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**Budget Committee and Regular Board Meeting  
North Clackamas County Water Commission  
Board of Directors**

**Thursday, March 26, 2020  
Oak Lodge Water Services District Offices  
14496 SE River Road  
Oak Grove, Oregon 97267**

**Meeting to be Conducted via Teleconference**

**Call-In: (971) 256-0996  
Access: 128959**

**5:30 PM Budget Committee for FY20-21 Budget**

Flag Salute  
Welcome Visitors – Public

**1. Budget Committee Meeting**

- 1.1 Convene Budget Committee Meeting
- 1.2 Nominate (Elect) Citizen Representatives (Board Action Only)
- 1.3 Elect Budget Committee Chair
- 1.4 Presentation on Proposed FY2020-21 Budget (Budget Officer)
- 1.5 Committee Discussion with Public Input/Comment
- 1.6 Motion to Approve FY2020-21 Budget (as presented or amended)
- 1.7 Close Budget Committee Meeting

**Est. 6:00 PM Regular Meeting of the Board of Directors**

**1. Convene Regular Meeting**

**2. Approve Agenda**

**3. Public Comment**

- 3.1 Public Comment

**4. Approval of Minutes**

- 4.1 Approval of Minutes of the January 23, 2020 Regular Meeting

**5. Adoption of Consent Calendar**

- 5.1 Authorization of Checks for January and February 2020

**6. Board Discussion**

- 6.1 Adopt Resolution 2020-6 Establishing Authority to Declare Emergency
- 6.2 Adopt Resolution 2020-7 Declaring Emergency for COVID-19

\*POSTED PER REQUIREMENTS 3/20/20

**7. Monthly Items**

- 7.1 Financial Reports
- 7.2 Operations Report (suspended)
- 7.3 Manager's Report
- 7.4 Business from the Board

**8. Convene Executive Session: As per ORS 192.660(2)(h) To Consult with Counsel Concerning the Legal Rights and Duties of a Public Body with Regard to Current Litigation or Litigation Likely to be Filed**

**9. Reconvene Regular Meeting:**

- 9.1 Take Action from Executive Session (as needed)

**10. Adjourn**

# NORTH CLACKAMAS COUNTY WATER COMMISSION

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## Agenda Item 4.1

### Minutes of January 23, 2020 Regular Meeting and Executive Session

#### MEMBERS PRESENT:

Paul Gornick	NCCWC	Oak Lodge Water Services
Kevin Williams	NCCWC	Oak Lodge Water Services
Matt Tracy	NCCWC	City of Gladstone
Chris Hawes	NCCWC Alternate	Sunrise Water Authority
Kevin Bailey	NCCWC	Sunrise Water Authority

#### STAFF PRESENT:

Wade Hathhorn	NCCWC	Sunrise Water Authority
Joe Rogers	NCCWC	Treatment Plant Operator
Rob Moody	NCCWC	OLWS Ind. Finance Consultant

#### ATTENDEES:

Jim Whynot	SWA	City of Gladstone
Todd Heidgerken	CRW	Clackamas River Water
Laural Casey	OLWSD	Oak Lodge Water Services

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## 1. Call Meeting to Order (Flag Salute)

Director Tracy called the meeting to order at 5:31 p.m. and provided an overview of the agenda including additional items 6.6, 6.7, 6.8, 6.9.

Director Gornick moved to add the additional items to the agenda, Director Williams seconded. Director Tracy called for a vote. Voting Aye: Directors Gornick, Williams, Tracy, and Hawes.

MOTIONED CARRIED

Director Tracy led the Pledge of Allegiance.

## 2. Welcome Visitors – Public

Director Tracy welcomed visitors and asked that they introduce themselves.

## 3. Public Comment

### 3.1 Public Comment

There was none.

## 4. Approval of Minutes

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## 4.1 Approval of Minutes of the September 26, 2019 Regular Meeting

Director Gornick moved to approve the meeting minutes of the September 26, 2019 meeting, Director Hawes seconded. Director Tracy called for a vote. Voting Aye: Directors Gornick, Williams, Tracy, and Hawes.

MOTION CARRIED

## 5. Adoption of Consent Calendar

### 5.1 Authorization of Checks for September, October, November, and December 2019

Director Williams moved to adopt the Consent Calendar, Director Gornick seconded. Director Tracy called for a vote. Voting Aye: Directors Gornick, Williams, Tracy, and Hawes.

MOTION CARRIED

## 6. Board Discussion

### 6.1 Appoint Budget Officer (FY 2020-21)

General Manager Hathhorn outlined the approved budget timeline and need to appoint a budget officer.

Director Gornick moved to appoint General Manager Hathhorn as Budget Officer FY 2020-2021, Director Williams seconded. Director Tracy called for a vote. Voting Aye: Directors Gornick, Williams, Tracy, and Hawes.

MOTION CARRIED

### 6.2 Adopt Budget Calendar (FY 2020-21)

General Manager Hathhorn overviewed the Budget Calendar with advanced budget hearing on March 26, 2020.

Director Hawes moved to adopt the proposed fiscal year 2020-2021 Budget Calendar, Gornick second. Director Tracy called for a vote. Voting Aye: Directors Gornick, Williams, Tracy, and Hawes.

MOTION CARRIED

### 6.3 Present FY 2018-19 Audit

Rob Moody summarized the audit of which the Board did not have a written copy. Mr. Moody outlined the work of Moss Adams, the new audit firm. He denoted the higher audit costs than budgeted due to the first-year audit. He requested the Board read the MDNA summary written by management.

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General Manager Hathhorn stated he will send the audit to the board via electronic distribution.

Director Tracy asked that a placeholder be made on the agenda of the next meeting to revisit the 2018-2019 Audit.

## 6.4 Adopt Resolution 2020-01 Approving Policy 7 Preventing Workplace Harassment and Discrimination (per State Law)

Director Hathhorn outlined the 2019 legislative requirement to update workplace harassment and discrimination policies making this Resolution necessary.

Director Gornick moved to adopt Resolution 2020-01 Approving Policy 7 Preventing Workplace Harassment and Discrimination. Director Hawes seconded the motion. Director Tracy called for a vote. Voting Aye: Directors Gornick, Williams, Tracy, and Hawes.

MOTION CARRIED

## 6.5 Authorize Renegotiation of Long-Term Water Supply Contract with Clackamas River Water

General Manager Hathhorn explained the need for long-term water supply planning and outlined the necessary changes to the provisions of the expiring intergovernmental agreement between the Commission and Clackamas River Water.

Director Williams moved to authorize renegotiation of the long-term water supply contract with Clackamas River Water with amendment to authorize General Manager Hathhorn to be the Commission representative. Director Hawes seconded the motion. Director Tracy called for a vote. Voting Aye: Directors Gornick, Williams, Tracy, and Hawes.

## 6.6 Authorize Registered Contacts for the Local Government Investment Pool (LGIP)

Director Hathhorn described the need to register contacts with the Local Government Investment Pool in the absence of the Commission Finance Director and outlined the associated permissions related to the registered contacts.

Director Tracy inquired about controls relating to access of these accounts. Rob Moody explained the transfer process between Oak Lodge Water Services Accountant, Jeff Voreis and General Manager Hathhorn.

Director Hawes moved to adopt Resolution 2020-02 authorizing registered contacts for the LGIP and granting related permissions, Director Williams seconded. Director Tracy called for a vote. Voting Aye: Directors Gornick, Williams, Tracy, and Hawes.

MOTION CARRIED

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## 6.7 Appoint Authorized Signers for the NCCWC Bank Account(s)

General Manager Hathhorn outlined the need to appoint authorized signers for the Commission bank accounts in the absence of the Finance Director. He recommended the Board appoint the District General Manager, District Engineer, and the Oak Lodge Water Services General Manager as authorized signers.

Director Gornick moved to adopt Resolution 2020-03 appointing authorized signers to the NCCWC bank accounts, Director Hawes seconded. Director Tracy called for a vote. Voting Aye: Directors Gornick, Williams, Tracy, and Hawes.

MOTION CARRIED

## 6.8 Authorize Transfer in the General Fund of the FY 2019-20 Budget

General Manager Hathhorn highlighted the Capital Improvement Plan considering the recent unanticipated equipment failures. He outlined the need for additional capital of \$50,000 from the general fund contingency.

Director Williams moved to adopt Resolution 2020-04 authorizing a transfer within the General Fund from Contingency to Capital Outlay as part of the FY 2019-20 Budget, Director Gornick seconded. Director Tracy called for a vote. Voting Aye: Directors Gornick, Williams, Tracy, and Hawes.

MOTIONED CARRIED

## 6.9 Adopt Resolution 2020-05 Granting the General Manager Authority to Award Sole Source Procurements

Director Tracy suspended the Regular Meeting and reconvened as the Local Contract Review Board at 6:04 p.m.

General Manager Hathhorn outlined State statutes surrounding sole-source procurement. He explained the need for the Board to grant authority to the General Manager to allow for expeditious repair of key systems.

Director Gornick moved to adopt Resolution 2020-05 granting the General Manager authority to award sole source procurements, Director Hawes seconded. Director Tracy called for a vote. Voting Aye: Directors Gornick, Williams, Tracy, and Hawes.

MOTION CARRIED

Director Tracy reconvened the Regular Meeting at 6:09 p.m.

## 7. Monthly Items

### 7.1 Financial Reports

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Rob Moody provided budget to actual reports for October through December. He highlighted the over budget lines in audit services and legal counsel. He noted that capital outlay has sufficient budget for anticipated expenditures. He referenced the recently approved transfer of \$50,000 for unanticipated costs.

Director Gornick verified the Commission's fiscal year starting on July 1<sup>st</sup>.

Director Tracy inquired as to whether the anomalies would be accounted for by the auditors. Rob confirmed a pending meeting with the auditors to verify costs and set expectations.

