

# **OAK LODGE WATER SERVICES**

## **BUDGET COMMITTEE**

### **REGULAR MEETING**



**May 5, 2020**

**“Enhancing Our Community’s Water Environment”**



**REMOTE MEETING of the BUDGET COMMITTEE**

Committee Attendance by Zoom Video/Telephone

Public Attendance by Telephone Only

**May 5, 2020 at 6:00 p.m.**

1. Call to Order
2. Meeting Facilitation Protocols
3. Presentation of the Revised Proposed Budget for FY 2021
4. Additional Public Hearing

*Members of the public are welcome to provide comment on the proposed budget.*

5. Committee Deliberation of Budget
  - a. Motion to Approve the Proposed Budget for FY 2021
6. Adjourn Regular Meeting



**Oak Lodge Water Services District**

# **PROPOSED BUDGET**

**Fiscal Year 2020 - 2021**





**OAK LODGE WATER SERVICES  
FISCAL YEAR 2020-2021  
PROPOSED BUDGET**

**BUDGET COMMITTEE**

**APPOINTED OFFICIALS**

John W. Klum, Chair

Amanda Gresen, Secretary/Vice Chair

Robert Weber, Member

Ron Weigel, Member

Joseph Healy, Member

**ELECTED BOARD OF DIRECTORS**

Kevin Williams, President

Paul Gornick, Secretary/Vice President

Mark Knudson, Treasurer

Susan Keil, Director

Ginny Van Loo, Director

**Budget Officer:**

Sarah Jo Chaplen, General Manager

**Oak Lodge Water Services**  
2020-2021 Budget

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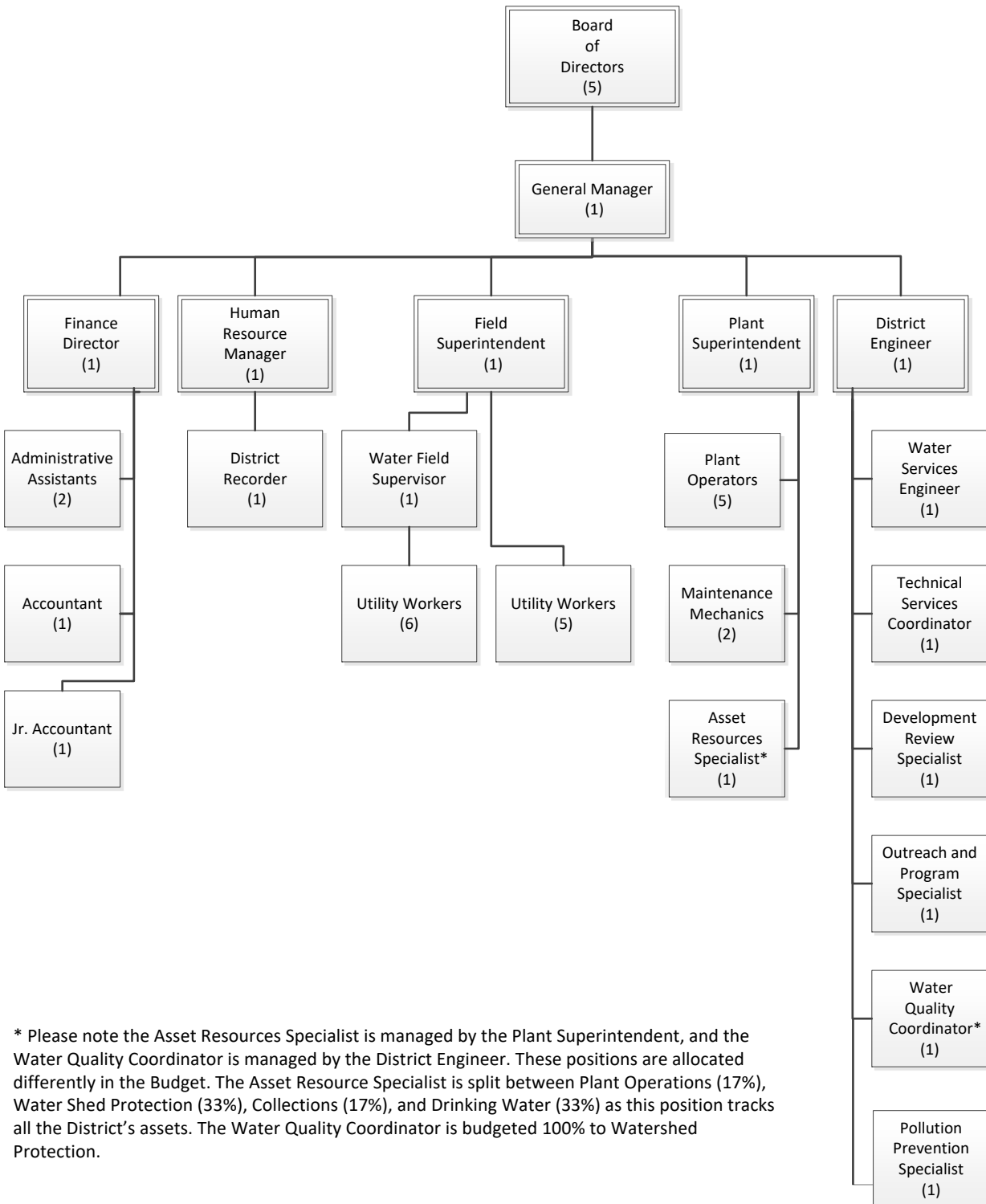


## 2020/2021 FISCAL YEAR BUDGET CALENDAR

- |                          |  |
|--------------------------|--|
| Tuesday, March 31, 2020  | Budget Committee Meeting <ul style="list-style-type: none"><li>• Orientation, Introduction and Overview</li><li>• State of the District Presentation</li></ul> |
| Tuesday, April 28, 2020  | Budget Committee Meeting <ul style="list-style-type: none"><li>• Proposed Budget given to Budget Committee</li><li>• Department Budget Presentations</li></ul> |
| Thursday, April 30, 2020 | Budget Committee Meeting <ul style="list-style-type: none"><li>• Capital Projects Presentation</li><li>• Public Comment Taken</li></ul>                        |
| Tuesday, May 5, 2020     | Budget Committee Meeting <ul style="list-style-type: none"><li>• Public Comment Taken</li></ul>  |
| Tuesday, May 19, 2020    | Regular Board of Directors Meeting <ul style="list-style-type: none"><li>• Public Comment Taken</li><li>• Budget Adoption</li></ul>                            |

All meetings held remotely to prevent the spread of COVID-19 and will begin at 6:00 p.m. unless otherwise stated.

### Organization Chart



\* Please note the Asset Resources Specialist is managed by the Plant Superintendent, and the Water Quality Coordinator is managed by the District Engineer. These positions are allocated differently in the Budget. The Asset Resource Specialist is split between Plant Operations (17%), Water Shed Protection (33%), Collections (17%), and Drinking Water (33%) as this position tracks all the District's assets. The Water Quality Coordinator is budgeted 100% to Watershed Protection.



## **Budget Message**

Members of the Oak Lodge Water Services District Board, Citizen Members of the Budget Committee, and Residents of our District---submitted for your information is the 2020-2021 budget. The following pages highlight aspects of the District's budget based on current state and as influenced by prior periods as well as our vision of the coming year and beyond.

### ***State of the District***

Physics tells us for every action there is an equal and opposite reaction. Life shows us that for every challenge there is an opportunity. Oak Lodge Water Services District (District) is positioning to address our challenges straight up in the coming year, and take full advantage of opportunities for our customers, team members, and our community. The proposed budget for fiscal year 2020-21 is an illustration of that position and our commitment to success.

Since the beginning of the District, we have implemented the goals of our Board of Directors and adjusted to priorities dictated by changes in the business environment and the local and national economies. We have continued to provide a high level of service to our customers in the form of water quality, reliable wastewater collection and treatment, watershed protection, and exceptional customer service. While faced with the recent and unprecedented reality of COVID-19, we have continued to meet the needs and wants of our customers and protect our team members to the best of our abilities.

### ***The 2020-2021 Budget***

The 2020-21 budget reflects the current policy direction of our Board of Directors. That direction is clear in providing high-quality, reliable service at a reasonable cost to rate payers. The budget reflects a stable level of service in the coming fiscal year without significant changes in operations. Our capital plans and initiatives drive spending in each of the next few years (see the Capital Improvement Plan section of the budget) as we continue to address the needs of an aging collections and distribution infrastructure. Personnel services and materials and services costs are relatively consistent with the prior year's budget and estimated actual expenditures through June 30, 2020.

The budget is a comprehensive document containing detailed revenues and expenditures for all funds operated by the District. The operating and capital budgets contained within this document have been prepared in accordance with Oregon Local Budget Law, per Oregon Revised Statutes (ORS) 294.305 to 294.565, the State Rules for (ORS) Chapter 264 Water Districts, (ORS) Chapter 450 Sanitary Districts, and (ORS) Chapter 198 Special Districts. The budget represents a prudent and fiscally responsible financial plan for District operations and capital improvements during the next fiscal year and establishes a base for several years beyond.



**Summary Overview**

This budget has had extensive analysis and scrutiny and will continue to position the District as a solid, forward-thinking, fiscally responsible organization within our community. The following summary highlights specific items contained in the 2020-2021 budget, and estimated effects on rates.

*Financial Policies*

The District’s suite of financial policies approved by the Board have been applied to the 2020-21 budget. The District places emphasis on our maintenance of appropriate fund balances and reserves in operating funds (Administrative Services, Drinking Water, Wastewater, and Watershed Protection Funds). Operating funds have budgeted contingencies for unexpected and unknown items, as well as transfers to cover debt service, and to capital funds for current and future construction, major maintenance, or replacement of infrastructure. While the District does not budget for full cost recovery related to depreciation of District assets, we have provided for consideration of vehicles and equipment replacement in future years.

When considering the overall resources of the District, fund balances and reserves combine to provide one leg of a three-legged approach; with the other two legs being rates and financing. When managed together, they provide a stable strategy for operations and the acquisition and replacement of capital assets. The District is now actively managing fund balances and reserves while projecting costs and rates well into the future. The result of this foresight is a smoothing of rate impacts to our community and a proactive, thoughtful approach to managing our systems.

*Personnel Services Estimates*

The District is currently in negotiations with the AFSCME bargaining unit representing the administrative and operations team members on a contract to begin July 1, 2020. Therefore, the budget for the 2020-21 fiscal year does not reflect a cost of living adjustment (COLA) or other costs that may result from those negotiations.

The rates identified in this budget for the Public Employees Retirement System (PERS) are consistent with the prior year as rates are established and set on a biennial basis, and the 2020-21 fiscal year is the second year of the biennium. There is no certainty in rates beyond this biennium, though we expect substantial changes in the future based on current economic conditions

The current economic downturn (some are already calling it a recession) resulting from our country’s response to the COVID-19 pandemic will undoubtedly affect PERS rates here in Oregon in the next biennium. With the lag in establishing rates inherent in a biennial process, current changes in the market and investments of PERS that fund benefits drive change in the unfunded actuarial liabilities of individual members. As the value of investments drops, the gap between those investments and the future benefit costs (the unfunded actuarial liability) grows. Historically, the only real approach to closing that gap is with employer rates, which we expect to increase going into the 2021-22 fiscal year. The amount of increase is currently unknown as PERS is currently in a valuation cycle.

During the 2019-20 fiscal year the District made a lump sum contribution of \$300,000 to “buy down” our unfunded actuarial liability. The 2020-21 budget includes an additional \$900,000 contribution to PERS for the same purpose. The total \$1.2M contribution was initially identified

to maximize the District's leverage to receive funding from a State-funded program to reduce the unfunded actuarial liabilities of public employers. To date the District has not received funding under the program but believes the reduction in rates resulting from these contributions is a key strategy and in the best financial interest of the District over the long run.

### *Consolidation of Buildings*

The District's fiscal year 2020-21 budget defers consolidation of the District's facilities. If opportunities present which might be explored, discussion will be raised with the Facilities Subcommittee and the Board of Directors.

### *Capital Planning*

The fiscal year 2020-21 budget accomplishes the first year of a long-term capital plan for each of the water, wastewater, and watershed protection utilities. We anticipate the completion of the water master plan in the fall of 2020 and have provided for the anticipated level of capital necessary to meet that plan's requirements. The District will begin work on the Sanitary Master Plan in the 2020-2021 fiscal year. That work will update capital plans in the wastewater collections system and plant for the following fiscal years. The fiscal year 2020-21 budget includes some funding for capital projects related to the wastewater collections system and plant, pending completion of master planning, and for watershed protection infrastructure. Details of these projects can be found in the Capital Improvement Plan section of this budget document.

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

### *Rate Impacts*

Each of the items discussed above and typical inflationary increases lead us to propose rate increases in two of the three utilities. The management team has been meeting over the last several weeks to submit to the Budget Committee a complete, fiscally prudent, and accurate Budget. As mentioned previously, this budget reflects priorities in accordance with the goals of the Board of Directors.

Stable, predictable rates are preferred by customers and promote the growth of the local economy. The fiscal year 2020-21 budget incorporates anticipated rate increases in two of the three operating funds:

- Drinking Water with a 3.5% increase, an average of \$1.96 per two-month billing cycle; and
- Wastewater with a 3.25% increase, an average of \$3.48 per two-month billing cycle.

For illustration purposes, the District identifies an "average residential customer" as a single-family residence with a 5/8-inch meter and average water consumption for a two-month billing period of eight (8) CCF. As a result of the proposed rates, the average estimated two-month bill for this average residential customer will increase a total of 3% or \$5.44 to \$187.13 from the current \$181.70. Included in the total rate increase is .5% to fund an Emergency Customer Assistance Program.

## ***Budget Assumptions***

The 2020-20210 adopted budget incorporates the following assumptions:

### *Revenue Assumptions*

- Increase in rates for Water and Wastewater utilities.
  - Drinking water rates assume a 1% drop in consumption as a result of increased conservation messaging, anticipated effects of the COVID-19 pandemic, and current trends in customer usage.
- Non-payment of bills by customers at 2% (based on history).

### *Expenditure Assumptions*

- 2% inflationary increase in materials and services.
- Medical and Dental estimated increased rates of 15%.
- PERS employer contribution rate for fiscal 2020-21 consistent – second year of biennial rates.
- Step increases for eligible employees.
- No cost of living (COLA) adjustment.

### *Overall Strategies for the 2020-2021 Budget and Beyond*

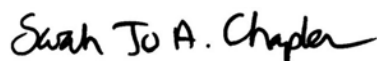
- Continue to manage rates in the context of stable operations and planned infrastructure maintenance and replacement.
- Continue to maintain prudent fund balances and reserves.
- Complete master plan for wastewater utility.
- Complete comprehensive rate study covering all three utilities.

## ***Acknowledgements***

This budget was developed by the District's Leadership Team with assistance from District staff. The members of the Leadership Team come from various backgrounds and perspectives to represent the interests of the District. I want to acknowledge their hard-work, efforts, and engagement and extend the District's appreciation.

Like other local governments, the District will need to be nimble, able to respond to changes resulting from the pandemic for our customers or changing requirements from State or Federal regulators. Oak Lodge Water Services needs to be able to consistently deliver our services - services that are key to our customers' health, every day without any interruption. Our customers depend upon us.

Respectfully submitted,



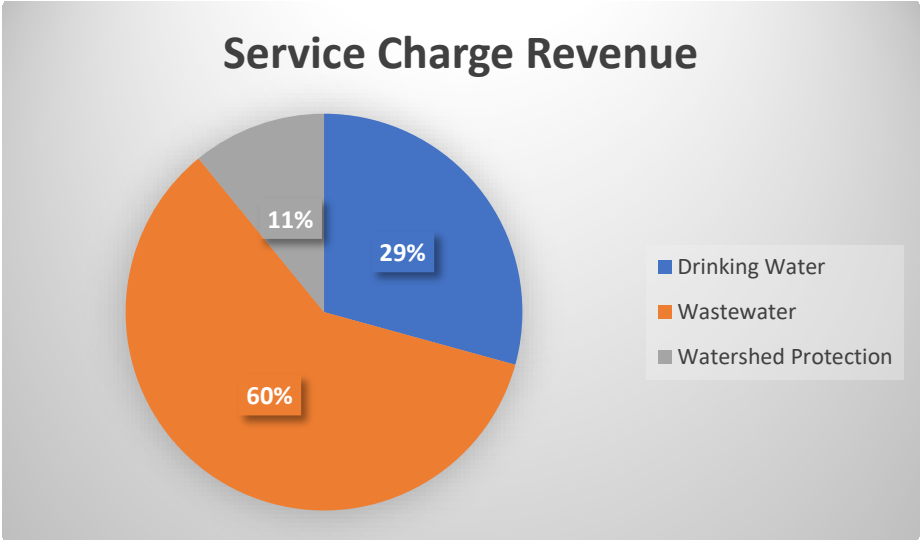
Sarah Jo Chaplen  
General Manager and Budget Officer

**Summary Budget Highlights**

The fiscal year 2020-21 budget for the District totals \$41 million (total resources and total uses) and can be summarized as follows: \$5.2 million for Administrative Services, \$6.1 million for Drinking Water, \$10.5 million for Wastewater, \$2.0 million for Watershed Protection, \$4.8 million for Debt Service, and \$12.2 million in capital.

*Resources*

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



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

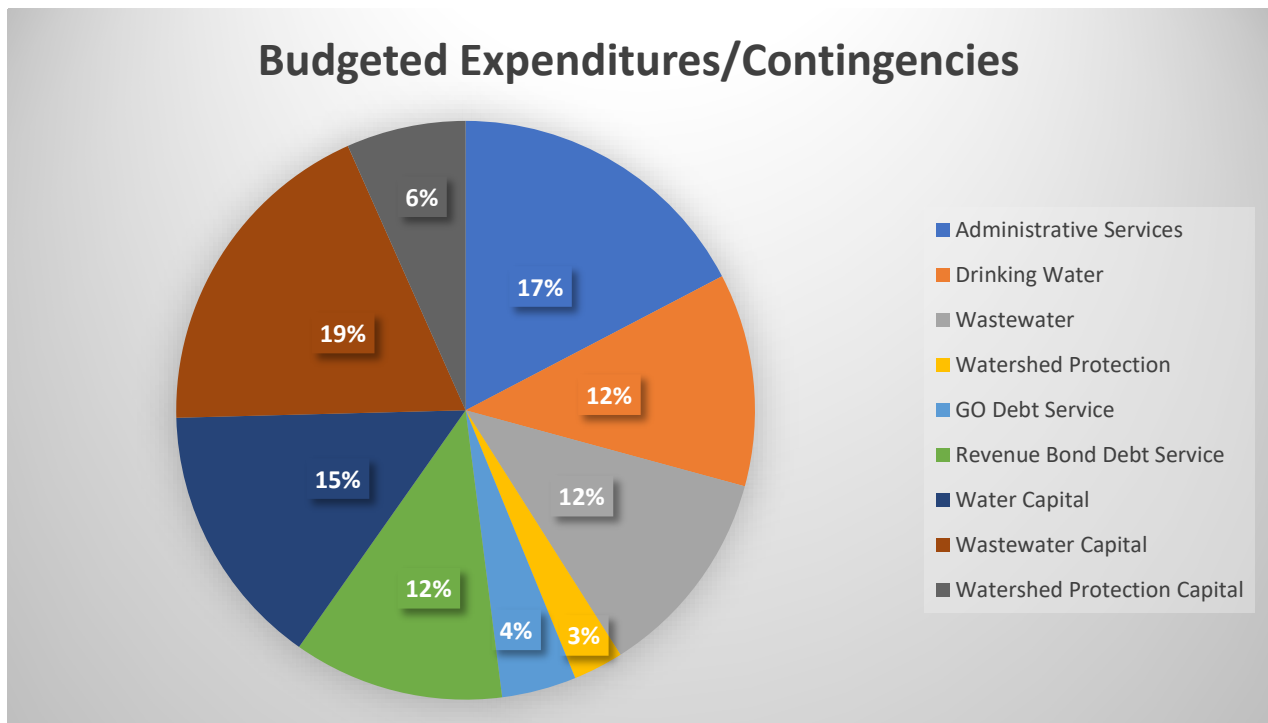
Fees are set in June each year with a July 1 effective date. Fees are set based on estimated requirements for each fund as a whole and in consideration of future operations and capital plans as projected.

