

# **OAK LODGE WATER SERVICES**

## **BOARD OF DIRECTORS**



**JANUARY 17, 2023**



**PUBLIC MEETING  
OAK LODGE WATER SERVICES  
BOARD OF DIRECTORS  
JANUARY 17, 2023 at 6:00 p.m.**

1. Call to Order and Hybrid Meeting Facilitation Protocols
2. Call for Public Comment
3. Presentation of Oak Lodge Governance Project Update
4. Consent Agenda
  - a. November 2022 Financial Report
  - b. Approval of December 20, 2022 Board Meeting Minutes
5. Consideration of Agreement with Cascadia Backflow for Backflow Services
6. Appointment of FY 2024 Budget Officer
7. Business from the Board
8. Department Reports
  - a. General Manager
  - b. Human Resources
  - c. Finance
  - d. Technical Services
  - e. Field Operations
  - f. Plant Operations
9. Adjourn Regular Meeting



## AGENDA ITEM

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<b>Title</b>	Call to Order
<b>Item No.</b>	1
<b>Date</b>	January 17, 2023

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### Summary

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

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



## AGENDA ITEM

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<b>Title</b>	Call for Public Comment
<b>Item No.</b>	2
<b>Date</b>	January 17, 2023

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### 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

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<b>Title</b>	Presentation of Oak Lodge Governance Project Update
<b>Item No.</b>	3
<b>Date</b>	January 17, 2022

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### 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 OLWS customers.



## CONSENT AGENDA

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**To** Board of Directors  
**From** Sarah Jo Chaplen, General Manager  
**Title** Consent Agenda  
**Item No.** 4  
**Date** January 17, 2023

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### 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. **November 2022 Financial Report**
- b. **Approval of December 20, 2022 Board Meeting Minutes**

### 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

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<b>To</b>	Board of Directors
<b>From</b>	Gail Stevens, Finance Director
<b>Title</b>	November 2022 Financial Reports
<b>Item No.</b>	4a
<b>Date</b>	January 17, 2023

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### Reports

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

**Oak Lodge Water Services  
Monthly Overview  
November 2022**

This report summarizes the revenues and expenditures for November 2022. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

**Cash and Investments**

<b>Account Balances As of:</b>		
<b>November 30, 2022</b>	<b>Interest Rate</b>	<b>Balance</b>
<b>Account</b>		
Wells Fargo Bank Checking-3552		\$ 1,395,386
LGIP	2.68%	\$12,915,820
<b>Total</b>		<b>\$14,311,206</b>

1. The OLWS’ checks, electronic withdrawals, and bank drafts total \$1.6 million for November 2022. There were 2 voided checks.

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	4,351,000	342,231	1,994,003	45.8%
20-00-4212	Wastewater charges	9,199,000	676,009	3,647,745	39.7%
30-00-4213	Watershed protection	1,592,000	128,478	649,591	40.8%
	Subtotal	\$ 15,142,000	\$ 1,146,718	\$ 6,291,340	41.6%

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

**Expenses by Budget Category**

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

<b>Expense Category</b>	<b>FY 2023 Adopted Budget</b>	<b>Budget Year-to-Date Nov. 2022</b>	<b>Actuals Year-to-Date Nov. 2022</b>	<b>% Spent</b>
Personnel Services	\$ 5,374,000	2,239,167	2,015,130	90%



Materials & Services	\$	5,372,953	2,238,730	1,891,742	85%
Capital Outlay	\$	7,282,340	3,034,308	1,780,283	59%
			7,512,205	\$ 5,687,155	76%

With respect to expenditures, at the end of November expenditures are overall 31.6% of budget, excluding Contingencies, with 41.7% of the fiscal year completed.

Review of expenditure lines that are above 47% of budget:

1. **5130 – Overtime** is 38.4% of budget. Overtime paid is over budget for Finance / Administrative and Wastewater Collections team. Finance overtime is driven by increased audit recommendations for proper internal controls. Collections team overtime is driven by weather and is typically higher during the winter months. Additionally, during November the Collections team was completing project work for the Wastewater Master Plan TV'ing remaining sections of the infrastructure. This account will continue to be monitored.
2. **5260 – Unemployment** is 47.7% of budget. This account is expected to be overbudget since the cost will all be in the first half of the fiscal year, comparing to portion of the annual budget each monthly report.
3. **6510 – Office Supplies** is 47.9% of budget. This account is overbudget due to inflationary product costs, such as paper, printing ink, and other monthly supplies. Additionally, office furniture has been replaced due to age of existing furniture. This account will be reviewed at mid-year to determine if adjustments need to be made.
4. **6710 – Water Purchases** is 47.7% of budget. This is historically consistent in the first quarter of each fiscal year and 55% of water purchase occur within the first half of each fiscal year. This will balance out after the first six months.
5. **6760 – Equipment Rental** is 50.0% of budget. Even after the budget transfer, this account will appear overbudget due to timing of the expense in the first quarter of the fiscal year. This will level out in the second half of the fiscal year.

**Low Income Rate Relief Program Overview**

The Authority allows eligible customers to obtain a discounted rate on a portion of their bill. The Authority budgets resources to fund the revenue losses due to the program at the rate of 0.5% 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 OLWS' Board of Directors. The program cap is **\$75,710** for FY 2022-23.

The LIRR Program provides the following discounts:

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

The number of customers for each utility receiving the low-income rates for November 30, 2022 billing are below. The total number of customers enrolled in LIRR are split between the two billing cycles and can vary in total by utility.

	<b>Budget</b>	<b>Budget Year-to-Date Nov. 2022</b>	<b>Actual Year-to-Date Nov. 2022</b>	<b>% Spent</b>
<b>LIRR Program Cap</b>	\$ 75,710	31,546	25,899	82%

	<b># of Customers Current Month</b>	<b>Discount Provided</b>	<b>Fiscal Year To Date</b>
<b>Drinking Water</b>	65	1,206.42	6,007.23
<b>Wastewater</b>	60	3,104.94	16,939.25
<b>Watershed Protection</b>	60	579.00	2,952.90
		<b>4,890.36</b>	<b>25,899.38</b>

General Ledger  
Budget to Actual



User: Gail  
Printed: 1/9/2023 10:32:40 AM  
Period 05 - 05  
Fiscal Year 2023

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
<b>05</b>	<b>Administrative Services</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund balance	1,168,115.00	0.00	1,492,542.83	0.00	127.77
	<i>Beginning Fund Balance</i>	<i>1,168,115.00</i>	<i>0.00</i>	<i>1,492,542.83</i>	<i>0.00</i>	<i>127.77</i>
	<b>NonDivisional</b>	<b>1,168,115.00</b>	<b>0.00</b>	<b>1,492,542.83</b>	<b>0.00</b>	<b>127.77</b>
	Fund Balance	1,168,115.00	0.00	1,492,542.83	0.00	127.77
	<b>NonDivisional</b>					
	<i>Revenue</i>					
05-00-4227	System	0.00	146.00	1,679.00	0.00	0.00
	Development-Compliance					
05-00-4230	Contracted Services	57,400.00	4,000.00	25,400.00	0.00	44.25
	Revenue					
05-00-4610	Investment revenue	3,000.00	3,928.63	12,756.44	0.00	425.21
05-00-4630	Miscellaneous revenues	10,000.00	896.00	7,359.23	0.00	73.59
	<i>Revenue</i>	<i>70,400.00</i>	<i>8,970.63</i>	<i>47,194.67</i>	<i>0.00</i>	<i>67.04</i>
	<b>NonDivisional</b>	<b>70,400.00</b>	<b>8,970.63</b>	<b>47,194.67</b>	<b>0.00</b>	<b>67.04</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,008,000.00	84,000.00	420,000.00	0.00	41.67
05-29-4920	Transfer in from Fund 20	1,920,000.00	160,000.00	800,000.00	0.00	41.67
05-29-4930	Transfer in from Fund 30	1,008,000.00	84,000.00	420,000.00	0.00	41.67
	<i>Revenue</i>	<i>3,936,000.00</i>	<i>328,000.00</i>	<i>1,640,000.00</i>	<i>0.00</i>	<i>41.67</i>
	<b>Transfers &amp; Contingencies</b>	<b>3,936,000.00</b>	<b>328,000.00</b>	<b>1,640,000.00</b>	<b>0.00</b>	<b>41.67</b>
	Revenue	4,006,400.00	336,970.63	1,687,194.67	0.00	42.11
	<b>AdminFinance</b>					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	705,000.00	50,454.60	290,591.45	0.00	41.22
05-01-5130	Overtime	12,000.00	735.97	9,259.79	0.00	77.16
05-01-5210	Healthdental insurance	125,000.00	10,292.91	51,318.78	0.00	41.06
05-01-5230	Social security	55,000.00	3,007.01	20,614.69	0.00	37.48
05-01-5240	Retirement	138,000.00	9,282.03	52,760.36	0.00	38.23
05-01-5250	TrimetWBFPaid Leave OR	6,000.00	406.24	2,364.22	0.00	39.40
05-01-5260	Unemployment	20,000.00	0.00	9,529.00	0.00	47.65
05-01-5270	Workers compensation	1,000.00	24.94	124.70	0.00	12.47
05-01-5290	Other employee benefits	2,000.00	1,193.64	1,385.29	0.00	69.26
	<i>Personnel Services</i>	<i>1,064,000.00</i>	<i>75,397.34</i>	<i>437,948.28</i>	<i>0.00</i>	<i>41.16</i>
	<i>Materials &amp; Services</i>					
05-01-6110	Legal services	375,000.00	43,357.00	117,130.07	0.00	31.23
05-01-6120	Accounting and audit services	76,000.00	0.00	0.00	0.00	0.00
05-01-6155	Contracted Services	200,000.00	18,372.36	66,685.25	95,010.32	33.34
05-01-6180	Dues and subscriptions	60,000.00	4,006.66	17,833.19	0.00	29.72
05-01-6220	Electricity	13,000.00	1,383.40	6,785.62	6,214.38	52.20
05-01-6240	Natural gas	4,000.00	635.53	1,033.91	2,310.00	25.85

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other utilities	10,000.00	1,603.63	2,639.60	1,702.58	26.40
05-01-6310	Janitorial services	15,000.00	1,283.57	6,417.85	8,984.99	42.79
05-01-6320	Buildings and grounds maint	35,000.00	1,811.29	9,579.50	5,218.85	27.37
05-01-6410	Mileage	2,700.00	0.00	1,831.34	0.00	67.83
05-01-6420	Staff training	12,000.00	0.00	6,157.46	0.00	51.31
05-01-6440	Board Expense	2,000.00	0.00	0.00	0.00	0.00
05-01-6510	Office supplies	32,000.00	3,853.29	16,268.10	3,331.00	50.84
05-01-6730	Communications	2,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	4,000.00	0.00	905.93	1,114.56	22.65
05-01-6770	Bank charges	160,000.00	345.06	47,246.46	101,622.75	29.53
05-01-6780	Taxes, Fees, Permits	2,000.00	768.36	768.36	0.00	38.42
05-01-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>1,005,700.00</i>	<i>77,420.15</i>	<i>301,282.64</i>	<i>225,509.43</i>	<i>29.96</i>
	<b>AdminFinance</b>	<b>2,069,700.00</b>	<b>152,817.49</b>	<b>739,230.92</b>	<b>225,509.43</b>	<b>35.72</b>
	<b>Human Resources</b>					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	278,000.00	19,266.44	111,211.35	0.00	40.00
05-02-5130	Overtime	5,000.00	213.00	271.09	0.00	5.42
05-02-5210	Healthdental insurance	36,000.00	2,735.39	13,176.70	0.00	36.60
05-02-5230	Social security	22,000.00	1,463.21	8,373.87	0.00	38.06
05-02-5240	Retirement	50,000.00	3,490.72	19,977.72	0.00	39.96
05-02-5250	TrimetWBFPaid Leave OR	3,000.00	154.65	890.55	0.00	29.69
05-02-5270	Workers compensation	1,000.00	10.35	51.75	0.00	5.18
05-02-5290	Other employee benefits	1,000.00	56.25	275.76	0.00	27.58
	<i>Personnel Services</i>	<i>396,000.00</i>	<i>27,390.01</i>	<i>154,228.79</i>	<i>0.00</i>	<i>38.95</i>
	<i>Materials &amp; Services</i>					
05-02-6155	Contracted Services	52,000.00	184.57	10,977.27	0.00	21.11
05-02-6175	Records Management	8,500.00	367.11	2,389.07	2,442.09	28.11
05-02-6230	Telephone	63,000.00	3,773.70	19,182.89	35,548.85	30.45
05-02-6410	Mileage	1,000.00	22.87	627.89	0.00	62.79
05-02-6420	Staff training	25,000.00	154.00	4,604.02	0.00	18.42
05-02-6440	Board Expense	7,000.00	136.37	2,033.37	0.00	29.05
05-02-6510	Office supplies	2,200.00	0.00	109.99	0.00	5.00
05-02-6540	Safety Supplies	2,000.00	0.00	52.84	0.00	2.64
05-02-6560	Uniforms	38,000.00	2,853.40	14,418.93	1,900.00	37.94
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	300,000.00	14,934.53	74,672.65	0.00	24.89
05-02-6730	Communications	38,100.00	66.01	1,572.26	1,500.00	4.13
05-02-6740	Advertising	6,000.00	510.00	935.00	0.00	15.58
05-02-6900	Miscellaneous expense	1,000.00	0.00	27.19	0.00	2.72
	<i>Materials &amp; Services</i>	<i>546,300.00</i>	<i>23,002.56</i>	<i>131,603.37</i>	<i>41,390.94</i>	<i>24.09</i>
	<b>Human Resources</b>	<b>942,300.00</b>	<b>50,392.57</b>	<b>285,832.16</b>	<b>41,390.94</b>	<b>30.33</b>
	<b>Technical Services</b>					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	549,000.00	29,646.93	175,360.67	0.00	31.94
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	Healthdental Insurance	83,000.00	6,067.92	30,714.27	0.00	37.01
05-03-5230	Social security	43,000.00	2,222.07	13,161.34	0.00	30.61
05-03-5240	Retirement	102,000.00	5,588.63	33,056.48	0.00	32.41
05-03-5250	TrimetWBFPaid Leave OR	5,000.00	235.48	1,395.69	0.00	27.91
05-03-5270	Workers compensation	1,000.00	19.42	97.10	0.00	9.71
05-03-5290	Other employee benefits	2,000.00	56.25	88.28	0.00	4.41
	<i>Personnel Services</i>	<i>790,000.00</i>	<i>43,836.70</i>	<i>253,873.83</i>	<i>0.00</i>	<i>32.14</i>
	<i>Materials &amp; Services</i>					
05-03-6155	Contracted Services	90,500.00	1,895.00	19,072.78	37,121.75	21.07
05-03-6180	Dues and subscriptions	0.00	-1,376.76	0.00	0.00	0.00
05-03-6350	Computer maintenance	313,103.00	25,764.24	96,958.43	87,969.23	30.97
05-03-6410	Mileage	1,000.00	0.00	323.87	0.00	32.39
05-03-6420	Staff training	10,500.00	0.00	4,343.59	0.00	41.37
05-03-6430	Certifications	2,000.00	0.00	575.00	0.00	28.75

