

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS



JUNE 20, 2023



**PUBLIC MEETING
OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
JUNE 20, 2023 at 6:00 p.m.**

1. Call to Order and Hybrid Meeting Facilitation Protocols
2. Continuation of Public Hearing: FY 2024 Approved Budget
Please note the public testimony portion of the Public Hearing concluded on June 6, 2023.
3. Consideration of Resolution No. 2023-0018 Adopting the FY 2024 Budget
4. Public Hearing: FY 2024 Schedule of Rates, Fees, and Other Charges
5. Consideration of Resolution No. 2023-0019 Adopting the FY 2024 Schedule of Rates, Fees, and Other Charges
6. Consent Agenda
 - a. April 2023 Financial Report
 - b. Approval of May 16, 2023 Board Meeting Minutes
 - c. Approval of June 6, 2023 Board Meeting Minutes
7. Consideration of Resolution No. 2023-0017 Approving a FY 2023 Budget Transfer
8. Consideration of Resolution No. 2023-0020 Approving the General Manager to Sign the July 1, 2023 Collective Bargaining Agreement with AFSCME Local 350-10.
9. Business from the Board
10. Adjourn Regular Meeting



AGENDA ITEM

Title	Call to Order
Item No.	1

Summary

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

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



AGENDA ITEM

Title	Public Hearing: FY 2024 Approved Budget
Item No.	2
Date	June 20, 2023

Summary

Members of the public are invited to comment or provide testimony related to the FY 2023-2024 Approved Budget.

Written comments may not be read out loud or addressed during the meeting, but all public comments will be entered into the record.

The Board of Directors may elect to limit the total time available for public comment or for any single speaker depending on meeting length.



STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager and Gail Stevens, Finance Director
Title Consideration of Resolution No. 2023-0018 Adopting the Fiscal Year 2023-24 Budget
Item No. 3
Date June 20, 2023

Summary

Oregon Revised Statutes (ORS) Chapter 294 (the “Local Budget Law”) requires Oak Lodge Water Services (“OLWS”) to develop and adopt a budget prior to the end of the current fiscal year. The Local Budget Law prescribes the requirements for budget development and adoption, including publication and notice requirements. This item comes before the OLWS Board of Directors (“Board”) to consider adoption of the budget for fiscal year 2023-2024.

Background

The OLWS Budget Committee met in April to discuss the fiscal year 2023-2024 proposed budget. The Budget Committee unanimously approved the budget as proposed on April 27, 2023 (the “Approved Budget”).

On June 6, 2023, in accordance with the Local Budget Law, the Board considered adoption of the Approved Budget. After taking public testimony and engaging in deliberations with staff, the Board approved multiple modifications to the Approved Budget. The Board continued the hearing and deliberations to June 20, 2023, and directed staff to prepare a final budget and resolution for adoption that reflected the approved modifications (“Amended Approved Budget”).

Recommendations

It is recommended that the Board approve Resolution No. 2023-0018 Adopting the Fiscal Year 2023-2024 Budget based on the Amended Approved Budget as presented in the Resolution included with this Staff Report.

Suggested Board Motions

“I move to adopt Resolution No. 2023-0018 adopting the Fiscal Year 2023-2024 Budget, which includes this Board’s modifications to the Approved Budget passed by the Budget Committee and making appropriations.”

Attachments

1. Resolution No. 2023-0018

OAK LODGE WATER SERVICES

RESOLUTION NO. 2023-0018

A RESOLUTION ADOPTING THE OAK LODGE WATER SERVICES AUTHORITY BUDGET FOR FISCAL YEAR 2023-24 AND MAKING APPROPRIATIONS.

WHEREAS, under the direction of the duly appointed Budget Officer for the Oak Lodge Water Services Authority (“OLWS”), a budget for fiscal year 2023-24 was prepared for the OLWS’ annual fiscal year commencing July 1, 2023 (“Proposed Budget”); and

WHEREAS, the OLWS Budget Committee held public meetings on April 11, April 20, April 25, and April 27, 2023, whereby the Budget Committee invited public comment on the Proposed Budget, deliberated, and approved a budget for the fiscal year commencing July 1, 2023 (“Approved Budget”) ; and

WHEREAS, in accordance with Oregon Local Budget Law, OLWS published notice of a financial summary of the Approved Budget, together with a notice of a public hearing to be held on June 6, 2023 to consider the Approved Budget, and the Approved Budget is on file and available for public inspection at the OLWS Administration Building located at 14496 SE River Road, Oak Grove, OR 97267 and on OLWS’ website; and

WHEREAS, pursuant to ORS 294.456, and based on the consideration of matters discussed at the public hearing held on June 6, 2023, the OLWS Board of Directors desires to adopt a final budget and to make appropriations for the fiscal year commencing July 1, 2023 before the close of the current fiscal year to provide for ongoing OLWS operations.

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

Section 1. The budget for the Oak Lodge Water Services Authority for the fiscal year beginning July 1, 2023 and ending June 30, 2024 is hereby adopted in the total amount of \$45,662,530 as set forth in Exhibit A attached hereto and incorporated herein by this reference.

Section 2. The amounts set forth in Exhibit B, attached hereto and incorporated herein by this reference, are appropriated for the purposes stated for the fiscal year beginning July 1, 2023.

INTRODUCED AND ADOPTED THIS 20th DAY OF JUNE 2023.

OAK LODGE WATER SERVICES

By _____ By _____
Susan Keil, Chair Kevin Williams, Vice Chair

Exhibit B

Administrative Services Fund

Personal Services	\$	2,602,000	
Material & Services	\$	2,436,200	
Capital Outlay	\$	-	
Special Payments	\$	-	
Contingency	\$	677,092	
		Total	\$ 5,715,292

Drinking Water Fund

Personal Services	\$	1,096,000	
Material & Services	\$	1,819,400	
Debt Service	\$	209,100	
Transfers	\$	2,569,000	
Contingency	\$	657,259	
		Total	\$ 6,350,759

Wastewater Reclamation

Personal Services	\$	1,876,000	
Material & Services	\$	1,313,600	
Transfers	\$	8,712,000	
Contingency	\$	693,588	
		Total	\$ 12,595,188

Watershed Protection

Personal Services	\$	186,000	
Material & Services	\$	281,400	
Debt Service	\$	-	
Transfers	\$	1,223,600	
Contingency	\$	138,874	
		Total	\$ 1,829,874

Wastewater Revenue Bond Debt Service

Debt Service	\$	3,423,000	
		Total	\$ 3,423,000
Reserve For Future	\$	589,978	

Drinking Water Capital Fund

Capital Outlay	\$	3,200,000	
Contingency	\$	370,000	
		Total	\$ 3,570,000
Reserve For Future	\$	1,567,371	

Wastewater Reclamation Capital Fund

Capital Outlay	\$	5,585,000	
Contingency	\$	653,800	
		Total	\$ 6,238,800
Reserve For Future	\$	1,149,163	

Watershed Protection Capital Fund

Capital Outlay	\$	300,000	
Contingency	\$	50,000	
		Total	\$ 350,000
Reserve For Future	\$	2,283,105	

Total Appropriations (All Funds) \$ 40,072,913

Total Unappropriated and Reserve Amounts (All Funds) \$ 5,589,617

Total Adopted Budget \$ 45,662,530



Amended Approved Budget

2023-2024



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



About Us

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

Drinking Water Services

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

Wastewater Services

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

Watershed Protection Services

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

Clackamas River

OLWS withdraws water from the Clackamas River, which is an extremely high-quality raw water source. The Clackamas River watershed covers almost 1,000 square miles, mostly located in Clackamas County. Timothy Lake and Ollalie Lake make up the headwaters of the Clackamas River, and many tributary streams contribute to the flow of the river. Drinking water for OLWS is produced by three treatment techniques: slow sand filtration, conventional filtration, and membrane filtration. The Allen F. Herr Water Treatment Facility began production in August 1999. OLWS, Sunrise Water Authority, and the City of Gladstone - known as the North Clackamas County Water Commission (NCCWC) - jointly own the slow sand and membrane filtration systems. Approximately 100 miles of water mains make up the distribution system that carries water to OLWS customers. OLWS has four reservoirs with a combined storage of 15.6 million gallons.



**FY 2023-2024
AMENDED APPROVED BUDGET**

BUDGET COMMITTEE

APPOINTED OFFICIALS

Robert Weber, Position 1

Mark Elliott, Position 2

Ron Weigel, Position 3

Lewis Wardrip, Position 4

Ron Nichelini, Position 5

ELECTED BOARD OF DIRECTORS

Susan Keil, Chair

Kevin Williams, Vice Chair

Paul Gornick, Treasurer

Ginny Van Loo, Director

Heidi Bullock, Director

BUDGET OFFICER

Gail Stevens, Finance Director



**FY 2023-24
AMENDED APPROVED BUDGET**

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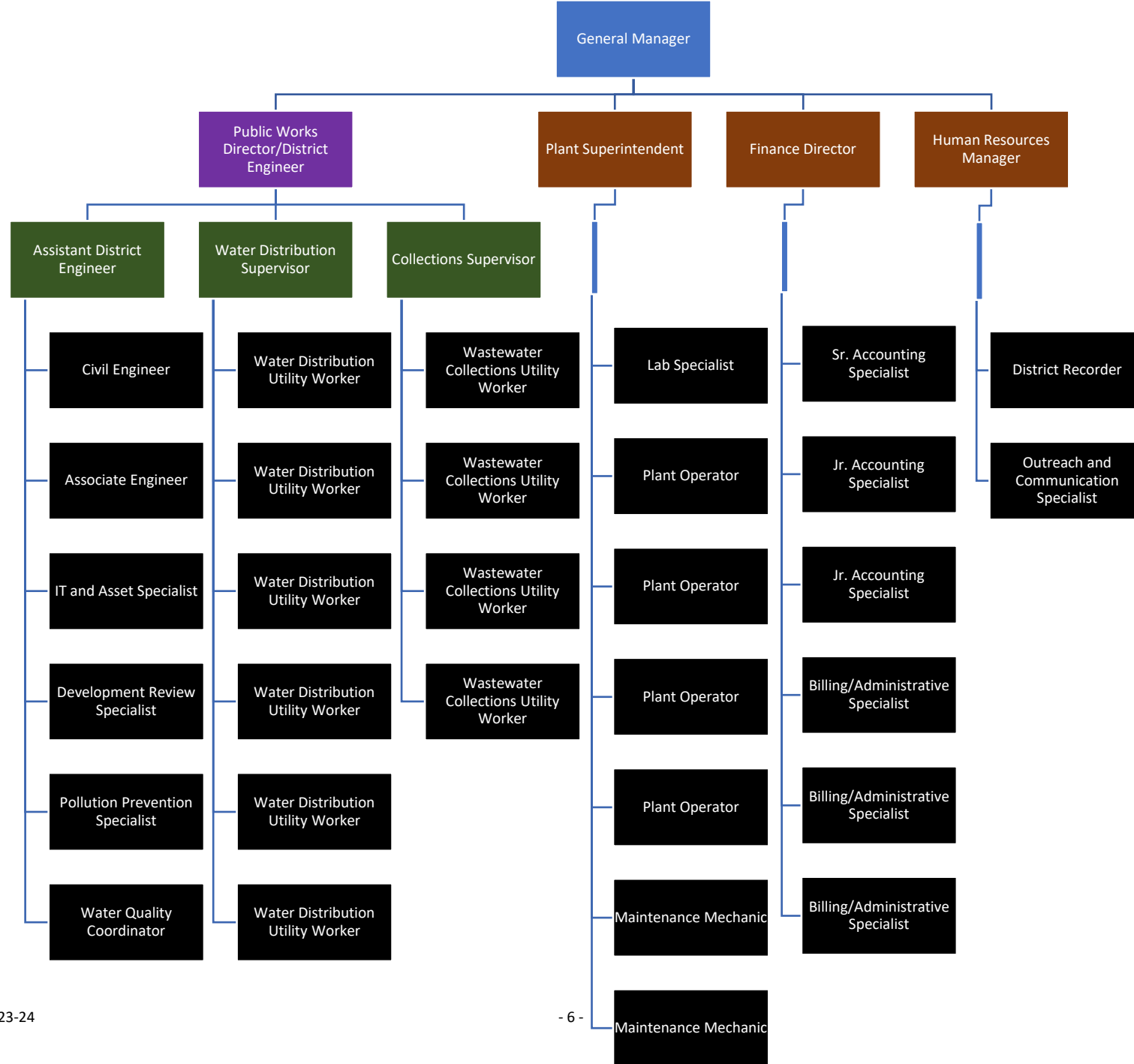


