	AMOUNT
Schedule A: Complete Care™ Pricing Addendum	\$6,020.00
Monthly Total:	\$6,020.00

I affirm I am an agent of the Client listed below and legally authorized to act on its behalf. By electronically signing below, I agree to honor the Master Service Agreement and associated Schedule Addendums.

Convergence Networks

Signature: *Hannah Mays*
Name: Hannah Mays
Title: Accounting Assistant
Date: 05/10/2022

Oak Lodge Water Services District

Signature: _____
Name: Gary Floyd
Date: _____



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Consideration of Resolution No. 2022-02 Authorizing a Budget Transfer in the Adopted Fiscal Year 2021-22 Budget
Item No. 6
Date May 17, 2022

Summary

A budget transfer is necessary to transfer appropriations within the fiscal year 2021-22 adopted budget and provide for compliance with Oregon Local Budget Law. The budget amendment resolution is proposed to address budget line items that were either under-budgeted or costs have exceeded budget for explainable reasons. Appropriations will only be transferred from contingency, where noted below, within the respective funds to offset additional costs identified.

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

- Redistribute funds within the Fund and Division, with no impact to Contingency.
- Transfer from Contingency for under-budgeted accounts, unanticipated cost increases or unplanned costs.

The following amended line items included in the request are:

Fund	Account	Account Name	Description	Transfer Amount	Source
10.20.	6220	Electricity	Actual costs trending 5% above prior year	1,500	Shift between accounts
10.20.	6340	Distribution system maintenance	Higher inventories, higher costs, supply chain delays	55,000	Contingency
10.20.	6540	Safety supplies	Individual fall protection, safety equipment	6,000	Contingency
10.20.	6710	Purchased Water	32% volume increase over prior year	24,000	Contingency
10-20	6780	Taxes, Fees, Permits	Actual costs trending under budget	(2,000)	Shift between accounts
20.21.	6155	Contracted Services	New NPDES Permit - new effluent test - Tech. Assistance	40,000	Contingency
20.21.	6220	Electricity	Actual costs and volume combined trending 20% above	59,000	Shift between accounts
20.21.	6240	Natural Gas	Actual costs trending under budget	(1,000)	Shift between accounts
20.21.	6250	Solid waste disposal	Land-fill costs - unbudgeted	15,000	Shift between accounts
20.21.	6290	Other Utilities	Actual costs trending under budget	(1,500)	Shift between accounts
20.21.	6342	WRF system maintenance	Capitalized larger maintenance / repairs	(70,000)	Shift between accounts
20.21.	6525	Chemicals	Higher chemical costs - inflation	4,000	Contingency
20.21.	6590	Other supplies	Actual costs trending under budget	(8,000)	Shift between accounts

Background

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

Recommendation

It is recommended the Board approve Resolution No. 2022-02 Amending Fiscal Year 2021-2022 Budget.

Suggested Board Motion

"I move to adopt Resolution No. 2022-02 amending fiscal year 2021-22 Budget."

Attachments

1. Resolution No. 2022-02

OAK LODGE WATER SERVICES DISTRICT

RESOLUTION NO. 2022-02

A RESOLUTION AUTHORIZING A BUDGET TRANSFER IN THE ADOPTED FISCAL YEAR 2021-22 BUDGET.

This matter comes before the Board of Directors of Oak Lodge Water Services District, a special district organized under Oregon Revised Statutes Chapters 450 and 264, regarding a budget transfer in the fiscal year 2021-22 adopted budget.

WHEREAS, the Oak Lodge Water District Board of Directors adopted the 2021-22 budget and made appropriations for the 2021-22 fiscal year; and

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

WHEREAS, budgeted contingency in the District’s Administrative Services, Drinking Water, Wastewater Reclamation, and Wastewater Reclamation 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 contained in 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 District authorizes the following budget transfers and revisions to the FY 2021-22 Adopted Budget as follows:

	Amended Budget- Res. 2021-11	Change	Amended Budget 01/2022
Drinking Water Fund			
Materials & Services	1,593,000	84,500	1,677,500
Contingency	646,000	(84,500)	561,500
Wastewater Reclamation Fund			
Materials & Services-Treatment	1,033,900	37,500	1,071,400
Contingency	758,300	(37,500)	720,800

INTRODUCED AND ADOPTED THIS 17TH DAY OF MAY 2022.

OAK LODGE WATER SERVICES DISTRICT

By _____ By _____
Susan Keil, President Ginny Van Loo, Secretary/Vice President



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Consideration of Resolution No. 2022-03 Adopting the Fiscal Year 2022-2023 Budget
Item No. 7
Date May 17, 2022

Summary

Oregon Revised Statutes (ORS) Chapter 294 requires the District to develop and adopt a budget prior to the end of the current fiscal year. ORS Chapter 294 prescribes the requirements for budget development and adoption including publication and notice requirements.

Background

The Oak Lodge Water Services District Budget Committee met in April to discuss the fiscal year 2022-2023 proposed budget. The Budget Committee unanimously approved the budget as proposed with presented changes on April 28, 2022.

Recommendation

It is recommended the Board approve Resolution No. 2022-03 Adopting the Fiscal Year 2022-2023 Budget.

Suggested Board Motion

"I move to adopt Resolution No. 2022-03 adopting the fiscal year 2022-2023 Approved Budget and making appropriations."

Attachments

1. Resolution No. 2022-03 with Schedule A
2. Approved Budget for Fiscal Year 2022-2023

OAK LODGE WATER SERVICES DISTRICT

RESOLUTION NO. 2022-03

A RESOLUTION ADOPTING THE OAK LODGE WATER SERVICES DISTRICT BUDGET FOR FISCAL YEAR 2022-23 AND MAKING APPROPRIATIONS.

WHEREAS, under the direction of the duly appointed Budget Officer for the Oak Lodge Water Services District (the “District”), a budget for fiscal year 2022-23 was prepared for the District’s annual fiscal year commencing July 1, 2022; and

WHEREAS, the District Budget Committee held public meetings on April 12, 2022, April 26, 2022, and April 28, 2022, whereby the Budget Committee invited public comment, deliberated, and approved the budget; and

WHEREAS, in accordance with Oregon Local Budget Law, the budget and financial summary were properly noticed and published, and the budget is on file and available for public inspection at the District Administration Building located at 14496 SE River Road, Oak Grove, OR 97267 and on the District website; and

WHEREAS, pursuant to ORS 294.456, the District Board of Directors desires to adopt the budget and make appropriations for fiscal year 2022-23 before the close of the current fiscal year to provide for ongoing District operations.

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

Section 1. The budget for the Oak Lodge Water Services District for the fiscal year beginning July 1, 2022 and ending June 30, 2023 as approved by the Budget Committee is hereby adopted in the total amount of \$34,845,361. This budget is currently on file at the District Administration Building and is available online on the District’s website.

Section 2. The amounts set forth in Exhibit A, attached hereto and incorporated herein by this reference, are appropriated for the purposes stated for the fiscal year beginning July 1, 2022.

INTRODUCED AND ADOPTED THIS 17TH DAY OF MAY 2022.

OAK LODGE WATER SERVICES DISTRICT

By _____ By _____
Susan Keil, President Ginny Van Loo, Secretary/Vice President

Schedule A**Administrative Services Fund**

Personal Services	\$	2,228,000	
Material & Services		2,112,403	
Capital Outlay		-	
Special Payments		-	
Contingency		834,112	
Total			\$ 5,174,515

Drinking Water Fund

Personal Services	\$	1,107,000	
Material & Services		1,676,600	
Debt Service		209,062	
Transfers		1,936,000	
Contingency		711,109	
Total			\$ 5,639,771

Wastewater Reclamation

Personal Services	\$	1,857,000	
Material & Services		1,271,750	
Transfers		6,855,000	
Contingency		543,112	
Total			\$ 10,526,862

Watershed Protection

Personal Services	\$	160,000	
Material & Services		243,800	
Debt Service		120,000	
Transfers		1,258,000	
Contingency		306,095	
Total			\$ 2,087,895

Wastewater GO Debt Service

Debt Service	\$	-	
Transfers	\$	-	
Total			\$ -
Reserve For Future	\$	-	

Wastewater Revenue Bond Debt Service

Debt Service	\$	3,434,144	
Total			\$ 3,434,144
Reserve For Future	\$	594,522	

Drinking Water Capital Fund

Capital Outlay	\$	2,839,000	
Contingency		288,000	
Total			\$ 3,127,000
Reserve For Future	\$	1,842,900	

Wastewater Reclamation Capital Fund

Capital Outlay	\$	4,023,340	
Contingency		481,834	
Total			\$ 4,505,174
Reserve For Future	\$	1,030,934	

Watershed Protection Capital Fund

Capital Outlay	\$	300,000	
Contingency		50,000	
Total			\$ 350,000
Reserve For Future	\$	2,083,058	

Total Appropriations (All Funds) **\$ 34,845,361**

Total Unappropriated and Reserve Amounts (All Funds) **\$ 5,551,414**

Total Adopted Budget **\$ 40,396,775**



Approved Budget

2022-2023

OAK LODGE
WATER SERVICES

14496 SE River Road, Oak Grove, Oregon 97267
(503) 654-7765
@OakLodgeWater
oaklodgewaterservices.org



About the District

The Oak Lodge Water Services District (District) is committed to creating a clean water environment and a healthy community. The District provides reliable drinking water, sanitary sewer, and watershed protection services to nearly 29,000 people in Oak Grove, Jennings Lodge, and portions of Milwaukie and Gladstone.

Drinking Water Services

The District provides customers safe, reliable drinking water from the Clackamas River. Customer rates fund essential services, including purchasing clean water and maintaining daily operations, and investments in infrastructure.

Sanitary Sewer Services

The District collects wastewater from homes and businesses so the water can be cleaned and safely returned to the Willamette River. Customer rates fund essential services, including wastewater treatment, maintaining daily operation, and investments in treatment plant and infrastructure.

Watershed Protection Services

The District helps protect the environment by monitoring water quality in local waterways and helping to keep the Clackamas County-owned stormwater system clean. Customer rates fund watershed protection activities necessary to comply with state and federal water quality permit requirements.

Water Reclamation Facility (WRF)

The Oak Lodge Water Reclamation Facility (WRF) was upgraded approximately ten years ago (2012) and is located at 13750 SE Renton Ave. in Oak Grove, Oregon. The facility cleans an average of 2.8 million gallons of wastewater per day, removing over 96% of pollutants. The WRF and 5 lift stations are strategically located across the District's service area. They operate 24/7 to collect and treat wastewater before returning it to the Willamette River. Routine maintenance on this critical piece of infrastructure is vital to providing an essential service and protecting the health of nearly 29,000 people in the community. Operations staff are committed to producing treated water that exceeds the parameters set by state and federal guidelines.



**FY 2022-2023
APPROVED BUDGET**

BUDGET COMMITTEE

APPOINTED OFFICIALS

Amanda Gresen, Position 2

Robert Weber, Vice-Chair/Secretary

Ron Weigel, Committee Member

Jim Martin, Committee Member

Mark Elliott, Committee Member

ELECTED BOARD OF DIRECTORS

Susan Keil, President

Ginny Van Loo, Vice President/Secretary

Paul Gornick, Treasurer

Kevin Williams, Director

Heidi Bullock, Director

BUDGET OFFICER

Gail Stevens, Finance Director



**FY 2022-23
APPROVED BUDGET**

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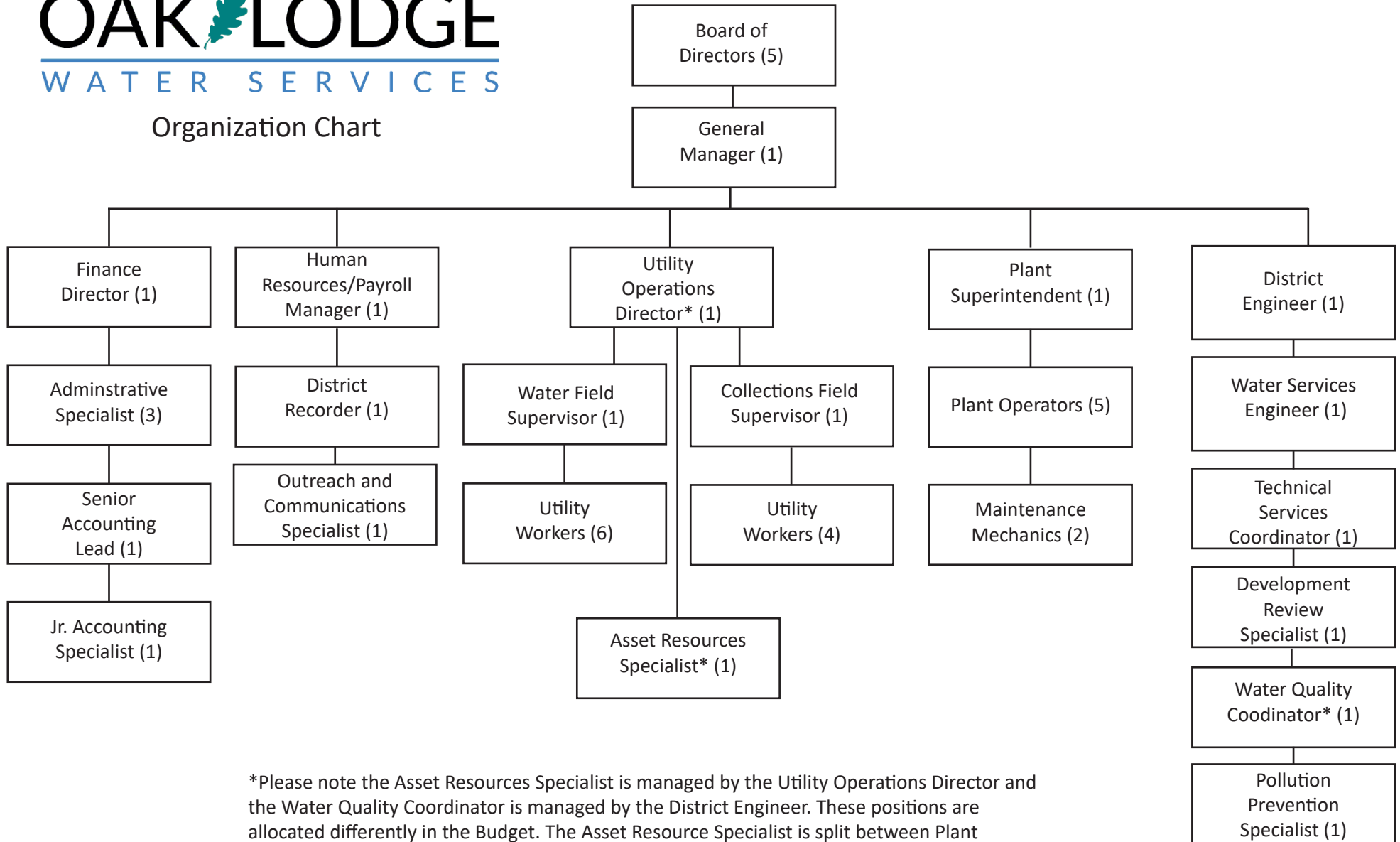
FY 2022-2023 BUDGET CALENDAR

Tuesday, April 12, 2022	Budget Committee Meeting
Thursday, April 26, 2022	Budget Committee Meeting
Thursday, April 28, 2022	Budget Committee Meeting
Tuesday, May 17, 2022	Board of Directors Meeting

To mitigate the spread of COVID-19, all meetings will be held remotely beginning at 6:00 p.m. unless otherwise stated.



Organization Chart



*Please note the Asset Resources Specialist is managed by the Utility Operations Director and the Water Quality Coordinator is managed by the District Engineer. These positions are allocated differently in the Budget. The Asset Resource Specialist is split between Plant Operations (30%), Collections (30%), Drinking Water (30%), and Watershed Protection (10%) as this position tracks all the District's assets. The Water Quality Coordinator is budgeted 100% to Watershed Protection. The Utility Operations Director is split between Drinking Water (50%) and Collections (50%).



BUDGET MESSAGE

Members of the Oak Lodge Water Services (OLWS) Budget Committee we are pleased to present the Oak Lodge Water Services Fiscal Year (FY) 2022-23 Approved Budget.

STATE OF OLWS

OLWS provides a high level of service to customers in the form of water quality, reliable wastewater collection and treatment, watershed protection, and exceptional customer service. While faced with the continued reality of COVID-19, OLWS continues to meet the needs of customers and protect OLWS team members. OLWS delivers services day in, day out meeting OLWS Commitments:

Our Commitments

-  Protect public health
-  Provide excellent customer service
-  Make smart investments and keep rates affordable
-  Keep our streams and rivers clean

There are four main areas of focus throughout OLWS work which are reflected in the FY 2022-23 Approved Budget:

1. Planning for the future
2. Building resilience
3. Security
4. Financial stewardship

Planning for the Future

The infrastructure, owned by customers, is used to deliver all of the OLWS services. Information about the condition of those assets and preferred maintenance and replacement is essential information which enables planning of future work and financial forecasting. This information is essential to building Master Plans for each service area. The Master Plans aid in prioritizing of work and identify areas where capital investments are needed to ensure the OLWS infrastructure continues to work. They can also aid in identifying potential regulatory changes for OLWS. It is anticipated the new permit from the Department of Environmental Quality for the Water Reclamation Facility will be in place prior to July 2022. It has a number of significant budgetary implication in the years ahead for OLWS both for infrastructure and operations. There are implications for rates and which will require thoughtful Budget Committee input as to the best options for all of our customers.

Resilience

The Water Systems Master Plan and the current work on the Wastewater Systems Master Plan assists with the identification of projects which build on past infrastructure investments to increase resiliency. One such example is the intertie projects for water with the City of Milwaukie and Clackamas River Water which would be used should an earthquake occur, or some other harm to the Clackamas River. Resiliency for our customers is also increased through the Intergovernmental relationships OLWS has with other partners in the region (e.g. for additional trucks, or pumping equipment) and through emergency management planning and exercises. Financial resiliency is also an important part of consideration for the Board and the Budget Committee. The inflationary cost increases and delays currently being experienced in OLWS supply chains have been anticipated and planned for in the Approved Budget. However, new ones may arise. Part of a resilient strategy will be the need to have a greater stock of supplies on hand. One example OLWS has dealt with this past year is a six-month delay in water meter orders, which OLWS has over 8,500 water meters currently in service.

Security

This has become an increased area of focus over the past year from examining how best to protect OLWS current physical assets, to cyber security planning to protect data and physical assets, to a variety of projects on the water and wastewater Supervisory Control and Data Acquisition (SCADA) systems which allow OLWS to quickly respond to alarms on OLWS infrastructure to fix issues to either prevent emergencies or enable OLWS to get through the emergency.

Financial Stewardship

The areas of focus continue to be:

- Compliance – funding of required regulatory capital projects.

- Asset Management – for all the three service areas continuing to use good asset management to inform the OLWS Capital Maintenance Program which enables financial planning to occur.
- Grants – it is anticipated more Federal Grants will be available starting FY 2022-23. It is uncertain as to the precise blend of loans and grant packets that will be available to OLWS.
- Non-Revenue Water – identifying and fixing places in our water system where the full revenue from water is not being recovered, for example, leaks of water from a pipe, or a water meter not measuring correctly.

OLWS needs to be positioned to address the capital challenges head on in the coming years.

OLWS would not have been able to continue to deliver services without the flexibility and creativity of each one of the OLWS team members and the historical investments made to strengthen the resiliency of the utility infrastructure owned by OLWS customers. It is this pattern of thoughtful, comprehensive planning and prudent investment by the Budget Committee and the Board which will position OLWS in good stead for a future of continued reliable service delivery as desired and expected by customers.

THE FY 2022-23 BUDGET

The FY 2022-23 Budget reflects the current policy direction of OLWS' Board of Directors. That direction is to provide high-quality, reliable service at a reasonable cost of service to customers. The Budget reflects a continued level of service in the coming fiscal year without significant changes in operational expenditures.

Capital plans and initiatives for OLWS drive spending in each of the next few years (see the Capital Improvement Plan section of the Budget) as OLWS continues to address the needs of an aging Wastewater Reclamation Facility and aging wastewater collections and drinking water distribution infrastructure. Moreover, changes by the Department of Environmental Quality in the National Pollutant Discharge Elimination System (NPDES) permit for the Wastewater Reclamation Facility will require significant additional infrastructure investments such as Tertiary Filtration and Sanitary Trunk Line Capacity Improvements.

Personnel services and materials and services costs are experiencing modest increases due to the inflationary pressure on supply chain and cost-of-living adjustment (COLA) increases approved as part of the current collective bargaining agreement.

The Budget is a comprehensive document containing detailed revenues and expenditures for all funds operated by OLWS. The operating and capital budgets contained within this document have been prepared in accordance with Oregon Local Budget Law, per Oregon Revised Statutes (ORS) 294.305 to 294.565, the State Rules for (ORS) Chapter 264 Water Districts, (ORS) Chapter 450 Sanitary Districts, and (ORS) Chapter 198 Special Districts. The Budget requires the input of the OLWS Budget Committee to examine different options for funding required capital projects – particularly in the wastewater area.

SUMMARY OVERVIEW

The following summary highlights specific items contained in the 2022-23 budget, and estimated effects on rates.

Financial Policies

OLWS' suite of financial policies approved by the Board have been applied to the 2022-23 budget. OLWS places emphasis on maintenance of appropriate fund balances in operating funds (Administrative Services, Drinking Water, Wastewater, and Watershed Protection Funds). Over the prior two budgets, OLWS utilized existing fund balances to stabilize utility rates. While operating funds have budgeted contingencies for unexpected and unknown items, as well as transfers to cover debt service, and to capital funds for current and future construction, major maintenance, or replacement of infrastructure, the remaining fund balances need to be maintained. While OLWS does not budget for full cost recovery related to depreciation of OLWS assets, the Budget has provided for consideration of vehicles and equipment replacement in future years.

When considering the overall resources of OLWS, fund balances and reserves combine to provide one leg of a three-legged approach, with the other two legs being rates and financing. When managed together, they provide a stable strategy for operations and the acquisition and replacement of capital assets. The financing leg is represented in Debt Service payments and any potential new financing is not included until these funds are available to OLWS.

Personnel Services Estimates

OLWS completed negotiations with the AFSCME bargaining unit last fiscal year representing the administrative and operations team members and a three-year contract began July 1, 2020. This bargaining agreement bases the annual COLA in an amount equal to the percentage change in the US Consumer Price Index, CPI-W: All Urban Consumers, West – Size Class A, which is 6.5% this year. However, there is a maximum COLA increase of 3.5% included in the agreement. Therefore, this budget reflects this capped percentage.

The rates identified in this budget for the Public Employees Retirement System (PERS) continue to be positively impacted by past Side Account Contributions to reduce OLWS' Unfunded PERS Liability. During the 2019-20, 2020-21, and 2021-22 fiscal years OLWS made a lump sum contribution of \$300,000, \$552,000, and \$550,000 respectively to "buy down" unfunded actuarial liability. Due to higher funding needs for required capital projects, the FY 2022-23 Budget does not include any new contribution to PERS for the same purpose. Continued contributions will resume in future budgets as this is a key strategy and is in the best financial interest of OLWS over the long run.