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6530	Small tools and equipment	0.00	0.00	250.00	0.00	0.00
05-03-6540	Safety supplies	5,000.00	324.84	1,344.41	1,929.00	26.89
05-03-6550	Operational Supplies	3,000.00	0.00	0.00	0.00	0.00
05-03-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>426,103.00</i>	<i>26,607.32</i>	<i>122,868.08</i>	<i>127,019.98</i>	<i>28.84</i>
	<b>Technical Services</b>	<b>1,216,103.00</b>	<b>70,444.02</b>	<b>376,741.91</b>	<b>127,019.98</b>	<b>30.98</b>
	<b>Vehicle Services</b>					
	<i>Materials &amp; Services</i>					
05-04-6330	Vehicleequipment maintenance	75,000.00	741.26	21,384.08	13,810.38	28.51
05-04-6520	Fuels and Oils	51,000.00	4,264.48	18,908.08	0.00	37.07
	<i>Materials &amp; Services</i>	<i>126,000.00</i>	<i>5,005.74</i>	<i>40,292.16</i>	<i>13,810.38</i>	<i>31.98</i>
	<b>Vehicle Services</b>	<b>126,000.00</b>	<b>5,005.74</b>	<b>40,292.16</b>	<b>13,810.38</b>	<b>31.98</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
05-29-9000	Contingency	788,412.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>788,412.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>788,412.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>05</b>	Expense	5,142,515.00	278,659.82	1,442,097.15	407,730.73	28.04
	<b>Administrative Services</b>	<b>32,000.00</b>	<b>58,310.81</b>	<b>1,737,640.35</b>	<b>-407,730.73</b>	<b>5,430.13</b>
<b>10</b>	<b>Drinking Water NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,015,771.00	0.00	918,515.80	0.00	90.43
	<i>Beginning Fund Balance</i>	<i>1,015,771.00</i>	<i>0.00</i>	<i>918,515.80</i>	<i>0.00</i>	<i>90.43</i>
	<b>NonDivisional</b>	<b>1,015,771.00</b>	<b>0.00</b>	<b>918,515.80</b>	<b>0.00</b>	<b>90.43</b>
	Fund Balance	1,015,771.00	0.00	918,515.80	0.00	90.43
	<b>NonDivisional Revenue</b>					
10-00-4210	Water Sales - CRW	30,000.00	2,472.18	22,386.96	0.00	74.62
10-00-4211	Water sales	4,351,000.00	342,230.99	1,994,003.17	0.00	45.83
10-00-4215	Penalties and late charges	15,000.00	1,792.59	6,754.25	0.00	45.03
10-00-4220	System development charges	0.00	0.00	2,181.60	0.00	0.00
10-00-4240	Service installations	10,000.00	1,026.00	11,882.00	0.00	118.82
10-00-4280	Rents & leases	180,000.00	14,841.17	81,407.80	0.00	45.23
10-00-4290	Other charges for services	10,000.00	910.00	4,640.00	0.00	46.40
10-00-4610	Investment revenue	3,000.00	720.47	2,713.85	0.00	90.46
10-00-4630	Miscellaneous revenues	25,000.00	1,728.00	16,402.97	0.00	65.61
	<i>Revenue</i>	<i>4,624,000.00</i>	<i>365,721.40</i>	<i>2,142,372.60</i>	<i>0.00</i>	<i>46.33</i>
	<b>NonDivisional</b>	<b>4,624,000.00</b>	<b>365,721.40</b>	<b>2,142,372.60</b>	<b>0.00</b>	<b>46.33</b>
	Revenue	4,624,000.00	365,721.40	2,142,372.60	0.00	46.33
	<b>Drinking Water Personnel Services</b>					
10-20-5110	Regular employees	723,000.00	48,650.93	282,636.02	0.00	39.09
10-20-5130	Overtime	31,000.00	5,379.12	14,506.06	0.00	46.79
10-20-5210	Healthdental insurance	134,000.00	8,957.63	44,626.53	0.00	33.30
10-20-5230	Social Security	56,000.00	4,071.39	22,393.34	0.00	39.99
10-20-5240	Retirement	133,000.00	10,394.42	56,807.33	0.00	42.71
10-20-5250	TrimetWBFPaid Leave OR	6,000.00	431.22	2,384.79	0.00	39.75
10-20-5270	Workers compensation	19,000.00	536.90	2,684.50	0.00	14.13
10-20-5290	Other employee benefits	5,000.00	446.20	478.23	0.00	9.56
	<i>Personnel Services</i>	<i>1,107,000.00</i>	<i>78,867.81</i>	<i>426,516.80</i>	<i>0.00</i>	<i>38.53</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Materials &amp; Services</i>					
10-20-6155	Contracted Services	166,500.00	9,278.99	76,634.44	68,619.84	46.03
10-20-6220	Electricity	38,000.00	3,268.86	16,402.72	21,597.28	43.17
10-20-6240	Natural gas	3,500.00	200.41	1,007.73	1,750.00	28.79
10-20-6290	Other utilities	3,600.00	361.37	1,648.85	1,999.95	45.80
10-20-6320	Buildings & grounds	10,000.00	0.00	1,237.70	0.00	12.38
10-20-6340	Distribution system maint	200,000.00	30,872.87	99,766.11	40,834.78	49.88
10-20-6410	Mileage	500.00	0.00	108.74	0.00	21.75
10-20-6420	Staff training	12,500.00	779.00	9,582.26	0.00	76.66
10-20-6430	Certifications	2,000.00	0.00	416.00	0.00	20.80
10-20-6530	Small tools & equipment	9,000.00	999.99	10,133.12	0.00	112.59
10-20-6540	Safety supplies	15,000.00	983.34	5,632.51	4,123.56	37.55
10-20-6550	Operational Supplies	7,000.00	853.30	5,097.57	0.00	72.82
10-20-6710	Purchased water	1,170,000.00	74,574.62	557,630.71	686,943.91	47.66
10-20-6715	Water quality program	16,000.00	446.40	1,271.88	0.00	7.95
10-20-6760	Equipment Rental	8,000.00	0.00	5,099.00	0.00	63.74
10-20-6780	Taxes, Fees, Permits	19,000.00	546.23	14,212.50	1,911.07	74.80
10-20-6900	Miscellaneous expense	1,000.00	0.00	216.85	0.00	21.69
	<i>Materials &amp; Services</i>	<i>1,681,600.00</i>	<i>123,165.38</i>	<i>806,098.69</i>	<i>827,780.39</i>	<i>47.94</i>
	<b>Drinking Water</b>	<b>2,788,600.00</b>	<b>202,033.19</b>	<b>1,232,615.49</b>	<b>827,780.39</b>	<b>44.20</b>
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					
10-24-6815	Zions Bank loan-principal	188,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank loan-interest	21,063.00	0.00	10,531.35	0.00	50.00
	<i>Materials &amp; Services</i>	<i>209,063.00</i>	<i>0.00</i>	<i>10,531.35</i>	<i>0.00</i>	<i>5.04</i>
	<b>Debt Service</b>	<b>209,063.00</b>	<b>0.00</b>	<b>10,531.35</b>	<b>0.00</b>	<b>5.04</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
10-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	420,000.00	0.00	41.67
10-29-8171	Transfers out to Fund 71	928,000.00	77,333.00	386,669.00	0.00	41.67
10-29-9000	Contingency	706,108.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>2,642,108.00</i>	<i>161,333.00</i>	<i>806,669.00</i>	<i>0.00</i>	<i>30.53</i>
	<b>Transfers &amp; Contingencies</b>	<b>2,642,108.00</b>	<b>161,333.00</b>	<b>806,669.00</b>	<b>0.00</b>	<b>30.53</b>
<b>10</b>	Expense	5,639,771.00	363,366.19	2,049,815.84	827,780.39	36.35
	<b>Drinking Water</b>	<b>0.00</b>	<b>2,355.21</b>	<b>1,011,072.56</b>	<b>-827,780.39</b>	<b>0.00</b>
<b>20</b>	<b>Wastewater Reclam. NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	1,207,862.00	0.00	1,343,670.07	0.00	111.24
	<i>Beginning Fund Balance</i>	<i>1,207,862.00</i>	<i>0.00</i>	<i>1,343,670.07</i>	<i>0.00</i>	<i>111.24</i>
	<b>NonDivisional</b>	<b>1,207,862.00</b>	<b>0.00</b>	<b>1,343,670.07</b>	<b>0.00</b>	<b>111.24</b>
	Fund Balance	1,207,862.00	0.00	1,343,670.07	0.00	111.24
	<b>NonDivisional Revenue</b>					
20-00-4212	Wastewater charges	9,199,000.00	676,009.48	3,647,745.30	0.00	39.65
20-00-4215	Penalties & late charges	7,000.00	654.00	3,502.60	0.00	50.04
20-00-4220	System development charges	100,000.00	5,165.00	25,825.00	0.00	25.83
20-00-4290	Other charges for services	10,000.00	710.00	5,541.00	0.00	55.41
20-00-4610	Investment revenue	1,000.00	120.39	484.15	0.00	48.42
20-00-4630	Miscellaneous revenues	2,000.00	0.00	803.00	0.00	40.15
	<i>Revenue</i>	<i>9,319,000.00</i>	<i>682,658.87</i>	<i>3,683,901.05</i>	<i>0.00</i>	<i>39.53</i>
	<b>NonDivisional</b>	<b>9,319,000.00</b>	<b>682,658.87</b>	<b>3,683,901.05</b>	<b>0.00</b>	<b>39.53</b>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Revenue	9,319,000.00	682,658.87	3,683,901.05	0.00	39.53
	<b>Wastewater-Plant</b>					
	<i>Personnel Services</i>					
20-21-5110	Regular employees	681,000.00	43,117.69	245,737.34	0.00	36.08
20-21-5130	Overtime	40,000.00	4,268.22	16,679.85	0.00	41.70
20-21-5210	Healthdental insurance	185,000.00	13,376.59	66,782.74	0.00	36.10
20-21-5230	Social security	53,000.00	3,556.36	19,696.21	0.00	37.16
20-21-5240	Retirement	123,000.00	8,491.58	47,025.24	0.00	38.23
20-21-5250	TrimetWBFPaid Leave OR	6,000.00	378.81	2,105.58	0.00	35.09
20-21-5270	Workers compensation	12,000.00	542.98	2,714.90	0.00	22.62
20-21-5290	Other employee benefits	5,000.00	321.70	353.73	0.00	7.07
	<i>Personnel Services</i>	<i>1,105,000.00</i>	<i>74,053.93</i>	<i>401,095.59</i>	<i>0.00</i>	<i>36.30</i>
	<i>Materials &amp; Services</i>					
20-21-6155	Contracted Services	253,750.00	10,493.30	78,142.70	200,713.01	30.80
20-21-6180	Dues and subscriptions	0.00	0.00	112.21	0.00	0.00
20-21-6220	Electricity	307,000.00	21,722.50	104,827.75	202,172.25	34.15
20-21-6240	Natural gas	2,000.00	37.77	134.72	210.00	6.74
20-21-6250	Solid waste disposal	52,000.00	150.94	5,969.75	4,255.25	11.48
20-21-6290	Other utilities	0.00	0.00	540.00	0.00	0.00
20-21-6310	Janitorial services	11,000.00	907.48	4,537.40	6,352.36	41.25
20-21-6320	Buildings & grounds	58,000.00	3,729.04	19,416.10	26,103.28	33.48
20-21-6342	WRF system maintenance	200,000.00	1,819.72	65,177.74	64,436.24	32.59
20-21-6410	Mileage	1,000.00	0.00	378.75	0.00	37.88
20-21-6420	Staff training	9,000.00	0.00	5,230.09	0.00	58.11
20-21-6430	Certifications	2,000.00	270.00	510.00	0.00	25.50
20-21-6525	Chemicals	65,000.00	5,732.62	27,941.35	37,058.65	42.99
20-21-6530	Small tools & equipment	10,000.00	0.00	667.99	0.00	6.68
20-21-6540	Safety supplies	23,500.00	1,436.36	11,785.33	11,576.96	50.15
20-21-6550	Operational Supplies	17,500.00	0.00	5,524.69	0.00	31.57
20-21-6590	Other supplies	5,000.00	95.76	359.71	0.00	7.19
20-21-6740	Advertising	500.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes, Fees, Permits	100,700.00	16,042.25	43,954.63	29,395.90	43.65
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>1,118,950.00</i>	<i>62,437.74</i>	<i>375,210.91</i>	<i>582,273.90</i>	<i>33.53</i>
	<b>Wastewater-Plant</b>	<b>2,223,950.00</b>	<b>136,491.67</b>	<b>776,306.50</b>	<b>582,273.90</b>	<b>34.91</b>
	<b>Wastewater-Collections</b>					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	507,000.00	32,776.43	179,738.02	0.00	35.45
20-22-5130	Overtime	11,000.00	2,304.51	13,996.98	0.00	127.25
20-22-5210	Healthdental insurance	109,000.00	8,173.69	39,821.10	0.00	36.53
20-22-5230	Social security	40,000.00	2,661.02	14,692.38	0.00	36.73
20-22-5240	Retirement	65,000.00	4,915.18	26,628.33	0.00	40.97
20-22-5250	TrimetWBFPaid Leave OR	4,000.00	282.50	1,565.38	0.00	39.13
20-22-5270	Workers compensation	11,000.00	404.25	2,021.25	0.00	18.38
20-22-5290	Other employee benefits	5,000.00	278.75	310.78	0.00	6.22
	<i>Personnel Services</i>	<i>752,000.00</i>	<i>51,796.33</i>	<i>278,774.22</i>	<i>0.00</i>	<i>37.07</i>
	<i>Materials &amp; Services</i>					
20-22-6155	Contracted Services	12,500.00	0.00	2,535.08	14.92	20.28
20-22-6220	Electricity	50,000.00	4,341.50	15,834.11	34,165.89	31.67
20-22-6290	Other utilities	2,000.00	39.91	393.55	288.97	19.68
20-22-6320	Buildings & grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection system maint.	45,000.00	1,969.04	2,209.04	0.00	4.91
20-22-6410	Mileage	1,000.00	0.00	56.40	0.00	5.64
20-22-6420	Staff training	18,000.00	779.00	10,197.67	0.00	56.65
20-22-6430	Certifications	2,000.00	0.00	977.00	0.00	48.85
20-22-6530	Small tools & equipment	15,000.00	2,046.60	3,347.58	0.00	22.32
20-22-6540	Safety supplies	9,000.00	769.84	2,938.39	2,038.68	32.65
20-22-6550	Operational Supplies	5,000.00	194.44	679.63	0.00	13.59
20-22-6560	Uniforms	0.00	0.00	833.44	0.00	0.00
20-22-6780	Taxes, Fees, Permits	25,000.00	1,528.99	5,633.63	6,675.81	22.53
20-22-6900	Miscellaneous expense	1,000.00	21.78	34.32	0.00	3.43
	<i>Materials &amp; Services</i>	<i>186,500.00</i>	<i>11,691.10</i>	<i>45,669.84</i>	<i>43,184.27</i>	<i>24.49</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<b>Wastewater-Collections</b>	<b>938,500.00</b>	<b>63,487.43</b>	<b>324,444.06</b>	<b>43,184.27</b>	<b>34.57</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
20-29-8105	Transfers out to Fund 05	1,920,000.00	160,000.00	800,000.00	0.00	41.67
20-29-8150	Transfers out to Fund 50	3,435,000.00	153,000.00	740,000.00	0.00	21.54
20-29-8172	Transfers out to Fund 72	1,500,000.00	125,000.00	625,000.00	0.00	41.67
20-29-9000	Contingency	509,412.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>7,364,412.00</i>	<i>438,000.00</i>	<i>2,165,000.00</i>	<i>0.00</i>	<i>29.40</i>
	<b>Transfers &amp; Contingencies</b>	<b>7,364,412.00</b>	<b>438,000.00</b>	<b>2,165,000.00</b>	<b>0.00</b>	<b>29.40</b>
	Expense	10,526,862.00	637,979.10	3,265,750.56	625,458.17	31.02
<b>20</b>	<b>Wastewater Reclam.</b>	<b>0.00</b>	<b>44,679.77</b>	<b>1,761,820.56</b>	<b>-625,458.17</b>	<b>0.00</b>
<b>30</b>	<b>Watershed Protection NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	467,895.00	0.00	474,100.27	0.00	101.33
	<i>Beginning Fund Balance</i>	<i>467,895.00</i>	<i>0.00</i>	<i>474,100.27</i>	<i>0.00</i>	<i>101.33</i>
	<b>NonDivisional</b>	<b>467,895.00</b>	<b>0.00</b>	<b>474,100.27</b>	<b>0.00</b>	<b>101.33</b>
	Fund Balance	467,895.00	0.00	474,100.27	0.00	101.33
	<b>NonDivisional Revenue</b>					
30-00-4213	Watershed protection fees	1,592,000.00	128,477.86	649,591.29	0.00	40.80
30-00-4215	Penalties & late charges	1,000.00	146.88	1,042.42	0.00	104.24
30-00-4290	Other charges for services	25,000.00	510.00	7,727.50	0.00	30.91
30-00-4610	Investment revenue	2,000.00	317.43	1,989.44	0.00	99.47
	<i>Revenue</i>	<i>1,620,000.00</i>	<i>129,452.17</i>	<i>660,350.65</i>	<i>0.00</i>	<i>40.76</i>
	<b>NonDivisional</b>	<b>1,620,000.00</b>	<b>129,452.17</b>	<b>660,350.65</b>	<b>0.00</b>	<b>40.76</b>
	Revenue	1,620,000.00	129,452.17	660,350.65	0.00	40.76
	<b>Watershed Protection Personnel Services</b>					
30-23-5110	Regular employees	96,000.00	6,597.69	38,778.23	0.00	40.39
30-23-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
30-23-5210	Healthdental insurance	30,000.00	2,664.40	13,290.90	0.00	44.30
30-23-5230	Social Security	8,000.00	491.84	2,895.68	0.00	36.20
30-23-5240	Retirement	18,000.00	1,182.30	6,949.00	0.00	38.61
30-23-5250	TrimetWBFPaid Leave OR	1,000.00	52.33	308.19	0.00	30.82
30-23-5270	Workers compensation	1,000.00	76.54	382.70	0.00	38.27
30-23-5290	Other employee benefits	1,000.00	56.25	88.25	0.00	8.83
	<i>Personnel Services</i>	<i>160,000.00</i>	<i>11,121.35</i>	<i>62,692.95</i>	<i>0.00</i>	<i>39.18</i>
	<b>Materials &amp; Services</b>					
30-23-6155	Contracted Services	147,000.00	9,644.70	55,442.50	89,665.50	37.72
30-23-6340	System maintenance	25,000.00	0.00	4,470.00	0.00	17.88
30-23-6420	Staff training	6,000.00	0.00	61.50	0.00	1.03
30-23-6530	Small tools & equipment	6,000.00	0.00	3,543.74	0.00	59.06
30-23-6540	Safety supplies	1,000.00	0.00	0.00	0.00	0.00
30-23-6550	Operational Supplies	1,500.00	0.00	925.00	0.00	61.67
30-23-6730	Communications	58,000.00	0.00	4,273.50	14,726.50	7.37
30-23-6780	Taxes, Fees, Permits	4,300.00	0.00	0.00	0.00	0.00
30-23-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>249,800.00</i>	<i>9,644.70</i>	<i>68,716.24</i>	<i>104,392.00</i>	<i>27.51</i>
	<b>Watershed Protection</b>	<b>409,800.00</b>	<b>20,766.05</b>	<b>131,409.19</b>	<b>104,392.00</b>	<b>32.07</b>
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					



Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-24-6814	Principal Payment-KS Statebank	115,741.00	0.00	115,740.74	0.00	100.00
30-24-6824	Interest Paid-KS Statebank	4,259.00	0.00	4,259.26	0.00	100.01
	<i>Materials &amp; Services</i>	<i>120,000.00</i>	<i>0.00</i>	<i>120,000.00</i>	<i>0.00</i>	<i>100.00</i>
	<b>Debt Service</b>	<b>120,000.00</b>	<b>0.00</b>	<b>120,000.00</b>	<b>0.00</b>	<b>100.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
30-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	420,000.00	0.00	41.67
30-29-8173	Transfers out to Fund 73	250,000.00	20,833.00	104,169.00	0.00	41.67
30-29-9000	Contingency	300,095.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>1,558,095.00</i>	<i>104,833.00</i>	<i>524,169.00</i>	<i>0.00</i>	<i>33.64</i>
	<b>Transfers &amp; Contingencies</b>	<b>1,558,095.00</b>	<b>104,833.00</b>	<b>524,169.00</b>	<b>0.00</b>	<b>33.64</b>
	Expense	2,087,895.00	125,599.05	775,578.19	104,392.00	37.15
<b>30</b>	<b>Watershed Protection</b>	<b>0.00</b>	<b>3,853.12</b>	<b>358,872.73</b>	<b>-104,392.00</b>	<b>0.00</b>
<b>50</b>	<b>WW Revenue Bond Debt Service</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	592,666.00	0.00	520,121.80	0.00	87.76
	<i>Beginning Fund Balance</i>	<i>592,666.00</i>	<i>0.00</i>	<i>520,121.80</i>	<i>0.00</i>	<i>87.76</i>
	<b>NonDivisional</b>	<b>592,666.00</b>	<b>0.00</b>	<b>520,121.80</b>	<b>0.00</b>	<b>87.76</b>
	Fund Balance	592,666.00	0.00	520,121.80	0.00	87.76
	<b>NonDivisional</b>					
	<i>Revenue</i>					
50-00-4610	Investment revenue	1,000.00	832.76	2,984.07	0.00	298.41
	<i>Revenue</i>	<i>1,000.00</i>	<i>832.76</i>	<i>2,984.07</i>	<i>0.00</i>	<i>298.41</i>
	<b>NonDivisional</b>	<b>1,000.00</b>	<b>832.76</b>	<b>2,984.07</b>	<b>0.00</b>	<b>298.41</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	3,435,000.00	153,000.00	740,000.00	0.00	21.54
	<i>Revenue</i>	<i>3,435,000.00</i>	<i>153,000.00</i>	<i>740,000.00</i>	<i>0.00</i>	<i>21.54</i>
	<b>Transfers &amp; Contingencies</b>	<b>3,435,000.00</b>	<b>153,000.00</b>	<b>740,000.00</b>	<b>0.00</b>	<b>21.54</b>
	Revenue	3,436,000.00	153,832.76	742,984.07	0.00	21.62
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					
50-24-6810	2010 SRF Loan Principal	946,261.00	0.00	470,839.00	0.00	49.76
50-24-6811	2021 IFA Loan Principal	310,030.00	0.00	0.00	0.00	0.00
50-24-6813	JPM Bank Loan Principal	1,420,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	282,964.00	0.00	116,159.00	0.00	41.05
50-24-6822	2021 IFA Loan Interest	168,839.00	0.00	0.00	0.00	0.00
50-24-6823	JPM Bank Loan Interest	306,050.00	153,025.00	153,025.00	0.00	50.00
	<i>Materials &amp; Services</i>	<i>3,434,144.00</i>	<i>153,025.00</i>	<i>740,023.00</i>	<i>0.00</i>	<i>21.55</i>
	<b>Debt Service</b>	<b>3,434,144.00</b>	<b>153,025.00</b>	<b>740,023.00</b>	<b>0.00</b>	<b>21.55</b>
	Expense	3,434,144.00	153,025.00	740,023.00	0.00	21.55
<b>50</b>	<b>WW Revenue Bond Debt Service</b>	<b>594,522.00</b>	<b>807.76</b>	<b>523,082.87</b>	<b>0.00</b>	<b>87.98</b>
<b>71</b>	<b>Drinking Water Capital</b>					
	<b>NonDivisional</b>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-00-3500	<i>Beginning Fund Balance</i>					
	Fund balance	3,911,900.00	0.00	4,539,370.77	0.00	116.04
	<i>Beginning Fund Balance</i>	<i>3,911,900.00</i>	<i>0.00</i>	<i>4,539,370.77</i>	<i>0.00</i>	<i>116.04</i>
	<b>NonDivisional</b>	<b>3,911,900.00</b>	<b>0.00</b>	<b>4,539,370.77</b>	<b>0.00</b>	<b>116.04</b>
	Fund Balance	3,911,900.00	0.00	4,539,370.77	0.00	116.04
	<b>NonDivisional</b>					
71-00-4221	<i>Revenue</i>					
	System	50,000.00	5,798.00	66,673.00	0.00	133.35
71-00-4225	Development-Reimburse					
	System	50,000.00	5,386.00	61,939.00	0.00	123.88
71-00-4610	Development-Improvement					
	Investment revenue	30,000.00	9,220.43	35,179.82	0.00	117.27
	<i>Revenue</i>	<i>130,000.00</i>	<i>20,404.43</i>	<i>163,791.82</i>	<i>0.00</i>	<i>125.99</i>
	<b>NonDivisional</b>	<b>130,000.00</b>	<b>20,404.43</b>	<b>163,791.82</b>	<b>0.00</b>	<b>125.99</b>
	<b>Transfers &amp; Contingencies</b>					
71-29-4910	<i>Revenue</i>					
	Transfer in from Fund 10	928,000.00	77,333.00	386,669.00	0.00	41.67
	<i>Revenue</i>	<i>928,000.00</i>	<i>77,333.00</i>	<i>386,669.00</i>	<i>0.00</i>	<i>41.67</i>
	<b>Transfers &amp; Contingencies</b>	<b>928,000.00</b>	<b>77,333.00</b>	<b>386,669.00</b>	<b>0.00</b>	<b>41.67</b>
	Revenue	1,058,000.00	97,737.43	550,460.82	0.00	52.03
	<b>Drinking Water</b>					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	470,000.00	39,904.53	157,952.82	184,311.69	33.61
71-20-7520	Equipment	64,000.00	0.00	26,017.50	0.00	40.65
71-20-7530	Information Technology	30,000.00	2,223.16	15,587.07	3,838.49	51.96
71-20-7600	Capital Improvement	2,275,000.00	130,726.03	1,035,347.43	769,781.59	45.51
	Projects					
	<i>Capital Outlay</i>	<i>2,839,000.00</i>	<i>172,853.72</i>	<i>1,234,904.82</i>	<i>957,931.77</i>	<i>43.50</i>
	<b>Drinking Water</b>	<b>2,839,000.00</b>	<b>172,853.72</b>	<b>1,234,904.82</b>	<b>957,931.77</b>	<b>43.50</b>
	<b>Transfers &amp; Contingencies</b>					
71-29-9000	<i>Transfers &amp; Contingencies</i>					
	Contingency	288,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>288,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>288,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
71	Expense	3,127,000.00	172,853.72	1,234,904.82	957,931.77	39.49
	<b>Drinking Water Capital</b>	<b>1,842,900.00</b>	<b>-75,116.29</b>	<b>3,854,926.77</b>	<b>-957,931.77</b>	<b>209.18</b>
72	<b>Wastewater Reclamation Capital</b>					
	<b>NonDivisional</b>					
72-00-3500	<i>Beginning Fund Balance</i>					
	Fund balance	4,006,108.00	0.00	4,176,788.10	0.00	104.26
	<i>Beginning Fund Balance</i>	<i>4,006,108.00</i>	<i>0.00</i>	<i>4,176,788.10</i>	<i>0.00</i>	<i>104.26</i>
	<b>NonDivisional</b>	<b>4,006,108.00</b>	<b>0.00</b>	<b>4,176,788.10</b>	<b>0.00</b>	<b>104.26</b>
	Fund Balance	4,006,108.00	0.00	4,176,788.10	0.00	104.26
	<b>NonDivisional</b>					
72-00-4610	<i>Revenue</i>					
	Investment revenue	30,000.00	9,350.55	33,638.56	0.00	112.13
	<i>Revenue</i>	<i>30,000.00</i>	<i>9,350.55</i>	<i>33,638.56</i>	<i>0.00</i>	<i>112.13</i>

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>Encumbered</b>	<b>% of Budget</b>
	<b>NonDivisional</b>	<b>30,000.00</b>	<b>9,350.55</b>	<b>33,638.56</b>	<b>0.00</b>	<b>112.13</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
72-29-4920	Transfer in from Fund 20	1,500,000.00	125,000.00	625,000.00	0.00	41.67
	<i>Revenue</i>	<i>1,500,000.00</i>	<i>125,000.00</i>	<i>625,000.00</i>	<i>0.00</i>	<i>41.67</i>
	<b>Transfers &amp; Contingencies</b>	<b>1,500,000.00</b>	<b>125,000.00</b>	<b>625,000.00</b>	<b>0.00</b>	<b>41.67</b>
	<i>Revenue</i>	1,530,000.00	134,350.55	658,638.56	0.00	43.05
	<b>Wastewater-Plant</b>					
	<i>Capital Outlay</i>					
72-21-7400	Improvement other than Bldgs	75,000.00	0.00	0.00	45,000.00	0.00
72-21-7520	Equipment	345,000.00	11,661.51	170,431.20	14,930.00	49.40
72-21-7530	Information Technology	127,849.00	2,223.17	20,531.07	103,608.59	16.06
72-21-7600	Capital Improvement Projects	1,136,151.00	9,302.50	96,316.42	238,800.35	8.48
	<i>Capital Outlay</i>	<i>1,684,000.00</i>	<i>23,187.18</i>	<i>287,278.69</i>	<i>402,338.94</i>	<i>17.06</i>
	<b>Wastewater-Plant</b>	<b>1,684,000.00</b>	<b>23,187.18</b>	<b>287,278.69</b>	<b>402,338.94</b>	<b>17.06</b>
	<b>Wastewater-Collections</b>					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	74,340.00	0.00	34,915.28	1,200.00	46.97
72-22-7520	Equipment	37,478.00	37,478.00	37,478.00	0.00	100.00
72-22-7530	Information Technology	201,424.00	2,223.17	9,023.57	188,240.09	4.48
72-22-7600	Capital Improvement Projects	2,146,098.00	36,623.51	173,952.70	262,655.12	8.11
	<i>Capital Outlay</i>	<i>2,459,340.00</i>	<i>76,324.68</i>	<i>255,369.55</i>	<i>452,095.21</i>	<i>10.38</i>
	<b>Wastewater-Collections</b>	<b>2,459,340.00</b>	<b>76,324.68</b>	<b>255,369.55</b>	<b>452,095.21</b>	<b>10.38</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
72-29-9000	Contingency	361,834.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>361,834.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>361,834.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
72	Expense	4,505,174.00	99,511.86	542,648.24	854,434.15	12.05
	<b>Wastewater Reclamation Capital</b>	<b>1,030,934.00</b>	<b>34,838.69</b>	<b>4,292,778.42</b>	<b>-854,434.15</b>	<b>416.40</b>
73	<b>Watershed Protection Capital</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	2,173,058.00	0.00	2,142,036.57	0.00	98.57
	<i>Beginning Fund Balance</i>	<i>2,173,058.00</i>	<i>0.00</i>	<i>2,142,036.57</i>	<i>0.00</i>	<i>98.57</i>
	<b>NonDivisional</b>	<b>2,173,058.00</b>	<b>0.00</b>	<b>2,142,036.57</b>	<b>0.00</b>	<b>98.57</b>
	Fund Balance	2,173,058.00	0.00	2,142,036.57	0.00	98.57
	<b>NonDivisional</b>					
	<i>Revenue</i>					
73-00-4610	Investment revenue	10,000.00	3,844.16	12,407.94	0.00	124.08
	<i>Revenue</i>	<i>10,000.00</i>	<i>3,844.16</i>	<i>12,407.94</i>	<i>0.00</i>	<i>124.08</i>
	<b>NonDivisional</b>	<b>10,000.00</b>	<b>3,844.16</b>	<b>12,407.94</b>	<b>0.00</b>	<b>124.08</b>
	<b>Transfers &amp;</b>					

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>Encumbered</b>	<b>% of Budget</b>
	<b>Contingencies</b>					
	<i>Revenue</i>					
73-29-4930	Transfer in from Fund 30	250,000.00	20,833.00	104,169.00	0.00	41.67
	<i>Revenue</i>	<i>250,000.00</i>	<i>20,833.00</i>	<i>104,169.00</i>	<i>0.00</i>	<i>41.67</i>
	<b>Transfers &amp; Contingencies</b>	<b>250,000.00</b>	<b>20,833.00</b>	<b>104,169.00</b>	<b>0.00</b>	<b>41.67</b>
	<i>Revenue</i>	260,000.00	24,677.16	116,576.94	0.00	44.84
	<b>Watershed Protection</b>					
	<i>Capital Outlay</i>					
73-23-7520	Equipment	18,647.00	0.00	0.00	18,647.00	0.00
73-23-7600	Capital Improvement Projects	281,353.00	0.00	2,729.50	21,864.21	0.97
	<i>Capital Outlay</i>	<i>300,000.00</i>	<i>0.00</i>	<i>2,729.50</i>	<i>40,511.21</i>	<i>0.91</i>
	<b>Watershed Protection</b>	<b>300,000.00</b>	<b>0.00</b>	<b>2,729.50</b>	<b>40,511.21</b>	<b>0.91</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
73-29-9000	Contingency	50,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>50,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<i>Expense</i>	350,000.00	0.00	2,729.50	40,511.21	0.78
<b>73</b>	<b>Watershed Protection Capital</b>	<b>2,083,058.00</b>	<b>24,677.16</b>	<b>2,255,884.01</b>	<b>-40,511.21</b>	<b>108.30</b>
Revenue Total		<b>25,853,400.00</b>	<b>1,925,400.97</b>	<b>10,242,479.36</b>	<b>0.00</b>	<b>0.3962</b>
Expense Total		<b>34,813,361.00</b>	<b>1,830,994.74</b>	<b>10,053,547.30</b>	<b>3,818,238.41</b>	<b>0.2888</b>

General Ledger  
Account Roll up



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Period 05 - 05  
Fiscal Year 2023

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
<b>Revenue</b>	<b>Revenue</b>				
4210	Water Sales - CRW	\$ 30,000.00	\$ 2,472.18	\$ 22,386.96	74.6%
4211	Water sales	\$ 4,351,000.00	\$ 342,230.99	\$ 1,994,003.17	45.8%
4212	Wastewater Charges	\$ 9,199,000.00	\$ 676,009.48	\$ 3,647,745.30	39.7%
4213	Watershed protection fees	\$ 1,592,000.00	\$ 128,477.86	\$ 649,591.29	40.8%
4215	Penalties & late charges	\$ 23,000.00	\$ 2,593.47	\$ 11,299.27	49.1%
4220	System Development Charges	\$ 100,000.00	\$ 5,165.00	\$ 28,006.60	28.0%
4221	System Development-Reimburse	\$ 50,000.00	\$ 5,798.00	\$ 66,673.00	133.4%
4225	System Development-Improvement	\$ 50,000.00	\$ 5,386.00	\$ 61,939.00	123.9%
4227	System Development-Compliance	\$ -	\$ 146.00	\$ 1,679.00	0.0%
4230	Contract services	\$ 57,400.00	\$ 4,000.00	\$ 25,400.00	44.3%
4240	Service installations	\$ 10,000.00	\$ 1,026.00	\$ 11,882.00	118.8%
4280	Rents & leases	\$ 180,000.00	\$ 14,841.17	\$ 81,407.80	45.2%
4290	Other charges for services	\$ 45,000.00	\$ 2,130.00	\$ 17,908.50	39.8%
4610	Investment revenue	\$ 80,000.00	\$ 28,334.82	\$ 102,154.27	127.7%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 2,624.00	\$ 24,565.20	66.4%
		<b>\$ 15,804,400.00</b>	<b>\$ 1,221,234.97</b>	<b>\$ 6,746,641.36</b>	<b>42.7%</b>
4910	Transfer in from Fund 10	\$ 1,936,000.00	\$ 161,333.00	\$ 806,669.00	41.7%
4920	Transfer in from Fund 20	\$ 6,855,000.00	\$ 438,000.00	\$ 2,165,000.00	31.6%
4930	Transfer in from Fund 30	\$ 1,258,000.00	\$ 104,833.00	\$ 524,169.00	41.7%
<b>Revenue</b>	<b>Revenue</b>	<b>\$ 25,853,400.00</b>	<b>\$ 1,925,400.97</b>	<b>\$ 10,242,479.36</b>	<b>39.6%</b>
<b>Expense</b>	<b>Expense</b>				
<b><u>Personnel Services</u></b>					
5110	Regular employees	\$ 3,539,000.00	\$ 230,510.71	\$ 1,324,053.08	37.4%
5130	Overtime	\$ 109,000.00	\$ 12,900.82	\$ 54,713.77	50.2%
5210	Employee Ins	\$ 702,000.00	\$ 52,268.53	\$ 259,731.02	37.0%
5230	Social Security	\$ 277,000.00	\$ 17,472.90	\$ 101,827.51	36.8%
5240	Retirement	\$ 629,000.00	\$ 43,344.86	\$ 243,204.46	38.7%
5250	Trimet/WBF/Paid Leave OR	\$ 31,000.00	\$ 1,941.23	\$ 11,014.40	35.5%
5260	Unemployment	\$ 20,000.00	\$ -	\$ 9,529.00	47.7%
5270	Workers compensation	\$ 46,000.00	\$ 1,615.38	\$ 8,076.90	17.6%
5290	Other employee benefits	\$ 21,000.00	\$ 2,409.04	\$ 2,980.32	14.2%
		<b>\$ 5,374,000.00</b>	<b>\$ 362,463.47</b>	<b>\$ 2,015,130.46</b>	<b>37.5%</b>
<b><u>Materials &amp; Services</u></b>					
6110	Legal services	\$ 375,000.00	\$ 43,357.00	\$ 117,130.07	31.2%
6120	Accounting & audit services	\$ 76,000.00	\$ -	\$ -	0.0%
6155	Contracted Services	\$ 922,250.00	\$ 49,868.92	\$ 309,490.02	33.6%
6175	Records Management	\$ 8,500.00	\$ 367.11	\$ 2,389.07	28.1%
6180	Dues & subscriptions	\$ 60,000.00	\$ 2,629.90	\$ 17,945.40	29.9%
6220	Electricity	\$ 408,000.00	\$ 30,716.26	\$ 143,850.20	35.3%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
6230	Telephone	\$ 63,000.00	\$ 3,773.70	\$ 19,182.89	30.5%
6240	Natural gas	\$ 9,500.00	\$ 873.71	\$ 2,176.36	22.9%
6250	Solid waste disposal	\$ 52,000.00	\$ 150.94	\$ 5,969.75	11.5%
6290	Other utilities	\$ 15,600.00	\$ 2,004.91	\$ 5,222.00	33.5%
6310	Janitorial services	\$ 26,000.00	\$ 2,191.05	\$ 10,955.25	42.1%
6320	Buildings & grounds	\$ 104,000.00	\$ 5,540.33	\$ 30,233.30	29.1%
6330	Vehicle & equipment maint.	\$ 75,000.00	\$ 741.26	\$ 21,384.08	28.5%
6340	Distribution system maint	\$ 225,000.00	\$ 30,872.87	\$ 104,236.11	46.3%
6342	Collection system maint.	\$ 245,000.00	\$ 3,788.76	\$ 67,386.78	27.5%
6350	Computer maintenance	\$ 313,103.00	\$ 25,764.24	\$ 96,958.43	31.0%
6410	Mileage	\$ 7,200.00	\$ 22.87	\$ 3,326.99	46.2%
6420	Staff training	\$ 93,000.00	\$ 1,712.00	\$ 40,176.59	43.2%
6430	Certifications	\$ 8,000.00	\$ 270.00	\$ 2,478.00	31.0%
6440	Board travel & training	\$ 9,000.00	\$ 136.37	\$ 2,033.37	22.6%
6510	Office supplies	\$ 34,200.00	\$ 3,853.29	\$ 16,378.09	47.9%
6520	Fuel & oils	\$ 51,000.00	\$ 4,264.48	\$ 18,908.08	37.1%
6525	Chemicals	\$ 65,000.00	\$ 5,732.62	\$ 27,941.35	43.0%
6530	Small tools & equipment	\$ 40,000.00	\$ 3,046.59	\$ 17,942.43	44.9%
6540	Safety supplies	\$ 55,500.00	\$ 3,514.38	\$ 21,753.48	39.2%
6550	Operational Supplies	\$ 34,000.00	\$ 1,047.74	\$ 12,226.89	36.0%
6560	Uniforms	\$ 38,000.00	\$ 2,853.40	\$ 15,252.37	40.1%
6590	Other supplies	\$ 5,000.00	\$ 95.76	\$ 359.71	7.2%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.0%
6620	Election Costs	\$ 32,000.00	\$ -	\$ -	0.0%
6710	Purchased water	\$ 1,170,000.00	\$ 74,574.62	\$ 557,630.71	47.7%
6715	Water quality program	\$ 16,000.00	\$ 446.40	\$ 1,271.88	8.0%
6720	Insurance	\$ 300,000.00	\$ 14,934.53	\$ 74,672.65	24.9%
6730	Communications	\$ 98,100.00	\$ 66.01	\$ 5,845.76	6.0%
6740	Advertising	\$ 6,500.00	\$ 510.00	\$ 935.00	14.4%
6760	Equipment Rental	\$ 12,000.00	\$ -	\$ 6,004.93	50.0%
6770	Bank charges	\$ 160,000.00	\$ 345.06	\$ 47,246.46	29.5%
6780	Taxes, Fees & Permits	\$ 151,000.00	\$ 18,885.83	\$ 64,569.12	42.8%
6900	Miscellaneous expense	\$ 7,000.00	\$ 21.78	\$ 278.36	4.0%
		\$ 5,372,953.00	\$ 338,974.69	\$ 1,891,741.93	35.2%
<b><u>Debt Service and Special Payments</u></b>					
6810	2010 SRF Loan Principal	\$ 946,261.00	\$ -	\$ 470,839.00	49.8%
6811	2010 IFA Loan Principal	\$ 310,030.00	\$ -	\$ -	0.0%
6813	JPM Bank Loan Principal	\$ 1,420,000.00	\$ -	\$ -	0.0%
6814	Principal Payment-KS Statebank	\$ 115,741.00	\$ -	\$ 115,740.74	100.0%
6815	Zions Bank loan-principal	\$ 188,000.00	\$ -	\$ -	0.0%
6820	2010 SRF Loan Interest	\$ 282,964.00	\$ -	\$ 116,159.00	41.1%
6822	2010 IFA Loan Interest	\$ 168,839.00	\$ -	\$ -	0.0%
6823	JPM Bank Loan Interest	\$ 306,050.00	\$ 153,025.00	\$ 153,025.00	50.0%
6824	Interest Paid-KS Statebank	\$ 4,259.00	\$ -	\$ 4,259.26	100.0%
6825	Zions Bank loan-interest	\$ 21,063.00	\$ -	\$ 10,531.35	50.0%
		\$ 3,763,207.00	\$ 153,025.00	\$ 870,554.35	23.1%
<b><u>Capital Outlay</u></b>					
7200	Infrastructure	\$ 544,340.00	\$ 39,904.53	\$ 192,868.10	35.4%
7400	Improvement other than Bldgs	\$ 75,000.00	\$ -	\$ -	0.0%
7520	Equipment	\$ 465,125.00	\$ 49,139.51	\$ 233,926.70	50.3%
7530	Information Technology	\$ 359,273.00	\$ 6,669.50	\$ 45,141.71	12.6%
7600	Capital Improvement Projects	\$ 5,838,602.00	\$ 176,652.04	\$ 1,308,346.05	22.4%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
		\$ 7,282,340.00	\$ 272,365.58	\$ 1,780,282.56	24.4%
<b><u>Transfers</u></b>					
8105	Transfers out to Fund 05	\$ 3,936,000.00	\$ 328,000.00	\$ 1,640,000.00	41.7%
8150	Transfers out to Fund 50	\$ 3,435,000.00	\$ 153,000.00	\$ 740,000.00	21.5%
8171	Transfers out to Fund 71	\$ 928,000.00	\$ 77,333.00	\$ 386,669.00	41.7%
8172	Transfers out to Fund 72	\$ 1,500,000.00	\$ 125,000.00	\$ 625,000.00	41.7%
8173	Transfers out to Fund 73	\$ 250,000.00	\$ 20,833.00	\$ 104,169.00	41.7%
		\$ 10,049,000.00	\$ 704,166.00	\$ 3,495,838.00	34.8%
		<b>\$ 31,841,500.00</b>	<b>\$ 1,830,994.74</b>	<b>\$ 10,053,547.30</b>	<b>31.6%</b>
9000	Contingency	\$ 3,003,861.00	\$ -	\$ -	0.0%
<b>Expense</b>	<b>Expense</b>	<b>\$ 34,845,361.00</b>	<b>\$ 1,830,994.74</b>	<b>\$ 10,053,547.30</b>	<b>28.9%</b>
<b>Revenue Total</b>		<b>\$ 25,853,400.00</b>	<b>\$ 1,925,400.97</b>	<b>\$ 10,242,479.36</b>	<b>39.6%</b>
<b>Expense Total</b>		<b>\$ 34,845,361.00</b>	<b>\$ 1,830,994.74</b>	<b>\$ 10,053,547.30</b>	<b>28.9%</b>
<b>Grand Total</b>		<b>\$ (8,991,961.00)</b>	<b>\$ 94,406.23</b>	<b>\$ 188,932.06</b>	<b>-2.1%</b>