FY 2023-2024 BUDGET CALENDAR

Tuesday, April 11, 2023	Budget Committee Meeting
Thursday, April 20, 2023	Budget Committee Meeting
Tuesday, April 25, 2023	Budget Committee Meeting
Thursday, April 27, 2023	Budget Committee Meeting
Tuesday, May 16, 2023	Board of Directors Meeting

All meetings are hybrid. The public may attend through Zoom video conference or in-person at:

14496 SE River Rd.
Oak Grove, Oregon





BUDGET MESSAGE

Members of the Oak Lodge Water Services Authority (formerly known as Oak Lodge Water Services or OLWS) Board, we are pleased to present the OLWS Fiscal Year (FY) 2023-24 Amended Approved Budget.

INAUGURAL BUDGET FOR OAK LODGE WATER SERVICES AUTHORITY

On May 5, 2022, the Clackamas County Board of County Commissioners held a final public hearing and adopted Board Order 2022-36 forming the Oak Lodge Water Services Authority and dissolving the Oak Lodge Water Services District. In the County Order, July 1, 2022 was the effective date of the Authority formation. As proposed by the District's Board of Directors, the County Order provided for a period of overlap between the date of the Authority formation and the date of the District dissolution. The overlap allowed sufficient time for any needed transfers, and for the winding up of the District's affairs.

A five-member Board of Directors (Board) was elected at the Special Election on August 23, 2022. The first meeting of the Board of the Oak Lodge Water Services Authority was held on September 16, 2022.

For fiscal year (FY) 2022-23 the Oak Lodge Water Services Authority Board adopted the balance of the Budget originally adopted by the Oak Lodge Water Services District.

The FY 2023-24 Budget will be the first one proposed to the Oak Lodge Water Services Authority Budget Committee, and then approved to go to the Oak Lodge Water Services Authority Board for a Public Hearing and final Adoption.

The Oak Lodge Water Services Authority will be referred to as 'Oak Lodge Water Services' or abbreviated as OLWS, which provides consistency in our name to customers and requires no development of a new logo. The official naming convention 'Oak Lodge Water Services Authority' will only be used in legal documents.

STATE OF OLWS

OLWS provides a high level of service to customers in the form of water quality, reliable wastewater collection and treatment, watershed protection, and exceptional customer service for nearly 29,000 people.

There are four main areas of focus throughout OLWS work which are reflected in the FY 2023-24 Proposed Budget:

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

Planning for the Future

Communities throughout the State and Nation face system failures due to insufficient and aging infrastructure. Many water and wastewater systems built and financed by previous generations are approaching the end of their useful life, requiring significant upgrades. Much like the homes we live in, our water and wastewater systems require routine maintenance and continuous improvements. Deferred investment often leads to costly repairs and emergency replacements down the line.

In the American Water Works Associations' (AWWA) annual "State of the Water Industry Report" for 2022, a ranking of issues facing the water sector were identified. The top 3 most pressing challenges are:

1. Renewal and replacement of aging water and wastewater infrastructure.
2. Financing for Capital Improvements
3. Long-term drinking water supply availability.

The reliable and cost-effective delivery of water and wastewater services support the public health, safety, and economic vitality of all communities. It is important to maintain the water and wastewater systems that are essential to our way of life.

According to AWWA, "because pipe assets last a long time, water systems that were built in the later part of the 19th century and throughout most of the 20th century, have for the most part, never experienced the need for pipe replacement on a large scale." The challenge has been that much of the water and wastewater infrastructure is less visible than other infrastructure concerns (such as bridges) because it is buried underground. As a result, people do not think about water, wastewater, and surface waterpipes.

Delaying infrastructure investment can result in degrading water and wastewater services, increasing service disruptions, increasing sanitary sewer overflows (SSOs) and increasing expenditures for emergency repairs. Much like when a roof begins to fail on a house, the potential damage to the rest of the house increases if repairs and replacements are delayed. Moreover, as regulatory changes occur (whether at the Federal or State level) additional infrastructure investments will be needed to continue to deliver the essential services of water, wastewater, and surface water.

The "replacement era" is upon utilities across the United States and OLWS needs to meet this same challenge. Investing in our community is where we need to focus. These investments in local infrastructure support the health, sustainability, and prosperity of our community.



BUDGET MESSAGE

There are two urgent items OLWS needs to address in the short-term to reliably meet updated discharge requirements to the Willamette River set by the Oregon Department of Environmental Quality (DEQ).

- The addition of tertiary filtration (a third level of treatment) is needed to filter wastewater to a higher degree and meet DEQ's standards.
- The replacement of aged infrastructure in the collection system (e.g., pipes) to reduce inflow and infiltration, which causes sanitary sewer overflows.

The OLWS infrastructure, owned and paid for by OLWS customers, is used to deliver all of our services. Information about the condition of those assets, as well as preferred maintenance and replacement, is essential information that enables the planning of future work and financial forecasting. The Master Plans for each service area aid in the prioritization of work and the identification of areas where capital investments are needed to ensure the OLWS infrastructure continues to work.

A Capital Improvement Plan (CIP) is a planning and management tool used to create a longer-term plan for capital projects as outlined in the Master Plans. OLWS prepares a 6-year CIP updated annually to include anticipated timing and costs for recommended projects within the water, collections and treatment systems, and the surface water systems. Each CIP project is assigned a prioritization score based on weighted criteria identified by OLWS. Criteria include asset criticality and condition, customer criticality, regulatory mandates, relationship to other projects, ability to leverage outside funding, level of service, alignment with OLWS Board goals and adopted plans, public interest, and operations and maintenance effectiveness and efficiency. Several reasons can cause the need to re-prioritize projects which include regulatory requirements, condition assessments, adjacent capital project timeline changes, and changes in field conditions. The recommended CIP takes prioritization scoring into account and strives to level spending. Quarterly reports are made to the OLWS Board regarding progress on the CIP projects.

OLWS has recently updated both the Water Master Plan (WMP) and the Wastewater Master Plan (WWMP). The 20-year WMP was adopted by the Board on October 20, 2020. The 30-year WWMP, adopted March 21, 2023, significantly added to the information needed to plan for the aged infrastructure at the wastewater treatment plant and for the collection system out in the field. For the first time in over 30 years the collection system was assessed as a whole. The analysis highlighted that OLWS has significant inflow and infiltration (I & I) issues which must be addressed.

Master Plans can also aid in identifying current and future potential regulatory changes for OLWS. A new National Pollutant Discharge Elimination System (NPDES) permit (#100986) from the Department of Environmental Quality (DEQ) has been in effect as of April 2022. The OLWS



BUDGET MESSAGE

wastewater and treatment system must comply with Federal, State, and County regulations associated with publicly owned wastewater systems. During the preparation of the WWMP, the new DEQ permit modified some of the waste discharge parameters for the disposal of treated wastewater into the Willamette River. The permit has a number of significant budgetary implications in the years ahead for OLWS both for infrastructure and operations. In order to consistently meet permit, Tertiary Filtration (a third level of treatment) will now be needed to filter wastewater to a higher degree to meet DEQ's standards.

Prudent planning for infrastructure renewal requires credible, analysis-based estimates of where, when, and how much pipe replacement or expansion for growth is required. There will be "demographic echoes" in which waves of infrastructure reinvestment are driven by a combination of the original patterns of pipe investment, the pipe materials used, and local operating environments (such as how acidic the soil is in parts of the OLWS service area.)

A large proportion of OLWS water and wastewater pipes are approaching the end of their useful life. Our objective is to make these infrastructure investments at the optimal time for maintaining current service levels and to avoid replacing pipes while the repairs are still cost-effective. Ideally, pipe replacement occurs at the end of a pipe's "useful life"; that is, the point in time when replacement or rehabilitation becomes less expensive in going forward than the costs of numerous unscheduled breaks and emergency repairs. If OLWS does not continue making these repairs, the issues we have identified will only grow, leading to more costly repairs in the future.

OLWS is actively researching grants, bonds, low interest loans, and system development charge opportunities to help fund these important improvements.

Resilience

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



BUDGET MESSAGE

Security

This has become an increased area of focus over the past year. OLWS continues to examine how best to protect OLWS' current physical assets. Cyber security planning is underway to protect both OLWS' data and physical assets from hacking. There are a variety of projects on the water and wastewater Supervisory Control and Data Acquisition (SCADA) systems to strengthen OLWS' ability to quickly respond to alarms on OLWS infrastructure to fix issues to either prevent emergencies or enable OLWS to get through the emergency.

Financial Stewardship

The areas of focus continue to be:

- Compliance – funding of required regulatory capital projects.
- Asset Management – for all the three service areas continuing to use good asset management to inform the OLWS Capital Maintenance Program which enables financial planning to occur.
- Financial Forecasting Tool – continue to develop and refine this tool using the information from the two Master Plans and our asset management data.
- Non-Revenue Water – identifying and fixing places in our water system where the full revenue from water is not being recovered, for example, leaks of water from a pipe, or a water meter not measuring correctly.
- Grants and Loans – More Federal Grants and loans will be available FY 2023-24. It is uncertain as to the precise blend of loans and grant packets which will be available to OLWS. It is anticipated the funding of the Capital Plan will take a combination of financial funding streams to fully fund what is needed in terms of infrastructure investment.

OLWS would not have been able to continue to deliver services without the flexibility and creativity of each OLWS team member and the historical investments made to strengthen the resiliency of the utility infrastructure owned by OLWS customers.

THE FY 2023-24 BUDGET

The FY 2023-24 Budget reflects the current policy direction of the OLWS Board. That direction is to provide high-quality, reliable service at a reasonable cost of service to customers. The Budget reflects a continued level of service in the coming fiscal year with increases specifically for changed regulatory requirements in operational expenditures, and with necessary increased investment in capital expenditures to start addressing the aged infrastructure and system improvements due to changed regulatory requirements as a result of the new OLWS DEQ permit.