Director Gornick asked about electricity usage. General Manager Hathhorn and Treatment Plant Operator Rogers verified its consistency with the time of year and other conditions.

Director Tracy acknowledged receipt of the Financial Report.

## 7.2 Operations Reports

Treatment Plant Operator Rogers stated that during the months of September, October, November, and December no water was purchased from or sold to South Fork. He updated the Board on the monthly production of water for those months.

He reported on the new fiber optic installation as well as the roof replacement which has been quoted under budget. He updated the Board on the new operating procedures regarding the amount of sand removed from the sand filters that has increased run times.

## 7.3 Manager's Reports

General Manager Hathhorn updated the Board regarding the hiring process for the third full-time plant operator. Director Williams inquired about the required certification level of the position. General Manager Hathhorn replied that while no certification is needed, level two certification. He announced that Treatment Plant Operator Rogers has recently obtained level four certification.

General Manager Hathhorn outlined the contracting process for a new Commission Finance Director after Oak Lodge Water Services has filled the position.

General Manager Hathhorn overviewed his report of the current snowpack levels and the importance of the current soil water content on summer months.

General Manager Hathhorn reported the SCADA feedback system failure on January 3, 2020 involving the chlorine pumps. He cited the failure of the fiber optic cables as the issue, which reported false numbers. The event lasted several hours and there were concerns surrounding the distribution of unchlorinated water. Aggressive sampling was conducted and reported no service of unchlorinated water to customers. Director Williams inquired to the Oregon Health Authority reporting process. General Manager Hathhorn verified the process and outcome. Director Hawes asked about future

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prevention of such failures. General Manager Hathhorn outlined the system redundancies that are in currently in place and Treatment Plan Operator Joe Rogers outlined technical specifications.

General Manager Hathhorn summarized current production numbers.

General Manager Hathhorn reported on his work regarding policy updates to the Personnel Manual and Procurement Rules.

General Manager Hathhorn acknowledged Oak Lodge Water Services' Human Resources and Payroll Director, Aleah Binkowski-Burk, for her outstanding assistance in the recent employment matters.

General Manager Hathhorn requested that the Board approve all future Commission meetings to be held in the Oak Lodge Water Services Board Room citing better access for the public.

## 7.4 Business from the Board

There was none.

## 8. **Convene Executive Session**

Director Tracy called to suspend the regular Board meeting at 6:34 p.m.

Director Tracy convened the Executive Session at 6:35 p.m. under ORS 192.660(f) to consider information or records that are except by law from public inspection.

General Manager Hathhorn informed the Board of the resolution of a Staff resignation.

The Board acknowledged the remaining Plant Operators' great work during the time of change.

## 9. **Reconvene Regular Meeting**

Director Tracy adjourned the Executive Session and reconvened the Regular Board Meeting at 6:47 p.m.

Director Tracy called for action as discussed in the executive session.

Director Williams moved to grant the General Manager authority to retain Chris Duckworth as legal counsel (for special matters of employment law), Director Hawes seconded the motion. Director Tracy called for a vote. Voting Aye: Directors Gornick, Williams, Tracy, and Hawes.

MOTION CARRIED

### 9.1 Adjourn

Director Tracy adjourned the regular Commission meeting at 6:49 p.m.



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## **Agenda Item 5.1**

**Subject:** Authorization of Checks for January and February 2020

**Presenter(s):** Rob Moody, Interim Finance Director

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

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

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

**Analysis:** The Board is requested to formally authorize checks numbered 29179 through 29771 and all electronic withdrawals for January and February 2020 totaling \$357,851.95 (valid check count for the period). There were no void checks.

**Options:** None

**Staff Recommendation:** Approve check run as presented for January and February 2020

**Draft Motion:** Move to approve all checks and electronic withdrawals for the period January and February 2020 totaling \$357,851.95, noting there were no voided checks during this period.

Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 03/19/2020 - 9:53AM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Number	Issue Date	Vendor	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	1/3/2020	Oregon PERS		AP		2/12/2020	4,763.06
10620110	1/10/2020	Oregon PERS	PERS Adjustment	BRX		1/31/2020	0.02
0	1/13/2020	Wells Fargo Banks		AP		1/31/2020	215.73
10531216	1/13/2020	Oak Lodge Water Services	Transfer to OLWSD - Check #29698	BRX		1/31/2020	4,030.00
0	1/15/2020	OR Department of Revenue-ACH		AP		1/31/2020	6,116.50
0	1/15/2020	Oregon PERS		AP		2/12/2020	1,748.68
0	1/15/2020	Internal Revenue Service-ACH		AP		1/31/2020	26,486.66
0	1/15/2020	Payroll Employee Direct Deposit	DD 00001.01.2020	PR		1/31/2020	6,733.30
10420115	1/15/2020	Internal Revenue Service-ACH	IRS Adjustment	BRX		1/31/2020	-26,486.66
10420116	1/15/2020	Internal Revenue Service-ACH	IRS Adjustment	BRX		1/31/2020	15,946.05
10420117	1/15/2020	Internal Revenue Service-ACH	IRS Adjustment	BRX		1/31/2020	2,846.95
10420118	1/15/2020	Internal Revenue Service-ACH	IRS Adjustment	BRX		1/31/2020	7,693.66
10580117	1/15/2020	OR Department of Revenue-ACH	OR DOR Adjustment	BRX		1/31/2020	-6,116.50
10580118	1/15/2020	OR Department of Revenue-ACH	OR DOR Adjustment	BRX		1/31/2020	3,527.50
10580119	1/15/2020	OR Department of Revenue-ACH	OR DOR Adjustment	BRX		1/31/2020	802.93
10580120	1/15/2020	OR Department of Revenue-ACH	OR DOR Adjustment	BRX		1/31/2020	1,786.07
0	1/31/2020	OR Department of Revenue-ACH		AP		2/4/2020	848.27
0	1/31/2020	Oregon PERS		AP		2/12/2020	1,763.22
0	1/31/2020	Internal Revenue Service-ACH		AP		2/3/2020	2,993.33
0	1/31/2020	Payroll Employee Direct Deposit	DD 00002.01.2020	PR		1/31/2020	7,112.93
0	2/10/2020	Wells Fargo Remittance Ctr MC		AP		2/10/2020	3,963.92
0	2/11/2020	Wells Fargo Banks		AP		2/11/2020	227.06
10620213	2/12/2020	Oregon PERS	PERS Adjustment	BRX		2/12/2020	0.01
0	2/14/2020	OR Department of Revenue-ACH		AP		2/21/2020	612.32
0	2/14/2020	Oregon PERS		AP			1,238.77
0	2/14/2020	Internal Revenue Service-ACH		AP		2/19/2020	2,125.18
0	2/14/2020	Payroll Employee Direct Deposit	DD 00001.02.2020	PR		2/13/2020	5,050.11
0	2/28/2020	OR Department of Revenue-ACH		AP			640.16
0	2/28/2020	Oregon PERS		AP			1,392.49
0	2/28/2020	Internal Revenue Service-ACH		AP		2/28/2020	2,210.73
0	2/28/2020	Payroll Employee Direct Deposit	DD 00002.02.2020	PR		2/27/2020	5,719.90
ACH Disbursement Activity Subtotal							85,992.35
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							85,992.35

Paper Check Disbursement Activity							
29719	1/3/2020	Employee Paycheck		PR		1/31/2020	9,181.78
29720	1/3/2020	Employee Paycheck		PR		1/31/2020	9,791.03
29721	1/7/2020	Employee Paycheck		PR		1/31/2020	16,726.87
29722	1/15/2020	Cascade Columbia Distribution		AP		1/31/2020	985.00
29723	1/15/2020	Cintas Corporation - 463		AP		1/31/2020	277.81
29724	1/15/2020	City of Lake Oswego		AP		1/31/2020	1,020.83
29725	1/15/2020	Oak Lodge Water Services		AP		1/31/2020	7,849.27
29726	1/15/2020	Oregon City Garbage Co.		AP		1/31/2020	47.80
29727	1/15/2020	Oregon Secretary of State		AP		1/31/2020	250.00
29728	1/15/2020	Portland Engineering Inc.		AP		1/31/2020	3,134.68
29729	1/15/2020	Portland General Electric		AP		1/31/2020	27,573.20
29730	1/15/2020	Rapid-Tek		AP			716.00
29731	1/15/2020	Ritz Portland		AP		1/31/2020	197.00
29732	1/15/2020	Stein Oil Co.		AP		1/31/2020	82.82
29733	2/5/2020	Stein Oil Co.		AP		2/13/2020	259.47
29734	2/5/2020	BULLARD LAW		AP		2/11/2020	5,999.50
29735	2/5/2020	Cable Huston LLP		AP			687.50
29736	2/5/2020	Ring Bender LLP		AP		2/11/2020	1,134.87
29737	2/5/2020	Special Districts Insurance Sv		AP		2/14/2020	73,315.78
29738	2/14/2020	Cascade Columbia Distribution		AP		2/20/2020	1,535.00
29739	2/14/2020	CDR Labor Law, LLC		AP			276.00
29740	2/14/2020	Cintas Corporation - 463		AP		2/25/2020	896.68
29741	2/14/2020	Employee Reimbursement		AP		2/25/2020	194.94
29742	2/14/2020	Dennis' Seven Dees Landscaping, Inc.		AP		2/18/2020	1,040.00
29743	2/14/2020	Hach Company		AP		2/18/2020	113.78
29744	2/14/2020	Hasa, Inc		AP		2/18/2020	2,619.35
29745	2/14/2020	IDEXX Distribution Corp		AP		2/18/2020	445.37
29746	2/14/2020	LANDA NORTHWEST INC		AP			282.44
29747	2/14/2020	MOSS ADAMS LLP		AP		2/18/2020	15,947.38

Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 03/19/2020 - 9:53AM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Number	Issue Date	Vendor	Comment	Module	Void	Clear Date	Amount
29748	2/14/2020	NW Natural		AP		2/18/2020	226.05
29749	2/14/2020	OR Dept of Environmental Quality		AP		2/19/2020	104.95
29750	2/14/2020	Oregon City Garbage Co.		AP		2/19/2020	47.80
29751	2/14/2020	Overhead Door Co. of Portland		AP		2/18/2020	1,103.50
29752	2/14/2020	Portland Engineering Inc.		AP		2/19/2020	948.50
29753	2/14/2020	Portland General Electric		AP		2/19/2020	28,039.09
29754	2/14/2020	Ring Bender LLP		AP			7,879.16
29755	2/14/2020	Special Districts Insurance Sv		AP		2/25/2020	3,675.78
29756	2/14/2020	Stein Oil Co.		AP		2/19/2020	363.78
29757	2/14/2020	Trotter & Morton - Portland		AP		2/20/2020	3,668.75
29758	2/14/2020	Team Electric Company		AP		2/18/2020	998.00
29759	2/14/2020	UPS		AP		2/18/2020	14.57
29760	2/14/2020	Verizon Wireless		AP		2/18/2020	159.90
29761	2/27/2020	Cascade Columbia Distribution		AP			985.00
29762	2/27/2020	Cintas Corporation - 463		AP			188.40
29763	2/27/2020	City of Lake Oswego		AP			1,821.83
29764	2/27/2020	Hasa, Inc		AP			2,782.53
29765	2/27/2020	IDEXX Distribution Corp		AP			89.58
29766	2/27/2020	LARRY POTTER LANDSCAPE SERVICES		AP			2,450.00
29767	2/27/2020	Oak Lodge Water Services		AP		2/28/2020	13,817.00
29768	2/27/2020	Pump Dynamics, LLC		AP			2,175.00
29769	2/27/2020	Rapid-Tek		AP			358.00
29770	2/27/2020	Ring Bender LLP		AP			17,248.13
29771	2/27/2020	Verizon Wireless		AP			152.15
Paper Check Disbursement Activity Subtotal							271,879.60
Voided Paper Check Disbursement Activity							0.00
Adjusted Paper Check Disbursement Activity Subtotal							271,879.60

Total Void Check Count:	0
Total Void Check Amount:	0.00
Total Valid Check Count:	84
Total Valid Check Amount:	357,871.95
Total Check Count:	84
Total Check Amount:	357,871.95

# NORTH CLACKAMAS COUNTY WATER COMMISSION

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## Agenda Item 6.1

**Subject:** Adoption of Resolution 2020-6 Establishing Authority to Declare State of Emergency and Related Actions

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

**Board Action:** Adopt Resolution 2020-6 Establishing Authority to Declare State of Emergency and Related Actions

**Attachments:** Resolution 2020-6

**Background:** The current health threat has highlighted the need to ensure that every public agency has a clear policy in place for determining when an emergency exists and for specifying the range of authority and type of action the organization and its staff may exercise during that emergency. Unfortunately, there are not clear rules for Special Districts or for an organization like the NCCWC under current State law.

The proposed resolution addresses that need and provides a process whereby the NCCWC may declare, or authorize the declaration of, a state of emergency, and delegate the authority to take certain actions to individuals on the Board, the General Manager, or other staff. The Board's adoption of such a resolution would be to establish a formal process for declaring an emergency. Once in place, the Board could then (by separate instrument) declare a formal state of emergency for a given event.

**Analysis:** Currently, the state, counties, and cities each have statutory authority under ORS Chapter 401 to declare a "state of emergency." Those statutes provide a process for declaring an emergency and explain what additional authority the entities have when an emergency has been declared. No similar process exists for many of the other public agencies, including the NCCWC. However, the NCCWC does have the authority to adopt rules necessary to carry out its own "powers and duties" created under its formation. The Board can therefore adopt a resolution to determine how it will operate under emergency conditions and when those operations are triggered.

As a starting point, the resolution allows for a declaration of a state of emergency under the same conditions of "emergency" as defined by ORS Chapter 401.

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The resolution is designed to allow the Board to delegate a broad array of powers to the General Manager under emergency conditions. The powers needed will undoubtedly depend on the type of emergency at hand, and for this reason the resolution does not automatically make such a delegation of authority; but rather, a specific declaration must be made for each emergency situation based on the conditions and for a specified duration.

Because the emergency itself could prevent a majority of the Board from meeting or from having a quorum to take action, the resolution also provides alternative methods by which the Authority may delegate the declaration of a state of emergency, depending on who is available. For example, the Board Chair and the General Manager could confer and declare the emergency. In any case where a state of emergency is declared in a manner other than by the Board itself, the resolution requires the Board to convene and consider the declaration as soon as it can.

It is possible that an emergency could also result in the General Manager not being available. In such a situation, the resolution identifies a line of succession to fulfill the General Manager's duties and assume the emergency powers as required by the emergency.

As a final step, after the emergency is over the resolution requires a report to the Board and a ratification by the Board of all actions taken during the state of emergency. This provision ensures that the Board retains its role as the ultimate decision maker.

The NCCWC's legal counsel has reviewed the proposed resolution and advised the General Manager in its formulation.

Options:	Reject or amend Resolution 2020-6
Staff Recommendation	Approve Resolution 2020-6 as presented
Draft Motion:	Adopt Resolution 2020-6 Establishing Authority to Declare State of Emergency and Related Actions

# NORTH CLACKAMAS COUNTY WATER COMMISSION

## Resolution No. 2020-6

### A RESOLUTION AUTHORIZING DECLARATIONS OF A STATE OF EMERGENCY AND CERTAIN ACTIONS DURING A STATE OF EMERGENCY.

**WHEREAS**, the Board of Directors (“Board”) of the North Clackamas County Water Commission (“NCCWC”) has all of the powers and duties provided under ORS Chapters 190 and

**WHEREAS**, the Board has delegated administrative functions of the NCCCW to a General Manager, who manages the daily operations of the NCCWC and implements Board policy; and

**WHEREAS**, the Board has reserved for itself all actions and legislative functions that are properly reserved to the governing body of an intergovernmental water supply entity; and

**WHEREAS**, the Board acknowledges that during a state of emergency the Board or the General Manager may be unavailable or unable to perform necessary administrative, operational, and legislative functions for the NCCWC; and

**WHEREAS**, the Board desires to define the circumstances that may constitute a state of emergency and to designate a line of succession whereby immediate and appropriate action may be taken to minimize, respond to, or recover from the emergency and to continue NCCWC operations during a state of emergency.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH CLACKAMAS COUNTY WATER COMMISSION THAT:**

**Section 1. Emergency Defined.** An “emergency” means a human created or natural event or circumstance that causes or threatens widespread loss of life, injury to person or property, human suffering, interruption of services, or financial loss. The events or circumstances causing an emergency may include, but are not limited to: fire, explosion, flood, severe weather, landslides, drought, earthquake, volcanic activity, spills or releases of oil or hazardous materials, disease, contagion, civil disturbance, riot, acts of terrorism, and war.

**Section 2. Emergency Declaration.** A “state of emergency” exists when the events or circumstances constituting an emergency are present and a declaration is made that the NCCWC is in a state of emergency.

- A.** Except as otherwise provided in this Section, a declaration of a state of emergency shall be made by the Board of Commissioners (“Board”).

1. If a quorum of the Board is unable or unavailable to convene, the declaration may be made by the Chair of the Board, in consultation with the General Manager. If the Chair of the Board is unable or unavailable to consult with the General Manager, any two members of the Board, jointly and in consultation with the General Manager, may make the declaration.
  2. In the event that neither the Chair of the Board nor two members of the Board are able or available to consult with the General Manager, the General Manager may make the declaration of a state of emergency.
  3. If the General Manager is unable or unavailable for a consultation under this Section, the consultation shall occur with the next in the line of succession to the General Manager, as provided in Section 3 of this Resolution.
- B.** In the event a declaration of a state of emergency is made pursuant to Section 2(A)(1) or Section 2(A)(2), the Board shall convene as soon as is reasonably practicable to consider the declaration and to ratify or modify the declaration as the Board deems necessary.
- C.** A declaration of a state of emergency shall contain the following:
1. Findings by the declarant that an emergency exists, including the events or circumstances forming the basis for the emergency; and
  2. The actions authorized during the emergency, which may be any or all of the functions and actions identified in this Resolution; and
  3. The period of time that the state of emergency is anticipated to exist during which the actions will be authorized; and
  4. A statement that the declaration of the state of emergency, and any actions authorized pursuant to the declaration, must be ratified by the Board as soon as practicable.

**Section 3. Authorized Actions.** When a state of emergency has been declared, the General Manager, or the General Manager's successor, shall have the authority to perform any or all of the following actions, so long as such action is for the purpose of reducing loss of life, disruption of services, damage to NCCWC property or assets, or financial loss, or for the purpose of protecting any portion of the NCCWC's jurisdiction from threat or hazard, or to assist another federal, state, or local governmental entity upon request:

- A.** Divert funds and resources appropriated for other purposes to meet immediate needs; and
- B.** Enter into contracts of a duration that shall last no longer than the conclusion of the then-existing state of emergency, without regard to any spending limit otherwise imposed by the NCCWC's procurement rules; and
- C.** Authorize local emergency operations plans; and

- D.** Implement protective measures, which may include limiting physical access by the public to NCCWC staff and offices, including during public meetings or hearings of the Board; and
- E.** Waive the right to shut off water services to all properties within the NCCWC; and
- F.** Restore water services to properties that have had water services shut off within 30 days prior to the date of the declaration of a state of emergency; and
- G.** Call an emergency meeting of the Board; and
- H.** Coordinate or assist local communities and state agencies to alleviate disaster or emergency conditions, including by the sending or receiving of resources; and
- I.** Any action that the General Manager reasonably believes is necessary to protect the NCCWC's water systems or sources.