## AGENDA ITEM

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<b>To</b>	Board of Directors
<b>From</b>	Laural Casey, District Recorder
<b>Title</b>	Approval of Meeting Minutes
<b>Item No.</b>	4b
<b>Date</b>	January 17, 2023

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### **Summary of Minutes for Approval**

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

### **Attachments**

1. December 20, 2022 Board Meeting Minutes





**OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY  
BOARD OF DIRECTORS  
JOINT REGULAR MEETING MINUTES – 6:00 P.M.  
DECEMBER 20, 2022**

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OLWSD Board of Directors – Members Present

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

OLWSA Board of Directors – Members Present

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

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Gail Stevens	Finance Director
Brad Albert	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
David Hawkins	Plant Superintendent
Chad Martinez	Collection
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Chris Duckworth	CDR Labor Law
Scott Duren	Water Systems Consulting, Inc.
Adam Donald	Water Systems Consulting, Inc.
Mark Strahota	Brown and Caldwell
Art Molseed	Brown and Caldwell

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**1. Call to Order & Hybrid Meeting Facilitation Protocols**

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

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

## **2. Call for Public Comment**

There was no public comment.

## **3. Presentation of Wastewater Master Plan Draft Capital Improvement Plan**

District Engineer Albert introduced consultant Scott Duren, who presented on the Wastewater Capital Improvement Plan.

The Board asked clarifying questions and thanked District Engineer Albert and Consultant Duren.

## **4. Consent Agenda**

Items on the Consent Agenda included:

- The October 2022 Financial Report,
- The November 15, 2022 regular meeting minutes,
- The December 9, 2022 special meeting minutes, and
- Email Use and Email Retention policies.

Treasurer Gornick moved to approve the Consent Agenda. Director Williams seconded.

The Board asked clarifying questions regarding the Financial Report.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

## **5. Consideration of Purchase of Aerzen Blower**

Plant Superintendent Hawkins outlined the proposed purchase of the replacement blowers for the Wastewater Treatment Plant (WTP).

Vice Chair Van Loo moved to authorize the General Manager to accept the Aerzen USA quote and approve the purchase of two D19S blowers from Aerzen USA in the amount of \$139,542. Director Bullock seconded.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

## **6. Consideration of Preliminary Engineering Task Order for Tertiary Treatment**

District Engineer Albert outlined the scope of the proposed task order with Brown and Caldwell.

The Board asked clarifying questions regarding future tertiary filter upgrades to address phosphorus requirements and financing options.

Treasurer Gornick moved to approve the General Manager to initiate a Task Order under the active On-Call Services Contract with Brown and Caldwell for the Preliminary Engineering of the Tertiary Treatment Project for \$347,337. Director Williams seconded.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

## **7. Consideration of Resolution No. 2022-0012 Delegating Contracting Authority and Establishing Spending Authority for the General Manager**

General Manager Chaplen detailed the proposed changes to the OLWS Contracting and Purchasing Rules, which included separating out the financial policy decisions specific to the General Manager.

Vice Chair Van Loo moved to adopt Resolution No. 2022-0012 delegating contracting authority and establishing spending authority for the General Manager. Director Williams seconded.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

## **8. Consideration of Resolution No. 2022-0013 Establishing a Budget Committee**

Finance Director Stevens requested the establishment of a Budget Committee for the Oak Lodge Water Services Authority.

Director Williams moved to adopt Resolution No. 2022-0013 to establish a Budget Committee for the Oak Lodge Water Services Authority. Treasurer Gornick seconded.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

### **9. Appointment of Budget Committee Members**

Finance Director Stevens explained the process for appointing the candidates to the Budget Committee.

Treasurer Gornick moved to make the following appointments to the OLWS Budget Committee: Robert Weber to Position 1 and Mark Elliot to Position 2, with those terms expiring in three years; Ron Weigel to Position 3 and Lewis Wardrip to Position 4, with those terms expiring in two years; and Ron Nichleini to Position 5, with this term expiring in one year. Director Williams and Vice Chair Van Loo seconded.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

### **10. Appointment of 2023 Board Officers**

The Board discussed Officer appointments.

Treasurer Gornick moved to appoint Susan Keil as Chair for 2023 and 2024, Kevin Williams as Vice Chair for 2023, and Paul Gornick as Treasurer for 2023. Director Bullock seconded.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

### **11. Assignment of 2023 Board Liaisons**

The Board discussed Liaison assignments. There was consensus to remove the Regional Water Providers Executive Committee and the Concord Task Force from the Director's Liaison assignments.

### **12. Assignment of 2023 Board Sub-Committees**

The Board discussed the purpose of Board Sub-Committees.

There was consensus to include Director Bullock in Sub-Committee activities when possible.

### **13. Business from the Board**

Director Williams overviewed the topics discussed in the Jennings Lodge CPO and Clackamas River Water meetings.

There was general discussion on community member attendance of community group meetings.

#### **14. Department Reports**

The Management Team provided monthly highlights including:

- An intergovernmental agreement with the City of Gladstone,
- An agreement with North Clackamas Watershed Council,
- The upcoming 2023 insurance increase,
- The Paid Leave Oregon program,
- A slowing inflation rate,
- The financial software and internal control rollout,
- Collections work including hydrocleaning, infiltration and inflow, and flow monitoring,
- Water distribution main breaks,
- Smoke testing,
- Watershed Protection reporting,
- SCADA computer replacement at the WTP, and
- A WTP roof leak.

Director Bullock volunteered to join General Manager Chaplen at the City of Gladstone meeting in February. Vice Chair Van Loo volunteered to be an alternate.

Vice Chair Van Loo asked to be sent calendar information on the Paid Leave Oregon legislative process.

The Board asked questions regarding how OLWS prepares for potential permit violations while significant projects, like tertiary treatment, are constructed but not fully functional. General Manager Chaplen spoke to operational goals. Finance Director Stevens explained budgeting best practices.

#### **15. Recess to Executive Session**

Chair Keil recessed to executive session at 7:29 p.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

#### **16. Adjourn Executive Session**

Chair Keil adjourned the Executive Session at 8:17 p.m.

No decisions were made as a result of the Executive Session.

#### **17. Adjourn Meeting**

Chair Keil adjourned the meeting at 8:19 p.m.

Respectfully submitted,

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Susan Keil  
Chair, Board of Directors

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Kevin Williams  
Vice Chair, Board of Directors

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## STAFF REPORT

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**To** Board of Directors  
**From** Brad Albert, District Engineer  
**Title** Consideration of Agreement with Cascadia Backflow for Backflow Services  
**Item No.** 5  
**Date** January 17, 2023

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### Summary

Staff is seeking the authorize the General Manager to sign a Personal Services Agreement with Cascadia Backflow for annual testing of backflow prevention devices. The agreement is a four-year duration from 2023-2027.

### Background

Backflow device testing is required annually by the State because failed backflow devices can contaminate water distribution systems. Proof of the annual test is sent by the tester to OLWS. Not every customer in our District has a backflow device, therefore those customers would not be required to perform annual testing.

There are approximately 1,800 backflow prevention devices that OLWS knows of located within the OLWS drinking water system service area. OLWS solicited qualified companies to provide quotes to test, repair or replace these devices annually. It is an option OLWS gives customers the choice to voluntarily sign up and have an OLWS selected contractor perform these services. Alternatively, customers can select any other provider of backflow testing services as long as proof of the annual test is sent to OLWS.

There are approximately 950 customers currently signed up for these OLWS contracted services who own 1,100 backflow prevention devices that are tested annually. In addition, OLWS will also be using the contractor for all force testing. If repairs and/ or replacements are needed and under \$50, the contractor will perform the repairs and the additional charges will be passed onto the customer. If repairs or replacements or needed in excess of \$50, the customer will be contacted regarding next steps of the repair. The customer may choose to use the OLWS contractor or find another vendor of their choice. Around 200 backflow prevention devices received force testing last year. Given the intent in the program, OLWS desires to provide this service to customers through the contractor at an efficient rate that is economical to its customers.

Staff went through an RFP process to find a contractor with the appropriate mix of experience and certifications to do the work effectively and efficiently. OLWS received one qualified respondent to the RFP and Staff is recommending a four-year Personal Services Agreement with Cascadia Backflow.

### **Past Board Actions**

August 2018 – OLWS Board approved a four-year contract with Cascadia Backflow for backflow assembly testing, repair, and replacement services.

### **Budget**

The customer is responsible for the cost of testing and/or repairing a backflow assembly. The cost is passed through to the customer on their utility bill, OLWS does not incur any cost for the service.

### **Recommendation**

Staff recommends the Board move to approve our General Manager to sign a Personal Services Agreement Contract with Cascadia Backflow to render services of backflow assembly testing, repair, and replacement.

### **Suggested Board Motion**

*“I move to approve our General Manager to sign a Backflow assembly testing, repair and replacement Personal Services Agreement with Cascadia Backflow.”*

### **Attachments**

1. Personal Services Agreement





**PERSONAL SERVICES AGREEMENT  
FOR BACKFLOW ASSEMBLY TESTING, REPAIR,  
AND REPLACEMENT SERVICES**

This Personal Services Agreement for Backflow Assembly Testing, Repair, and Replacement Services (the "Agreement"), is made and entered into by and between Oak Lodge Water Services Authority, a joint water and sanitary authority organized under ORS Chapter 450 ("OLWS") and \_\_\_\_\_, a \_\_\_\_\_ ("Contractor").

**RECITALS**

**WHEREAS**, OLWS desires to engage Contractor for backflow assembly testing, repair, and replacement services (the "Work" or the "Services"); and

**WHEREAS**, Contractor is willing and qualified to perform the requested Services;

**NOW, THEREFORE**, in consideration of the promises and covenants contained herein, the Parties agree as follows:

**1. Contractor's Scope of Services**

Contractor shall perform the Services relevant to the Project in accordance with the terms and conditions set forth herein, and as provided in the Scope of Services, which is attached hereto as **Exhibit A** and by this reference is made a part of this Agreement.

**2. Effective Date and Duration**

This Agreement shall become effective as of July 1, 2023, and shall automatically expire on June 30, 2027, unless earlier terminated by OLWS or extended by mutual written agreement of both parties.

**3. Contractor's Fee and Payment**

**A. Fees**

OLWS shall pay Contractor for the Services performed under this Agreement in accordance with the rates and fee schedule set forth in **Exhibit B**.

**B. Payment Schedule**

Payments shall be made upon receipt of invoices based upon the work completed. Invoices shall be submitted by the Contractor periodically, but not more frequently than bi-weekly. Payment by OLWS shall release OLWS from any further obligation for payment to the Contractor for service or services performed or expenses incurred as of the date of the statement of services. Payment shall be made only for work actually completed as of the date of invoice. Payment shall not be considered acceptance or approval by OLWS of any work or waiver of any defects therein.

**D. Cost Records**

The Contractor shall furnish cost records for all invoices to substantiate all charges. For such purposes, the books of account of the Contractor shall be subject to audit by OLWS. The

Contractor shall complete work and cost records for all billings in accordance with generally accepted accounting principles.

**E. Contract Identification**

The Contractor shall furnish to OLWS its employer identification number, as designated by the Internal Revenue Service, or social security number, as OLWS deems applicable.

**F. Payment – General**

- 1)** Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. Contractor represents and warrants that Contractor has complied with, and will continue to comply with, all Oregon state and local tax laws before the execution of this Agreement, and throughout the term of this Agreement. Failure to comply with this provision is a breach and OLWS may terminate this Agreement for cause.
- 2)** Contractor shall pay employees at least time and a half pay for all overtime worked in excess of 40 hours in any one week, except for individuals who are excluded under ORS 653.010 to 653.261 or under 29 USC sections 201 to 209 from receiving overtime. Contractor shall comply with ORS 652.220 (prohibition on discriminatory wage rates). Compliance with such provision is a material element of this Agreement. Failure to comply with this provision is a breach and OLWS may terminate this Agreement for cause.
- 3)** Contractor shall promptly, as due, make payment to any person, co-partnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention incident to sickness or injury to the employees of Contractor or all sums which Contractor agrees to pay for such services and all moneys and sums which Contractor collected or deducted from the wages of employees pursuant to any law, contract, or agreement for the purpose of providing or paying for such service.
- 4)** Contractor shall make payments promptly, as due, to all persons supplying services or materials for work covered under this Agreement. Contractor shall not permit any lien or claim to be filed or prosecuted against OLWS on any account of any service or materials furnished.
- 5)** If Contractor fails, neglects, or refuses to make prompt payment of any claim for labor, materials, or services furnished to Contractor, sub-consultant, or subcontractor by any person as such claim becomes due, OLWS may pay such claim and charge the amount of the payment against funds due or to become due to the Contractor. The payment of the claim in this manner shall not relieve Contractor or its surety from obligation with respect to any unpaid claims.
- 6)** Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the work under this Agreement, including, without limitation, ORS 279B.020 (labor hours), ORS 279B.220 (payment conditions), ORS 279B.230 (medical care and workers' compensation), ORS 279B.235 (labor hours and pay rates), ORS 279B.225 (salvaging of materials) and ORS 279B.045 (tax laws).

- 7) Contractor shall maintain, at its own expense, worker's compensation insurance for all subject workers as required by ORS Chapter 656 and meeting the minimum requirements therein.

4. **Ownership of Plans and Documents: Records**

- A. OLWS shall be furnished, at no additional cost to OLWS, copies of all backflow tests performed, and copies of all permits and inspections by Clackamas County. Upon request by OLWS, Contractor shall make available for inspection any field notes, design notes, and original drawings of the repair plans. OLWS shall have unlimited authority to use the materials received from the Contractor in any way OLWS deems necessary. Any use, re-use, or alteration of any materials other than as contemplated by the applicable Scope of Services shall be at OLWS's sole risk, unless written permission has been received from Contractor prior to any such use.
- B. Upon request by Contractor, OLWS shall make copies for the use of Contractor and without cost to Contractor, of all of OLWS maps, records, laboratory tests, or other data pertinent to the work to be performed by Contractor pursuant to this Agreement, and OLWS shall also make available any other maps, records, or other materials available to OLWS from any other public agency or body.
- C. The Contractor shall furnish to OLWS, copies of all maps, records, field notes, and soil tests which were developed in the course of work for OLWS and for which compensation has been received by the Contractor, at no additional expense to OLWS except as provided for in this Agreement.

5. **Assignment and Delegation**

Neither party shall assign, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other party, and no assignment shall be of any force or effect whatsoever unless and until the other party has so consented. If OLWS agrees to assignment of tasks to a subcontract, Contractor shall remain fully responsible for the negligent acts or omissions of any subcontractors and of all persons employed by them, and neither the approval by OLWS of any subcontractor or assignment, nor anything contained herein shall be deemed to create any contractual relation between any subcontractor and OLWS.

6. **Contractor is an Independent Contractor**

- A. OLWS's cross-connection specialist, or designee, shall be responsible for determining whether Contractor's work product is satisfactory and consistent with this Agreement, but Contractor is not subject to the direction and control of OLWS. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 3 of this Agreement.
- B. Contractor is an independent contractor and is not an employee of OLWS. Contractor acknowledges Contractor's status as an independent contractor and acknowledges that Contractor is not an employee of OLWS for purposes of workers compensation law, public employee benefits law, or any other law. All persons retained by Contractor to provide services under this Agreement are employees or agents of Contractor and not of OLWS. Contractor acknowledges that it is not entitled to benefits of any kind to which a OLWS employee is entitled, and that it shall be solely responsible for workers compensation coverage for its employees and all other payments and taxes required by law. Furthermore, in the event that Contractor is found by a court of law or an administrative agency to be an employee of OLWS for any purpose, OLWS shall be entitled to offset compensation due, or to demand repayment of any amounts paid to Contractor under the terms of the Agreement, to the full extent of any benefits or other

remuneration Contractor receives (from OLWS or third party) as a result of said finding, and to the full extent of any payments that OLWS is required to make (to Contractor or to a third party) as a result of said finding.

- C. The undersigned Contractor hereby represents that no employee of OLWS or any partnership or corporation in which an OLWS employee has an interest, has or will receive any remuneration of any type from Contractor, either directly or indirectly, in connection with the performance of this Agreement, except as specifically declared in writing.
- D. Contractor and its employees, if any, are not active members of the Oregon Public Employees Retirement System, and are not employed for a total of 600 hours or more in the calendar year by any public employer participating in the Retirement System.
- E. Contractor certifies that it currently has an appropriate business license or will obtain one prior to delivering Services under this Agreement.
- F. Contractor is not an officer, employee, or agent of OLWS as those terms are used in ORS 30.265.

**7. Indemnity**

- A. OLWS has relied upon the professional ability and training of the Contractor as a material inducement to enter into this Agreement. Contractor represents to OLWS that the work under this Agreement will be performed in accordance with the professional standards of skill and care ordinarily exercised by members of the Contractor's profession under similar conditions and circumstances, as well as the requirements of applicable federal, state, and local laws. Acceptance of Contractor's work by OLWS shall not operate as a waiver or release of any right or remedy that may be available by OLWS under law. Acceptance of documents by OLWS does not relieve Contractor of any responsibility for negligent or wrongful design, replacement, and/or repair deficiencies, errors, or omissions.
- B. Contractor shall fully defend, indemnify, and hold harmless Oak Lodge Water Services Authority, its employees, board members, officers, volunteers, and agents, from any and all claims, lawsuits, demands, causes of action, liability, loss, damage, equitable relief, personal injury and/or wrongful death, whether brought by an individual or any other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of the Contractor, its employees, board members, volunteers, or agents. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgements, awards, decrees, attorney's fees, and related costs and expenses, and any reimbursements to Oak Lodge Water Services Authority for any and all legal fees, expenses, and costs incurred by OLWS in connection therewith.