BUDGET MESSAGE

Capital plans and initiatives for OLWS drive spending in each of the next few years (see the Capital Improvement Plan section of the Budget) as OLWS continues to address the needs of the aged wastewater treatment plant, wastewater collections, drinking water distribution infrastructure, and surface water systems. Moreover, changes by the NPDES permit for the wastewater treatment plant will require significant additional infrastructure investments such as tertiary filtration.

Materials and services costs, as well as personnel services, are experiencing increases due to the inflationary pressure on supply chains. However, OLWS continues to mitigate cost increases with process improvements, efficiencies, and re-investment in system maintenance on-going costs for these services.

The Budget is a comprehensive document containing detailed revenues and expenditures for all funds operated by OLWS. The operating and capital budgets contained within this document have been prepared in accordance with Oregon Local Budget Law, per Oregon Revised Statutes (ORS) 294.305 to 294.565, the State Rules for (ORS) Chapter 264 Water Districts, (ORS) Chapter 450 Sanitary Districts, and (ORS) Chapter 198 Special Districts.

SUMMARY OVERVIEW

The following summary highlights specific items contained in the 2023-24 budget, and estimated effects on rates.

Financial Policies

The OLWS suite of financial policies approved by the Board has been applied to the 2023-24 budget. OLWS places emphasis on maintenance of appropriate fund balances and reserves in operating funds (Administrative Services, Drinking Water, Wastewater, and Watershed Protection Funds.) Over the prior two budgets, OLWS utilized existing fund balances to stabilize utility rates. 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 maintaining the needed remaining fund balances. While OLWS does not budget for full cost recovery related to depreciation of OLWS assets, the Budget has provided for consideration of vehicles and equipment replacement in future years.

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

BUDGET MESSAGE

Personnel Services Estimates

OLWS is currently in negotiations with the AFSCME bargaining unit which represents the administrative and operations team members. The current three-year contract expires July 1, 2023.

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

Capital Planning

OLWS' six-year Capital Improvement Plan (CIP) provides a blueprint for sustaining and improving the community's water, wastewater, and stormwater systems. It details individual projects and provides strategies for funding and financing. The CIP is reviewed and updated annually to reflect evolving needs, priorities, and funding opportunities.

The CIP for the FY 2023-24 budget is heavily impacted by changes to the NPDES permit issued by DEQ, which OLWS operates under. The existing Wastewater Treatment Plant cannot reliably meet updated discharge requirements to the Willamette River that have been set by DEQ, resulting in potential fines and reduced water quality. Construction of a tertiary treatment facility is needed to treat wastewater to a higher degree to meet necessary requirements. In addition to the Wastewater Treatment Plant, studies show that some sites in the collection system have become vulnerable to inflow and infiltration (see graphic). This describes when surface and ground water enter the collection pipeline system, particularly during strong storm events. The additional water causes added pressure on the collection system, the pumping stations, and the treatment system, occasionally leading to sanitary sewer overflows, for which OLWS can be fined by DEQ.



BUDGET MESSAGE

In addition, as in prior fiscal years, a long-term capital plan for each of the water, wastewater, and watershed protection services are included.

The WMP offers a long-term outlook of the community’s water resources, including available water supply, current and future demands, and emerging water quality considerations. It evaluates the condition of water infrastructure (pipelines, pump stations, tanks, etc.) and provides recommendations for replacement and repairs. Additionally, the WMP explores the system’s ability to withstand unexpected emergencies such as fires, floods, or earthquakes. OLWS updated its WMP in 2020 to ensure adequate water supply and reliable services for decades to come.

The WWMP is a long-term planning tool that evaluates the wastewater system’s current condition, capacity, constraints, and recommendations for improvement. The 30-year plan evaluates OLWS’ ability to comply with state and federal regulations, withstand climate uncertainty, and continue to provide reliable services. The 2023 WWMP identified substantial upgrades needed to handle stronger storm events, meet regulations, reduce the risk of sanitary sewer overflows, and promote healthy local waterways.

Addressing vulnerabilities now offers important benefits to OLWS and its customers:

- Greatly reduces the risk of sanitary sewer overflows.
- Avoids costly fines for non-compliance with environmental regulations.
- Supports continued reliable and resilient wastewater service for customers.
- Upholds OLWS’ commitment to keep streams and rivers clean.



Promotes continued reliable and resilient wastewater service



Greatly reduces risk of SSOs



Avoids costly fines for non-compliance with environmental policies



Upholds OLWS’ commitment to keep rivers clean

The FY 2023-24 Budget includes funding for capital projects related to projects identified in the WMP, the WWMP and for watershed protection. All construction costs in the Master Plans have been cost indexed for construction cost increases in our regional area, this ensures OLWS is utilizing the most accurate data at the time of budget development. Details of these projects can be found in the Capital Improvement Plan section of this Budget.

Capital expenditures are made from capital funds. Resources to the capital funds are in the form of transfers from the respective operating funds (i.e., Drinking Water Fund to Water Capital Fund). Transfers are in turn funded through rates. Looking forward in the capital plans of OLWS,



BUDGET MESSAGE

there may be opportunities to employ other financing strategies in the form of debt financing or partnerships with other governmental entities to accomplish specific capital projects.

BUDGET ASSUMPTIONS

The FY 2023-24 proposed Budget incorporates the following assumptions:

Revenue Assumptions

- Annual population growth of 0%.
- Increase in rates for Water, Wastewater, and Watershed Protection.
- Maintained conservative base units for revenue forecasting.
- Non-payment of bills by customers at 2% (based on history).

Expenditure Assumptions

- Medical and Dental estimates an increase in rates of 5%.
- PERS employer contribution rate increased 4.3% for FY 2023-24, which is lower due to prior contributions to PERS Side Accounts.
- Step increases for eligible employees.
- Continued funding of the on-going Low Income Rate Relief Program (income based).

Overall Strategies for the 2023-24 Budget and Beyond

- Continue to refine the new Financial Forecasting Tool.
- Project, plan and re-prioritize capital needs while ensuring compliance with federal and state permit requirements.
- Manage rates for each utility independently to limit funding needs while operating and maintaining each system.
- Continue to maintain prudent fund balances and reserves to provide a stable financial structure for available funding opportunities.

CONCLUDING THOUGHTS

Supply chain issues are impacting OLWS in three ways: the length of time needed to receive key supplies, the costs of those supplies, and the amount of prudent inventory needing to be kept on hand.

OLWS continues to focus on long-range planning and building a strong asset management program for all the infrastructure and equipment needed to deliver services. The new permits from DEQ continue to have impacts for OLWS. An updated NPDES permit for the Wastewater Treatment Plant meant a renewed land application of biosolids permit. The MS4 permit was updated in 2021. It included new standards for water quality and testing protocols. These permits



BUDGET MESSAGE

will bring added costs, but also improve the quality of our natural resources and in turn improve the quality of our community's quality of life.

The information from the WMP (updated in 2020) and the WWMP (updated in 2023), as well as the certainty around the new requirements from DEQ enables OLWS to better plan and anticipate the infrastructure projects and costs required to continue to best serve customers. This future planning is essential to stabilize rates, potential borrowings, and grants to provide financial resources at the time needed for the funding equation to match the capital demands.

The Revised Amended Budget covers the majority of all associated increases for Water, Wastewater, and Watershed protection in: Operations, Debt Service, and Administrative Services. A borrowing of \$1.5 million will be needed for Wastewater Capital Expenditures. This budget allows OLWS to start mandated projects per Wastewater Master Plans. Being able to move forward on the two large projects of the Tertiary Filtration Facility at the existing OLWS Wastewater Treatment Plant and the reducing inflow and infiltration in the Wastewater collections system is important. This will help prevent future sanitary sewer overflows and alleviate undue pressure on the entire system, thereby extending the life of the Wastewater Treatment Plant.

Investments in local infrastructure support the health, sustainability, and prosperity of our community. OLWS is taking steps to update its aged water distribution system, wastewater collection system, the Wastewater Treatment Plant, and surface water system to continue to provide customers with safe and reliable service today and for years to come.

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

ACKNOWLEDGMENTS

The OLWS FY 2023-24 Budget was developed by the OLWS Leadership Team with assistance from OLWS staff. The members of the Leadership Team come from various backgrounds and perspectives to represent the interests of OLWS. We want to acknowledge their hard-work, efforts, and engagement. We greatly appreciate the OLWS staff.

We also want to thank the Budget Committee and the Board of Directors for all their hard work to ensure the FY 2023-24 Budget addresses what is needed for service delivery to customers. Conversations about rate increases are challenging. We know that the customers' pocketbooks are directly impacted. Our Board of Directors and Budget Committee—comprised of volunteers from the community—worked diligently to find fiscally responsible solutions to have a cost-effective budget and rates to keep our services reliable.



BUDGET MESSAGE

Our customers depend upon us. Like other local governments, OLWS must continue to be nimble to address our ever-changing environment, which includes protecting public health, caring for the environment, responding to emergencies as well as addressing the changes required by State and/or Federal regulators.

We hereby respectfully submit the OLWS Amended Approved Budget for FY 2023-24.

A handwritten signature in black ink that reads "Sarah Jo A. Chaplen".

Sarah Jo Chaplen
General Manager

A handwritten signature in black ink that reads "Gail Stevens".

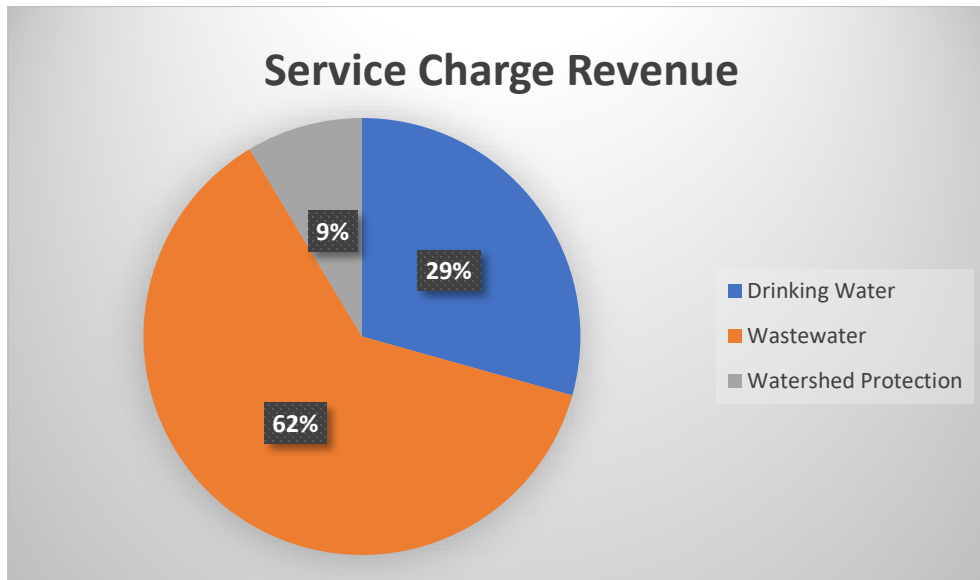
Gail Stevens
Finance Director and Budget Officer

SUMMARY BUDGET HIGHLIGHT

The FY 2023-24 amended approved budget for the OLWS totals \$45.7 million (total resources and total uses) and can be summarized as follows: \$5.7 million for Administrative Services, \$6.4 million for Drinking Water, \$12.6 million for Wastewater, \$1.8 million for Watershed Protection, \$4.0 million for Debt Service, and \$15.2 million in capital.

Resources

Service charges revenue is the primary resource to each of the operating funds. Service charges combined 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.