Capital Planning

The capital plan for FY 2022-23 budget is heavily impacted by changes to OLWS' NPDES permit for OLWS' Wastewater Reclamation Facility and capacity issues within wastewater infrastructure. In addition, as in the prior fiscal years, a long-term capital plan for each of the water, wastewater, and watershed protection utilities are included. The Water System Master Plan was completed in the fall of 2020 and has provided for the anticipated level of capital necessary to meet that plan's requirements. OLWS began work on the Sanitary System Master Plan in the 2020-21 fiscal year. That work will update capital plans in the wastewater collections system and plant and is anticipated to be completed by December 31, 2022. The FY 2022-23 Budget includes funding for capital projects related to projects identified in the Water System Master Plan, the wastewater collections system and treatment plant, pending completion of master planning, and for watershed protection infrastructure. Details of these projects can be found in the Capital Improvement Plan section of this Budget.

Capital expenditures are made from the capital funds. Resources to the capital funds are in the form of transfers from the respective operating funds (i.e. Drinking Water Fund to Water Capital Fund). Transfers are in turn funded through rates. Looking forward in the capital plans of the OLWS, there may be opportunities to employ other financing strategies in the form of debt financing or partnerships with other governmental entities to accomplish specific capital projects.

BUDGET ASSUMPTIONS

The FY 2022-23 Budget incorporates the following assumptions:

Revenue Assumptions

- Increase in rates for Water, and Wastewater.
- No increase in Watershed utilities.
- Maintained conservative base units for revenue forecasting.
- Non-payment of bills by customers at 2% (based on history).

Expenditure Assumptions

- Medical and Dental estimates an increase in rates of 10.0%.
- PERS employer contribution rate for FY 2022-23 remains the same as in the prior fiscal year, which is lower than anticipated due to prior contributions to PERS Side Accounts.
- Step increases for eligible employees.
- Current year's 3.5% cost of living (COLA) adjustment.

Overall Strategies for the 2022-23 Budget and Beyond

- Project, plan and re-prioritize capital needs while ensuring compliance with federal and state permit requirements.
- Manage rates for each utility independently to limit funding needs while operating and maintaining each system.
- Continue to maintain prudent fund balances and reserves to provide a stable financial structure for available funding opportunities.
- Complete master plan for wastewater reclamation facility and infrastructure.

CONCLUDING THOUGHTS

At the beginning of COVID no one had an idea how long it would last. The OLWS team continued to consistently deliver services throughout this time. It was unknown what difficulties would be faced by customers and the Emergency Customer Assistance Program (ECAP) was put into place in FY 2020-21 with the only rate increase of 0.5% going towards it. The residual funds from ECAP were carried over into FY 2021-22 and no additional rate increases for FY 2021-22 were made. Two years later customers are paying at 99% level and delinquent accounts have been decreased by 20%. Supply chain issues are impacting OLWS in three ways: the length of time needed to receive key supplies, the costs of those supplies and the amount of prudent inventory needing to be kept on hand.

OLWS continues the focus on long-range planning and building a strong asset management program for all the infrastructure and equipment needed to deliver services. Looking forward, it is anticipated OLWS will have new permits from the Oregon Department of Environmental Quality (DEQ). An updated National Pollutant Discharge Elimination System (NPDES) permit for the Water Reclamation Facility will mean renewed land application of biosolids and an updated Municipal Separate Storm Sewer System (MS4) permit which will bring with it new standards for water quality and testing protocols. These permits will bring added costs and they will also improve the quality of our natural resources and in turn improve the quality of our community's quality of life. In addition, the 30-year Wastewater System Master Plan will be completed by December 2022.

The information from the 2020 Water Master Plan and the in-production Wastewater System Master Plan, as well as the certainty around the new requirements from DEQ enable OLWS to better plan and anticipate the infrastructure projects and costs required to continue to best serve customers. This future planning is essential to managing and stabilizing rates, and potential borrowings and grants necessary to provide the necessary resources at the time needed.

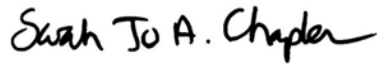
OLWS services are delivered 24 hours a day. OLWS strives to do this with an emphasis on cost-effective operations balancing both the short- and long-term maintenance, replacement, resiliency, and expansion needs of the utility infrastructure owned by all OLWS' customers.

ACKNOWLEDGEMENTS

This budget was developed by the OLWS Leadership Team with assistance from OLWS staff. The members of the Leadership team come from various backgrounds and perspectives to represent the interests of OLWS. We want to acknowledge their hard-work, efforts, and engagement and extend OLWS' appreciation. We also want to thank the Budget Committee and the Board for all their hard work to ensure the OLWS budget addresses what is needed for service delivery to customers now and into the future.

OLWS needs to be able to consistently deliver services which are key to our customers' health and work, every day without any interruption. Our customers depend upon us. Like other local governments, OLWS will need to continue to be nimble, able to respond to changes resulting from the pandemic for our customers, or other emergencies, or changing requirements from State or Federal regulators.

We hereby respectfully submit the OLWS Approved Budget for FY 2022-23.



Sarah Jo Chaplen
General Manager



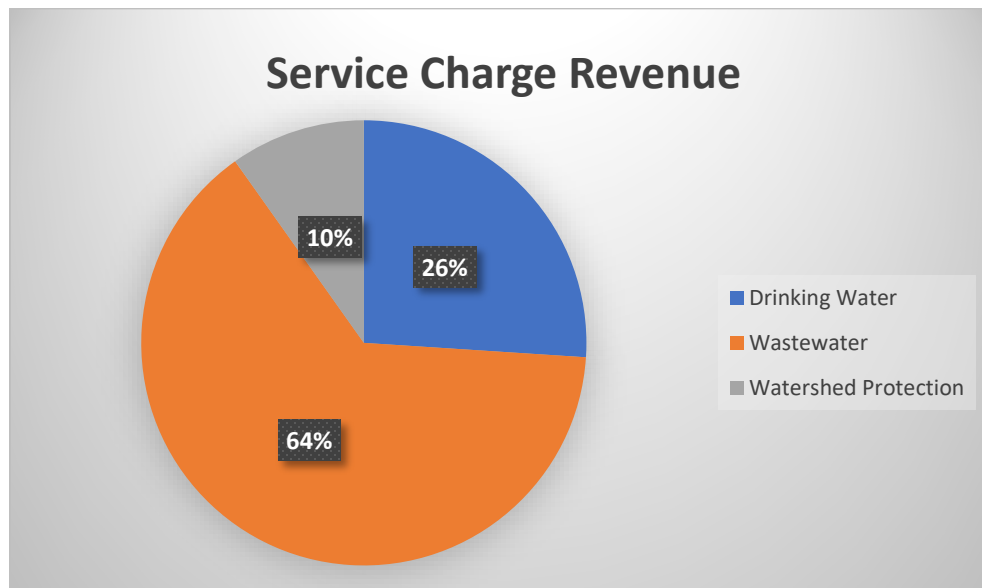
Gail Stevens
Finance Director and Budget Officer

SUMMARY BUDGET HIGHLIGHTS

The FY 2022-23 budget for the OLWS totals \$40.4 million (total resources and total uses) and can be summarized as follows: \$5.2 million for Administrative Services, \$5.6 million for Drinking Water, \$10.5 million for Wastewater, \$2.1 million for Watershed Protection, \$4.0 million for Debt Service, and \$13.0 million in capital.

Resources

Service charges revenue is the primary resource to each of the operating funds. Service charges combine with interest income, system development charges (SDC), other miscellaneous revenues, and beginning fund balance in each of the funds to comprise total resources. Revenue from service charges across the operating funds (Drinking Water Fund, Wastewater Reclamation Fund and Watershed Protection Fund) is illustrated in the chart below:



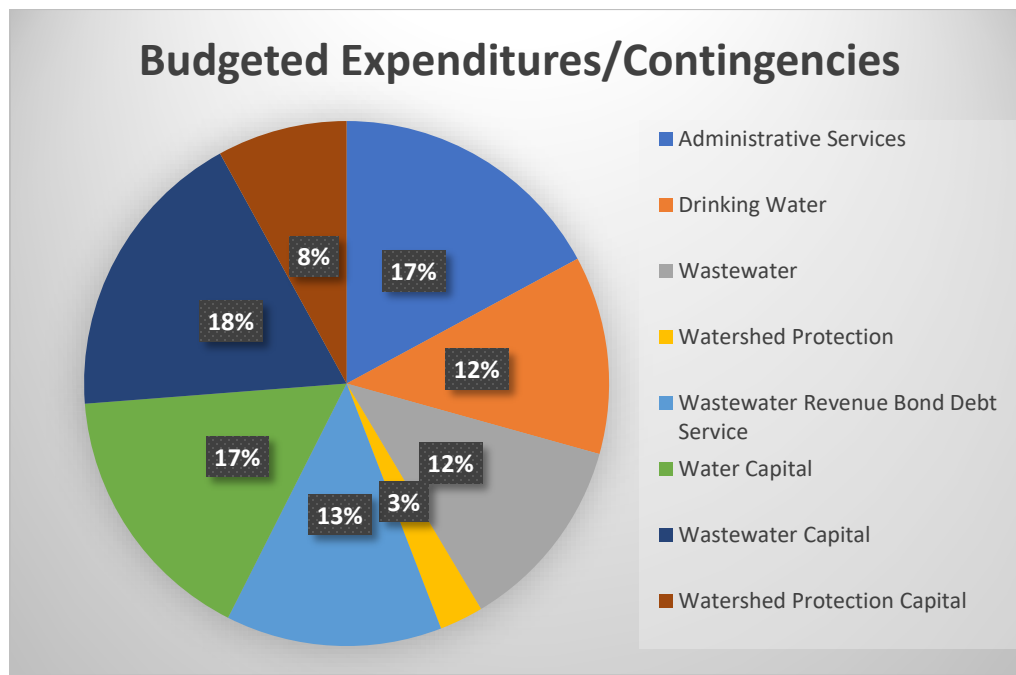
Resources within each fund support the operations and capital requirements associated with each utility's respective functions. Personnel services and materials and services are accounted for within each operating fund. Support services, debt requirements, and capital costs are budgeted and recorded in separate funds to which each operating fund makes transfers.

Fees are set in June each year with a July 1 effective date. Fees are set based on estimated requirements for each fund as a whole and in consideration of future operations and capital plans as projected.

Uses

Operating expenditures are budgeted by division within the Administrative Services Fund, and by category within each of the other funds. Personnel services and capital make up the majority of budgeted expenditures of OLWS for FY 2022-23. Personnel services comprise 17.6% of OLWS' budgeted expenditures (excluding transfers) and capital spending makes up another 23.6%. The remaining budgeted requirements of OLWS include materials and services at 17.5%, debt service at 12.4%, and contingencies and reserves at 28.9%.

The chart below illustrates total expenditures (excluding transfers) by fund. Transfers among funds are excluded so as not to distort actual expenditures to parties outside of OLWS.



Personnel Services

OLWS budget includes 38 full-time regular (FTE) positions. Benefit costs reflect increases in health insurance and quoted rates from providers. Employee insurance rates, which includes medical, dental, life, short-term disability, and long-term disability reflect a 10.0% increase.

PERS contributions are the other largest component of employee benefits. PERS rates on a biennial basis, and the scheduled rates for FY 2021-22 and 2022-23 were set at 23.18% for Tier 1 and 2 members, and 19.21% for OPSRP members. OLWS has contributed \$300,000 in FY 2019-20, \$552,000 in FY 2020-21, and \$550,000 in FY 2022-23. These contributions have resulted in rates of 21.89% for Tier 1 and 2 members, and 17.92% for OPSRP members. Currently, 11% of OLWS payroll is Tier 1 and 2, and 89% is OPSRP.

Materials and Services

This category represents operational expenditures for goods and services supporting OLWS. Legal, audit and accounting, and other contractual services are budgeted within this category, as are utilities, repairs and maintenance, and supplies. The increases budgeted for FY 2022-23 result primarily from stepping up maintenance efforts related to the water and wastewater systems and anticipated inflationary increases in utilities, goods and services costs from vendors.

Capital Expenditures

A consistent and thoughtful approach to asset management, major maintenance, and replacement allows OLWS to proactively plan and project significant cost items, and plan resources to avoid volatile rate impacts to our customers. Maintenance of capital reserves is one component of OLWS' strategies for funding capital needs: the others being rates and debt financing. Separate capital funds are established to account for capital expenditures and ensure funding for future needs. Transfers from the operating fund provides resources to the capital funds and is complemented by interest earnings.

The 2022-23 budget provides for capital spending in the Drinking Water Capital Fund of \$2.8 million, the Wastewater Reclamation Capital Fund of \$4.0 million, and the Watershed Protection Capital Fund of \$300 thousand. Each of the capital funds budgets for contingency to allow for flexibility in management of planned projects, funding for future year capital plans, and consideration for future replacement of equipment and vehicles.

**OAK LODGE WATER SERVICES DISTRICT
RESOURCES SUMMARY – BY PROGRAM
FY 2022-23**

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Fund	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Administrative Services						
\$ -	\$ 598,701	\$ 978,000	Fund Balance	\$ 1,168,115	\$ 1,168,115	\$ -
30,199	34,473	61,400	Other revenue	70,400	70,400	-
1,444,000	1,908,000	1,500,000	Transfer In - Fund 10	1,008,000	1,008,000	-
2,028,000	2,026,000	1,899,000	Transfer In - Fund 20	1,920,000	1,920,000	-
1,029,000	635,000	1,008,000	Transfer In - Fund 30	1,008,000	1,008,000	-
\$ 4,531,199	\$ 5,202,174	\$ 5,446,400	Total	\$ 5,174,515	\$ 5,174,515	\$ -
Drinking Water						
\$ 2,430,387	\$ 1,504,202	\$ 1,086,000	Fund Balance	\$ 1,015,771	\$ 1,015,771	\$ -
3,945,069	4,093,022	4,120,000	Water Sales	4,223,000	4,351,000	-
412,360	346,821	-	SDCs	-	-	-
386,228	340,468	292,000	Leases & Other	273,000	273,000	-
\$ 7,174,043	\$ 6,284,513	\$ 5,498,000	Total	\$ 5,511,771	\$ 5,639,771	\$ -
Wastewater Reclamation						
\$ 1,315,555	\$ 1,807,252	\$ 834,900	Fund Balance	\$ 1,207,862	\$ 1,207,862	\$ -
8,199,915	8,273,657	8,459,000	Wastewater Charges	10,407,000	9,199,000	-
592,263	315,065	125,000	SDCs	100,000	100,000	-
60,281	30,535	40,000	Other revenue	20,000	20,000	-
-	-	623,800	Transfer In - Fund 40	-	-	-
\$ 10,168,013	\$ 10,426,509	\$ 10,082,700	Total	\$ 11,734,862	\$ 10,526,862	\$ -
Watershed Protection						
\$ 465,068	\$ 436,466	\$ 659,000	Fund Balance	\$ 467,895	\$ 467,895	\$ -
1,554,434	1,550,780	1,566,000	Watershed Charges	1,592,000	1,592,000	-
54,053	50,246	29,000	Other Revenue	28,000	28,000	-
\$ 2,073,555	\$ 2,037,491	\$ 2,254,000	Total	\$ 2,087,895	\$ 2,087,895	\$ -
Wastewater GO Debt Service						
\$ 660,960	\$ 333,919	\$ 623,800	Fund Balance	\$ -	\$ -	\$ -
15,006	3,560	-	Interest Revenue	-	-	-
117,300	112,385	-	Interest Subsidy	-	-	-
1,350,500	812,000	-	Transfers In	-	-	-
\$ 2,143,766	\$ 1,261,864	\$ 623,800	Total	\$ -	\$ -	\$ -
Wastewater Revenue Bond Debt Service						
\$ 1,374,167	\$ 678,563	\$ 587,000	Fund Balance	\$ 592,666	\$ 592,666	\$ -
16,738	5,372	6,000	Interest Revenue	1,000	1,000	-
1,100,000	2,871,000	3,412,000	Transfers In	3,435,000	3,435,000	-
\$ 2,490,905	\$ 3,554,935	\$ 4,005,000	Total	\$ 4,028,666	\$ 4,028,666	\$ -
Water Capital						
\$ 3,236,048	\$ 4,229,832	\$ 4,135,000	Fund Balance	\$ 3,911,900	\$ 3,911,900	\$ -
-	-	200,000	SDCs	-	100,000	-
94,115	34,264	40,000	Other	-	30,000	-
1,675,000	500,000	500,000	Transfers In	800,000	928,000	-
\$ 5,005,163	\$ 4,764,096	\$ 4,875,000	Total	\$ 4,711,900	\$ 4,969,900	\$ -
Wastewater Capital						
\$ 4,220,098	\$ 5,252,624	\$ 4,535,000	Fund Balance	\$ 4,006,108	\$ 4,006,108	\$ -
444,672	41,565	50,000	Other Revenue	30,000	30,000	-
1,300,000	1,000,000	1,000,000	Transfers In	2,500,000	1,500,000	-
\$ 5,964,770	\$ 6,294,189	\$ 5,585,000	Total	\$ 6,536,108	\$ 5,536,108	\$ -
Watershed Protection Capital						
\$ 1,816,320	\$ 1,177,315	\$ 1,687,000	Fund Balance	\$ 2,173,058	\$ 2,173,058	\$ -
36,387	11,248	15,000	Other Revenue	10,000	10,000	-
430,000	500,000	480,000	Transfers In	250,000	250,000	-
\$ 2,282,707	\$ 1,688,563	\$ 2,182,000	Total	\$ 2,433,058	\$ 2,433,058	\$ -
\$ 41,834,121	\$ 41,514,334	\$ 40,551,900	TOTAL RESOURCES	\$ 42,218,775	\$ 40,396,775	\$ -

**OAK LODGE WATER SERVICES DISTRICT
REQUIREMENTS SUMMARY – BY PROGRAM
FY 2022-23**

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Fund	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
			Administrative Services			
\$ 1,764,417	\$ 1,786,109	\$ 2,151,000	Personnel Services	\$ 2,228,000	\$ 2,228,000	\$ -
1,868,080	1,460,167	2,164,000	Materials & Services	2,112,403	2,112,403	-
300,000	552,000	550,000	Special Payments	-	-	-
-	-	581,400	Contingency	834,112	834,112	-
598,702	1,403,898	-	Unappropriated fund balance	-	-	-
\$ 4,531,199	\$ 5,202,174	\$ 5,446,400	Total	\$ 5,174,515	\$ 5,174,515	\$ -
			Drinking Water			
\$ 920,587	\$ 929,500	\$ 1,050,000	Personnel Services	\$ 1,107,000	\$ 1,107,000	\$ -
1,420,733	1,444,659	1,593,000	Materials & Services	1,676,600	1,676,600	-
209,522	209,801	209,000	Debt Service	209,063	209,063	-
3,119,000	2,408,000	2,000,000	Transfers	1,808,000	1,936,000	-
-	-	646,000	Contingency	711,108	711,108	-
1,504,201	1,292,554	-	Unappropriated fund balance	-	-	-
\$ 7,174,043	\$ 6,284,513	\$ 5,498,000	Total	\$ 5,511,771	\$ 5,639,771	\$ -
			Wastewater			
\$ 1,699,353	\$ 1,748,346	\$ 1,869,000	Personnel Services	\$ 1,857,000	\$ 1,857,000	\$ -
882,908	913,493	1,144,400	Materials & Services	1,271,750	1,271,750	-
5,778,500	6,709,000	6,311,000	Transfers	7,855,000	6,855,000	-
-	-	758,300	Contingency	751,112	543,112	-
1,807,252	1,055,670	-	Unappropriated fund balance	-	-	-
\$ 10,168,013	\$ 10,426,509	\$ 10,082,700	Total	\$ 11,734,862	\$ 10,526,862	\$ -
			Watershed Protection			
\$ 46,095	\$ 110,566	\$ 153,000	Personnel Services	\$ 160,000	\$ 160,000	\$ -
25,070	50,209	299,100	Materials & Services	243,800	243,800	-
62,558	62,558	64,000	Debt Service	120,000	120,000	-
1,459,000	1,135,000	1,488,000	Transfers	1,258,000	1,258,000	-
-	-	249,900	Contingency	306,095	306,095	-
480,832	679,158	-	Unappropriated fund balance	-	-	-
\$ 2,073,555	\$ 2,037,491	\$ 2,254,000	Total	\$ 2,087,895	\$ 2,087,895	\$ -
			Wastewater GO Debt Service			
\$ 1,809,847	\$ 638,100	\$ -	Debt Service	\$ -	\$ -	\$ -
-	-	623,800	Transfers	-	-	-
333,919	623,764	-	Reserve for future expenditure	-	-	-
\$ 2,143,766	\$ 1,261,864	\$ 623,800	Total	\$ -	\$ -	\$ -
			Wastewater Revenue Bond Debt Service			
\$ 1,812,342	\$ 2,963,464	\$ 3,411,805	Debt Service	\$ 3,434,144	\$ 3,434,144	\$ -
678,563	591,471	593,195	Reserve for future expenditure	594,522	594,522	-
\$ 2,490,905	\$ 3,554,935	\$ 4,005,000	Total	\$ 4,028,666	\$ 4,028,666	\$ -
			Water Capital			
\$ 775,331	\$ 351,049	\$ 1,985,000	Capital Outlay	\$ 2,879,000	\$ 2,839,000	\$ -
-	-	2,890,000	Contingency	288,000	288,000	-
4,229,832	4,413,047	-	Reserve for future expenditure	1,544,900	1,842,900	-
\$ 5,005,163	\$ 4,764,096	\$ 4,875,000	Total	\$ 4,711,900	\$ 4,969,900	\$ -
			Wastewater Capital			
\$ 712,146	\$ 1,378,117	\$ 2,510,000	Capital Outlay	\$ 4,818,340	\$ 4,023,340	\$ -
-	-	3,075,000	Contingency	481,834	481,834	-
5,252,624	4,916,072	-	Reserve for future expenditure	1,235,934	1,030,934	-
\$ 5,964,770	\$ 6,294,189	\$ 5,585,000	Total	\$ 6,536,108	\$ 5,536,108	\$ -
			Watershed Protection Capital			
\$ 1,105,392	\$ 5,299	\$ 300,000	Capital Outlay	\$ 300,000	\$ 300,000	\$ -
-	-	1,882,000	Contingency	50,000	50,000	-
1,177,315	1,683,264	-	Reserve for future expenditure	2,083,058	2,083,058	-
\$ 2,282,707	\$ 1,688,563	\$ 2,182,000	Total	\$ 2,433,058	\$ 2,433,058	\$ -
\$ 41,834,121	\$ 41,514,334	\$ 40,551,900	TOTAL REQUIREMENTS	\$ 42,218,775	\$ 40,396,775	\$ -

**Administrative Services Fund
Fund 05**

Purpose: The Administrative Services Fund centralizes the accounting and reporting for support services within OLWS – General Administration and Finance, Human Resources, Technical Services, and Vehicle Maintenance. Each of these support services are funded through transfers from OLWS’ operating funds on a predetermined basis of allocation.

Goals: The goal of the Administrative Services Fund is to provide an efficient and fair means to capture and allocate support services costs

Full Time Employees (FTE): 15

Major Funding Source(s): Operating transfers from the Drinking Water, Wastewater Reclamation, and Watershed Protection Funds.

The following provides a brief description of support services accounted for in the Administrative Services Fund.