**Section 4. Line of Succession.** During a state of emergency, if the General Manager is unable or unavailable to perform the Authorized Actions, the Engineer shall have the authority of the General Manager to perform such Authorized Actions. If the Engineer is unable or unavailable to perform the Authorized Actions, the Plant Supervisor shall have the authority of the General Manager to perform such Authorized Actions. The Engineer or Plant Manager shall only be so authorized after receiving notification by the General Manager or a Board member of such authorization.

**Section 5. Ratification.** Within 30 days after a declared state of emergency has concluded, the General Manager, or the authorized agent in the line of succession, who has taken any Authorized Action pursuant to this Resolution, shall prepare a report for the Board of the actions taken on the NCCWC's behalf, the reason for which the action was required, the alternative actions considered, and the results of the action that was taken. Within 60 days after a declared state of emergency has concluded, the Board shall meet to approve and ratify any Authorized Actions taken by the General Manager or line of succession on behalf of the NCCWC during the state of emergency.

Approved by the Board of Director's on this 26th day of March, 2020.

By \_\_\_\_\_  
Matt Tracy, Chair

By \_\_\_\_\_  
Wade Hathhorn, General Manager

Attest this 26<sup>th</sup> day of January 2020



# NORTH CLACKAMAS COUNTY WATER COMMISSION

March 26, 2020

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## Agenda Item 6.2

Subject: Adoption of Resolution 2020-7 Declaration of State of Emergency Related to COVID-19

Presenter(s): Wade Hathhorn, General Manager

Board Action: Adopt Resolution 2020-7 Declaration of State of Emergency Related to COVID-19

Attachments: Resolution 2020-7

Background: On March 8, 2020, Governor Kate Brown declared a state of emergency under ORS 401.165 due to the public health threat posed by COVID-19. As authorized under Resolution 2020-6, the Board of Directors has adopted the power and procedures for declaring its own related emergency for the NCCWC.

Analysis: In order to ensure the NCCWC is able to perform all of its obligations and continue operating its systems, and not knowing what the full impact of COVID-19 will be, the proposed declaration would authorize the General Manager, or successor, to take certain actions.

Because the Board is currently available to make decisions, even on an emergency basis, the proposed declaration does not automatically delegate any authority to the General Manager (or successor). Instead, the General Manager (or successor) must attempt to convene the Board and, only if the Board is not able to convene at all or in a timely manner to make a decision would the General Manager (or successor) then be authorized to act.

The declaration currently contemplates that the state of emergency will go until April 14, 2020. This coincides with the duration of Governor Brown's state of emergency and additional restrictions.

The NCCWC's legal counsel has reviewed the proposed resolution and advised the General Manager in its formulation.

Options: Reject or amend Resolution 2020-7

Staff Recommendation: Approve Resolution 2020-7 as presented

Draft Motion: Adopt Resolution 2020-7 Declaration of State of Emergency Related to COVID-19 as presented

# NORTH CLACKAMAS COUNTY WATER COMMISSION

## Resolution No. 2020-7

### A RESOLUTION DECLARING A STATE OF EMERGENCY IN RESPONSE TO THE COVID-19 OUTBREAK IN OREGON

**WHEREAS**, the Board of Directors (“Board”) of the North Clackamas County Water Commission (“NCCWC”) adopted Resolution 2020-6 defining the events and circumstances constituting an emergency and authorizing the declaration of a state of emergency under certain circumstances; and

**WHEREAS**, an emergency exists when human created or natural circumstances causes or threatens widespread loss of life, injury to person or property, human suffering, interruption of services, or financial loss; and

**WHEREAS**, the Board finds that a declaration of a state of emergency will allow for better cooperation by the NCCWC with other entities operating in a state of emergency; and

**WHEREAS**, the Board finds that a state of emergency exists due to the public health and financial threats posed by the novel and highly infectious coronavirus contagion (“COVID-19”) with confirmed cases in Oregon in and around Clackamas County.

### **NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE NORTH CLACKAMAS COUNTY WATER COMMISSION DECLARES AND ORDERS:**

**Section 1. Declaration and Findings.** The Board hereby declares the NCCWC to be in a state of emergency and finds that a state of emergency exists due to the following events and circumstances:

- A.** Coronaviruses are a group of viruses that are passed from person to person and have the potential to cause serious illness, respiratory distress, loss of life, and widespread financial loss; and,
- B.** COVID-19 is a type of coronavirus that has been confirmed in cases around the world, including in and around Clackamas County, and local public health officials have advised that the virus is circulating in Oregon communities and that they expect the number of cases to increase; and
- C.** On March 8, 2020, Governor Kate Brown declared a state of emergency under ORS 401.165 due to the public health threat posed by COVID-19; and
- E.** On March 11, 2020, the World Health Organization announced that COVID19 is a global pandemic; and On March 12, 2020, Governor Kate Brown issued Executive Order No. 20-05 prohibiting large gatherings due to the COVID-19 outbreak in Oregon and finding that immediate implementation of social distancing and community mitigation measures necessary, and Governor Brown has since announced additional measures that will be in place until April 14, 2020; and

**F.** The Board finds that social distancing and community mitigation measures in the NCCWC are in the best interest of the public health, safety, and welfare of the community and that further immediate action may be required to minimize, respond to, or recover from the emergency and continue NCCWC operations during the state of emergency.

**Section 2. Authorized Actions.** During this state of emergency, and subject to Section 3, the General Manager, or authorized temporary successor, may take any of the following actions:

- A.** Divert funds and resources appropriated for other purposes to meet immediate needs;
- B.** Enter into contracts of a duration that shall last no longer than the conclusion of the this declared state of emergency, without regard to any spending limit otherwise imposed by the NCCWC's procurement rules;
- C.** Authorize local emergency operations plans;
- D.** Implement protective measures, which may include limiting physical access by the public to NCCWC staff and offices, including during public meetings and hearings;
- E.** Waive the right to shut off water services to all properties within the NCCWC;
- F.** Restore water services to properties that have had water services shut off within 30 days prior to the date of the declaration of a state of emergency;
- G.** Call an emergency meeting of the Board;
- H.** Coordinate or assist local communities and state agencies to alleviate disaster or emergency conditions, including by the sending or receiving of resources; and
- I.** Other action that the General Manager reasonably believes is necessary to protect the NCCWC's water, sanitary sewer, or stormwater systems or sources.

**Section 3. Board Meetings as Prerequisite.** The General Manager, or authorized temporary successor in the Line of Succession, shall first attempt to convene the Board in a special meeting or an emergency meeting to authorize the desired action, and must make a determination that the Board is unable to convene, before taking any Authorized Action.

**Section 4. Line of Succession.** During a state of emergency, if the General Manager is unable or unavailable to perform the Authorized Actions, the Engineer shall have the authority of the General Manager to perform such Authorized Actions. If the Engineer is unable or unavailable to perform the Authorized Actions, the Plant Supervisor shall have the authority of the General Manager to perform such Authorized Actions. The Engineering Manager or Plant Supervisor shall only be so authorized after receiving notification by the General Manager or a Board member of such authorization.

**Section 5. Effective Date.** This Declaration is effective immediately and remains in effect until April 14, 2020, unless extended or earlier terminated.

**Section 6. Ratification.** Within 30 days after the state of emergency has concluded, any action taken that was authorized pursuant to this Declaration shall be reported to the Board and the Board shall thereafter convene to approve and ratify any authorized actions taken on behalf of the NCCWC during the state of emergency.

Approved by the Board of Director's on this 26th day of March, 2020.

By \_\_\_\_\_  
Matt Tracy, Chair

By \_\_\_\_\_  
Wade Hathhorn, General Manager

Attest this 26<sup>th</sup> day of January 2020

# NORTH CLACKAMAS COUNTY WATER COMMISSION

March 26, 2020

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## Agenda Item 7.1

**Subject:** Year to Date Financial Statements

**Presenter(s):** Rob Moody, Interim Finance Director

**Board Action:** None required

**Attachments:** Monthly Water Production and Cost Summary January 2020  
Monthly Water Production and Cost Summary February 2020  
Water Production and Cost Summary Year to Date  
Water Sales FY2019-20 and Comparison to FY2018-19  
General Ledger Budget to Actuals Report Period 7 January 2020  
General Ledger Budget to Actuals Report Period 8 February 2020  
LGIP Reconciliations for January 2020

**Background:** A summary of financial reports are presented for review. Reports are through the end of February (Period 8); For comparative basis by calendar 67% through the fiscal year.

**Analysis:** Water sales to date appear on target. Expenses overall are under budget but various items are well above budget, including part-time labor, workers compensation (injury), audit and legal services; and equipment maintenance.

**Options:** None

**Staff Recommendation:** Review financial statements as presented.

**Draft Motion:** None required. Chair should recognize the acknowledgement of receipt of the financial reports for the period January and February 2020, as presented.