The fiscal year 2020-21 budget anticipates a nominal rate increase in the Drinking Water and Wastewater Reclamation Funds of 3.5 and 3.25%, respectively. There is no anticipated increase in the budget for the Watershed Protection rates. The resulting increase in the average, residential bimonthly bill is estimated at \$5.44, an increase of 3% in the overall bill when compared to fiscal year 2019-20. Included in the overall 3% increase is .5% to fund an Emergency Customer Assistance Program.

## Uses

Operating expenditures are budgeted by division within the Administrative Services Fund, and by category within each of the other funds. Personnel services and capital make up the majority of budgeted expenditures of the District for fiscal year 2020-21. Personnel services comprise 15.9% of the District's budgeted expenditures (excluding transfers) and capital spending makes up another 14.1%. The remaining budgeted requirements of the District include materials and services (17%), debt service (12.8%), special payments to PERS (3%), and contingencies and reserves (37.2%).

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



## Personnel Services

The District budget includes 37 full-time regular (FTE) positions consistent with the prior year. There are no new positions put forward in the fiscal year 2020-21 budget. Benefit costs reflect increases in health insurance and quoted rates from providers. Employee insurance rates, which includes medical, dental, life, short-term disability, and long-term disability reflect a 15% increase.

PERS contributions are the other largest component of employee benefit costs and rates remain at the same level as fiscal year 2019-20. Fiscal year 2020-21 is the second year of the biennial rates established by PERS, set at 23.22% for Tier 1 and 2 members, and 17.65% for OPSRP members. The District contributed \$300,000 to PERS to establish a side account during fiscal year 2019-20 and has budgeted an additional \$900,000 in fiscal year 2020-21 to mitigate anticipated future rate increases.



### *Materials and Services*

This category represents operational expenditures for goods and services supporting the District. Legal, audit and accounting, and other contractual services are budgeted within this category, as are utilities, repairs and maintenance, and supplies. The increases budgeted for fiscal year 2020-21 result primarily from stepping up maintenance efforts related to the water and wastewater systems and anticipated inflationary increases in goods and services costs from vendors.

### *Capital Expenditures*

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

The fiscal year 2020-21 budget provides for capital spending in the Drinking Water Capital Fund of \$1.6 million, the Wastewater Reclamation Capital Fund of \$2.3 million, and the Watershed Protection Capital Fund of \$465 thousand. Each of the capital funds budgets for contingency to allow for flexibility in management of planned projects, funding for future year capital plans, and consideration for future replacement of equipment and vehicles.

OAK LODGE WATER SERVICES DISTRICT  
 RESOURCES SUMMARY – BY PROGRAM  
 FISCAL YEAR 2020-2021

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Fund	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>Administrative Services</b>						
\$ -	\$ -	\$ -	Fund Balance	\$ 335,000	\$ -	\$ -
\$ -	\$ -	\$ 2,500	Other revenue	\$ 1,000	\$ -	\$ -
\$ -	\$ -	\$ 1,444,000	Transfer In - Fund 10	\$ 2,029,000	\$ -	\$ -
\$ -	\$ -	\$ 2,028,000	Transfer In - Fund 20	\$ 2,253,000	\$ -	\$ -
\$ -	\$ -	\$ 1,029,000	Transfer In - Fund 30	\$ 635,000	\$ -	\$ -
\$ -	\$ -	\$ 4,503,500	Subtotal Resources	\$ 5,253,000	\$ -	\$ -
<b>Drinking Water</b>						
\$ 3,052,745	\$ 3,632,780	\$ 1,801,651	Fund Balance	\$ 1,527,000	\$ -	\$ -
\$ 3,456,630	\$ 3,877,075	\$ 4,265,000	Water Sales	\$ 4,159,000	\$ -	\$ -
\$ 217,590	\$ 399,785	\$ 100,000	SDCs	\$ 100,000	\$ -	\$ -
\$ 433,643	\$ 328,790	\$ 320,500	Leases & Other	\$ 348,000	\$ -	\$ -
\$ 7,160,608	\$ 8,238,430	\$ 6,487,151	Subtotal Resources	\$ 6,134,000	\$ -	\$ -
<b>Wastewater Reclamation</b>						
\$ 5,031,990	\$ 5,393,413	\$ 789,178	Fund Balance	\$ 1,842,000	\$ -	\$ -
\$ 7,489,404	\$ 7,656,925	\$ 8,200,000	Wastewater Charges	\$ 8,497,000	\$ -	\$ -
\$ 336,016	\$ 315,502	\$ 125,000	SDCs	\$ 125,000	\$ -	\$ -
\$ 239,089	\$ 110,343	\$ 95,000	Other revenue	\$ 40,000	\$ -	\$ -
\$ -	\$ -	\$ -	Sale of Capital Assets	\$ -	\$ -	\$ -
\$ 13,096,499	\$ 13,476,183	\$ 9,209,178	Subtotal Resources	\$ 10,504,000	\$ -	\$ -
<b>Watershed Protection</b>						
\$ 2,377,233	\$ 2,999,484	\$ 307,986	Fund Balance	\$ 410,000	\$ -	\$ -
\$ 1,379,805	\$ 1,470,770	\$ 1,530,000	Watershed Charges	\$ 1,548,000	\$ -	\$ -
\$ 478,187	\$ 420,024	\$ 29,000	Other Revenue	\$ 28,000	\$ -	\$ -
\$ 4,235,225	\$ 4,890,278	\$ 1,866,986	Subtotal Resources	\$ 1,986,000	\$ -	\$ -
<b>Wastewater GO Debt Service</b>						
\$ 785,271	\$ 783,053	\$ 644,112	Fund Balance	\$ 333,000	\$ -	\$ -
\$ 18,830	\$ 26,552	\$ 8,500	Interest Revenue	\$ 7,000	\$ -	\$ -
\$ 127,559	\$ 122,729	\$ 115,000	Interest Subsidy	\$ 111,000	\$ -	\$ -
\$ 1,949,103	\$ 1,548,123	\$ 1,350,500	Transfers In	\$ 812,000	\$ -	\$ -
\$ 2,880,763	\$ 2,480,457	\$ 2,118,112	Subtotal Resources	\$ 1,263,000	\$ -	\$ -
<b>Wastewater Revenue Bond Debt Service</b>						
\$ 1,226,946	\$ 1,215,131	\$ 1,354,323	Fund Balance	\$ 682,000	\$ -	\$ -
\$ 17,973	\$ 29,991	\$ 16,300	Interest Revenue	\$ 16,084	\$ -	\$ -
\$ 1,360,028	\$ 1,755,812	\$ 1,100,000	Transfers In	\$ 2,871,000	\$ -	\$ -
\$ 2,604,947	\$ 3,000,934	\$ 2,470,623	Subtotal Resources	\$ 3,569,084	\$ -	\$ -
<b>Water Capital</b>						
\$ -	\$ -	\$ 2,703,013	Fund Balance	\$ 3,942,000	\$ -	\$ -
\$ -	\$ 1,394,267	\$ 50,000	Other	\$ 50,000	\$ -	\$ -
\$ -	\$ 2,700,000	\$ 1,675,000	Transfers In	\$ 500,000	\$ -	\$ -
\$ -	\$ 4,094,267	\$ 4,428,013	Subtotal Resources	\$ 4,492,000	\$ -	\$ -
<b>Wastewater Capital</b>						
\$ -	\$ -	\$ 3,754,027	Fund Balance	\$ 4,605,000	\$ -	\$ -
\$ -	\$ 489,124	\$ 75,000	Other Revenue	\$ 75,000	\$ -	\$ -
\$ -	\$ 5,000,000	\$ 1,300,000	Transfers In	\$ 1,000,000	\$ -	\$ -
\$ -	\$ 5,489,124	\$ 5,129,027	Subtotal Resources	\$ 5,680,000	\$ -	\$ -
<b>Watershed Protection Capital</b>						
\$ -	\$ -	\$ 1,681,715	Fund Balance	\$ 1,481,000	\$ -	\$ -
\$ -	\$ 252,675	\$ 40,000	Other Revenue	\$ 40,000	\$ -	\$ -
\$ -	\$ 3,537,000	\$ 430,000	Transfers In	\$ 500,000	\$ -	\$ -
\$ -	\$ 3,789,675	\$ 2,151,715	Subtotal Resources	\$ 2,021,000	\$ -	\$ -
\$ 29,978,042	\$ 45,459,348	\$ 38,364,305	<b>TOTAL RESOURCES</b>	\$ 40,902,084	\$ -	\$ -

OAK LODGE WATER SERVICES DISTRICT  
 REQUIREMENTS SUMMARY – BY PROGRAM  
 FISCAL YEAR 2020-2021

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Fund	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			<b>Administrative Services</b>			
\$ -	\$ -	\$ 2,088,000	Personnel Services	\$ 1,977,000	\$ -	\$ -
-	-	1,974,800	Materials & Services	2,237,000	-	-
-	-	300,000	Special Payments	900,000	-	-
-	-	140,700	Contingency	139,000	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,503,500</u>	<b>Total</b>	<u>\$ 5,253,000</u>	<u>\$ -</u>	<u>\$ -</u>
			<b>Drinking Water</b>			
\$ 1,203,445	\$ 1,262,739	\$ 1,044,000	Personnel Services	\$ 989,000	\$ -	\$ -
1,378,313	1,845,303	1,555,200	Materials & Services	1,443,500	-	-
946,070	-	-	Capital Outlay	-	-	-
-	-	209,522	Debt Service	209,801	-	-
-	2,700,000	3,119,000	Transfers	2,529,000	-	-
-	-	559,429	Contingency	962,699	-	-
3,632,780	2,430,388	0	Unappropriated fund balance	-	-	-
<u>\$ 7,160,608</u>	<u>\$ 8,238,430</u>	<u>\$ 6,487,151</u>	<b>Total</b>	<u>\$ 6,134,000</u>	<u>\$ -</u>	<u>\$ -</u>
			<b>Wastewater</b>			
			<i>Treatment</i>			
\$ 1,429,257	\$ 1,362,672	\$ 1,080,000	Personnel Services	\$ 1,078,000	\$ -	\$ -
1,364,325	1,194,605	839,700	Materials & Services	936,000	-	-
189,447	-	-	Capital Outlay	-	-	-
			<i>Collections</i>			
982,033	986,601	796,000	Personnel Services	643,000	-	-
396,472	312,815	141,000	Materials & Services	110,000	-	-
32,421	-	-	Capital Outlay	-	-	-
-	-	-	Debt Service	-	-	-
3,309,131	8,303,935	5,778,500	Transfers	6,936,000	-	-
-	-	573,978	Contingency	801,000	-	-
5,393,413	1,315,555	-	Unappropriated fund balance	-	-	-
<u>\$ 13,096,499</u>	<u>\$ 13,476,183</u>	<u>\$ 9,209,178</u>	<b>Total</b>	<u>\$ 10,504,000</u>	<u>\$ -</u>	<u>\$ -</u>
			<b>Watershed Protection</b>			
\$ 463,992	\$ 504,517	\$ 178,000	Personnel Services	\$ 134,000	\$ -	\$ -
293,141	321,135	83,500	Materials & Services	105,000	-	-
478,608	-	-	Capital Outlay	-	-	-
-	62,558	62,558	Debt Service	62,558	-	-
-	3,537,000	1,459,000	Transfers	1,135,000	-	-
-	-	83,928	Contingency	549,442	-	-
2,999,484	465,068	0	Unappropriated fund balance	-	-	-
<u>\$ 4,235,225</u>	<u>\$ 4,890,278</u>	<u>\$ 1,866,986</u>	<b>Total</b>	<u>\$ 1,986,000</u>	<u>\$ -</u>	<u>\$ -</u>
			<b>Wastewater GO Debt Service</b>			
\$ 2,097,710	\$ 1,819,497	\$ 1,809,848	Debt Service	\$ 638,101	\$ -	\$ -
783,053	660,960	308,264	Reserve for future expenditure	624,899	-	-
<u>\$ 2,880,763</u>	<u>\$ 2,480,457</u>	<u>\$ 2,118,112</u>	<b>Total</b>	<u>\$ 1,263,000</u>	<u>\$ -</u>	<u>\$ -</u>
			<b>Wastewater Revenue Bond Debt Service</b>			
\$ 1,389,816	\$ 1,626,767	\$ 1,812,342	Debt Service	\$ 2,969,084	\$ -	\$ -
1,215,131	1,374,167	658,281	Reserve for future expenditure	600,000	-	-
<u>\$ 2,604,947</u>	<u>\$ 3,000,934</u>	<u>\$ 2,470,623</u>	<b>Total</b>	<u>\$ 3,569,084</u>	<u>\$ -</u>	<u>\$ -</u>
			<b>Water Capital</b>			
\$ -	\$ 858,220	\$ 4,428,013	Capital Outlay	\$ 1,515,000	\$ -	\$ -
-	-	-	Contingency	2,977,000	-	-
-	3,236,048	0	Reserve for future expenditure	-	-	-
<u>\$ -</u>	<u>\$ 4,094,267</u>	<u>\$ 4,428,013</u>	<b>Total</b>	<u>\$ 4,492,000</u>	<u>\$ -</u>	<u>\$ -</u>
			<b>Wastewater Capital</b>			
\$ -	\$ 1,269,027	\$ 5,129,027	Capital Outlay	\$ 2,300,000	\$ -	\$ -
-	-	-	Contingency	3,260,000	-	-
-	4,220,097	(0)	Reserve for future expenditure	120,000	-	-
<u>\$ -</u>	<u>\$ 5,489,124</u>	<u>\$ 5,129,027</u>	<b>Total</b>	<u>\$ 5,680,000</u>	<u>\$ -</u>	<u>\$ -</u>
			<b>Watershed Protection Capital</b>			
\$ -	\$ 1,973,355	\$ 2,151,715	Capital Outlay	\$ 465,000	\$ -	\$ -
-	-	-	Contingency	1,556,000	-	-
-	1,816,320	(0)	Reserve for future expenditure	-	-	-
<u>\$ -</u>	<u>\$ 3,789,675</u>	<u>\$ 2,151,715</u>	<b>Total</b>	<u>\$ 2,021,000</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ 29,978,042</u>	<u>\$ 45,459,348</u>	<u>\$ 38,364,305</u>	<b>TOTAL REQUIREMENTS</b>	<u>\$ 40,902,084</u>	<u>\$ -</u>	<u>\$ -</u>

**Administrative Services Fund  
Fund 05**

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

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

**Full Time Employees (FTE):** 14

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

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

**Administration & Finance – Division 01**

The Administration & Finance Division accounts for activities related to the District’s general administration, finance and management. There are six (6) full time employees within the Division comprised of the General Manager, Finance Director, Sr. Accountant, Jr. Accounting Specialist, Administrative Specialist I, and Administrative Specialist II.

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

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

**Human Resources – Division 02**

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

The District Recorder is responsible for managing the District’s records, public meetings, notices, Board packets, and minutes and serves as an executive assistant to both the General Manager and the HR and Payroll Manager. In managing the District’s records, the District Recorder ensures the District meets retention and destruction requirements for all records.

Board expense has been moved to the Division 2 budget with the fiscal year 2020-21 budget cycle to coincide with the District Recorder’s duties. The total of the District’s property, casualty and cyber security insurance are budgeted in this Division to reflect the HR Manager’s oversight

insurance and claims. Finally, all telephone and cell services are budgeted in Division 02 with oversight by the HR and Payroll Manager.

**Technical Services – Division 03**

Organizationally and for reporting purposes, the Technical Services Division is home to seven (7) full-time employees; the District Engineer, Water Services Engineer, Technical Services Coordinator, Development Review Specialist, an Outreach and Program Specialist, a Water Quality Coordinator, and a Pollution Prevention Specialist. The Water Quality Coordinator is budgeted in the Watershed Protection Fund. Together, these positions provide direct support to the operating funds with respect to State issued permits, development review and permit issuance; project inspections; engineering; capital project management, information technology for the District, education, and outreach.

The District’s information technology costs including hardware, software, and support services are budgeted within Division 03. Communications and outreach costs of the District are also budgeted within Technical Services.