**8. Insurance**

Contractor and its subcontractors shall maintain insurance in amounts and coverage that are acceptable to OLWS in full force and effect throughout the term of this Agreement. Such insurance shall cover risks arising directly or indirectly out of Contractor's activities or work hereunder, including the operations of its subcontractors of any tier. Such insurance shall include provisions that such insurance is primary insurance with respect to the interests of OLWS and that any other insurance maintained by OLWS is excess and not contributory insurance with the insurance required hereunder.

The policy or policies of insurance maintained by the Contractor and its subcontractors shall provide at least the following limits and coverages:

- A. Commercial General Liability Insurance**  
Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this Agreement, Commercial General Liability Insurance AND Auto Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form. This coverage shall include Contractual Liability insurance for the indemnity provided under this Agreement and Product and Completed Operations. Such insurance shall be primary and non-contributory. The following insurance will be carried:  
Coverage Limit General Aggregate AND Auto Liability: \$2,000,000 per occurrence and 3,000,000 in the Aggregate.
- B. Commercial Automobile Insurance**  
Contractor shall also obtain, at Contractor's expense, and keep in effect during the term of this Agreement, Commercial Automobile Liability coverage on an "occurrence" form, including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$2,000,000.
- C.** Workers' Compensation Insurance the Contractor, its subcontractors, if any, and all employers providing work, labor, or materials under this Agreement who are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers.  
  
Out of State Contractors must provide workers' compensation coverage for their workers that complies with ORS 656.126. This shall include Employer's Liability Insurance with coverage limits of not less than \$500,000 each accident.
- D. Additional Insured Provision**  
The Commercial General Liability Insurance Policy and Automobile Policy shall name OLWS, its officers, directors, and employees as additional insureds with respect to any liabilities that occur in connection with this Agreement.
- E. Notice of Cancellation or Non-Renewal**  
Contractor is responsible to provide OLWS at least 30 days' written notice prior to any cancellation, material change, or intent to not renew insurance coverage. Any failure to comply with this provision will not affect the insurance coverage owed to OLWS under this Agreement. The 30 days' notice of cancellation provision shall be physically endorsed onto the policy.
- F. Insurance Carrier Rating**  
Coverage provided by the Contractor must be underwritten by an insurance company or Pool deemed acceptable by OLWS. OLWS reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.
- G. Certificates of Insurance**  
As evidence of the insurance coverage required by the Agreement, the Contractor shall furnish a Certificate of Insurance to OLWS upon execution of this Agreement. No Services shall be performed until the required certificates have been received and approved by OLWS. A renewal certificate will be sent to the address below at least 30 days prior to coverage expiration.

Certificates of Insurance should read "Insurance certificate pertaining to contract for Backflow Assembly Testing, Repair, and Replacement Services. OLWS, its officers, directors, and employees shall be added as additional insureds with respect to this Agreement. "Contractor insurance coverage is primary" shall be written into the description portion of the certificate.

**H. Primary Coverage Clarification**

The parties agree that Contractor's coverage shall be primary to the extent permitted by law. The parties further agree that other insurance maintained by OLWS is excess and is not contributory insurance for any reason regarding the insurance required in this section.

**I. Cross-Liability Clause**

A cross-liability clause or separation of insureds clause will be included in general liability.

Contractor's insurance policy shall contain provisions that such policies shall not be canceled or their limits of liability reduced without 30 days' prior notice to OLWS. A copy of each insurance policy, certified as a true copy by an authorized representative of the issuing insurance company, (or alternatively, at the discretion of OLWS, a certificate in a form satisfactory to OLWS) certifying to the issuance of such insurance shall be forwarded to:

Contract No. \_\_\_\_\_  
OLWS Attn: Dave Seifert  
Business Phone: 503-353-4230  
Business Fax: 503-653-0586  
14611 SE River Road  
Oak Grove, Oregon 97267

Such policies or certificates must be delivered prior to commencement of the Work. Thirty days' cancellation notice shall be provided to OLWS by mail to the name at the address listed above in event of cancellation or non-renewal of the insurance.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, or loss to the extent caused by negligence or wrongful acts in the performance of the Services with this Agreement.

**9. Termination Without Cause**

At any time and without cause, OLWS shall have the right, in its sole discretion, to terminate this Agreement by giving 10 days' written notice to Contractor. If OLWS terminates the Agreement pursuant to this paragraph, it shall pay Contractor for Services rendered through the effective date of termination.

**10. Breach and Remedy**

Upon breach of this Agreement, the parties shall have all rights and remedies provided by law or under this Agreement. In addition, in the event of a breach of this Agreement by Contractor, OLWS may complete the work or remedy the issue either itself, by agreement with another contractor, or by a combination thereof. OLWS may deduct the cost of completing the work or remedying the issue identified in the notice of breach from the remaining unpaid balance of the fee(s) owed to Contractor under this or other Agreements, if any.

**11. Non-Waiver**

The failure of either party to insist upon or enforce strict performance by the other party of any of the terms of this Agreement, or to exercise any rights hereunder, shall not be construed as a waiver or relinquishment of its rights to assert or rely upon such terms or rights on a future occasion.

**12. Method and Place of Giving Notice, Submitting Bills, and Making Payments**

All notices, bills, and payments shall be made in writing and may be given by personal delivery, mail, email or by fax. Payments may be made by personal delivery, mail, or electronic transfer. The following addresses shall be used to transmit notices, bills, payments, and other information:

<b>OLWS</b>	<b>[Contractor]</b>
Attn: Dave Seifert	Attn:
14496 SE River Road Oak Grove, Oregon 97267	Address:
Phone: 503-353-4230	Phone:
Fax: xxx	Fax:
Email Address: dave@olwsd.org	Email Address:

and when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid, or when so faxed, shall be deemed given upon successful fax. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills, and payments are to be given, by giving written notice pursuant to this paragraph.

**13. Merger**

This writing is intended both as a final expression of the Agreement between the parties with respect to the included terms, and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until it is made in writing and signed by both parties.

**14. Force Majeure**

Neither OLWS nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather, or delay of subcontractor or supplies due to such cause; provided that the parties so disabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligations under the Agreement.

**15. Non-Discrimination**

Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statues, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990, as amended, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws.

**16. Errors**

If requested by OLWS, Contractor shall perform such additional work as may be deemed necessary by OLWS, to correct negligent errors in the Work required under this Agreement, without undue delays and without additional cost.

**17. Governing Law**

The provisions of this Agreement shall be construed in accordance with the provisions of the laws of the State of Oregon. Any action or suits involving any question arising under this Agreement must be brought in the appropriate court of the State of Oregon.

**18. Conflict Between Terms**

Should there be a conflict between the terms of this Agreement and any proposal submitted by Contractor in connection with this Agreement, the terms of this Agreement shall control and nothing herein shall be considered as an acceptance of the terms of any conflicting proposal.

**19. Access to Records**

OLWS shall have access to such books, documents, papers, and records of Contractor that are pertinent to this Agreement for the purpose of making an audit, examination, copies, excerpts, and transcripts.

**20. Audit**

Contractor shall maintain records to help ensure conformance with the terms and conditions of this Agreement, and to help ensure adequate performance and accurate expenditures within the contract period. Contractor agrees to permit OLWS, the State of Oregon, the federal government, and their duly authorized representatives, to audit all records pertaining to this Agreement for such purpose.

**21. Severability**

In the event any provision or portion of this Agreement is held to be unenforceable or invalid by a court of competent jurisdiction, the validity of the remaining terms and provisions of the Agreement shall not be affected, and the remaining terms and provisions of the Agreement shall be in full force and effect.

**22. Complete Agreement**

This Agreement and the attached exhibits constitute the entire Agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party, unless in writing and signed by both parties. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instances and for the specific purpose given. There are no other understandings, agreements, or representations, oral or written, regarding the subject matter of this Agreement. Contractor, by the signature of its authorized representative, hereby acknowledges that Contractor has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by the undersigned duly authorized representatives of each party, effective as of the date first written above.

**OAK LODGE WATER SERVICES AUTHORITY**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name & Title



Contract No. \_\_\_\_\_

\_\_\_\_\_  
Date

**[CONTRACTOR]**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date

## **EXHIBIT A SCOPE OF WORK**

The work includes the testing, repair, and/or replacement of backflow assemblies, and reporting the findings to OLWS cross connection control staff. All work that is assigned must be completed within 30 days. The Proposer shall be responsible for supplying all equipment, parts, and materials to complete the work.

Proposers shall demonstrate their qualifications in the following specialty areas:

- The Proposer shall be responsible for acquainting themselves with the existing backflow and cross connection program.
- Provide information regarding how and when testing, repairs, installs and replacements would be accomplished.
- Provide information regarding how and when test results and work order history will be reported to OLWS. Submitting electronic test reports and electronic communication will receive preferential treatment in terms of points.
- Recommend a means for tracking and repairing any device which has failed, including an itemized schedule of cost for these repairs.
- The Proposer shall be responsible to provide a copy of the test report to OLWS and a copy to the homeowner.
- Proposer will leave a door hanger notifying the customer that the work has been completed.
- Proposer shall include in the proposal the testing cost for assemblies from ¾" – 12" in size, along with repair cost for these sizes also. OLWS standard for replacements and repairs is low lead brass and PEX Piping.
- Proposer will communicate with the customer regarding any arrangements needed for the repair.
- The Proposer shall include a price sheet for any extra services, such as but not limited to vault entry, permits, pump charges, boxes, and backfill material.
- Provide information regarding what kind of repair parts your testers carry and if they are qualified to repair assemblies on the same trip out if they fail.
- The Proposer shall recommend a means for handling repairs, replacements, and installation on main water lines and also on irrigation lines, with a price structure that shows the differences in this work. Identify work required to be completed by a licensed plumber versus work that can be completed by a landscaper/tester.
- The Proposer is responsible to obtain and pay for any necessary permits with Clackamas County.
- The Proposer shall submit a list of three references that include water purveyors.

### **Oak Lodge Water Services Responsibilities**

- Provide all door hangers needed
- Provide a list of owners and address where work is to be completed

Contract No. \_\_\_\_\_

**EXHIBIT B  
RATES AND FEES**

## **Exhibit A – Scope of Work**

### **3.1 Introduction**

There are approximately 1,800 backflow prevention devices located within the OLWS drinking water system service area. OLWS is looking for a company qualified to test, repair or replace these devices annually. OLWS gives customers the choice to voluntarily sign up and have a contractor perform these services. There are approximately 950 customers signed up for these contracted services who own 1,100 backflow prevention devices that are tested annually. OLWS will also be using a contractor for all force testing, repair, and replacement needs. Around 200 backflow prevention devices received force testing last year. Given the intent in the program, OLWS desires to provide this service to customers through a contractor at an efficient rate that is economical to its customers.

### **3.2 Term of Service**

The contract resulting from this Request for Proposals (RFP) shall be for a period of four years, commencing July 1, 2023 and lasting through June 30, 2027.

### **3.3 Scope of Work**

The work includes the testing, repair, and/or replacement of backflow assemblies, and reporting the findings to OLWS cross connection control staff. All work that is assigned must be completed within 30 days. The Proposer shall be responsible for supplying all equipment, parts, and materials to complete the work.

Proposers shall demonstrate their qualifications in the following specialty areas:

- The Proposer shall be responsible for acquainting themselves with the existing backflow and cross connection program.
- Provide information regarding how and when testing, repairs, installs and replacements would be accomplished.
- Provide information regarding how and when test results and work order history will be reported to OLWS. Submitting electronic test reports and electronic communication will receive preferential treatment in terms of points.
- Recommend a means for tracking and repairing any device which has failed, including an itemized schedule of cost for these repairs.
- The Proposer shall be responsible to provide a copy of the test report to OLWS and a copy to the homeowner.
- Proposer will leave a door hanger notifying the customer that the work has been completed.
- Proposer shall include in the proposal the testing cost for assemblies from 3/4" – 12" in size, along with repair cost for these sizes also. OLWS standard for replacements and repairs is low lead brass and PEX Piping.
- Proposer will communicate with the customer regarding any arrangements needed for the repair.
- The Proposer shall include a price sheet for any extra services, such as but not limited to vault entry, permits, pump charges, boxes, and backfill material.
- Provide information regarding what kind of repair parts your testers carry and if they are qualified to repair assemblies on the same trip out if they fail.

- The Proposer shall recommend a means for handling repairs, replacements, and installation on main water lines and also on irrigation lines, with a price structure that shows the differences in this work. Identify work required to be completed by a licensed plumber versus work that can be completed by a landscaper/tester.
- The Proposer is responsible to obtain and pay for any necessary permits with Clackamas County.
- The Proposer shall submit a list of three references that include water purveyors.

### **Oak Lodge Water Services Responsibilities**

- Provide all door hangers needed
- Provide a list of owners and address where work is to be completed

Exhibit B

Cascadia Backflow 16869 SW 65<sup>th</sup> Ave #9 | Lake Oswego, OR 97035 | 503-980-4803  
[testing@cascadiabackflow.com](mailto:testing@cascadiabackflow.com)

**COST QUOTATION FORM**

Residential Backflow Assembly Testing, Maintenance & Re-Test Services

1. Lines 1-3 is the fixed cost quotation for each Annual Backflow Assembly Test based on size.
2. Line 4 is the confined space entry fee per vault.
3. Line 5 is the fixed hourly labor rate cost quotation, covers vault pump outs and repairs. Billing will be per one-minute increments. Parts will be billed with a 25% markup. Re-testing will be part of the labor charge.
4. Line 6 is an additional fee should the customer require and appointment.

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>COST PER ASSEMBLY</u>
1.	¼"-2" Assembly Test	\$ 22.00
2.	2.5"-6" Assembly Test	\$ 32.00
3.	6"-12" Assembly Test	\$ 42.00
4.	Confined Space Entry Fee	\$ 25.00
5.	Labor per hour.	\$ 60.00
6.	Appointment Required Fee	\$ 5.00

Submitted By: Michael Stimpson  
Company Name: Cascadia Backflow  
Address: 16869 S.W. 65th Ave #9, Lake Oswego OR 97035  
Telephone Number: 503-980-4806  
FAX Number: \_\_\_\_\_  
E-mail Address: Michael.Stimpson@cascadia Backflow.com  
LCB#: 9230  
Offeror's Signature: MDS  
Date: 11-27-2022



## STAFF REPORT

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<b>To</b>	Board of Directors
<b>From</b>	Gail Stevens, Finance Director
<b>Title</b>	Appointment of Fiscal Year 2023-2024 Budget Officer
<b>Item No.</b>	6
<b>Date</b>	January 17, 2023

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### Summary

Each year the Board designates the Budget Officer. Staff requests that the Board appoint Finance Director, Gail Stevens, as the Budget Officer for Oak Lodge Water Services Authority (OLWS) for the fiscal year 2023-2024 budget.

### Background

Oregon Local Budget Law ORS 294.35 to 294.565 requires each local government to have a budget officer. OLWS's Budget Officer must present a balanced budget to the Budget Committee. The Budget Officer is responsible for publishing all the notices required by Local Budget Law and is also responsible for monitoring budget expenditures during the year and notifying the governing body of the need to make any budget changes required after adoption.

### Past Board Actions

In the past two years, the Finance Director has been appointed as the Budget Officer.

### Concurrence

The Finance Director has reviewed this recommendation with the General Manager.

### Recommendation

Staff recommends the Board approve the Finance Director be designated the Budget Officer for fiscal year 2023-2024.

### Suggested Board Motion

*"I move to approve the Finance Director as the Budget Officer for Oak Lodge Water Services Authority for the fiscal year 2023-2024 budget."*



## AGENDA ITEM

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<b>Title</b>	Business from the Board
<b>Item No.</b>	7
<b>Date</b>	January 17, 2023

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### Summary

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

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

Business from the Board may include:

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



**OAK LODGE WATER SERVICES  
2023 BOARD LIAISON ASSIGNMENTS**

<b>Board/Committee</b>	<b>Primary Liaison</b>	<b>Alternate Liaison</b>	<b>Meeting Cadence</b>
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.
North Clackamas County Water Commission (NCCWC)	1: Paul Gornick 2: Kevin Williams	Susan Keil	Quarterly, Fourth Thursday (Jan, Mar, June, Sept) 5:30 p.m.
Oak Grove Community Council	Heidi Bullock	Susan Keil	Monthly, Fourth Wednesday 7 p.m.
Regional Water Providers Consortium (RWPC)	Kevin Williams	Paul Gornick	3x Annually, First Wednesday 6:30 p.m.
Special Districts Association of Oregon (SDAO)	All Directors	N/A	Varies
Sunrise Water Authority (SWA)	Paul Gornick	Kevin Williams	Monthly, Fourth Wednesday 6 p.m.

## Business from the Board

### Paul Gornick's Liaison Report – December 2022-January 2023

December 21, 2022 - Sunrise Water Board Meeting (hybrid meeting)

- General manager Wade Hathhorn presented an FAQ sheet related to the HB2001 Middle Housing effort. There are a number of questions related to such housing that existed prior to the law, and new units that may be built in the future. There is some uncertainty about whether minor parcel divisions on older multiplex or cottage cluster units can be done as envisioned in SB458 without building code upgrades to the structures. Also under SB458 there must be separate utilities for each dwelling unit to proceed with a lot division, which brings uncertainty about the provision of services and how SDCs should be handled. Oak Lodge Water Services may need to review and update service policies in these areas as well. See Discussion Item 2.1 in the SWA board packet here for information and additional links: [2022-12-21-Board-Meeting-Packet.pdf \(sunrisewater.com\)](#)
- General Manager's report – Wade Hathhorn noted that flows on the lower Clackamas are now around their historic median levels. The new admin/operations shop building now has sides and a roof, and the administration building walls and steel framing are in place in anticipation of roof work next week. A new website is available to view progress photos of the facility here: [New Facility - Sunrise Water Authority](#) Wade also noted that SWA has two new hires, an accounting specialist and a senior regulatory specialist.
- Board recessed to Executive Session to conduct deliberations related to a real estate transaction.

January 05, 2023 – Clackamas County Coordinating Committee (C4) Meeting

- The C4 Committee approved a letter with comments to be sent to ODOT regarding the Regional Mobility Pricing Plan. The RMPP is the regionwide congestion pricing system, not to be confused with the project specific I-205 tolling system. The draft letter can be seen in the meeting packet link below.
- There was a discussion of the work of the C4 I-205 Tolling Diversion subcommittee. A discussion draft document of potential diversion mitigation projects can be found here: [941895ab-4614-4447-bdb6-fcde6105ba33 \(clackamas.us\)](#) Although it is difficult to predict the volume of diverted traffic in the short term versus long term, the projects seem pretty inadequate to my jaded eyes. Although I haven't seen any data, it is commonly argued that in other parts of the country where tolling has been instituted, the diversion is higher at first, then with time more drivers end up 'throwing in the towel' and using the tolled facility.
- With several new elected officials replacing prior members of C4, appointments were made to the Joint Policy Advisory Committee on Transportation and the Metro Policy Advisory Committee. Appointments to the Region 1 Area Commission on Transportation and the Regional Toll Advisory Committee were deferred to the February meeting. For the most part, these positions are specifically allocated to representatives of urban cities, rural cities, etc.
- There was a discussion of having an in-person C4 retreat in early summer. The past two COVID-impacted years has caused cancellation of in-person events, which made it difficult to have a robust discussion of priorities of C4 for the coming year.
- The C4 meeting packet can be found here: [f43ef79f-4448-4207-8e44-e093809ab6d8 \(clackamas.us\)](#)

## STAFF REPORT

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**To** Board of Directors  
**From** Sarah Jo Chaplen, General Manager  
**Title** General Manager Monthly Report  
**Item No.** 8a  
**Date** January 17, 2023

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### Summary

The Board has requested updates at regular meetings on the status of key projects.