Administration & Finance – Division 01

The Administration & Finance Division accounts for activities related to OLWS’ general administration, finance, and management. There are seven (7) full time employees within the Division comprised of the General Manager, Finance Director, Sr. Accounting Lead, Jr. Accounting Specialist, and three (3) Administrative Specialist II.

Under the direct control of OLWS General Manager, this Division accounts for legal, audit, and other professional relationships and costs of OLWS. Office supplies and other central services costs related to administration of OLWS are budgeted in Division 01 as well – including janitorial, building maintenance, and utilities.

Under the direction of the Finance Director, activities and functions related to accounting, budgeting and financial reporting are accounted for in Division 01. Activities supporting the general ledger accounting, accounts payable and receivable, and utility billing and collections are all budgeted within the Administration & Finance Division.

Human Resources – Division 02

The Human Resources Division consists of three full-time employees, the Human Resources (HR) and Payroll Manager, the District Recorder, and the Outreach and Communication Specialist. The HR and Payroll Manager is responsible for the oversight of personnel management, payroll, risk management, OSHA requirements affecting all staff, recruitment and hiring, staff training, on-boarding, employment law and labor contract compliance as well as the insurance, including employee benefits, property, casualty, and worker’s compensation.

The District Recorder is responsible for managing the OLWS records, public meetings, notices, packets, and minutes. The District Recorder is OLWS’ Election Official, serves as an executive assistant to both the General Manager and the HR and Payroll Manager, and manages the Records Management Team. The District Recorder tracks pertinent District lists, including contracts and vendors. In managing OLWS’ records, the District Recorder ensures OLWS meets retention and destruction requirements for all records.

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

The Outreach and Communications Specialist works on communications and outreach for both external and internal to OLWS.

Board expenses are in the HR budget to coincide with the District Recorder’s duties. The total of OLWS’ property, casualty and cyber security insurance are budgeted in this Division to reflect the HR Manager’s oversight of insurance and claims. Finally, all telephone and cell services are budgeted in Division 02 with oversight by the HR and Payroll Manager. Uniforms have been moved from individual funds to all reside in the HR budget for overall District oversight.

Technical Services – Division 03

Organizationally and for reporting purposes, the Technical Services Division is home to six (6) full-time employees, the District Engineer, Water Services Engineer, Technical Services Coordinator, Development Review Specialist, Water Quality Coordinator, and Pollution Prevention Specialist. The Water Quality Specialist position is budgeted in the Watershed Protection Fund. Together, these positions provide direct support to the operating funds with respect to State issued permits, development review and permit issuance, project inspections, engineering, capital project management, information technology for OLWS, education, and outreach.

OLWS information technology costs including hardware, software, and support services are budgeted within Division 03.

Vehicle Maintenance – Division 04

The Vehicle Maintenance Division budgets and accounts for all maintenance and fuel costs related to the OLWS’ vehicles. The Division has no directly assigned FTE.

Fund 05 - Administrative Services Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
05-00- Resources							
\$ -	\$ 598,701	\$ 978,000	3500	Beginning Fund Balance	\$ 1,168,115	\$ 1,168,115	
-	-	57,400	4230	Contract Services Revenue	57,400	57,400	
20,015	15,928	-	4320	State Grant Revenue	-	-	
4,932	1,694	3,000	4610	Investment Revenue	3,000	3,000	
3,209	16,851	1,000	4630	Miscellaneous Revenues	10,000	10,000	
2,042	-	-	4640	Proceeds from sale of capital assets	-	-	
05-29- Transfers In							
\$ 1,444,000	\$ 1,908,000	\$ 1,500,000	4910	Transfer In from Fund 10	\$ 1,008,000	\$ 1,008,000	
2,028,000	2,026,000	1,899,000	4920	Transfer In from Fund 20	1,920,000	1,920,000	
1,029,000	635,000	1,008,000	4930	Transfer In from Fund 30	1,008,000	1,008,000	
\$ 4,531,199	\$ 5,202,174	\$ 5,446,400	Total Resources		\$ 5,174,515	\$ 5,174,515	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

Fund 05 - Administrative Services Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Division 01 - Finance/Administration							
05-01- Personnel Services - 7 FTE							
\$ 578,847	\$ 582,896	\$ 657,000	5110	Regular employees	\$ 705,000	\$ 705,000	
11,523	-	-	5120	Temporary/Seasonal	-	-	
6,974	6,332	5,000	5130	Overtime	5,000	5,000	
88,607	95,114	127,000	5210	Health/Dental insurance	125,000	125,000	
41,103	41,339	51,000	5230	Social Security	55,000	55,000	
113,724	111,903	128,000	5240	Retirement	138,000	138,000	
4,503	4,571	6,000	5250	Trimet/WBF	6,000	6,000	
12,960	(2,693)	5,000	5260	Unemployment	5,000	5,000	
7,599	670	1,000	5270	Workers compensation	1,000	1,000	
197	430	2,000	5290	Other employee benefits	2,000	2,000	
\$ 866,036	\$ 840,561	\$ 982,000	Total Personnel Services		\$ 1,042,000	\$ 1,042,000	\$ -
05-01- Materials and Services							
Professional and technical services							
\$ 302,303	\$ 168,598	\$ 375,000	6110	Legal services	\$ 375,000	\$ 375,000	
106,534	69,319	50,000	6120	Accounting and audit services	76,000	76,000	
320,162	179,123	188,000	6155	Contracted Services	200,000	200,000	
34,530	31,578	42,000	6180	Dues and subscriptions	60,000	60,000	
Utilities							
11,122	13,558	14,000	6220	Electricity	13,000	13,000	
1,532	3,475	4,000	6240	Natural gas	4,000	4,000	
21,066	18,599	10,000	6290	Other utilities	10,000	10,000	
Repairs and maintenance							
14,614	15,003	15,000	6310	Janitorial services	15,000	15,000	
9,312	25,433	20,000	6320	Buildings and grounds	35,000	35,000	
Travel and Training							
-	-	1,000	6410	Mileage	1,000	1,000	
14,078	505	12,000	6420	Staff training	12,000	12,000	
4,492	(886)	-	6440	Board expense	2,000	2,000	
Supplies							
20,688	31,194	32,000	6510	Office supplies	32,000	32,000	
335	300	-	6530	Small tools and equipment	-	-	
673	-	-	6560	Uniforms	-	-	
850	-	-	6610	Board Compensation	-	-	
2,361	1,646	2,000	6730	Communications	2,000	2,000	
2,137	209	1,000	6740	Advertising	-	-	
3,487	3,878	5,000	6760	Equipment rental	4,000	4,000	
130,862	146,988	140,000	6770	Bank charges	160,000	160,000	
450	1,817	1,500	6780	Taxes, Fees, Permits	2,000	2,000	
2,644	22,728	76,000	6785	ECAP Payments	-	-	
427	85	1,000	6900	Miscellaneous expense	1,000	1,000	
\$ 1,004,659	\$ 733,151	\$ 989,500	Total Materials and Services		\$ 1,004,000	\$ 1,004,000	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

Fund 05 - Administrative Services Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Division 02 - Human Resources							
05-02- Personnel Services - 3 FTE							
\$ 124,587	\$ 167,772	\$ 188,000	5110	Regular employees	\$ 278,000	\$ 278,000	
-	-	-	5120	Temporary/Seasonal	-	-	
618	2,188	5,000	5130	Overtime	5,000	5,000	
10,687	21,444	27,000	5210	Health/Dental insurance	36,000	36,000	
9,473	12,785	15,000	5230	Social Security	22,000	22,000	
21,604	30,190	34,000	5240	Retirement	50,000	50,000	
985	1,235	2,000	5250	Trimet/WBF	3,000	3,000	
-	-	-	5260	Unemployment	-	-	
2,548	(38)	1,000	5270	Workers compensation	1,000	1,000	
303	-	1,000	5290	Other employee benefits	1,000	1,000	
\$ 170,805	\$ 235,576	\$ 273,000	Total Personnel Services		\$ 396,000	\$ 396,000	\$ -
05-02- Materials and Services							
Professional and technical services							
\$ 17,608	\$ -	\$ 16,000	6155	Contracted Services	\$ 52,000	\$ 52,000	
-	6,935	8,000	6175	Records management	8,500	8,500	
662	989	-	6180	Dues and subscriptions	-	-	
Utilities							
56,635	52,232	57,000	6230	Telephone	63,000	63,000	
Travel and Training							
495	-	1,000	6410	Mileage	1,000	1,000	
14,213	7,595	12,000	6420	Staff training	25,000	25,000	
-	2,531	7,000	6440	Board Expense	7,000	7,000	
Supplies							
1,517	402	1,000	6510	Office supplies	2,200	2,200	
90	805	2,000	6540	Safety supplies	2,000	2,000	
-	-	36,000	6560	Uniforms	38,000	38,000	
-	-	2,500	6610	Board Compensation	2,500	2,500	
-	3,376	-	6620	Elections Costs	5,000	5,000	
152,267	156,050	270,000	6720	Insurance	300,000	300,000	
-	1,315	4,000	6730	Communications	38,100	38,100	
5,334	6,877	5,500	6740	Advertising	6,000	6,000	
-	-	1,000	6900	Miscellaneous expense	1,000	1,000	
\$ 248,820	\$ 239,108	\$ 423,000	Total Materials and Services		\$ 551,300	\$ 551,300	\$ -

**OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23**

Fund 05 - Administrative Services Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Division 03 - Technical Services							
05-03- Personnel Services - 5 FTE							
\$ 489,612	\$ 504,225	\$ 622,000	5110	Regular employees	\$ 549,000	\$ 549,000	
969	2,218	5,000	5130	Overtime	5,000	5,000	
99,728	84,381	93,000	5210	Health/Dental Insurance	83,000	83,000	
35,597	37,101	49,000	5230	Social Security	43,000	43,000	
90,267	77,353	119,000	5240	Retirement	102,000	102,000	
3,803	3,991	5,000	5250	Trimet/WBF	5,000	5,000	
-	-	-	5260	Unemployment	-	-	
7,599	663	1,000	5270	Workers compensation	1,000	1,000	
-	39	2,000	5290	Other employee benefits	2,000	2,000	
\$ 727,576	\$ 709,972	\$ 896,000	Total Personnel Services		\$ 790,000	\$ 790,000	\$ -
05-03- Materials and Services							
Professional and technical services							
\$ 173,979	\$ 88,512	\$ 165,500	6155	Contracted Services	\$ 95,500	\$ 95,500	
6,576	2,730	-	6180	Dues and subscriptions	-	-	
Repairs and maintenance							
244,723	219,652	318,000	6350	Computer maintenance	313,103	313,103	
245	-	-	6390	Other repairs and maintenance	-	-	
Travel and Training							
314	-	3,000	6410	Mileage	1,000	1,000	
6,230	5,071	15,000	6420	Staff training	10,500	10,500	
-	530	500	6430	Certifications	2,000	2,000	
Supplies							
10,457	(728)	-	6510	Office supplies	-	-	
-	4,251	6,000	6530	Small tools and equipment	-	-	
1,362	2,950	2,500	6540	Safety Supplies	5,000	5,000	
-	-	-	6550	Operational Supplies	3,000	3,000	
198	-	-	6560	Uniforms	-	-	
70,744	78,100	119,000	6730	Communications	-	-	
-	-	1,000	6900	Miscellaneous expense	1,000	1,000	
\$ 514,828	\$ 401,069	\$ 630,500	Total Materials and Services		\$ 431,103	\$ 431,103	\$ -
Division 04 - Vehicle Services							
05-04- Materials and Services							
Repairs and maintenance							
\$ 49,277	\$ 50,089	\$ 70,000	6330	Vehicle/equipment maintenance	\$ 75,000	\$ 75,000	
50,497	36,750	51,000	6520	Fuel and oils	51,000	51,000	
\$ 99,773	\$ 86,839	\$ 121,000	Total Materials and Services		\$ 126,000	\$ 126,000	\$ -
05-04- Capital Outlay							
\$ -	\$ -	\$ -	7540	Vehicles	\$ -	\$ -	
\$ -	\$ -	\$ -	Total Capital Outlay		\$ -	\$ -	\$ -
05-25- Special Payments							
\$ 300,000	\$ 552,000	\$ 550,000	6990	Special Payments - PERS	\$ -	\$ -	
\$ 300,000	\$ 552,000	\$ 550,000	Total Special Payments		\$ -	\$ -	\$ -
Non-divisional							
05-29- Contingency							
\$ -	\$ -	\$ 581,400	9000	Contingency	\$ 834,112	\$ 834,112	
\$ -	\$ -	\$ 581,400	Total Contingency		\$ 834,112	\$ 834,112	\$ -
\$ 3,932,497	\$ 3,798,276	\$ 5,446,400	Total Appropriations		\$ 5,174,515	\$ 5,174,515	\$ -
\$ 598,702	\$ 1,403,898	\$ -	Unappropriated ending fund balance		\$ -	\$ -	\$ -
\$ 4,531,199	\$ 5,202,174	\$ 5,446,400	Total Requirements		\$ 5,174,515	\$ 5,174,515	\$ -

**Drinking Water Fund
Fund 10**

Purpose: The purpose of the Drinking Water Fund is to manage and direct operations related to distribution of potable drinking water to OLWS’ residents and customers.

OLWS maintains and operates a water transmission and distribution system to deliver water purchased directly from the North Clackamas County Water Commission (NCCWC). NCCWC takes water from the Clackamas River, treats it, and wholesales to customers including OLWS. OLWS is also part owner of the treatment plant operated by the NCCWC.

Goals: The following details the goals of the Drinking Water Fund:

- Efficiently meet the drinking water collection, transmission, and distribution needs of the community through uninterrupted service delivery.
- Provide fire protection.
- Protect community health.
- Provide safe drinking water to the community.
- Reduce non-revenue water.

Full Time Employees (FTE): 7.80

Major Funding Source(s): Water service charges billed to OLWS customers.

The Drinking Water Fund budgets and accounts for the cost of purchased water and all associated costs of delivering safe drinking water to OLWS customers including system maintenance, and a share of the support costs attributable to the water operations via transfers to the Administrative Services Fund. The Drinking Water Fund also makes transfers to a capital fund for capital projects related to the distribution system.

The Utility Operations Director splits his time between water distribution and wastewater collections activities, and directly supervises a water field supervisor and six (6) water utility workers within the Drinking Water Fund. The Asset Resource Specialist is allocated at 0.3 FTE to the Drinking Water Fund.

Fund 10 - Drinking Water Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
10-00- Resources							
\$ 2,430,387	\$ 1,504,202	\$ 1,086,000	3500	Beginning Fund Balance	\$ 1,015,771	\$ 1,015,771	
30,578	25,624	30,000	4210	Water sales - CRW	30,000	30,000	
3,945,069	4,093,022	4,120,000	4211	Water sales	4,223,000	4,351,000	
14,385	345	10,000	4215	Penalties and late charges	15,000	15,000	
412,360	346,821	-	4220	System development charges	-	-	
53,400	45,400	-	4230	Contract services Revenue	-	-	
22,085	34,564	10,000	4240	Service installations	10,000	10,000	
173,020	178,785	200,000	4280	Rents and leases	180,000	180,000	
13,004	16,964	10,000	4290	Other charges for services	10,000	10,000	
7,179	-	-	4320	State Grant Revenue	-	-	
14,561	5,545	7,000	4610	Investment revenue	3,000	3,000	
58,017	33,242	25,000	4630	Miscellaneous revenues	25,000	25,000	
\$ 7,174,043	\$ 6,284,513	\$ 5,498,000	Total Resources		\$ 5,511,771	\$ 5,639,771	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

Fund 10 - Drinking Water Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Division 20 - Drinking Water Operations							
10-20- Personnel Services - 7.80 FTE							
\$ 593,777	\$ 591,280	\$ 677,000	5110	Regular employees	\$ 723,000	\$ 723,000	
25,151	33,976	29,000	5130	Overtime	31,000	31,000	
104,274	117,166	134,000	5210	Health/Dental insurance	134,000	134,000	
54,646	48,164	53,000	5230	Social Security	56,000	56,000	
123,345	120,194	127,000	5240	Retirement	133,000	133,000	
4,809	4,899	6,000	5250	Trimet/WBF	6,000	6,000	
5,142	-	-	5260	Unemployment	-	-	
9,282	13,655	19,000	5270	Workers compensation	19,000	19,000	
161	165	5,000	5290	Other employee benefits	5,000	5,000	
\$ 920,587	\$ 929,500	\$ 1,050,000		Total Personnel Services	\$ 1,107,000	\$ 1,107,000	\$ -
10-20- Materials and Services							
Professional and technical services							
\$ 155	\$ 7,799	\$ 66,000	6155	Contracted Services	\$ 166,500	\$ 166,500	
Utilities							
30,549	32,508	32,000	6220	Electricity	38,000	38,000	
948	-	-	6230	Telephone	-	-	
3,783	2,996	3,000	6240	Natural gas	3,500	3,500	
1,982	2,282	3,000	6290	Other utilities	3,600	3,600	
Repairs and maintenance							
167	99	-	6310	Janitorial services	-	-	
7,382	9,435	40,000	6320	Buildings and grounds	10,000	10,000	
207,278	183,445	250,000	6340	Distribution system maintenance	200,000	200,000	
42,134	34,111	-	6390	Other repairs and maintenance	-	-	
Travel and Training							
112	78	-	6410	Mileage	500	500	
7,975	3,037	15,000	6420	Staff training	12,500	12,500	
1,405	2,104	2,000	6430	Certifications	2,000	2,000	
Supplies							
544	508	-	6510	Office supplies	-	-	
6,305	5,420	9,000	6530	Small tools and equipment	9,000	9,000	
15,281	11,466	15,000	6540	Safety Supplies	15,000	15,000	
1,605	3,805	7,000	6550	Operational Supplies	7,000	7,000	
5,016	2,014	-	6560	Uniforms	-	-	
1,060,505	1,116,544	1,117,000	6710	Purchased water	1,170,000	1,170,000	
10,561	15,881	12,000	6715	Water quality program	16,000	16,000	
38	295	-	6730	Communications	-	-	
-	-	3,000	6760	Equipment rental	3,000	3,000	
16,368	10,124	18,000	6780	Taxes, Fees, Permits	19,000	19,000	
639	707	1,000	6900	Miscellaneous expense	1,000	1,000	
\$ 1,420,733	\$ 1,444,659	\$ 1,593,000		Total Materials and Services	\$ 1,676,600	\$ 1,676,600	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

10-24- Debt Service									
Principal payments									
\$ 175,000	\$ 179,000	\$ 183,000	6815	2019 Zions Bank Loan - Due 02/01/2022	\$ 188,000	\$ 188,000			
Interest payments									
16,768	15,400	13,000	6825	2019 Zions Bank Loan - Due 08/01/2021	10,531	10,531			
17,754	15,400	13,000	6825	2019 Zions Bank Loan - Due 02/01/2022	10,532	10,532			
<u>\$ 209,522</u>	<u>\$ 209,801</u>	<u>\$ 209,000</u>	Total Debt Service			<u>\$ 209,063</u>	<u>\$ 209,063</u>	<u>\$ -</u>	
Non-divisional									
10-29- Transfers Out									
\$ 1,444,000	\$ 1,908,000	\$ 1,500,000	8105	Transfer Out to Fund 05	\$ 1,008,000	\$ 1,008,000			
1,675,000	500,000	500,000	8171	Transfer Out to Fund 71	800,000	928,000			
<u>\$ 3,119,000</u>	<u>\$ 2,408,000</u>	<u>\$ 2,000,000</u>	Total Transfers			<u>\$ 1,808,000</u>	<u>\$ 1,936,000</u>	<u>\$ -</u>	
10-29- Contingency									
-	\$ -	\$ 646,000	9000	Contingency	\$ 711,108	\$ 711,108	\$ -		
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 646,000</u>	Total Contingency			<u>\$ 711,108</u>	<u>\$ 711,108</u>	<u>\$ -</u>	
<u>\$ 5,669,842</u>	<u>\$ 4,991,960</u>	<u>\$ 5,498,000</u>	Total Appropriations			<u>\$ 5,511,771</u>	<u>\$ 5,639,771</u>	<u>\$ -</u>	
\$ 1,504,201	\$ 1,292,554	\$ -	Unappropriated ending fund balance			\$ -	\$ -	\$ -	
<u>\$ 7,174,043</u>	<u>\$ 6,284,513</u>	<u>\$ 5,498,000</u>	Total Requirements			<u>\$ 5,511,771</u>	<u>\$ 5,639,771</u>	<u>\$ -</u>	

**Wastewater Reclamation Fund
Fund 20**

Purpose: The purpose of the Wastewater Reclamation Fund is to manage operating and capital requirements related to activities of the wastewater reclamation program.

Wastewater reclamation activities comprise managing a wastewater collection system totaling 100 miles in length, five strategically located wastewater pumping stations, and a facility that reclaims an average of 4 million gallons of wastewater per day. In a given fiscal year OLWS collects, treats, and reclaims more than 1.4 billion gallons of wastewater.

OLWS holds a National Pollutant Discharge Elimination System (NPDES) Permit issued by the State of Oregon Department of Environmental Quality (DEQ) that allows OLWS to be responsible for the management of the wastewater reclamation program in its service area. The NPDES Permit establishes mandatory water quality standards for the discharge of reclaimed water into the watershed. The main outfall point is located at the reclamation facility and discharge goes directly into the Willamette River. A new permit will be completed and in place for FY 2022-23.

Goals: The following details the goals of the Wastewater Reclamation Fund:

- Efficiently meet the wastewater collection, transmission, and reclamation needs of the community through uninterrupted service delivery.
- Provide environmental protection for the Willamette River.
- Protect community health.

Full Time Employees (FTE): 14.10; 8.30 FTE in Wastewater Treatment (Division 21) and 5.80 FTE in Wastewater Collections (Division 22)

Major Funding Source(s): Wastewater service charges billed OLWS customers.

The Wastewater Reclamation Fund is divided between two divisions: treatment and collections. The Treatment Division budgets and accounts for direct costs of treatment including electricity, chemicals, equipment, hauling and land application of biosolids, operation and maintenance, and other costs. The Collections Division is charged with maintenance of the system that brings wastewater to the plant. The Fund also pays a share of support services costs to the Administrative Services Fund via operating transfers based on an analysis of relative support received. The Fund also makes transfers to support capital projects and to cover debt service requirements related to the improvements and expansion at the treatment plant.

Staffing within the Wastewater Reclamation Fund is divided functionally between treatment and collection responsibilities. The Plant Superintendent directly oversees the treatment operations and directs the five (5) plant operators, two (2) mechanics, and the asset resource specialist position. The Utility Operations Director splits his time between water distribution and wastewater collections activities, and directly supervises a collections field supervisor and four (4) collections utility workers within the Drinking Water Fund. The Asset Resource Specialist is allocated at 0.3 FTE each to the Treatment and Collections Divisions, respectively.