**Vehicle Maintenance – Division 04**

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

Fund 05 - Administrative Services Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>05-00- Resources</b>								
\$ -	\$ -	\$ -	\$ -	3500	Beginning Fund Balance	\$ 335,000		
-	-	2,500	500	4630	Miscellaneous Revenues	1,000		
<b>05-29- Transfers In</b>								
-	-	1,444,000	1,444,000	4910	Transfer In from Fund 10	2,029,000		
-	-	2,028,000	2,028,000	4920	Transfer In from Fund 20	2,253,000		
-	-	1,029,000	1,029,000	4930	Transfer In from Fund 30	635,000		
<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,503,500</b>	<b>\$ 4,501,500</b>	<b>Total Resources</b>		<b>\$ 5,253,000</b>	<b>\$ -</b>	<b>\$ -</b>



OAK LODGE WATER SERVICES DISTRICT  
PROPOSED BUDGET – FISCAL YEAR 2020-2021

Fund 05 - Administrative Services Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>Division 01 - Finance/Administration</b>								
<b>05-01- Personnel Services - 6 FTE</b>								
\$ -	\$ -	\$ 638,000	\$ 629,000	5110	Regular employees	\$ 563,000		
-	-	10,000	-	5120	Temporary/Seasonal	5,000		
-	-	5,000	5,500	5130	Overtime	5,000		
-	-	94,000	90,000	5210	Health/Dental insurance	115,000		
-	-	50,000	41,000	5230	Social Security	43,000		
-	-	134,000	136,000	5240	Retirement	124,000		
-	-	6,000	4,700	5250	Trimet/WBF	4,000		
-	-	6,000	-	5260	Unemployment	5,000		
-	-	9,000	7,700	5270	Workers compensation	8,000		
-	-	4,000	-	5290	Other employee benefits	5,000		
<b>\$ -</b>	<b>\$ -</b>	<b>\$ 956,000</b>	<b>\$ 913,900</b>	<b>Total Personnel Services</b>		<b>\$ 877,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>05-01- Materials and Services</b>								
\$ -	\$ -	\$ 400,000	\$ 400,000	6110	Legal services	\$ 375,000		
-	-	40,000	75,000	6120	Accounting and audit services	45,000		
-	-	150,000	150,000	6155	Contracted Services	345,000		
-	-	38,000	32,000	6180	Dues and subscriptions	35,000		
-	-	8,000	9,000	6220	Electricity	9,000		
-	-	2,000	1,000	6240	Natural gas	1,000		
-	-	16,000	19,600	6290	Other utilities	20,000		
-	-	25,000	20,000	6310	Janitorial services	25,000		
-	-	6,000	12,500	6320	Buildings and grounds	18,000		
-	-	2,000	1,000	6410	Mileage	1,000		
-	-	23,000	15,000	6420	Staff training	12,000		
-	-	5,000	5,000	6440	Board expense	-		
-	-	15,000	20,400	6510	Office supplies	25,000		
-	-	1,000	500	6530	Small tools and equipment	2,000		
-	-	1,000	250	6560	Uniforms	500		
-	-	1,000	700	6610	Board Compensation	-		
-	-	5,000	1,000	6730	Communications	2,000		
-	-	1,000	500	6740	Advertising	1,000		
-	-	3,000	500	6760	Equipment rental	1,000		
-	-	125,000	118,000	6770	Bank charges	125,000		
-	-	1,000	500	6780	Taxes, Fees, and other charges	1,000		
-	-	1,000	-	6900	Miscellaneous expense	1,000		
<b>\$ -</b>	<b>\$ -</b>	<b>\$ 869,000</b>	<b>\$ 882,450</b>	<b>Total Materials and Services</b>		<b>\$ 1,044,500</b>	<b>\$ -</b>	<b>\$ -</b>

OAK LODGE WATER SERVICES DISTRICT  
PROPOSED BUDGET – FISCAL YEAR 2020-2021

Fund 05 - Administrative Services Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>Division 02 - Human Resources</b>								
<b>05-02- Personnel Services - 2 FTE</b>								
\$ -	\$ -	\$ 154,000	\$ 170,000	5110	Regular employees	\$ 152,000		
-	-	-	1,500	5130	Overtime	5,000		
-	-	35,000	12,000	5210	Health/Dental insurance	26,000		
-	-	12,000	13,000	5230	Social Security	12,000		
-	-	31,000	25,000	5240	Retirement	27,000		
-	-	2,000	800	5250	Trimet/WBF	1,000		
-	-	2,000	-	5260	Unemployment	-		
-	-	3,000	2,600	5270	Workers compensation	2,000		
-	-	2,000	7,000	5290	Other employee benefits	2,000		
<b>\$ -</b>	<b>\$ -</b>	<b>\$ 241,000</b>	<b>\$ 231,900</b>	<b>Total Personnel Services</b>		<b>\$ 227,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>05-02- Materials and Services</b>								
\$ -	\$ -	\$ -	\$ -	6175	Records management	\$ 5,000		
-	-	1,000	1,000	6180	Dues and subscriptions	1,000		
-	-	56,100	52,000	6230	Telephone	57,000		
-	-	1,000	500	6410	Mileage	1,000		
-	-	14,000	5,000	6420	Staff training	22,000		
-	-	-	-	6440	Board travel and training	7,000		
-	-	1,000	1,300	6510	Office supplies	1,000		
-	-	-	-	6540	Safety supplies	1,000		
-	-	-	-	6610	Board Compensation	2,500		
-	-	-	-	6620	Elections Costs	5,000		
-	-	236,000	217,000	6720	Insurance	240,000		
-	-	-	-	6730	Communications	6,000		
-	-	5,000	5,000	6740	Advertising	5,000		
-	-	-	-	6900	Miscellaneous expense	-		
<b>\$ -</b>	<b>\$ -</b>	<b>\$ 314,100</b>	<b>\$ 281,800</b>	<b>Total Materials and Services</b>		<b>\$ 353,500</b>	<b>\$ -</b>	<b>\$ -</b>

OAK LODGE WATER SERVICES DISTRICT  
PROPOSED BUDGET – FISCAL YEAR 2020-2021

Fund 05 - Administrative Services Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>Division 03 - Technical Services</b>								
<b>05-03- Personnel Services - 6 FTE</b>								
\$ -	\$ -	\$ 583,000	\$ 500,000	5110	Regular employees	\$ 577,000		
-	-	5,000	2,000	5130	Overtime	5,000		
-	-	119,000	92,000	5210	Health/Dental Insurance	112,000		
-	-	45,000	34,000	5230	Social Security	44,000		
-	-	115,000	92,000	5240	Retirement	112,000		
-	-	5,000	2,600	5250	Trimet/WBF	4,000		
-	-	6,000	-	5260	Unemployment	5,000		
-	-	9,000	7,700	5270	Workers compensation	9,000		
-	-	4,000	1,000	5290	Other employee benefits	5,000		
\$ -	\$ -	\$ 891,000	\$ 731,300	<b>Total Personnel Services</b>		\$ 873,000	\$ -	\$ -
<b>05-03- Materials and Services</b>								
\$ -	\$ -	\$ 212,000	\$ 225,000	6155	Contracted Services	\$ 291,000		
-	-	3,000	3,000	6180	Dues and subscriptions	10,000		
-	-	291,300	291,300	6350	Computer maintenance	237,000		
-	-	4,000	1,000	6390	Other repairs and maintenance	-		
-	-	1,000	1,000	6410	Mileage	3,000		
-	-	16,000	10,000	6420	Staff training	16,000		
-	-	500	500	6430	Certifications	1,000		
-	-	13,000	13,000	6510	Office supplies	3,000		
-	-	1,000	1,500	6540	Safety Supplies	8,000		
-	-	500	-	6560	Uniforms	-		
-	-	117,100	117,100	6730	Communications	149,000		
\$ -	\$ -	\$ 659,400	\$ 663,400	<b>Total Materials and Services</b>		\$ 718,000	\$ -	\$ -
<b>Division 04 - Vehicle Services</b>								
<b>05-04- Materials and Services</b>								
\$ -	\$ -	\$ 61,500	\$ 50,000	6330	Vehicle/equipment maintenance	\$ 50,000		
-	-	70,800	60,000	6520	Fuel and oils	71,000		
\$ -	\$ -	\$ 132,300	\$ 110,000	<b>Total Materials and Services</b>		\$ 121,000	\$ -	\$ -
<b>05-25- Special Payments</b>								
\$ -	\$ -	\$ 300,000	\$ 300,000	6990	Special Payments - PERS	\$ 900,000		
\$ -	\$ -	\$ 300,000	\$ 300,000	<b>Total Special Payments</b>		\$ 900,000	\$ -	\$ -
<b>Non-divisional</b>								
<b>05-29- Contingency</b>								
\$ -	\$ -	\$ 140,700		9000	Contingency	\$ 139,000		
\$ -	\$ -	\$ 140,700	\$ -	<b>Total Contingency</b>		\$ 139,000	\$ -	\$ -
\$ -	\$ -	\$ 4,503,500	\$ 4,114,750	<b>Total Appropriations</b>		\$ 5,253,000	\$ -	\$ -
\$ -	\$ -	\$ -	\$ 386,750	Unappropriated ending fund balance		\$ -	\$ -	\$ -
\$ -	\$ -	\$ 4,503,500	\$ 4,501,500	<b>Total Requirements</b>		\$ 5,253,000	\$ -	\$ -

**Drinking Water Fund  
 Fund 10**

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

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

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

- Educate residents, developers, contractors, businesses, industries, and youth about watershed protection.
- Efficiently meet the drinking water collection, transmission, and distribution needs of the community through uninterrupted service delivery.
- Provide fire protection.
- Protect community health.
- Provide safe drinking water to the community.

**Full Time Employees (FTE):** 7.83

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

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

The Field Superintendent splits his time between water distribution and wastewater collections activities, and directly supervises a water field supervisor and six (6) water field utility workers within the Drinking Water Fund. One third (.33) of an FTE is allocated to the Drinking Water Fund for the Asset Resource Specialist.

Fund 10 - Drinking Water Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>10-00- Resources</b>								
\$ 3,052,745	\$ 3,632,780	\$ 1,801,651	\$ 2,430,000	3500	Beginning Fund Balance	\$ 1,527,000		
3,456,630	3,877,075	4,265,000	4,000,000	4211	Water sales	4,159,000		
30,003	26,960	32,000	25,000	4212	Water sales - CRW	32,000		
13,082	16,391	25,000	20,000	4215	Penalties and late charges	20,000		
217,590	399,785	100,000	300,000	4220	System development charges	100,000		
32,971	41,349	53,000	55,000	4230	Contract services	40,000		
22,055	31,905	15,000	30,000	4240	Service installations	10,000		
264,260	161,748	160,000	200,000	4280	Rents and leases	200,000		
6,774	24,722	20,000	10,000	4290	Other charges for services	10,000		
34,533	5,470	500	10,000	4610	Investment revenue	10,000		
29,965	20,245	15,000	45,000	4630	Miscellaneous revenues	26,000		
<b>\$7,160,608</b>	<b>\$ 8,238,430</b>	<b>\$ 6,487,151</b>	<b>\$ 7,125,000</b>	<b>Total Resources</b>		<b>\$ 6,134,000</b>	<b>\$ -</b>	<b>\$ -</b>

OAK LODGE WATER SERVICES DISTRICT  
PROPOSED BUDGET – FISCAL YEAR 2020-2021

Fund 10 - Drinking Water Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>Division 20 - Drinking Water Operations</b>								
<b>10-20- Personnel Services - 7.83 FTE*</b>								
\$ 804,044	\$ 851,067	\$ 599,000	\$ 580,000	5110	Regular employees	\$ 607,000		
15,950	4,660	30,000	-	5120	Temporary/Seasonal employees	-		
11,400	21,300	42,000	15,000	5130	Overtime	35,000		
133,045	140,215	147,000	112,000	5210	Health/Dental insurance	140,000		
62,784	64,786	52,000	60,000	5230	Social Security	47,000		
160,412	149,329	144,000	125,000	5240	Retirement	132,000		
6,991	6,674	6,000	5,000	5250	Trimet/WBF	5,000		
-	11,232	8,000	5,000	5260	Unemployment	8,000		
7,850	13,373	11,000	9,404	5270	Workers compensation	9,000		
969	103	5,000	1,000	5290	Other employee benefits	6,000		
<b>\$ 1,203,445</b>	<b>\$ 1,262,739</b>	<b>\$ 1,044,000</b>	<b>\$ 912,404</b>	<b>Total Personnel Services</b>		<b>\$ 989,000</b>	<b>\$ -</b>	<b>\$ -</b>

\* Administrative personnel services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

<b>10-20- Materials and Services **</b>								
<b>Professional and technical services</b>								
\$ 78,249	\$ 84,624	\$ -	\$ -	6110	Legal services	\$ -		
13,108	4,163	-	-	6120	Accounting and audit services	-		
85,784	97,119	-	-	6155	Contracted Services	20,000		
25,884	22,569	-	-	6180	Dues and subscriptions	-		
<b>Utilities</b>								
-	-	-	-	6210	Water/sewer	-		
39,647	38,197	40,000	25,000	6220	Electricity	27,000		
22,118	17,154	4,200	500	6230	Telephone	-		
4,458	2,984	2,000	3,000	6240	Natural gas	3,000		
-	-	-	-	6250	Solid waste disposal	-		
5,204	3,866	2,000	1,700	6290	Other utilities	-		
<b>Repairs and maintenance</b>								
13,559	6,708	1,000	89	6310	Janitorial services	-		
5,209	9,190	10,000	5,000	6320	Buildings and grounds	5,000		
26,042	25,220	-	-	6330	Vehicle/equipment maintenance	-		
148,735	212,148	220,000	200,000	6340	Distribution system maintenance	200,000		
83,456	58,628	-	-	6350	Computer maintenance	-		
25,466	35,863	50,000	30,000	6390	Other repairs and maintenance	35,000		
<b>Travel and Training</b>								
-	882	1,000	-	6410	Mileage	-		
14,449	12,246	8,000	8,000	6420	Staff training	10,000		
1,372	820	1,000	1,200	6430	Certifications	2,000		
1,148	1,794	-	-	6440	Board travel and training	-		
<b>Supplies</b>								
14,252	10,414	-	-	6510	Office supplies	-		
15,051	19,377	-	-	6520	Fuel and oils	-		
-	-	-	-	6525	Chemicals	-		
438	25,522	22,000	4,500	6530	Small tools and equipment	9,000		
12,621	11,991	16,000	13,000	6540	Safety Supplies	15,000		
476	2,685	2,000	1,500	6550	Operational Supplies	2,000		
5,011	236	-	1,500	6560	Uniforms	2,000		
-	416	-	-	6590	Other supplies	-		
958	468	-	-	6610	Board compensation	-		
657,214	1,030,578	1,150,000	1,030,000	6710	Purchased water	1,084,000		
2,254	5,321	-	10,000	6715	Water quality program	5,000		
28,786	54,464	-	-	6720	Insurance	-		
1,087	6,391	-	-	6730	Communications	-		
97	189	-	-	6740	Advertising	-		
-	720	5,000	2,000	6760	Equipment rental	3,500		
30,491	34,203	-	-	6770	Bank charges	-		
13,622	8,213	20,000	20,000	6780	Taxes, Fees, and other charges	20,000		
872	282	1,000	250	6900	Miscellaneous expense	1,000		
316	19	-	-	6910	Cash over/short	-		
<b>\$ 1,378,313</b>	<b>\$ 1,845,303</b>	<b>\$ 1,555,200</b>	<b>\$ 1,357,239</b>	<b>Total Materials and Services</b>		<b>\$ 1,443,500</b>	<b>\$ -</b>	<b>\$ -</b>

\*\* Administrative materials and services are budgeted in Fund 05 beginning with Fiscal Year 19-20.



OAK LODGE WATER SERVICES DISTRICT  
PROPOSED BUDGET – FISCAL YEAR 2020-2021

**Fund 10 - Drinking Water Fund**

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>10-20- Capital Outlay ***</b>								
\$ 201,257	\$ -	\$ -	\$ -	7200	Infrastructure	\$ -		
2,978	-	-	-	7300	Buildings & Improvements	-		
13,015	-	-	-	7520	Equipment	-		
36,311	-	-	-	7530	Capital Software Purchase	-		
692,509	-	-	-	7600	Capital Improvements Projects	-		
<u>\$ 946,070</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>10-24- Debt Service</b>								
Principal payments								
\$ -	\$ -	\$ 175,000	\$ 175,000	6815	2019 Zions Bank Loan - Due 02/01/2020	\$ 179,000		
Interest payments								
-	-	16,768	16,768	6825	2019 Zions Bank Loan - Due 08/01/2020	15,400		
-	-	17,754	17,754	6825	2019 Zions Bank Loan - Due 02/01/2021	15,401		
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 209,522</u>	<u>\$ 209,522</u>	<b>Total Debt Service</b>		<u>\$ 209,801</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Non-divisional</b>								
<b>10-29- Transfers Out</b>								
\$ -	\$ -	\$ 1,444,000	\$ 1,444,000	8105	Transfer Out to Fund 05	\$ 2,029,000		
-	2,700,000	1,675,000	1,675,000	8171	Transfer Out to Fund 71	500,000		
<u>\$ -</u>	<u>\$ 2,700,000</u>	<u>\$ 3,119,000</u>	<u>\$ 3,119,000</u>	<b>Total Transfers</b>		<u>\$ 2,529,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b>10-29- Contingency</b>								
-	-	559,429	1,526,835	9000	Contingency	\$ 962,699	\$ -	\$ -
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 559,429</u>	<u>\$ 1,526,835</u>	<b>Total Contingency</b>		<u>\$ 962,699</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ 3,527,828</u>	<u>\$ 5,808,042</u>	<u>\$ 6,487,151</u>	<u>\$ 7,125,000</u>	<b>Total Appropriations</b>		<u>\$ 6,134,000</u>	<u>\$ -</u>	<u>\$ -</u>
\$ 3,632,780	\$ 2,430,388	\$ 0	\$ 0	Unappropriated ending fund balance		\$ -	\$ -	\$ -
<u>\$ 7,160,608</u>	<u>\$ 8,238,430</u>	<u>\$ 6,487,151</u>	<u>\$ 7,125,000</u>	<b>Total Requirements</b>		<u>\$ 6,134,000</u>	<u>\$ -</u>	<u>\$ -</u>

\*\*\* Drinking water capital expenditures are budgeted in Fund 71 beginning with Fiscal Year 18-19.

## **Wastewater Reclamation Fund Fund 20**

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

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

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

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

- Educate residents, developers, contractors, businesses, industries, and youth about watershed protection.
- Efficiently meet the wastewater collection, transmission, and reclamation needs of the community through uninterrupted service delivery.
- Provide environmental protection for the Willamette River.
- Protect community health.

**Full Time Employees (FTE):** 13.84; 8.17 FTE in Wastewater Treatment (Division 21) and 5.67 FTE in Wastewater Collections (Division 22)

**Major Funding Source(s):** Wastewater service charges billed to District customers.

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

Staffing within the Wastewater Reclamation Fund is divided functionally between collection and treatment responsibilities. The collections team is comprised of one-half of the Field Superintendent position and five (5) sewer field utility workers. The Plant Superintendent directly oversees the treatment operations and directs the five (5) plant operators, two (2) mechanics, and the asset resource specialist position. The Asset Resource Specialist is allocated .17 FTE each to the Treatment and Collections Divisions, respectively.

