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## Regular Meeting

North Clackamas County Water Commission  
Board of Commissioners

**Thursday, September 23, 2021**

### Virtual Meeting Online

<https://us02web.zoom.us/j/89360614655>

Call-In: (833) 548-0282

Meeting ID: 893 6061 4655

## **AGENDA**

### **Convene Regular Board Meeting**

1. **Open Regular Meeting**
2. **Welcome Visitors – Public**
3. **Public Comment**
4. **Approval of Minutes**
  1. Approval of Minutes June 24, 2021 Budget Hearing & Regular Meeting
5. **Adoption of Consent Calendar**
  1. Authorization of Checks June, July and August 2021
  2. Re-Appoint Legal Counsel of Record
6. **Board Discussion**
  1. Election of Officers for FY2021-22
  2. Update CRW-NCCWC Water Supply Agreement
7. **Monthly Items**
  1. Financial Reports
  2. Operations Report
  3. Manager's Report
  4. Business from the Board
8. **Adjourn Regular Meeting**

# NORTH CLACKAMAS COUNTY WATER COMMISSION

SEPTEMBER 23, 2021

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## Agenda Item 4.1

Minutes of June 24, 2021  
Board of Commissioners Meeting

### BOARD MEMBERS PRESENT:

Paul Gornick  
Kevin Williams  
Matt Tracy  
Chris Hawes  
Kevin Bailey

Oak Lodge Water Services  
Oak Lodge Water Services  
City of Gladstone  
Sunrise Water Authority  
Sunrise Water Authority

### STAFF PRESENT:

Wade Hathhorn  
Gail Stevens  
Tim Jannsen  
Laural Casey

NCCWC, General Manager  
Oak Lodge Water Services  
NCCWC, Engineer  
Oak Lodge Water Services

### ATTENDEES:

Aleah Binkowski-Burk  
Jeff Page

Oak Lodge Water Services  
Oak Lodge Water Services

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## 1. Convene Regular Meeting

Chair Williams called the Board of Commissioners meeting to order at 5:30 p.m.

## 2. Approve Agenda

General Manager Hathhorn asked to add additional item to the agenda.

Chair Williams called for a motion. Commissioner Gornick moved to approve the agenda with one additional item. Commissioner Tracy seconded. Commissioner Williams asked Recorder Casey to conduct a roll call vote. Voting Aye: Commissioners Tracy, Hawes, Bailey, Williams, and Gornick.

MOTION CARRIED

## 3. Public Comment

Chair Williams asked Recorder Casey if there were any members of the public in attendance. There were none.

## 4. Approval of Minutes

### 4.1 Approval of Minutes of the March 25, 2021 Regular Meeting (with Workshop)

Commissioner Gornick moved to approve the March 25, 2021 minutes. Commissioner Bailey seconded. Chair Williams asked Recorder Casey to conduct a roll call vote. Voting Aye: Commissioners Tracy, Hawes, Bailey, Williams, and Gornick.

# NORTH CLACKAMAS COUNTY WATER COMMISSION

SEPTEMBER 23, 2021

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MOTION CARRIED

## 5. Adoption of Consent Calendar

### 5.1 Authorization of Checks for March, April, and May 2021

Commissioner Gornick noted the presence of more than 32 checks and asked if the checks to Sunrise Water Authority and Oak Lodge Water Services were for staffing. Finance Director Stevens confirmed.

Chair Williams called for a motion. Commissioner Tracy moved to approve the consent calendar as presented. Commissioner Bailey seconded. Chair Williams asked Recorder Casey to conduct a roll call vote. Voting Aye: Commissioners Tracy, Hawes, Bailey, Williams, and Gornick.

MOTION CARRIED

## 6. Board Discussion

### 6.1 Direct FY 2019-20 True-Up

General Manager Hathhorn explained process and reason for the annual true-up. He summarized future changes to make the process more efficient and outlined the staff recommendation to waive the true-up.

Commissioner Gornick asked for the amount of the waiver in the previous fiscal year. General Manager Hathhorn and Finance Director Stevens explained the balance owed to the Commission in the previous fiscal year's true-up.

Chair Williams called for a motion. Commissioner Hawes moved to adopt Resolution 2021-2 waiving the true-up for fiscal year 2019-20. Commissioner Bailey seconded. Chair Williams asked Recorder Casey to conduct a roll call vote. Voting Aye: Commissioners Tracy, Hawes, Bailey, Williams, and Gornick.

MOTION CARRIED

## Suspend Regular Meeting

Chair Williams suspended the regular meeting at 5:40 p.m.

## Convene Public Hearing on Approved Budget

Chair Williams opened the Public Hearing. General Manager Hathhorn stated the purpose of the Public Hearing.

There were no members of the public in attendance.

Chair Williams closed the Public Hearing.

# NORTH CLACKAMAS COUNTY WATER COMMISSION

SEPTEMBER 23, 2021

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## **Reconvene Regular Meeting**

Chair Williams reconvened the regular meeting at 5:41 p.m.

### 6.2 Adopt FY 2021-22 Budget

General Manager Hathhorn summarized budget process and stated the staff recommendation.

Chair Williams called for a motion. Commissioner Gornick moved to adopt Resolution 2021-3 adopting the approved fiscal year 2021-22 Budget in the amount of 8,913,729.00 and authorize the stated appropriations for the fiscal year beginning July 1, 2021 as presented. Commissioner Hawes seconded. Chair Williams asked Recorder Casey to conduct a roll call vote. Voting Aye: Commissioners Tracy, Hawes, Bailey, Williams, and Gornick.

MOTION CARRIED

### 6.3 Establish FY 2021-22 Wholesale Water Rate

General Manager Hathhorn explained the wholesale water rate increase of 3.1 percent based on the Adopted Budget and estimated demand.

Chair Williams called for a motion. Commissioner Gornick moved to adopt Resolution 2021-4 setting the wholesale rate for fiscal year 2021-22. Commissioner Bailey seconded. Chair Williams asked Recorder Casey to conduct a roll call vote. Voting Aye: Commissioners Tracy, Hawes, Bailey, Williams, and Gornick.

MOTION CARRIED

### 6.4 Initiate FY 2020-21 Financial Audit

General Manager Hathhorn outlined the Moss Adams engagement letter and the auditor's work for the Commission on the prior two fiscal year audits.

Chair Williams asked for confirmation on whether the General Manager has historically signed the financial audit agreements. General Manager Hathhorn confirmed and explained how the auditors work for the Board and that the suggested motion would be for the Board to authorize the General Manager to sign the agreement.

Chair Williams called for a motion. Commissioner Hawes moved to authorize the General Manager to engage Moss Adams for the fiscal year 2020-21 audit. Commissioner Gornick seconded. Chair Williams asked Recorder Casey to conduct a roll call vote. Voting Aye: Commissioners Tracy, Hawes, Bailey, Williams, and Gornick.

MOTION CARRIED

## **7. Monthly Items**

### 7.1 Financial Reports

# NORTH CLACKAMAS COUNTY WATER COMMISSION

SEPTEMBER 23, 2021

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Finance Director Stevens overviewed the Financial Report.

## 7.2 Operations Report

General Manager Hathhorn overviewed the Operations Report highlighting rainfall and water use trends, and staffing changes.

## 7.3 Manager's Report

General Manager Hathhorn overviewed the Manager's Report highlighting the lack of snow pack, possible summer curtailment efforts, the apprenticeship program, and the chlorine shortage. Gail spoke to the financial impacts of the chlorine shortage.

Chair Williams asked how long it would take the chlorine manufacturer to resume normal production rates. General Manager Hathhorn did not have an estimate as the status of the plant was still unknown, and the backlog of orders continued to accrue.

## 7.4 Business from the Board

There was none.

## **8. Adjourn Regular Meeting**

Chair Williams adjourned the regular meeting at 6:00 p.m.

## **9. Convene Workshop**

Chair Williams called the Board of Commissioners workshop to order at 6:00 p.m.

### 9.1 Discuss Updated CRW Water Supply Agreement

General Manager Hathhorn outlined the water supply agreement with Clackamas River Water (CRW) terminating at the end of 2021. He highlighted various issues within the agreement needing to be resolved.

There was Board discussion related to available capacity, infrastructure improvement cost sharing and CRW funding options, emergency supply and minimum purchase language, the agreement review process, and the general partnership between the Commission and CRW.

General Manager Hathhorn explained the next steps in negotiations and the goal to have a final draft by the next regular meeting in September. The Board asked for consistent messaging to the partner organizations and General Manager Hathhorn agreed to deliver a presentation to each Board/Council.

Chair Williams adjourned the workshop at 6:33 p.m.

# NORTH CLACKAMAS COUNTY WATER COMMISSION

September 23, 2021

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## Agenda Item 5.1

**Subject:** Authorization of Checks for June, July, and August 2021

**Presenter(s):** Gail Stevens, Finance Director

**Board Action:** The Board is requested to formally authorize the check run.

**Attachments:** Bank Transaction Report and Bank Reconciliation

**Background:** The Board is responsible for reviewing and approving monthly check runs.

**Analysis:** In the three-month period June – August 2021, there were 91 valid checks issued numbered 30154 through 30248 totaling \$452,015.74 and 33 electronic withdrawals totaling \$87,927.39 – total period payment of \$539,943.13. There were three voided checks totaling \$300.25 issued during current period.

**Options:** None

**Staff Recommendation:** Approve check run as presented for June, July, and August 2021.

**Draft Motion:** Move to approve all checks and electronic withdrawals for the period June, July, and August 2021 totaling \$39,943.13, noting there were no voided checks from previous periods.