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

Fund 20 - Wastewater Reclamation Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
20-00- Resources							
\$ 1,315,555	\$ 1,807,252	\$ 834,900	3500	Beginning Fund Balance	\$ 1,207,862	\$ 1,207,862	
8,199,915	8,273,657	8,459,000	4212	Wastewater charges	10,407,000	9,199,000	
6,816	7	10,000	4215	Penalties and late charges	7,000	7,000	
592,263	315,065	125,000	4220	System development charges	100,000	100,000	
12,106	-	-	4240	Service installations	-	-	
14,964	25,777	20,000	4290	Other charges for services	10,000	10,000	
4,220	908	-	4320	State Grants Revenue	-	-	
7,540	1,866	2,000	4610	Investment revenue	1,000	1,000	
14,636	1,978	8,000	4630	Miscellaneous revenues	2,000	2,000	
20-29- Transfers In							
\$ -	\$ -	\$ 623,800.00	4940	Transfer In from Fund 40	\$ -	\$ -	
<u>\$ 10,168,013</u>	<u>\$ 10,426,509</u>	<u>\$ 10,082,700</u>		Total Resources	<u>\$ 11,734,862</u>	<u>\$ 10,526,862</u>	<u>\$ -</u>

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

Fund 20 - Wastewater Reclamation Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Division 21 - Wastewater Treatment Operations							
20-21- Personnel Services - 8.30 FTE *							
\$ 621,112	\$ 603,847	\$ 704,000	5110	Regular employees	\$ 681,000	\$ 681,000	
60,432	56,252	40,000	5130	Overtime	40,000	\$ 40,000	
136,042	153,248	185,000	5210	Health/Dental insurance	185,000	\$ 185,000	
50,866	49,450	55,000	5230	Social Security	53,000	\$ 53,000	
122,726	105,139	127,000	5240	Retirement	123,000	\$ 123,000	
5,277	5,174	6,000	5250	Trimet/WBF	6,000	\$ 6,000	
-	-	-	5260	Unemployment	-	\$ -	
10,101	13,769	18,000	5270	Workers compensation	12,000	\$ 12,000	
40	-	5,000	5290	Other employee benefits	5,000	\$ 5,000	
\$ 1,006,597	\$ 986,879	\$ 1,140,000	Total Personnel Services - Treatment		\$ 1,105,000	\$ 1,105,000	\$ -
20-21- Materials and Services **							
Professional and technical services							
\$ 59,966	\$ 161,481	\$ 178,000	6155	Contracted Services	\$ 253,750	\$ 253,750	
1,655	(41)	-	6180	Dues and subscriptions	-	-	
Utilities							
255,770	300,008	276,000	6220	Electricity	307,000	307,000	
965	-	-	6230	Telephone	-	-	
874	726	2,000	6240	Natural gas	2,000	2,000	
98,436	44,296	42,000	6250	Solid Waste Disposal	52,000	52,000	
1,131	1,283	2,000	6290	Other utilities	-	-	
Repairs and maintenance							
9,095	11,130	10,000	6310	Janitorial services	11,000	11,000	
82,240	60,270	58,000	6320	Buildings and grounds	58,000	58,000	
-	-	-	6330	Vehicle and equipment maintenance	-	-	
144,363	115,913	270,000	6342	WRF system maintenance	200,000	200,000	
80	-	-	6350	Computer maintenance	-	-	
Travel and Training							
-	-	1,000	6410	Mileage	1,000	1,000	
5,709	1,824	9,000	6420	Staff training	9,000	9,000	
420	590	2,000	6430	Certifications	2,000	2,000	
Supplies							
708	284	-	6510	Office supplies	-	-	
-	549	-	6520	Fuel and oils	-	-	
20,663	31,613	55,000	6525	Chemicals	65,000	65,000	
9,905	6,798	10,000	6530	Small tools and equipment	10,000	10,000	
17,034	12,113	20,000	6540	Safety supplies	20,000	20,000	
11,390	12,485	14,000	6550	Operational supplies	14,000	14,000	
25,727	19,777	-	6560	Uniforms	-	-	
7,609	6,246	10,000	6590	Other supplies	5,000	5,000	
(4,265)	-	-	6720	Insurance	-	-	
-	496	1,000	6740	Advertising	500	500	
9,202	6,609	-	6750	Other purchased services	-	-	
46,318	48,283	72,900	6780	Taxes, Fees, Permits	74,000	74,000	
-	4	1,000	6900	Miscellaneous expense	1,000	1,000	
\$ 804,996	\$ 842,736	\$ 1,033,900	Total Materials and Services - Treatment		\$ 1,085,250	\$ 1,085,250	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

Fund 20 - Wastewater Reclamation Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Division 22 - Wastewater Collections Operations							
20-22- Personnel Services - 5.80 FTE							
\$ 466,414	\$ 507,659	\$ 488,000	5110	Regular employees	\$ 507,000	\$ 507,000	
-	-	-	5120	Temporary/Seasonal employees	-	\$ -	
9,198	10,125	11,000	5130	Overtime	11,000	\$ 11,000	
85,348	101,007	109,000	5210	Health/Dental Insurance	109,000	\$ 109,000	
36,321	39,094	38,000	5230	Social Security	40,000	\$ 40,000	
84,959	91,370	63,000	5240	Retirement	65,000	\$ 65,000	
3,782	4,137	4,000	5250	Trimet/WBF	4,000	\$ 4,000	
-	-	-	5260	Unemployment	-	\$ -	
6,734	8,075	11,000	5270	Workers compensation	11,000	\$ 11,000	
-	-	5,000	5290	Other employee benefits	5,000	\$ 5,000	
\$ 692,756	\$ 761,467	\$ 729,000	Total Personnel Services - Collections		\$ 752,000	\$ 752,000	\$ -
20-22- Materials and Services - Collections							
Professional and technical services							
\$ -	\$ -	\$ -	6155	Contracted Services Revenue	\$ 12,500	\$ 12,500	
Utilities							
-	-	-	6220	Electricity	50,000	50,000	
155	-	-	6230	Telephone	-	-	
34	-	-	6240	Natural gas	-	-	
92	-	-	6290	Other utilities	2,000	2,000	
Repairs and maintenance							
-	(44)	-	6310	Janitorial services	-	-	
549	1,018	1,000	6320	Buildings and grounds	1,000	1,000	
38,142	17,969	50,000	6342	Collection system maintenance	45,000	45,000	
8,808	741	5,000	6390	Other repairs and maintenance	-	-	
Travel and Training							
466	-	-	6410	Mileage	1,000	1,000	
4,458	1,169	8,000	6420	Staff training	18,000	18,000	
640	460	2,000	6430	Certifications	2,000	2,000	
Supplies							
1,002	284	-	6510	Office supplies	-	-	
6,618	10,237	15,000	6530	Small tools and equipment	15,000	15,000	
3,213	5,150	9,000	6540	Safety Supplies	9,000	9,000	
1,987	1,789	5,000	6550	Operational Supplies	5,000	5,000	
4,079	15,964	-	6560	Uniforms	-	-	
90	-	-	6590	Other supplies	-	-	
2,093	3,585	-	6750	Other purchased services	-	-	
5,486	12,436	14,500	6780	Taxes, Fees, Permits	25,000	25,000	
-	-	1,000	6900	Miscellaneous expense	1,000	1,000	
\$ 77,912	\$ 70,757	\$ 110,500	Total Materials and Services - Collections		\$ 186,500	\$ 186,500	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

Fund 20 - Wastewater Reclamation Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Non-divisional							
20-29- Transfers Out							
\$ 2,028,000	\$ 2,026,000	\$ 1,899,000	8105	Transfer Out to Fund 05	\$ 1,920,000	\$ 1,920,000	
1,350,500	812,000	-	8140	Transfer Out to Fund 40	-	-	
1,100,000	2,871,000	3,412,000	8150	Transfer Out to Fund 50	3,435,000	3,435,000	
1,300,000	1,000,000	1,000,000	8172	Transfer Out to Fund 72	2,500,000	1,500,000	
<u>\$ 5,778,500</u>	<u>\$ 6,709,000</u>	<u>\$ 6,311,000</u>	Total Transfers		<u>\$ 7,855,000</u>	<u>\$ 6,855,000</u>	<u>\$ -</u>
20-29- Contingency							
\$ -	\$ -	\$ 758,300	9000	Contingency	\$ 751,112	\$ 543,112	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 758,300</u>	Total Contingency		<u>\$ 751,112</u>	<u>\$ 543,112</u>	<u>\$ -</u>
<u>\$ 8,360,761</u>	<u>\$ 9,370,839</u>	<u>\$ 10,082,700</u>	Total Appropriations		<u>\$ 11,734,862</u>	<u>\$ 10,526,862</u>	<u>\$ -</u>
\$ 1,807,252	\$ 1,055,670	\$ -	Unappropriated ending fund balance		\$ -	\$ -	
<u>\$ 10,168,013</u>	<u>\$ 10,426,509</u>	<u>\$ 10,082,700</u>	Total Requirements		<u>\$ 11,734,862</u>	<u>\$ 10,526,862</u>	<u>\$ -</u>

**Watershed Protection Fund
 Fund 30**

Purpose: The purpose of the Watershed Protection Fund is to manage operating and capital requirements related to activities of the watershed protection program.

Watershed protection activities comprise managing a surface water management collection system totaling 84 miles in length. OLWS is a joint holder of a National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit issued by the State of Oregon Department of Environmental Quality (DEQ) that allows OLWS to be jointly responsible for the management of watershed protection activities in its service area. The NPDES Permit establishes mandatory water quality standards for the discharge of un-reclaimed water into watersheds. Watersheds within OLWS service area include Boardman Creek and River Forest Creek; but discharge also occurs into Kellogg Creek and Rinearson Creek. All watersheds, or portions of watersheds, ultimately discharge to the Willamette River.

Goals: The following details the goals of the Wastewater Reclamation Fund:

- Educate residents, developers, contractors, businesses, industries, and youth about watershed protection.
- Protect local watersheds through planning, permits, and regulations.
- Minimize, or eliminate pollutants that may impair the proper functioning ecological condition of the area rivers, lakes, and streams.
- Operate, maintain, control, and regulate the negative impacts of surface water and storm water runoff to protect the community’s health and safety.
- Where feasible, mitigate storm water impacts on public and private property during normal conditions.

Full Time Employees (FTE): 1.10

Major Funding Source(s): Watershed protection charges billed to OLWS customers.

The primary costs budgeted and accounted for in the Watershed Protection Fund relate to system maintenance and communications and outreach related to surface water management and programs. Transfers are made to fund capital projects as well as to the Administrative Services Fund to cover support services provided.

There is one (1) full-time Water Quality Specialist position budgeted within the Watershed Protection Fund. Organizationally, this position reports to the District Engineer. The Asset Resource Specialist is allocated at 0.1 FTE to the Watershed Protection Fund.

Fund 30 - Watershed Protection

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
30-00- Resources							
\$ 465,068	\$ 436,466	\$ 659,000	3500	Beginning Fund Balance	\$ 467,895	\$ 467,895	
1,554,434	1,550,780	1,566,000	4213	Watershed protection charges	1,592,000	1,592,000	
1,848	1	1,000	4215	Penalties and late charges	1,000	1,000	
24,684	-	-	4240	Service Installations	-	-	
25,244	48,320	25,000	4290	Other charges for services	25,000	25,000	
630	1,925	2,000	4610	Investment revenue	2,000	2,000	
1,647	-	1,000	4630	Miscellaneous revenues	-	-	
\$ 2,073,555	\$ 2,037,491	\$ 2,254,000	Total Resources		\$ 2,087,895	\$ 2,087,895	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

Fund 30 - Watershed Protection

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Division 23 - Watershed Protection Operations							
30-23- Personnel Services - 1.10 FTE *							
\$ 33,524	\$ 69,652	\$ 92,000	5110	Regular employees	\$ 96,000	\$ 96,000	
-	-	1,000	5130	Overtime	5,000	5,000	
3,588	20,270	30,000	5210	Health / Dental insurance	30,000	30,000	
2,554	5,179	8,000	5230	Social Security	8,000	8,000	
4,527	10,982	17,000	5240	Retirement	18,000	18,000	
263	546	1,000	5250	Trimet	1,000	1,000	
-	2,508	-	5260	Unemployment	-	-	
1,638	1,429	3,000	5270	Workers compensation	1,000	1,000	
-	-	1,000	5290	Other employee benefits	1,000	1,000	
\$ 46,095	\$ 110,566	\$ 153,000	Total Personnel Services		\$ 160,000	\$ 160,000	\$ -
30-23- Materials and Services							
Professional and technical services							
\$ 23,241	\$ 45,218	\$ 134,000	6155	Contracted Services	\$ 142,000	\$ 142,000	
Utilities							
73	-	-	6230	Telephone	-	-	
Repairs and maintenance							
-	(67)	-	6310	Janitorial services	-	-	
-	-	150,000	6340	System maintenance	25,000	25,000	
Travel and Training							
-	-	3,000	6420	Staff training	6,000	6,000	
Supplies							
105	-	-	6510	Office supplies	-	-	
-	1,115	6,000	6530	Small tools and equipment	6,000	6,000	
569	-	1,000	6540	Safety Supplies	1,000	1,000	
-	-	-	6550	Operational Supplies	500	500	
1,082	-	-	6560	Uniforms	-	-	
-	-	-	6730	Communications	58,000	58,000	
-	3,943	4,100	6780	Taxes, Fees, Permits	4,300	4,300	
-	-	1,000	6900	Miscellaneous expense	1,000	1,000	
\$ 25,070	\$ 50,209	\$ 299,100	Total Materials and Services		\$ 243,800	\$ 243,800	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

Fund 30 - Watershed Protection

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
30-24- Debt Service							
Principal payments							
\$ 52,308	\$ 54,233	\$ 57,000	6814	2018 KS Statebank - Due 09/22/2020	\$ 115,741	\$ 115,741	
Interest payments							
10,249	8,324	7,000	6824	2018 KS Statebank - Due 09/22/2020	4,259	4,259	
<u>\$ 62,558</u>	<u>\$ 62,558</u>	<u>\$ 64,000</u>	Total Debt Service		<u>\$ 120,000</u>	<u>\$ 120,000</u>	<u>\$ -</u>
Non-divisional							
30-29- Transfers Out							
\$ 1,029,000	\$ 635,000	\$ 1,008,000	8105	Transfer Out to Fund 05	\$ 1,008,000	\$ 1,008,000	
430,000	500,000	480,000	8173	Transfer Out to Fund 73	250,000	250,000	
<u>\$ 1,459,000</u>	<u>\$ 1,135,000</u>	<u>\$ 1,488,000</u>	Total Transfers		<u>\$ 1,258,000</u>	<u>\$ 1,258,000</u>	<u>\$ -</u>
30-29- Contingency							
\$ -	\$ -	\$ 249,900	9000	Contingency	\$ 306,095	\$ 306,095	\$ -
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 249,900</u>	Total Contingency		<u>\$ 306,095</u>	<u>\$ 306,095</u>	<u>\$ -</u>
<u>\$ 1,592,723</u>	<u>\$ 1,358,333</u>	<u>\$ 2,254,000</u>	Total Appropriations		<u>\$ 2,087,895</u>	<u>\$ 2,087,895</u>	<u>\$ -</u>
\$ 480,832	\$ 679,158	\$ -	Unappropriated ending fund balance		\$ -	\$ -	\$ -
<u>\$ 2,073,555</u>	<u>\$ 2,037,491</u>	<u>\$ 2,254,000</u>	Total Requirements		<u>\$ 2,087,895</u>	<u>\$ 2,087,895</u>	<u>\$ -</u>

**Wastewater General Obligation Debt Service Fund
Fund 40**

Purpose: To account for principal and interest payments related to the OLWS' debt associated with the wastewater treatment plant.

General Obligation Bonds

On May 13, 2010, OLWS issued \$24,000,000 in General Obligations (GO) Bonds. The bonds were on a twenty-year term to maturity with coupon rates ranging from 2% to 4%. On December 20, 2017 OLWS defeased \$14,310,000 of the callable portion which had a 4% coupon; and replaced them with a bank loan that has an interest rate of 2.5% to save approximately \$915K in total debt service through fiscal year 2030. The remaining portion of the original 4% bonds was retired in fiscal year 2019-20.

State of Oregon Infrastructure Finance Authority Loans

On August 31, 2010, the State of Oregon Infrastructure Finance Authority (IFA) loaned OLWS \$8,000,000 which originated from the State's issuance of Recovery Zone Economic Development Bonds. These are also known as United States Build America Bonds. The bonds will be repaid over a twenty-year term to maturity and the range of interest rates associated with the bond series is 2% to 2.84%. Of the amount borrowed 87% of the debt qualifies for a 45% interest subsidy from the United States Treasury. The net interest cost of the bond series to maturity is 2.71%.

On February 18, 2021, the State of Oregon Business Oregon refunded the bonds that funded the IFA loan. OLWS participated in the Bond Refunding, amending the loan agreement. Under the amended agreement, this debt is no longer secured by GO Bonds, now secured with a pledge of wastewater net revenue. All further debt service is transferred to Wastewater Revenue Bond Debt Service Fund.

The remaining fund balance at the end of fiscal year 2020-21 is transferred back to Wastewater Reclamation Fund, the original funding source.

Major Funding Source(s): Operating transfers from the Wastewater Reclamation Fund.

This fund budgets for scheduled principal and interest payments on the above-described debt.

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

Fund 40 Wastewater General Obligation Debt Service

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
40-00- Resources							
\$ 660,960	\$ 333,919	\$ 623,800	3500	Beginning Fund Balance	\$ -	\$ -	
15,006	3,560	-	4610	Investment revenue	-	-	
117,300	112,385	-	4701	Interest Subsidy	-	-	
40-29- Transfers In							
1,350,500	812,000	-	4920	Transfer In from Fund 20	-	-	
<u>\$ 2,143,766</u>	<u>\$ 1,261,864</u>	<u>\$ 623,800</u>	Total Resources		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
40-24- Debt Service							
Principal payments							
\$ 368,036	\$ 375,273	\$ -	6811	2010 IFA Loan Principal	\$ -	\$ -	
1,120,000	-	-	6812	2010 GO Bond Principal	-	-	
Interest payments							
44,800	-	-	6821	2010 GO Bond Interest	-	-	
277,011	262,827	-	6822	2010 IFA Loan Interest	-	-	
<u>\$ 1,809,847</u>	<u>\$ 638,100</u>	<u>\$ -</u>	Total Debt Service		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
40-29- Transfers Out							
\$ -	\$ -	\$ 623,800	8120	Transfer Out to Fund 20	\$ -	\$ -	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 623,800</u>	Total Transfers		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ 1,809,847</u>	<u>\$ 638,100</u>	<u>\$ 623,800</u>	Total Appropriations		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ 333,919	\$ 623,764	\$ -	Reserve for future expenditures		\$ -	\$ -	\$ -
<u>\$ 2,143,766</u>	<u>\$ 1,261,864</u>	<u>\$ 623,800</u>	Total Requirements		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Wastewater Revenue Bond Debt Service Fund
Fund 50**

Purpose: To account for principal and interest payments related to OLWS' non-property tax backed debt.

State of Oregon Department of Environmental Quality Clean Water State Revolving Fund Loan

In fiscal year 2011, OLWS received \$19,000,000 in loans from the State of Oregon Department of Environmental Quality Clean Water State Revolving Fund (SRF) Loan Program for Intended-Use Plans. Of the amount borrowed, \$12,573,566 or 66% of the funds comprised federal capitalization grant funds, whereas the remaining \$6,426,434 or 34% of the funds comprised state funds. The loans will be repaid over a twenty-year term to maturity and the range of interest rates associated with the loan series is 0% to 2.65% plus an annual administrative fee of 0.50% of the principal balance. The loans have a legal loan reserve requirement in which OLWS must place in reserve an amount equal to one-half the average annual debt service; as a result, OLWS has established a legal reserve amount of \$590,483. The program also has debt service coverage requirements in which OLWS must maintain wastewater rates in connection with the operation of the facility that are adequate to generate net operating revenues in each fiscal year sufficient to pay all revenue backed debt service requirements plus 5% of the loan's annual debt service expenditures.

JP Morgan Bank Loan

On December 20, 2017 OLWS borrowed \$15,173,000 from JP Morgan Bank in order to defease \$14,310,000 in General Obligation Bonds that were callable and had a 4% coupon rate. The loan will be repaid over a thirteen-year term to maturity and the interest rate is 2.50%. The advance refunding will save OLWS approximately \$915K in total debt service through fiscal year 2030. The loan has a debt service coverage requirement in which OLWS must charge rates and fees adequate to generate revenues that are at least equal to 20% of parity bond debt service and 100% of combined parity and subordinate obligation debt service.

State of Oregon Infrastructure Finance Authority Loans

On August 31, 2010, the State of Oregon Infrastructure Finance Authority (IFA) loaned OLWS \$8,000,000 which originated from the State's issuance of Recovery Zone Economic Development Bonds. These are also known as United States Build America Bonds. On February 18, 2021, the State of Oregon Business Oregon refunded the bonds that funded the IFA loan. OLWS participated in the Bond Refunding, amending the loan agreement for the balance of \$3,684,197.37 remaining. Under the amended agreement, this debt is no longer secured by General Obligation Bonds, now secured with a pledge of wastewater net revenue. Debt service will continue for the remaining ten-years of the original loan period, retaining the original maturity of December 1, 2030, with an all-in true interest cost of 1.323%. All further debt service will be out of this fund.

Major Funding Source(s): Operating transfers from the Wastewater Reclamation Fund.

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

Fund 50 - WW Revenue Bond Debt Service

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
50-00- Resources							
\$ 1,374,167	\$ 678,563	\$ 587,000	3500	Beginning Fund Balance	\$ 592,666	\$ 592,666	
16,738	5,372	6,000	4610	Investment revenue	1,000	1,000	
50-29- Transfers In							
1,100,000	2,871,000	3,412,000	4920	Transfer In from Fund 20	3,435,000	3,435,000	
\$ 2,490,905	\$ 3,554,935	\$ 4,005,000	Total Resources		\$ 4,028,666	\$ 4,028,666	\$ -
50-24- Debt Service							
Principal payments							
\$ 444,576	\$ 453,101	\$ 461,854	6810	2010 SRF Loan - Due 08/01/2021	\$ 470,839	\$ 470,839	
448,811	457,449	466,317	6810	2010 SRF Loan - Due 02/01/2022	475,422	475,422	
-	-	307,409	6811	2021 IFA Loan - Due 12/01/2021	310,030	310,030	
190,000	1,356,000	1,385,000	6813	2017 JPM Bank Loan - Due 05/01/2022	1,420,000	1,420,000	
Interest payments							
142,422	133,897	125,144	6820	2010 SRF Loan - Due 08/01/2021	116,159	116,159	
207,208	194,061	180,596	6820	2010 SRF Loan - Due 02/01/2022	166,805	166,805	
-	-	144,809	6822	2021 IFA Loan - Due 12/01/2021	168,839	168,839	
189,663	184,478	170,338	6823	2017 JPM Bank Loan - Due 11/01/2021	153,025	153,025	
189,663	184,478	170,338	6823	2017 JPM Bank Loan - Due 05/01/2022	153,025	153,025	
\$ 1,812,342	\$ 2,963,464	\$ 3,411,805	Total Debt Service		\$ 3,434,144	\$ 3,434,144	\$ -
\$ 1,812,342	\$ 2,963,464	\$ 3,411,805	Total Appropriations		\$ 3,434,144	\$ 3,434,144	\$ -
\$ 678,563	\$ 591,471	\$ 593,195	Reserve for future expenditures		\$ 594,522	\$ 594,522	\$ -
\$ 2,490,905	\$ 3,554,935	\$ 4,005,000	Total Requirements		\$ 4,028,666	\$ 4,028,666	\$ -

**Drinking Water Capital Fund
Fund 71**

Purpose: To account for debt proceeds, capital expenditures, contingencies and reserves associated with OLWS’ capital improvement planning as relates to drinking water.