OAK LODGE WATER SERVICES DISTRICT  
PROPOSED BUDGET – FISCAL YEAR 2020-2021

**Fund 20 - Wastewater Reclamation Fund**

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>20-00- Resources</b>								
\$ 5,031,990	\$ 5,393,413	\$ 789,178	\$ 1,315,555	3500	Beginning Fund Balance	\$ 1,842,000		
7,489,404	7,656,925	8,200,000	8,191,000	4212	Wastewater charges	8,497,000		
18,795	8,134	25,000	12,000	4215	Penalties and late charges	10,000		
336,016	315,502	125,000	650,000	4220	System development charges	125,000		
34,429	44,433	40,000	20,000	4240	Service installations	10,000		
15,087	14,304	15,000	10,000	4290	Other charges for services	10,000		
65,011	1	-	5,000	4610	Investment revenue	5,000		
105,767	43,471	15,000	15,000	4630	Miscellaneous revenues	5,000		
<b>\$ 13,096,499</b>	<b>\$ 13,476,183</b>	<b>\$ 9,209,178</b>	<b>\$ 10,218,555</b>		<b>Total Resources</b>	<b>\$ 10,504,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Division 21 - Wastewater Treatment Operations**

<b>20-21- Personnel Services - 8.17 FTE *</b>								
\$ 982,263	\$ 927,171	\$ 622,000	\$ 650,000	5110	Regular employees	\$ 608,000		
24,092	21,693	35,000	-	5120	Temporary/Seasonal	35,000		
23,116	44,910	49,000	60,000	5130	Overtime	45,000		
128,462	147,120	155,000	145,000	5210	Health/Dental insurance	179,000		
77,347	73,798	54,000	54,000	5230	Social Security	55,000		
166,857	136,227	134,000	134,000	5240	Retirement	131,000		
7,587	7,673	6,000	5,000	5250	Trimet/WBF	5,000		
-	-	9,000	-	5260	Unemployment	5,000		
17,551	3,973	12,000	10,500	5270	Workers compensation	9,000		
1,981	107	4,000	1,000	5290	Other employee benefits	6,000		
<b>\$ 1,429,257</b>	<b>\$ 1,362,672</b>	<b>\$ 1,080,000</b>	<b>\$ 1,059,500</b>		<b>Total Personnel Services - Treatment</b>	<b>\$ 1,078,000</b>	<b>\$ -</b>	<b>\$ -</b>

**20-21- Materials and Services \*\***

<b>Professional and technical services</b>								
\$ 147,725	\$ 48,691	\$ -	\$ -	6110	Legal services	\$ -		
2,461	5,828	-	-	6120	Accounting and audit services	-		
75,450	113,449	5,000	70,000	6155	Contracted Services	133,000		
66,863	-	-	-	6160	Bond issue costs	-		
7,860	8,527	15,000	-	6180	Dues and subscriptions	6,000		
<b>Utilities</b>								
267,641	283,259	250,000	250,000	6220	Electricity	260,000		
22,420	22,352	2,400	-	6230	Telephone	-		
739	958	1,000	1,000	6240	Natural gas	1,000		
65,670	78,654	75,000	82,000	6250	Solid Waste Disposal	81,000		
5,805	6,282	1,000	1,000	6290	Other utilities	1,000		
<b>Repairs and maintenance</b>								
24,396	8,645	10,000	8,000	6310	Janitorial services	10,000		
19,788	42,726	20,000	44,000	6320	Buildings and grounds	57,000		
26,956	23,227	-	-	6330	Vehicle and equipment maintenance	-		
180,081	70,648	240,000	240,000	6342	WRF system maintenance	270,000		
84,051	72,683	-	-	6350	Computer maintenance	-		
15,082	-	-	-	6390	Other repairs and maintenance	-		
<b>Travel and Training</b>								
949	551	2,000	1,000	6410	Mileage	1,000		
(1,448)	16,613	7,000	7,000	6420	Staff training	9,000		
1,920	363	3,000	250	6430	Certifications	2,000		
468	925	-	-	6440	Board travel and training	-		
<b>Supplies</b>								
12,799	11,206	3,000	1,800	6510	Office supplies	-		
37,298	33,725	-	-	6520	Fuel and oils	-		
-	9,676	25,000	25,000	6525	Chemicals	26,000		
13,705	14,754	20,200	7,000	6530	Small tools and equipment	10,000		
4,332	27,054	20,100	20,000	6540	Safety supplies	20,000		
35,116	22,800	20,000	14,000	6550	Operational supplies	14,000		
12,913	15,569	15,000	18,000	6560	Uniforms	9,000		
10,647	10,788	20,000	8,200	6590	Other supplies	10,000		
493	263	-	-	6610	Board Compensation	-		
100,586	116,777	-	-	6720	Insurance	-		
3,682	648	-	-	6730	Communications	-		
-	195	-	-	6740	Advertising	-		
44,156	14,921	15,000	15,000	6750	Other purchased services	15,000		
32,912	53,167	-	-	6770	Bank charges	-		
40,340	51,134	69,000	-	6780	Taxes, Fees, and other charges	-		
469	7,547	1,000	-	6900	Miscellaneous expense	1,000		
-	-	-	-	6910	Cash over/short	-		
<b>\$ 1,364,325</b>	<b>\$ 1,194,605</b>	<b>\$ 839,700</b>	<b>\$ 813,250</b>		<b>Total Materials and Services - Treatment</b>	<b>\$ 936,000</b>	<b>\$ -</b>	<b>\$ -</b>

\* Administrative personnel services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

\*\* Administrative materials and services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

OAK LODGE WATER SERVICES DISTRICT  
PROPOSED BUDGET – FISCAL YEAR 2020-2021

Fund 20 - Wastewater Reclamation Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>Division 22 - Wastewater Collections Operations</b>								
<b>20-22- Personnel Services - 5.67 FTE *</b>								
\$ 696,175	\$ 691,413	\$ 427,000	\$ 435,000	5110	Regular employees	\$ 401,000		
5,604	2,059	35,000	-	5120	Temporary/Seasonal employees	-		
5,525	9,620	49,000	8,000	5130	Overtime	11,000		
120,309	109,958	110,000	83,000	5210	Health/Dental Insurance	110,000		
53,511	52,384	40,000	32,000	5230	Social Security	32,000		
88,308	101,306	112,000	80,000	5240	Retirement	70,000		
5,363	5,472	5,000	3,000	5250	Trimet/WBF	3,000		
-	-	6,000	5,000	5260	Unemployment	5,000		
6,592	14,343	8,000	7,000	5270	Workers compensation	7,000		
646	46	4,000	1,000	5290	Other employee benefits	4,000		
<b>\$ 982,033</b>	<b>\$ 986,601</b>	<b>\$ 796,000</b>	<b>\$ 654,000</b>	<b>Total Personnel Services - Collections</b>		<b>\$ 643,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>20-22- Materials and Services - Collections **</b>								
<b>Professional and technical services</b>								
\$ 56,681	\$ 26,549	\$ -	\$ -	6110	Legal services	\$ -		
2,681	2,520	-	-	6120	Accounting and audit services	-		
25,616	37,532	-	-	6155	Contracted Services	-		
2,312	4,152	-	-	6180	Dues and subscriptions	-		
<b>Utilities</b>								
33,464	1,196	-	-	6220	Electricity	-		
16,681	12,377	10,000	-	6230	Telephone	-		
711	972	-	-	6240	Natural gas	-		
8,836	8,390	-	-	6290	Other utilities	-		
<b>Repairs and maintenance</b>								
7,422	3,663	2,000	-	6310	Janitorial services	-		
2,534	4,644	3,000	-	6320	Buildings and grounds	1,000		
5,845	11,893	-	-	6330	Vehicle and equipment maintenance	-		
66,504	45,123	50,000	50,000	6342	Collection system maintenance	50,000		
34,754	46,978	-	-	6350	Computer maintenance	-		
30,560	7,782	6,000	-	6390	Other repairs and maintenance	5,000		
<b>Travel and Training</b>								
381	498	2,000	-	6410	Mileage	-		
2,805	5,082	4,000	5,000	6420	Staff training	8,000		
1,879	1,585	1,000	1,500	6430	Certifications	2,000		
217	925	-	-	6440	Board travel and training	-		
<b>Supplies</b>								
4,660	5,083	6,000	-	6510	Office supplies	-		
6,134	5,960	-	-	6520	Fuel and oils	-		
-	-	-	-	6525	Chemicals	-		
4,065	13,404	28,000	28,000	6530	Small tools and equipment	25,000		
1,450	3,918	4,000	4,000	6540	Safety Supplies	4,000		
4,024	2,054	6,000	2,500	6550	Operational Supplies	5,000		
5,372	6,284	8,000	-	6560	Uniforms	9,000		
176	-	-	-	6590	Other supplies	-		
493	238	-	-	6610	Board Compensation	-		
22,294	22,986	-	-	6720	Insurance	-		
3,011	695	-	-	6730	Communications	-		
-	130	-	-	6740	Advertising	-		
18,908	3,532	4,000	-	6750	Other purchased services	-		
20,421	13,622	-	-	6770	Bank charges	-		
5,456	5,498	6,000	-	6780	Taxes, Fees, and other charges	-		
124	7,550	1,000	500	6900	Miscellaneous expense	1,000		
<b>\$ 396,472</b>	<b>\$ 312,815</b>	<b>\$ 141,000</b>	<b>\$ 91,500</b>	<b>Total Materials and Services - Collections</b>		<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>20-21- Capital Outlay - Treatment ***</b>								
\$ 8,558	\$ -	\$ -	\$ -	7300	Buildings and improvements	\$ -		
46,293	-	-	-	7520	Equipment	-		
34,842	-	-	-	7540	Capital Software Purchases	-		
99,754	-	-	-	7600	Capital Improvements	-		
<b>\$ 189,447</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Total Capital Outlay - Treatment</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>20-22- Capital Outlay - Collections ***</b>								
\$ 2,939	\$ -	\$ -	\$ -	7300	Buildings & improvements	\$ -		
9,580	-	-	-	7520	Equipment	-		
19,902	-	-	-	7530	Software	-		
<b>\$ 32,421</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Total Capital Outlay - Collections</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Administrative personnel services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

\*\* Administrative materials and services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

**20-21- Capital Outlay - Treatment \*\*\***

\$ 8,558	\$ -	\$ -	\$ -	7300	Buildings and improvements	\$ -		
46,293	-	-	-	7520	Equipment	-		
34,842	-	-	-	7540	Capital Software Purchases	-		
99,754	-	-	-	7600	Capital Improvements	-		
<b>\$ 189,447</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Total Capital Outlay - Treatment</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**20-22- Capital Outlay - Collections \*\*\***

\$ 2,939	\$ -	\$ -	\$ -	7300	Buildings & improvements	\$ -		
9,580	-	-	-	7520	Equipment	-		
19,902	-	-	-	7530	Software	-		
<b>\$ 32,421</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Total Capital Outlay - Collections</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

OAK LODGE WATER SERVICES DISTRICT  
PROPOSED BUDGET – FISCAL YEAR 2020-2021

Fund 20 - Wastewater Reclamation Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>Non-divisional</b>								
<b>20-29- Transfers Out</b>								
\$ -	\$ -	\$ 2,028,000	\$ 2,028,000	8105	Transfer Out to Fund 05	\$ 2,253,000		
1,949,103	1,548,123	1,350,500	1,350,500	8140	Transfer Out to Fund 40	812,000		
1,360,028	1,755,812	1,100,000	1,100,000	8150	Transfer Out to Fund 50	2,871,000		
-	5,000,000	1,300,000	1,300,000	8172	Transfer Out to Fund 72	1,000,000		
<b>\$ 3,309,131</b>	<b>\$ 8,303,935</b>	<b>\$ 5,778,500</b>	<b>\$ 5,778,500</b>	<b>Total Transfers</b>		<b>\$ 6,936,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>20-29- Contingency</b>								
\$ -	\$ -	\$ 573,978	\$ -	9000	Contingency	\$ 801,000	\$ -	\$ -
<b>\$ -</b>	<b>\$ -</b>	<b>\$ 573,978</b>	<b>\$ -</b>	<b>Total Contingency</b>		<b>\$ 801,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ 7,703,086</b>	<b>\$ 12,160,628</b>	<b>\$ 9,209,178</b>	<b>\$ 8,396,750</b>	<b>Total Appropriations</b>		<b>\$ 10,504,000</b>	<b>\$ -</b>	<b>\$ -</b>
\$ 5,393,413	\$ 1,315,555	\$ -	\$ 1,821,805	Unappropriated ending fund balance		\$ -	\$ -	\$ -
<b>\$ 13,096,499</b>	<b>\$ 13,476,183</b>	<b>\$ 9,209,178</b>	<b>\$ 10,218,555</b>	<b>Total Requirements</b>		<b>\$ 10,504,000</b>	<b>\$ -</b>	<b>\$ -</b>

\*\*\* Wastewater capital expenditures are budgeted in Fund 72 beginning with Fiscal Year 18-19.

**Watershed Protection Fund  
Fund 30**

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

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

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

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

**Full Time Employees (FTE):** 1.33

**Major Funding Source(s):** Watershed protection surcharges billed to District customers.

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

There is one (1) full-time pollution prevention specialist position budgeted within the Watershed Protection Fund. Organizationally, this position reports to the District Engineer. One-third (.33 FTE) of the Asset Resource Specialist is allocated to the Watershed Protection Fund.

OAK LODGE WATER SERVICES DISTRICT  
PROPOSED BUDGET – FISCAL YEAR 2020-2021

Fund 30 - Watershed Protection

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>30-00- Resources</b>								
\$ 2,377,233	\$ 2,999,484	\$ 307,986	\$ 465,068	3500	Beginning Fund Balance	\$ 410,000		
1,379,805	1,470,770	1,530,000	1,548,000	4213	Watershed protection charges	1,548,000		
3,221	1,813	2,000	3,300	4215	Penalties and late charges	2,000		
38,923	68,927	20,000	35,000	4240	Service Installations	20,000		
(3,653)	-	5,000	10,000	4290	Other charges for services	5,000		
60,503	346,369	-	-	4300	Grant Revenue	-		
38,931	-	-	324	4610	Investment revenue	-		
4,105	2,915	2,000	1,800	4630	Miscellaneous revenues	1,000		
336,156	-	-	-	4650	Proceeds from borrowing	-		
<b>\$ 4,235,225</b>	<b>\$ 4,890,278</b>	<b>\$ 1,866,986</b>	<b>\$ 2,063,492</b>	<b>Total Resources</b>		<b>\$ 1,986,000</b>	<b>\$ -</b>	<b>\$ -</b>

<b>30-23- Personnel Services - 1.33 FTE *</b>								
\$ 312,873	\$ 346,383	\$ 108,000	\$ 50,000	5110	Regular employees	\$ 92,000		
10,200	3,136	-	-	5120	Temporary/Seasonal employees	2,000		
1,551	749	-	-	5130	Overtime	1,000		
55,256	66,670	30,000	4,000	5210	Health / Dental insurance	8,000		
24,021	25,754	9,000	3,825	5230	Social Security	7,000		
50,891	55,292	26,000	3,500	5240	Retirement	20,000		
2,399	2,663	1,000	400	5250	Trimet	1,000		
-	-	1,000	-	5260	Unemployment	1,000		
6,473	3,799	2,000	1,659	5270	Workers compensation	1,000		
328	71	1,000	-	5290	Other employee benefits	1,000		
<b>\$ 463,992</b>	<b>\$ 504,517</b>	<b>\$ 178,000</b>	<b>\$ 63,384</b>	<b>Total Personnel Services</b>		<b>\$ 134,000</b>	<b>\$ -</b>	<b>\$ -</b>

\* Administrative personnel services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

<b>30-23- Materials and Services **</b>								
<b>Professional and technical services</b>								
\$ 36,107	\$ 50,714	\$ -	\$ -	6110	Legal services	\$ -		
5,713	3,465	-	-	6120	Accounting and audit services	-		
38,708	66,517	40,000	60,000	6155	Contracted Services	40,000		
3,181	5,225	-	-	6180	Dues and subscriptions	-		
<b>Utilities</b>								
1,261	1,589	-	-	6220	Electricity	-		
8,110	5,994	-	-	6230	Telephone	-		
483	869	-	-	6240	Natural gas	-		
2,485	586	-	-	6290	Other utilities	-		
<b>Repairs and maintenance</b>								
8,385	4,883	-	-	6310	Janitorial services	-		
3,372	11,824	-	-	6320	Buildings and grounds	-		
126	2,989	-	-	6330	Vehicle and equipment maintenance	-		
23,068	600	-	-	6340	System maintenance	50,000		
42,347	41,307	-	-	6350	Computer maintenance	-		
1,655	2,866	-	-	6390	Other repairs and maintenance	-		
<b>Travel and Training</b>								
1,085	1,089	-	-	6410	Mileage	-		
3,976	8,100	1,000	2,400	6420	Staff training	3,000		
4,197	405	-	-	6430	Certifications	-		
350	1,794	-	-	6440	Board Travel and Training	-		
<b>Supplies</b>								
9,464	6,900	-	-	6510	Office supplies	-		
3,210	2,839	-	-	6520	Fuel and oils	-		
518	-	-	-	6530	Small tools and equipment	-		
1,307	2,224	-	550	6540	Safety Supplies	500		
1,182	1,682	-	-	6550	Operational Supplies	-		
1,440	1,186	500	1,100	6560	Uniforms	1,500		
63	-	-	-	6570	Other supplies	-		
958	455	-	-	6610	Board Compensation	-		
12,677	8,728	-	-	6720	Insurance	-		
55,580	74,720	42,000	4,500	6730	Communications	10,000		
-	77	-	-	6740	Advertising	-		
9,989	2,071	-	-	6750	Other purchased services	-		
11,928	9,235	-	-	6770	Bank charges	-		
26	50	-	-	6780	Taxes, Fees, and other charges	-		
191	152	-	-	6900	Miscellaneous expense	-		
-	-	-	-	6910	Cash over/short	-		
<b>\$ 293,141</b>	<b>\$ 321,135</b>	<b>\$ 83,500</b>	<b>\$ 68,550</b>	<b>Total Materials and Services</b>		<b>\$ 105,000</b>	<b>\$ -</b>	<b>\$ -</b>

OAK LODGE WATER SERVICES DISTRICT  
PROPOSED BUDGET – FISCAL YEAR 2020-2021

Fund 30 - Watershed Protection

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>30-23- Capital Outlay ***</b>								
\$ 609	\$ -	\$ -	\$ -	7300	Buildings & improvements	\$ -		
27,039	-	-	-	7530	Capital Software Purchase	-		
450,960	-	-	-	7600	Capital Improvement Projects	-		
<b>\$ 478,608</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
** Administrative materials and services are budgeted in Fund 05 beginning with Fiscal Year 19-20.								
*** Watershed protection capital expenditures are budgeted in Fund 73 beginning with Fiscal Year 18-19.								
<b>30-24- Debt Service</b>								
Principal payments								
\$ -	\$ 57,644	\$ 52,308	\$ 52,308	6814	2018 KS Statebank - Due 09/22/2020	\$ 54,233		
Interest payments								
-	4,914	10,249	10,249	6824	2018 KS Statebank - Due 09/22/2020	8,325		
<b>\$ -</b>	<b>\$ 62,558</b>	<b>\$ 62,558</b>	<b>\$ 62,557</b>	<b>Total Debt Service</b>		<b>\$ 62,558</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Non-divisional</b>								
<b>30-29- Transfers Out</b>								
\$ -	\$ -	\$ 1,029,000	\$ 1,029,000	8105	Transfer Out to Fund 05	\$ 635,000		
-	3,537,000	430,000	430,000	8173	Transfer Out to Fund 73	500,000		
<b>\$ -</b>	<b>\$ 3,537,000</b>	<b>\$ 1,459,000</b>	<b>\$ 1,459,000</b>	<b>Total Transfers</b>		<b>\$ 1,135,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>30-29- Contingency</b>								
\$ -	\$ -	\$ 83,928	\$ -	9000	Contingency	\$ 549,442	\$ -	\$ -
<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83,928</b>	<b>\$ -</b>	<b>Total Contingency</b>		<b>\$ 549,442</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ 1,235,741</b>	<b>\$ 4,425,210</b>	<b>\$ 1,866,986</b>	<b>\$ 1,653,491</b>	<b>Total Appropriations</b>		<b>\$ 1,986,000</b>	<b>\$ -</b>	<b>\$ -</b>
\$ 2,999,484	\$ 465,068	\$ 0	\$ 410,001	Unappropriated ending fund balance		\$ -	\$ -	\$ -
<b>\$ 4,235,225</b>	<b>\$ 4,890,278</b>	<b>\$ 1,866,986</b>	<b>\$ 2,063,492</b>	<b>Total Requirements</b>		<b>\$ 1,986,000</b>	<b>\$ -</b>	<b>\$ -</b>



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

**Purpose:** To account for principal and interest payments related to the District’s debt associated with the wastewater treatment plant.