Bank Reconciliation  
 Checks by Date  
 User: Gail  
 Printed: 06/17/2021 - 5:14PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Number	Issue Date	Vendor	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	6/4/2021	Internal Revenue Service-ACH		AP			2,464.46
0	6/4/2021	OR Department of Revenue-ACH		AP			691.84
0	6/4/2021	Oregon PERS		AP			1,763.99
0	6/4/2021	Payroll Direct Deposit		PR		6/ 3/2021	6,135.46
0	6/9/2021	Wells Fargo Remittance Ctr MC		AP			1,272.71
0	6/11/2021	Wells Fargo Banks		AP			205.06
0	6/18/2021	Oregon PERS		AP			1,696.23
0	6/18/2021	Internal Revenue Service-ACH		AP			2,337.87
0	6/18/2021	OR Department of Revenue-ACH		AP			660.24
0	6/18/2021	Payroll Direct Deposit		PR			5,933.51
0	6/30/2021	Wells Fargo Remittance Ctr MC		AP			0.20
0	7/2/2021	Oregon PERS		AP			2,276.45
0	7/2/2021	OR Department of Revenue-ACH		AP			683.69
0	7/2/2021	Internal Revenue Service-ACH		AP			2,460.14
0	7/2/2021	Payroll Direct Deposit		PR			6,054.79
0	7/9/2021	Wells Fargo Remittance Ctr MC		AP			3,216.82
0	7/16/2021	Payroll Direct Deposit		PR			8,663.57
0	7/23/2021	OR Department of Revenue-ACH		AP			998.33
0	7/23/2021	Internal Revenue Service-ACH		AP			3,519.01
0	7/23/2021	Oregon PERS		AP			3,269.58
0	7/30/2021	Payroll Direct Deposit		PR			6,830.22
0	8/9/2021	Wells Fargo Remittance Ctr MC		AP			2,758.45
0	8/13/2021	Internal Revenue Service-ACH		AP			2,820.47
0	8/13/2021	OR Department of Revenue-ACH		AP			787.33
0	8/13/2021	Oregon PERS		AP			2,558.44
0	8/13/2021	Payroll Direct Deposit		PR			6,748.46
0	8/24/2021	OR Department of Revenue-ACH		AP			352.11
0	8/24/2021	Oregon PERS		AP			1,075.81
0	8/24/2021	Internal Revenue Service-ACH		AP			1,360.06
0	8/27/2021	Oregon PERS		AP			1,636.91
0	8/27/2021	Internal Revenue Service-ACH		AP			1,752.23
0	8/27/2021	OR Department of Revenue-ACH		AP			520.51
0	8/27/2021	Payroll Direct Deposit		PR			4,422.44
ACH Disbursement Activity Subtotal							87,927.39
Voided ACH Activity							-
Adjusted ACH Disbursement Activity Subtotal							87,927.39

Paper Check Disbursement Activity							
30154	6/9/2021	Asphalt Paving & Sealcoating LLC Checkered Flag		AP			5,550.00
30155	6/9/2021	Cintas Corporation - 463		AP			65.01
30156	6/9/2021	Hasa, Inc		AP			2,873.48
30157	6/9/2021	Mr. Tree, Inc		AP			30,000.00
30158	6/9/2021	NW Natural		AP			104.08
30159	6/9/2021	Portland General Electric		AP			41,660.53
30160	6/28/2021	Cascade Columbia Distribution		AP			3,800.00
30161	6/28/2021	Cintas Corporation - 463		AP			155.38
30162	6/28/2021	Cintas Corporation No. 2		AP			139.27
30163	6/28/2021	Hach Company		AP			1,392.00
30164	6/28/2021	Hasa, Inc		AP			2,616.77
30165	6/28/2021	Oregon Business Forms		AP			45.20
30166	6/28/2021	Oregon City Garbage Co.		AP			48.45
30167	6/28/2021	Portland Engineering Inc.		AP			590.00
30168	6/28/2021	Stein Oil Co.		AP			433.14
30169	6/28/2021	Team Electric Company		AP			495.00
30170	6/28/2021	UPS		AP			113.31
30171	7/2/2021	AFLAC		AP			453.92
30172	7/2/2021	Basic Fire Protection Inc		AP			307.50
30173	7/2/2021	Bay Valve Service, Inc.		AP			28,951.35
30174	7/2/2021	Cintas Corporation - 463		AP			73.51
30175	7/2/2021	Employee Reimbursement		AP			390.00
30176	7/2/2021	Larry Potter Landscape Services		AP			1,075.00
30177	7/2/2021	Platt Electric		AP			44.81
30178	7/2/2021	Portland General Electric		AP			53,132.29

Bank Reconciliation

Checks by Date

User: Gail

Printed: 06/17/2021 - 5:14PM

Cleared and Not Cleared Checks

Print Void Checks

Number	Issue Date	Vendor	Comment	Module	Void	Clear Date	Amount
30179	7/2/2021	Pump Dynamics, LLC		AP			12,713.65
30180	7/2/2021	RH2 Engineering, Inc		AP			1,607.41
30181	7/2/2021	Employee Reimbursement		AP			240.00
30182	7/2/2021	Sunrise Water Authority		AP			9,633.68
30183	7/2/2021	Team Electric Company		AP			3,857.00
30184	7/2/2021	Triangel Pump & Equipment, Inc		AP			8,368.00
30185	7/2/2021	UPS		AP			21.88
30186	7/2/2021	Verizon Wireless		AP			224.30
30187	7/16/2021	Special Districts Insurance Sv		AP			13,318.09
30188	7/16/2021	Cintas Corporation No. 2		AP	Void		99.00
30189	7/16/2021	NW Natural		AP	Void		80.69
30190	7/16/2021	Stein Oil Co.		AP	Void		120.56
30191	7/23/2021	AFLAC		AP			453.92
30192	7/23/2021	Cascade Columbia Distribution		AP			1,585.00
30193	7/23/2021	Cintas Corporation - 463		AP			81.87
30194	7/23/2021	Cintas Corporation No. 2		AP			99.00
30195	7/23/2021	Hasa, Inc		AP			4,066.00
30196	7/23/2021	NW Natural		AP			80.69
30197	7/23/2021	Oregon City Garbage Co.		AP			48.45
30198	7/23/2021	Pamplin Media Group		AP			202.64
30199	7/23/2021	RH2 Engineering, Inc		AP			3,784.43
30200	7/23/2021	Stein Oil Co.		AP			120.56
30201	7/23/2021	Taurus Power & Controls, Inc.		AP			899.00
30202	7/23/2021	Cascade Columbia Distribution		AP			715.00
30203	7/23/2021	Cintas Corporation - 463		AP			81.87
30204	7/23/2021	Portland Engineering Inc.		AP			50.00
30205	7/23/2021	Special Districts Insurance Sv		AP			10,337.68
30206	7/23/2021	Trotter & Morton - Portland		AP			3,815.50
30207	7/23/2021	UPS		AP			3.02
30208	7/23/2021	ADT Commerical		AP			495.88
30209	7/27/2021	OHA Cashier		AP			10,800.00
30210	8/6/2021	AFLAC		AP			478.88
30211	8/6/2021	Cascade Columbia Distribution		AP			1,585.00
30212	8/6/2021	Employee Reimbursement		AP			169.56
30213	8/6/2021	MOSS ADAMS LLP		AP			685.00
30214	8/6/2021	NW Natural		AP			76.55
30215	8/6/2021	Oak Lodge Water Services District		AP			8,340.00
30216	8/6/2021	Oregon City Garbage Co.		AP			51.55
30217	8/6/2021	Ring Bender LLP		AP			64.62
30218	8/6/2021	Stein Oil Co.		AP			62.31
30219	8/6/2021	Sunrise Water Authority		AP			4,899.31
30220	8/6/2021	Verizon Wireless		AP			224.27
30221	8/13/2021	Cintas Corporation - 463		AP			81.87
30222	8/13/2021	Cintas Corporation No. 2		AP			99.00
30223	8/13/2021	IDEXX Distribution Corp		AP			2,717.07
30224	8/13/2021	Portland Engineering Inc.		AP			120.00
30226	8/19/2021	AFLAC		AP			478.88
30227	8/19/2021	Field Instruments & Controls, Inc.		AP			509.07
30228	8/19/2021	Hasa, Inc		AP			3,358.20
30229	8/19/2021	RH2 Engineering, Inc		AP			4,758.84
30230	8/19/2021	Team Electric Company		AP			1,010.94
30231	8/24/2021	Cascade Columbia Distribution		AP			2,651.00
30232	8/24/2021	Christenson, Inc		AP			1,142.33
30233	8/24/2021	Cintas Corporation - 463		AP			73.51
30234	8/24/2021	Cintas Corporation No. 2		AP			99.00
30235	8/24/2021	Hasa, Inc		AP			6,855.60
30236	8/24/2021	Overhead Door Co. of Portland		AP			738.50
30237	8/24/2021	Portland General Electric		AP			71,098.82
30238	8/24/2021	Stein Oil Co.		AP			288.82
30239	8/24/2021	Team Electric Company		AP			863.00
30240	8/24/2021	Employee Paycheck		PR			2,669.02
30241	8/27/2021	Employee Paycheck		PR			325.28
30242	8/26/2021	Cintas Corporation - 463		AP			73.51
30243	8/26/2021	Hach Company		AP			444.51
30244	8/26/2021	Portland General Electric		AP			68,846.43
30245	8/26/2021	Stein Oil Co.		AP			204.62
30246	8/26/2021	Verizon Wireless		AP			224.38



Bank Reconciliation  
 Checks by Date  
 User: Gail  
 Printed: 06/17/2021 - 5:14PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

<u>Number</u>	<u>Issue Date</u>	<u>Vendor</u>	<u>Comment</u>	<u>Module</u>	<u>Void</u>	<u>Clear Date</u>	<u>Amount</u>
30247	8/31/2021	Hasa, Inc		AP			3,361.10
30248	8/31/2021	NW Natural		AP			70.87
Paper Check Disbursement Activity Subtotal							452,315.99
Voided Paper Check Disbursement Activity							300.25
Adjusted Paper Check Disbursement Activity Subtotal							452,015.74

Total Void Check Count:	3.00
Total Void Check Amount:	300.25
Total Valid Check Count:	124.00
Total Valid Check Amount:	539,943.13
Total Check Count:	127.00
Total Check Amount:	540,243.38

# NORTH CLACKAMAS COUNTY WATER COMMISSION

September 23, 2021

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## **Agenda Item 5.2**

**Subject:** Appoint Legal Counsel of Record

**Presenter(s):** Wade Hathhorn, General Manager

**Board Action:** Adoption by approval consent calendar

**Attachments:** None

**Background:** Organizational best practices suggest the NCCWC formally appoint its legal counsel of record on a regular basis.