### Highlights of the Month

- Continued working with Gladstone on the joint Intergovernmental Agreement
- Department of Environmental Quality Updates

### Department of Environmental Quality Updates

In partnership with the North Clackamas Watershed Council (NCWC), OLWS proposed to DEQ a Supplemental Environmental Project (SEP) in lieu of part of the DEQ fines related to OLWS violations. The proposed project is an environmental restoration and projection project with the NCWC's Streamside Stewards Program to restore riparian shade and native vegetation in the Rinearson, Boardman, and lower River Forest watersheds.

The SEP has been approved by DEQ as of January 3, 2023. As part of the SEP a Mutual Agreement Order (MAO) had to be finalized. As of January 10, 2023, it has now been finalized and is in the process of being signed. A civil penalty will be paid to DEQ of \$5,340 prior to January 19<sup>th</sup>, 2023. The balance of the initial \$26,700 DEQ penalty will now be used on the SEP by the North Clackamas Watershed Council.

## STAFF REPORT

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**To** Board of Directors  
**From** Aleah Binkowski, Human Resources Manager  
**Title** Human Resources Monthly Report  
**Item No.** 8b  
**Date** January 17, 2023

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### Summary

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

### Communications and Outreach

Oak Lodge is hosting a new outreach event. You can't have coffee without water! National Latte Day is February 11. The public can receive a free latte on OLWS at Awakening Coffee (2144 SE Oak Grove Blvd, Oak Grove, OR 97267) from 7:30 am - 2:00 pm on February 11. OLWS will have a table at Awakening Coffee to be available to answer customer questions and distribute education material as well as leak detective kits.

Oak Lodge is taking advantage of another external communications tool, available through the Regional Water Providers Consortium, in order to reach as many customers as possible in the event of an emergency. As of December 2022, Brad Albert and Alexa Morris have been trained and are now administrators for the Drinking Water Advisory Tool on the Public Alerts website. This can be used to post an advisory during a drinking water event, such as a boil water notice. When this website is updated during an emergency anyone can type in their zip code to see if their drinking water has been impacted: <https://www.regionalh2o.org/our-regions-water/drinking-water-advisory-tool>

As part of our on-going education efforts OLWS is proud to support the Clackamas Community College Environmental Learning Center's free online learning series titled Wildlife & Water Friendly Gardens Series. Register at <https://bit.ly/garden-2023>. Each class will start at noon online:

- January 26 – How to Grow a Sustainable Lawn
- February 2 – Beneficial Insects in Your Garden
- February 9 – Avoiding the Thugs in Your Garden
- February 16 – Drought Tolerant Native Plants for Pollinators
- February 23 – Attracting Birds while Protecting Watershed Health
- March 2 – Ways that We Impact Watersheds in Our Backyard Decisions

- March 9 – Garden Design Considerations for Managing Stormwater and Erosion

We wanted to remind you on how we use the social media platform NextDoor as communication tool. On July 7, 2022, NextDoor announced they were expanding their definition of Public Agencies which included water utilities for free. Oak Lodge Water Services was considered an eligible agency for this free service. On August 18, 2022, OLWS was approved to create an account which uses our GIS map to include all customers in our boundary area. Our account is not monitored 24/7 and is used for boundary wide emergency information, public meeting notices and alerts only. OLWS encourages customers to reach out directly for emergencies, questions, comments, and concerns at (503) 654-7765 or [info@olwsd.org](mailto:info@olwsd.org). When Oak Lodge Water Services becomes aware of a customer comment directly mentioning us or our service, it is our practice to reach out to the customer directly via phone or email and not to engage on the platform.

### **Records Management**

Records digitization is a focused effort across the entire organization, but big projects like the upcoming Lead and Copper Rule Revisions are being given priority status. In 2022, Temporary File Clerks scanned over 15,000 historical work order records, with another 10,000 water meter applications being scanned by District Recorder Casey. The process of naming and electronically archiving these records is still in progress, as is further record identification and digitalization.

The current OLWS electronic records archive is an interim solution for an eventual Electronic Records Management System (ERMS). Implemented in December 2020, District Recorder Casey has been working with management and staff to populate the shared folders in accordance with the State's Retention Schedule. The first year 2,600 records were archived, and in 2022 that number was significantly increased by adding another 16,500 records to the electronic archive.

The Records Management Team (RMT) is currently evaluating ERMS for implementation in FY 2024. During the month of September 2022, the RMT deployed a staff questionnaire to better understand the features staff are looking for in an ERMS. The results from the 23 respondents are attached. With this information in mind, the RMT participated in product demonstrations from three software vendors in December. There is one clear front runner and the RMT will be working with staff to budget and procure the software in the coming months.

### **Insurance Update**

OLWS has renewed our Property and Liability insurance with Special Districts Insurance Services for the 2023 coverage year. Please note that insurance is excluded from our purchasing rules through the following provision:

- Section III., C number 10 of The District's Contracting and Purchasing rules adopted in November 2018 states the following:
  - *Authority.*

- *C. Inapplicability of Contracting and Purchasing Rules. These Rules do not apply to the following:*
  - *7. Contracts for employee benefit plans;*
  - *8. Contracts with newspapers and other publications for the placement of advertisements or public notices;*
  - *9. Contracts for items where the price is regulated and available from a single source or limited number of sources;*
  - *10. Insurance contracts;*

For 2023, OLWS has renewed our Property and Liability Insurance with Special Districts Insurance Services using Brown and Brown as our agent of record. Brown and Brown reviewed OLWS's options and needs and verified level of coverage with staff. For the 2023 coverage year OLWS retained minimal liability insurance for the former Oak Lodge Water Services District as well as comprehensive coverage for Oak Lodge Water Services Authority.

The largest notable change in this year's coverage versus the prior year is the values of both land and structures. In the summer of 2022 OLWS was due for a new appraisal. Staff worked with an appraiser contracted by SDIS to tour property, buildings and other structures and infrastructure. Our final insurance total, including broker fees and cyber security insurance, increased from \$181,652.88 in coverage year 2022 to \$201,383.18 in coverage year 2023. The biggest dollar amount increases were due to the increase in our land and property values. OLWS also renewed cyber security insurance with Coalition. The increase in the cost of cyber security insurance was significant, but still the best value coverage available after looking into alternative options. This continues to be a growing area of concern for all water and wastewater utilities. Please see the insurance summary attachment for specific line by line increase totals.

### **Attachments**

1. ERMS Staff Survey Results
2. OLWSA Insurance Renewal

## Staff ERMS Survey Results

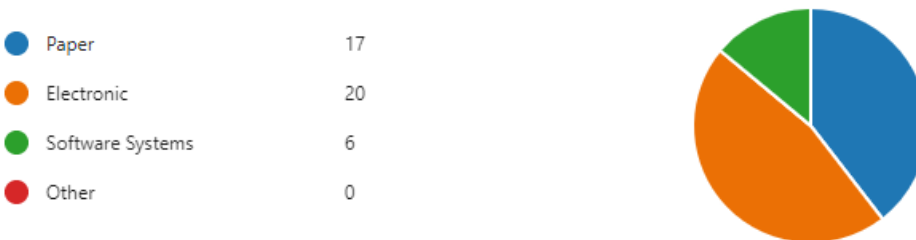
During the month of September 2022, OLWS staff were asked to complete a questionnaire to help the Records Management Team (RMT) in the selection of an electronic records management system (ERMS). Twenty-three unique responses were received, and many insights gained. For example, just under half (44%) of respondents are using electronic records most often. This is going to be a huge help as we transition to an ERMS. Also, 66% of respondents access the shared drives on a daily basis and 94% of them are able to find the records they are looking for. We like organized records!

### Questionnaire Responses

1. Do you create, prepare, or use OLWS records?



2. What types of records do you use most often? (check all that apply)



3. How many hours do you spend each week on records management (printing, labeling, filing, routing for signatures, etc.)?



4. What is your favorite part of records management?



5. What part of records management do you find most difficult?



6. How often do you access the shared drives (I:drive and/or R:drive)?

● Daily	15
● Weekly	1
● Monthly	2
● Rarely	4
● Never	1



7. Are you able to find the records you need quickly, accurately, and without outside assistance over 90% of the time?

● Yes	15
● No	6
● Other	2



8. In choosing an ERMS, what functionality matters most to you? (check all that apply)

● Ease of records workflows (i.e. el...	20
● A range of searchability options	16
● Security of information (both int...	10
● Regulatory compliance	9
● Other	3





9. What software systems do you work with most frequently (i.e. Lucity, HAWKWIMS, Accela, Springbrook, etc.)?

- Springbrook
- Accela
- Lucity
- Microsoft Suite
- HachWIMS
- Adobe

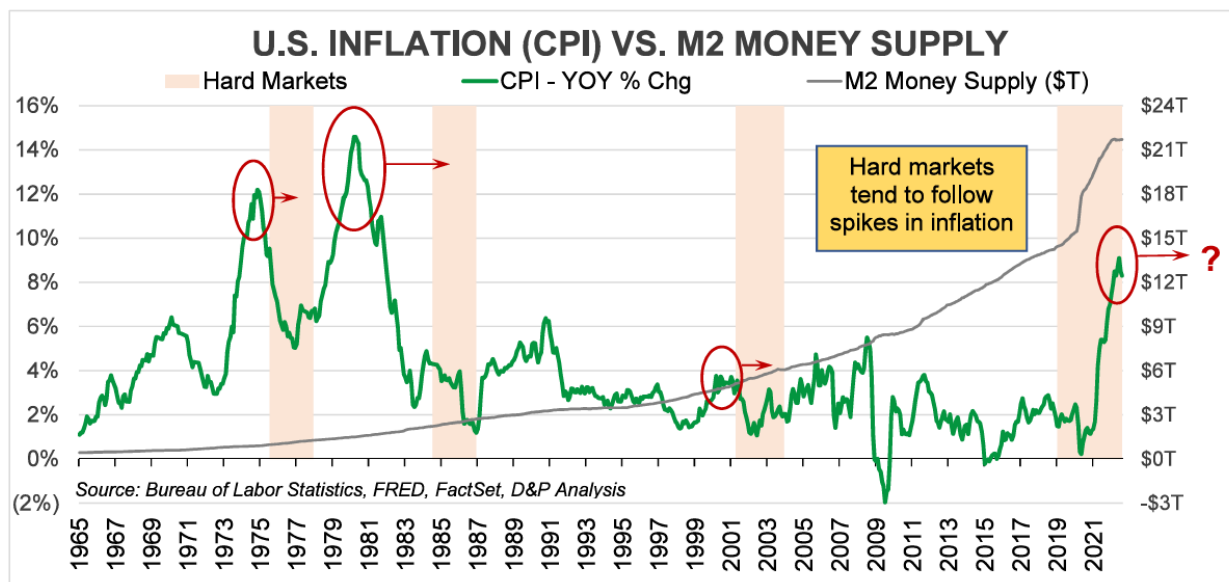
10. Do you have any questions or comments for the RMT?

- Where do to place found electronic files for Records review other than the deep path followed to find? Is these a pending folder for the R drive?
- Really appreciate all of your work on this and moving us forward. Thank you.
- Thanks for all you do to keep us on track!
- you are doing a great job!
- Just make it simple

# Executive Summary

2022 has been a year of continued challenges as we crawl out of the social and economic affects related to the Pandemic but still feel the lingering pains of massive global property losses, historic supply chain breakdowns and unrelenting liability verdicts challenging the balance sheets of even the most conservative underwriters. After nearly a decade of insurance rate stability, we are in a hard insurance market meaning that pricing is escalating and the willingness of carriers to write certain risks is decreasing. The public sector continues to challenge the marketplace with large and consistent claims associated with risks from police, jails, abuse & molestation, employment practices and large property losses.

**Increased Costs/Inflation:** Property carriers worldwide continue to push for increased property values AND increased rates due to the large increase in costs to repair damaged property. Ground up construction and renovation projects are seeing historically high pricing as a result of supply chain breakdowns, high commodity pricing and a general lack of skilled labor. At no time in decades has more money been spent on construction with less qualified labor. When insurance underwriters lose confidence in a risk group or in the market generally, they tend to increase premiums, narrow their exposure to that risk, or exit the market completely.



SDIS has announced that they will be trending all members scheduled property on a sliding scale this year. They have historically trended property 2-3%. This year, depending on when the individual property was last appraised, (or appraised at all) a different trending factor will be applied to each line item. The factors we are seeing are if appraised in '20-'21 = 4%, if appraised in '18-'19 = 6% and anything 2017 or older or not at all = 8.5%. These factors are well below the market rates that we are seeing with our other City/County and Self-Insured customers who all saw a 10% - 20% factor applied. Being a member of the pool has insulated you from these higher factors but will have a direct impact on your premium.

Being a member of a healthy insurance pool in this market has allowed coverages to stay nearly identical to last year and at lower costs than those who are direct writers in the commercial space.

**SDIS pool member:** For the 2022 renewal, members who qualify for the Rate Lock Guarantee will have their base rate increases limited to 5%. This does not include any changes to the schedule of values or trending of values described above. However, members who do not qualify for the Rate Lock Guarantee will see an average rate increase likely around 10% reflecting their increased claims exposures. Looking ahead, we expect the economy to further deteriorate leading pricing pressures to continue well into the next policy year.

**Reinsurance rates** have increased substantially across coverage lines and we expect those same challenges to continue well into 2023 and likely 2024. The economic cooling and expected layoffs will certainly lead to a downturn which in Oregon spells budget challenges to all public entities. We believe rates will continue to press upwards substantially for at least the next 12 to 24 months.



*This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy. In the event of differences, the policy will prevail.*

# Preliminary Premium Summary

Line of Business	Renewal Premium	
Carrier	Special Districts Insurance Services (SDIS)	
Admitted/AM Best	Admitted/Not Rated	
Property/Equipment including Flood & Earthquake	\$	96,845.00
Boiler/Mechanical Breakdown	\$	19,206.00
Crime	\$	2,599.00
Liability	\$	61,885.00
Auto	\$	15,687.00
Employment Practices Tool Kit and Longevity Credit	(\$)	18,109.00)
<b>TOTAL PACKAGE PREMIUM</b>	<b>\$</b>	<b>176,013.00</b>
Agency Service Fee	\$	13,788.00
Carrier	Lloyds Syndicate	
Admitted/AM Best	Non- Admitted/A XV	
Cyber	\$	11,312.00
OR Surplus Lines Tax	\$	226.24
Surplus Lines Service Charge	\$	10.00
Fire Marshal Tax	\$	33.94
<b>Grand Total</b>	<b>\$</b>	<b>201,383.18</b>

**Include if applicable:** Cyber quote is valid for (30) days or until the proposed effective date, whichever is first.

## Payment Plans

Line of Business	Payment Plan	Billing Plan
Package Policy	Due to Special Districts by February 1, 2023	Pay in Full
Cyber Liability	Due to BBNW by January 15, 2023	Pay in Full
Broker Services Fee	Due to BBNW by January 15, 2023	Pay in Full

### Subjectivities:

Signed Statement of Values

Signed Fee Agreement

Signed Non-Admitted Carrier Statements (for each company)

*This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy. In the event of differences, the policy will prevail.*



# Schedule of Other Policies

Policy Number	Policy Description	Policy Comments	Policy Term	Insurance Company	Premium
24953699222019	Flood (C)	Pump GalleryBldg	06/06/2022 - 06/06/2023	Hartford Fire Insurance Company	\$4,000.00
24953699202019	Flood (C)	SrvctrBldg	06/06/2022 - 06/06/2023	Hartford Fire Insurance Company	\$5,292.00
24953699232019	Flood (C)	Garage/StorageBldg	06/06/2022 - 06/06/2023	Hartford Fire Insurance Company	\$1,276.00
37W589681112	Workers Compensation		07/01/2022 - 07/01/2023	Special Districts Insurance Services Trust	\$19,384.46



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# Premium Rate Comparison Report

Oak Lodge Water Service Authority									
Renewal Date:		January 1, 2023							
Coverages	Expiring & Renewal Carrier	Exposure Basis	Exposures at Policy Inception Last Year	Exposures at Policy Inception this Year	Percent Exposure Increase or Decrease	Premium at Policy Inception Last Year	Renewal Premium using Expiring Rates	Actual Premium this Year	Percent Rate Increase or Decrease
General Liability	SDIS	Limits	10,000,000	10,000,000	0.0%	49,645	49,645	52,460	5.7%
Auto Liability	SDIS	Limits	1,000,000	1,000,000	0.0%	5,741	5,741	7,030	22.5%
Auto Physical Damage	SDIS	Value	1,735,151	1,797,641	3.6%	6,885	6885	7,763	8.8%
Property	SDIS	Value	81,051,999	85,211,938	5.1%	69,527	69,527	78,478	7.4%
Earthquake	SDIS	Value	81,051,999	85,211,938	5.1%	5,333	5,333	5,599	-0.1%
Flood	SDIS	Value	81,051,999	85,211,938	5.1%	2,527	2,527	2,628	-1.1%
Equipment Breakdown	SDIS	Value	81,051,999	85,211,938	5.1%	18,268	18,268	19,206	0.0%
Crime	SDIS	Limits	1,000,000	1,000,000	0.0%	2,418	2,418	2,599	7.5%
Package Total	SDIS	Limits	10,000,000	10,000,000	0.0%	160,344	160,344	176,013	9.8%
Cyber	Coalition	Limits	1,000,000	1,000,000	0.0%	7,921	7,921	11,582	46.2%
Broker Services Fee	BBNW					13,387	13,387	13,788	3.0%
<b>TOTALS</b>						<b>181,652</b>	<b>181,652</b>	<b>201,383</b>	<b>10.1%</b>

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## STAFF REPORT

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**To** Board of Directors  
**From** Gail Stevens, Finance Director  
**Title** Finance Department Monthly Report  
**Item No.** 8c  
**Date** January 17, 2023

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### Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the OLWS Operations.

### Highlights of the Month

- Transition to the Authority financial software with Springbrook is back underway.
- The Low-Income Household Water Assistance program began in July 2022, and we have received 12 approvals from Clackamas County.
- The Accounts Receivable balance decreased by (0.61%), the average delinquent balance decreased by (\$17.40), and the number of delinquent accounts increased by 14.
- Utility bill payments in December were less than the November 30, 2022 billed amounts.

### Authority Implementation

The Authority bank account and services with Wells Fargo have been established. All existing services are in process of preparing for transition once the financial software instance is live.

Just before the Christmas and New Year's holidays, Springbrook provided the Authority database. Over the next 60-90 days, all financial tables and financial processes are being reviewed and tested. Planning for parallel testing has begun. Implementation is currently anticipated during March 2023.