*General Obligation Bonds*

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

*State of Oregon Infrastructure Finance Authority Loans*

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

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

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

Fund 40 WW GO Debt Service

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>40-00- Resources</b>								
\$ 785,271	\$ 783,053	\$ 644,112	\$ 660,960	3500	Beginning Fund Balance	\$ 333,000		
18,830	26,552	8,500	14,000	4610	Investment revenue	7,000		
127,559	122,729	115,000	117,300	4701	Interest Subsidy	111,000		
<b>40-29- Transfers In</b>								
1,949,103	1,548,123	1,350,500	1,350,500	4920	Transfer In from Fund 20	812,000		
<b>\$ 2,880,763</b>	<b>\$ 2,480,457</b>	<b>\$ 2,118,112</b>	<b>\$ 2,142,760</b>	<b>Total Resources</b>		<b>\$ 1,263,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>40-24- Debt Service</b>								
Principal payments								
\$ 353,965	\$ 360,936	\$ 368,036	\$ 368,036	6811	2010 IFA Loan Principal - Due 12/01/2020	\$ 375,273		
1,035,000	1,080,000	1,120,000	1,120,000	6812	2010 GO Bond Principal - Due 05/01/2021	-		
Interest payments								
345,725	44,000	22,400	22,400	6821	2010 GO Bond Interest - Due 11/01/2020	-		
303,495	290,561	277,012	277,012	6822	2010 IFA Loan Interest - Due 12/01/2020	262,828		
59,525	44,000	22,400	22,400	6821	2010 GO Bond Interest - Due 05/01/2021	-		
<b>\$ 2,097,710</b>	<b>\$ 1,819,497</b>	<b>\$ 1,809,848</b>	<b>\$ 1,809,848</b>	<b>Total Debt Service</b>		<b>\$ 638,101</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ 2,097,710</b>	<b>\$ 1,819,497</b>	<b>\$ 1,809,848</b>	<b>\$ 1,809,848</b>	<b>Total Appropriations</b>		<b>\$ 638,101</b>	<b>\$ -</b>	<b>\$ -</b>
\$ 783,053	\$ 660,960	\$ 308,264	\$ 332,912	<b>Reserve for future expenditures</b>		\$ 624,899	\$ -	\$ -
<b>\$ 2,880,763</b>	<b>\$ 2,480,457</b>	<b>\$ 2,118,112</b>	<b>\$ 2,142,760</b>	<b>Total Requirements</b>		<b>\$ 1,263,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Wastewater General Obligation Debt Service Fund  
 Fund 50**

**Purpose:** To account for principal and interest payments related to the District's non-property tax backed debt.

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

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

*JP Morgan Bank Loan*

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

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

Fund 50 - WW Revenue Bond Debt Service									
ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21	
				<b>50-00- Resources</b>					
\$ 1,226,946	\$ 1,215,131	\$ 1,354,323	\$ 1,374,167	3500	Beginning Fund Balance	\$ 682,000			
17,973	29,991	16,300	20,000	4610	Investment revenue	16,084			
				<b>50-29- Transfers In</b>					
1,360,028	1,755,812	1,100,000	1,100,000	4920	Transfer In from Fund 20	2,871,000			
<b>\$ 2,604,947</b>	<b>\$ 3,000,934</b>	<b>\$ 2,470,623</b>	<b>\$ 2,494,167</b>		<b>Total Resources</b>	<b>\$ 3,569,084</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
				<b>50-24- Debt Service</b>					
					Principal payments				
\$ 428,185	\$ 436,273	\$ 444,576	\$ 444,576	6810	2010 SRF Loan - Due 08/01/2020	\$ 453,101			
432,203	440,397	448,811	448,811	6810	2010 SRF Loan - Due 02/01/2021	457,449			
-	-	190,000	190,000	6813	2017 JPM Bank Loan - Due 05/01/2021	1,356,000			
					Interest payments				
158,813	150,725	142,422	142,422	6820	2010 SRF Loan - Due 08/01/2020	133,897			
-	189,663	189,663	189,663	6823	2017 JPM Bank Loan - Due 11/01/2020	187,288			
232,583	220,047	207,208	207,208	6820	2010 SRF Loan - Due 02/01/2021	194,061			
138,032	189,663	189,663	189,663	6823	2017 JPM Bank Loan - Due 05/01/2021	187,288			
<b>\$ 1,389,816</b>	<b>\$ 1,626,767</b>	<b>\$ 1,812,342</b>	<b>\$ 1,812,342</b>		<b>Total Debt Service</b>	<b>\$ 2,969,084</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>\$ 1,389,816</b>	<b>\$ 1,626,767</b>	<b>\$ 1,812,342</b>	<b>\$ 1,812,342</b>		<b>Total Appropriations</b>	<b>\$ 2,969,084</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
\$ 1,215,131	\$ 1,374,167	\$ 658,281	\$ 681,825		Reserve for future expenditures	\$ 600,000	\$ -	\$ -	-
<b>\$ 2,604,947</b>	<b>\$ 3,000,934</b>	<b>\$ 2,470,623</b>	<b>\$ 2,494,167</b>		<b>Total Requirements</b>	<b>\$ 3,569,084</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

**Drinking Water Capital Fund  
 Fund 71**

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

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

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

Soon the District will adopt a Master Plan which will influence rates charged for water base and consumption charges and system development charges (SDC). The District now has an up-to-date hydraulic model to help staff identify and focus efforts within the capital improvement program (CIP).

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

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

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

Fund 71 - Drinking Water Capital Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>71-00- Resources</b>								
\$ -	\$ -	\$ 2,703,013	\$ 3,236,000	3500	Beginning Fund Balance	\$ 3,942,000		
-	74,267	50,000	85,000	4610	Investment revenue	50,000		
-	1,320,000	-	-	4650	Proceeds from borrowing	-		
<b>71-29- Transfers In</b>								
-	2,700,000	1,675,000	1,675,000	4910	Transfer In from Fund 10	500,000		
<b>\$ -</b>	<b>\$ 4,094,267</b>	<b>\$ 4,428,013</b>	<b>\$ 4,996,000</b>	<b>Total Resources</b>		<b>\$ 4,492,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>71-20- Capital Outlay</b>								
\$ -	\$ 683,972	\$ -	\$ 260,000	7200	Infrastructure	\$ -		
-	-	330,000	16,958	7300	Buildings and improvements	-		
-	6,419	-	-	7530	Capital Software Purchase	-		
-	34,113	-	-	7540	Vehicles	35,000		
-	133,715	4,098,013	777,000	7600	Capital improvement projects	1,480,000		
<b>\$ -</b>	<b>\$ 858,220</b>	<b>\$ 4,428,013</b>	<b>1,053,958</b>	<b>Total Capital Outlay</b>		<b>\$ 1,515,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>71-29- Transfers and Contingency</b>								
\$ -	\$ -	\$ -	\$ -	9000	Contingency	\$ 2,977,000		
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Total Transfers and Contingency</b>		<b>\$ 2,977,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ -</b>	<b>\$ 858,220</b>	<b>\$ 4,428,013</b>	<b>\$ 1,053,958</b>	<b>Total Appropriations</b>		<b>\$ 4,492,000</b>	<b>\$ -</b>	<b>\$ -</b>
\$ -	\$ 3,236,048	\$ 0	\$ 3,942,042	<b>Reserve for future expenditures</b>		\$ -	\$ -	\$ -
<b>\$ -</b>	<b>\$ 4,094,267</b>	<b>\$ 4,428,013</b>	<b>\$ 4,996,000</b>	<b>Total Requirements</b>		<b>\$ 4,492,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Wastewater Reclamation Capital Fund  
 Fund 72**

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

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

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

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

Fund 72 - Wastewater Reclamation Capital Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>72-00 Resources</b>								
\$ -	\$ -	\$ 3,754,027	\$ 4,220,000	3500	Beginning Fund Balance	\$ 4,605,000		
-	116,965	75,000	85,000	4610	Investment revenue	75,000		
-	372,159	-	-	4630	Miscellaneous revenues	-		
<b>72-29- Transfers In</b>								
-	5,000,000	1,300,000	1,300,000	4920	Transfer In from Fund 20	1,000,000		
<b>\$ -</b>	<b>\$ 5,489,124</b>	<b>\$ 5,129,027</b>	<b>\$ 5,605,000</b>	<b>Total Resources</b>		<b>\$ 5,680,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>72-21- Capital Outlay - Treatment</b>								
\$ -	\$ 70,204	\$ 75,000	\$ -	7300	Buildings and improvements	\$ -		
-	-	60,000	-	7520	Equipment	100,000		
-	4,356	-	-	7530	Capital software purchase	-		
-	5,370	-	-	7540	Vehicles	20,000		
-	998,432	4,784,027	1,000,000	7600	Capital improvement projects	2,180,000		
<b>72-22- Capital Outlay - Collections</b>								
-	-	210,000	-	7300	Buildings and improvements	-		
-	54,984	-	-	7520	Equipment	-		
-	3,375	-	-	7530	Capital software purchase	-		
-	27,680	-	-	7540	Vehicles	-		
-	104,626	-	-	7600	Capital improvement projects	-		
<b>\$ -</b>	<b>\$ 1,269,027</b>	<b>\$ 5,129,027</b>	<b>\$ 1,000,000</b>	<b>Total Capital Outlay</b>		<b>\$ 2,300,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>72-29- Transfers and Contingency</b>								
\$ -	\$ -	\$ -	\$ -	9000	Contingency	\$ 3,260,000		
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Total Transfers and Contingency</b>		<b>\$ 3,260,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ -</b>	<b>\$ 1,269,027</b>	<b>\$ 5,129,027</b>	<b>\$ 1,000,000</b>	<b>Total Appropriations</b>		<b>\$ 5,560,000</b>	<b>\$ -</b>	<b>\$ -</b>
\$ -	\$ 4,220,097	\$ (0)	\$ 4,605,000	<b>Reserve for future expenditures</b>		\$ 120,000	\$ -	\$ -
<b>\$ -</b>	<b>\$ 5,489,124</b>	<b>\$ 5,129,027</b>	<b>\$ 5,605,000</b>	<b>Total Requirements</b>		<b>\$ 5,680,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Watershed Protection Capital Fund  
 Fund 73**

**Purpose:** To account for debt proceeds, capital expenditures, contingencies and reserves associated with the District’s capital improvement planning as relates to watershed protection.

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

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

Fund 73 - Watershed Protection Capital Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
<b>73-00- Resources</b>								
\$ -	\$ -	\$ 1,681,715	\$ 1,816,000	3500	Beginning Fund Balance	\$ 1,481,000		
-	52,675	40,000	48,000	4610	Investment revenue	40,000		
-	200,000	-	-	4920	Proceeds from sale of capital asse	-		
<b>73-29- Transfers In</b>								
-	3,537,000	430,000	430,000	4930	Transfer In from Fund 30	500,000		
<b>Total Resources</b>						<b>\$ 2,021,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>73-23- Capital Outlay</b>								
\$ -	\$ -	\$ 135,000	\$ 24,631	7300	Buildings and improvements	\$ -		
-	4,995	-	-	7530	Capital software purchase	-		
-	-	30,000	30,000	7540	Vehicles	-		
-	1,968,361	1,986,715	758,568	7600	Capital improvement projects	465,000		
<b>Total Capital Outlay</b>						<b>\$ 465,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>73-29- Transfers and Contingency</b>								
\$ -	\$ -	\$ -	\$ -	9000	Contingency	\$ 1,556,000		
<b>Total Transfer and Contingency</b>						<b>\$ 1,556,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Appropriations</b>						<b>\$ 2,021,000</b>	<b>\$ -</b>	<b>\$ -</b>
\$ -	\$ 1,816,320	\$ (0)	\$ 1,480,801	<b>Reserve for future expenditures</b>		\$ -	\$ -	\$ -
<b>Total Requirements</b>						<b>\$ 2,021,000</b>	<b>\$ -</b>	<b>\$ -</b>

OAK LODGE WATER SERVICES DISTRICT  
PROPOSED BUDGET – FISCAL YEAR 2020-2021

**LINE ITEM DESCRIPTIONS**

**MATERIALS & SERVICES EXPENDITURES**

<b>Acnt # Description</b>	<b>Budget</b>
<b>6110 Legal Services</b> The purpose of Legal Services line item is to provide the necessary funding for legal expenses associated with District operations.	\$ 375,000
<b>6120 Accounting and Audit Services</b> The purpose of the Accounting and Audit Services line item is to provide funding for required annual financial audit services which are necessary to comply with the state's statutory requirements for public agency audits.	\$ 45,000
<b>6155 Contracted Services</b> The purpose of the Contracted Services line item is to provide the necessary resources to fund various services which are more cost-effectively provided through outsourcing.	\$ 829,000
Engineering services Administrative services Meter reading Laboratory services Other professional and technical services Technical Services (Convergence) Printing and mailing services (BMS) Net Assets Online billing services	
<b>6175 Records Management</b> The purpose of the Records Management line item is to provide for office supplies related to the archiving of District records and records management facilitation, document storage, retrieval, and destruction.	\$ 5,000
<b>6180 Dues and subscriptions</b> The purpose of the Dues and Subscriptions line item is to provide the necessary resources to fund memberships and publications, which leverage the District's limited resources in a manner that promotes cost-effectiveness, promotes ongoing employee education and training, and provides supporting services to the District.	\$ 52,000
Association of Clean Water Agencies (ACWA) American Payroll Association and Portland Chapter American Water Works Association (AWWA) American Water Works Association (AWWA) Northwest Sub-Section Government Finance Officers Association Local Government Personnel Institute Metro: Mapping National Association of Clean Water Agencies (NACWA) North Clackamas County Chamber of Commerce Oregon Association of Municipal Recorders Oregon Association of Water Utilities Oregon City/County Manager's Association (OCCMA) Oregon Ethics Commission Oregon Government Finance Officers Association Oregon Water Utilities Council Oregonian Newspaper Other Subscriptions and Dues Portland Human Resources Management Association (PHRMA) Public Employee Retirement System Regional Water Providers Consortium Society for Human Resources Management (SHRM) Special Districts Association of Oregon (SDAO) State Purchasing Program Tri-County Water Association Urban & Regional Information Systems Water Environment Federation	
<b>6220 Electricity</b> The purpose of the Electricity line item is to provide funding for electricity at buildings and structures.	\$ 296,000
<b>6230 Telephone</b> The purpose of the Telephone line item is to fund telecommunications services which enable convenient and effective communication links with District stakeholders (customers, vendors, elected officials, community volunteers, other agencies and organizations, and employees).	\$ 57,000

OAK LODGE WATER SERVICES DISTRICT  
PROPOSED BUDGET – FISCAL YEAR 2020-2021

**LINE ITEM DESCRIPTIONS**

**MATERIALS & SERVICES EXPENDITURES**

Acnt #	Description	Budget
<b>6240</b>	<b>Natural Gas</b> The purpose of the Natural Gas line item is to provide funding for natural gas at buildings and structures.	\$ 5,000
<b>6250</b>	<b>Solid Waste Disposal</b> The purpose of the Solid Waste Disposal line item is to provide funding for the disposal of headworks screenings, biosolids dumping, and other solid waste disposal activities.	\$ 81,000
<b>6290</b>	<b>Other Utilities</b> The purpose of the Other Utilities line item is to provide funding for other utilities at buildings and structures.	\$ 21,000
<b>6310</b>	<b>Janitorial services</b> The purpose of the Janitorial Services line item is to provide funding for janitorial services at buildings and structures.	\$ 35,000
<b>6320</b>	<b>Buildings and grounds</b> The purpose of the Buildings and Grounds line item is to provide funding for landscaping supplies as well as the repair and maintenance services for buildings and structures.	\$ 81,000
<b>6330</b>	<b>Vehicle and equipment maintenance</b> The purpose of the Vehicle and Equipment Maintenance line item is to provide funding for repair and maintenance services to vehicles and related equipment.	\$ 50,000
<b>6340</b>	<b>System maintenance</b> The purpose of the System Maintenance line item is to provide funding for repair and maintenance services to infrastructure of the drinking water distribution system and watershed protection system.	\$ 250,000
<b>6342</b>	<b>System maintenance</b> The purpose of the System Maintenance line item is to provide funding for repair and maintenance services to infrastructure of the wastewater reclamation collection and treatment systems.	\$ 320,000
<b>6350</b>	<b>Computer maintenance</b> The purpose of the Computer Maintenance line item is to provide funds for appropriate maintenance activities that will ensure the efficient operation, reliability, and prolonged life of District office machines, software systems, and the Supervisory Control and Data Acquisition (SCADA) systems.	\$ 237,000
<b>6390</b>	<b>Other Repairs and maintenance</b> The purpose of the Other Repairs and Maintenance line item is to provide funding for other repair and maintenance services.	\$ 40,000
<b>6410</b>	<b>Mileage</b> The purpose of the Mileage line item is to provide funding for costs associated with the operation, maintenance, repair, and insurance of personal vehicles used in conducting District business. The District does not include vehicles for administration use in its fleet and therefore relies on the personal vehicles of administration staff members.	\$ 6,000
<b>6420</b>	<b>Staff training</b> The purpose of the Training line item is to allocate resources necessary and desirable for the ongoing education and training of the District's staff.	\$ 80,000
	Water Environment Federation / National Association of Clean Water Agencies (NACWA) Conference	
	National Association of Clean Water Agencies (NACWA) Conference	
	Software Conference	
	Special Districts Association of Conference	
	American Water Works Association (AWWA) Pacific Northwest Conference	
	American Water Works Association (AWWA) Annual Conference	
	Pipe Standards	
	Government Finance Officers Association (GFOA) Annual Conference	
	Oregon Government Finance Officers Institute	
	Oregon Government Finance Officers Spring Conference	
	Distribution Symposium	
	Confined Spaces Classes	
	Oregon Association of Water Utilities (OAWU) Conference	
	Pacific Northwest Clean Water Agencies (PNCWA) Conference	
	Lucity Conference	
	Storm Water Management Conference	
	Team Building	
	Employee Tuition Reimbursement	
	Other Required Trainings	