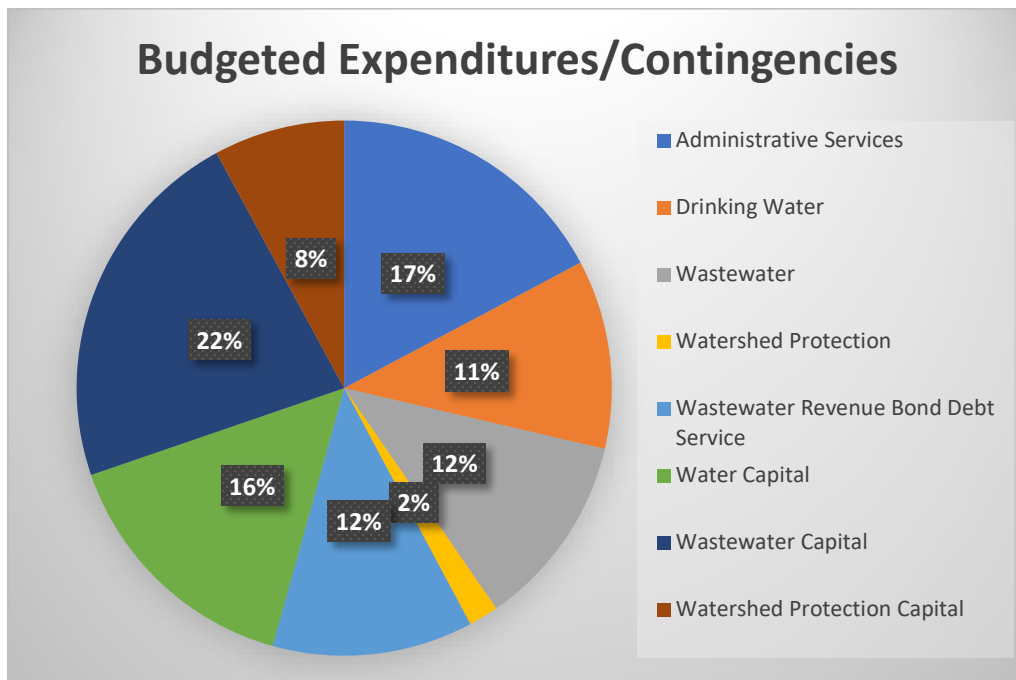
Fees are set in June each year with a July 1 effective date. Fees are set based on estimated requirements for each fund as a whole and in consideration of future operations and capital plans as projected.

SUMMARY BUDGET HIGHLIGHT

Uses

Operating expenditures are budgeted by division within the Administrative Services Fund, and by category within each of the other funds. Personnel services and capital make up the majority of budgeted expenditures of OLWS for FY 2023-24. Personnel services comprise 17.4% of OLWS’ budgeted expenditures (excluding transfers) and capital spending makes up another 27.4%. The remaining budgeted requirements of OLWS include materials and services at 17.6%, debt service at 11.0%, and contingencies and reserves at 26.6%.

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



Personnel Services

OLWS budget includes 39 full-time regular (FTE) positions. Benefit costs reflect increases in health insurance and quoted rates from providers. Employee insurance rates, which include medical, dental, life, short-term disability, and long-term disability reflect a 5.0% increase.

PERS contributions are the other largest component of employee benefits. PERS rates on a biennial basis, and the scheduled rates for FY 2023-24 and 2024-25 were set at 24.37% for Tier 1 and 2 members, and 21.19% for OPSRP members. OLWS has contributed \$300,000 in FY 2019-20, \$552,000 in FY 2020-21, and \$550,000 in FY 2022-23. These contributions have resulted in rates of 21.90% for Tier 1 and 2 members, and 18.72% for OPSRP members. Currently, 10% of OLWS payroll is Tier 1 and 2, and 90% is OPSRP.



SUMMARY BUDGET HIGHLIGHT

Materials and Services

This category represents operational expenditures for goods and services supporting OLWS. Legal, audit and accounting, and other contractual services are budgeted within this category, as are utilities, repairs and maintenance, and supplies. The increases budgeted for FY 2023-24 result primarily from stepping up maintenance efforts related to the water and wastewater systems and anticipated inflationary increases in utilities, goods, and services costs from vendors.

Capital Expenditures

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

The 2023-24 budget provides for capital spending in the Drinking Water Capital Fund of \$3.2 million, the Wastewater Capital Fund of \$5.6 million, and the Watershed Protection Capital Fund of \$300 thousand. Each of the capital funds budgets for contingency to allow for flexibility in management of planned projects, funding for future year capital plans, and consideration for future replacement of equipment and vehicles.

OAK LODGE WATER SERVICES AUTHORITY
 RESOURCES SUMMARY – BY PROGRAM
 FY 2023-24

ACTUAL 20-21	ACTUAL 21-22	BUDGET 22-23	Fund	PROPOSED 23-24	APPROVED 23-24	*Amended 23-24
Administrative Services						
\$ -	\$ -	\$ 1,168,115	Fund Balance	\$ 1,450,193	\$ 1,450,193	\$ 1,469,892
-	-	70,400	Other revenue	77,400	77,400	77,400
-	-	1,008,000	Transfer In - Fund 10	1,128,000	1,128,000	1,069,000
-	-	1,920,000	Transfer In - Fund 20	2,148,000	2,148,000	2,030,000
-	-	1,008,000	Transfer In - Fund 30	1,128,000	1,128,000	1,069,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,174,515</u>	Total	<u>\$ 5,931,593</u>	<u>\$ 5,931,593</u>	<u>\$ 5,715,292</u>
Drinking Water						
\$ -	\$ -	\$ 1,015,771	Fund Balance	\$ 580,708	\$ 580,708	\$ 608,759
-	-	4,351,000	Water Charges	6,091,000	6,091,000	5,469,000
-	-	273,000	Leases & Other Revenue	273,000	273,000	273,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,639,771</u>	Total	<u>\$ 6,944,708</u>	<u>\$ 6,944,708</u>	<u>\$ 6,350,759</u>
Wastewater						
\$ -	\$ -	\$ 1,207,862	Fund Balance	\$ 535,947	\$ 535,947	\$ 507,588
-	-	9,199,000	Wastewater Charges	12,879,000	12,879,000	11,913,000
-	-	100,000	System Development Charges	-	-	-
-	-	20,000	Other revenue	20,000	20,000	20,000
-	-	-	Transfer In - Fund 30	154,600	154,600	154,600
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,526,862</u>	Total	<u>\$ 13,589,547</u>	<u>\$ 13,589,547</u>	<u>\$ 12,595,188</u>
Watershed Protection						
\$ -	\$ -	\$ 467,895	Fund Balance	\$ 81,121	\$ 81,121	\$ 50,874
-	-	1,592,000	Watershed Charges	1,783,040	1,783,040	1,751,000
-	-	28,000	Other Revenue	28,000	28,000	28,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,087,895</u>	Total	<u>\$ 1,892,161</u>	<u>\$ 1,892,161</u>	<u>\$ 1,829,874</u>
Wastewater Revenue Bond Debt Service						
\$ -	\$ -	\$ 592,666	Fund Balance	\$ 527,978	\$ 527,978	\$ 527,978
-	-	1,000	Other Revenue	3,000	3,000	3,000
-	-	3,435,000	Transfers In	3,482,000	3,482,000	3,482,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,028,666</u>	Total	<u>\$ 4,012,978</u>	<u>\$ 4,012,978</u>	<u>\$ 4,012,978</u>
Drinking Water Capital						
\$ -	\$ -	\$ 3,911,900	Fund Balance	\$ 3,442,700	\$ 3,442,700	\$ 3,487,371
-	-	100,000	System Development Charges	100,000	100,000	100,000
-	-	30,000	Other Revenue	50,000	50,000	50,000
-	-	928,000	Transfers In	2,000,000	2,000,000	1,500,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,969,900</u>	Total	<u>\$ 5,592,700</u>	<u>\$ 5,592,700</u>	<u>\$ 5,137,371</u>
Wastewater Capital						
\$ -	\$ -	\$ 4,006,108	Fund Balance	\$ 2,730,089	\$ 2,730,089	\$ 2,557,963
-	-	-	System Development Charges	100,000	100,000	100,000
-	-	-	Proceeds from Borrowing	2,200,000	2,200,000	1,500,000
-	-	30,000	Other Revenue	30,000	30,000	30,000
-	-	1,500,000	Transfers In	4,000,000	4,000,000	3,200,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,536,108</u>	Total	<u>\$ 9,060,089</u>	<u>\$ 9,060,089</u>	<u>\$ 7,387,963</u>
Watershed Protection Capital						
\$ -	\$ -	\$ 2,173,058	Fund Balance	\$ 2,613,105	\$ 2,613,105	\$ 2,613,105
-	-	10,000	Other Revenue	20,000	20,000	20,000
-	-	250,000	Transfers In	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,433,058</u>	Total	<u>\$ 2,633,105</u>	<u>\$ 2,633,105</u>	<u>\$ 2,633,105</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,396,775</u>	TOTAL RESOURCES	<u>\$ 49,656,881</u>	<u>\$ 49,656,881</u>	<u>\$ 45,662,530</u>