**Analysis:** For several years now, the NCCWC has used Cable Huston, LLC. as its primary source of legal assistance. The General Manager is asking the Board to formally re-appoint Cable Huston, LLC. as the legal counsel of record for the NCCWC for FY2021-22.

**Options:** Appoint an alternative legal counsel of record.

**Staff**

**Recommendation:** Appoint Cable Huston, LLC as the legal counsel of record.

**Draft Motion:** Appoint Cable Huston, LLC as the NCCWC's legal counsel of record for FY2021-22.

# NORTH CLACKAMAS COUNTY WATER COMMISSION

September 23, 2021

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## Agenda Item 6.1

**Subject:** Election of Officers

**Presenter(s):** Wade Hathhorn, General Manager

**Board Action:** Open discussion regarding the election of officers

**Attachments:** None

**Background:** The current NCCWC Board is composed of the following members:

Oak Lodge Water Services: Commissioners Williams and Gornick  
Sunrise Water Authority: Commissioners Hawes and Bailey  
City of Gladstone: Commissioner Tracey

**Current Officers:**  
Chair: Kevin Williams (Oak Lodge)  
Vice-Chair: Chris Hawes (Sunrise)

**Analysis:** The NCCWC Agreement calls for the annual election of officers, including a Chair and Vice-Chair. The position as Chair is to rotate among the member parties. This past year, the position as Chair was held by Oak Lodge. This year the position as Chair would rotate to a member from Sunrise. The remaining position as Vice-Chair can be filled by a member from either Gladstone or Oak Lodge.

These elections only require a simple majority of the Board of Commissioners.

**Options:** The Sunrise Board may select a representative to serve as Chair.

**Staff**

**Recommendation:** Open to discussion regarding election of Chair and Vice-Chair.

**Draft Motion:** Open discussion and motion(s) to elect officers as needed.

# NORTH CLACKAMAS COUNTY WATER COMMISSION

September 23, 2021

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## Agenda Item 6.2

Subject: Update on Water Supply Agreement with CRW

Presenter(s): Wade Hathhorn, General Manager

Board Action: Open discussion and authorization to extend existing supply agreement

Attachments: None

Background: The NCCWC entered into a 20-year supply agreement with CRW in March 2001. That agreement is set to expire at the calendar end of 2021.

The basic elements of that contract are for the NCCWC to purchase a minimum of 1.22 million units of water each year – this equates to an average of 2.5 million gallons per day. The primary point of delivery is at a connection point off SE 152<sup>nd</sup> avenue (near Sunrise). Because of the nature of these deliveries, Sunrise actually “assumed” responsibility for the contract in the 2<sup>nd</sup> Amended IGA for the NCCWC – the latter was nulled in the latest renewal of the NCCWC and the original supply contract remains between CRW and the NCCWC.

Analysis: Staff from CRW and the NCCWC have been working to revise the supply agreement and after several drafts are close to final language for a new agreement. The new agreement looks to remove “fixed capacities” and other potential barriers and allow the parties to cooperate under a mutually approved supply and delivery plan that is periodically updated and amended as deemed necessary. Moreover, the agreement would allow for open cooperation during emergency or other periods of disruption to service or supply.

The various drafts have taken longer than anticipated to evolve and the original agreement will formally terminate prior to adoption of a new replacement. Hence, the Boards of CRW and the NCCWC are being asked to approve a short-term or month-to-month extension of the existing agreement in order to accommodate the final adoption of a new supply agreement. Staff expects a draft final version of the new agreement to be presented at the next NCCWC meeting (scheduled in January, 2022).

Options: Negotiate alternative terms with CRW in anticipation of the termination of the existing water supply agreement prior to the end of this year or look to get a new agreement approved prior to the end of the year under one or more special meetings of the NCCWC Board.

# NORTH CLACKAMAS COUNTY WATER COMMISSION

September 23, 2021

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Staff Recommendation: Open to discussion and approval to extend the existing Water Supply Agreement with CRW on a month-to-month basis through June 30, 2022 (or until a new agreement is approved, whichever is earlier). Seek mutual approval by CRW.

Draft Motion: Following the anticipated termination of the existing Water Supply Agreement with CRW at the end of 2021, approve a month-to-month extension of that agreement for a period up to June 30, 2022 to allow for a new agreement to be mutually adopted by the Parties.

# NORTH CLACKAMAS COUNTY WATER COMMISSION

September 23, 2021

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## Agenda Item 7.1

Subject: Year to Date Financial Statements

Presenter(s): Gail Stevens, Finance Director

Board Action: None Required

Attachments: .1 Monthly Water Production and Cost Summary June 2021  
.2 Year-to-Date Water Production and Cost Summary FY2020-21  
.3 Monthly Water Production and Cost Summary July 2021  
.4 Water Sales Comparison FY2020-21 to FY2019-20  
.5 Water Sales Comparison FY2021-22 to FY2020-21  
.6 Budget to Actuals Report FY2020-21 Period 12 June 2021 Year to Date  
.7 Budget to Actuals Report FY2021-22 Period 01 July 2022 Year to Date

Background: A summary of financial reports is presented for review.

FY2020-21: Report is through the end of June (Period 12) for FY2020-21. These are preliminary and final reports will be presented post audit.

FY2021-22: Report is through the end of July (Period 1) for FY 2021-22. July represents 8.3% of the budget year.

Analysis: FY2021-21: Water Sales, including Clackamas River Water, are 111.9% of budget. Expenditures for Personnel Services are 82.7% of budget and Materials & Services are 87.1% of budget.

FY2021-22: Water Sales for July 2021 are 17.6% of budget because of a 34.9% higher water consumption for July 2021 compared to July 2020. Expenditures for Personnel Services are 10.42% of budget and Materials and Services are 9.6% of budget.

Options: None

Staff Recommendation: Review financial statements as presented.

Draft Motion: None required. Chair should acknowledge receipt of the financial reports for the periods of June and July 2021 as presented.

# NCCWC

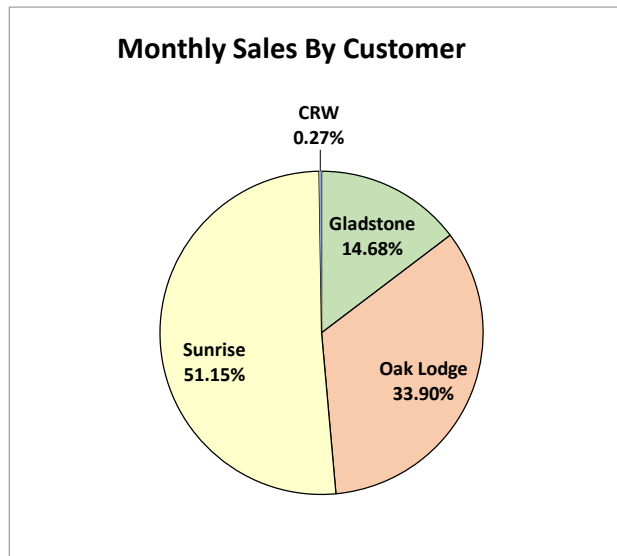
## Monthly Water Production and Cost Summary - June 2021

	<u>Combined</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>	<u>Production CRW</u>
Average Daily Production (MG)	11.05	11.10	(0.05)	-

	<u>TOTAL</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>	<u>Production CRW</u>
Water Production/Purchases (MG)	331.46	332.90	(1.44)	-
Water Production/Purchases (ccf) (divide MG by 0.000748)	443,128	445,053	(1,925)	-

<b>NCCWC Expenditures (\$):</b>		<u>SSF/Membrane</u>	<u>SFWB</u>	<u>CRW</u>
Operations:				
Personnel Services	\$ (4,884)	\$ (4,884)	\$ -	\$ -
Electricity	\$ 94,793	\$ 94,793	\$ -	\$ -
Water Treatment	\$ 19,771	\$ 19,771	\$ -	\$ -
Other - Material & Services	\$ 53,976	\$ 53,976	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Transfer	\$ 50,000	\$ 50,000	\$ -	\$ -
Administration:				
Contracted Services	\$ 9,974	\$ 9,974	\$ -	\$ -
Professional Services	\$ 71,770	\$ 71,770	\$ -	\$ -
Wholesale Purchases	\$ -	\$ -	\$ -	\$ -
<b>Total Requirements w/out Debt</b>	<b>\$ 295,399</b>	<b>\$ 295,399</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost w/out Debt: \$/(ccf):</b>	<b>\$ 0.67</b>	<b>\$ 0.66</b>	<b>\$ -</b>	<b>\$ -</b>