### Low Income Household Water Assistance (LIHWA)

In 2022, Clackamas County Board of Commissioners partnered with Oak Lodge Water Services to provide water utility customers assistance through the Low-Income Household Water Assistance (LIHWA) program. Clackamas County continues to provide customers from Oak Lodge Water Services assistance and will continue while funds are still available. As of January 05, 2022, twelve (12) customers have been approved for assistance totaling \$7,622.

## Accounts Receivable Review

The Accounts Receivable (A/R) balances as of December 31st, 2022, compared to November 30th, 2022, decreased by (0.61%). These are the findings:

1. A/R Balance owed to OLWS has decreased by \$8,613, after accounting for the delta between billing cycles.

<b>A/R Balance</b>	<b>10/31/2022</b>	<b>11/30/2022</b>	<b>12/31/2022</b>
Bi-Monthly Residential	\$ 1,098,219	\$ 901,836	\$ 1,020,697
Large Meters	532,726	503,084	493,504
<b>Total</b>	<b>1,630,945</b>	<b>1,404,920</b>	<b>1,514,201</b>
<b>Variance</b>	<b>116,930</b>	<b>(226,024)</b>	<b>109,281</b>
<b>Billing Cycle Variance</b>	<b>(110,807)</b>	<b>242,307</b>	<b>(117,893)</b>
	<b>6,123</b>	<b>16,283</b>	<b>(8,613)</b>
	<b>0.40%</b>	<b>1.00%</b>	<b>(0.61%)</b>

2. The total number of delinquent accounts increased by 14 accounts as of December 31, 2022, compared to November 30, 2022. The average balance per account decreased by (5%) or (\$17.40).

<b>Delinquent Accounts</b>	<b>11/30/2022</b>	<b>11/30/2022</b>	<b>12/31/2022</b>
Over 60 Days	\$ 182,806	\$ 182,806	\$ 178,215
Number of Accounts	528	528	542
Average Balance per Acct.	\$ 346	\$ 346	\$ 329
	8.6%	8.6%	-5.0%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has decreased by (0.46%) compared to prior month. The shift is from current to all other categories.

<b>Account %</b>	<b>10/31/2022</b>	<b>11/30/2022</b>	<b>12/31/2022</b>
Current	85.60%	85.82%	85.36%
30-60 Day Grace	6.09%	5.59%	5.62%
Delinquent	5.57%	5.85%	6.00%
Credit Balance	2.75%	2.75%	3.01%

Each month, OLWS 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.

	<b>September 2022</b>	<b>October 2022</b>	<b>November 2022</b>	<b>December 2022</b>
Cycle	Cycle 1	Cycle 2	Cycle 1	Cycle 2
# Red Tags	83	96	85	88

Minimum Delinquent Balance	\$ 250	\$ 250	\$ 250	\$ 250
# Shut off Service Requests	4	4	13	9

**Billing Payment Rate**

In December, the District received \$20,894 more in payments than was billed on November 30, 2022.

	<b>September 2022</b>	<b>October 2022</b>	<b>November 2022</b>	<b>December 2022</b>
Utility Billing Sales	\$ 1,383,401	\$ 1,276,715	\$ 1,387,523	\$ 1,145,216
Cash Receipts	1,377,000	1,263,587	1,378,532	1,166,110
% Collected	99.5%	99.0%	99.4%	101.8%

**Attachments**

1. Checks by Date Report for December 2022



Bank Reconciliation  
 Checks by Date  
 User: Antonio  
 Printed: 01/06/2023 - 8:30AM  
 Cleared and Not Cleared Checks  
 Print Void Checks

**ACH Disbursement Activity**

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	12/2/2022	Internal Revenue Service		AP			35,099.15
0	12/2/2022	Nationwide Retirement Solutions		AP			860.00
0	12/2/2022	Oregon Department Of Revenue		AP			10,150.71
0	12/2/2022	State of Oregon Savings Growth Plan		AP			2,521.00
0	12/2/2022	VALIC c/o JP Morgan Chase		AP			1,760.95
0	12/2/2022	Payroll Direct Deposit	DD 00003.11.2022	PR			84,968.72
0	12/16/2022	Internal Revenue Service		AP			32,665.64
0	12/16/2022	Nationwide Retirement Solutions		AP			860.00
0	12/16/2022	Oregon Department Of Revenue		AP			9,543.24
0	12/16/2022	State of Oregon Savings Growth Plan		AP			2,771.00
0	12/16/2022	VALIC c/o JP Morgan Chase		AP			1,705.21
0	12/16/2022	Payroll Direct Deposit	DD 00001.12.2022	PR			81,432.53
0	12/30/2022	Payroll Direct Deposit	DD 00002.12.2022	PR			89,476.12
<b>ACH Disbursement Activity Subtotal</b>							<b>353,814.27</b>
<b>Voided ACH Activity</b>							<b>0.00</b>
<b>Adjusted ACH Disbursement Activity Subtotal</b>							<b>353,814.27</b>

**Paper Check Disbursement Activity**

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
48513	12/2/2022	Employee Paycheck		PR			2,111.76
48514	12/9/2022	AFLAC		AP			826.40
48515	12/9/2022	AFSCME Council 75		AP			849.73
48516	12/9/2022	Aks Engineering & Forestry		AP			9,636.08
48517	12/9/2022	AnswerNet		AP			787.42
48518	12/9/2022	Apex Labs		AP			1,912.00
48519	12/9/2022	BMS Technologies		AP			1,500.00
48520	12/9/2022	Brown and Caldwell		AP			6,213.75
48521	12/9/2022	Bullard Law		AP			328.50
48522	12/9/2022	Cable Huston LLP		AP			1,160.00
48523	12/9/2022	CenturyLink		AP			327.00
48524	12/9/2022	City Of Gladstone		AP			241.28
48525	12/9/2022	City Of Milwaukie		AP			2,159.92
48526	12/9/2022	Clackamas County		AP			2,223.40
48527	12/9/2022	Clackamas River Water		AP			446.40
48528	12/9/2022	Contractor Supply, Inc.		AP			76.00
48529	12/9/2022	Convergence Networks		AP			6,936.72
48530	12/9/2022	Customer Refund		AP			159.83
48531	12/9/2022	Customer Refund		AP			8.30
48532	12/9/2022	Customer Refund		AP			3.72
48533	12/9/2022	H.D. Fowler Company		AP			4,415.18
48534	12/9/2022	J. Thayer Company		AP			690.54
48535	12/9/2022	Lakeside Industries		AP			1,271.20
48536	12/9/2022	Customer Refund		AP			18.57
48537	12/9/2022	McFarlane's Bark, Inc.		AP			180.00
48538	12/9/2022	Measure-Tech		AP			1,969.04
48539	12/9/2022	Customer Refund		AP			231.94
48540	12/9/2022	Net Assets Corporation		AP			340.00
48541	12/9/2022	North Clackamas Urban Watershed Council		AP			13,875.00
48542	12/9/2022	Northstar Chemical, Inc.		AP			707.00
48543	12/9/2022	Northwest Natural		AP			873.71
48544	12/9/2022	NW Lift Truck Service Inc		AP			1,964.56
48545	12/9/2022	Oregon DEQ		AP			270.00
48546	12/9/2022	O'Reilly Auto Parts		AP			10.49
48547	12/9/2022	Owen Equipment		AP			225.00
48548	12/9/2022	Platt		AP			774.60
48549	12/9/2022	Polydyne, Inc.		AP			4,142.07
48550	12/9/2022	Portland Engineering Inc		AP			120.00
48551	12/9/2022	Quality Control Services		AP			1,140.00
48552	12/9/2022	Reed Electric Co		AP			6,989.03
48553	12/9/2022	RH2 Engineering, Inc.		AP			13,967.94
48554	12/9/2022	Customer Refund		AP			14.60
48555	12/9/2022	Ritz Safety LLC		AP			2,500.00
48556	12/9/2022	Robert HalfTalent Solutions		AP			1,765.07

Bank Reconciliation

Checks by Date

User: Antonio

Printed: 01/06/2023 - 8:30AM

Cleared and Not Cleared Checks

Print Void Checks

48557	12/9/2022	Seattle Ace Hardware	AP	141.51
48558	12/9/2022	Trench Line Excavation, Inc.	AP	24,545.22
48559	12/9/2022	Unifirst Corporation	AP	625.71
48560	12/9/2022	Customer Refund	AP	19.58
48561	12/9/2022	Waste Management Of Oregon	AP	280.39
48562	12/9/2022	Watershed, LLC	AP	873.25
48563	12/9/2022	Xerox Corporation	AP	28.23
48564	12/16/2022	Employee Paycheck	PR	2,111.80
48565	12/16/2022	A Worksafe Service, Inc.	AP	67.00
48566	12/16/2022	Brown and Caldwell	AP	2,224.00
48567	12/16/2022	CDR Labor Law, LLC	AP	12,845.50
48568	12/16/2022	CenturyLink	AP	433.09
48569	12/16/2022	CenturyLink	AP	87.59
48570	12/16/2022	City Of Milwaukie	AP	333.60
48571	12/16/2022	Coastal Farm & Home Supply	AP	883.90
48572	12/16/2022	Consolidated Supply Co.	AP	19,392.26
48573	12/16/2022	Contractor Supply, Inc.	AP	482.00
48574	12/16/2022	H.D. Fowler Company	AP	22,189.47
48575	12/16/2022	HealthEquity	AP	46.25
48576	12/16/2022	Horner Enterprises, Inc.	AP	4,838.09
48577	12/16/2022	Customer Refund	AP	82.96
48578	12/16/2022	J. Thayer Company	AP	195.00
48579	12/16/2022	Les Schwab	AP	1,240.11
48580	12/16/2022	Employee Reimbursement	AP	95.24
48581	12/16/2022	Napa Auto Parts	AP	45.31
48582	12/16/2022	Northstar Chemical, Inc.	AP	995.90
48583	12/16/2022	Olson Bros. Service, Inc.	AP	2,522.58
48584	12/16/2022	Pacific Power Group, LLC	AP	1,514.21
48585	12/16/2022	RH2 Engineering, Inc.	AP	3,702.14
48586	12/16/2022	SDIS	AP	250.00
48587	12/16/2022	Seattle Ace Hardware	AP	153.51
48588	12/16/2022	Streamline	AP	480.00
48589	12/16/2022	Unifirst Corporation	AP	2,240.33
48590	12/16/2022	Verizon Wireless	AP	3,953.29
48591	12/16/2022	Wallis Engineering PLLC	AP	27,321.01
48592	12/16/2022	Western Exterminator Company	AP	147.15
48594	12/19/2022	Trench Line Excavation, Inc.	AP	106,025.45
48595	12/27/2022	Aerzen Rental USA LLC	AP	11,620.00
48596	12/27/2022	AFSCME Council 75	AP	841.06
48597	12/27/2022	Apex Labs	AP	3,720.00
48598	12/27/2022	BMS Technologies	AP	4,009.94
48599	12/27/2022	Bureau Of Labor And Industries	AP	1,659.31
48600	12/27/2022	Cascadia Backflow	AP	3,098.92
48601	12/27/2022	CDW LLC	AP	1,174.75
48602	12/27/2022	Customer Refund	AP	818.21
48603	12/27/2022	Cintas Corporation - 463	AP	98.01
48604	12/27/2022	Coastal Farm & Home Supply	AP	334.46
48605	12/27/2022	Consolidated Supply Co.	AP	3,834.38
48606	12/27/2022	Convergence Networks	AP	52.30
48607	12/27/2022	Eugene A1 Coupling & Hose Corporation	AP	4,076.00
48608	12/27/2022	FLO-Analytics	AP	1,895.00
48609	12/27/2022	Grainger, Inc.	AP	261.93
48610	12/27/2022	Customer Refund	AP	344.38
48611	12/27/2022	Les Schwab	AP	747.00
48612	12/27/2022	Metro Overhead Door, Inc.	AP	183.00
48613	12/27/2022	Napa Auto Parts	AP	39.99
48614	12/27/2022	Northwest Biosolids	AP	630.00
48615	12/27/2022	One Call Concepts, Inc.	AP	531.36
48616	12/27/2022	O'Reilly Auto Parts	AP	25.36
48617	12/27/2022	Pamplin Media Group	AP	42.47
48618	12/27/2022	Platt	AP	910.53
48619	12/27/2022	Portland Engineering Inc	AP	930.00
48620	12/27/2022	RH2 Engineering, Inc.	AP	3,803.51
48621	12/27/2022	Rockwood Water PUD	AP	500.00
48622	12/27/2022	Seattle Ace Hardware	AP	47.10
48623	12/27/2022	Waste Management Of Oregon	AP	150.94
48624	12/27/2022	Zoro	AP	10,655.94

Bank Reconciliation  
 Checks by Date  
 User: Antonio  
 Printed: 01/06/2023 - 8:30AM  
 Cleared and Not Cleared Checks  
 Print Void Checks

48625	12/30/2022	Employee Paycheck	PR	2,156.01
48626	12/30/2022	Employee Reimbursement	AP	765.50
48627	12/31/2022	AFLAC	AP	826.40
48628	12/31/2022	AFSCME Council 75	AP	816.34
48629	12/31/2022	AnswerNet	AP	864.72
48630	12/31/2022	Brown and Caldwell	AP	2,830.50
48631	12/31/2022	Bullard Law	AP	912.50
48632	12/31/2022	Byrne Software Technologies, Inc	AP	859.38
48633	12/31/2022	CenturyLink	AP	779.43
48634	12/31/2022	CenturyLink	AP	98.79
48635	12/31/2022	Cintas Corporation	AP	1,172.09
48636	12/31/2022	City Of Gladstone	AP	5,983.65
48637	12/31/2022	Clackamas County Sheriff	AP	581.44
48638	12/31/2022	Customer Refund	AP	116.70
48639	12/31/2022	Customer Refund	AP	341.95
48640	12/31/2022	Comcast	AP	527.36
48641	12/31/2022	Convergence Networks	AP	1,105.50
48642	12/31/2022	Cues, Inc	AP	1,981.63
48643	12/31/2022	Customer Refund	AP	423.69
48644	12/31/2022	H.D. Fowler Company	AP	12,426.67
48645	12/31/2022	HealthEquity	AP	904.24
48646	12/31/2022	Kaiser Permanente	AP	19,080.43
48647	12/31/2022	NASASP	AP	39.00
48648	12/31/2022	NCCWC	AP	74,574.62
48649	12/31/2022	One Call Concepts, Inc.	AP	588.00
48650	12/31/2022	Platt	AP	122.54
48651	12/31/2022	Polydyne, Inc.	AP	4,142.07
48652	12/31/2022	SDAO	AP	4,650.00
48653	12/31/2022	SDIS	AP	38,322.02
48654	12/31/2022	Seattle Ace Hardware	AP	63.77
48655	12/31/2022	Secure Pacific Corporation	AP	2.48
48656	12/31/2022	Streamline	AP	480.00
48657	12/31/2022	Unifirst Corporation	AP	1,754.52
48658	12/31/2022	Verizon Wireless	AP	2,590.46
48659	12/31/2022	Water Systems Consulting, Inc.	AP	22,776.50
48660	12/31/2022	Western Exterminator Company	AP	147.15
48661	12/31/2022	Xerox Corporation	AP	25.76
48662	12/31/2022	Customer Refund	AP	1.24
48663	12/31/2022	Zoro	AP	31.57
<b>Paper Check Disbursement Activity Subtotal</b>				<b>602,678.85</b>
<b>Voided Paper Check Disbursement Activity</b>				<b>0.00</b>
<b>Adjusted Paper Check Disbursement Activity Subtotal</b>				<b>602,678.85</b>

Total Void Check Count:	0
Total Void Check Amount:	0.00
Total Valid Check Count:	163
Total Valid Check Amount:	956,493.12
Total Check Count:	163
Total Check Amount:	956,493.12

## STAFF REPORT

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**To** Board of Directors  
**From** Brad Albert, District Engineer  
**Title** Technical Services Monthly Report  
**Item No.** 8d  
**Date** January 17, 2023

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### Summary

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

### Highlights

- Smoke testing completed and data review in progress for Lift Station 5 basin area.
- Flow Monitors set in manholes in Lift Station 5 basin area.
- All water main installed on Oatfield Road as part of the Aldercrest water main replacement project.

### Watershed Protection

December winter weather brought storm and surface water concerns to the top of the work orders for OLWS office and field staff. The recent cold snap, storms, and rain events have caused many customers to call in for help or to request sandbags.

OLWS staff respond to several calls per day. As a reminder, when a call comes in:

1. Customer service staff transfers the call, sends an email with the concern, or enters the request into the tracking system (Lucity).
2. Water quality staff then review the request to decide on the response. Response(s) may include:
  - a. Inspection of the area.
  - b. Work order entered for field staff to clean the catch basins, storm pipes, or sediment manholes.
  - c. Coordination/request sent to OLWS partner-agencies for follow up on ditch cleaning, culvert cleaning, or cleaning of additional assets – like pipes in the McLoughlin corridor – depending on responsibility assigned in Memorandum

of Understanding (MOUs). Partner agencies include Clackamas County Department of Transportation and Development (CCDTD), Oregon Department of Transportation (ODOT), and North Clackamas Parks and Recreation District (NCPRD).

OLWS field staff focused on keeping “hots spots” clear – at least every two weeks up to the end of the final leaf fall. These included keeping certain catch basins and problem spots clear. Field staff also performed one daylong inspection of regular beaver habitat areas, without finding blockages caused by dams. Staff from United States Department of Agriculture (USDA) has been working in OLWS boundaries with several customers to track down issues and mitigate problems with beavers.

OLWS staff continues conversations with NCWC and CCDTD concerning cleaning/performing maintenance on the Boardman Creek. The locations most filled with sediment are just north and south of Boardman Avenue, on the backside of the businesses and along the Trolley Trail. OLWS recognizes that we will need to carry the bulk of the maintenance project and are looking for ways to partner to make the work possible.

**Permit Activity**

**December 2022 Development Activity**

<b>FY2022-2023</b>	<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>
<b>Pre-applications Conferences</b>	1	1	12	1	7
<b>New Erosion Control Permits</b>	1	2	15	4	14
<b>New Development Permits</b>	0	1	6	5	12
<b>New Utility Permits</b>	4	9	36	3	26
<b>Wastewater Connections</b>	1	1	5	3	9
<b>Sanitary SDC Fees Received</b>	\$5,165	\$5,165	\$25,825.00	\$15,495.00	\$46,485
<b>Water SDC Fees Received</b>	\$16,994	\$11,330	\$130,291.00	\$10,608.00	\$123,145
<b>Plan Review Fees Received</b>	\$800	\$1,200	\$11,051.00	\$5,901.33	\$14,284
<b>Inspection Fees Received</b>	\$930	\$930	\$8,177.50	\$6,031.33	\$12,974

**Attachments**

1. Development Tracker

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Warranty Period	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Final Inspections Completed. Next step: asbuilt review and bond release.	1/3/23
Warranty Period	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School	Final Inspections Completed. Next step: asbuilt review and bond release.	1/3/23
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWSD Inspections Occuring	1/3/23
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	1/3/23
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	OLWSD Inspections Occuring	1/3/23
Under Construction	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	OLWSD Inspections Occuring	1/3/23
Under Construction	15515 SE Wallace Rd.	Residential: 2-lot Partition	OLWSD Inspections Occuring	1/3/23
Under Construction	21E11AB01100 (SE River Rd. @ SE Maple St)	Residential: 7-lot subdivision	OLWSD Inspections Occuring	1/3/23
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane School	Current OLWSD Review	1/3/23
Plan Review	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Current OLWSD Review	1/3/23
Plan Review	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	Current OLWSD Review	1/3/23
Plan Review	16103 SE Southview Ave	Residential: 7-lot subdivision	Current OLWSD Review	1/3/23
Plan Review	13822 SE Oatfield Rd	Residential: 10-lot subdivision	Current OLWSD Review	1/3/23
Land Use Application	3811 SE Concord Rd	Tenant Improvement: Concord School	Land Use conditions sent to CC DTD. County land use expiration timeline.	1/3/23
Land Use Application	15510 SE Wallace Rd	Residential: 15-lot Partition	Land Use conditions sent to CC DTD. County land use expiration timeline.	1/3/23
Pre-Application	15014 SE Woodland Way	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	1/3/23
Pre-Application	5314 SE Jennings Ave	Residential: 4-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	1/3/23
Pre-Application	14018 SE Linden Ln	Residential: TriPlex	Pre-app Comments sent to CCDTD. County land use expiration timeline.	1/3/23
Pre-Application	15315 SE Woodland Way	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	1/3/23

## STAFF REPORT

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**To** Board of Directors  
**From** Brad Albert, District Engineer  
**Title** Utility Operations Monthly Report  
**Item No.** 8e  
**Date** January 17, 2023

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### Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the OLWS Operations.