*Amendments to Approve Budget
 OLWS Amended Approved Budget 2023-24

OAK LODGE WATER SERVICES AUTHORITY
 REQUIREMENTS SUMMARY – BY PROGRAM
 FY 2023-24

ACTUALS 20-21	ACTUALS 21-22	BUDGET 22-23	Fund	PROPOSED 23-24	APPROVED 23-24	* Amended 23-24
			Administrative Services			
\$ -	\$ -	\$ 2,250,000	Personnel Services	\$ 2,676,000	\$ 2,676,000	\$ 2,602,000
-	-	2,136,103	Materials & Services	2,579,300	2,579,300	2,436,200
-	-	788,412	Contingency	676,293	676,293	677,092
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,174,515</u>	Total	<u>\$ 5,931,593</u>	<u>\$ 5,931,593</u>	<u>\$ 5,715,292</u>
			Drinking Water			
\$ -	\$ -	\$ 1,107,000	Personnel Services	\$ 1,096,000	\$ 1,096,000	\$ 1,096,000
-	-	1,681,600	Materials & Services	1,841,900	1,841,900	1,819,400
-	-	209,063	Debt Service	209,100	209,100	209,100
-	-	1,936,000	Transfers	3,128,000	3,128,000	2,569,000
-	-	706,108	Contingency	669,708	669,708	657,259
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,639,771</u>	Total	<u>\$ 6,944,708</u>	<u>\$ 6,944,708</u>	<u>\$ 6,350,759</u>
			Wastewater			
\$ -	\$ -	\$ 1,877,000	Personnel Services	\$ 1,924,000	\$ 1,924,000	\$ 1,876,000
-	-	1,343,450	Materials & Services	1,362,600	1,362,600	1,313,600
-	-	6,855,000	Transfers	9,630,000	9,630,000	8,712,000
-	-	451,412	Contingency	672,947	672,947	693,588
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,526,862</u>	Total	<u>\$ 13,589,547</u>	<u>\$ 13,589,547</u>	<u>\$ 12,595,188</u>
			Watershed Protection			
\$ -	\$ -	\$ 160,000	Personnel Services	\$ 186,000	\$ 186,000	\$ 186,000
-	-	249,800	Materials & Services	292,400	292,400	281,400
-	-	120,000	Debt Service	-	-	-
-	-	1,258,000	Transfers	1,282,600	1,282,600	1,223,600
-	-	300,095	Contingency	131,161	131,161	138,874
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,087,895</u>	Total	<u>\$ 1,892,161</u>	<u>\$ 1,892,161</u>	<u>\$ 1,829,874</u>
			Wastewater Revenue Bond Debt Service			
\$ -	\$ -	\$ 3,434,144	Debt Service	\$ 3,423,000	\$ 3,423,000	\$ 3,423,000
-	-	594,522	Reserve for future expenditure	589,978	589,978	589,978
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,028,666</u>	Total	<u>\$ 4,012,978</u>	<u>\$ 4,012,978</u>	<u>\$ 4,012,978</u>
			Drinking Water Capital			
\$ -	\$ -	\$ 2,839,000	Capital Outlay	\$ 3,720,000	\$ 3,720,000	\$ 3,200,000
-	-	288,000	Contingency	370,000	370,000	370,000
-	-	1,842,900	Reserve for future expenditure	1,502,700	1,502,700	1,567,371
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,969,900</u>	Total	<u>\$ 5,592,700</u>	<u>\$ 5,592,700</u>	<u>\$ 5,137,371</u>
			Wastewater Capital			
\$ -	\$ -	\$ 4,023,340	Capital Outlay	\$ 6,538,000	\$ 6,538,000	\$ 5,585,000
-	-	481,834	Contingency	653,800	653,800	653,800
-	-	1,030,934	Reserve for future expenditure	1,868,289	1,868,289	1,149,163
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,536,108</u>	Total	<u>\$ 9,060,089</u>	<u>\$ 9,060,089</u>	<u>\$ 7,387,963</u>
			Watershed Protection Capital			
\$ -	\$ -	\$ 300,000	Capital Outlay	\$ 300,000	\$ 300,000	\$ 300,000
-	-	50,000	Contingency	50,000	50,000	50,000
-	-	2,083,058	Reserve for future expenditure	2,283,105	2,283,105	2,283,105
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,433,058</u>	Total	<u>\$ 2,633,105</u>	<u>\$ 2,633,105</u>	<u>\$ 2,633,105</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,396,775</u>	TOTAL REQUIREMENTS	<u>\$ 49,656,881</u>	<u>\$ 49,656,881</u>	<u>\$ 45,662,530</u>

*Amendments to Approve Budget
 OLWS Amended Approved Budget 2023-24

Administrative Services Fund

Fund 05

Purpose: The Administrative Services Fund centralizes the support services within OLWS to provide an efficient and fair means to capture and allocate support service costs. Divisions of this fund include Administration & Finance, Human Resources, Technical Services, and Vehicle Maintenance. Each of these support services are funded through transfers from the Drinking Water, Wastewater Reclamation, and Watershed Protection operating funds on a predetermined basis of allocation.

FTE: The Administrative Services Fund is comprised of 17.3 full-time employees (FTE). Positions are outlined in the division descriptions below.

Administration & Finance – Division 01

The Administration & Finance Division is comprised of eight full time employees:

- General Manager
- Finance Director
- Senior Accounting Specialist
- Junior Accounting Specialist (2)
- Billing/Administrative Specialist (3)

Human Resources – Division 02

The Human Resources Division is comprised of three full time employees:

- Human Resources Manager
- District Recorder
- Outreach and Communication Specialist

Technical Services – Division 03

The Technical Services Division is comprised of six full time employees:

- Assistant District Engineer
- Civil Engineer
- Associate Engineer
- IT and Asset Specialist
- Development Review Specialist
- Pollution Prevention Specialist

The Public Works Director/District Engineer allocates 0.3 FTE to the Administrative Services Fund.

Vehicle Maintenance – Division 04

The Vehicle Maintenance Division is not directly assigned FTE.

OAK LODGE WATER SERVICES AUTHORITY
 AMENDED APPROVED BUDGET – FY 2023-24

Fund 05 - Administrative Services Fund

ACTUAL 20-21	ACTUAL 21-22	BUDGET 22-23	Object Code	Item	PROPOSED 23-24	APPROVED 23-24	Amended 23-24
05-00- Resources							
\$ -	\$ -	\$ 1,168,115	3500	Beginning Fund Balance	\$ 1,450,193	\$ 1,450,193	\$ 1,469,892
-	-	57,400	4230	Contract Services Revenue	57,400	57,400	57,400
-	-	3,000	4610	Investment Revenue	10,000	10,000	10,000
-	-	10,000	4630	Miscellaneous Revenues	10,000	10,000	10,000
05-29- Transfers In							
\$ -	\$ -	\$ 1,008,000	4910	Transfer In from Fund 10	\$ 1,128,000	\$ 1,128,000	\$ 1,069,000
-	-	1,920,000	4920	Transfer In from Fund 20	2,148,000	2,148,000	2,030,000
-	-	1,008,000	4930	Transfer In from Fund 30	1,128,000	1,128,000	1,069,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,174,515</u>	Total Resources		<u>\$ 5,931,593</u>	<u>\$ 5,931,593</u>	<u>\$ 5,715,292</u>

Division 01 - Finance/Administration

05-01- Personnel Services - 8 FTE							
\$ -	\$ -	\$ 705,000	5110	Regular employees	\$ 812,000	\$ 812,000	\$ 812,000
-	-	17,000	5130	Overtime	10,000	10,000	10,000
-	-	125,000	5210	Health/Dental insurance	142,000	142,000	142,000
-	-	55,000	5230	Social Security	63,000	63,000	63,000
-	-	138,000	5240	Retirement	162,000	162,000	162,000
-	-	6,000	5250	Trimet/WBF/Paid Leave OR	23,000	23,000	23,000
-	-	20,000	5260	Unemployment	5,000	5,000	5,000
-	-	1,000	5270	Workers compensation	1,000	1,000	1,000
-	-	2,000	5290	Other employee benefits	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,069,000</u>	Total Personnel Services		<u>\$ 1,218,000</u>	<u>\$ 1,218,000</u>	<u>\$ 1,218,000</u>

05-01- Materials and Services							
Professional and technical services							
\$ -	\$ -	\$ 375,000	6110	Legal services	\$ 375,000	\$ 375,000	\$ 300,000
-	-	76,000	6120	Accounting and audit services	76,000	76,000	76,000
-	-	200,000	6155	Contracted Services	200,000	200,000	200,000
-	-	60,000	6180	Dues and subscriptions	62,000	62,000	42,000
Utilities							
-	-	13,000	6220	Electricity	16,000	16,000	16,000
-	-	4,000	6240	Natural gas	4,000	4,000	5,000
-	-	10,000	6290	Other utilities	10,000	10,000	5,000
Repairs and maintenance							
-	-	15,000	6310	Janitorial services	20,000	20,000	20,000
-	-	35,000	6320	Buildings and grounds	37,000	37,000	37,000
Travel and Training							
-	-	2,700	6410	Mileage	1,000	1,000	1,000
-	-	12,000	6420	Staff training	13,000	13,000	10,000
-	-	2,000	6440	Board expense	2,000	2,000	-
Supplies							
-	-	32,000	6510	Office supplies	35,000	35,000	35,000
-	-	2,000	6730	Communications	2,000	2,000	1,000
-	-	4,000	6760	Equipment rental	4,000	4,000	3,000
-	-	160,000	6770	Bank charges	165,000	165,000	165,000
-	-	2,000	6780	Taxes, Fees, Permits	1,000	1,000	1,000
-	-	1,000	6790	Miscellaneous expense	1,000	1,000	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,005,700</u>	Total Materials and Services		<u>\$ 1,024,000</u>	<u>\$ 1,024,000</u>	<u>\$ 917,000</u>

OAK LODGE WATER SERVICES AUTHORITY
 AMENDED APPROVED BUDGET – FY 2023-24

Fund 05 - Administrative Services Fund

ACTUAL 20-21	ACTUAL 21-22	BUDGET 22-23	Object Code	Item	PROPOSED 23-24	APPROVED 23-24	Amended 23-24
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Division 02 - Human Resources

05-02- Personnel Services - 3 FTE

\$ -	\$ -	\$ 278,000	5110	Regular employees	\$ 304,000	\$ 304,000	\$ 304,000
-	-	2,500	5130	Overtime	5,000	5,000	5,000
-	-	36,000	5210	Health/Dental insurance	41,000	41,000	41,000
-	-	22,000	5230	Social Security	24,000	24,000	24,000
-	-	50,000	5240	Retirement	57,000	57,000	57,000
-	-	3,000	5250	Trimet/WBF/Paid Leave OR	4,000	4,000	4,000
-	-	1,000	5270	Workers compensation	1,000	1,000	1,000
-	-	1,000	5290	Other employee benefits	15,000	15,000	15,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 393,500</u>	Total Personnel Services		<u>\$ 451,000</u>	<u>\$ 451,000</u>	<u>\$ 451,000</u>

**05-02- Materials and Services
 Professional and technical services**

\$ -	\$ -	\$ 52,000	6155	Contracted Services	\$ 64,500	\$ 64,500	\$ 64,500
-	-	8,500	6175	Records Management	8,500	8,500	8,500
Utilities							
-	-	63,000	6230	Telephone	59,700	59,700	59,700
Travel and Training							
-	-	1,000	6410	Mileage	1,000	1,000	1,000
-	-	25,000	6420	Staff Training	24,600	24,600	20,000
-	-	7,000	6440	Board Expense	5,000	5,000	5,000
Supplies							
-	-	2,200	6510	Office supplies	1,000	1,000	1,000
-	-	2,000	6540	Safety Supplies	2,000	2,000	2,000
-	-	38,000	6560	Uniforms	42,000	42,000	42,000
-	-	2,500	6610	Board Compensation	2,500	2,500	2,500
-	-	32,000	6620	Elections Costs	5,000	5,000	500
-	-	300,000	6720	Insurance	235,000	235,000	235,000
-	-	38,100	6730	Communications	38,000	38,000	38,000
-	-	6,000	6740	Advertising	7,000	7,000	7,000
-	-	1,000	6790	Miscellaneous Expense	1,000	1,000	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 578,300</u>	Total Materials and Services		<u>\$ 496,800</u>	<u>\$ 496,800</u>	<u>\$ 486,700</u>