<u>VOLUME PURCHASED:</u>	<u>Gladstone</u>	<u>Oak Lodge</u>	<u>Sunrise</u>	<u>CRW</u>	
Water Sales (MG)	334.10	49.05	113.27	170.88	0.90
Water Sales (ccf)	446,670	65,579	151,430	228,453	1,208
% Water Sales per Entity (ccf)	100%	14.68%	33.90%	51.15%	0.27%
GLAD Rate	\$ 0.74370	\$48,771			
OLWD Rate	\$ 0.74370		\$112,618		
SWA Rate	\$ 0.74370			\$169,900	
CRW Water Rate(\$0.73621*1.4) /ccf	\$ 1.03069				\$1,245
Monthly Weighted Avg Cost	\$ 0.74448				
Monthly Gain/(Loss) w/out Debt	\$ 0.07785				



# NCCWC

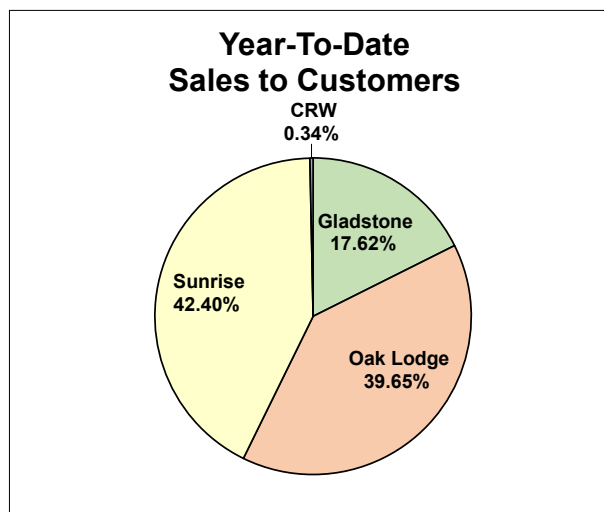
## Water Production and Cost Summary - Year to Date 07/01/20 - 6/30/21

	Combined	Production SSF/Membrane	Production SFWB	Production CRW
Average Daily Production (MG)	7.74	7.72	0.02	-

	TOTAL	NCCWC Plant	SFWB	Production CRW
Water Production/Purchases (MG)	2,831.14	2,825.45	5.69	-
Water Production/Purchases (ccf) (divide MG by 0.000748)	3,784,946	3,777,339	7,607	-

NCCWC Expenditures (\$):		NCCWC Plant	SFWB	CRW
Operations				
Personnel Services	\$ 431,540	\$ 431,540	\$ -	\$ -
Electricity	\$ 472,041	\$ 472,041	\$ -	\$ -
Water Treatment	\$ 102,132	\$ 102,132	\$ -	\$ -
Other -Material & Services	\$ 233,390	\$ 233,390	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Transfer	\$ 680,000	\$ 680,000	\$ -	\$ -
Administration				
Contracted Services	\$ 122,413	\$ 122,413	\$ -	\$ -
Professional Services	\$ 209,579	\$ 209,579	\$ -	\$ -
Wholesale Purchases	\$ -	\$ -	\$ -	\$ -
<b>Total Requirements w/out Debt</b>	<b>\$ 2,251,095</b>	<b>\$ 2,251,095</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost: w/o Debt \$(/ccf):</b>	<b>\$ 0.59</b>	<b>\$ 0.60</b>	<b>\$ -</b>	<b>\$ -</b>

VOLUME PURCHASED:		Gladstone	Oak Lodge	Sunrise	CRW
Water Sales (MG)	2,832.48	499.02	1,123.00	1,200.89	9.58
Total Water Sales (ccf)	3,786,739	667,134	1,501,336	1,605,467	12,802
% Water Sales per Entity (ccf)	100%	17.62%	39.65%	42.40%	0.34%
Gladstone Rate	\$ 0.74370	\$ 496,148			
OLWD Rate	\$ 0.74370		\$ 1,116,544		
SWA Rate	\$ 0.74370			\$ 1,193,986	
CRW Water Rate(\$0.73621*1.4) /ccf	\$ 1.03069				\$ 13,195
YTD Weighted Avg Cost	\$ 0.74467				
YTD Gain/(Loss) w/out Debt	\$ 0.14992				





# NCCWC

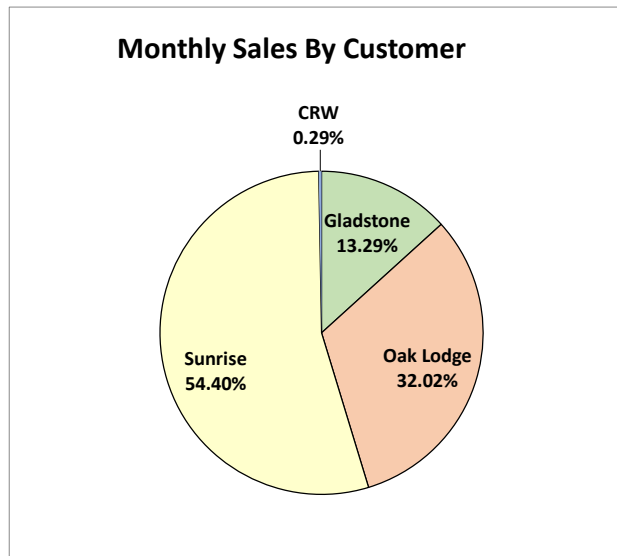
## Monthly Water Production and Cost Summary - July 2021

	<u>Combined</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>	<u>Production CRW</u>
Average Daily Production (MG)	15.04	15.04	(0.00)	-

	<u>TOTAL</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>	<u>Production CRW</u>
Water Production/Purchases (MG)	466.20	466.20	(0.00)	-
Water Production/Purchases (ccf) (divide MG by 0.000748)	623,259	623,262	(3)	-

<b>NCCWC Expenditures (\$):</b>		<u>SSF/Membrane</u>	<u>SFWB</u>	<u>CRW</u>
Operations:				
Personnel Services	\$ 54,916	\$ 54,916	\$ -	\$ -
Electricity	\$ 71,099	\$ 71,099	\$ -	\$ -
Water Treatment	\$ 13,100	\$ 13,100	\$ -	\$ -
Other - Material & Services	\$ 6,827	\$ 6,827	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Transfer	\$ 130,000	\$ 130,000	\$ -	\$ -
Administration:				
Contracted Services	\$ 12,715	\$ 12,715	\$ -	\$ -
Professional Services	\$ 35,622	\$ 35,622	\$ -	\$ -
Wholesale Purchases	\$ -	\$ -	\$ -	\$ -
<b>Total Requirements w/out Debt</b>	<b>\$ 324,278</b>	<b>\$ 324,278</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost w/out Debt: \$/(ccf):</b>	<b>\$ 0.52</b>	<b>\$ 0.52</b>	<b>\$ -</b>	<b>\$ -</b>

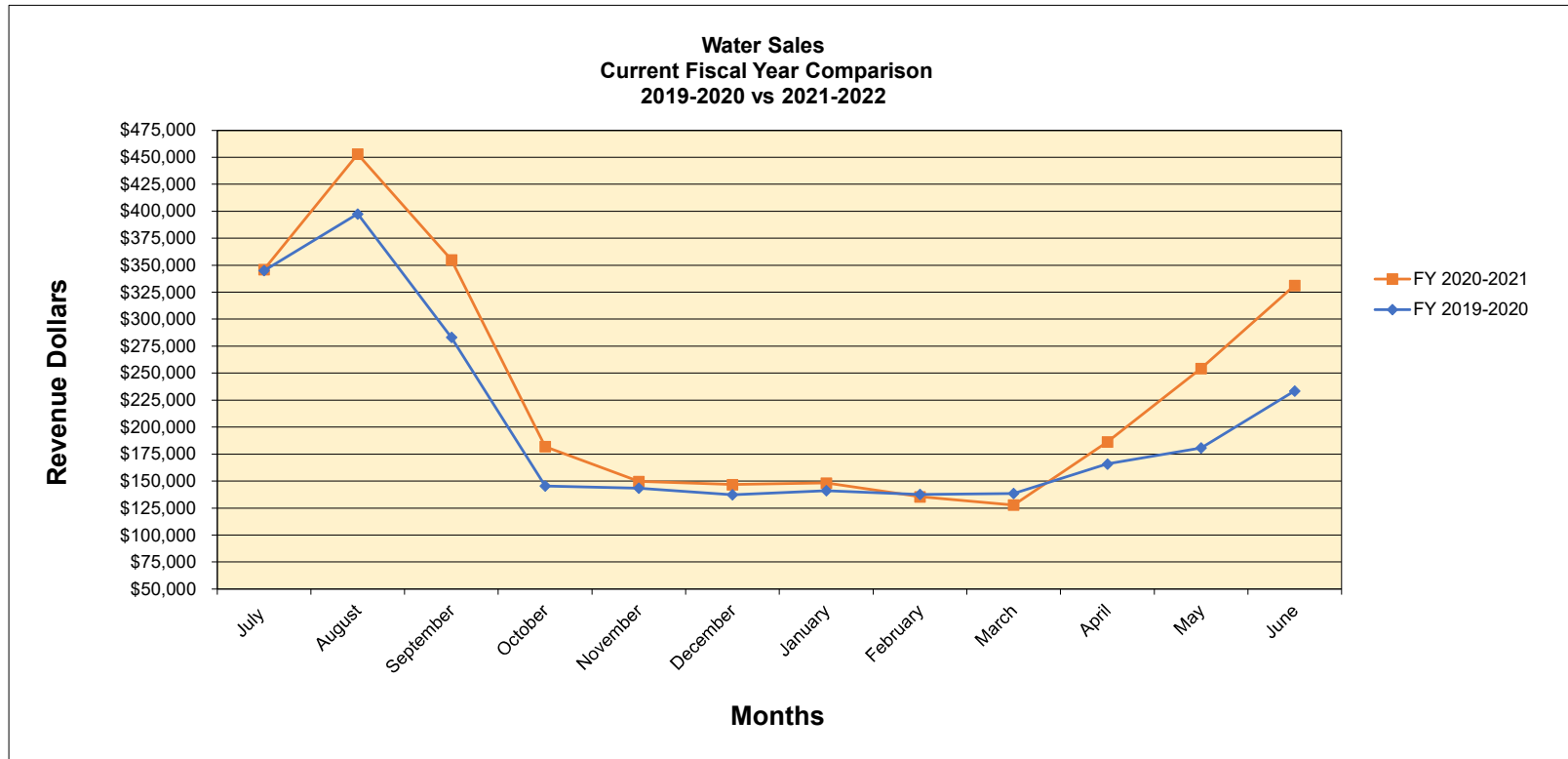
<u>VOLUME PURCHASED:</u>	<u>Gladstone</u>	<u>Oak Lodge</u>	<u>Sunrise</u>	<u>CRW</u>	
Water Sales (MG)	468.68	62.29	150.07	254.96	1.36
Water Sales (ccf)	626,581	83,277	200,623	340,857	1,824
% Water Sales per Entity (ccf)	100%	13.29%	32.02%	54.40%	0.29%
GLAD Rate	\$ 0.76670	\$63,848			
OLWD Rate	\$ 0.76670		\$153,818		
SWA Rate	\$ 0.76670			\$261,335	
CRW Water Rate(\$0.73621*1.4) /ccf	\$ 1.03069				\$1,880
Monthly Weighted Avg Cost	\$ 0.76747				
Monthly Gain/(Loss) w/out Debt	\$ 0.24717				