### Highlights of the Month

- Collection System Work
- Watershed Protection Work
- Water Distribution System Work
- Non-Revenue Water

### Collection Work

Early in the month of December, the Monthly and Semi-Annual Hotspot/Grease Lines were cleaned, the video footage of all Hotspots was also reviewed. Upon reviewing video footage, we found multiple lines could now be removed from the hotspot list along with reducing the cleaning frequency of others. Video footage showing lines in need of repair has been noted for future projects.

The Camera Truck was down with electrical issues preventing videoing taking place for 3 weeks. Other tasks assigned to take place were installation of backup cameras on both the video truck and the AquaTec.

The Collections Team also assisted WSC, Inc. in securing Maintenance manhole access to install flow meters into the lines for the smoke testing work being done in the Lift Station 5 basin area prior to the Inflow and Infiltration Capital Project work. WSC, Inc. needed assistance with push cam video footage along with line locates so they could set the flow meters more accurately.

Towards the end of December, we had a heavy rain event that contributed to three overflows.

1. Pump Station #3 on 12/27 for 5.5 hours starting at Noon resulting in 420,000 gallons

into Kellogg Creek

2. Collections Maintenance Manhole 10621 near 5810 SE Glen Echo Ave on 12/27 for 6 hours starting at Noon resulting in 270,000 gallons into Glen Echo Wetlands
3. Pump Station #2 on 12/27 for 6.5 hours starting at Noon resulting in 610,500 gallons into the Willamette River

Collections crew members secured the locations with SSO Warning signs until the rain let up and the spills were contained. Information was placed on our website and the appropriate reports were filed with DEQ.

Along with the SSO's, Collections dealt with two reported sink holes located over sewer lines. Our lines were inspected to verify line collapse did not occur and flow was not affected. Video footage and inspection of these lines was recently obtained.

### **Watershed Protection Work**

During the high rain events we received multiple calls regarding storm line overloads along with residential flooding, some assistance with sandbagging and flow diversion was done.

One mid-month call out incident occurred where a suspected SSO ended up being a storm line surcharge. This surcharge was relieved by the county via opening of a closed bypass line into a retention pond. This surcharge was due to a residential development construction of storm line. Fortunately, there was a nearby retention pond which had been installed by the contractor ICON as part of this development project.

### **Water Distribution System Work**

The Water Team began December flushing dead end mains to increase chlorine residuals in upper system and View Acres Reservoirs. Chlorine residuals drop at the extents of the system seasonally in the winter months since water usage diminishes and water turnover in the mainlines is reduced.

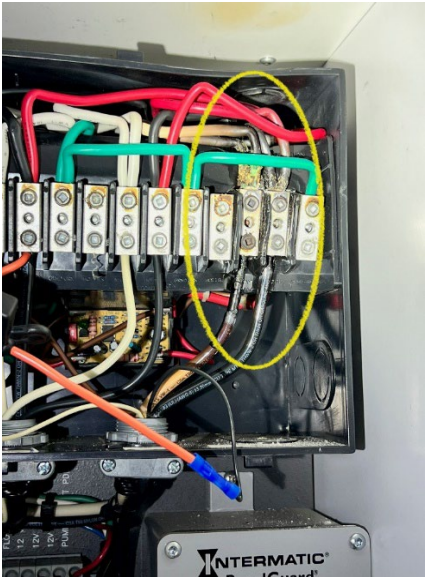
They were also busy on the Aldercrest project with three scheduled main shutdowns to tie new main into existing water main. Crew replaced meters on Aldercrest and documented the type of pipe behind meter to aid with upcoming Lead and Copper Rules. Crews fixed three main breaks in December. Two on Oatfield Road (12712 and Oatfield and Oakridge), and one near 2124 SE Swain Avenue.

### **Non-Revenue Water**

The total water purchased in December was 67.9 million gallons. Non-revenue water totaled 12.2 million gallons with 1.16 million gallons in apparent losses, 10.73 million gallons in real losses, and 268,000 gallons for unbilled authorized consumption. The trailing twelve-month non-revenue water trend indicates the average non-revenue water over the past 12 months is 12.0 million gallons.



**Wastewater**



**TV Van Electrical Wiring**



**Sink Hole (Redwood Ave)**



**Storm Overflow Diversion**



**Storm Surge (2316 SE Courtney)**



**Water**



**Tie in at Aldercrest and Kellogg**

**Second tie in at Aldercrest and Kellogg**



**Repaired main at Oatfield north of Park Avenue**

## STAFF REPORT

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**To** Board of Directors  
**From** David Hawkins, Plant Superintendent  
**Title** Plant Operations Monthly Report  
**Item No.** 8f  
**Date** January 17, 2023

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### Summary

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

### Highlights of the Month

- Plant Status Update
- Digester Update
- Lift Station #5 Pump Impeller
- Aerzen Blower #1 Failure
- December Rain and Ice Storm
- Neuros Blower #2 Failure

### Wastewater Treatment Plant

December was a good month for the Wastewater Treatment Plant (WWTP). Operator and Maintenance personnel have fully transitioned the WWTP over to winter operations. This includes isolating water lines, turning motor heaters and heat tracing on, amongst other things. As of this writing, other than a small E. Coli excursion mid-December that was corrected for, all permitted levels of the NPDES were met.

Staff continue to deal with poor overall performance of the aerobic digester system due to suspected faulty clamps. Staff have requested quotes from 2 different manufacturers on replacement clamps and are awaiting the quotes' arrivals. Since these clamps are somewhat of a specialty clamp, they need to be engineered, which explains the delay. All biosolids are meeting regulatory requirements, and staff continue to monitor the digesters closely.

In mid-December, Maintenance noticed that one of the brand-new pumps at Lift Station #5 (LS #5) was showing a drop in flowrate and pump efficiency. Staff proceeded to pull the pump and found that something clearly heavy and hard had entered the pump, causing major damage to the impeller. Maintenance was able to contact Flygt and order a new impeller, which is slated

to be installed shortly. It is unknown what caused the damage, as whatever it was had clearly passed through the pump.

On the night of December 21<sup>st</sup>, the on-call operator received an alarm that the new Aerzen Blower #1 had failed on a generic "Fan Fail" alarm. Operators and Maintenance attempted to reset the blower to no avail. Due to the fact there was still construction going on, the blower was isolated and no lag blower available, giving the Operations team no other viable options for air supply to the aeration basins overnight. On the morning of December 22<sup>nd</sup> contact was made with the manufacturer, who was able to help us troubleshoot the problem back to a motor starter which the amperage draw was set too low. Once staff was able to adjust this setting, the blower started back up. Overall, the aeration basins were without air for approximately 12 hours. While it will take a few days before we know the full side-effects, the bacteria in the aeration basins seemed to be in good shape and effluent quality had returned by the next week. It was fortunate the temperature had been colder, resulting in slower moving bacteria.

In late December the area experienced a moderate ice storm followed by an extremely wet band of weather. The WWTP handled both exceptionally well, with no major issues following the freeze other than a few broken water lines, which is fairly common. Staff were able to come in both days during the ice storm and collect and analyze our required samples without skipping a beat. Not two days after the ice event, the area experienced a heavy rain event that led to a totalized flow on December 27<sup>th</sup> of 13.5 Million Gallons (MG) and a peak hourly flowrate of over 16.0 Million Gallons a Day (MGD). For reference, our average wet weather design flow is 4.0 MGD.

On December 27<sup>th</sup>, Neuros blower #2 had a critical PLC failure that rendered it inoperable. This particular blower was dedicated to running digester #3. Luckily, 7 days before this failure, the Board of Directors had approved the purchase of replacement blowers and a rental blower had been delivered and was on site when the failure occurred. OLWS programmers determined it was a catastrophic failure that would cost thousands of dollars and the already damaged digester train would be further crippled, possibly leading to non-compliant biosolids. Upon getting the news that the Neuros blower was dead in the water, the Operations and Maintenance team jumped into action, getting the rental blower into position and plumbing it up. The last step was having an electrician wire up the 480-volt power, and within 18 hours of the failure, the rental blower was in place, plumbed in, wired up and delivering air to its respective digester.

## **Attachments**

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



Plant Operations Photo Page



Lift Station #5 damaged impeller.



Another Angle of the Broken Impeller.



Quarterly Sampling #2 Done Despite Ice and Snow.

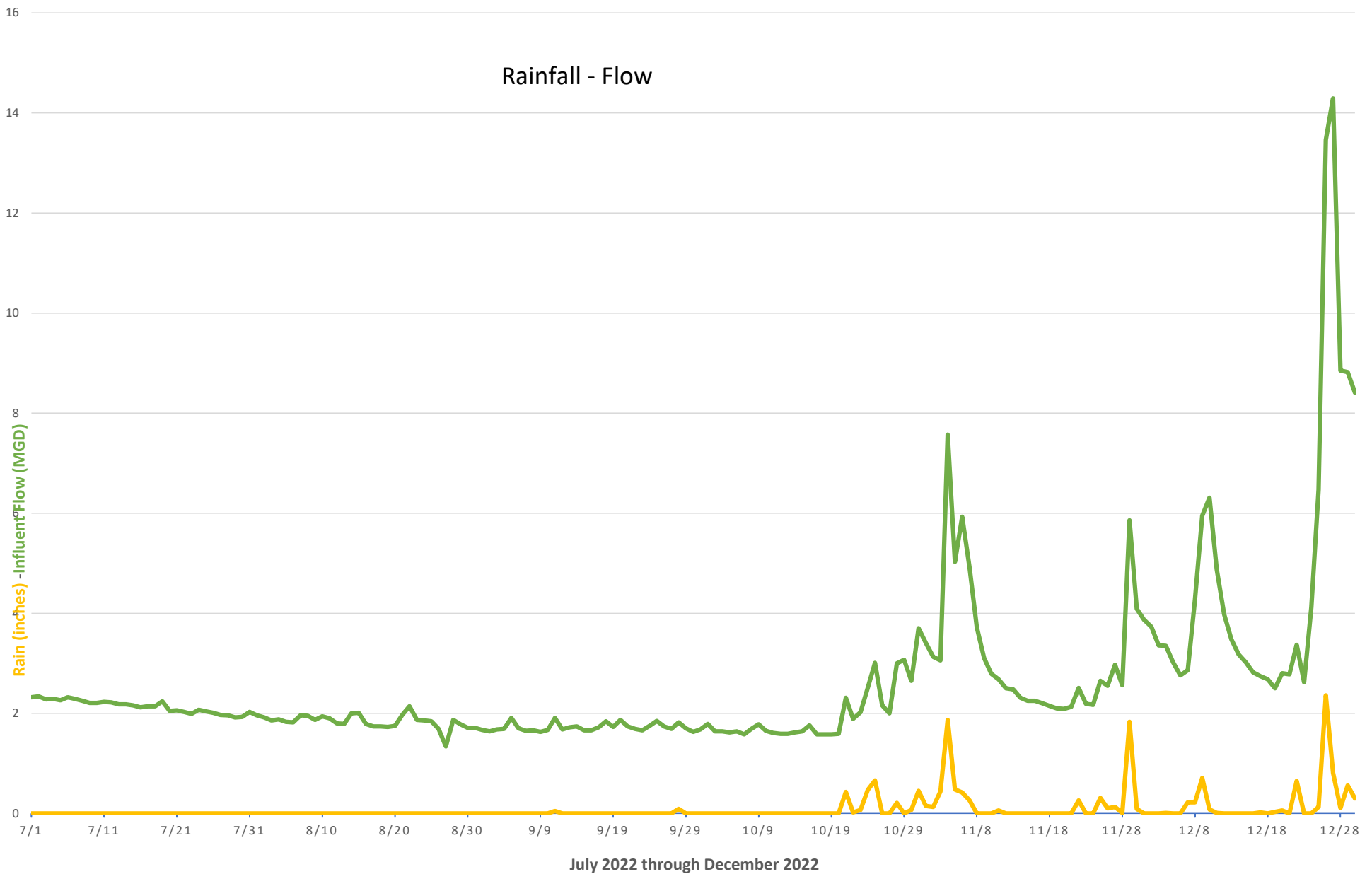


Rental Blower Being Plumbed In.

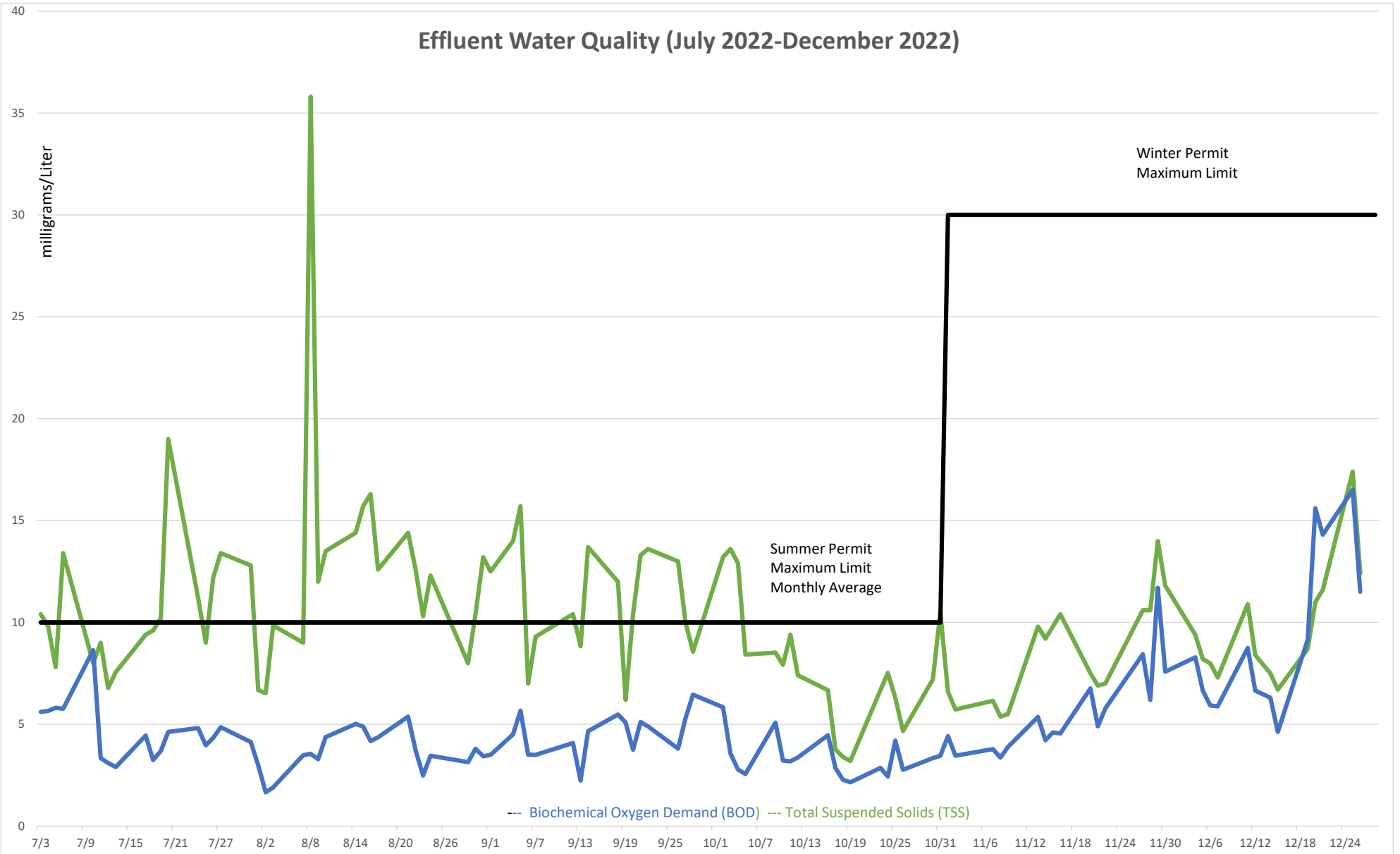


Rental Blower Delivering Air to the Digesters.

# Rainfall - Flow

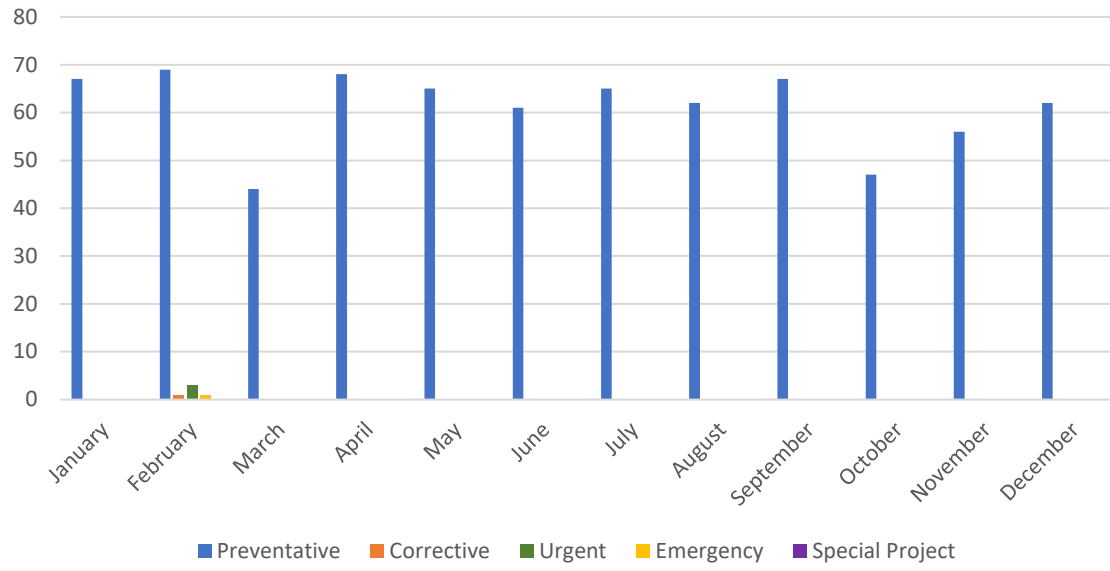


# Effluent Water Quality (July 2022-December 2022)





## Treatment Plant Work Order Summary 2022



**OAK LODGE**  
WATER SERVICES  
**AGENDA ITEM**

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<b>Title</b>	Adjourn Meeting
<b>Item No.</b>	9
<b>Date</b>	January 17, 2023

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**Summary**

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