OAK LODGE WATER SERVICES AUTHORITY
AMENDED APPROVED BUDGET – FY 2023-24

Fund 05 - Administrative Services Fund

ACTUAL 20-21	ACTUAL 21-22	BUDGET 22-23	Object Code	Item	PROPOSED 23-24	APPROVED 23-24	Amended 23-24
Division 03 - Technical Services							
05-03- Personnel Services - 6.3 FTE							
\$ -	\$ -	\$ 549,000	5110	Regular employees	\$ 674,000	\$ 674,000	\$ 617,000
-	-	2,500	5130	Overtime	5,000	5,000	5,000
-	-	83,000	5210	Health/Dental insurance	135,000	135,000	135,000
-	-	43,000	5230	Social Security	53,000	53,000	48,000
-	-	102,000	5240	Retirement	130,000	130,000	119,000
-	-	5,000	5250	Trimet/WBF/Paid Leave OR	9,000	9,000	8,000
-	-	1,000	5270	Workers compensation	1,000	1,000	1,000
-	-	2,000	5290	Other employee benefits	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 787,500</u>	Total Personnel Services		<u>\$ 1,007,000</u>	<u>\$ 1,007,000</u>	<u>\$ 933,000</u>
05-03- Materials and Services							
Professional and technical services							
\$ -	\$ -	\$ 90,500	6155	Contracted Services	\$ 462,000	\$ 462,000	\$ 442,000
Utilities							
-	-	313,103	6350	Computer Maintenance	434,500	434,500	434,500
Travel and Training							
-	-	1,000	6410	Mileage	1,000	1,000	1,000
-	-	10,500	6420	Staff Training	15,000	15,000	15,000
-	-	2,000	6430	Certifications	1,000	1,000	1,000
Supplies							
-	-	-	6530	Small Tools and Equipment	1,000	1,000	1,000
-	-	5,000	6540	Safety Supplies	5,000	5,000	5,000
-	-	3,000	6550	Operational Supplies	3,000	3,000	3,000
-	-	1,000	6790	Miscellaneous Expense	1,000	1,000	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 426,103</u>	Total Materials and Services		<u>\$ 923,500</u>	<u>\$ 923,500</u>	<u>\$ 902,500</u>
Division 04 - Vehicle Services							
05-04- Materials and Services							
\$ -	\$ -	\$ 75,000	6330	Vehicle/equipment maintenance	\$ 80,000	\$ 80,000	\$ 80,000
-	-	51,000	6520	Fuel and oils	55,000	55,000	50,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 126,000</u>	Total Materials and Services		<u>\$ 135,000</u>	<u>\$ 135,000</u>	<u>\$ 130,000</u>
05-29- Contingency							
\$ -	\$ -	\$ 788,412	9000	Contingency	\$ 676,293	\$ 676,293	\$ 677,092
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 788,412</u>	Total Contingency		<u>\$ 676,293</u>	<u>\$ 676,293</u>	<u>\$ 677,092</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,174,515</u>	Total Appropriations		<u>\$ 5,931,593</u>	<u>\$ 5,931,593</u>	<u>\$ 5,715,292</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Unappropriated ending fund balance		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,174,515</u>	Total Requirements		<u>\$ 5,931,593</u>	<u>\$ 5,931,593</u>	<u>\$ 5,715,292</u>

**Drinking Water Fund
 Fund 10**

Purpose: The Drinking Water Fund maintains and operates a drinking water distribution system to efficiently meet the needs of the community through uninterrupted service delivery. The cost of purchased water, protection of community health, and reduction of non-revenue water are funded through water service charges billed to customers.

The Drinking Water Fund provides transfers to the Administrative Services Fund and Drinking Water Capital Fund for services related to the operation and maintenance of the distribution system.

FTE: The Drinking Water Fund is comprised of 7.3 full-time employees:

- Water Distribution Supervisor
- Water Distribution Utility Worker (6)

The Public Works Director/District Engineer allocates 0.3 FTE to the Drinking Water Fund.

Fund 10 - Drinking Water Fund

ACTUAL 20-21	ACTUAL 21-22	BUDGET 22-23	Object Code	Item	PROPOSED 23-24	APPROVED 23-24	Amended 23-24
10-00- Resources							
\$ -	\$ -	\$ 1,015,771	3500	Beginning Fund Balance	\$ 580,708	\$ 580,708	\$ 608,759
-	-	30,000	4210	Wholesale Water Charges	30,000	30,000	30,000
-	-	4,351,000	4211	Water Charges	6,091,000	6,091,000	5,469,000
-	-	15,000	4215	Penalties and late charges	15,000	15,000	15,000
-	-	10,000	4240	Service installations	10,000	10,000	10,000
-	-	180,000	4280	Rents and leases	180,000	180,000	180,000
-	-	10,000	4290	Other charges for services	10,000	10,000	10,000
-	-	3,000	4610	Investment revenue	3,000	3,000	3,000
-	-	25,000	4630	Miscellaneous revenues	25,000	25,000	25,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,639,771</u>	Total Resources		<u>\$ 6,944,708</u>	<u>\$ 6,944,708</u>	<u>\$ 6,350,759</u>

Division 20 - Drinking Water Operations

10-20- Personnel Services - 7.3 FTE							
\$ -	\$ -	\$ 723,000	5110	Regular employees	\$ 707,000	\$ 707,000	\$ 707,000
-	-	31,000	5130	Overtime	37,000	37,000	37,000
-	-	134,000	5210	Health/Dental insurance	132,000	132,000	132,000
-	-	56,000	5230	Social Security	55,000	55,000	55,000
-	-	133,000	5240	Retirement	136,000	136,000	136,000
-	-	6,000	5250	Trimet/WBF/Paid Leave OR	9,000	9,000	9,000
-	-	19,000	5270	Workers compensation	20,000	20,000	20,000
-	-	5,000	5290	Other employee benefits	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,107,000</u>	Total Personnel Services		<u>\$ 1,096,000</u>	<u>\$ 1,096,000</u>	<u>\$ 1,096,000</u>

OAK LODGE WATER SERVICES AUTHORITY
 AMENDED APPROVED BUDGET – FY 2023-24

Fund 10 - Drinking Water Fund

ACTUAL 20-21	ACTUAL 21-22	BUDGET 22-23	Object Code	Item	PROPOSED 23-24	APPROVED 23-24	Amended 23-24
10-20- Materials and Services							
Professional and technical services							
\$ -	\$ -	\$ 166,500	6155	Contracted Services	\$ 270,900	\$ 270,900	\$ 258,900
Utilities							
-	-	38,000	6220	Electricity	41,000	41,000	41,000
-	-	3,500	6240	Natural Gas	3,000	3,000	3,000
-	-	3,600	6290	Other Utilities	4,000	4,000	5,000
Repairs and Maintenance							
-	-	10,000	6320	Buidlings and Grounds	10,000	10,000	7,000
-	-	200,000	6340	Distribution System Maintenance	200,000	200,000	200,000
Travel and Training							
-	-	500	6410	Mileage	500	500	500
-	-	12,500	6420	Staff Training	15,000	15,000	12,500
-	-	2,000	6430	Certifications	2,000	2,000	2,000
Supplies							
-	-	9,000	6530	Small Tools and Equipment	15,000	15,000	10,000
-	-	15,000	6540	Safety Supplies	15,000	15,000	15,000
-	-	7,000	6550	Operational Supplies	10,000	10,000	10,000
-	-	1,170,000	6710	Purchased Water	1,200,000	1,200,000	1,200,000
-	-	16,000	6715	Water Quality Program	28,500	28,500	28,500
-	-	8,000	6760	Equipment Rental	8,000	8,000	8,000
-	-	19,000	6780	Taxes, Fees, Permits	18,000	18,000	18,000
-	-	1,000	6790	Miscellaneous Expense	1,000	1,000	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,681,600</u>	Total Materials and Services		<u>\$ 1,841,900</u>	<u>\$ 1,841,900</u>	<u>\$ 1,819,400</u>
10-24- Debt Service							
Principal Payments							
\$ -	\$ -	\$ 188,000	6815	2019 Zions Bank Loan - Due 2/1	\$ 193,000	\$ 193,000	\$ 193,000
Interest Payments							
-	-	21,063	6825	2019 Zions Bank Loan - Due 8/1 & 2/1	16,100	16,100	16,100
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 209,063</u>	Total Debt Service		<u>\$ 209,100</u>	<u>\$ 209,100</u>	<u>\$ 209,100</u>
10-29- Transfers Out							
\$ -	\$ -	\$ 1,008,000	8105	Transfer Out to Fund 05	\$ 1,128,000	\$ 1,128,000	\$ 1,069,000
-	-	928,000	8171	Transfer Out to Fund 71	2,000,000	2,000,000	1,500,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,936,000</u>	Total Transfers		<u>\$ 3,128,000</u>	<u>\$ 3,128,000</u>	<u>\$ 2,569,000</u>
10-29- Contingency							
\$ -	\$ -	\$ 706,108	9000	Contingency	\$ 669,708	\$ 669,708	\$ 657,259
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 706,108</u>	Total Contingency		<u>\$ 669,708</u>	<u>\$ 669,708</u>	<u>\$ 657,259</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,539,771</u>	Total Appropriations		<u>\$ 6,944,708</u>	<u>\$ 6,944,708</u>	<u>\$ 6,350,759</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Unappropriated ending fund balance		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,539,771</u>	Total Requirements		<u>\$ 6,944,708</u>	<u>\$ 6,944,708</u>	<u>\$ 6,350,759</u>

Wastewater Fund

Fund 20

Purpose: The Wastewater Reclamation Fund maintains and operates a wastewater collection system and wastewater treatment plant. Divisions include Wastewater Treatment and Wastewater Collections. The cost of meeting regulatory requirements, providing uninterrupted service, and protecting the environment and community health are funded through wastewater service charges billed to customers.

The Wastewater Fund provides transfers to the Administrative Services Fund and Wastewater Capital Fund for services related to the operation and maintenance of the wastewater collection system and wastewater treatment plant. The Wastewater Fund also provides transfers to the Wastewater General Obligation Debt Service Fund and Wastewater Revenue Bond Debt Service Funds for payment of debt.

FTE: The Wastewater Reclamation Fund is comprised of 13.3 full-time employees. Positions are outlined in the division descriptions below.

Wastewater Treatment – Division 21

The Wastewater Treatment Division is comprised of 8 full time employees:

- Plant Superintendent
- Plant Operator (4)
- Lab Specialist
- Maintenance Mechanic (2)

Wastewater Collections – Division 22

The Wastewater Collections Division is comprised of 5.3 full time employees:

- Wastewater Collections Supervisor
- Wastewater Collections Utility Worker (4)

The Public Works Director/District Engineer allocates 0.3 FTE to the Wastewater Fund, specifically to the Wastewater Collections Division.