OLWS’ water distribution system is primarily comprised of 6”and 8” cast and ductile iron pipe. OLWS has concentrated on eliminating sections of 2’ pipe and looping dead-ends wherever practical.

OLWS has more than sufficient water storage to supply the system; water storage includes two 5 million-gallon reservoirs at the Valley View site and two 2.8 million-gallon reservoirs at the View Acres site. The Valley View Reservoirs are also used as the storage source to serve the Sunrise Water Authority.

During FY 2020-21 OLWS adopted a Water System Master Plan which has been used to establish rates charged for water base and consumption charges and system development charges (SDC). OLWS now has an up-to-date hydraulic model to help staff identify and focus efforts within the capital improvement program (CIP).

Oak Lodge Water Services owns the North Clackamas County Water Commission treatment plant in partnership with Sunrise Water Authority and the City of Gladstone which provides the daily water needs for OLWS.

Major Funding Source(s): Operating transfers from the Drinking Water Fund.

Refer to the Capital Improvement Plan for detailed information on planned capital projects.

Fund 71 - Drinking Water Capital Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
71-00- Resources							
\$ 3,236,048	\$ 4,229,832	\$ 4,135,000	3500	Beginning Fund Balance	\$ 3,911,900	\$ 3,911,900	
-	-	100,000	4221	System Devel. - Reimbursement	-	50,000	
-	-	100,000	4225	System Devel. - Improvement	-	50,000	
94,115	34,264	40,000	4610	Investment revenue	-	30,000	
71-29- Transfers In							
1,675,000	500,000	500,000	4910	Transfer In from Fund 10	800,000	928,000	
\$ 5,005,163	\$ 4,764,096	\$ 4,875,000	Total Resources		\$ 4,711,900	\$ 4,969,900	\$ -

Fund 71 - Drinking Water Capital Fund

71-20- Capital Outlay							
\$ 259,067	\$ 10,463	\$ 1,555,000	7200	Infrastructure	\$ 470,000	\$ 470,000	
6,958	-	-	7300	Buildings and improvements	-		
-	-	-	7520	Equipment	64,000	64,000	
682	92,907	25,000	7530	Information Technology	30,000	30,000	
-	6,900	35,000	7540	Vehicles	40,000	-	
508,625	240,779	370,000	7600	Capital improvement projects	2,275,000	2,275,000	
\$ 775,331	\$ 351,049	\$ 1,985,000	Total Capital Outlay		\$ 2,879,000	\$ 2,839,000	\$ -
71-29- Transfers and Contingency							
\$ -	\$ -	\$ 2,890,000	9000	Contingency	\$ 288,000	\$ 288,000	
\$ -	\$ -	\$ 2,890,000	Total Transfers and Contingency		\$ 288,000	\$ 288,000	\$ -
\$ 775,331	\$ 351,049	\$ 4,875,000	Total Appropriations		\$ 3,167,000	\$ 3,127,000	\$ -
\$ 4,229,832	\$ 4,413,047	\$ -	Reserve for future expenditures		\$ 1,544,900	\$ 1,842,900	\$ -
\$ 5,005,163	\$ 4,764,096	\$ 4,875,000	Total Requirements		\$ 4,711,900	\$ 4,969,900	\$ -

**Wastewater Reclamation Capital Fund
 Fund 72**

Purpose: To account for debt proceeds, capital expenditures, contingencies and reserves associated with OLWS’ capital improvement planning as relates to wastewater reclamation.

OLWS charges customers a monthly fee for sanitary sewer service that covers both base and consumption-related costs. Amounts are transferred to the Wastewater Capital Fund based on identified capital needs per the CIP and any current master planning.

This budget as approved allows OLWS to wrap up treatment plant modifications to create redundancies and improve our solids process efficiency. A sanitary sewer master plan has also been approved to help staff identify where to invest the next 30 years of capital expenses.

Major Funding Source(s): Operating transfers from the Wastewater Reclamation Fund. For more detailed information about each approved project, please refer to the Capital Improvement Plan for detailed information on planned capital projects.

Fund 72 - Wastewater Reclamation Capital Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
72-00- Resources							
\$ 4,220,098	\$ 5,252,624	\$ 4,535,000	3500	Beginning Fund Balance	\$ 4,006,108	\$ 4,006,108	
97,904	41,565	50,000	4610	Investment revenue	30,000	\$ 30,000	
346,768	-	-	4630	Miscellaneous revenues	-		
72-29- Transfers In							
1,300,000	1,000,000	1,000,000	4920	Transfer In from Fund 20	2,500,000	1,500,000	
\$ 5,964,770	\$ 6,294,189	\$ 5,585,000	Total Resources		\$ 6,536,108	\$ 5,536,108	\$ -

Fund 72 - Wastewater Reclamation Capital Fund

72-21- Capital Outlay - Treatment							
\$ 3,449	\$ 26,932	\$ -	7300	Buildings and improvements	\$ -	\$ -	
-	-	-	7400	Improvements other than buildings	75,000	75,000	
50,551	95,465	191,000	7520	Equipment	410,000	205,000	
-	40,753	-	7530	Information Technology	115,000	115,000	
-	19,707	-	7540	Vehicles	-	-	
654,512	1,111,890	660,000	7600	Capital improvement projects	1,169,000	1,169,000	
72-22- Capital Outlay - Collections							
-	-	-	7200	Infrastructure	100,000	50,000	
2,972	-	-	7300	Buildings and improvements	-	-	
-	11,876	-	7520	Equipment	40,000	40,000	
662	20,221	-	7530	Information Technology	154,340	154,340	
-	-	35,000	7540	Vehicles	40,000	-	
-	51,274	1,624,000	7600	Capital improvement projects	2,715,000	2,215,000	
\$ 712,146	\$ 1,378,117	\$ 2,510,000	Total Capital Outlay		\$ 4,818,340	\$ 4,023,340	\$ -
72-29- Transfers and Contingency							
\$ -	\$ -	\$ 3,075,000	9000	Contingency	\$ 481,834	\$ 481,834	\$ -
\$ -	\$ -	\$ 3,075,000	Total Transfers and Contingency		\$ 481,834	\$ 481,834	\$ -
\$ 712,146	\$ 1,378,117	\$ 5,585,000	Total Appropriations		\$ 5,300,174	\$ 4,505,174	\$ -
\$ 5,252,624	\$ 4,916,072	\$ -	Reserve for future expenditures		\$ 1,235,934	\$ 1,030,934	\$ -
\$ 5,964,770	\$ 6,294,189	\$ 5,585,000	Total Requirements		\$ 6,536,108	\$ 5,536,108	\$ -

**Watershed Protection Capital Fund
 Fund 73**

Purpose: To account for debt proceeds, capital expenditures, contingencies and reserves associated with OLWS capital improvement planning as relates to watershed protection.

OLWS is responsible for water quality improvement projects within the communities of Oak Grove and Jennings Lodge. Although not formal cities, this portion of unincorporated Clackamas County is heavily urbanized with residential, commercial, and industrial development. Less than 5 years ago, an analysis of OLWS revealed that the total impervious area for OLWS is 80% -- that's about 2800 acres of surface that does not infiltrate water, all of which contributes to increased water velocity and scour in local streams, and the majority of which contributes pollutants into the surface water system, including streams and rivers.

Major Funding Source(s): Operating transfers from the Watershed Protection Fund. For more detailed information about each approved project, please refer to the Capital Improvement Plan for detailed information on planned capital projects.

Fund 73 - Watershed Protection Capital Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
73-00- Resources							
\$ 1,816,320	\$ 1,177,315	\$ 1,687,000	3500	Beginning Fund Balance	\$ 2,173,058	\$ 2,173,058	
36,387	11,248	15,000	4610	Investment revenue	10,000	10,000	
430,000	500,000	480,000	4930	Transfer In from Fund 30	250,000	250,000	
\$ 2,282,707	\$ 1,688,563	\$ 2,182,000	Total Resources		\$ 2,433,058	\$ 2,433,058	\$ -

Fund 73 - Watershed Protection Capital Fund

73-23- Capital Outlay							
\$ 4,631	\$ -	\$ -	7300	Buildings and improvements	\$ -	\$ -	
662	-	-	7530	Information Technology	-	-	
24,270	3,430	-	7540	Vehicles	-	-	
1,075,830	1,870	300,000	7600	Capital improvement projects	300,000	300,000	
\$ 1,105,392	\$ 5,299	\$ 300,000	Total Capital Outlay		\$ 300,000	\$ 300,000	\$ -
73-29- Transfers and Contingency							
\$ -	\$ -	\$ 1,882,000	9000	Contingency	\$ 50,000	\$ 50,000	
\$ -	\$ -	\$ 1,882,000	Total Transfer and Contingency		\$ 50,000	\$ 50,000	\$ -
\$ 1,105,392	\$ 5,299	\$ 2,182,000	Total Appropriations		\$ 350,000	\$ 350,000	\$ -
\$ 1,177,315	\$ 1,683,264	\$ -	Reserve for future expenditures		\$ 2,083,058	\$ 2,083,058	\$ -
\$ 2,282,707	\$ 1,688,563	\$ 2,182,000	Total Requirements		\$ 2,433,058	\$ 2,433,058	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6110	Legal Services Charges for services provided by outside counsel; including bond, legal and personnel.	\$ 375,000
6120	Accounting and Audit Services Costs associated with required annual financial audit services.	\$ 76,000
6155	Contracted Services Charges for services contracted for administrative services, operations and management. Engineering services Administrative services Laboratory services Other professional and technical services Printing and mailing services Lien Services Online billing services	\$ 922,250
6175	Records Management Cost of archiving of District records and records management facilitation, document storage, retrieval, and destruction.	\$ 8,500
6180	Dues and subscriptions Cost of memberships and publications, which leverage the District's limited resources in a manner that promotes cost-effectiveness, promotes ongoing employee education and training, and provides supporting services to the District. Association of Clean Water Agencies (ACWA) American Public Works Association (APWA) American Water Works Association (AWWA) American Water Works Association (AWWA) Northwest Sub-Section Clackamas Review Engaging Local Government Leaders Government Finance Officers Association Local Government Personnel Institute National Association of Clean Water Agencies (NACWA) National Association of State Agencies for Surplus Property North Clackamas County Chamber of Commerce Oregon Association of Municipal Recordors Oregon Association of Water Utilities Oregon City/County Manager's Association (OCCMA) Oregon Ethics Commission Oregon Government Finance Officers Association Oregon Water Utilities Council Other Subscriptions and Dues Portland Human Resources Management Association (PHRMA) Regional Water Providers Consortium Rotary Club of Milwaukie Society for Human Resources Management (SHRM) Special Districts Association of Oregon (SDAO) Tri-County Water Association Urban & Regional Information Systems Water Environment Federation	\$ 60,000
6220	Electricity Electric utility costs associated with production, operations and facilities.	\$ 408,000
6230	Telephone Record cost associated with voice equipment and telecommunication services whether wired or wireless.	\$ 63,000
6240	Natural Gas Natural gas utility costs associated with production, operations, and facilities.	\$ 9,500

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6250	Solid Waste Disposal Costs associated with the disposal of headworks screenings, biosolids dumping, and other solid waste disposal activities.	\$ 52,000
6290	Other Utilities Cost of utilities, other than electricity or natural gas, associated with production, operations and facilities.	\$ 15,600
6310	Janitorial services Cost for janitorial services at buildings and structures.	\$ 26,000
6320	Buildings and grounds Cost of maintaining buildings and grounds, including landscaping services, wiring, plumbing, carpentry, painting, etc.	\$ 104,000
6330	Vehicle and equipment maintenance Cost of maintaining vehicles and equipment including, repairs, tires, oil and other cost to maintain in good working order.	\$ 75,000
6340	System maintenance Cost of repair and maintenance services to infrastructure of the drinking water distribution system and watershed protection system.	\$ 225,000
6342	System maintenance Cost of repair and maintenance services to infrastructure of the wastewater reclamation collection and treatment systems.	\$ 245,000
6350	Computer maintenance Cost associated with computer technology including hardware, software, licensing, associated peripherals and accessories. Includes outsources computer technology support.	\$ 313,103
6390	Other Repairs and maintenance Cost associated with repair and maintenance other than list in accounts 6310-6350.	\$ -
6410	Mileage Reimbursement for the cost of private mileage incurred by an employee when traveling for business purposes.	\$ 5,500
6420	Staff training Costs associated with employee continuing education and training to maintain certification requirements. Includes related travel expenditure. Membership costs are accounted for in 6180 Dues and Subscriptions. Water Environment Federation / National Association of Clean Water Agencies (NACWA) Conference National Association of Clean Water Agencies (NACWA) Conference Software Conference Special Districts Association of Conference American Water Works Association (AWWA) Pacific Northwest Conference American Water Works Association (AWWA) Annual Conference Pipe Standards Government Finance Officers Association (GFOA) Annual Conference Oregon Government Finance Officers Institute Oregon Government Finance Officers Spring Conference Distribution Symposium Confined Spaces Classes Oregon Association of Water Utilities (OAWU) Conference Pacific Northwest Clean Water Agencies (PNCWA) Conference Lucity Conference Storm Water Management Conference Team Building Employee Tuition Reimbursement Other Required Trainings	\$ 93,000

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6430	Certifications Cost associated with maintaining certifications as requirement for employee's position. Backflow Short School OHD Certification Test Fees Other Fees	\$ 8,000
6440	Board expense Cost associated with board meetings, board members attendance for the education, related travel expenditures and training. Special Districts Association Conference American Water Works Association (AWWA) Annual Conference Meeting Meals and Supplies Miscellaneous Mileage	\$ 9,000
6510	Office supplies Cost of office materials, supplies, and services related to administration and operations.	\$ 34,200
6520	Fuels and oils Cost of fuel and oil for vehicles and equipment.	\$ 51,000
6525	Chemicals Cost of chemicals required in program operations.	\$ 65,000
6530	Small tools and equipment Cost of small tools and equipment with a replacement value of less that \$5,000 per item necessary for the performance of work.	\$ 40,000
6540	Safety supplies Cost associated with for safety supplies and services, including required protective footwear. Safety Mats Metro First Aid & Safety Cintas Staff Safety Protection: \$300/Field & OPS Staff (Footwear) Other Safety Supplies	\$ 52,000
6550	Operational supplies Cost of supplied necessary for the operations of the District.	\$ 29,500
6560	Uniforms Cost of uniforms provided to employees, except footwear which is categorized as safety.	\$ 38,000
6590	Other supplies Cost of other miscellaneous supplies not included in other categories.	\$ 5,000
6610	Board compensation Cost of compensation of the board.	\$ 2,500
6620	Elections Costs The Purpose of the Board Election Costs is to provide funding for the cost related to the public elections of its officers.	\$ 5,000
6710	Purchased water Cost of water purchased that is resold to customers.	\$ 1,170,000
6715	Water Quality Program Cost of supplies and services necessary to test drinking water that is resold to customers.	\$ 16,000
6720	Insurance Cost of property, casualty, liability, earthquake, flood, and auto insurance coverage for District equipment and facilities.	\$ 300,000

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6730	Communications	\$ 98,100
	Cost associated with public information, education, and involvement activities.	
	Public Notices: Board Meetings, Budget Committee Meetings, Other Meetings	
	Informational Brochures	
	School Education Programs	
	Watershed Protection Public Involvement	
	Clean Water Coalition Regional Ad Campaign	
	SOLV Environmental Outreach	
	Miscellaneous Meeting Expenses	
6740	Advertising	\$ 6,500
	Cost of advertisements, as required for meetings, procurement, budgets, and recruiting.	
6750	Other purchased services	\$ -
	Cost of outsourced services not included in other line items.	
6760	Equipment rental	\$ 7,000
	Cost of rental or lease of equipment for office and operations.	
6770	Bank charges	\$ 160,000
	Cost of banking fees charged for payments received and banking services rendered.	
6780	Taxes, Fees, Permits	\$ 124,300
	Cost of property taxes regulatory compliance fees, annual required permits, right-of-way fees.	
	Clackamas County Tax Collector: Property Tax	
	Clackamas County - Ordinance Filing Fees	
	Public Employee Retirement System (PERS): Administrative Fee	
	State of Oregon DAS Ethics Commission Assessment Fee	
	State of Oregon Secretary of State Filing Fee	
	State of Oregon DEQ Wastewater System Operator Annual Support Fee	
	State of Oregon DEQ National Pollutant Discharge Elimination System (NPDES) Permit Fee	
	State of Oregon DEQ Air Contaminant Discharge Permit Fee	
	State of Oregon DEQ Cleaner Air Oregon Fee	
	State of Oregon DEQ Hazardous Materials Report Fee	
	State of Oregon DEQ Municipal Separate Storm Sewer System (MS4) Permit	
	State of Oregon OHA Cross Connection Annual Fee	
	City of Gladstone's 5% Right-of-Way Franchise Fee	
	City of Milwaukie (sewer processing fee)	
	Union Pacific Right-of-Way Tax	
	Other Taxes, Fees, Permits	
6900	Miscellaneous expense	\$ 7,000
	Cost of other miscellaneous expenses.	
Materials and Services Expenditures Total		<u>\$ 5,304,553</u>

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

LINE ITEM DESCRIPTIONS

DEBT SERVICE EXPENDITURES

Acnt#	Description	Budget
6810	Principal Payments - 2010 SRF Loan Principal Account for principal payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Loan.	\$ 946,261
6811	Principal Payments - 2021 IFA Loan Principal Account for principal payments related to a State of Oregon Infrastructure Finance Authority (IFA) Loan.	\$ 310,030
6813	Principal Payments - 2017 JPM Bank Loan Principal Account for principal payments related to a JP Morgan Bank Loan.	\$ 1,420,000
6814	Principal Payments - 2018 KS Statebank Principal Account for principal payments related to a KS Statebank Bank Loan.	\$ 115,741
6815	Principal Payments - 2019 Zions Bank Loan Principal Account for principal payments related to a Zions Bank Loan.	\$ 188,000
6820	Interest Payments - 2010 SRF Loan Interest Account for interest payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Loan.	\$ 282,964
6822	Interest Payments - 2021 IFA Loan Interest Account for interest payments related to a State of Oregon Infrastructure Finance Authority (IFA) Loan.	\$ 168,839
6823	Interest Payments - 2017 JPM Bank Loan Interest Account for interest payments related to a JP Morgan Bank Loan.	\$ 306,050
6824	Interest Payments - 2018 KS Statebank Interest Account for interest payments related to a KS Statebank Bank Loan.	\$ 4,259
6825	Interest Payments - 2019 Zions Bank Loan Interest Account for interest payments related to a Zions Bank Loan.	\$ 21,063
	Debt Service Expenditures Total	<u>\$ 3,763,207</u>

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

LINE ITEM DESCRIPTIONS

CAPITAL OUTLAY EXPENDITURES

Acnt#	Description	Budget
7100	Land The purpose of the Land line item is to account for land and easement acquisitions.	\$ -
7200	Infrastructure The purpose of the Infrastructure line item is to account for the acquisition, improvement, replacement, and capacity expansion of infrastructure.	\$ 520,000
7300	Buildings and improvements The purpose of the Buildings and Improvements line item is to account for acquisition, improvement, replacement, and capacity expansions of buildings and structures.	\$ -
7400	Improvements other than buildings The purpose of the Improvements Other than Buildings line item is to account for improvements other than to buildings.	\$ 75,000
7510	Furniture and fixtures The purpose of the Furniture and Fixtures line item is to account for the acquisition of furniture and fixtures.	\$ -
7520	Equipment The purpose of the Equipment line item is to account for the acquisition of equipment.	\$ 309,000
7530	Software The purpose of the Software line item is to account for the acquisition of software.	\$ 299,340
7540	Vehicles The purpose of the Vehicles line item is to account for the acquisition of vehicles.	\$ -
7600	Capital improvements The purpose of the Capital Improvements line item is to account for improvements identified in the capital improvement plan(s).	\$ 5,959,000
	Capital Outlay Total	<u>\$ 7,162,340</u>

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FY 2022-23

LINE ITEM DESCRIPTIONS

TRANSFERS OUT

Acct# Description	Budget
8105 Transfer to Fund 05 Transfer of resources to the Administrative Services Fund.	\$ 3,936,000
8120 Transfer to Fund 20 Transfer of resources to the Wastewater Reclamation Operating Fund.	\$ -
8150 Transfer to Fund 50 Transfer of resources to the Wastewater Reclamation Revenue Bond Debt Service Fund.	\$ 3,435,000
8171 Transfer to Fund 71 Transfer of resources to the Drinking Water Capital Fund.	\$ 928,000
8172 Transfer to Fund 72 Transfer of resources to the Wastewater Reclamation Capital Fund.	\$ 1,500,000
8173 Transfer to Fund 73 Transfer of resources to the Wastewater Protection Capital Fund.	\$ 250,000
Transfers Out Total	<u>\$ 10,049,000</u>

LINE ITEM DESCRIPTIONS

CONTINGENCIES

Acct # Description	Budget
9000 Contingency Provide a contingency in the event actual expenditures exceed budgeted appropriations or actual revenues are less than anticipated.	\$ 3,214,261
Contingencies Total	<u>\$ 3,214,261</u>



AGENDA ITEM

Title Business from the Board
Item No. 8
Date May 17, 2022

Summary

The Board of Directors appoints District representatives from time to time to serve as liaisons or representatives of the District to committees or community groups.

Directors assigned specific roles as representatives of the District 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 Items Include:

- a. Individual Board Member Reports**
- b. Parking Lot**

Date Added	Item	Work Update
8/13/2019	OLWSD/Gladstone IGA	OLWSD and Gladstone have begun negotiations of the full draft IGA.
5/9/2022	OLWS/Gladstone IGA Update	The next draft IGA meeting has been set for 6/29/2022.

**OAK LODGE WATER SERVICES
2022 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, Third Wednesday 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)	Paul Gornick	Susan Keil	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.
New Concord Task Force	Ginny Van Loo	N/A	
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	Susan Keil	Paul Gornick	Monthly, Fourth Wednesday 7 p.m.
Regional Water Providers Consortium (RWPC)	Kevin Williams	Paul Gornick	3x Annually, First Wednesday 6:30 p.m.
RWPC Executive Committee	Kevin Williams	Paul Gornick	Quarterly, Second Tuesday (Jan, Apr, Sept, Dec) 5:30 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.

Business from the Board

Paul Gornick's Meeting Reports - May 2022

April 27, 2022 - Sunrise Water Board Meeting (hybrid meeting)

- Budget committee meeting preceded the regular board meeting. GM Wade Hathhorn presented proposed budget. Of note in their budget:
 1. Personnel services increase 7.8%
 2. Material & Services (M&S) overall increase 10.7%
 3. Within M&S, Electricity and natural gas increase 15.7%
 4. Within M&S, Property Insurance increase 48.1%
 5. Within M&S, Merchant Bank & Fees increase 33.3%
- Embedded in the budget document is the Schedule of Rates and Charges adopted April 21, 2021, with the rate adjustment of 5% implemented on 7-1-2021 (via resolution 2021-03), and a second rate adjustment of 5% on January 1, 2022 (via resolution 2021-18). The SWA rate adjustment process appears to be independent of the budget process. Budget was approved unanimously.
- Board the entered executive session to consider an employee matter exempt from public inspection.