# NCCWC

## Monthly Water Production and Cost Summary - January 2020

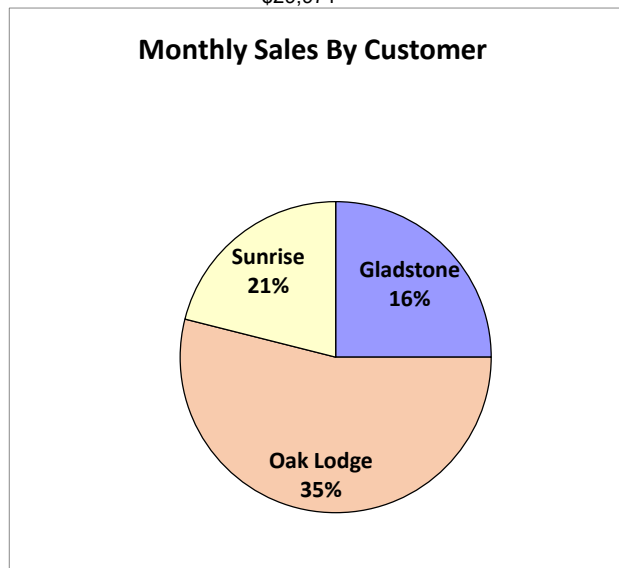
	<u>Combined</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>
Average Daily Production (MG)	4.19	4.18	0.01

	<u>TOTAL</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>
Water Production/Purchases (MG)	129.99	129.69	0.30
Water Production/Purchases (ccf) (divide MG by 0.000748)	173,787	173,383	404

<b>NCCWC Expenditures (\$):</b>		<u>SSF/Membrane</u>	<u>SFWB</u>
Operations:			
Personnel Services	\$ 106,507	\$ 106,507	\$ -
Electricity	\$ 27,573	\$ 27,573	\$ -
Water Treatment	\$ 985	\$ 985	\$ -
Other - Material & Services	\$ 78,211	\$ 78,211	\$ -
Capital Outlay	\$ -	\$ -	\$ -
Transfer	\$ -	\$ -	\$ -
Administration:			
Contracted Services	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 250	\$ 250	\$ -
Wholesale Purchases	\$ -	\$ -	\$ -
<b>Total Requirements w/out Debt</b>	<b>\$ 217,526</b>	<b>\$ 217,526</b>	<b>\$ -</b>
<b>Cost w/out Debt: \$/(ccf):</b>	<b>\$ 1.25</b>	<b>\$ 1.25</b>	<b>\$ -</b>

<u>VOLUME PURCHASED:</u>		<u>Gladstone</u>	<u>Oak Lodge</u>	<u>Sunrise</u>
Water Sales (MG)	140.92	35.12	75.85	29.95
Water Sales (ccf)	188,392	46,955	101,401	40,036
% Water Sales per Entity (ccf)	100%	25%	54%	21%

GLAD Rate	\$ 0.74860	\$35,151		
OLWD Rate	\$ 0.74860		\$75,909	
SWA Rate	\$ 0.74860			\$29,971
CRW Water Rate (\$0.72311*1.4) /ccf	\$ 1.01			
Monthly Weighted Avg Cost	\$ 0.75			
Monthly Gain/(Loss) w/out Debt	\$ (0.50)			



# NCCWC

## Monthly Water Production and Cost Summary - February 2020

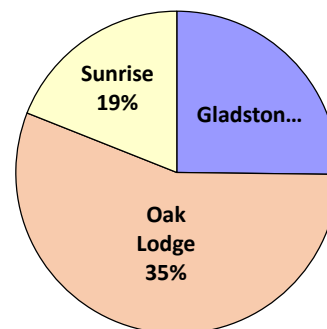
	<u>Combined</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>
Average Daily Production (MG)	4.25	4.25	(0.00)

	<u>TOTAL</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>
Water Production/Purchases (MG)	123.25	123.26	(0.01)
Water Production/Purchases (ccf) (divide MG by 0.000748)	164,775	164,786	(11)

<b>NCCWC Expenditures (\$):</b>		<u>SSF/Membrane</u>	<u>SFWB</u>
Operations:			
Personnel Services	\$ 22,727	\$ 22,727	\$ -
Electricity	\$ 28,039	\$ 28,039	\$ -
Water Treatment	\$ 8,605	\$ 8,605	\$ -
Other - Material & Services	\$ 14,147	\$ 14,147	\$ -
Capital Outlay	\$ 9,787	\$ 9,787	\$ -
Transfer	\$ -	\$ -	\$ -
Administration:			
Contracted Services	\$ 7,669	\$ 7,669	\$ -
Professional Services	\$ 49,173	\$ 49,173	\$ -
Wholesale Purchases			
Total Requirements w/out Debt	<u>\$ 140,146</u>	<u>\$ 140,146</u>	<u>\$ -</u>
Cost w/out Debt: \$/(ccf):	\$ 0.85	\$ 0.85	\$ -

<b><u>VOLUME PURCHASED:</u></b>		<u>Gladstone</u>	<u>Oak Lodge</u>	<u>Sunrise</u>	<u>CRW</u>
Water Sales (MG)	136.05	34.30	75.92	25.83	
Water Sales (ccf)	181,877	45,850	101,495	34,532	
% Water Sales per Entity (ccf)	100%	25%	56%	19%	
GLAD Rate	\$ 0.74860	\$34,323			
OLWD Rate	\$ 0.74860		\$75,979		
SWA Rate	\$ 0.74860			\$25,851	
CRW Water Rate(\$0.72311*1.4) /ccf	\$ 1.01				
Monthly Weighted Avg Cost	\$ 0.75				
Monthly Gain/(Loss) w/out Debt	\$ (0.10)				

Monthly Sales By Customer



# NCCWC

## Water Production and Cost Summary - Year to Date 07/01/19 - 02/29/20

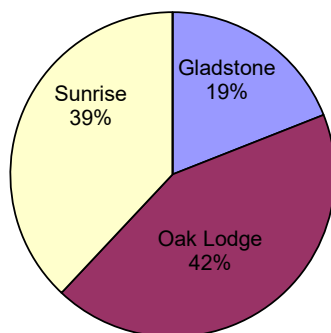
	<u>Combined</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>
Average Daily Production (MG)	6.93	6.93	(0.00)

	<u>TOTAL</u>	<u>NCCWC Plant</u>	<u>SFWB</u>
Water Production/Purchases (MG)	1,691.21	1,691.22	(0.01)
Water Production/Purchases (ccf) (divide MG by 0.000748)	2,260,980	2,260,990	(10)

<b>NCCWC Expenditures (\$):</b>		<u>NCCWC Plant</u>	<u>SFWB</u>
Operations			
Personnel Services	\$ 359,184	\$ 359,184	\$ -
Electricity	\$ 261,967	\$ 261,967	\$ -
Water Treatment	\$ 51,539	\$ 51,539	\$ -
Other -Material & Services	\$ 144,700	\$ 144,700	\$ -
Capital Outlay	\$ 59,298	\$ 59,298	\$ -
Transfer	\$ 480,000	\$ 480,000	\$ -
Administration			
Contracted Services	\$ 61,767	\$ 61,767	\$ -
Professional Services	\$ 215,935	\$ 215,935	\$ -
Wholesale Purchases		\$ -	\$ -
<b>Total Requirements w/out Debt</b>	<b>\$ 1,634,390</b>	<b>\$ 1,634,390</b>	<b>\$ -</b>
<b>Cost: w/o Debt \$/(ccf):</b>	<b>\$ 0.72</b>	<b>\$ 0.72</b>	<b>\$ -</b>

		<u>Gladstone</u>	<u>Oak Lodge</u>	<u>Sunrise</u>	<u>CRW</u>
Water Sales (MG)	1,721.28	329.45	736.19	655.64	
Total Water Sales (ccf)	2,301,171	440,438	984,208	876,525	
% Water Sales per Entity (ccf)	100%	19%	43%	38%	
Gladstone Rate	\$ 0.7486	\$ 329,712			
OLWD Rate	\$ 0.7486		\$ 736,778		
SWA Rate	\$ 0.7486			\$ 656,167	
CRW Water Rate(\$0.72311*1.4) /ccf	\$ 1.0124				
YTD Weighted Avg Cost	\$ 0.75				
YTD Gain/(Loss) w/out Debt	\$ 0.03				