# NORTH CLACKAMAS COUNTY WATER COMMISSION

## Water Sales Fiscal Year Comparison 2019-2020 vs 2020-2021

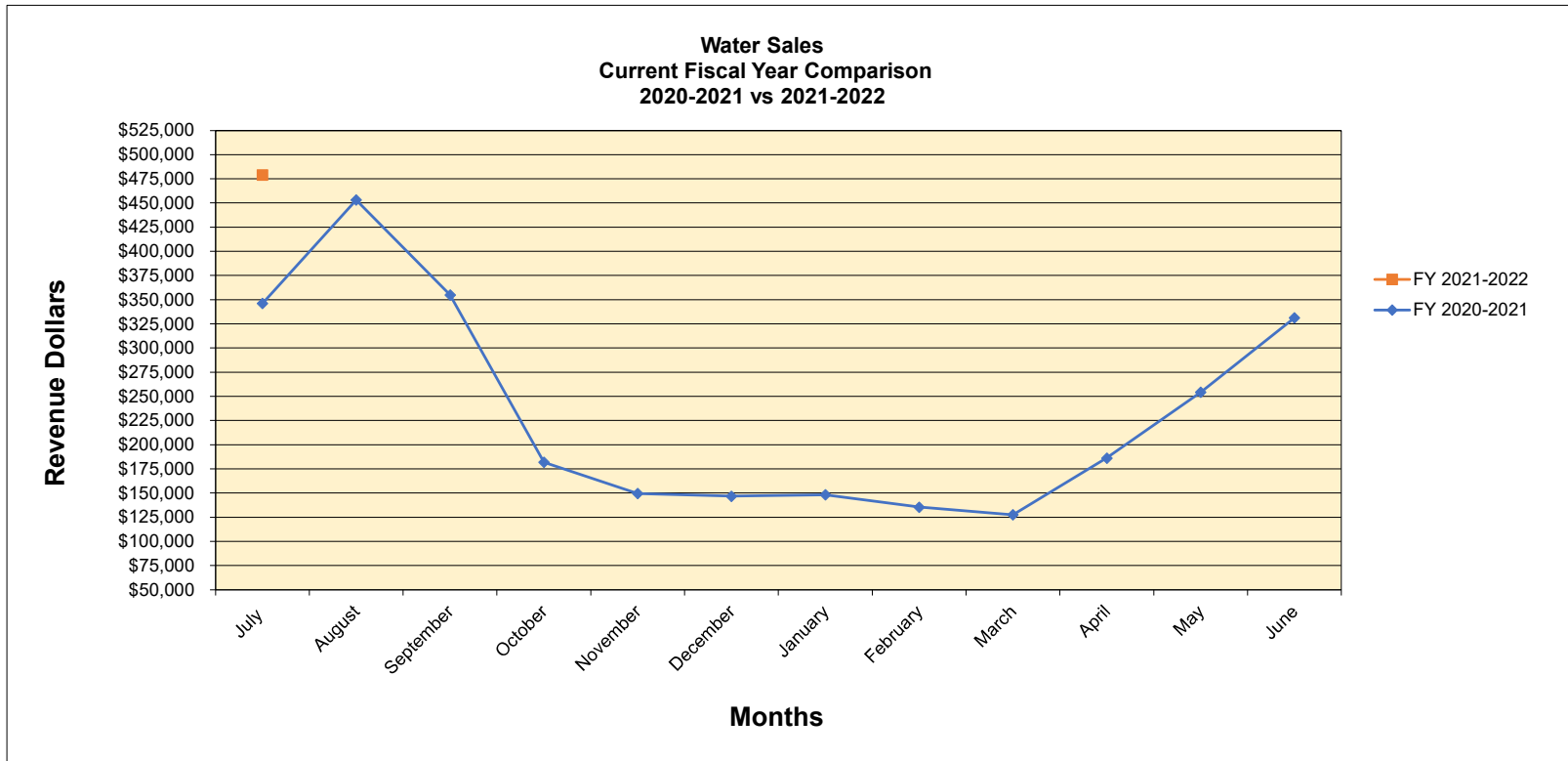
	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
<b>GRAPH:</b>													
<b>FY 2019-2020</b>	\$ 345,078	\$ 397,566	\$ 283,046	\$ 145,397	\$ 143,510	\$ 137,477	\$ 141,030	\$ 137,587	\$ 138,409	\$ 165,806	\$ 180,755	\$ 233,567	\$ <b>2,449,227</b>
<b>FY 2020-2021</b>	\$ 346,054	\$ 453,047	\$ 355,034	\$ 181,896	\$ 149,595	\$ 146,775	\$ 148,220	\$ 135,464	\$ 127,756	\$ 186,207	\$ 254,394	\$ 331,290	\$ <b>2,815,733</b>
<b>FY % Comparison</b>	0.28%	13.96%	25.43%	25.10%	4.24%	6.76%	5.10%	-1.54%	-7.70%	12.30%	40.74%	41.84%	<b>14.96%</b>



# NORTH CLACKAMAS COUNTY WATER COMMISSION

## Water Sales Fiscal Year Comparison 2019-2020 vs 2020-2021

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
<b>GRAPH:</b>													
<b>FY 2020-2021</b>	\$ 346,054	\$ 453,047	\$ 355,034	\$ 181,896	\$ 149,595	\$ 146,775	\$ 148,220	\$ 135,464	\$ 127,756	\$ 186,207	\$ 254,394	\$ 331,290	\$ 2,815,733
<b>FY 2021-2022</b>	\$ 479,001												\$ 479,001
<b>FY % Comparison</b>	38.42%	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	-82.99%



# General Ledger Budget to Actual Report

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Period 12 - 12  
Fiscal Year 2021



Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
<b>10</b>	<b>General Fund</b>				
	<i>Beginning Fund Balance</i>				
10-3000-00	Fund Balance	279,650.00	0.00	502,761.80	179.78
	<i>Beginning Fund Balance</i>	279,650.00	0.00	502,761.80	179.78
	<i>Revenue</i>				
10-4010-00	Interest Income	13,000.00	274.32	2,536.88	19.51
10-4020-01	Water Sales-OLWSD	1,082,433.00	112,618.49	1,116,543.58	103.15
10-4020-02	Water Sales-City of Gladstone	478,627.00	48,771.10	496,147.56	103.66
10-4020-03	Water Sales-SWA	949,890.00	169,900.50	1,193,985.82	125.70
10-4020-09	Water Sales-Clackamas RiverWtr	12,000.00	2,490.15	15,246.98	127.06
10-4060-00	Miscellaneous Income	0.00	6,648.46	13,705.28	0.00
	<i>Revenue</i>	2,535,950.00	340,703.02	2,838,166.10	111.92
	<i>Personnel Services</i>				
10-5000-00	Plant Operators	260,000.00	11,609.60	213,580.23	82.15
10-5005-00	OvertimeOn-Call	50,000.00	2,196.27	45,102.48	90.20
10-5030-00	Part-Time Operator	10,000.00	4,160.00	35,255.16	352.55
10-5050-00	MedicalDentalVision Ins.	95,000.00	-26,740.88	73,216.21	77.07
10-5060-00	Retirement	65,000.00	2,382.27	35,054.28	53.93
10-5070-00	Payroll Taxes	35,000.00	1,508.78	24,521.10	70.06
10-5080-00	Workers Compensation	7,000.00	0.00	4,810.83	68.73
	<i>Personnel Services</i>	522,000.00	-4,883.96	431,540.29	82.67
	<i>Materials &amp; Services</i>				
10-5204-00	Water Purchases	10,000.00	0.00	0.00	0.00
10-5206-10	Contracted Services-Management	40,000.00	5,607.42	33,483.39	83.71
10-5206-12	Contracted Svcs-Plant Engineer	18,000.00	4,026.26	24,157.55	134.21
10-5206-13	Contracted Services-Financial	48,000.00	340.00	48,340.00	100.71
10-5206-14	Membrane Maintenance	25,000.00	0.00	1,757.19	7.03
10-5206-16	HVAC	13,000.00	0.00	14,675.00	112.88
10-5208-00	General Office Expenses	7,500.00	554.18	5,293.68	70.58
10-5210-00	PermitsLicensing Fees	5,000.00	10,800.00	14,205.00	284.10
10-5212-00	General Insurance	80,000.00	0.00	67,313.00	84.14
10-5215-00	ComputersTechnology	15,000.00	108.00	773.14	5.15

Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
10-5230-04	Audit Services	10,000.00	685.00	35,122.64	351.23
10-5230-06	Legal Services	50,000.00	64.62	32,416.07	64.83
10-5230-21	Watershed Services	136,000.00	71,020.00	142,040.00	104.44
10-5235-00	Postage	2,000.00	135.19	980.26	49.01
10-5236-10	Water Analysis and Testing	20,000.00	0.00	6,469.98	32.35
10-5236-11	Chemicals	100,000.00	17,715.25	86,646.42	86.65
10-5236-12	Process Instrumentation	5,000.00	2,055.66	9,015.73	180.31
10-5238-00	Telemetry (SCADA)	15,000.00	590.00	10,927.19	72.85
10-5240-00	Electricity	550,000.00	94,792.82	472,041.20	85.83
10-5244-00	Education Training and Dues	17,250.00	2,013.77	7,486.02	43.40
10-5245-00	Telephone	7,000.00	2,011.13	8,681.17	124.02
10-5246-00	Travel Expenses	1,500.00	0.00	0.00	0.00
10-5247-00	Books & Publications	1,000.00	0.00	913.78	91.38
10-5248-00	Public Notices	500.00	-341.16	746.44	149.29
10-5250-10	Natural Gas	2,000.00	265.46	1,927.63	96.38
10-5250-20	Garbage	1,000.00	96.90	609.40	60.94
10-5252-00	Miscellaneous Expense	0.00	116.39	507.20	0.00
10-5256-00	Commisioner FeesExpenses	1,200.00	0.00	0.00	0.00
10-5300-10	Vehicle Maintenance	5,000.00	793.91	11,870.46	237.41
10-5300-20	FuelsOils	7,000.00	674.26	3,660.91	52.30
10-5300-30	Equipment Rental	5,000.00	0.00	50.00	1.00
10-5300-40	Equipment Maintenance	10,000.00	11.43	11,924.33	119.24
10-5305-10	Building Maintenance	15,000.00	874.91	10,486.87	69.91
10-5305-11	Grounds Maintenance	10,000.00	31,265.97	37,961.90	379.62
10-5305-13	Janitorial Supplies	1,000.00	256.21	1,766.99	176.70
10-5305-14	Security MonitoringMaint	5,000.00	495.88	1,880.88	37.62
10-5305-15	Plant Maintenance	40,000.00	1,659.47	21,969.38	54.92
10-5305-16	Intake Structure Maintenance	10,000.00	0.00	443.13	4.43
10-5305-20	Safety Supplies	15,000.00	1,213.88	8,075.12	53.83
10-5310-00	Small Tools & Equipment	5,000.00	380.00	2,936.03	58.72
	<i>Materials &amp; Services</i>	<i>1,308,950.00</i>	<i>250,282.81</i>	<i>1,139,555.08</i>	<i>87.06</i>
	<i>Capital Outlay</i>				
10-6360-40	Safety Equipment	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<i>Transfers &amp; Contingencies</i>				
10-7300-13	Transfer to Plant Reserve	600,000.00	50,000.00	600,000.00	100.00
10-7300-19	Transfer Rev Bond Redemption	80,000.00	0.00	80,000.00	100.00
10-9000-00	Operating Contingency	304,650.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>984,650.00</i>	<i>50,000.00</i>	<i>680,000.00</i>	<i>69.06</i>
<b>10</b>	<b>General Fund</b>	<b>0.00</b>	<b>45,304.17</b>	<b>1,089,832.53</b>	<b>0.00</b>
<b>13</b>	<b>Plant Reserve</b>				
	<i>Beginning Fund Balance</i>				
13-3000-00	Fund Balance	4,343,805.00	0.00	4,336,066.18	99.82
	<i>Beginning Fund Balance</i>	<i>4,343,805.00</i>	<i>0.00</i>	<i>4,336,066.18</i>	<i>99.82</i>

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>% ExpendCollect</b>
	<i>Revenue</i>				
13-4010-00	Interest Income	97,736.00	2,273.33	35,456.13	36.28
13-4100-10	Transfer In - General Fund	600,000.00	50,000.00	600,000.00	100.00
	<i>Revenue</i>	<i>697,736.00</i>	<i>52,273.33</i>	<i>635,456.13</i>	<i>91.07</i>
	<i>Transfers &amp; Contingencies</i>				
13-9000-00	Operating Contingency	300,000.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>300,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<b>13</b>	<b>Plant Reserve</b>	<b>4,741,541.00</b>	<b>52,273.33</b>	<b>4,971,522.31</b>	<b>104.85</b>
<b>17</b>	<b>Bond Reserve</b>				
	<i>Beginning Fund Balance</i>				
17-3000-00	Fund Balance	101,808.00	0.00	101,512.78	99.71
	<i>Beginning Fund Balance</i>	<i>101,808.00</i>	<i>0.00</i>	<i>101,512.78</i>	<i>99.71</i>
	<i>Revenue</i>				
17-4010-00	Interest Income	2,291.00	50.42	808.25	35.28
	<i>Revenue</i>	<i>2,291.00</i>	<i>50.42</i>	<i>808.25</i>	<i>35.28</i>
<b>17</b>	<b>Bond Reserve</b>	<b>104,099.00</b>	<b>50.42</b>	<b>102,321.03</b>	<b>98.29</b>
<b>19</b>	<b>Bond Redemption</b>				
	<i>Beginning Fund Balance</i>				
19-3000-00	Fund Balance	2,138.00	0.00	2,138.10	100.00
	<i>Beginning Fund Balance</i>	<i>2,138.00</i>	<i>0.00</i>	<i>2,138.10</i>	<i>100.00</i>
	<i>Revenue</i>				
19-4010-00	Interest Income	48.00	0.00	0.75	1.56
19-4100-10	Transfer In - General Fund	80,000.00	0.00	80,000.00	100.00
	<i>Revenue</i>	<i>80,048.00</i>	<i>0.00</i>	<i>80,000.75</i>	<i>99.94</i>
	<i>Materials &amp; Services</i>				
19-5390-20	Principal	75,000.00	0.00	75,000.00	100.00
19-5390-25	Interest	6,075.00	0.00	6,075.00	100.00
19-5390-50	Fiscal Agent Fees	750.00	0.00	750.00	100.00
	<i>Materials &amp; Services</i>	<i>81,825.00</i>	<i>0.00</i>	<i>81,825.00</i>	<i>100.00</i>
<b>19</b>	<b>Bond Redemption</b>	<b>361.00</b>	<b>0.00</b>	<b>313.85</b>	<b>86.94</b>
Revenue Total		3,316,025.00	393,026.77	3,554,431.23	1.0719
Expense Total		3,197,425.00	295,398.85	2,332,920.37	0.7296
Grand Total		4,846,001.00	97,627.92	6,163,989.72	1.272

# General Ledger Budget to Actual Report

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Period 01 - 01  
Fiscal Year 2022



Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
<b>10</b>	<b>General Fund</b>				
	<i>Beginning Fund Balance</i>				
10-3000-00	Fund Balance	676,662.00	0.00	1,089,832.53	161.06
	<i>Beginning Fund Balance</i>	676,662.00	0.00	1,089,832.53	161.06
	<i>Revenue</i>				
10-4010-00	Interest Income	13,000.00	292.97	292.97	2.25
10-4020-01	Water Sales-OLWSD	1,127,000.00	153,817.65	153,817.65	13.65
10-4020-02	Water Sales-City of Gladstone	498,000.00	63,848.48	63,848.48	12.82
10-4020-03	Water Sales-SWA	1,073,000.00	261,335.06	261,335.06	24.36
10-4020-09	Water Sales-Clackamas RiverWtr	12,000.00	0.00	0.00	0.00
	<i>Revenue</i>	2,723,000.00	479,294.16	479,294.16	17.60
	<i>Personnel Services</i>				
10-5000-00	Plant Operators	240,000.00	19,744.00	19,744.00	8.23
10-5005-00	OvertimeOn-Call	50,000.00	5,976.02	5,976.02	11.95
10-5030-00	Part-Time Operator	0.00	6,823.20	6,823.20	0.00
10-5050-00	MedicalDentalVision Ins.	120,000.00	6,482.73	6,482.73	5.40
10-5060-00	Retirement	70,000.00	6,170.20	6,170.20	8.81
10-5070-00	Payroll Taxes	40,000.00	2,631.85	2,631.85	6.58
10-5080-00	Workers Compensation	7,000.00	7,088.02	7,088.02	101.26
	<i>Personnel Services</i>	527,000.00	54,916.02	54,916.02	10.42
	<i>Materials &amp; Services</i>				
10-5204-00	Water Purchases	10,000.00	0.00	0.00	0.00
10-5206-10	Contracted Services-Management	40,000.00	2,803.71	2,803.71	7.01
10-5206-11	Contracted Svcs-Operations Mgt	93,000.00	0.00	0.00	0.00
10-5206-12	Contracted Svcs-Plant Engineer	25,000.00	2,095.60	2,095.60	8.38
10-5206-13	Contracted Services-Financial	48,000.00	4,000.00	4,000.00	8.33
10-5206-16	HVAC	15,000.00	3,815.50	3,815.50	25.44
10-5208-00	General Office Expenses	8,500.00	293.12	293.12	3.45
10-5210-00	PermitsLicensing Fees	17,000.00	0.00	0.00	0.00
10-5212-00	General Insurance	80,000.00	0.00	0.00	0.00
10-5215-00	ComputersTechnology	10,000.00	54.00	54.00	0.54
10-5230-04	Audit Services	25,000.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
10-5230-06	Legal Services	50,000.00	0.00	0.00	0.00
10-5230-08	Engineering - General	10,000.00	0.00	0.00	0.00
10-5230-21	Watershed Services	143,000.00	35,622.00	35,622.00	24.91
10-5236-10	Water Analysis and Testing	15,000.00	0.00	0.00	0.00
10-5236-11	Chemicals	100,000.00	11,806.60	11,806.60	11.81
10-5236-12	Process Instrumentation	10,000.00	1,293.00	1,293.00	12.93
10-5238-00	Telemetry (SCADA)	10,000.00	170.00	170.00	1.70
10-5240-00	Electricity	550,000.00	71,098.82	71,098.82	12.93
10-5244-00	Education Training and Dues	17,250.00	1,915.20	1,915.20	11.10
10-5245-00	Telephone	8,500.00	597.48	597.48	7.03
10-5246-00	Travel Expenses	500.00	0.00	0.00	0.00
10-5247-00	Books & Publications	1,000.00	0.00	0.00	0.00
10-5248-00	Public Notices	1,000.00	0.00	0.00	0.00
10-5250-10	Natural Gas	2,000.00	-4.14	-4.14	-0.21
10-5250-20	Garbage	1,000.00	93.55	93.55	9.36
10-5252-00	Miscellaneous Expense	1,000.00	0.00	0.00	0.00
10-5256-00	Commisioner Fees Expenses	1,200.00	0.00	0.00	0.00
10-5300-10	Vehicle Maintenance	5,000.00	0.00	0.00	0.00
10-5300-20	Fuels Oils	5,000.00	1,372.90	1,372.90	27.46
10-5300-30	Equipment Rental	5,000.00	0.00	0.00	0.00
10-5300-40	Equipment Maintenance	15,000.00	0.00	0.00	0.00
10-5305-10	Building Maintenance	15,000.00	81.87	81.87	0.55
10-5305-11	Grounds Maintenance	20,000.00	0.00	0.00	0.00
10-5305-13	Janitorial Supplies	2,000.00	111.50	111.50	5.58
10-5305-14	Security Monitoring Maint	5,000.00	738.50	738.50	14.77
10-5305-15	Plant Maintenance	40,000.00	863.00	863.00	2.16
10-5305-16	Intake Structure Maintenance	10,000.00	0.00	0.00	0.00
10-5305-17	Membrane Maintenance	15,000.00	0.00	0.00	0.00
10-5305-20	Safety Supplies	10,000.00	287.98	287.98	2.88
10-5310-00	Small Tools & Equipment	10,000.00	252.16	252.16	2.52
	<i>Materials &amp; Services</i>	<i>1,449,950.00</i>	<i>139,362.35</i>	<i>139,362.35</i>	<i>9.61</i>
	<i>Transfers &amp; Contingencies</i>				
10-7300-13	Transfer to Plant Reserve	600,000.00	50,000.00	50,000.00	8.33
10-7300-19	Transfer Rev Bond Redemption	80,000.00	80,000.00	80,000.00	100.00
10-9000-00	Operating Contingency	350,000.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>1,030,000.00</i>	<i>130,000.00</i>	<i>130,000.00</i>	<i>12.62</i>
<b>10</b>	<b>General Fund</b>	<b>392,712.00</b>	<b>155,015.79</b>	<b>1,244,848.32</b>	<b>316.99</b>
<b>13</b>	<b>Plant Reserve</b>				
	<i>Beginning Fund Balance</i>				
13-3000-00	Fund Balance	4,680,270.00	0.00	4,776,264.03	102.05
	<i>Beginning Fund Balance</i>	<i>4,680,270.00</i>	<i>0.00</i>	<i>4,776,264.03</i>	<i>102.05</i>
	<i>Revenue</i>				
13-4010-00	Interest Income	50,000.00	2,331.32	2,331.32	4.66
13-4100-10	Transfer In - General Fund	600,000.00	50,000.00	50,000.00	8.33
	<i>Revenue</i>	<i>650,000.00</i>	<i>52,331.32</i>	<i>52,331.32</i>	<i>8.05</i>



<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>% ExpendCollect</b>
13-9000-00	<i>Transfers &amp; Contingencies</i> Operating Contingency <i>Transfers &amp; Contingencies</i>	300,000.00 300,000.00	0.00 0.00	0.00 0.00	0.00 0.00
<b>13</b>	<b>Plant Reserve</b>	<b>5,030,270.00</b>	<b>52,331.32</b>	<b>4,828,595.35</b>	<b>95.99</b>
17	<b>Bond Reserve</b>				
17-3000-00	<i>Beginning Fund Balance</i> Fund Balance <i>Beginning Fund Balance</i>	102,472.00 102,472.00	0.00 0.00	102,321.03 102,321.03	99.85 99.85
17-4010-00	<i>Revenue</i> Interest Income <i>Revenue</i>	1,000.00 1,000.00	51.71 51.71	51.71 51.71	5.17 5.17
<b>17</b>	<b>Bond Reserve</b>	<b>103,472.00</b>	<b>51.71</b>	<b>102,372.74</b>	<b>98.94</b>
19	<b>Bond Redemption</b>				
19-3000-00	<i>Beginning Fund Balance</i> Fund Balance <i>Beginning Fund Balance</i>	318.00 318.00	0.00 0.00	313.85 313.85	98.69 98.69
19-4010-00	<i>Revenue</i> Interest Income	7.00	0.00	0.00	0.00
19-4100-10	Transfer In - General Fund <i>Revenue</i>	80,000.00 80,007.00	80,000.00 80,000.00	80,000.00 80,000.00	100.00 99.99
19-5390-20	<i>Materials &amp; Services</i> Principal	75,000.00	75,000.00	75,000.00	100.00
19-5390-25	Interest	2,025.00	2,025.00	2,025.00	100.00
19-5390-50	Fiscal Agent Fees <i>Materials &amp; Services</i>	750.00 77,775.00	750.00 77,775.00	750.00 77,775.00	100.00 100.00
<b>19</b>	<b>Bond Redemption</b>	<b>2,550.00</b>	<b>2,225.00</b>	<b>2,538.85</b>	<b>99.56</b>
Revenue Total		3,454,007.00	611,677.19	611,677.19	0.1771
Expense Total		3,384,725.00	402,053.37	402,053.37	0.1188
Grand Total		5,529,004.00	209,623.82	6,178,355.26	1.1174

# NORTH CLACKAMAS COUNTY WATER COMMISSION

September 23, 2021

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## Agenda Item 7.2

Subject: Operations Report

Presenter(s): Joe Rogers, Plant Supervisor

Board Action: Open discussion

Attachments: None

### Topics

#### Monthly Production

June: The plant produced a total of 368.6 million gallons at an average day rate of 12.3 MGD. Of the total water produced, the slow sand filter produced 222.9 million gallons and the membrane filters produced 146.6 million gallons. The highest production day for the month was 18.0 MGD. The Commission did not purchase or sell water to South Fork during this month.

July: The plant produced a total of 484.7 million gallons at an average day rate of 15.6 MGD. Of the total water produced, the slow sand filter produced 268.5 million gallons and the membrane filters produced 216.1 million gallons. The highest production day for the month was 18.0 MGD. The Commission did not purchase or sell water to South Fork during this month.

August: The plant produced a total of 457.8 million gallons at an average day rate of 14.7 MGD. Of the total water produced, the slow sand filter produced 254.6 million gallons and the membrane filters produced 205.7 million gallons. The highest production day for the month was 18.0 MGD. The Commission did not purchase or sell water to South Fork during this month.

#### Staff Notes

(Edit Notes) Staff has been actively working with keeping up with plant and grounds maintenance. Staff is working on repairing or replacing failing equipment and looking out to the future to stay ahead of reactionary responses. NCCWC Staff is focused on staying healthy and safe during these trying times and continuing to provide the highest quality of water for their customers.