OAK LODGE WATER SERVICES AUTHORITY
AMENDED APPROVED BUDGET – FY 2023-24

Fund 20 - Wastewater Fund

ACTUAL 20-21	ACTUAL 21-22	BUDGET 22-23	Object Code	Item	PROPOSED 23-24	APPROVED 23-24	Amended 23-24
20-00- Resources							
\$ -	\$ -	\$ 1,207,862	3500	Beginning Fund Balance	\$ 535,947	\$ 535,947	\$ 507,588
-	-	9,199,000	4212	Wastewater Charges	12,879,000	12,879,000	11,913,000
-	-	7,000	4215	Penalties and Late Charges	7,000	7,000	7,000
-	-	100,000	4220	System Development Charges	-	-	-
-	-	10,000	4290	Other Charges for Services	10,000	10,000	10,000
-	-	1,000	4610	Investment Revenue	1,000	1,000	1,000
-	-	2,000	4630	Miscellaneous Revenues	2,000	2,000	2,000
20-29- Transfers In							
-	-	-	4930	Transfer In - Fund 30	154,600	154,600	154,600
\$ -	\$ -	\$ 10,526,862	Total Resources		\$ 13,589,547	\$ 13,589,547	\$ 12,595,188

Division 21 - Wastewater Treatment Operations

20-21- Personnel Services - 8 FTE							
\$ -	\$ -	\$ 681,000	5110	Regular employees	\$ 693,000	\$ 693,000	\$ 655,000
-	-	40,000	5130	Overtime	43,000	43,000	43,000
-	-	185,000	5210	Health/Dental insurance	209,000	209,000	209,000
-	-	53,000	5230	Social Security	54,000	54,000	51,000
-	-	123,000	5240	Retirement	130,000	130,000	123,000
-	-	6,000	5250	Trimet/WBF/Paid Leave OR	9,000	9,000	9,000
-	-	12,000	5270	Workers compensation	13,000	13,000	13,000
-	-	5,000	5290	Other employee benefits	-	-	-
\$ -	\$ -	\$ 1,105,000	Total Personnel Services		\$ 1,151,000	\$ 1,151,000	\$ 1,103,000

20-21- Materials and Services							
Professional and technical services							
\$ -	\$ -	\$ 253,750	6155	Contracted Services	\$ 221,500	\$ 221,500	\$ 221,500
Utilities							
-	-	307,000	6220	Electricity	325,000	325,000	325,000
-	-	2,000	6240	Natural gas	1,000	1,000	1,000
-	-	52,000	6250	Solid Waste Disposal	44,000	44,000	44,000
-	-	-	6290	Other utilities	1,500	1,500	1,500
Repairs and maintenance							
-	-	11,000	6310	Janitorial services	14,000	14,000	14,000
-	-	58,000	6320	Buildings and grounds	63,000	63,000	63,000
-	-	200,000	6340	System Maintenance	200,000	200,000	185,000
Travel and Training							
-	-	1,000	6410	Mileage	1,000	1,000	1,000
-	-	9,000	6420	Staff training	10,000	10,000	10,000
-	-	2,000	6430	Certifications	2,000	2,000	2,000
Supplies							
-	-	65,000	6525	Chemicals	77,000	77,000	77,000
-	-	10,000	6530	Small Tools and Equipment	13,000	13,000	8,000
-	-	20,000	6540	Safety Supplies	20,000	20,000	20,000
-	-	14,000	6550	Operational Supplies	5,000	5,000	5,000
-	-	-	6570	In-House Laboratory Supplies	20,000	20,000	15,000
-	-	5,000	6590	Other Supplies	-	-	-
-	-	500	6740	Advertising	-	-	-
-	-	45,000	6760	Equipment rental	20,000	20,000	10,000
-	-	100,700	6780	Taxes, Fees, Permits	74,000	74,000	74,000
-	-	1,000	6790	Miscellaneous expense	1,000	1,000	-
\$ -	\$ -	\$ 1,156,950	Total Materials and Services		\$ 1,113,000	\$ 1,113,000	\$ 1,077,000

OAK LODGE WATER SERVICES AUTHORITY
AMENDED APPROVED BUDGET – FY 2023-24

Fund 20 - Wastewater Fund

ACTUAL 20-21	ACTUAL 21-22	BUDGET 22-23	Object Code	Item	PROPOSED 23-24	APPROVED 23-24	Amended 23-24
Division 22 - Wastewater Collections Operations							
20-22- Personnel Services - 5.3 FTE							
\$ -	\$ -	\$ 507,000	5110	Regular employees	\$ 503,000	\$ 503,000	\$ 503,000
-	-	31,000	5130	Overtime	22,000	22,000	22,000
-	-	109,000	5210	Health/Dental insurance	117,000	117,000	117,000
-	-	40,000	5230	Social Security	39,000	39,000	39,000
-	-	65,000	5240	Retirement	73,000	73,000	73,000
-	-	4,000	5250	Trimet/WBF/Paid Leave OR	7,000	7,000	7,000
-	-	11,000	5270	Workers compensation	12,000	12,000	12,000
-	-	5,000	5290	Other employee benefits	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 772,000</u>	Total Personnel Services		<u>\$ 773,000</u>	<u>\$ 773,000</u>	<u>\$ 773,000</u>
20-22- Materials and Services							
Professional and technical services							
\$ -	\$ -	\$ 12,500	6155	Contracted Services	\$ 58,600	\$ 58,600	\$ 58,600
Utilities							
-	-	50,000	6220	Electricity	53,000	53,000	53,000
-	-	2,000	6290	Other Utilities	2,000	2,000	2,000
Repairs and Maintenance							
-	-	1,000	6320	Buidlings and Grounds	1,000	1,000	1,000
-	-	45,000	6340	System Maintenance	45,000	45,000	35,000
Travel and Training							
-	-	1,000	6410	Mileage	1,000	1,000	1,000
-	-	18,000	6420	Staff Training	20,000	20,000	18,000
-	-	2,000	6430	Certifications	2,000	2,000	2,000
Supplies							
-	-	15,000	6530	Small Tools and Equipment	25,000	25,000	25,000
-	-	9,000	6540	Safety Supplies	12,000	12,000	12,000
-	-	5,000	6550	Operational Supplies	5,000	5,000	5,000
-	-	25,000	6780	Taxes, Fees, Permits	24,000	24,000	24,000
-	-	1,000	6790	Miscellaneous Expense	1,000	1,000	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 186,500</u>	Total Materials and Services		<u>\$ 249,600</u>	<u>\$ 249,600</u>	<u>\$ 236,600</u>
20-29- Transfers Out							
\$ -	\$ -	\$ 1,920,000	8105	Transfer Out to Fund 05	\$ 2,148,000	\$ 2,148,000	\$ 2,030,000
-	-	3,435,000	8150	Transfer Out to Fund 50	3,482,000	3,482,000	3,482,000
-	-	1,500,000	8172	Transfer Out to Fund 72	4,000,000	4,000,000	3,200,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,855,000</u>	Total Transfers		<u>\$ 9,630,000</u>	<u>\$ 9,630,000</u>	<u>\$ 8,712,000</u>
20-29- Contingency							
\$ -	\$ -	\$ 451,412	9000	Contingency	\$ 672,947	\$ 672,947	\$ 693,588
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 451,412</u>	Total Contingency		<u>\$ 672,947</u>	<u>\$ 672,947</u>	<u>\$ 693,588</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,526,862</u>	Total Appropriations		<u>\$ 13,589,547</u>	<u>\$ 13,589,547</u>	<u>\$ 12,595,188</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Unappropriated ending fund balance		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,526,862</u>	Total Requirements		<u>\$ 13,589,547</u>	<u>\$ 13,589,547</u>	<u>\$ 12,595,188</u>

Watershed Protection Fund

Fund 30

Purpose: The Watershed Protection Fund manages and operates the Watershed Protection Program. Watershed education and protection are funded through watershed protection charges billed to customers.

The Watershed Protection Fund provides transfers to the Administrative Services Fund and Watershed Protection Capital Fund for services related to the management and operation of the Watershed Protection Program.

FTE: The Watershed Protection Fund is comprised of 1.1 full-time employees.

- Water Quality Coordinator

The Public Works Director/District Engineer allocates 0.1 FTE to the Watershed Protection Fund and directly manages the Water Quality Coordinator.

Fund 30 - Watershed Protection Fund

ACTUAL 20-21	ACTUAL 21-22	BUDGET 22-23	Object Code	Item	PROPOSED 23-24	APPROVED 23-24	Amended 23-24
			30-00-	Resources			
\$ -	\$ -	\$ 467,895	3500	Beginning Fund Balance	\$ 81,121	\$ 81,121	\$ 50,874
-	-	1,592,000	4213	Watershed Protection Charges	1,783,040	1,783,040	1,751,000
-	-	1,000	4215	Penalties and late charges	1,000	1,000	1,000
-	-	25,000	4290	Other charges for services	25,000	25,000	25,000
-	-	2,000	4610	Investment revenue	2,000	2,000	2,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,087,895</u>		Total Resources	<u>\$ 1,892,161</u>	<u>\$ 1,892,161</u>	<u>\$ 1,829,874</u>

OAK LODGE WATER SERVICES AUTHORITY
AMENDED APPROVED BUDGET – FY 2023-24

Fund 30 - Watershed Protection Fund

ACTUAL 20-21	ACTUAL 21-22	BUDGET 22-23	Object Code	Item	PROPOSED 23-24	APPROVED 23-24	Amended 23-24
Division 23 - Watershed Protection Operations							
30-23- Personnel Services - 1.1 FTE							
\$ -	\$ -	\$ 96,000	5110	Regular employees	\$ 113,000	\$ 113,000	\$ 113,000
-	-	5,000	5130	Overtime	1,000	1,000	1,000
-	-	30,000	5210	Health/Dental insurance	38,000	38,000	38,000
-	-	8,000	5230	Social Security	9,000	9,000	9,000
-	-	18,000	5240	Retirement	22,000	22,000	22,000
-	-	1,000	5250	Trimet/WBF/Paid Leave OR	2,000	2,000	2,000
-	-	1,000	5270	Workers compensation	1,000	1,000	1,000
-	-	1,000	5290	Other employee benefits	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 160,000</u>	Total Personnel Services		<u>\$ 186,000</u>	<u>\$ 186,000</u>	<u>\$ 186,000</u>
30-23- Materials and Services							
Professional and technical services							
\$ -	\$ -	\$ 148,000	6155	Contracted Services	\$ 169,000	\$ 169,000	\$ 163,000
Repairs and Maintenance							
-	-	25,000	6340	System Maintenance	50,000	50,000	45,000
Travel and Training							
-	-	6,000	6420	Staff Training	3,000	3,000	3,000
-	-	-	6430	Certifications	1,000	1,000	1,000
Supplies							
-	-	6,000	6530	Small Tools and Equipment	1,000	1,000	1,000
-	-	1,000	6540	Safety Supplies	1,000	1,000	1,000
-	-	500	6550	Operational Supplies	7,000	7,000	7,000
-	-	58,000	6730	Communications	55,000	55,000	55,000
-	-	4,300	6780	Taxes, Fees, Permits	4,400	4,400	4,400
-	-	1,000	6790	Miscellaneous Expense	1,000	1,000	1,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 249,800</u>	Total Materials and Services		<u>\$ 292,400</u>	<u>\$ 292,400</u>	<u>\$ 281,400</u>
30-24- Debt Service							
Principal Payments							
\$ -	\$ -	\$ 115,741	6814	2018 KS Statebank	\$ -	\$ -	\$ -
Interest Payments							
-	-	4,259	6824	2018 KS Statebank	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 120,000</u>	Total Debt Service		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
30-29- Transfers Out							
\$ -	\$ -	\$ 1,008,000	8105	Transfer Out to Fund 05	\$ 1,128,000	\$ 1,128,000	\$ 1,069,000
-	-	-	8120	Transfer Out to Fund 20	154,600	154,600	154,600
-	-	250,000	8172	Transfer Out to Fund 72	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,258,000</u>	Total Transfers		<u>\$ 1,282,600</u>	<u>\$ 1,282,600</u>	<u>\$ 1,223,600</u>
30-29- Contingency							
\$ -	\$ -	\$ 300,095	9000	Contingency	\$ 131,161	\$ 131,161	\$ 138,874
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,095</u>	Total Contingency		<u>\$ 131,161</u>	<u>\$ 131,161</u>	<u>\$ 138,874</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,087,895</u>	Total Appropriations		<u>\$ 1,892,161</u>	<u>\$ 1,892,161</u>	<u>\$ 1,829,874</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Unappropriated ending fund balance		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,087,895</u>	Total Requirements		<u>\$ 1,892,161</u>	<u>\$ 1,892,161</u>	<u>\$ 1,829,874</u>

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

Purpose: The Wastewater Revenue Bond Debt Service Fund accounts for non-property tax backed debt payments funded by transfers from the Wastewater Fund.