May 5, 2022 – Clackamas County Coordinating Committee (C4) Meeting (remote meeting)

- A panel of guest presenters from the coalition of Communities of Color gave an update on the Research Justice Study of Clackamas County.
- Trent Wilson offered a document approved in April by the BCC, titled Clackamas County Values on Housing and Shelter. A discussion on shelter housing followed.
- A retreat trip to Eugene was proposed to tour shelter and housing facilities.
- Commissioner Savas said a discussion by BCC led to not implement a fireworks ban at this time, subject to change if weather conditions warrant.
- Trent Wilson indicated that while ODOT is not changing their stance on implementation of initially tolling I-205, they are seeking a \$120 million INFRA grant to partially fund the Phase 2 I-205 improvements (the additional lane from Stafford Rd to the Abernethy Bridge).
- Meeting packet can be found here: [6ef768b1-007a-4b5d-8b11-9a2a77336379 \(clackamas.us\)](https://clackamas.us/6ef768b1-007a-4b5d-8b11-9a2a77336379)
- Video of meeting can be found here: (not yet available as of 5/8/22)



STAFF REPORT

To Board of Directors
From Aleah Binkowski-Burk, Human Resources/Payroll Manager
Title Human Resources Monthly Report
Item No. 9a
Date May 17, 2022

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

Highlights of the Month

- Stranded Worker Agreement
- Update to District Records Management Plan

Human Resources

Currently the District is in early discussions with other Clackamas County Cities and Special Districts to develop an Intergovernmental Agreement (IGA) for the lending of personnel within Clackamas County when personnel are unable to get to their normal reporting location due to catastrophic natural disasters including earthquakes, floods, fire, ice storms, or other natural events. When a severe event significantly damages or affects transportation routes, agency personnel may be stranded and unable to report to their normal work locations. In this instance personnel may be available to assist with emergency management activities for another participating agency. By being a part of this agreement, we can help strengthen Clackamas County's overall disaster preparedness, response, and recovery capabilities and enhance its disaster resilience.

Participation in this agreement will be voluntary. It will be drafted in such a way that each party will have the ability to decide on a case-by-case basis, in its sole discretion, whether it can, under the circumstances, lend or borrow personnel. All counties, cities, inter-local agencies, regional governments, and special districts within Clackamas County in Oregon, are eligible to be a party to this agreement.

This IGA is currently in draft form development. The initial workshop for interested parties to discuss a draft IGA will be held on June 18th and OLWS will be in attendance. When there is a solidified draft IGA, it will be brought to both legal counsel and the Board for review.

Records Management

In late 2020 the District developed a Records Management Plan (Plan) to guide the transition from a decentralized paper-based structure to an electronic records management system (ERMS). This Plan outlined a multi-year simultaneous identification, assessment, and execution process that would signal forward compliance with regulated records management standards and best practices. While not as alluring as other “quick fix” options, the Plan’s layered approach ensures that the District’s current and legacy records are maintained in an efficient and transparent manner.

Milestones included:

- Establishment of a Records Management Team and Departmental Records Liaisons.
- Identification and storage of current physical and electronic records.
- Assessment of records workflows.
- Development of records policies and standard operating procedures.
- Selection of an electronic records management system.
- Implementation and staff training of policies and software.

Over the last year and a half, the District has methodically progressed through many of the milestones outlined in the Plan. In a recent update memo, District Recorder Casey summarized the significant progress made in areas like:

- Formation and ongoing collaboration of the Records Management Team.
- A full on-site inventory of all District records to be finalized by the end of FY 2022.
- Optimization of interdepartmental records workflows and centralization of essential record types.
- Development of the first records policies and SOPs that will ultimately create a comprehensive Records Management Manual.
- Implementation of records destruction and archival processes.
- Establishment and population of a dedicated repository for electronic records.
- Development of ongoing staff training opportunities.

The update also summarized the next critical steps towards selection and implementation of an ERMS, including:

- Finalization of records inventories,
- Mass digitization of current records,
- Collecting feedback from staff, and
- Reviewing ERMS product demonstrations.

As you may know, records management is an iterative process. However, it is important to acknowledge the amount of work already achieved by Staff since creation of the Plan. Though the benefits of optimal records stewardship and transparency are immense, implementing sustainable and efficient programs is often an extensive and arduous process. The District's continued focus on records management is essential to the success of the organization.



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 9b
Date May 17, 2022

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

Highlights of the Month

- Accounts Receivable balance shows continued improvement in several areas: a decrease of (1.33%); the average delinquent balance decreased by \$(9.00), and the number of delinquent accounts decreased by 12.
- Utility bill payments were greater than April 1 billed amounts by \$6,346.
- The ECAP assisted 38 residential and 0 commercial accounts in April.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of April 30 compared to March 30 decreased by (1.33%). These are the findings:

1. A/R Balance owed to OLWSD has decreased by \$16,861, after accounting for the delta between billing cycles.

A/R Balance	2/28/2022	3/31/2022	4/30/2022
Bi-Monthly Residential	\$ 1,001,300	\$ 804,519	\$ 946,632
Large Meters	470,988	466,793	470,263
Total	1,472,287	1,271,312	1,416,896
Variance	163,656	(200,975)	145,583
Billing Cycle Variance	(172,833)	176,251	(162,445)
	(9,177)	(24,724)	(16,861)
	(0.70%)	(1.68%)	(1.33%)

2. The total number of delinquent accounts decreased by 12 accounts as of April 30, compared to March 31, 2022. Additionally, the average balance per account decreased by (2.2%) or \$ (9).

Delinquent Accounts	2/28/2022	3/31/2022	4/30/2022
Over 60 Days	\$ 214,720	\$ 200,139	\$ 191,263
Number of Accounts	551	527	515
Average Balance per Acct.	\$ 390	\$ 380	\$ 371
	-3.5%	-2.5%	-2.2%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has increased by 0.63% compared to prior month. The shift is from 30-60 Day Grace period Category.

Account %	2/28/2022	3/31/2022	4/30/2022
Current	85.41%	86.14%	86.77%
30-60 Day Grace	4.90%	5.81%	3.98%
Delinquent	6.09%	5.81%	5.68%
Credit Balance	3.60%	2.24%	3.43%

Each month, the District hangs red tags for accounts in delinquent status, over 60 days past due, and with a balance over \$250. The red tag process allows 7 days for the customer to provide payment. If payment is not received, water is then shut off.

	Jan 2022	Feb 2022	Mar 2022	Apr 2022
Cycle	Cycle 1	Cycle 2	Cycle 1	Cycle 2
# Red Tags	78	64	61	62
Minimum Delinquent Balance	\$ 250	\$ 250	\$ 250	\$ 250
# Shut off Service Requests	6	5	4	1

Billing Payment Rate

In April, the District received \$6,346 more in payments than was billed on April 1, 2022.

	Jan 2022	Feb 2022	Mar 2022	Apr 2022
Utility Billing Sales	\$ 1,224,710	\$ 1,051,882	\$ 1,224,716	\$ 1,048,465
Cash Receipts	1,218,827	1,062,197	1,261,058	1,054,811
% Collected	99.5%	101.0%	103.0%	100.6%

Emergency Customer Assistance Program (ECAP)

In FY 2019-20, the Board approved \$97,000 for Emergency COVID Assistance Program. Since June 2020, the District has provided assistance to residential and commercial accounts that have been financially impacted by COVID-19. This program has continued through FY 2020-21 and into FY 2021-22.

	<u>Monthly Assistance</u>	<u>Balance</u>
Beginning Balance		\$97,000
June 2020	2,644	94,356
July 2020	687	93,669
August 2020	813	92,856
September 2020	1,114	91,742
October 2020	-0-	91,742
November 2020	991	90,751
December 2020	598	90,153
January 2021	1,472	88,681
February 2021	3,304	85,377
March 2021	3,134	82,243
April 2021	2,260	79,983
May 2021	2,741	77,242
June 2021	5,397	71,845
July 2021	3,591	68,254
August 2021	6,407	61,847
September 2021	2,829	59,018
October 2021	2,982	56,036
November 2021	893	55,143
December 2021	724	54,419
January 2022	4,236	50,183
February 2022	2,838	47,345
March 2022	3,508	43,837
April 2022	7,473	36,364
Total Assistance Provided to Date	\$ 60,636	

In April 2022, thirty-eight (38) residential accounts and zero (0) commercial account received assistance.

Attachments

1. Checks by Date Report for April 2022

Bank Reconciliation
 Checks by Date
 User: Antonio
 Printed: 05/04/2022 - 3:45PM
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	4/8/2022	Nationwide Retirement Solutions		AP			885.00
0	4/8/2022	Oregon Department Of Revenue		AP			8,336.02
0	4/8/2022	VALIC c/o JP Morgan Chase		AP			5,143.90
0	4/8/2022	Internal Revenue Service		AP			28,007.73
0	4/8/2022	State of Oregon Savings Growth Plan		AP			1,929.00
0	4/8/2022	State of Oregon		AP			441.68
0	4/8/2022	Payroll Direct Deposit		PR			66,846.85
0	4/20/2022	Wells Fargo Remittance Center		AP			9,780.45
0	4/22/2022	Nationwide Retirement Solutions		AP			860.00
0	4/22/2022	State of Oregon Savings Growth Plan		AP			2,229.00
0	4/22/2022	VALIC c/o JP Morgan Chase		AP			4,972.65
0	4/22/2022	State of Oregon		AP			441.68
0	4/22/2022	Internal Revenue Service		AP			28,452.17
0	4/22/2022	Wells Fargo Remittance Center		AP			15,262.16
0	4/22/2022	Oregon Department Of Revenue		AP			7,793.19
0	4/22/2022	Payroll Direct Deposit		PR			67,616.90

ACH Disbursement Activity Subtotal **248,998.38**
Voided ACH Activity **0.00**
Adjusted ACH Disbursement Activity Subtotal **248,998.38**

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
47115	4/6/2022	Airgas, Inc		AP			62.02
47116	4/6/2022	American Red Cross		AP			2,596.00
47117	4/6/2022	Apex Labs		AP			1,434.00
47118	4/6/2022	APWA		AP			222.00
47119	4/6/2022	CenturyLink		AP			656.33
47120	4/6/2022	CenturyLink		AP			101.26
47121	4/6/2022	Cintas Corporation		AP			281.09
47122	4/6/2022	Cintas Corporation - 463		AP			70.66
47123	4/6/2022	City Of Milwaukie		AP			333.60
47124	4/6/2022	Clackamas Landscape		AP			674.00
47125	4/6/2022	Comcast		AP			1,319.58
47126	4/6/2022	Consolidated Supply Co.		AP			3,587.86
47127	4/6/2022	Contractor Supply, Inc.		AP			54.00
47128	4/6/2022	Convergence Networks		AP			18.71
47129	4/6/2022	Craig Blackman Trucking		AP			1,330.14
47130	4/6/2022	Ditch Witch Northwest Exchange		AP			7,208.34
47131	4/6/2022	Dr. Lance F. Harris D.C.		AP			300.00
47132	4/6/2022	Customer Refund		AP			20.77
47133	4/6/2022	Customer Refund		AP			22.00
47134	4/6/2022	H.D. Fowler Company		AP			1,609.84
47135	4/6/2022	Kaiser Permanente		AP			17,756.71
47136	4/6/2022	LinkedIn Corporation		AP			3,680.00
47137	4/6/2022	Madison Biosolids, Inc.		AP			17,308.23
47138	4/6/2022	Customer Refund		AP			14.49
47139	4/6/2022	Milwaukie Lumber Company		AP			150.95
47140	4/6/2022	Customer Refund		AP			19.30
47141	4/6/2022	Customer Refund		AP			10,883.52
47142	4/6/2022	Olson Bros. Service, Inc.		AP			3,093.32
47143	4/6/2022	Oregon Association of Water Utilities		AP			1,200.00
47144	4/6/2022	O'Reilly Auto Parts		AP			50.48
47145	4/6/2022	Owen Equipment		AP			845.00
47146	4/6/2022	Pamplin Media Group		AP			200.15
47147	4/6/2022	Customer Refund		AP			23.61
47148	4/6/2022	SDIS		AP			43,668.14
47149	4/6/2022	Seattle Ace Hardware		AP			190.99
47150	4/6/2022	Secure Pacific Corporation		AP			330.42
47151	4/6/2022	Stein Oil Co Inc		AP			83.64
47152	4/6/2022	Town & Country Fence Co. of Oregon		AP			10,872.00
47153	4/6/2022	Unifirst Corporation		AP			1,435.04
47154	4/6/2022	Verizon Wireless		AP			2,299.37
47155	4/6/2022	Customer Refund		AP			42.48

Bank Reconciliation

Checks by Date

User: Antonio

Printed: 05/04/2022 - 3:45PM

Cleared and Not Cleared Checks

Print Void Checks

47156	4/6/2022	Atlasta Lock and Safe Co	AP	1,435.00
47157	4/6/2022	Portland General Electric	AP	23,205.82
47158	4/8/2022	Employee Paycheck	PR	2,043.14
47159	4/8/2022	Aks Engineering & Forestry	AP	4,160.00
47160	4/8/2022	Apex Labs	AP	2,623.00
47161	4/8/2022	Byrne Software Technologies, Inc	AP	1,874.99
47162	4/8/2022	City Of Gladstone	AP	39.91
47163	4/8/2022	D&H Flagging, Inc.	AP	350.00
47164	4/8/2022	Murraysmith, Inc.	AP	18,692.76
47165	4/8/2022	Northstar Chemical, Inc.	AP	581.00
47166	4/8/2022	Northwest Natural	AP	3.85
47167	4/8/2022	Polydyne, Inc.	AP	3,451.84
47168	4/8/2022	Portland General Electric	AP	28,955.03
47169	4/8/2022	Seattle Ace Hardware	AP	16.31
47170	4/8/2022	Consolidated Supply Co.	AP	18,065.98
47171	4/8/2022	Convergence Networks	AP	15,628.00
47172	4/8/2022	Huber Technology, Inc	AP	1,775.00
47173	4/8/2022	J. Thayer Company	AP	329.98
47174	4/8/2022	Les Schwab	AP	390.26
47175	4/8/2022	Napa Auto Parts	AP	316.35
47176	4/8/2022	Seattle Ace Hardware	AP	55.93
47177	4/11/2022	AFLAC	AP	810.16
47178	4/11/2022	AFSCME Council 75	AP	857.10
47179	4/11/2022	D&H Flagging, Inc.	AP	250.00
47180	4/11/2022	Pacific Fence and Wire	AP	1,200.00
47181	4/11/2022	Stein Oil Co Inc	AP	191.15
47182	4/11/2022	Suburban Chevrolet	AP	35,050.41
47183	4/15/2022	AnswerNet	AP	758.42
47184	4/15/2022	BMS Technologies	AP	10,098.64
47185	4/15/2022	Byrne Software Technologies, Inc	AP	390.63
47186	4/15/2022	Cable Huston LLP	AP	35,440.63
47187	4/15/2022	Cascadia Backflow	AP	1,365.87
47188	4/15/2022	City Of Gladstone	AP	201.37
47189	4/15/2022	City Of Milwaukie	AP	1,781.11
47190	4/15/2022	Customer Refund	AP	160.11
47191	4/15/2022	David Evans and Associates, Inc.	AP	14,819.59
47192	4/15/2022	Fackler Construction Company	AP	102,600.00
47193	4/15/2022	Hall Tool Company	AP	623.24
47194	4/15/2022	Metro	AP	411.76
47195	4/15/2022	NCCWC	AP	75,898.70
47196	4/15/2022	Net Assets Corporation	AP	655.00
47197	4/15/2022	Northwest Natural	AP	481.22
47198	4/15/2022	One Call Concepts, Inc.	AP	920.22
47199	4/15/2022	Pamplin Media Group	AP	188.94
47200	4/15/2022	Portland Engineering Inc	AP	780.00
47201	4/15/2022	Waste Management Of Oregon	AP	210.37
47202	4/15/2022	Water Metrics West	AP	125.00
47203	4/15/2022	Portland General Electric	AP	3,421.07
47204	4/15/2022	Robert HalfTalent Solutions	AP	4,822.80
47205	4/15/2022	Seattle Ace Hardware	AP	250.09
47206	4/15/2022	Unifirst Corporation	AP	125.60
47207	4/15/2022	Wallis Engineering PLLC	AP	1,536.70
47208	4/15/2022	Wasco County Landfill, Inc	AP	8,333.11
47209	4/15/2022	Waste Connections	AP	67.70
47210	4/22/2022	Employee Paycheck	PR	2,043.06
47211	4/22/2022	Affordable Arbor Care LLC	AP	1,000.00
47212	4/22/2022	AFLAC	AP	810.16
47213	4/22/2022	AFSCME Council 75	AP	857.10
47214	4/22/2022	Barney & Worth Inc	AP	545.00
47215	4/22/2022	Customer Refund	AP	11.07
47216	4/22/2022	BTL Northwest	AP	223.72
47217	4/22/2022	Employee Reimbursement	AP	184.38
47218	4/22/2022	CenturyLink	AP	116.57
47219	4/22/2022	Cintas Corporation	AP	389.02
47220	4/22/2022	Cintas Corporation - 463	AP	153.32
47221	4/22/2022	Clackamas County	AP	6,000.00
47222	4/22/2022	Columbia Land Trust	AP	1,619.18

Bank Reconciliation
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 Print Void Checks

47223	4/22/2022	Comcast		AP	1,319.58
47224	4/22/2022	Consolidated Supply Co.		AP	1,746.00
47225	4/22/2022	Contractor Supply, Inc.		AP	55.75
47226	4/22/2022	Convergence Networks		AP	7,367.00
47227	4/22/2022	Fidelity National Title Company of Oregon		AP	500.00
47228	4/22/2022	Governmentjobs.com, Inc.		AP	5,931.18
47229	4/22/2022	H.D. Fowler Company		AP	38.30
47230	4/22/2022	Hach Company		AP	675.72
47231	4/22/2022	Hall Tool Company		AP	27.00
47232	4/22/2022	ICMA Membership Renewals		AP	1,400.00
47233	4/22/2022	J. Thayer Company		AP	620.08
47234	4/22/2022	Lakeside Industries		AP	591.72
47235	4/22/2022	Employee Reimbursement		AP	95.99
47236	4/22/2022	Napa Auto Parts		AP	24.67
47237	4/22/2022	O'Reilly Auto Parts		AP	17.99
47238	4/22/2022	Pacific Northwest Pollution Prevention Resource Ce		AP	721.25
47239	4/22/2022	Pacific Power Group		AP	976.79
47240	4/22/2022	Pamplin Media Group		AP	69.13
47241	4/22/2022	Platt		AP	71.81
47242	4/22/2022	Robert HalfTalent Solutions		AP	1,105.23
47243	4/22/2022	Rotork Controls Inc		AP	336.00
47244	4/22/2022	Customer Refund		AP	3.74
47245	4/22/2022	SDIS		AP	279.00
47246	4/22/2022	Seattle Ace Hardware		AP	142.05
47247	4/22/2022	Terex USA, LLC		AP	2,427.20
47248	4/22/2022	Customer Refund		AP	26.79
47249	4/22/2022	Customer Refund		AP	86.14
47250	4/22/2022	Tonkin Hillsboro Ford		AP	34,784.56
47251	4/22/2022	Verizon Wireless		AP	30.04
47252	4/22/2022	Water Systems Consulting, Inc.		AP	18,615.00
47253	4/22/2022	Watershed, LLC		AP	952.65
47254	4/22/2022	Western Exterminator Company		AP	147.15
47255	4/22/2022	Xerox Corporation		AP	32.74
47256	4/22/2022	CenturyLink		AP	178.01
47257	4/22/2022	J. Thayer Company		AP	394.93
47258	4/22/2022	Kaiser Permanente		AP	17,756.71
47259	4/22/2022	SDIS		AP	35,087.92
47260	4/25/2022	GT Excavating, LLC		AP	5,488.70
47261	4/25/2022	Customer Refund		AP	970.09
47262	4/26/2022	The Midnight Bakery - Jennifer Gietzen		AP	250.00
47263	4/29/2022	BMS Technologies		AP	6,103.97
47264	4/29/2022	Cascade Fire Equipment Company		AP	9,930.00
47265	4/29/2022	CDW LLC		AP	3,565.36
47266	4/29/2022	Consolidated Supply Co.		AP	1,369.77
47267	4/29/2022	Contractor Supply, Inc.		AP	136.00
47268	4/29/2022	Esri, Inc.		AP	25,000.00
47269	4/29/2022	Grainger, Inc.		AP	1,598.79
47270	4/29/2022	H.D. Fowler Company		AP	627.44
47271	4/29/2022	Customer Refund		AP	70.83
47272	4/29/2022	Customer Refund		AP	1.61
47273	4/29/2022	Customer Refund		AP	298.84
47274	4/29/2022	Employee Reimbursement		AP	179.96
47275	4/29/2022	Northstar Chemical, Inc.		AP	754.70
47276	4/29/2022	Customer Refund		AP	170.82
47277	4/29/2022	Olympic Foundry Inc		AP	19,074.00
47278	4/29/2022	Customer Refund		AP	53.47
47279	4/29/2022	Platt		AP	630.79
47280	4/29/2022	Ritz Safety LLC		AP	1,759.04
47281	4/29/2022	Seattle Ace Hardware		AP	196.83
47282	4/29/2022	Stein Oil Co Inc		AP	701.65
47283	4/29/2022	Water Metrics West		AP	480.00
47288	4/22/2022	Springbrook Holding Company LLC	VOID	AP	0.00
Paper Check Disbursement Activity Subtotal					792,871.96
Voided Paper Check Disbursement Activity					0.00
Adjusted Paper Check Disbursement Activity Subtotal					792,871.96

Bank Reconciliation
Checks by Date
User: Antonio
Printed: 05/04/2022 - 3:45PM
Cleared and Not Cleared Checks
Print Void Checks

Total Void Check Count:	1
Total Void Check Amount:	0.00
Total Valid Check Count:	186
Total Valid Check Amount:	1,041,870.34
Total Check Count:	186
Total Check Amount:	1,041,870.34

STAFF REPORT

To Board of Directors
From Jason Rice, Acting District Engineer
Title Technical Services Monthly Report
Item No. 8c
Date March 17, 2022

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's operations.

Highlights

- Coordination and participation in various Authority-related meetings.
- Reconstruction of Sewage Lift Station 5 continues.
- Preparing Aldercrest Waterline Replacement for bidding.
- Capital Planning and Budget preparation for FY23.

Education and Outreach

The District is a sponsor of the Trolley Trail Fest. As part of the sponsorship package, the District will be promoted in a variety of ways, which includes our logo on a banner at the Trolley Trail Fest as well as social media features. Below are two social media features.



The District celebrated Water Week (April 24 – 30) which marks when water professionals from around the country advocate to federally elected officials and key policymakers the importance of ensuring all communities have access to safe, reliable, and affordable drinking water. Read more: <https://www.oaklodgewaterservices.org/water/page/its-water-week>.

Water drop cookies were available to customers and staff as a sweet reminder that it was Water Week!



Communications

On April 29, the District was awarded an Excellence in Communications Award at the Pacific Northwest Section of the American Water Works Association (PNWS-AWWA) Conference in the social media category for the District's digital annual report: <https://bit.ly/olwsd-AnnualReport-2021> <http://bit.ly/olwsd-AnnualReport-2021> (Attachment 4).