OAK LODGE WATER SERVICES DISTRICT  
PROPOSED BUDGET – FISCAL YEAR 2020-2021

**LINE ITEM DESCRIPTIONS**

**MATERIALS & SERVICES EXPENDITURES**

Acnt #	Description	Budget
<b>6430</b>	<b>Certifications</b> The purpose of the Certifications line item is to provide funding for required tests and certifications that document the knowledge and competency of the operators which oversee the District's utility systems.  Backflow Short School OHD Certification Test Fees Other Fees	\$ 7,000
<b>6440</b>	<b>Board travel and training</b> The purpose of the Board Travel and Training line item is to provide funding for the education and training of the Board.  Special Districts Association Conference American Water Works Association (AWWA) Annual Conference Meeting Meals and Supplies Miscellaneous Mileage	\$ 7,000
<b>6510</b>	<b>Office supplies</b> The purpose of the Office Materials & Supplies line item is to provide funding for purchasing a wide variety of materials, supplies, and services related to the efficient operation of the administrative office.	\$ 29,000
<b>6520</b>	<b>Fuels and oils</b> The purpose of the Fuels and Oils line item is to provide funding for fuel and oil for vehicles and equipment.	\$ 71,000
<b>6525</b>	<b>Chemicals</b> The purpose of the Chemicals line item is to provide funding for chemicals required in program operations.	\$ 26,000
<b>6530</b>	<b>Small tools and equipment</b> The purpose of the Small Tools and Equipment line item is to provide funding for small tools and equipment.	\$ 46,000
<b>6540</b>	<b>Safety supplies</b> The purpose of the Safety Supplies line item is to provide funding for safety supplies.  Safety Mats Metro First Aid & Safety Cintas Staff Safety Protection: \$300/Field & OPS Staff (Footwear) Other Safety Supplies	\$ 48,500
<b>6550</b>	<b>Operational supplies</b> The purpose of the Operational Supplies line item is to provide funding for operating supplies.	\$ 21,000
<b>6560</b>	<b>Uniforms</b> The purpose of the Uniforms line item is to provide funding for uniforms.	\$ 22,000
<b>6590</b>	<b>Other supplies</b> The purpose of the Other Supplies line item is to provide funding for miscellaneous supplies not included in other categories.	\$ 10,000
<b>6610</b>	<b>Board compensation</b> The purpose of the Board Compensation line item is to provide funding for the compensation of the board.	\$ 2,500
<b>6710</b>	<b>Purchased water</b> The purpose of the Purchased Water line item is to provide funding for the purchase of water that is resold to customers.	\$ 1,084,000
<b>6715</b>	<b>Water Quality Program</b> The purpose of the Water Quality Program line item is to provide funding for the purchase of supplies and services necessary to test drinking water that is resold to customers.	\$ 5,000
<b>6720</b>	<b>Insurance</b> The purpose of the Insurance line item is to provide the necessary resources to fund acquisition of property, casualty, liability, earthquake, flood, and auto insurance coverage for District equipment and facilities.	\$ 240,000



OAK LODGE WATER SERVICES DISTRICT  
PROPOSED BUDGET – FISCAL YEAR 2020-2021

**LINE ITEM DESCRIPTIONS**

**MATERIALS & SERVICES EXPENDITURES**

Acnt #	Description	Budget
<b>6730</b>	<b>Communications</b> The purpose of the Communications line item is to fund public information, education, and involvement activities which promote greater understanding of District services, improve environmental awareness, disseminate public notices and other information about District operations, support volunteer activities, and encourage citizen involvement.  Public Notices: Board Meetings, Budget Committee Meetings, Other Meetings Informational Brochures School Education Programs Watershed Protection Public Involvement Clean Water Coalition Regional Ad Campaign SOLV Environmental Outreach North Clackamas Urban Watershed Council (NCUWC) Miscellaneous Meeting Expenses	\$ 167,000
<b>6740</b>	<b>Advertising</b> The purpose of the Advertising line item is to provide funding for advertisements.	\$ 6,000
<b>6750</b>	<b>Other purchased services</b> The purpose of the Other Purchased Services line item is to provide funding for various outsourced services not included in other line items.	\$ 15,000
<b>6760</b>	<b>Equipment rental</b> The purpose of the Rental Costs line item is to provide funding for equipment rental costs.	\$ 4,500
<b>6770</b>	<b>Bank charges</b> The purpose of the Bank Charges line item is to provide resources for payment of service charges to the District's banking institutions for services rendered to the District. Service charges are based on the number and dollar amount of transactions.	\$ 125,000
<b>6780</b>	<b>Taxes, fees, and other charges</b> The purpose of the Government Taxes and Fees line item is to provide the necessary resources associated with regulatory compliance fees mandated by State and Federal government agencies as well as right-of-way fees mandated by city governments.  Clackamas County Tax Collector: Property Tax on Leased Properties Public Employee Retirement System (PERS): Processing Fees Ethics Commission Oregon Health Authority (OHA) System Survey Social Security Administration Fee State of Oregon Secretary of State Filing Fee State of Oregon DEQ National Pollutant Discharge Elimination System (NPDES) Permit Fee State of Oregon DEQ Air Contaminant Discharge Permit Fee State of Oregon DEQ Pressure Vessels Fee State of Oregon DEQ Hazardous Materials Report Fee Municipal Separate Storm Sewer System (MS4) Permit City of Gladstone's 5% Right-of-Way Franchise Fee City of Milwaukie (sewer processing fee) Water Environment Services (sewer processing fee)	\$ 21,000
<b>6900</b>	<b>Miscellaneous expense</b> The purpose of the Miscellaneous Expense line item is to provide funding for miscellaneous expenses.	\$ 4,000
<b>Materials and Services Expenditures Total</b>		<b><u>\$ 4,826,500</u></b>

**SPECIAL PAYMENTS EXPENDITURES**

<b>6990</b>	<b>Special Payments - PERS</b> The purpose of the Special Payments - PERS line item is to provide funding for an employee retirement pension plan side account that will stabilize future employer contribution rate requirements.	\$ 900,000
<b>Special Payments Expenditures Total</b>		<b><u>\$ 900,000</u></b>

OAK LODGE WATER SERVICES DISTRICT  
 PROPOSED BUDGET – FISCAL YEAR 2020-2021

**LINE ITEM DESCRIPTIONS**

**CAPITAL OUTLAY EXPENDITURES**

Acnt#	Description	Budget
<b>7100</b>	<b>Land</b> The purpose of the Land line item is to account for land and easement acquisitions.	\$ -
<b>7200</b>	<b>Infrastructure</b> The purpose of the Infrastructure line item is to account for the acquisition, improvement, replacement, and capacity expansion of infrastructure.	\$ -
<b>7300</b>	<b>Buildings and improvements</b> The purpose of the Buildings and Improvements line item is to account for acquisition, improvement, replacement, and capacity expansions of buildings and structures.	\$ -
<b>7400</b>	<b>Improvements other than buildings</b> The purpose of the Improvements Other than Buildings line item is to account for improvements other than to buildings.	\$ -
<b>7510</b>	<b>Furniture and fixtures</b> The purpose of the Furniture and Fixtures line item is to account for the acquisition of furniture and fixtures.	\$ -
<b>7520</b>	<b>Equipment</b> The purpose of the Equipment line item is to account for the acquisition of equipment.	\$ 100,000
<b>7530</b>	<b>Software</b> The purpose of the Software line item is to account for the acquisition of software.	\$ -
<b>7540</b>	<b>Vehicles</b> The purpose of the Vehicles line item is to account for the acquisition of vehicles.	\$ 55,000
<b>7600</b>	<b>Capital improvements</b> The purpose of the Capital Improvements line item is to account for improvements identified in the capital improvement plan(s).	\$ 4,125,000
	<b>Capital Outlay Total</b>	<b>\$ 4,280,000</b>

OAK LODGE WATER SERVICES DISTRICT  
 PROPOSED BUDGET – FISCAL YEAR 2020-2021

**LINE ITEM DESCRIPTIONS**

**DEBT SERVICE EXPENDITURES**

Acnt#	Description	Budget
<b>6810</b>	<b>Principal Payments - 2010 SRF Loan Principal</b> The purpose of the 2010 SRF Loan Principal line item is to account for principal payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Loan.	\$ 910,550
<b>6811</b>	<b>Principal Payments - 2010 IFA Loan Principal</b> The purpose of the 2010 IFA Loan Principal line item is to account for principal payments related to a State of Oregon Infrastructure Finance Authority (IFA) Loan.	\$ 375,273
<b>6812</b>	<b>Principal Payments - 2010 GO Bond Principal</b> The purpose of the 2010 GO Bond Principal line item is to account for principal payments related to a District issued General Obligation (GO) Bond.	\$ -
<b>6813</b>	<b>Principal Payments - 2017 JPM Bank Loan Principal</b> The purpose of the 2017 JPM Bank Loan Principal line item is to account for principal payments related to a JP Morgan Bank Loan.	\$ 1,356,000
<b>6814</b>	<b>Principal Payments - 2018 KS Statebank Principal</b> The purpose of the 2018 KS Statebank Principal line item is to account for principal payments related to a KS Statebank Bank Loan.	\$ 54,233
<b>6815</b>	<b>Principal Payments - 2019 Zions Bank Loan Principal</b> The purpose of the 2019 Zions Bank Principal line item is to account for principal payments related to a Zions Bank Loan.	\$ 179,000
<b>6820</b>	<b>Interest Payments - 2010 SRF Loan Interest</b> The purpose of the 2010 SRF Loan Interest line item is to account for interest payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Loan.	\$ 327,958
<b>6821</b>	<b>Interest Payments - 2010 GO Bond Interest</b> The purpose of the 2010 GO Bond Interest line item is to account for interest payments related to a District issued General Obligation (GO) Bond.	\$ -
<b>6822</b>	<b>Interest Payments - 2010 IFA Loan Interest</b> The purpose of the 2010 IFA Loan Interest line item is to account for interest payments related to a State of Oregon Infrastructure Finance Authority (IFA) Loan.	\$ 262,828
<b>6823</b>	<b>Interest Payments - 2017 JPM Bank Loan Interest</b> The purpose of the 2017 JPM Bank Loan Interest line item is to account for interest payments related to a JP Morgan Bank Loan.	\$ 374,576
<b>6824</b>	<b>Interest Payments - 2018 KS Statebank Interest</b> The purpose of the 2018 KS Statebank Interest line item is to account for interest payments related to a KS Statebank Bank Loan.	\$ 8,325
<b>6825</b>	<b>Interest Payments - 2019 Zions Bank Loan Interest</b> The purpose of the 2019 Zions Bank Interest line item is to account for interest payments related to a Zions Bank Loan.	\$ 30,801
<b>Debt Service Expenditures Total</b>		<b><u>\$ 3,879,544</u></b>

OAK LODGE WATER SERVICES DISTRICT  
 PROPOSED BUDGET – FISCAL YEAR 2020-2021

**LINE ITEM DESCRIPTIONS**

**TRANSFERS OUT**

Acct# Description	Budget
<b>8105 Transfer to Fund 05</b> The purpose of the Transfer to Fund 05 line item is to account for the transfer of resources to the Administrative Services Fund.	\$ 4,917,000
<b>8140 Transfer to Fund 40</b> The purpose of the Transfer to Fund 40 line item is to account for the transfer of wastewater reclamation funds to the Wastewater Reclamation General Obligation Bond Debt Service Fund.	\$ 812,000
<b>8150 Transfer to Fund 50</b> The purpose of the Transfer to Fund 50 line item is to account for the transfer of wastewater reclamation funds to the Wastewater Reclamation Revenue Bond Debt Service Fund.	\$ 2,871,000
<b>8171 Transfer to Fund 71</b> The purpose of the Transfer to Fund 71 line item is to account for the transfer of resources to the Drinking Water Capital Fund.	\$ 500,000
<b>8172 Transfer to Fund 72</b> The purpose of the Transfer to Fund 72 line item is to account for the transfer of resources to the Wastewater Reclamation Capital Fund.	\$ 1,000,000
<b>8173 Transfer to Fund 73</b> The purpose of the Transfer to Fund 73 line item is to account for the transfer of resources to the Wastewater Protection Capital Fund.	\$ 500,000
<b>Transfers Out Total</b>	<b>\$ 10,600,000</b>

**LINE ITEM DESCRIPTIONS**

**CONTINGENCIES**

Acct # Description	Budget
<b>9000 Contingency</b> The purpose of the Contingency line item is to provide a contingency in the event actual expenditures exceed budgeted appropriations or actual revenues are less than anticipated.	\$ 10,245,141
<b>Contingencies Total</b>	<b>\$ 10,245,141</b>





Oak Lodge Water Services District  
**CAPITAL IMPROVEMENT PLAN**  
Fiscal Years 2021 - 2026



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## Message from the Technical Services Manager

Resource management is such an important function for any service provider and Oak Lodge Water Services District (OLWSD) is no different in this regard. Finding a balance between exemplary customer service and the cost to provide that service is key to the success of public organizations. In order to achieve this balance, one tool we use is a Capital Improvement Plan (CIP) because our service is heavily dependent upon physical infrastructure such as pipes. This document monetarily prepares for the expansion and maintenance of your Wastewater and Water systems as well as the provision of Watershed Protection services.

As fiscal year 2020 draws to a close, the District finds itself in a new era. With the modernization of the Water Reclamation Facility achieved, video inspection of the sanitary mainline collection system completed and completion of a majority of the existing Water Master Plan projects, we must now assess and plan where resources will soon need to be allocated. The next logical step will be to update all of the District's Master Plans. With up-to-date inspections of the collection and distribution systems, this information will feed into models that can help Staff predict failures before they occur. Then by strategically maintaining and/or replacing our systems, we become proactive rather than reactive. This proactive approach will not only save our rate payers money, but will enhance services due to time savings. On a house waiting for a roof failure creates more damage to the house and costs more to repair, the same holds true for the District's investment in your infrastructure.

Looking forward, the next few fiscal years will likely bring the District new permits from the Oregon Department of Environmental Quality (DEQ). An updated National Pollutant Discharge Elimination System (NPDES) permit for the Water Reclamation Facility will mean renewed land application of biosolids and an updated MS4 permit may bring with it new standards for water quality and/or requirements for environmental studies. While these permits generally bring added costs, they also improve the quality of our natural resources and in-turn improve our community's quality of life.

We at the District, hope that this document provides clear, concise and transparent information to you as our rate payer. As a result of reading this document, we hope you gain a better understanding of how the investment of revenue from your rates ensure your Water, Wastewater and surface water systems remain functioning well into the future. If you have any questions about this document, I encourage you to contact me at (503) 353-4202 or [jason@olwsd.org](mailto:jason@olwsd.org).

Sincerely,

Jason Rice, PE

# How to Use This Document

This six-year Capital Improvement Plan document provides detailed descriptions about projects organized by fund. Each fund section begins with a summary overview of the function of the fund followed by funding and project information. Summary tables and graphs highlight the capital projects within each fund. Following the summary section are detailed breakdowns of each project, along with project schedules, cost estimates, and operating budget impacts.

Summary information of all capital projects sorted by fund, and funding source are included as appendices to this document.

The project title and description explains the details and need for each project.



## Aeration Basin Baffle Wall

The Aeration Basin Baffle Wall Project would conserve electricity and reduce greenhouse gas emissions by enabling plant operators to switch off parts of the aeration basin. The District has normally run all four of its Aeration Basin trains. Hydraulic modeling as part of an Aeration Study in FY 2019 shows that only two trains are needed for this task if the first train is divide it in two by a baffle wall. This project would install that barrier.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund	150,000						150,000

### Operating Budget Impact

This project will reduce on-going maintenance and cause for b... permit compliance.

The outcome of the project on the operating budget of each fund is described in this area.

This section indicates whether the project is funded or unfunded, the funding source, and the cost for each scheduled project year.



## Capital Improvement Plan Overview

The six-year Capital Improvement Plan (CIP) establishes guidance and planning for the District's investments in capital infrastructure. At the foundation of the CIP are the District's Surface Water, Wastewater and Water Master Plan documents. These master plans illustrate the long-term needs and goals of each department as defined by community input, advisory groups, expert consultants, and District Staff., and District Board goals, operational (i.e. service delivery) needs, and regulatory requirements further refine and shape the CIP.

Projects within the CIP are prioritized and matched with projections of future revenues. Inclusion of a project within this document does not necessarily reflect a budgeted spending commitment, but is the anticipated priority at this snapshot in time based on estimated future revenues. Current revenues are not enough to keep up with all the capital needs of the District. Additionally, there are restrictions on many revenue sources in relation to where the funds may be spent.

As compared to Capital Outlay line in the Budget, which may include purchases as low as \$2,500 and have a useful life of at least one year. A capital "project" contained within this document is defined by complexity of the work.

The CIP is intended as a method of communication with citizens, businesses, advisory groups, and the Board of Directors. It gives the public the opportunity to see the District's proposed plans for the future and provide feedback to the Board and Staff.