# NORTH CLACKAMAS COUNTY WATER COMMISSION

September 23, 2021

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## Agenda Item 7.3

Subject: Manager's Report

Presenter(s): Wade Hathhorn, General Manager

Board Action: Open discussion

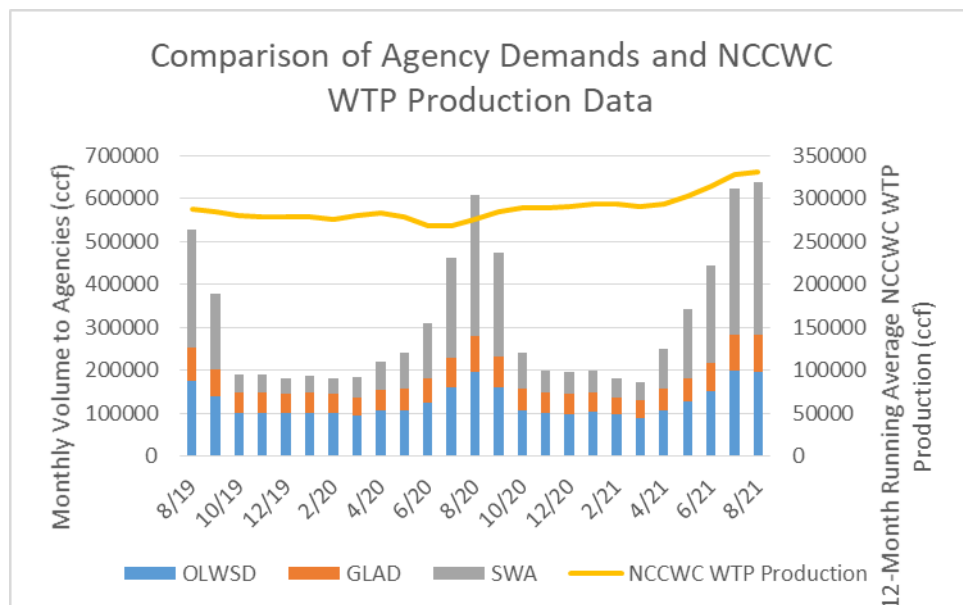
Attachments: Audit Introduction and Plan from Moss Adams (letter)

### Update on Water Supply Agreement

The General Managers of the NCCWC and CRW have been working on draft language for a new Water Supply Agreement between the two agencies. After a couple of drafts, the parties are getting close to agreeable language that would replace the existing agreement (which terminates at the end of this calendar year). Certainly, timing has become an issue as the contract negotiations have taken longer than anticipated. Staff expects a draft final version of the agreement before the NCCWC's final meeting of the year (in December). The fallback position here would be to ask the two Boards to approve a month-to-month (or limited duration) extension of the existing agreement to allow the new agreement to obtain the necessary formal approvals.

### Summary of Production and Deliveries

The graph below shows a 12-month rolling average of total production and monthly deliveries to member agencies:



The warm summer conditions have led to high peak period demands. Production volumes over the three month period July-September are significantly higher than the last couple of years and will likely set a new record this year.

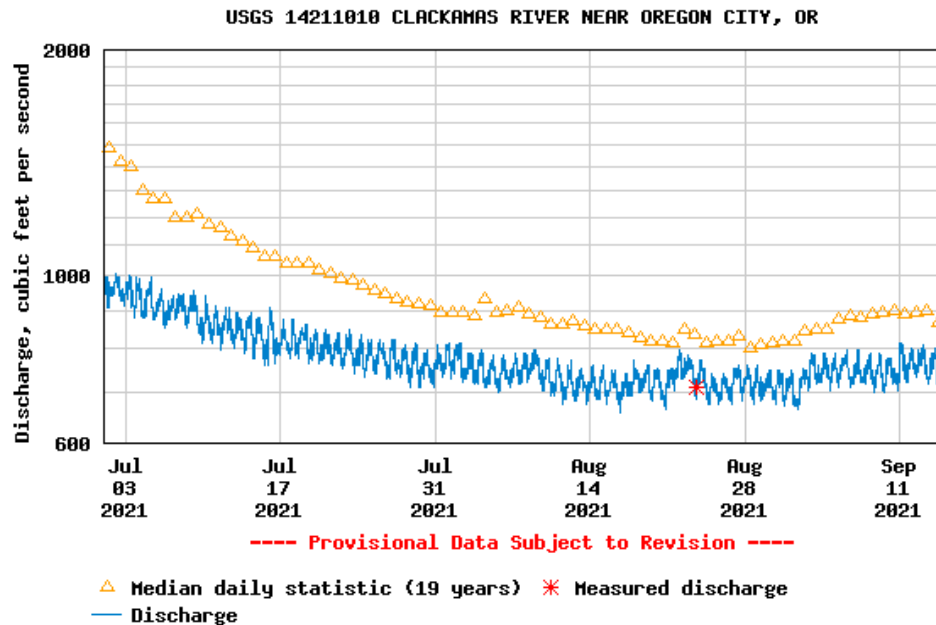
# NORTH CLACKAMAS COUNTY WATER COMMISSION

September 23, 2021

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## Update on River Flows

During late summer, our attention turns to river flows. Below is the USGS gage data from Oregon City from Jul 1 to September 14. You can see by mid-August “baseflows” had settled in just above 700 cfs, which was maintained until early September. The slight increase thereafter is owed to planned releases from Timothy Lake by PGE (approximately 50 cfs).



Under the State’s proposed order, most of the Clackamas providers will be subject to an instream flow requirement of 650 cfs before September 15 and then 800 cfs thereafter. Under those rules, withdrawals would be required to “curtail use” an equivalent percentage (%) the measured flow drops below the minimum required. For example, if the measured flow is 100 cfs below the required minimum (say 800 cfs), then withdrawals would have to be “curtailed” by an equivalent percentage or 1/8<sup>th</sup> which is 12.5%. This calculation must also account for the withdrawals at the Lake Oswego intake which is below the measured gage.

## Staffing and Apprentice Program Update

We’ve once again had staffing changes at the plant. Unfortunately, one of the operators left for a private sector position. We were fortunate to have available an intern that had been working at Lake Oswego for the summer. We, in turn, hired this person on a temporary basis (6-months). This person (Tim Shrupp) has a related four (4) year college degree and is immediately eligible to sit for his Level I Certification.

Staff from So. Fork and the NCCWC also just interviewed four (4) candidates for the joint Water Apprentice Program. Reference checks are now being conducted on the preferred candidates. Offers may be going out later this month or early October. The goal is to have at least two apprentices, one each based at So. Fork and the NCCWC, respectively. The apprentices will serve on rotational assignment(s) to each

# NORTH CLACKAMAS COUNTY WATER COMMISSION

September 23, 2021

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plant as part of their training. They will also have to complete the necessary coursework training to sit and pass the Level I Certification (after at least one year of employment). The program is design to have the apprentices serve a second year to obtain advanced training and become eligible to receive Journey-person credentials from the State of Oregon.

**FY2020-21  
Audit  
Introduction  
and Plan**

A copy of a letter to the Board from the Moss Adams audit team is attached for your records and information. The letter outlines a general introduction and plan for the upcoming FY2020-21 audit.



T (503) 242-1447  
F (503) 274-2789

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805 SW Broadway  
Suite 1200  
Portland, OR 97205

September 7, 2021

Board of Commissioners  
North Clackamas County Water Commission  
14496 SE River Road  
Oak Grove, OR 97267

Re: Audit Communications

As you may know, we are commencing our audit of the financial statements of North Clackamas County Water Commission (“NCCWC”), as of and for the year ended June 30, 2021. In accordance with AU-C 260, *The Auditor’s Communication with Those Charged with Governance*, communication between the auditor and the individuals charged with governance of NCCWC is required. In the context of NCCWC and its governance, we consider the Board of Directors to be charged with governance. Accordingly, we would like to open a two-way communication with you on matters regarding the audit of the financial statements of the NCCWC.

We will provide certain communications in writing as part of the audit and invite you to contact us with any questions about the matters communicated or with any input you have on the audit. In the ordinary course of an audit many matters are discussed with management, including matters that are to be communicated to those charged with governance. There may be times that we will need to have access to you to discuss sensitive matters that could arise during the course of the audit. If any of those circumstances arise, we will contact you directly.

At the conclusion of the audit, we will provide you information on the results of the audit and various other matters that are stipulated in auditing standards as matters that must be communicated to the governing body annually.

Beginning in June 2021, we participated in meetings with management regarding data that will be needed for the audit and coordination of resources to provide that data. We performed preliminary planning of the audit and initial assessments of internal controls in July 2021 and expect to begin final testing of NCCWC’s financial statement balances in October 2021. We plan to issue our audit report for NCCWC no later than December 31, 2021. Our ability to meet this timetable is dependent upon on the level of preparation and cooperation by the management of NCCWC.

Based on our current understanding of NCCWC and financial results to date, the following are the areas considered significant to the audit as of, and for the year ended June 30, 2021, and will be our focus related to audit procedures performed:

- Review management's corrective action plan and audit changes made to controls in the current fiscal year under audit
- Expenses – Accuracy, cutoff and classification
- Consistent application of internal controls in a remote work environment due to COVID-19

Our overall audit plan includes the performance of both analytical procedures and detailed testing of transactions, and consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of NCCWC's internal control over financial reporting. Our audit plan is subject to adjustment based on any significant changes to year-end financial results, significant changes in operations or the identification of any additional risks.

If there are other areas of concern please contact me to discuss those concerns so we can ensure our audit plan properly addresses them.

Attached to this letter is a copy of the engagement letter and professional service agreement that have been signed by management of NCCWC and which include certain information on the plan for the conduct of the audit as well as information about the scope and limitations of the audit.

We appreciate the opportunity to be of service to you. We look forward to meeting with you at the conclusion of our audit to deliver the results of our audit to you. Please contact me if you have any questions or input to the audit process.

Very truly yours,



Julie Desimone, Partner  
for Moss Adams LLP