The District will be providing information to customers on two compliance driven projects for the wastewater system starting the first week of May with the May/June Customer Newsletter. Updates will continue to be provided throughout the process. Below is a list of ways the District will be communicating this project information to customers:

- Customer Newsletter
- Dedicated webpage on the District Website
- Community Presentations (Oak Grove Community Council on May 25, 2022)
- Community Conversation (June 9, 2022 – LIVE via Zoom and recording will be posted on YouTube)
- Individual Community Partner Outreach
- Direct email marketing
- Public Outreach at Community Events (i.e. Oak Grove Farmers Market once a month and the Trolley Trail Fest).
- District Social Media

Stormwater Program

Spring is in full bloom and as the water season begins to taper off, customer calls have shifted to

proactive maintenance requests over reactive surface water concerns. Resources that staff share include contour maps, partner suggestions like the Backyard Habitat Certification Program or the Stormdrain Cleaning Assistance Program (SCAP) for businesses, and information about surface water best management practices – like adding rain gardens or bioswales to filter stormwater. After each call, staff work to update Lucity with notes for the SWM program and enter information for calls as they arrive.

The spring SCAP wrapped up for the season. The program helps many businesses address the need to clean their catch basins at a low cost.

Construction on the Reese subdivision on Courtney Avenue picked up at the end of the month. Contractors have been working to install the stormwater system on site and connect it into the Clackamas County public storm system along Linden Lane and Courtney Avenue.

The Erosion Control program has been steady over the end of the season and into spring. Projects are inspected every two weeks, especially after rain events. No significant erosion runoff issues have occurred.

The Clackamas County co-permittees continue working on updating the new Municipal Separate Storm Sewer System (MS4) Permit, in partnership with Brown and Caldwell (BC). This fall the updated stormwater monitoring program is due for submission to the Department of Environmental Quality. Co-permittees are still clarifying how they want to coordinate the task of the specialized monitoring, which only can be done at certain labs.

At OLWS, the district stormwater catch basin cleaning program works in partnership with many partners, including the Oregon Department of Transportation (ODOT). For example, along McLoughlin Boulevard (99E) there are several catch basins in need of cleaning. Staff have been working to coordinate these cleanings with ODOT’s Coordinator for the Milwaukie Transportation Corridor Coordinator. Catch basins along 99E connect with downstream pipes and ditches owned by Clackamas County and maintained by OLWS. The North Clackamas Parks and Recreation District and the North Clackamas Watersheds Council also partner to help keep waterways clean in our area. All of this work occurs in service to water quality under the MS4 Permit.



Photos of ODOT-maintained catch basin along McLoughlin Blvd.

Permit Activity – April 2022




FY2021-2022	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	0	3	12	1	17
New Erosion Control Permits	2	5	27	8	57
New Development Permits	1	0	15	2	14
New Utility Permits	4	6	39	8	70
Wastewater Connections	0	0	11	2	36
Sanitary SDC Fees Received	\$0	\$0	\$56,815	\$10,330	\$289,497
Water SDC Fees Received	\$47,737	\$0	\$176,186	\$14,971	\$230,941
Plan Review Fees Received	\$3,711	\$1,770	\$25,284	\$3,111	\$84,658
Inspection Fees Received	\$2,480	\$1,550	\$19,353	\$2,480	\$34,138







Attachments

1. Development Tracker
2. Capital Project Tracker
3. Social Media Content Calendar
4. AWWA Communications Award

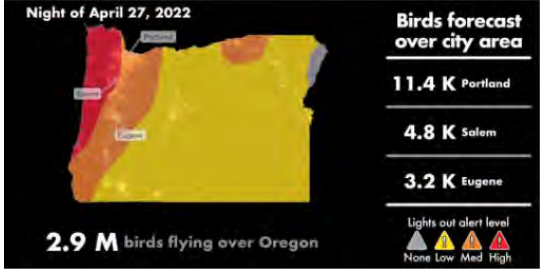
Project Status	Address	Type of Development	Notes	Last Updated
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	5/2/22
Under Construction	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Final Inspections Pending. Next step: asbuilt review and bond release.	5/2/22
Under Construction	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School	Final Inspections Pending. Next step: asbuilt review and bond release.	5/2/22
Under Construction	19315 SE River Rd.	Residential: 2-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	5/2/22
Plan Review	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Current OLWSD Review	5/2/22
Plan Review	SE Jennings Ave., SE Oatfield Rd. to SE McLoughlin Blvd.	Capital Improvement: CC DTD Jennings Ave Roadway expansion and regional stormwater treatment	Current OLWSD review	5/2/22
Approved for Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	Awaiting Construction Commencement	5/2/22
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	5/2/22
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	OLWSD Inspections Occuring	5/2/22
Under Construction	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	OLWSD Inspections Occuring	5/2/22
Plan Review	15515 SE Wallace Rd.	Residential: 2-lot Partition	Current OLWSD review	5/2/22
Plan Review	3111 SE Chestnut St	Residential: Add One Duplex Dwelling Unit	Current OLWSD Review	5/2/22
Plan Review	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex.	Current OLWSD Review	5/2/22
Plan Review	21E11AB01100 (SE River Rd. @ SE Maple St)	Residential: 7-lot subdivision	Current OLWSD Review	5/2/22
Plan Review	16103 SE Southview Ave	Residential: 7-lot subdivision	Current OLWSD Review	5/2/22
Plan Review	13822 SE Oatfield Rd	Residential: 10-lot subdivision	Current OLWSD Review	5/2/22
Approved for Construction	SE Thiessen Area	CC DTD Paving Project	OLWSD Performing Erosion Control Inspections	5/2/22
Approved for Construction	SE McLoughlin Blvd. Area	CC DTD Paving Project	OLWSD Performing Erosion Control Inspections	5/2/22
Land Use Application	16468 SE Warnock Ln.	Residential: 2-lot Partition	Current OLWSD Review	5/2/22
Pre-Application	14063 SE Oatfield Rd	Residential: 12 Condominiums	Pre-app Comments sent to CCDDT. County land use expiration timeline.	5/2/22
Pre-Application	13843 SE McLoughlin Blvd	Commercial: Redevelopment / Restaurant	Pre-app Comments sent to CCDDT. County land use expiration timeline.	5/2/22
Pre-Application	6434 SE Jennings Ave.	Residential: 4-lot partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	5/2/22
Pre-Application	13843 SE McLoughlin Blvd.	Commercial: Redevelopment / Restaurant	Pre-app Comments sent to CCDDT. County land use expiration timeline.	5/2/22
Pre-Application	15215 SE Oatfield Rd	Residential: 3-lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	5/2/22
Pre-Application	5901 SE Hull Ave.	Redevelopment: Candy Lane School	Pre-app Comments sent to CCDDT. County land use expiration timeline.	5/2/22

Social Media Calendar | April 2022

<p>4/5</p>	<p>We're partnering with the Regional Water Providers Consortium to offer customers free toilet leak detection kits in April. The free bilingual kits include information on finding toilet leaks at home.</p> <p>Visit surveymonkey.com/r/falw-promo to grab your free kit!</p>	
<p>4/7</p>	<p>The Oak Lodge Water Services Board of Directors will convene at the beginning of the Budget Committee meeting on Tuesday, April 12, 2022 at 6 p.m. The purpose will be to appoint or designate new Budget Committee members.</p> <p>The Oak Lodge Water Services Budget Committee will hold a series of public meetings to discuss and approve a budget for fiscal year July 1, 2022 to June 30, 2023.</p> <p>These meetings will be held remotely on the following dates/times:</p> <p>Tuesday, April 12, 2022 Tuesday, April 26, 2022 Thursday, April 28, 2022 Read more: (link to District website)</p>	
	<p>Same message as above.</p>	

	<p>Same message as above.</p>	 <p>Budget Committee Meeting April 28, 2022 at 6:00 p.m.</p> <p> OAK LODGE WATER SERVICES</p>
<p>4/14</p>	<p>Ready to take your watering to the next level? Learn about smart controllers and how a WaterSense model can save the average U.S. home up to 7,600 gallons of water each year!</p> <p>Read more: https://bit.ly/smartcontrollers</p>	 <p>REGIONALH2O.ORG Smart Controllers Irrigation technology has come a long way in the past decade, resulting in smarter and more e...</p>
<p>4/14</p>	<p>The Board of Directors will hold a special meeting on Wednesday, March 30, 2022 at 9:00 am. View the full agenda and information to attend the meeting: https://www.oaklodgewaterservices.org/board-directors-special-meeting-1</p>	 <p>Virtual Board of Directors Meeting April 19, 2022 at 6:00 p.m.</p> <p> OAK LODGE WATER SERVICES</p>
<p>4/22</p>	<p>Flushing medications means they can get into our water system which can impact fish, wildlife, and you. National Prescription Drug Take Back Day is on Saturday, April 30 and it's the perfect opportunity to safely dispose of medications and help keep them out of our waterways.</p> <p>Take your used, unwanted, and/or expired prescription medicine from your cabinets to have them properly disposed of at the Public Training Center at 12700 SE 82nd Ave</p>	 <p>Want to safely & anonymously dispose of unwanted, unused prescription drugs?</p> <p>NO QUESTIONS ASKED</p> <p>Prescription Drug Take-Back</p> <p>SATURDAY, APRIL 30 10 a.m. - 2 p.m.</p> <p>Public Safety Training Center 12700 SE 82nd Ave. Clackamas, OR 97015</p> <p>MORE INFO: 503-785-5077 saramco@clackamas.us</p> <p>ACCEPTING: Prescription medications and samples, over-the-counter medications, vitamins, pet medications, medicated ointments, and liquid medication in leak-proof containers</p> <p>OAK LODGE WATER SERVICES Clackamas County Sheriff's Office</p>

	<p>Clackamas, OR 97015 from 10:00 a.m. - 2:00 p.m. on Saturday, April 30.</p> <p>This is a no-questions-asked opportunity for drugs to be properly turned in and safely destroyed via incineration. Illegal drugs will NOT be accepted.</p>	
4/25	<p>The Oak Lodge Water Services Board of Directors is seeking to reorganize OLWS as a Joint Water & Sanitary Authority. A Joint Water & Sanitary Authority is a type of special district under Oregon law and the reorganization would solidify the OLWS service area. This change will not affect the services you receive or the ratemaking process, which will continue to be based on the cost of service.</p> <p>To reorganize OLWS as a Joint Water & Sanitary Authority is an action that would be taken by the Clackamas County Board of County Commissioners (the “County Board”). The County Board has scheduled a second public hearing to consider the proposal on Thursday, May 5, 2022 at 10:00 am. The hearing will be held at 2051 Kaen Road, Oregon City, Oregon 97045 in the County Board Hearing Room (4th Floor).</p> <p>For more information please visit: https://bit.ly/36KwGKp</p>	 <p>OAKLODGEWATERSERVICES.ORG Public Hearing #2 regarding Oak Lodge Water Services becoming an Authority Oak Lodge Water Services The Oak Lodge Water Services Board of Directors is seeking OLWS as a Joint Water & Sanitary Authority. A Joint Water & Authority is a type of special district under Oregon law and t</p>
4/26	<p>A sweet reminder for our customers and staff that it's #WaterWeek! Stop by today while supplies last and pick up a water drop cookie 🍪</p> <p>Water Week (April 24 – 30) marks when water professionals from around the country advocate to federally elected officials and key policymakers the importance of ensuring all communities have access to safe, reliable, and affordable</p>	 <p>A photograph showing a bowl of water drop cookies on a counter. The cookies are shaped like water droplets and are blue and white. In the background, there is a reception desk with a person sitting at a computer.</p>

	<p>drinking water. Read more: https://lnkd.in/gQAZrfGT</p>	
<p>4/29</p>	<p>Lights out alert for tonight! Approximately 3 million birds will migrate through Oregon's skies tonight. Help keep them safe by turning off unnecessary outside lights tonight and drawing your blinds. Read more below about why it's important from our partners at the Backyard Habitat Certification Program.</p>	 <p>Backyard Habitat Certification Program April 27 at 10:00 AM · 🌐</p> <p>Lights Out Alert for tonight!</p> <p>Approximately 3 million birds will migrate through Oregon's skies tonight. Help keep them safe by turning off unnecessary outside... See more</p>

2022 EXCELLENCE IN COMMUNICATIONS

**PNWS-AWWA PUBLIC INFORMATION COMMITTEE
PROUDLY PRESENTS**

OAK LODGE WATER SERVICE

OAK LODGE WATER SERVICE

2021 ANNUAL REPORT

an excellence award for outstanding communications
work for a water utility.

SOCIAL MEDIA

April 29, 2022



PNWS-AWWA





STAFF REPORT

To Board of Directors
From Brad Lyon, Water Field Supervisor
Title Field Operations Monthly Report
Item No. 9d
Date May 17, 2022

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

Highlights of the Month

- Collections Team Operations
- Water Team Operations
- Non-Revenue Water
- Clackamas River Flowrates

Collections Team Operations

The Collections Team commenced with the below work in March:

- Continued aiding the City of Gladstone with televising work on one of their projects.
- Worked with Clackamas County removing beaver dam debris at several locations.
- Underground utility locate requests; about 300 total.
- Support for Sanitary System Master Planning efforts related to the collection system.
- Maintenance, inspections, and repair of lift stations.
- Televising and inspections of newer laterals prior to the ending of the contractor's one-year warranty period.

Water Team Operations

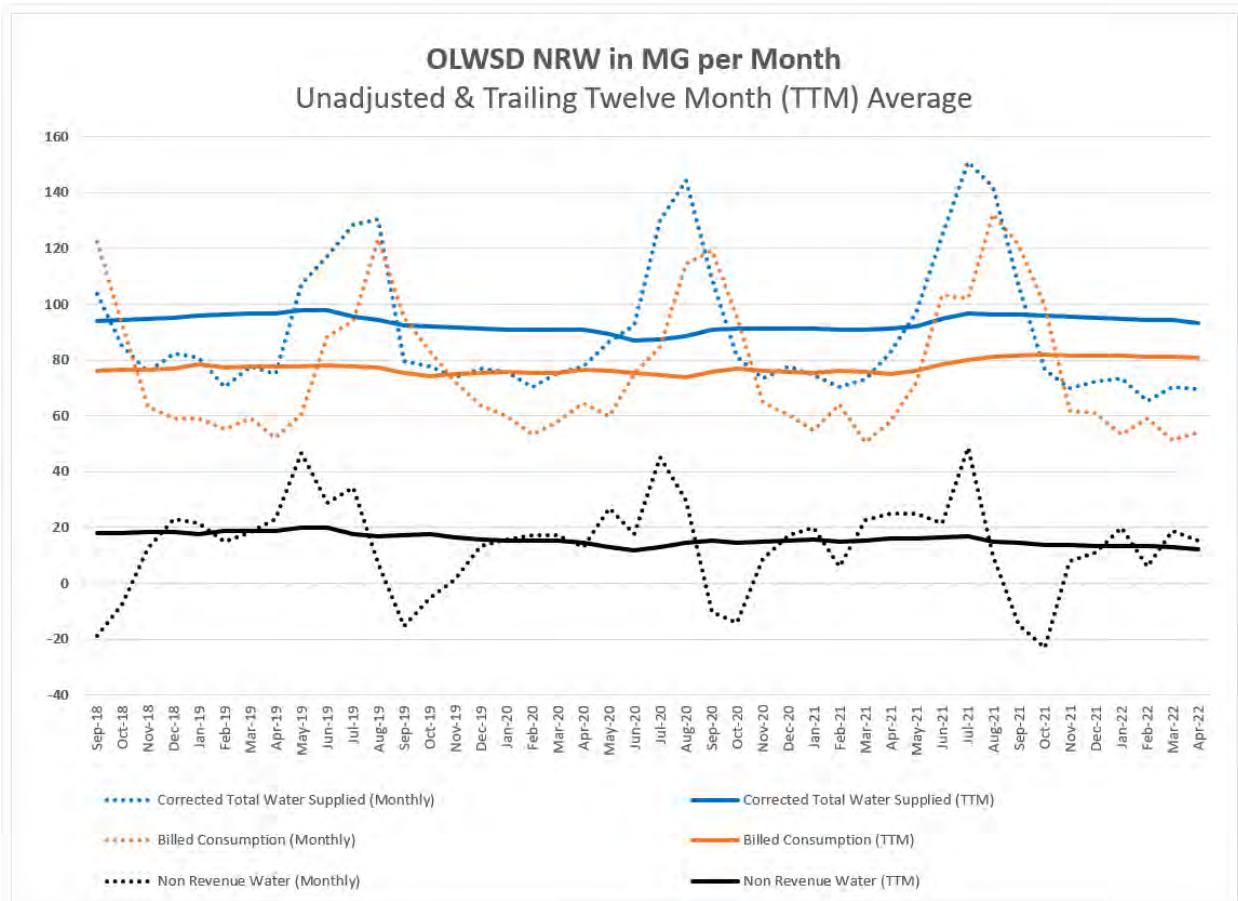
In April, the Water Team stayed busy making repairs, installing water services, performing billing and customer service activities, and locating underground facilities. Below are some of their highlights:

- Ongoing maintenance, repair, and replacement of fire hydrants.
- Tested and repaired fire pump for pressure loop system.

- Replacement of 18 water meters
- Routine inspections and maintenance of tank sites and pump stations

Non-Revenue Water

Total water purchased in April was 69.5 million gallons. Non-revenue water totaled 15.4 million gallons with 1.1 million gallons in apparent losses (“paper losses”), and 14.0 million gallons in real losses (leakage in the system), and 190,500 gallons for unbilled authorized consumption. The average per-month water loss from May 2021 through April of 2022 is 12.06 million gallons. The solid black *Non Revenue Water Trailing Twelve Month (TTM)* trendline below indicates a slow steady decline in non-revenue water since last July.

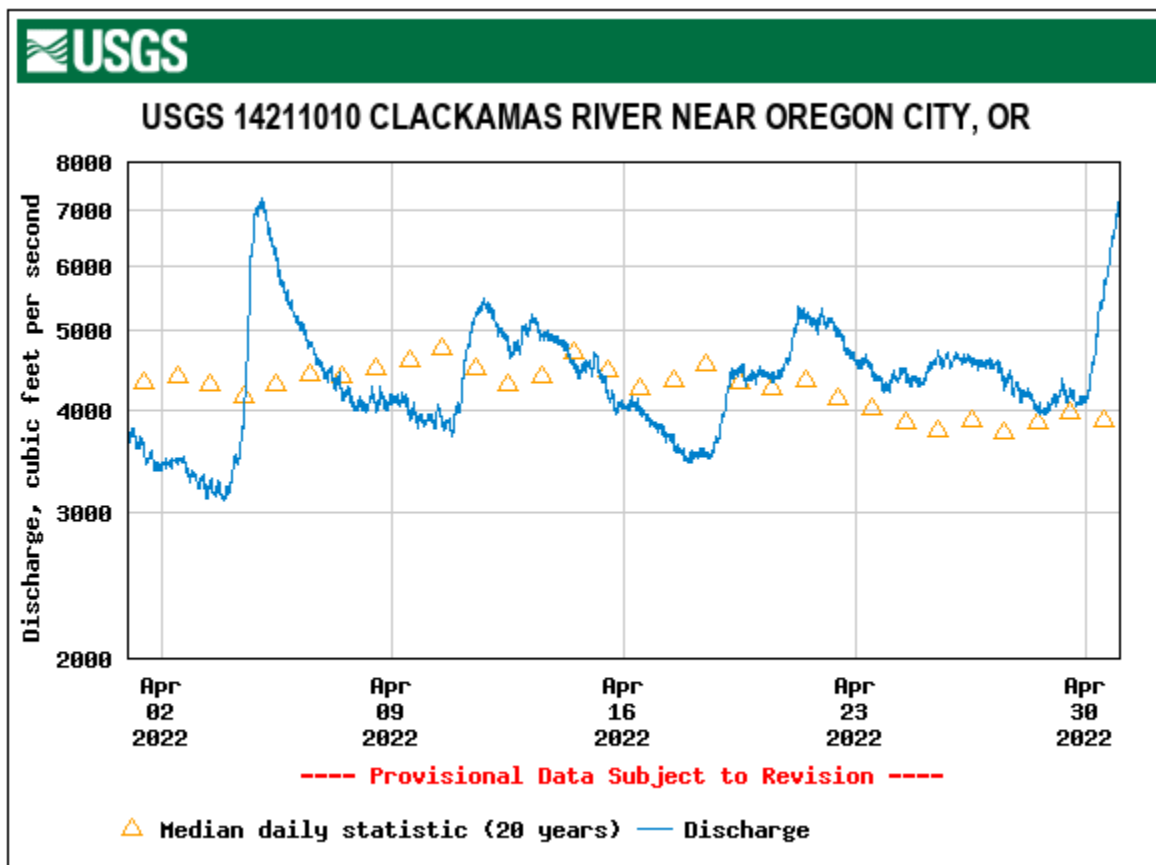


Clackamas River Flow Rates

Location of Clackamas River flow-monitoring site.



Clackamas River daily discharge for March 2022, compared with 20-year daily median.