The goal of this Capital Improvement Plan is to provide the maximum sustainable level of priority capital investments to deliver outcomes that are of the highest importance to our citizens and provide for a healthy, safe, active, efficient, and optimized community with excellent livability

## Factors in Evaluating CIP Projects

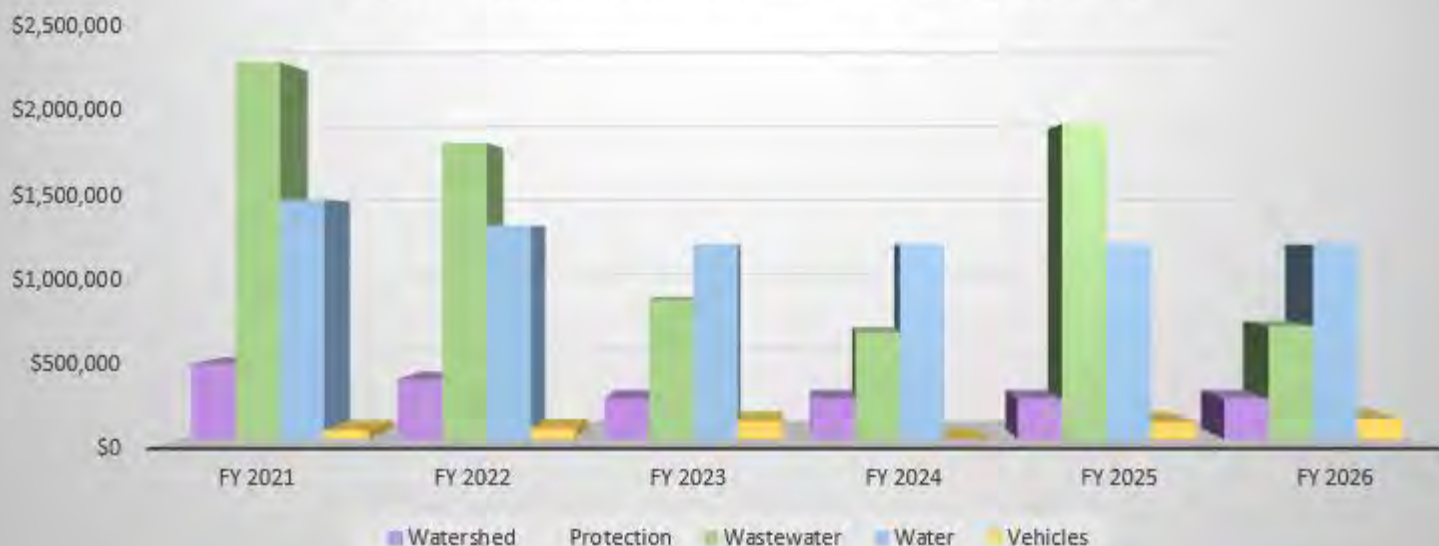
- Master planning documents
- Board goals
- Operational needs
- Regulatory requirements
- Fiscal Impacts
- Health, safety, and environmental effects
- Community economic effects
- Feasibility, including public support and disruption
- Implications of deferring the project
- Coordination and advantages of joint projects

# Summary Information

## Funding Summary

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Watershed Protection	\$465,000	\$370,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,835,000
Wastewater	\$2,330,000	\$1,830,000	\$860,000	\$660,000	\$1,950,000	\$700,000	\$8,330,000
Water	\$1,480,000	\$1,320,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$7,600,000
Vehicles	\$55,000	\$67,000	\$110,000	\$0	\$105,000	\$127,000	\$464,000
<b>Total Capital Improvement Program</b>	<b>\$4,330,000</b>	<b>\$3,587,000</b>	<b>\$2,420,000</b>	<b>\$2,110,000</b>	<b>\$3,505,000</b>	<b>\$2,277,000</b>	<b>\$18,229,000</b>

### Capital Improvement Program Spending



Funding for capital projects comes from four distinct sources

- (1) Utility User Fees
- (2) Bonds
- (3) Grants come from outside agencies such as ODOT, Metro, DEQ, Oregon Parks, and the Oregon Marine Board
- (4) Systems Development Charges (SDCs): from new development

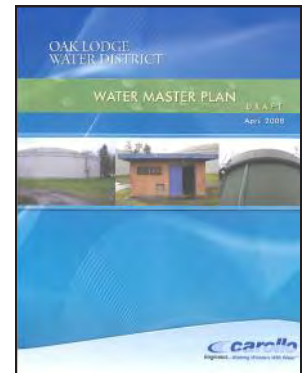
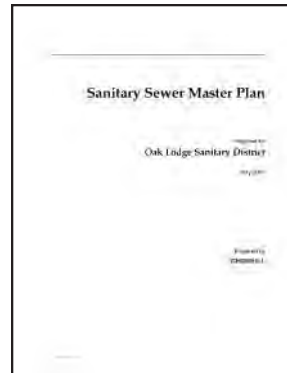
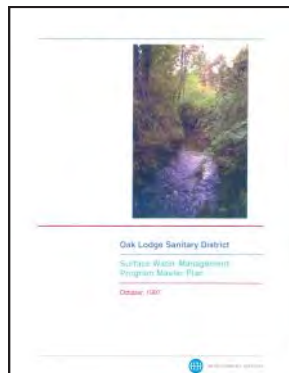
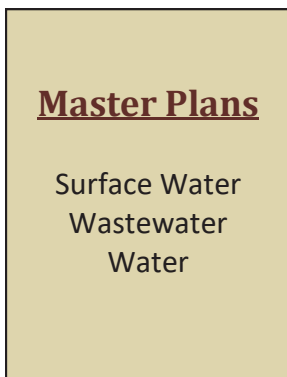




# Multi-Document Transparency

The District recognizes that the projects included in the Six-Year Capital Improvement Plan represent a significant amount of public monies and it is the District's intention is to present this information across several documents to ensure that projects are clearly understood and accounted for in financial forecasts, budgets, capital improvement plans and master plans.

Multi-document transparency means that a capital project necessitated by a master plan will be included in the CIP document and then planned for in the forecast document. Funding for the project will then be included in the budget document and the expense will be recorded in quarterly and annual financial reports.



OAK LODGE WATER SERVICES PROPOSED BUDGET FISCAL YEAR 2018-2019									
Watershed Protection Capital Fund Resources: Fund 73									
ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19	
-	-	-	-	73-00-3500	Beginning Fund Balance	-	-	-	
-	-	-	-	73-00-4610	Investment revenue	5,000	5,000	5,000	
-	-	-	-	73-00-4920	Proceeds from sale of capital assets	300,000	300,000	300,000	
-	-	-	-	73-29-4913	Transfers in from Fund 30	3,600,000	3,600,000	3,600,000	
\$ -	\$ -	\$ -	\$ -		Total Resources	\$ 3,905,000	\$ 3,905,000	\$ 3,905,000	
Watershed Protection Capital Fund Requirements: Fund 73									
ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19	
-	-	-	-	73-23-7400	Capital Outlay	10,000	10,000	10,000	
-	-	-	-	73-23-7520	Improvements other than buildings	71,000	71,000	71,000	
-	-	-	-	73-23-7600	Equipment	1,920,000	1,920,000	1,920,000	
\$ -	\$ -	\$ -	\$ -		Capital Improvement Projects				
\$ -	\$ -	\$ -	\$ -		Total Capital Outlay - Watershed Protection	\$ 2,001,000	\$ 2,001,000	\$ 2,001,000	
-	-	-	-	73-29-9000	Transfers and Contingency	500,000	500,000	500,000	
\$ -	\$ -	\$ -	\$ -		Contingency				
\$ -	\$ -	\$ -	\$ -		Total Transfer and Contingency	\$ 500,000	\$ 500,000	\$ 500,000	
\$ -	\$ -	\$ -	\$ -		Total Requirements	\$ 2,501,000	\$ 2,501,000	\$ 2,501,000	
\$ -	\$ -	\$ -	\$ -		Total Resources	\$ 3,905,000	\$ 3,905,000	\$ 3,905,000	
\$ -	\$ -	\$ -	\$ -		Reserve for Fund 30: future capital expenditures	\$ 1,404,000	\$ 1,404,000	\$ 1,404,000	

## Financial Reporting

“Capital Outlay” is reported in financial forecasts, budgets, quarterly reports, and annual reports. This line item corresponds with the annual funded totals shown in this Six-Year Capital Improvement Plan (CIP).

The adoption of this CIP document provides the baseline for the capital outlay that will be included in future budget documents for the Budget Committee to review, consider and approve, and for the Board to formally adopt.



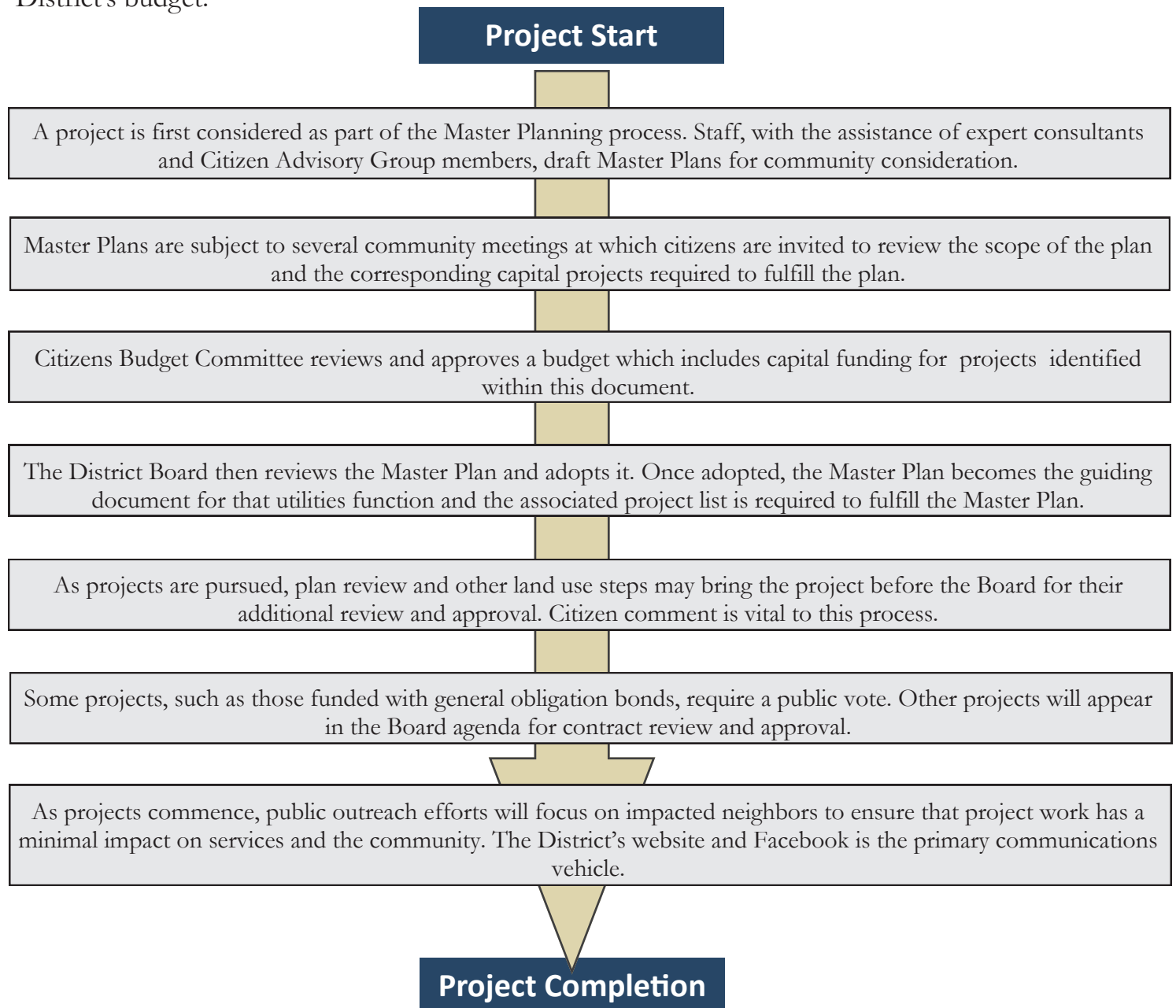
# The Process of a CIP Project

## Question:

How does a project get placed on the Capital Improvement Plan?

## Answer:

Rate Payer involvement is the cornerstone of the Six-Year Capital Improvement Plan. Projects are vetted through a multi-step process (see below) that includes public comment at several stages to ensure that projects meet the community's needs, in addition to expert analyses during plan development. Funding is not available for projects to begin until it is approved and adopted into the District's budget.



# Watershed Protection

## Overview

The Oak Lodge Water Services District is responsible for water quality improvement projects within the communities of Oak Grove and Jennings Lodge, Oregon. Although not formal cities, this portion of unincorporated Clackamas County is heavily urbanized with residential, commercial, and industrial development. Less than 10 years ago, an analysis of the District revealed that the Total Impervious Area for OLWSD's is 80% -- that's about 2800 acres of surface that does not infiltrate water, all of which contributes to increased water velocity and scour in local streams, and the majority of which contributes pollutants into the surface water system, including streams and rivers.

Oak Lodge Water Services District charges customers a monthly surface water fee, which covers all surface water program operations. Annual revenue changes slightly (based on the number of customers), but is approximately \$1.5M annually.

Projects within the Surface Water Capital Improvement Program include new regional stormwater treatment facilities, retrofits of existing facilities, installation of roadside facilities, such as “rain gardens”, upgrades of existing storm lines and catch basins, and natural resource restoration projects.

This year, a Stormwater Master Plan is being recommended for funding. The purpose of this document is to create a comprehensive plan that accounts for the replacement of existing infrastructure as well as predict through computer modelling where additional infrastructure should be built to account for growth.

### Watershed Protection Capital Improvement Projects

Page	Project Name	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Totals
12	Stormwater Master Plan	215,000						\$ 215,000
12	Localized Enhancement Program	250,000	250,000	250,000	250,000	250,000	250,000	\$ 1,500,000
13	Decant Facility		120,000					\$ 120,000
Total Watershed Protection Capi-		\$ 465,000	\$ 370,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,835,000



# Watershed Protection



## Stormwater Master Plan

This project will accomplish two goals of the District. The first, will be to identify the desires of our public as it relates to the level of services this District provides through its Watershed Protection rate. This will be done through multiple public meetings and a strong outreach process.

Once the data is collected and shared with the Board, this project will create a Master Plan for Stormwater that meets those expectations and helps set future rates to do so.

<u>Funding Source</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Surface Water Capital Fund	22,000	215,000					237,000

### Operating Budget Impact

This project has the potential to identify costs that may directly impact rates (with Board Approval).



## Localized Enhancement Program

This program aims to fix small to medium scale localized issues throughout the District. Projects will include replacement of damaged stormwater pipes owned by the District, create new roadside surface water treatment and address issues brought forth by District customers.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Surface Water Capital Fund	250,000	250,000	250,000	250,000	250,000	250,000	1,500,000

### Operating Budget Impact

These projects have the potential to both decrease Staff's time reporting to localized flooding and increase maintenance of District owned facilities.



# Capital Projects



## WRF Decant Expansion

Decant facilities are used to remove water from excavated material so that hauling and disposal costs can be minimized.

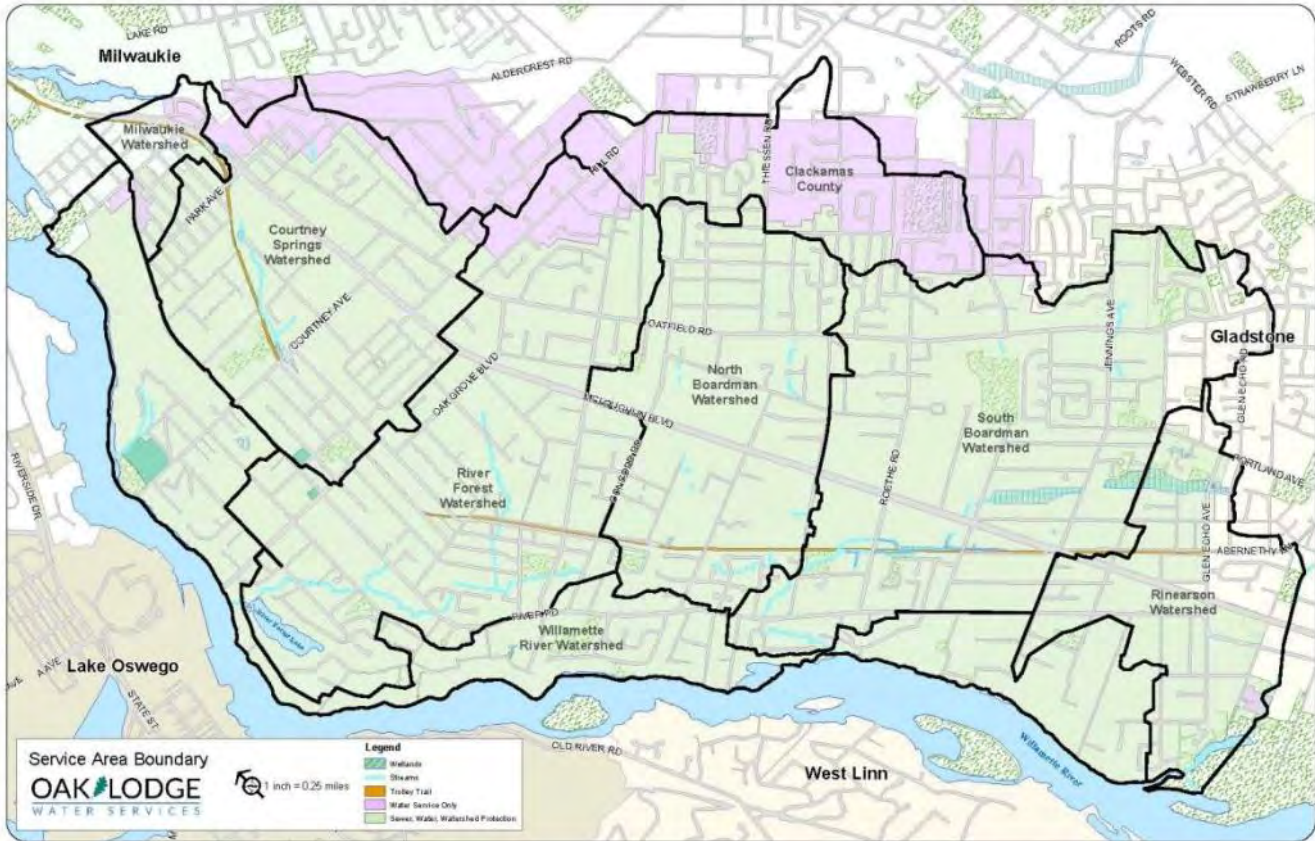
The goal of this project is to provide enough capacity for all three utilities to utilize after removing the decant facility at the Administrative Office (14496 SE River Road).

The payment for this project will be split evenly across all three utilities.

Funding Source	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Surface Water Capital Fund	10,000			120,000			130,000

### Operating Budget Impact

Completion of this project will allow for draining of water from wet soils, thus reducing hauling and disposal costs of soils. It will also allow for temporary storage when hauling isn't available, thus enabling staff to continue working on projects with little delay.





## Overview

Oak Lodge Water Services District charges customers a monthly fee for sanitary sewer service. Annual revenue changes slightly based on the number and types of customers, but comes in at approximately \$8.2M annually. Of this revenue, approximately 16% is budgeted to be used on capital improvements. The majority of sanitary sewer revenue is used for payment of the debt service to address the various loans associated with the Treatment Plant Expansion project.

Projects within the Sewer Capital Improvement list include finishing a conversion of the District's last anaerobic digester to meet permit requirements for land application of solids, projects to replace pipe deficiencies and trouble spots in the collection system and Water Reclamation Facility enhancements to the elements of the plant that were not reconstructed with the plant expansion project.



# Capital Projects

## Wastewater Capital Improvement Projects

Page	Project Name	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Totals
16	Belt Filter Press #2 Retrofit	340,000						\$ 340,000
16	Solids Piping Project	420,000						\$ 420,000
17	Hillside Sewer line - 2B Trunk Sag Adjust-	400,000						\$ 400,000
17	2A010-343 Line Replacement	60,000						\$ 60,000
18	Sanitary Sewer Master Plan (Plant+Field)	400,000						\$ 400,000
18	Aeration Basin Baffle Wall	150,000						\$ 150,000
19	WTP Blower Rehab	150,000						\$ 150,000
19	Lateral Repair Program	60,000	60,000	60,000	60,000	100,000	100,000	\$ 440,000
20	Pump Station Rebuild Program	350,000	50,000	300,000	50,000	300,000	50,000	\$ 1,100,000
20	Mainline Repair Program		250,000		500,000	500,000	500,000	\$ 1,750,000
21	Decant Facility		120,000					\$ 120,000
21	Secondary Clarifier 1 and 2 Refurbishment		1,000,000					\$ 1,000,000
22	Ultra-Violet Channel Refurbishment		300,000					\$ 300,000
22	Aeration Basin Diffuser Replacement		50,000					\$ 50,000
23	Return Activated Sludge Monitor Control Center Replacement			500,000				\$ 500,000
23	Manhole Repair Program				50,000	50,000	50,000	\$ 150,000
24	Influent Pump Station Reconstruction					1,000,000		\$ 1,000,000
Total Wastewater Capital Expenses		\$ 2,330,000	\$ 1,830,000	\$860,000	\$ 660,000	\$1,950,000	\$ 700,000	\$ 8,330,000



# Wastewater



## Belt Filter Press #2 Retrofit

This project is intended to facilitate refurbishment and improvements of the 16 year old Solids Handling Facility. Project is expected to include improvements to the control systems, environmental controls (HVAC), and equipment refurbishments and piping replacement.