### Year-To-Date Sales to Customers

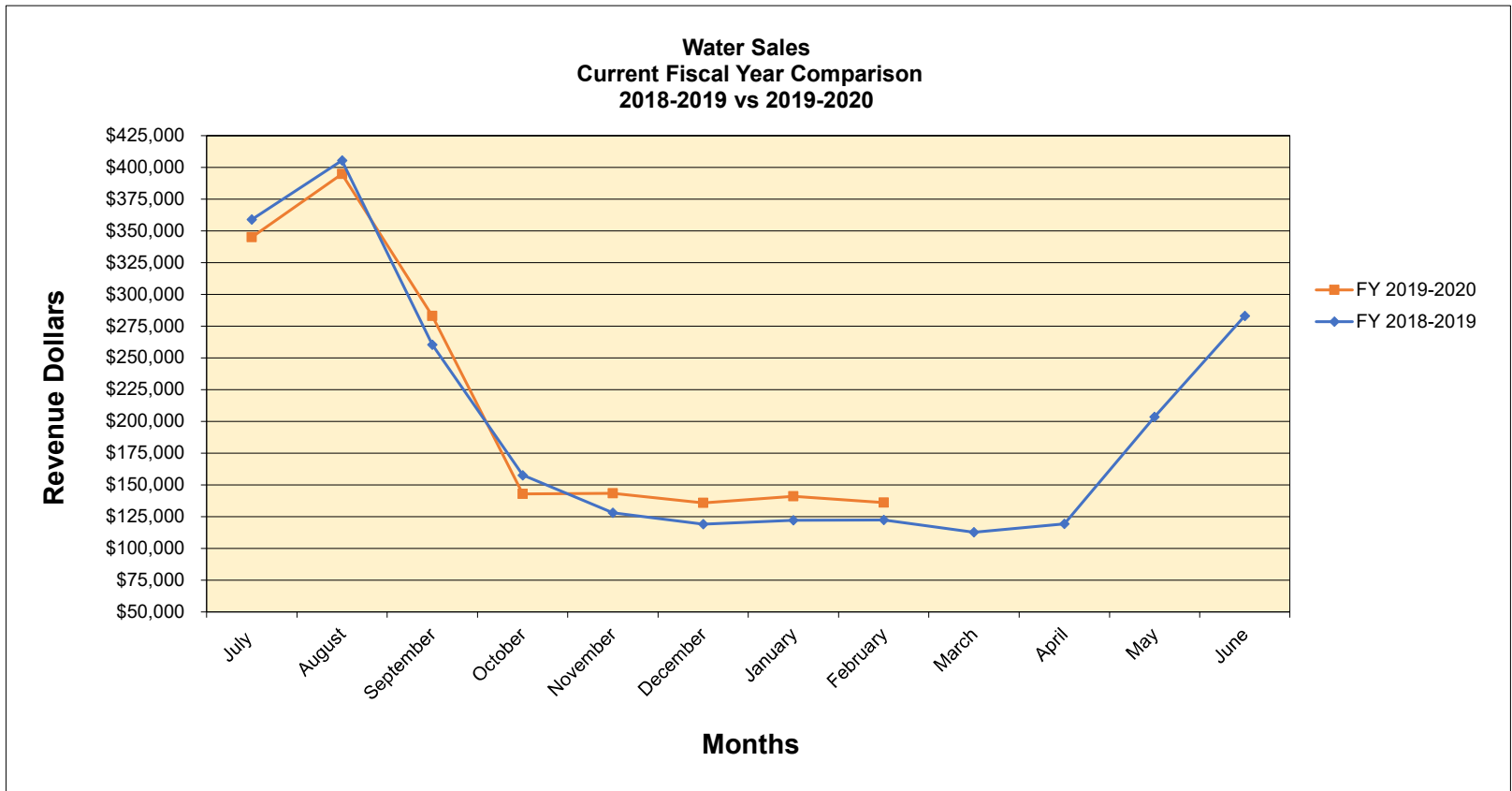




# NORTH CLACKAMAS COUNTY WATER COMMISSION

## Water Sales Fiscal Year Comparison 2018-2019 vs 2019-2020

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
<b>GRAPH:</b>													
<b>FY 2018-2019</b>	\$ 358,977	\$ 405,446	\$ 260,286	\$ 157,706	\$ 128,058	\$ 119,089	\$ 122,283	\$ 122,357	\$ 112,695	\$ 119,450	\$ 203,482	\$ 283,108	\$ <b>2,392,936</b>
<b>FY 2019-2020</b>	\$ 345,078	\$ 394,833	\$ 283,046	\$ 143,043	\$ 143,510	\$ 135,964	\$ 141,030	\$ 136,153					\$ <b>1,722,657</b>
<b>FY % Comparison</b>	-3.87%	-2.62%	8.74%	-9.30%	12.07%	14.17%	15.33%	11.28%	TBD	TBD	TBD	TBD	<b>-28.01%</b>



# General Ledger Budget to Actual Report

User: jeff  
Printed: 3/19/2020 9:23:50 AM  
Period 07 - 07  
Fiscal Year 2020



Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
<b>10</b>	<b>General Fund</b>				
	<i>Beginning Fund Balance</i>				
10-3000-00	Fund Balance	-249,869.00	0.00	-412,321.75	165.02
	<i>Beginning Fund Balance</i>	-249,869.00	0.00	-412,321.75	165.02
	<i>Revenue</i>				
10-4010-00	Interest Income	13,000.00	641.02	3,107.68	23.91
10-4020-01	Water Sales-OLWSD	1,150,000.00	75,908.79	660,798.95	57.46
10-4020-02	Water Sales-City of Gladstone	500,000.00	38,897.25	295,388.59	59.08
10-4020-03	Water Sales-SWA	1,000,000.00	29,970.95	630,315.96	63.03
10-4020-09	Water Sales-Clackamas RiverWtr	12,000.00	1,513.47	8,613.84	71.78
10-4030-00	Water Sampling Services-OLWSD	3,000.00	0.00	0.00	0.00
10-4060-00	Miscellaneous Income	1,000.00	0.00	0.00	0.00
	<i>Revenue</i>	2,679,000.00	146,931.48	1,598,225.02	59.66
	<i>Personnel Services</i>				
10-5000-00	Plant Operators	260,000.00	81,230.87	208,626.71	80.24
10-5005-00	OvertimeOn-Call	50,000.00	5,200.97	28,448.11	56.90
10-5030-00	Part-TimeSeasonal Operator	10,000.00	3,604.83	17,219.51	172.20
10-5050-00	MedicalDentalVision Ins.	80,000.00	3,675.78	25,730.46	32.16
10-5060-00	Retirement	60,000.00	6,087.65	30,081.70	50.14
10-5070-00	Payroll Taxes	30,000.00	6,706.85	20,407.62	68.03
10-5080-00	Workers Compensation	6,500.00	0.00	5,943.70	91.44
	<i>Personnel Services</i>	496,500.00	106,506.95	336,457.81	67.77
	<i>Materials &amp; Services</i>				
10-5204-00	Water Purchases	10,000.00	0.00	0.00	0.00
10-5206-10	Contracted Services-Management	37,000.00	0.00	13,750.00	37.16
10-5206-12	Contracted Svcs-Plant Engineer	12,600.00	0.00	5,000.00	39.68
10-5206-13	Contracted Services-Financial	48,000.00	4,000.00	28,000.00	58.33
10-5206-14	Membrane Maintenance	25,000.00	0.00	10.32	0.04
10-5206-16	HVAC	10,000.00	0.00	7,337.50	73.38
10-5208-00	General Office Expenses	5,000.00	265.47	3,466.29	69.33
10-5210-00	PermitsLicensing Fees	8,500.00	0.00	2,916.00	34.31

Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
10-5212-00	General Insurance	65,000.00	69,640.00	69,640.00	107.14
10-5215-00	ComputersTechnology	10,000.00	716.00	2,866.74	28.67
10-5230-04	Audit Services	8,500.00	250.00	29,250.00	344.12
10-5230-06	Legal Services	25,000.00	0.00	35,869.50	143.48
10-5230-11	Alternative Water Supply	125,000.00	0.00	0.00	0.00
10-5230-21	Watershed Services	136,000.00	0.00	101,643.00	74.74
10-5235-00	Postage	2,000.00	0.00	153.67	7.68
10-5236-10	Water Analysis and Testing	20,000.00	0.00	6,418.91	32.09
10-5236-11	Chemicals	100,000.00	985.00	36,397.21	36.40
10-5236-12	Instrumentation & Lab Supplies	50,000.00	0.00	118.14	0.24
10-5238-00	Telemetry (SCADA)	10,000.00	3,134.68	6,288.47	62.88
10-5240-00	Electricity	550,000.00	27,573.20	233,928.12	42.53
10-5244-00	EducationTraining and Dues	15,000.00	0.00	4,476.72	29.84
10-5245-00	Telephone	7,000.00	30.00	3,332.41	47.61
10-5246-00	Travel Expenses	6,000.00	0.00	174.72	2.91
10-5247-00	Books & Publications	1,000.00	0.00	44.57	4.46
10-5248-00	Public Notices	500.00	0.00	0.00	0.00
10-5250-10	Natural Gas	2,500.00	0.00	715.08	28.60
10-5250-20	Garbage	1,000.00	47.80	286.80	28.68
10-5252-00	Miscellaneous Expense	2,500.00	0.00	5.00	0.20
10-5256-00	Commissioner FeesExpenses	1,200.00	0.00	0.00	0.00
10-5300-10	Vehicle Maintenance	5,000.00	0.00	688.12	13.76
10-5300-20	FuelsOils	7,000.00	82.82	2,294.63	32.78
10-5300-30	Equipment Rental	3,500.00	0.00	53.34	1.52
10-5300-40	Equipment Maintenance	5,000.00	3,819.27	5,626.66	112.53
10-5305-10	Building Maintenance	10,000.00	0.00	4,909.53	49.10
10-5305-11	Grounds Maintenance	13,000.00	0.00	5,704.37	43.88
10-5305-13	Janitorial Supplies	2,000.00	0.00	143.13	7.16
10-5305-14	Security MonitoringMaint	8,000.00	0.00	1,785.48	22.32
10-5305-15	Plant Maintenance	45,000.00	0.00	6,451.13	14.34
10-5305-16	Intake Structure Maintenance	10,000.00	0.00	0.00	0.00
10-5305-20	Safety Supplies	14,000.00	474.81	6,161.52	44.01
10-5310-00	Small Tools & Equipment	2,500.00	0.00	2,368.68	94.75
	<i>Materials &amp; Services</i>	<i>1,419,300.00</i>	<i>111,019.05</i>	<i>628,275.76</i>	<i>44.27</i>
	<i>Capital Outlay</i>				
10-6360-10	Capital TechnologyComputers	0.00	0.00	300.00	0.00
10-6360-20	Operating Facilities	170,000.00	0.00	0.00	0.00
10-6360-21	Equipment	100,000.00	0.00	49,211.00	49.21
10-6360-22	Buildings	60,000.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>330,000.00</i>	<i>0.00</i>	<i>49,511.00</i>	<i>15.00</i>
	<i>Transfers &amp; Contingencies</i>				
10-7300-13	Transfer to Plant Reserve	400,000.00	0.00	400,000.00	100.00
10-7300-19	Transfer Rev Bond Redemption	80,000.00	0.00	80,000.00	100.00
10-9000-00	Operating Contingency	100,000.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>580,000.00</i>	<i>0.00</i>	<i>480,000.00</i>	<i>82.76</i>
<b>10</b>	<b>General Fund</b>	<b>103,069.00</b>	<b>-70,594.52</b>	<b>516,302.20</b>	<b>500.93</b>

Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
<b>13</b>	<b>Plant Reserve</b>				
	<i>Beginning Fund Balance</i>				
13-3000-00	Fund Balance	-2,905,099.00	0.00	-3,850,912.07	132.56
	<i>Beginning Fund Balance</i>	-2,905,099.00	0.00	-3,850,912.07	132.56
	<i>Revenue</i>				
13-4010-00	Interest Income	60,000.00	7,827.06	54,187.81	90.31
13-4100-10	Transfer In - General Fund	400,000.00	0.00	400,000.00	100.00
	<i>Revenue</i>	460,000.00	7,827.06	454,187.81	98.74
	<i>Transfers &amp; Contingencies</i>				
13-9000-00	Operating Contingency	300,000.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	300,000.00	0.00	0.00	0.00
<b>13</b>	<b>Plant Reserve</b>	<b>3,065,099.00</b>	<b>7,827.06</b>	<b>4,305,099.88</b>	<b>140.46</b>
<b>17</b>	<b>Bond Reserve</b>				
	<i>Beginning Fund Balance</i>				
17-3000-00	Fund Balance	-97,127.00	0.00	-99,324.16	102.26
	<i>Beginning Fund Balance</i>	-97,127.00	0.00	-99,324.16	102.26
	<i>Revenue</i>				
17-4010-00	Interest Income	2,000.00	191.39	1,448.91	72.45
	<i>Revenue</i>	2,000.00	191.39	1,448.91	72.45
<b>17</b>	<b>Bond Reserve</b>	<b>99,127.00</b>	<b>191.39</b>	<b>100,773.07</b>	<b>101.66</b>
<b>19</b>	<b>Bond Redemption</b>				
	<i>Beginning Fund Balance</i>				
19-3000-00	Fund Balance	-3,921.00	0.00	-2,869.24	73.18
	<i>Beginning Fund Balance</i>	-3,921.00	0.00	-2,869.24	73.18
	<i>Revenue</i>				
19-4010-00	Interest Income	100.00	0.00	0.00	0.00
19-4100-10	Transfer In - General Fund	80,000.00	0.00	80,000.00	100.00
	<i>Revenue</i>	80,100.00	0.00	80,000.00	99.88
	<i>Materials &amp; Services</i>				
19-5390-20	Principal	70,000.00	0.00	70,000.00	100.00
19-5390-25	Interest	9,990.00	0.00	9,981.14	99.91
19-5390-50	Fiscal Agent Fees	750.00	0.00	750.00	100.00
	<i>Materials &amp; Services</i>	80,740.00	0.00	80,731.14	99.99
<b>19</b>	<b>Bond Redemption</b>	<b>3,281.00</b>	<b>0.00</b>	<b>2,138.10</b>	<b>65.17</b>
Revenue Total		3,221,100.00	154,949.93	2,133,861.74	0.6625
Expense Total		3,206,540.00	217,526.00	1,574,975.71	0.4912
Grand Total		3,270,576.00	-62,576.07	4,924,313.25	1.5056

# General Ledger Budget to Actual Report

User: jeff  
 Printed: 3/19/2020 9:24:01 AM  
 Period 08 - 08  
 Fiscal Year 2020



Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
<b>10</b>	<b>General Fund</b>				
	<i>Beginning Fund Balance</i>				
10-3000-00	Fund Balance	-249,869.00	0.00	-412,321.75	165.02
	<i>Beginning Fund Balance</i>	-249,869.00	0.00	-412,321.75	165.02
	<i>Revenue</i>				
10-4010-00	Interest Income	13,000.00	252.09	3,359.77	25.84
10-4020-01	Water Sales-OLWSD	1,150,000.00	0.00	660,798.95	57.46
10-4020-02	Water Sales-City of Gladstone	500,000.00	0.00	295,388.59	59.08
10-4020-03	Water Sales-SWA	1,000,000.00	0.00	630,315.96	63.03
10-4020-09	Water Sales-Clackamas RiverWtr	12,000.00	0.00	8,613.84	71.78
10-4030-00	Water Sampling Services-OLWSD	3,000.00	0.00	0.00	0.00
10-4060-00	Miscellaneous Income	1,000.00	0.00	0.00	0.00
	<i>Revenue</i>	2,679,000.00	252.09	1,598,477.11	59.67
	<i>Personnel Services</i>				
10-5000-00	Plant Operators	260,000.00	8,783.13	217,409.84	83.62
10-5005-00	OvertimeOn-Call	50,000.00	6,700.52	35,148.63	70.30
10-5030-00	Part-TimeSeasonal Operator	10,000.00	2,280.00	19,499.51	195.00
10-5050-00	MedicalDentalVision Ins.	80,000.00	1,811.56	27,542.02	34.43
10-5060-00	Retirement	60,000.00	1,811.56	31,893.26	53.16
10-5070-00	Payroll Taxes	30,000.00	1,339.88	21,747.50	72.49
10-5080-00	Workers Compensation	6,500.00	0.00	5,943.70	91.44
	<i>Personnel Services</i>	496,500.00	22,726.65	359,184.46	72.34
	<i>Materials &amp; Services</i>				
10-5204-00	Water Purchases	10,000.00	0.00	0.00	0.00
10-5206-10	Contracted Services-Management	37,000.00	0.00	13,750.00	37.16
10-5206-12	Contracted Svcs-Plant Engineer	12,600.00	0.00	5,000.00	39.68
10-5206-13	Contracted Services-Financial	48,000.00	4,000.00	32,000.00	66.67
10-5206-14	Membrane Maintenance	25,000.00	0.00	10.32	0.04
10-5206-16	HVAC	10,000.00	3,668.75	11,006.25	110.06
10-5208-00	General Office Expenses	5,000.00	266.56	3,732.85	74.66
10-5210-00	PermitsLicensing Fees	8,500.00	-1,994.05	921.95	10.85

Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
10-5212-00	General Insurance	65,000.00	0.00	69,640.00	107.14
10-5215-00	ComputersTechnology	10,000.00	209.70	3,076.44	30.76
10-5230-04	Audit Services	8,500.00	15,947.38	45,197.38	531.73
10-5230-06	Legal Services	25,000.00	33,225.16	69,094.66	276.38
10-5230-11	Alternative Water Supply	125,000.00	0.00	0.00	0.00
10-5230-21	Watershed Services	136,000.00	0.00	101,643.00	74.74
10-5235-00	Postage	2,000.00	14.57	168.24	8.41
10-5236-10	Water Analysis and Testing	20,000.00	682.95	7,101.86	35.51
10-5236-11	Chemicals	100,000.00	7,921.88	44,319.09	44.32
10-5236-12	Instrumentation & Lab Supplies	50,000.00	0.00	118.14	0.24
10-5238-00	Telemetry (SCADA)	10,000.00	388.00	6,676.47	66.76
10-5240-00	Electricity	550,000.00	28,039.09	261,967.21	47.63
10-5244-00	EducationTraining and Dues	15,000.00	1,685.00	6,161.72	41.08
10-5245-00	Telephone	7,000.00	753.93	4,086.34	58.38
10-5246-00	Travel Expenses	6,000.00	0.00	174.72	2.91
10-5247-00	Books & Publications	1,000.00	0.00	44.57	4.46
10-5248-00	Public Notices	500.00	0.00	0.00	0.00
10-5250-10	Natural Gas	2,500.00	226.05	941.13	37.65
10-5250-20	Garbage	1,000.00	75.80	362.60	36.26
10-5252-00	Miscellaneous Expense	2,500.00	381.80	386.80	15.47
10-5256-00	Commissioner FeesExpenses	1,200.00	0.00	0.00	0.00
10-5300-10	Vehicle Maintenance	5,000.00	485.00	1,173.12	23.46
10-5300-20	FuelsOils	7,000.00	363.78	2,658.41	37.98
10-5300-30	Equipment Rental	3,500.00	0.00	53.34	1.52
10-5300-40	Equipment Maintenance	5,000.00	322.83	5,949.49	118.99
10-5305-10	Building Maintenance	10,000.00	1,187.75	6,097.28	60.97
10-5305-11	Grounds Maintenance	13,000.00	3,509.99	9,214.36	70.88
10-5305-13	Janitorial Supplies	2,000.00	5.99	149.12	7.46
10-5305-14	Security MonitoringMaint	8,000.00	0.00	1,785.48	22.32
10-5305-15	Plant Maintenance	45,000.00	4,279.16	10,730.29	23.85
10-5305-16	Intake Structure Maintenance	10,000.00	0.00	0.00	0.00
10-5305-20	Safety Supplies	14,000.00	1,985.05	8,146.57	58.19
10-5310-00	Small Tools & Equipment	2,500.00	0.00	2,368.68	94.75
	<i>Materials &amp; Services</i>	<i>1,419,300.00</i>	<i>107,632.12</i>	<i>735,907.88</i>	<i>51.85</i>
	<i>Capital Outlay</i>				
10-6360-10	Capital TechnologyComputers	0.00	0.00	300.00	0.00
10-6360-20	Operating Facilities	170,000.00	9,787.00	9,787.00	5.76
10-6360-21	Equipment	100,000.00	0.00	49,211.00	49.21
10-6360-22	Buildings	60,000.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>330,000.00</i>	<i>9,787.00</i>	<i>59,298.00</i>	<i>17.97</i>
	<i>Transfers &amp; Contingencies</i>				
10-7300-13	Transfer to Plant Reserve	400,000.00	0.00	400,000.00	100.00
10-7300-19	Transfer Rev Bond Redemption	80,000.00	0.00	80,000.00	100.00
10-9000-00	Operating Contingency	100,000.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>580,000.00</i>	<i>0.00</i>	<i>480,000.00</i>	<i>82.76</i>
<b>10</b>	<b>General Fund</b>	<b>103,069.00</b>	<b>-139,893.68</b>	<b>376,408.52</b>	<b>365.20</b>

Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
<b>13</b>	<b>Plant Reserve</b>				
	<i>Beginning Fund Balance</i>				
13-3000-00	Fund Balance	-2,905,099.00	0.00	-3,850,912.07	132.56
	<i>Beginning Fund Balance</i>	-2,905,099.00	0.00	-3,850,912.07	132.56
	<i>Revenue</i>				
13-4010-00	Interest Income	60,000.00	7,471.81	61,659.62	102.77
13-4100-10	Transfer In - General Fund	400,000.00	0.00	400,000.00	100.00
	<i>Revenue</i>	460,000.00	7,471.81	461,659.62	100.36
	<i>Transfers &amp; Contingencies</i>				
13-9000-00	Operating Contingency	300,000.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	300,000.00	0.00	0.00	0.00
<b>13</b>	<b>Plant Reserve</b>	<b>3,065,099.00</b>	<b>7,471.81</b>	<b>4,312,571.69</b>	<b>140.70</b>
<b>17</b>	<b>Bond Reserve</b>				
	<i>Beginning Fund Balance</i>				
17-3000-00	Fund Balance	-97,127.00	0.00	-99,324.16	102.26
	<i>Beginning Fund Balance</i>	-97,127.00	0.00	-99,324.16	102.26
	<i>Revenue</i>				
17-4010-00	Interest Income	2,000.00	179.68	1,628.59	81.43
	<i>Revenue</i>	2,000.00	179.68	1,628.59	81.43
<b>17</b>	<b>Bond Reserve</b>	<b>99,127.00</b>	<b>179.68</b>	<b>100,952.75</b>	<b>101.84</b>
<b>19</b>	<b>Bond Redemption</b>				
	<i>Beginning Fund Balance</i>				
19-3000-00	Fund Balance	-3,921.00	0.00	-2,869.24	73.18
	<i>Beginning Fund Balance</i>	-3,921.00	0.00	-2,869.24	73.18
	<i>Revenue</i>				
19-4010-00	Interest Income	100.00	0.00	0.00	0.00
19-4100-10	Transfer In - General Fund	80,000.00	0.00	80,000.00	100.00
	<i>Revenue</i>	80,100.00	0.00	80,000.00	99.88
	<i>Materials &amp; Services</i>				
19-5390-20	Principal	70,000.00	0.00	70,000.00	100.00
19-5390-25	Interest	9,990.00	0.00	9,981.14	99.91
19-5390-50	Fiscal Agent Fees	750.00	0.00	750.00	100.00
	<i>Materials &amp; Services</i>	80,740.00	0.00	80,731.14	99.99
<b>19</b>	<b>Bond Redemption</b>	<b>3,281.00</b>	<b>0.00</b>	<b>2,138.10</b>	<b>65.17</b>
Revenue Total		3,221,100.00	7,903.58	2,141,765.32	0.6649
Expense Total		3,206,540.00	140,145.77	1,715,121.48	0.5349
Grand Total		3,270,576.00	-132,242.19	4,792,071.06	1.4652

**North Clackamas County Water Commission**  
**LGIP Reconciliation**  
**January 2020**

Fund Type: Fund And G/L #:		General 10.1005.00	Plant Reserve 13.1005.00	Debt Reserve 17.1005.00	Revenue Redemption 19.1005.00	LGIP Account #4849
G/L Balance	12/31/2019	316,157.84	4,107,272.82	100,581.68	8.11	4,524,020.45
Transfer from		0.00	0.00	0.00	0.00	0.00
Transfer to		0.00	0.00	0.00	0.00	0.00
Transfer Funds		0.00	0.00	0.00	0.00	
Interest (fees)		602.61	7,827.06	191.39	0.00	8,621.06
Rounding Adjustment		0.00	0.00	0.00	0.00	0.00
G/L Balance	1/31/2020	316,760.45	4,115,099.88	100,773.07	8.11	4,532,641.51
LGIP Statement						
LGIP Stmt Beginning Balance						4,524,020.45
Transfer from Checking						0.00
Transfer to Checking						0.00
Interest						8,621.06
Fees						0.00
LGIP Stmt Ending Balance						4,532,641.51
Diff in G/L & Bank Balance						0.00





March 17, 2020  
Oregon Secretary of State, Audits Division  
255 Capitol Street NE, Suite 500  
Salem, OR 97310

Attention Sarah Anderson, Principal Auditor

Dear Ms. Anderson,

As the governing body of the North Clackamas County Water Commission, we are in receipt of correspondence from our independent audit firm citing items that considered in the aggregate, resulted in their reporting of material weaknesses in internal control over financial reporting related to their audit of our financial statements for the year ended June 30, 2019. We have reviewed the audit firm's findings and concur with them. As such we have considered corrective actions for each finding cited as identified below:

**Financial Close and Reporting:**

- **Journal Entries** – the Finance Director has the ability within the system to both initiate and approve journal entries.

**Corrective Action:**

The Commission is developing and implementing policies and procedures to ensure appropriate segregation of duties with respect to journal entries, including consideration of system security over journal entry processing.

- **Review of Reconciliations** – lack of evidence to support that reconciliations are reviewed and approved timely by someone other than the person preparing the reconciliations.

**Corrective Action:**

The Commission is developing and implementing policies and procedures to ensure timely, independent review of reconciliations by someone independent of the preparation of those reconciliations.

- **Cutoff of Expenditures** – lack of controls to ensure proper cutoff of year-end expenditures and proper accounting for costs in the appropriate fiscal year.

**Corrective Action:**

The Commission is developing and implementing policies and procedures to provide for proper review and approval of expenditures so as to ensure proper cutoff and recording of expenditures/expenses in the appropriate fiscal year.

- **Prior Period Adjustment** – The Commission failed to properly account for and report intangible assets. Amortization was improperly reported resulting in the understatement of intangible assets in the Commission's financial statements.

**Corrective Action:**

The Commission is developing and implementing policies and procedures to provide for proper, effective review and approval of capital assets transactions, tracking, and reporting to ensure complete and accurate accounting and reporting of capital assets in the financial statements.

**Public Procurements:**

- **Compliance with State of Oregon Procurement Requirements** – lack of documentation to evidence with certain requirements stipulated in ORS 279B, including retention of documentation supporting compliance.

**Corrective Action:**

The Commission is reviewing and updating policies related to public procurements and records retention to ensure compliance with ORS 279B and maintain supporting documentation of that compliance.

- **Listing of Procurement Contracts** – the Commission does not maintain a centralized list of all contracts executed during the year.

**Corrective Action:**

The Commission is developing and implementing policies and procedures to ensure executed contracts are centrally located and tracked to provide appropriate access and recall in support of all requirements.

- **Procurement Policy** – the Commission does not have its own procurement policy, and instead follows the policy of Oak Lodge Water Services Commission. Oak Lodge Water Services Commission provides all accounting and support services to the Commission.

**Corrective Action:**

The Commission is developing and implementing a procurement policy for the Commission independent of Oak Lodge Water Services Commission.

**Revenues and Billing:**

- **Review of Monthly Customer Bills** – lack of a documented control in place to evidence that the customer bills were prepared accurately and properly entered into the general ledger.

**Corrective Action:**

The Commission is developing and implementing policies and procedures to provide for independent review of customer bills and their recording in the general ledger. Such review will be documented and retained as evidence of the control's effective operation.

- **Unbilled Revenue** – the Commission has not historically recorded unbilled revenue for the portion of unbilled service periods that occurred prior to June 30.

**Corrective Action:**

The Commission is developing and implementing policies and procedures to properly estimate and record unbilled revenues as part of its financial year-end close procedures, and to ensure the calculations and ensuing journal entries are reviewed and approved for completeness and accuracy by someone independent of the calculations.

We appreciate the opportunity to address these issues identified by our independent audit firm, and in turn to communicate our corrective action plan to your office. We look forward to resolving these issues internally over the coming weeks and months with improved policies, procedures and best practices for governmental accounting and reporting.

Sincerely,

**Kevin Williams, Board President**

Oak Lodge Water Services Commission

# NORTH CLACKAMAS COUNTY WATER COMMISSION

March 26, 2020

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## Agenda Item 7.3

Subject: Manager's Report

Presenter(s): Wade Hathhorn, General Manager

Board Action: Open discussion

Attachments: None

### Topics

#### **Critical Staffing Conditions (cont'd)**

Operations at the water treatment plant are currently being managed with only two (2) full-time operators. A third (senior) operator is on temporary leave. In response, the General Manager executed labor sharing agreements with Clackamas River Water and the City of Lake Oswego to borrow key plant staff, as needed. That borrowed labor has been invaluable in preserving regular operations.

A search for a third operator is underway. A short list of preferred candidates has been identified. Interviews have been interrupted by the on-going health crisis. Plans are to reschedule those interviews via remote connection as soon as practical.

Huge kudos go out to our two plant operators Joe Rogers, Plant Supervisor and Bo Doan, Operator for their tireless energy and notable professional conduct. They have both undergone surgery since the plant underwent a reduction in workforce (due to voluntary departure) late last August and have managed to preserve operations while also dealing with a variety of personal matters. The Board should be proud of the NCCWC staff for their efforts. Staff is also very grateful to the borrowed labor provided by the City of Lake Oswego.

The plant is in emergency operations in response to the health crisis. The operators are on staggered shifts and non-essential staff have been asked to leave the premises.

#### **Possible Future Call for Demand Curtailment**

As we head into Spring, demand will begin to rise in response to outdoor (irrigation) demand. Because staff maybe subject to intermittent loss (become ill and unable to report to work), the threat to public health rises greatly if water delivery is interrupted. The General Manager may call for member agencies to issue a formal call to their communities to curtail outdoor demand in order to minimize the risk of service disruption - minimize demand to maximize available supply in the event of a temporary outage. The primary alternative source of supply is from South Fork. South Fork can provide sustainable supplies provided local demands are properly managed.

# NORTH CLACKAMAS COUNTY WATER COMMISSION

March 26, 2020

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## Snow Pack

Snow pack (measured by water content) is slightly below the historic median at the end of February. One of the potentially critical factors related to water availability in late summer maybe the measured snow pack in mid to late May. An overview of the precipitation and snow pack (year to date) for the Mt. Hood gage is shown below:

Station (651) WATERYEAR (Daily) NRCS National Water and Climate Center - Provisional Data - subject to revision Fri Mar 20 13:16:16 GMT-08:00 2020