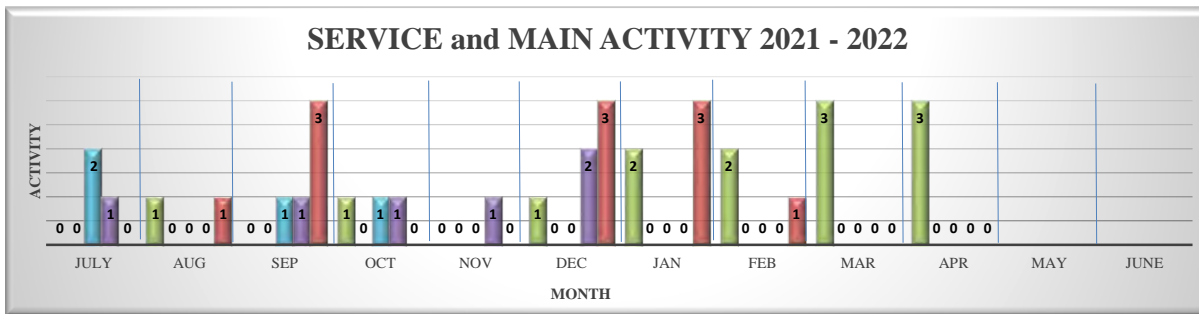
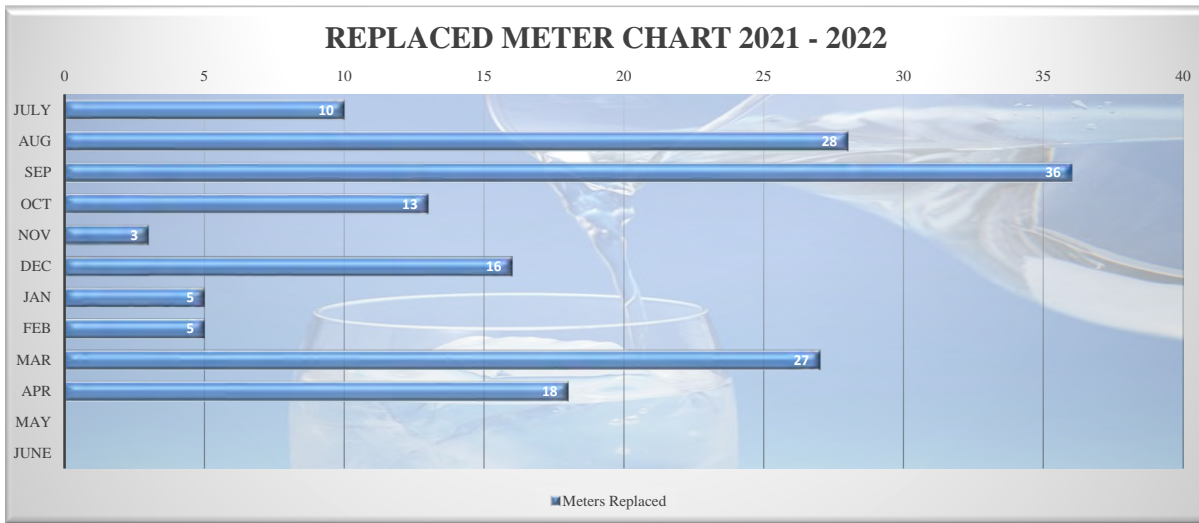
Attachments

1. Water Purchased Report
2. Water Services Report
3. Collections Report

Water Purchased from NCCWC By Month and Year

Year	Fiscal 1st Half						Fiscal 2nd Half						Yearly Total	Percent of Average Total	Average Daily Demand (MG)
	July	August	September	October	November	December	January	February	March	April	May	June			
12/13	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	1,077,374,000	97.11%	2.95
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	1,060,157,000	95.55%	2.90
14/15	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	1,064,685,000	95.96%	2.92
15/16	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	1,203,157,667	108.44%	3.30
16/17	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	1,083,093,333	97.62%	2.97
17/18	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	1,133,503,000	102.16%	3.11
18/19	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000	1,176,610,000	106.05%	3.22
19/20	120,368,000	132,181,000	105,200,000	75,825,000	76,089,000	74,759,000	75,848,000	75,918,000	70,192,000	79,173,000	80,872,000	93,438,000	1,059,863,000	95.53%	2.90
20/21	119,901,000	146,849,000	120,624,000	80,370,000	76,317,000	73,867,000	76,249,000	77,591,000	66,772,000	79,962,000	95,224,000	113,270,000	1,126,996,000	101.58%	3.09
21/22	150,066,000	148,100,000	116,597,000	76,854,000	69,797,000	72,174,000	73,547,000	65,192,000	70,311,000	69,583,000			912,221,000		3.33
	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average Total		
	130,541,833	144,559,100	114,037,700	81,296,700	74,825,200	74,411,514	77,096,986	74,595,300	68,062,700	75,548,700	85,836,556	108,374,852	1,109,493,222		

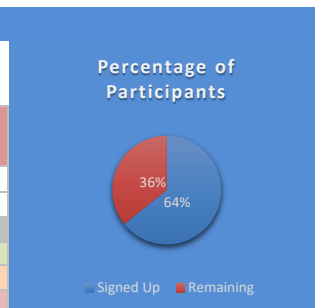
Oak Lodge Water Services Water Report



Fiscal Year 2021 - 2022	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2021	July	10	0	0	2	1	0
2021	Aug	28	1	0	0	0	1
2021	Sep	36	0	0	1	1	3
2021	Oct	13	1	0	1	1	0
2021	Nov	3	0	0	0	1	0
2021	Dec	16	1	0	0	2	3
2022	Jan	5	2	0	0	0	3
2022	Feb	5	2	0	0	0	1
2022	Mar	27	3	0	0	0	0
2022	Apr	18	3	0	0	0	0
2022	May						
2022	June						
Yearly Total		161	13	0	4	6	11

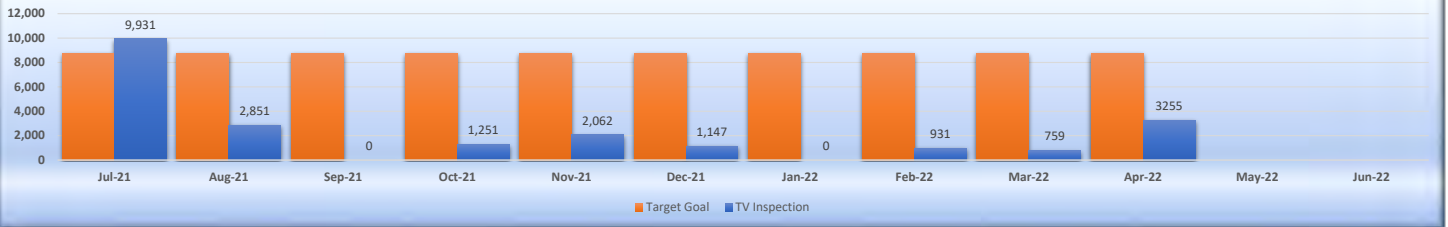
Backflow Program Update for the Month of April 2022

Backflow Program Update for the Month of April 2022						
Total Facilities						
1,423						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
914	2	5	1	0	0	0
64%						
List of Backflow Letters						
Letter 1	Notice of Non-Compliance			District made aware (30 days to respond)		
Letter 2	Notice of Violation			Customer has final 30 days to correct		
Letter 3	Notice of Termination of water service			Customer has 5 days til water shut off		



Oak Lodge Water Services Collections Report

TV Inspections



Hydrocleaning



FY 2017-2018

Month	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Current Month %	To Date Totals	Year 1 % Complete	5 Year %	Total Feet Remaining
TV Inspection	2,512	11,906	13,532	8,961	4,566	4,987	5,092	1,548	1,942	9,212	7,875	6,239		78,372	74.87%	14.97%	445,020
Hydrocleaning	6,967	8,539	13,085	10,206	4,472	2,328	4,723	513	4,906	8,953	8,638	5,367		78,697	75.18%	15.04%	444,695
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100.00%	20.00%	418,714
Actual to Goal	-3,984	1,499	4,585	860	-4,204	-5,066	-3,816	-7,693	-5,299	359	-467	-2,920		-26,144			
Grease Line	3,625	5,105	3,276	3,625	10,227	3,859	3,625	4,757	3,625	3,276	11,061	4,225		60,286			

FY 2018-2019

Month	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Current Month %	To Date Totals	Year 2 % Complete	5 Year %	Total Feet Remaining
TV Inspection	4,308	10,281	10,488	3,388	5,886	13,480	3,283	8,993	4,635	1,657	4,923	15,854		87,176	83.28%	31.63%	357,844
Hydrocleaning	3,619	9,456	6,197	13,307	2,636	16,171	1,124	11,765	14,542	3,289	287	0		82,393	78.71%	30.78%	362,302
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100.00%	40.00%	314,035
Actual to Goal	-4,760	1,145	-381	-376	-4,462	6,102	-6,520	1,656	865	-6,250	-6,118	-796		-19,894			
Grease Line	3,276	4,757	3,625	3,625	3,625	2,192	5,105	3,625	2,963	10,872	4,006	3,276		50,947			

FY 2019-2020

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection	16,502	768	0	7,139	5,272	8,798	11,449	8,537	7,246	0	249	2,647		68,607	65.54%	44.74%	289,237
Hydrocleaning	21,557	0	0	7,709	9,405	9,493	11,164	0	9,414	0	0	0		68,742	65.67%	43.91%	293,560
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100.00%	60.00%	209,357
Actual to Goal	10,306	-8,339	-8,723	-1,299	-1,385	422	2,583	-4,455	-393	-8,723	-8,599	-7,400		-36,004			
Grease Line	1,480	3,276	3,276	1,480	9,392	3,276	3,625	3,625	3,625	0	0	5,105		38,160			

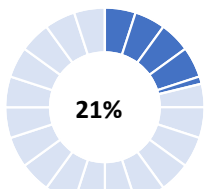
FY 2020-2021

Month	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Current Month %	To Date Totals	Year 4 % Complete	5 Year %	Total Feet Remaining
TV Inspection	8,953	11,292	2,624	3,632	0	0	8,280	22,402	11,251	0	8,528	7,683		84,645	81%	60.91%	204,592
Hydrocleaning	4,205	11,108	2,911	0	0	0	761	0	11,066	3,410	6,003	9,365		48,829	47%	53.24%	244,731
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100%	80.00%	104,679
Actual to Goal	-2,144	2,477	-5,956	-6,907	-8,723	-8,723	-4,203	2,478	2,435	-7,018	-1,458	-199		-37,941			
Grease Line	2,169	9,084	2,963	4,757	2,192	3,616	10,863	2,891	3,267	3,054	2,824	3,680		51,360			

FY 2021-2022

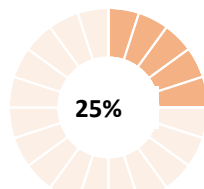
Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Current Month %	To Date Totals	Year 5 % Complete	5 Year %	Total Feet Remaining	
TV Inspection	9,931	2,851	0	1,251	2,062	1,147	0	931	759	3,255				37%	22,187	21%	65.15%	182,405
Hydrocleaning	8,999	3,846	2,945	631	0	0	1,029	5,255	3,471	0				0%	26,176	25%	58.24%	218,555
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723				100%	87,230	100%	100.00%	17,449
Actual to Goal	742	-5,375	-7,251	-7,782	-7,692	-8,150	-8,209	-5,630	-6,608	-7,096				-63,049				
Grease Line	1,516	3,345	1,865	3,345	7,032	2,116	2,996	1,516	1,865	2,996				28,592				

TV Complete



Current Year

Hydroclean Complete



Current Year



STAFF REPORT

To Board of Directors
From David Hawkins, Interim Plant Superintendent
Title Plant Operations Monthly Report
Item No. 9d
Date May 17, 2022

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

Highlights of the Month

- Water Reclamation Facility Status
- NPDES Permit Issuance
- Various Maintenance Projects

Water Reclamation Facility Operations and Maintenance

The month of April at the Water Reclamation Facility (WRF) is one of the most transitional months as far as biological process is concerned. Typically, in the winter when the water is colder, the bacteria that staff utilize in treatment is more sluggish. This causes staff to increase the amount of bacteria in the process to make up for this sluggishness. In the summer, the temperature of the water goes up which increases biological activity. This signals to staff that it is time to decrease the amount of bacteria in the process. April typically signals this transition from colder water and sluggish bacteria to warmer water with more active bacteria.

To add to this, staff are gearing up to enter the summer permit, which is typically more stringent than the winter permit, and also has additional equipment to bring online to help treatment through the more stringent season.

For the last several months OLWS staff have been working closely with DEQ to finalize a brand-new National Pollutant Discharge Elimination System (NPDES) permit. Staff were informed on April 13th that the permit had been finalized and would have an effective date of May 1, 2022. For the most part, the Permit is fairly standard and about what we would have expected. Listed below are a few of the biggest changes:

1. Summer permit (May 1 through October 31) is changing from 15 mg/L CBOD 20 mg/L TSS to 10 mg/L CBOD and 10 mg/L TSS. This reflects the newer basin standards to the Willamette River.
2. Added Temperature permit. For the first time in OLWS history, the WRF will now have a temperature limit for the water discharged into the river. When looking back at the historical temperature data, the limits placed on OLWS are well within our typical discharge temperatures and not expected to cause an issue.
3. Both the types of testing and the number of tests during the first three years of a permit have DRAMATICALLY increased. The test data collected during this time period are used to develop our future permit. The Biotic Ligand Modeling, Effluent Toxics Characterization, and WET Test Monitoring are the most extensive tests, and staff will contract assistance for these tests though one of our on-call contractors.

There were quite a few smaller, but nonetheless important, projects that were completed at the WRF in the month of April. First, Maintenance contacted Cochran Electric to perform the annual thermography inspection of the electrical systems inside the WRF and at the lift stations. This inspection uses Forward Looking Infrared (FLIR) cameras to look at the temperature of individual breakers. Based on their temperature, the technician can determine if the breaker is nearing its end of life or even if a wire is loose and needs to be tightened. This information is useful to staff as they are able to take this report and plan replacement or repair before failure, resulting in cost savings by being proactive.

Staff also had a portion of the fence repaired that was damaged during the windstorms of last fall. Lastly, the lights in the solids building were repaired or replaced. This was a rather large project as a lift was required to access the lights and work had to be performed by an electrician.

Attachments

1. Photo Pages of April 2022 work
2. Rainfall vs. Flow Data Correlation for November 2021-April 2022
3. Plant Performance BOD-TSS Graph for November 2021-April 2022
4. Work Order Summary Graph April 2022

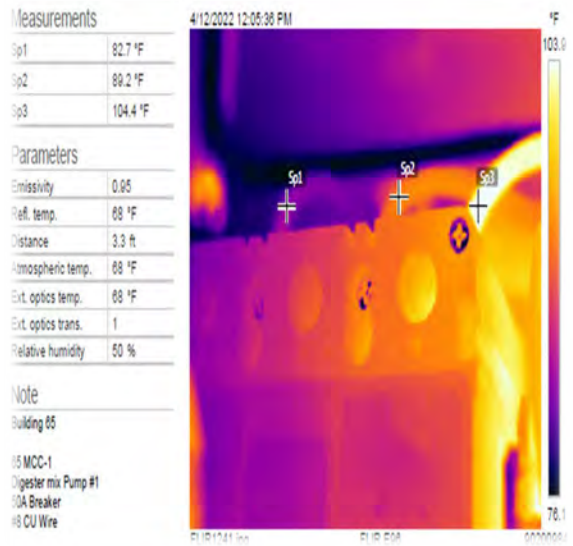
Plant Operations Photo Page



Changing light bulbs in the solids building.



Oak Lodge Water
Thermography Inspection April 2022



Thermography Inspection.



Fence before repair.

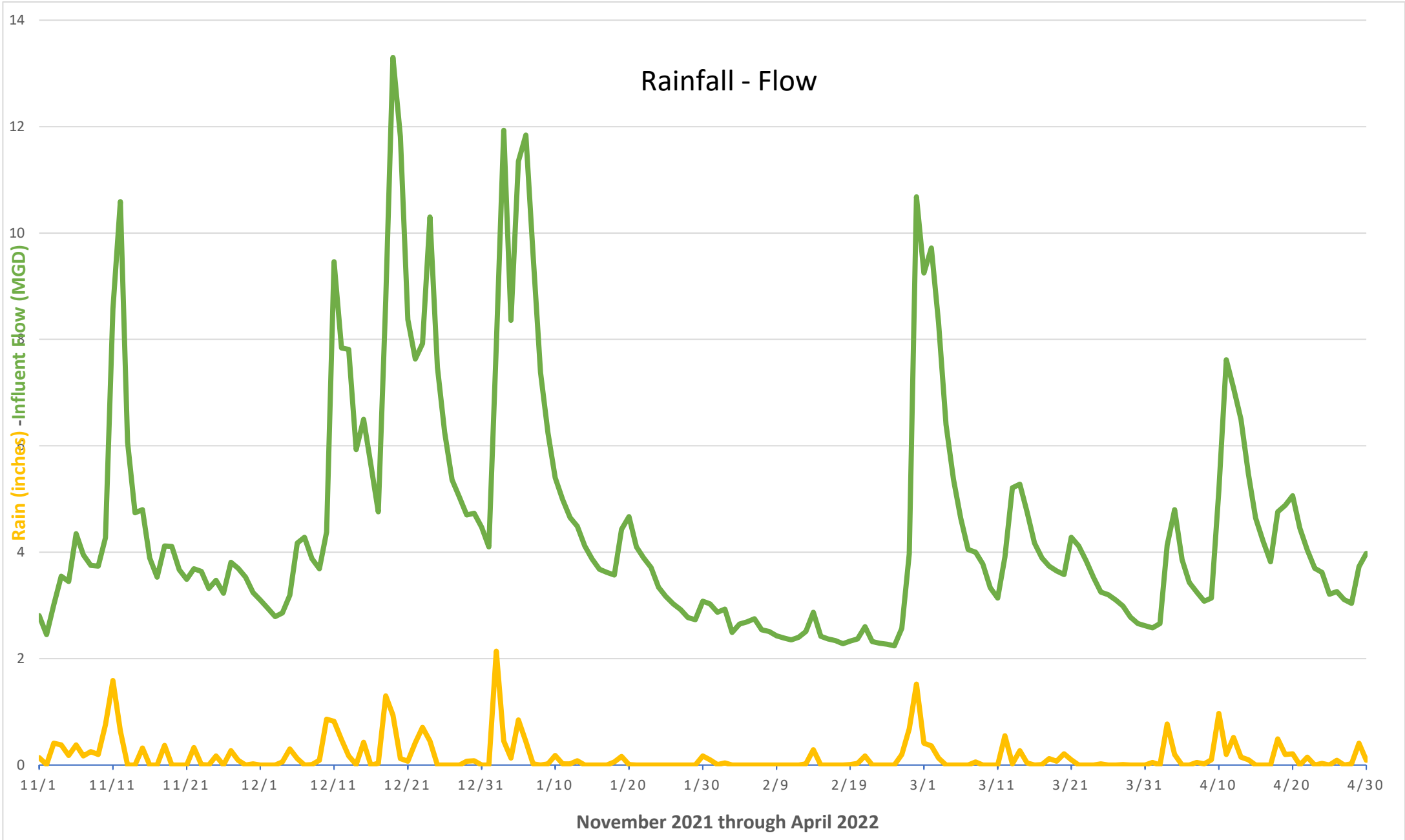


Fence after repair.

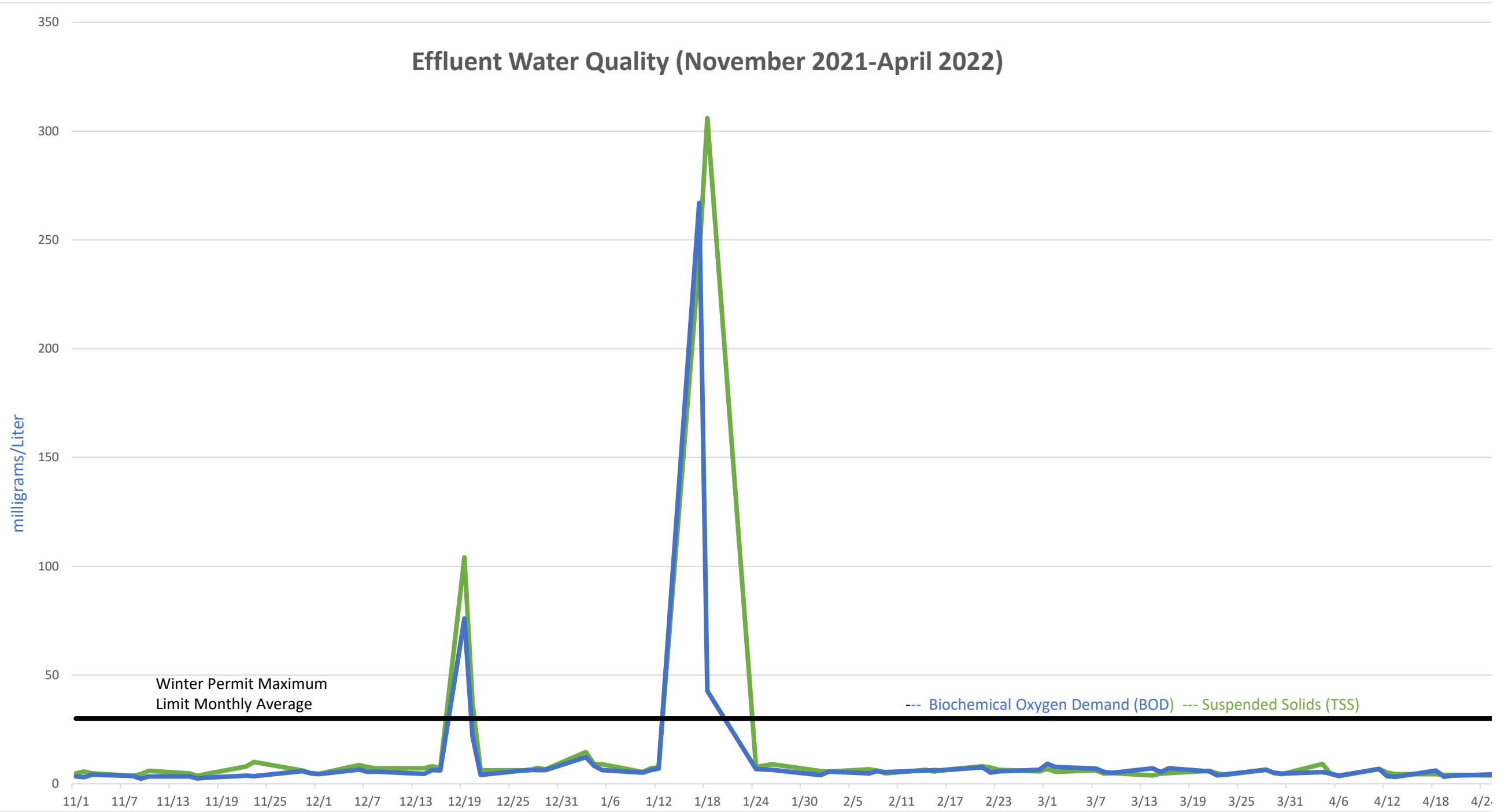


Spring is here at the WRF and so are the Baby ducklings!

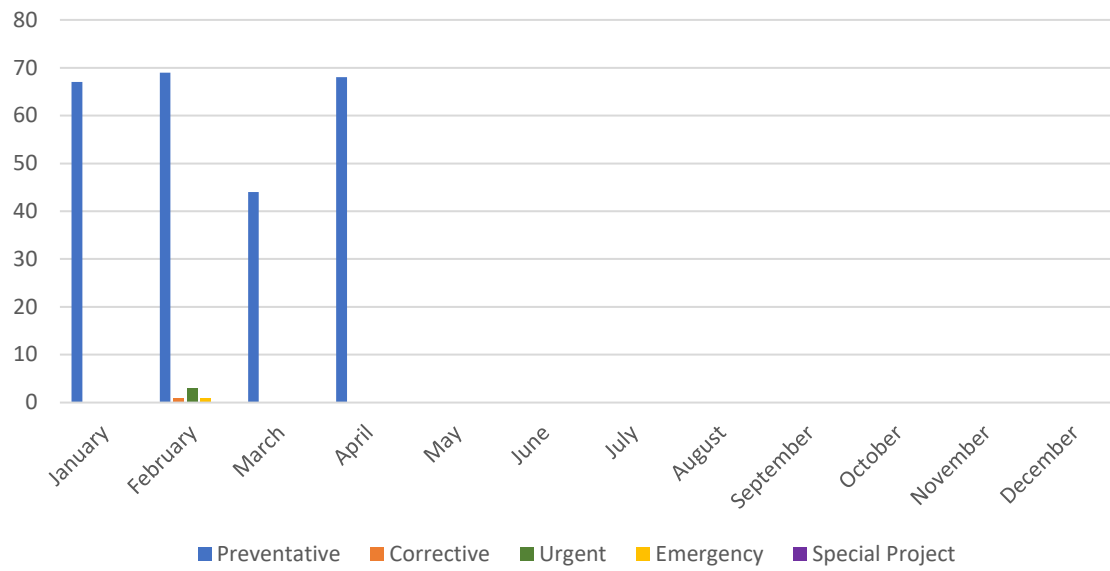
Rainfall - Flow



Effluent Water Quality (November 2021-April 2022)



Treatment Plant Work Order Summary 2022





AGENDA ITEM

Title	Call for Public Comment
Item No.	10
Date	May 17, 2022

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.