<u>Funding Source</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>Total</u>
Wastewater Capital Fund	85,000		115,000	340,000			540,000

### Operating Budget Impact

None. Completion of this project is expected to maintain existing system performance and increase reliability.



## Solids Piping Project

Creates a new pipeline connection between the two Aerobic Digesters and the two Interchange Bioreactors (IBRs) that together process wasted sludge into biosolids. These tanks were not initially built to operate together, but a minor piping modifications since the construction of the IBRs has connected the four tanks sufficiently to avert an overload of solids in the plant. The Solids Piping Project turns that patch into a fix that brings with it a wide range of benefits.

<u>Funding Source</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>Total</u>
Wastewater Capital Fund	160,000	420,000					580,000

### Operating Budget Impact

Reduces electricity and operator time needed to run the currently cumbersome sludge treatment process. Increases the plant's capacity to store wasted sludge. Makes the IBR's maintainable by allowing them to be drained. Enables tanks to operate in isolation and sludge to be thickened and wasted continuously. Adds corrosion protection by better controlling acidity and alkalinity.



**POSITIVE SLOPE (CORRECT)**



**NO SLOPE**



**NEGATIVE SLOPE (LOW AREA)**



## Hillside Sewer Line— 2B Trunk Sag Adjustment

This project includes replacing 638 feet of 12-inch diameter pipe that has settled. This settlement causes sediment, grease and fats to accumulate in the line which causes field staff to maintain this line more often than it should be.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 20245</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund	400,000						400,000

### Operating Budget Impact

Replacement of this section will reduce the operating budget due to less frequent maintenance on this section.



## 2A010-343 Line Replacement

This project replaces via pipe bursting 160 feet of 8-inch main that has deteriorated. This settlement causes sediment, grease and fats to accumulate in the line which causes field staff to maintain this line more often than it should be.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund	60,000						60,000

### Operating Budget Impact

Replacement of this section will reduce the operating budget due to less frequent maintenance on this section.



## Sanitary Sewer Master Plan

The District’s current Sanitary Master Plan was partially written upon historical knowledge of Staff. By the time this project is let, Staff will have collected and logged condition ratings via TV inspections that will inform an updated Master Plan which in turn will help staff prioritize the replacement of our aging infrastructure.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund	400,000						400,000

### Operating Budget Impact

This project has the potential to identify costs that may directly impact rates (with Board Approval).



## Aeration Basin Baffle Wall

The Aeration Basin Baffle Wall Project would conserve electricity and reduce greenhouse gas emissions by enabling plant operators to switch off parts of the aeration basin. The District has normally run all four of its Aeration Basin trains. Hydraulic modeling as part of an Aeration Study in FY 2019 shows that only two trains are needed for this task if the first train is divide it in two by a baffle wall. This project would install that barrier.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund	150,000						150,000

### Operating Budget Impact

This project will reduce on-going maintenance and cause for better permit compliance.

## WTP Blower Rehab

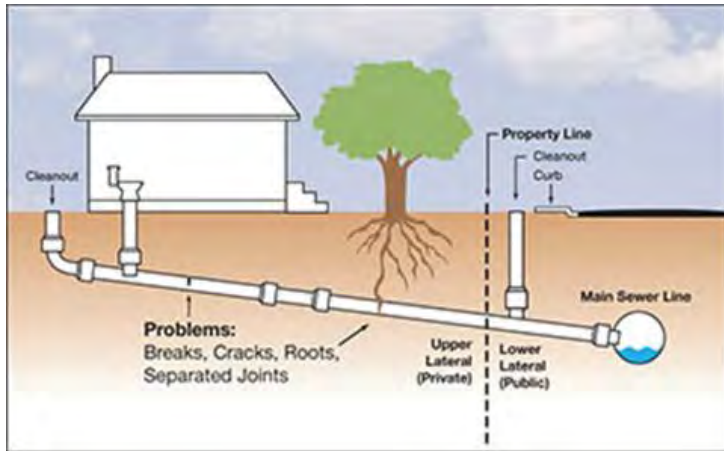


When the Water Reclamation Facility was built, the Interchange Bio-Reactors were designed with independent blowers. During a value engineering phase, one of the four Aeration Blowers was repurposed to supply air to the IBRs. Due to piping limitations, only that blower can be used for aerating the IBRs. Three years later, that blower catastrophically failed. Analysis of the failure indicated the potential for the blower not operating within its design parameters. One of the other Aeration Blowers was moved into that enclosure and the failed blower was replaced.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund	150,000						150,000

### Operating Budget Impact

This is an optimization project focused on improving reliability improvements. Additional blowers will end up consuming more power



## Lateral Repair Program

The focus of this program is to repair and replace the public portion (the portion in the right-of-way) of wastewater laterals. Priority will be given to laterals allowing stormwater inflow and infiltration through breaks and cause the greatest impacts to the operating budget.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund	60,000	60,000	60,000	60,000	100,000	100,000	440,000

### Operating Budget Impact

This project will decrease operating expenditures by reducing the total amount of inflow and infiltration into the wastewater system.





## Pump Station Rebuild Program

Oak Lodge Water Services has five sanitary sewer pumping stations that convey sewage from low lying areas to areas that can gravity flow to the WRF. Several of these pump stations are critical for meeting the District goal of collecting and treating 100% of our customers' used water. The three most critical stations in descending order are Pump Station #3 located at 2704 SE Park Ave., Pump Station #2, located at 1716 SE Oak Shore Lane, and Pump Station #5 located at 17560 SE Walta Vista Drive.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund	350,000	50,000	300,000	50,000	300,000	50,000	1,100,000

### Operating Budget Impact

This project will reduce the amount of emergency repairs and as a result, emergency overflows.



## Mainline Repair Program

Projects under this program generally consist of spot repairs where structural or inadequate flow conditions exist. Projects are identified based on routine system monitoring and/or maintenance done by the Field Crews and projects identified in a Sanitary Sewer Master Plan.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund		250,000		500,000	500,000	500,000	1,750,000

### Operating Budget Impact

This project will decrease operating expenditures by reducing the total amount of inflow and infiltration into the wastewater system.





## WRF Decant Expansion

Decant facilities are used to remove water from excavated material so that hauling and disposal costs can be minimized.

The goal of this project is to provide enough capacity for all three utilities to utilize after removing the decant facility at the Administrative Office (14496 SE River Road).

The payment for this project will be split evenly across all three utilities.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund	10,000			120,000			130,000

### Operating Budget Impact

Completion of this project will allow for draining of water from wet soils, thus reducing hauling and disposal costs of soils. It will also allow for temporary storage when hauling isn't available, thus enabling staff to continue working on projects with little delay.



## Secondary Clarifiers 1 and 2 Refurbishment

Replaces the internal mechanisms of secondary clarifiers 1 and 2, which are reaching the end of their lifespan.

Completely demolishes ageing steel and fiberglass components, and drive mechanism. Replaces these with new stainless steel and aluminum components to protect against corrosion.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund		1,000,000					1,000,000

### Operating Budget Impact

Reduces the risk of critical down time by replacing steel components deteriorating from rust. Provides long-term value by reinstalling mechanisms with corrosion-resistant materials. Enhances clarifier performance. Reduces need for mechanical repairs.

# Wastewater



## Ultra-Violet Channel Refurbishment

This project is intended to replace complex gate maneuvering and level control with a passive level control system, replace the effluent flow meters, replace the influent gates with simple actuated slide gates, and inspect and modernize the UV bulb control system itself.

The intent of the rebuild is to have a more reliable, redundant UV disinfection system which is vital to permit compliance.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund		300,000					300,000

### Operating Budget Impact

This project will reduce on-going maintenance and cause for better permit compliance.



## Aeration Basin Diffuser Replacement

“Diffusers” are what air is pushed through in order to aerate the sludge before entering the secondary clarifiers. They have a useful life of 8-10 years and are in need of replacement.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund		300,000					300,000

### Operating Budget Impact

This project will reduce on-going maintenance and cause for better permit compliance.



## Return Activated Sludge Monitor Control Center Replacement

This motor control center did not get replaced in the plant expansion. It controls the Return Activated Sludge pumps among other equipment in that building. The system is now out-of-date and code. In order to do lock out/tag out you have to open the panel doors and then you are exposed to a live system. The panel replacement would use standard breakers and new instrumentation which will shrink the foot print of the MCC. There will be electrical efficiencies gained with more up to date wiring and controls. The new panel would have to be installed and wired up in parallel before disconnecting the old panel.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund			500,000				500,000

### Operating Budget Impact

This project will reduce the overall energy needs at the plant and will cause for monthly power bills to decrease.



## Manhole Repair Program

This program was created to ensure the replacement of all manholes within the Wastewater network over a 150-year period. In the case of a manhole having satisfactory structural integrity, manhole rehabilitation (i.e., manhole lining or grouting) will be done in lieu of full manhole replacement. Manholes to be replaced or rehabilitated will be identified by staff on an annual basis.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund				50,000	50,000	50,000	Ongoing

### Operating Budget Impact

This project will not increase operating expenditures. These projects will replace or repair manholes one-for-one and will not increase the number of wastewater assets system-wide.



# Wastewater



## Influent Pump Station Reconstruction

This project completely reconfigures the pump station wet well from a box with corners that trap debris and sediment to one with tapered sides and sloped floors. This shape aids in self cleaning and takes full advantage of the non-clog pumps we have installed. This will vastly reduce and hopefully eliminate the cleaning projects that now have to be done each year.

Safety and security enhancements will also be made to the electrical and switch components by enclosing them in lockable structures. The end result is increased reliability, reduced maintenance, and increased safety and security.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund					1,000,000		1,000,000

### Operating Budget Impact

Addition of the crane at this location would eliminate crane rentals.







# Vehicle

Oak Lodge Water Services District has 35 pieces of rolling stock. 15 primarily used for the water, 16 for sewer and 3 for storm and 1 for Technical Services inspections. This program aims to systematically set aside funds at a predictable rate, that not only gives the Board a snapshot of the current fleet, but it also allows staff to show the Board in a single document the intended replacement schedule of each piece of equipment.

With regular and scheduled replacement of vehicles, the cost for major repairs should be kept to a minimum. In addition, the timing for replacements can occur in a planned, efficient and effective fashion thus evening out costs.

For the first couple of years the District would need to catch up to meet the scheduled replacements because the newly created Capital Fund has no pre-existing reserves built up.

## Vehicle Capital Purchases

Page	ID#	Program	Vehicle Description	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Totals
27	NEW	Wastewater	Plant Operations	20,000						\$ 20,000
27	58	Water	Field Operations Van	35,000						\$ 35,000
28	2	Wastewater	Plant Operations Truck		32,000					\$ 32,000
28	8	Technical	Inspection Truck		35,000					\$ 35,000
29	30	Water	Operations Dump Truck			110,000				\$ 110,000
29	64	Water	Field Operations Truck					35,000		\$ 35,000
30	55	Water	Field Operations Truck					35,000		\$ 35,000
30	68	Water	Field Operations Truck					35,000		\$ 35,000
31	15	Wastewater	Plant Operations Truck						37,000	\$ 37,000
31	16	Wastewater	Plant Operations Truck						90,000	\$ 90,000
Total Vehicle Capital Expenses				\$ 55,000	\$ 67,000	\$ 110,000	\$ -	\$ 105,000	\$ 127,000	\$ 464,000

# Capital Replacement



**Plant Operations Motorized Cart**

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund	20,000						20,000

Operating Budget Impact

This purchase will add one more fleet vehicle to the District’s inventory. It will be put on a replacement schedule and budgeted for accordingly.



**Replacement of Vehicle #58**

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund	35,000						35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



# Vehicle



## Replacement of Vehicle #2

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund			32,000				32,000

### Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



## Replacement of Vehicle #8

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund			35,000				35,000

### Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



# Capital Replacement



**Replacement of Vehicle #30**

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund			110,000				110,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



**Replacement of Vehicle #64**

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund					35,000		35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

# Vehicle



**Replacement of Vehicle #55**

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund					35,000		35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



**Replacement of Vehicle #68**

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund					35,000		35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

# Capital Replacement



**Replacement of Vehicle #15**

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund						37,000	37,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



**Replacement of Vehicle #16**

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund						90,000	90,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

## Overview

The District’s water distribution system is primarily comprised of 6-inch and 8-inch cast and ductile iron pipe. The District has concentrated on eliminating many sections of 2-inch pipe and looping dead-ends wherever practical. In the past the District had spent on average \$500,000 annually on water capital, however beginning this year this number has been increased to over \$1,000,000 to keep up with water capital needs.

OLWSD has more than sufficient storage with two 5 million gallon reservoirs at the Valley View site and two 2.8 million gallon reservoirs at the View Acres site to supply the system. However, the Valley View Reservoirs are also used as the storage source to serve the Sunrise Water Authority. This update will include an analysis to determine that fire flows for Oak Lodge Water Services District can continue to be met under this operational scenario.

This year, along with the completion of a Master Plan, the Board will help staff prioritize which capital projects to focus on first.

### Water Capital Improvement Projects

Page	Project Name	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Totals
33	Water Resiliency Plan	100,000						\$ 100,000
33	Intertie Project Design	100,000						\$ 100,000
34	Partridge Circle Main Replacement	325,000						\$ 325,000
34	Capital Project Place Holder #1	955,000						\$ 955,000
35	Decant Facility		120,000					\$ 120,000
35	Capital Project Place Holder #2		1,200,000					\$ 1,200,000
36	Capital Project Place Holder #3			1,200,000				\$ 1,200,000
36	Capital Project Place Holder #4				1,200,000			\$ 1,200,000
37	Capital Project Place Holder #5					1,200,000		\$ 1,200,000
37	Capital Project Place Holder #6						1,200,000	\$ 1,200,000
<b>Total Water Capital Expenses</b>		<b>\$ 1,480,000</b>	<b>\$ 1,320,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,200,000</b>	<b>\$ 7,600,000</b>



## Water Resiliency Plan

On October 23, 2018, America’s Water Infrastructure Act (AWIA) was passed, tasking the United States Environmental Protection Agency (EPA) with enforcing community water systems serving more than 3,300 people to conduct Risk and Resiliency Assessments and to develop an Emergency Response Plan. The District’s compliance deadline for completing the AWIA Risk and Resilience Assessment is June 30, 2021.



<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund	100,000						100,000

### Operating Budget Impact

The creation of document itself will not add or subtract to operational budget. However, it will likely identify needs for the District that will be discussed in future budgets.

## Intertie Project Design

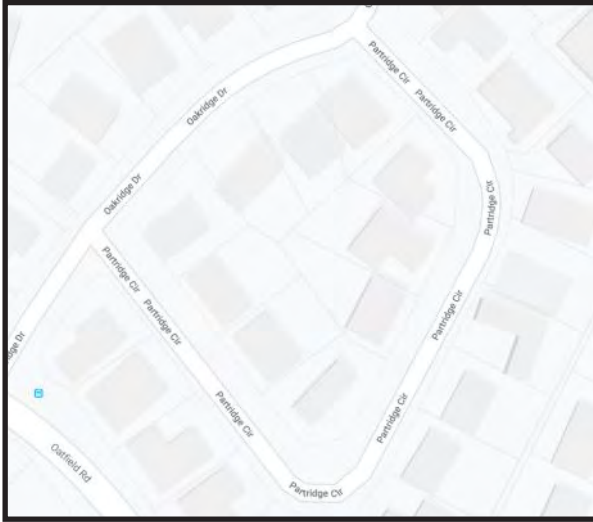
Currently, Oak Lodge Water Services relies solely on the Clackamas River for its water needs. During the Water Master Plan process, Staff discussed with the Board the need to create additional options in the event that the Clackamas River is not available. An example of this could be low summer flows or a toxic algal bloom.



<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund	100,000						100,000

### Operating Budget Impact

Once constructed, this project will add infrastructure to the Oak Lodge Water Services District inventory and thus increase overall maintenance in the Operating Budget.



## Partridge Circle Main Replacement

In the past, field staff had concerns with this main because the earth around the main has continued to move (or slide). But in more recent past, Partridge Circle was found to be prematurely wearing as a result of electrolysis. It was the combination of these two issues that caused staff to change this project to high priority.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund	325,000						325,000

### Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.



## Capital Project Placeholder #1

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this “project” is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund	955,000						955,000

### Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.





## WRF Decant Expansion

Decant facilities are used to remove water from excavated material so that hauling and disposal costs can be minimized.

The goal of this project is to provide enough capacity for all three utilities to utilize after removing the decant facility at the Administrative Office (14496 SE River Road).

The payment for this project will be split evenly across all three utilities.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Water Capital Fund	10,000			120,000			130,000

### Operating Budget Impact

Completion of this project will allow for draining of water from wet soils, thus reducing hauling and disposal costs of soils. It will also allow for temporary storage when hauling isn't available, thus enabling staff to continue working on projects with little delay.



## Capital Project Placeholder #2

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this "project" is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund		1,200,000					1,200,000

### Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.



### Capital Project Placeholder #3

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this “project” is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund			1,200,000				1,200,000

Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.



### Capital Project Placeholder #4

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this “project” is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund				1,200,000			1,200,000

Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.



## Capital Project Placeholder #5

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this “project” is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund					1,200,000		1,200,000

### Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.



## Capital Project Placeholder #5

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this “project” is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund						1,200,000	1,200,000

### Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.



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## Contact Us

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## AGENDA ITEM

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<b>Title</b>	Public Hearing
<b>Item No.</b>	4
<b>Date</b>	May 5, 2020

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### Summary

Members of the public are invited to identify agenda items on which they would like to comment or provide testimony. The Budget Committee may elect to limit the total time available for public comment or for any single speaker depending on meeting length.



## STAFF REPORT

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**To** Budget Committee  
**From** Sarah Jo Chaplen, General Manager  
**Title** Committee Deliberation of Budget  
**Item No.** 5  
**Date** May 5, 2020

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### Summary

This time is reserved for final Committee Member deliberation of the Proposed Budget and the annual Budget Committee approval of the Proposed Budget.

### Background

The Budget Committee has reviewed the Proposed Budget for fiscal year 2020-2021, listened to staff presentations, asked questions, and held a Public Hearing in preparation for the final approval of the Proposed Budget.

### Recommendation

Staff requests that the Budget Committee approve the Proposed Budget.

### Alternatives to Recommendation

The Budget Committee is able to approve the Proposed Budget with amendments.

### Suggested Budget Committee Motion

*"I move to approve the Proposed Budget for fiscal year 2020-2021."*

*"I move to approve the Proposed Budget for fiscal year 2020-2021 with amendments as follows: \_\_\_\_\_."*