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

In 2011 the State of Oregon Department of Environmental Quality Clean Water State Revolving Fun (SRF) Loan Program for Intended Use Plans loaned \$19M to OLWS; 66 percent of federal capitalization grant funds and 34 percent state funds. The Loan has a twenty-year maturity term and range of 0-2.65 percent interest rate, plus an annual .5 percent administrative fee of the principal balance.

The loan requires a legal loan reserve in which OLWS must place an amount equal to one-half the average annual debt service in reserve. The loan program also requires debt service coverage in which OLWS must maintain wastewater rates in connection with the operation of the facility that are adequate to generate net operating revenues in each fiscal year sufficient to pay all revenue backed debt service requirements plus five percent of the loan's annual debt service expenditures.

JP Morgan Bank Loan

On December 20, 2017 OLWS borrowed \$15,173,000 from JP Morgan Bank to defease \$14,310,000 in General Obligation (GO) Bonds issued on May 13, 2010. The loan has a thirteen-year maturity term at a 2.5 percent interest rate. The advance refunding of the 2010 GO Bonds will save OLWS approximately \$915K in total debt service through fiscal year 2030.

The loan requires debt service coverage in which OLWS must charge rates and fees adequate to generate revenues that are at least equal to twenty percent of parity bond debt service and one-hundred percent combined parity and subordinate obligation debt service.

State of Oregon Infrastructure Finance Authority Loans

On August 31, 2010 the State of Oregon Infrastructure Finance Authority (IFA) loaned OLWS \$8M of Recovery Zone Economic Development Bonds, also known as United States Build America Bonds, on a twenty-year maturity term with rates ranging from 2-2.84 percent.

On February 18, 2021 OLWS participated in a bond refunding to amend the loan agreement with the State of Oregon Business Oregon, who refunded the bonds that funded the IFA loan. The amended agreement for \$3,684,197.37 is secured with a pledge of wastewater net revenue and will continue for the remaining ten-years of the original loan, retaining the maturity date of December 1, 2030 with an all-in true interest cost of 1.323 percent.

OAK LODGE WATER SERVICES AUTHORITY
 AMENDED APPROVED BUDGET – FY 2023-24

Fund 50 - Wastewater Revenue Bond Debt Service

ACTUAL 20-21	ACTUAL 21-22	BUDGET 22-23	Object Code	Item	PROPOSED 23-24	APPROVED 23-24	Amended 23-24
50-00- Resources							
\$ -	\$ -	\$ 592,666	3500	Fund Balance	\$ 527,978	\$ 527,978	\$ 527,978
-	-	1,000	4610	Investment Revenue	3,000	3,000	3,000
50-29- Transfers In							
-	-	3,435,000	4920	Transfer In - Fund 20	3,482,000	3,482,000	3,482,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,028,666</u>	Total Resources		<u>\$ 4,012,978</u>	<u>\$ 4,012,978</u>	<u>\$ 4,012,978</u>
50-24- Debt Service							
Principal Payments							
\$ -	\$ -	\$ 946,261	6810	2010 SRF Loan - Due 8/1 & 2/1	\$ 965,000	\$ 965,000	\$ 965,000
		310,030	6811	2021 IFA Loan - Due 12/1	323,000	323,000	\$ 323,000
		1,420,000	6813	2017 JPM Bank Loan - Due 5/1	1,450,000	1,450,000	\$ 1,450,000
Interest Payments							
		282,964	6820	2010 SRF Loan - Due 8/1 & 2/1	260,000	260,000	260,000
		168,839	6822	2021 IFA Loan - Due 12/1	154,000	154,000	154,000
-	-	306,050	6823	2017 JPM Bank Loan - Due 11/1 & 5/1	271,000	271,000	271,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,434,144</u>	Total Debt Service		<u>\$ 3,423,000</u>	<u>\$ 3,423,000</u>	<u>\$ 3,423,000</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,434,144</u>	Total Appropriations		<u>\$ 3,423,000</u>	<u>\$ 3,423,000</u>	<u>\$ 3,423,000</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 594,522</u>	Reserve for Future Expenditures		<u>\$ 589,978</u>	<u>\$ 589,978</u>	<u>\$ 589,978</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,028,666</u>	Total Requirements		<u>\$ 4,012,978</u>	<u>\$ 4,012,978</u>	<u>\$ 4,012,978</u>

Drinking Water Capital Fund

Fund 71

Purpose: The Drinking Water Capital Fund accounts for debt proceeds, capital expenditures, contingencies, and reserves associated with drinking water capital improvement planning through transfers from the Drinking Water Fund. Refer to the Capital Improvement Plan for detailed information.

Fund 71 - Drinking Water Capital Fund

ACTUAL 20-21	ACTUAL 21-22	BUDGET 22-23	Object Code	Item	PROPOSED 23-24	APPROVED 23-24	Amended 23-24
71-00- Resources							
\$ -	\$ -	\$ 3,911,900	3500	Fund Balance	\$ 3,442,700	\$ 3,442,700	\$ 3,487,371
-	-	50,000	4221	System Devel. - Reimbursement	50,000	50,000	50,000
-	-	50,000	4225	System Devel. - Improvement	50,000	50,000	50,000
-	-	30,000	4610	Investment Revenue	50,000	50,000	50,000
71-29- Transfers In							
-	-	928,000	4910	Transfer In - Fund 10	2,000,000	2,000,000	1,500,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,969,900</u>	Total Resources		<u>\$ 5,592,700</u>	<u>\$ 5,592,700</u>	<u>\$ 5,137,371</u>
71-20- Capital Outlay							
\$ -	\$ -	\$ 470,000	7200	Infrastructure	\$ 535,000	\$ 535,000	\$ 500,000
-	-	-	7300	Building and Improvements	25,000	25,000	25,000
-	-	64,000	7520	Equipment	200,000	200,000	200,000
-	-	30,000	7530	Information Technology	100,000	100,000	75,000
-	-	-	7540	Vehicles	-	-	-
-	-	2,275,000	7600	Capital Improvement Projects	2,860,000	2,860,000	2,400,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,839,000</u>	Total Capital Outlay		<u>\$ 3,720,000</u>	<u>\$ 3,720,000</u>	<u>\$ 3,200,000</u>
71-29- Transfers and Contingency							
\$ -	\$ -	\$ 288,000	9000	Contingency	\$ 370,000	\$ 370,000	\$ 370,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 288,000</u>	Total Transfers and Contingency		<u>\$ 370,000</u>	<u>\$ 370,000</u>	<u>\$ 370,000</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,127,000</u>	Total Appropriations		<u>\$ 4,090,000</u>	<u>\$ 4,090,000</u>	<u>\$ 3,570,000</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,842,900</u>	Reserve for Future Expenditures		<u>\$ 1,502,700</u>	<u>\$ 1,502,700</u>	<u>\$ 1,567,371</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,969,900</u>	Total Requirements		<u>\$ 5,592,700</u>	<u>\$ 5,592,700</u>	<u>\$ 5,137,371</u>

Wastewater Capital Fund

Fund 72

Purpose: The Wastewater Capital Fund accounts for debt proceeds, capital expenditures, contingencies, and reserves associated with wastewater treatment plant and wastewater collections system capital improvement planning through transfers from the Wastewater Fund. Refer to the Capital Improvement Plan for detailed information.

Fund 72 - Wastewater Capital Fund

ACTUAL 20-21	ACTUAL 21-22	BUDGET 22-23	Object Code	Item	PROPOSED 23-24	APPROVED 23-24	Amended 23-24
72-00- Resources							
\$ -	\$ -	\$ 4,006,108	3500	Fund Balance	\$ 2,730,089	\$ 2,730,089	\$ 2,557,963
-	-	-	4221	System Devel. - Reimbursement	100,000	100,000	100,000
-	-	-	4225	System Devel. - Improvement	-	-	-
-	-	30,000	4610	Investment Revenue	30,000	30,000	30,000
-	-	-	4650	Proceeds from Borrowing	2,200,000	2,200,000	1,500,000
72-29- Transfers In							
-	-	1,500,000	4920	Transfer In - Fund 20	4,000,000	4,000,000	3,200,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,536,108</u>	Total Resources		<u>\$ 9,060,089</u>	<u>\$ 9,060,089</u>	<u>\$ 7,387,963</u>
72-21- Capital Outlay - Treatment Plant							
\$ -	\$ -	\$ -	7300	Building and Improvements	\$ 25,000	\$ 25,000	\$ 25,000
-	-	75,000	7400	Improvements other than Buildings	-	-	-
-	-	205,000	7520	Equipment	690,000	690,000	690,000
-	-	115,000	7530	Information Technology	115,000	115,000	115,000
-	-	-	7540	Vehicles	-	-	-
-	-	1,169,000	7600	Capital Improvement Projects	1,000,000	1,000,000	900,000
72-22- Capital Outlay - Collections							
\$ -	\$ -	\$ 50,000	7200	Infrastructure	\$ 225,000	\$ 225,000	\$ 225,000
-	-	-	7300	Building and Improvements	-	-	-
-	-	40,000	7520	Equipment	30,000	30,000	30,000
-	-	154,340	7530	Information Technology	-	-	-
-	-	-	7540	Vehicles	-	-	-
-	-	2,215,000	7600	Capital Improvement Projects	4,453,000	4,453,000	3,600,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,023,340</u>	Total Capital Outlay		<u>\$ 6,538,000</u>	<u>\$ 6,538,000</u>	<u>\$ 5,585,000</u>
72-29- Transfers and Contingency							
\$ -	\$ -	\$ 481,834	9000	Contingency	\$ 653,800	\$ 653,800	\$ 653,800
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 481,834</u>	Total Transfers and Contingency		<u>\$ 653,800</u>	<u>\$ 653,800</u>	<u>\$ 653,800</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,505,174</u>	Total Appropriations		<u>\$ 7,191,800</u>	<u>\$ 7,191,800</u>	<u>\$ 6,238,800</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,030,934</u>	Reserve for Future Expenditures		<u>\$ 1,868,289</u>	<u>\$ 1,868,289</u>	<u>\$ 1,149,163</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,536,108</u>	Total Requirements		<u>\$ 9,060,089</u>	<u>\$ 9,060,089</u>	<u>\$ 7,387,963</u>

Watershed Protection Capital Fund

Fund 73

Purpose: The Watershed Protection Capital Fund accounts for debt proceeds, capital expenditures, contingencies, and reserves associated with watershed protection capital improvement planning through transfers from the Watershed Protection Fund. Refer to the Capital Improvement Plan for detailed information.

Fund 73 - Watershed Protection Capital Fund

ACTUAL 20-21	ACTUAL 21-22	BUDGET 22-23	Object Code	Item	PROPOSED 23-24	APPROVED 23-24	Amended 23-24
				73-00- Resources			
\$ -	\$ -	\$ 2,173,058	3500	Fund Balance	\$ 2,613,105	\$ 2,613,105	\$ 2,613,105
-	-	10,000	4610	Investment Revenue	20,000	20,000	20,000
				73-29- Transfers In			
-	-	250,000	4930	Transfer In - Fund 30	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,433,058</u>	Total Resources		<u>\$ 2,633,105</u>	<u>\$ 2,633,105</u>	<u>\$ 2,633,105</u>
				73-23- Capital Outlay			
\$ -	\$ -	\$ -	7200	Infrastructure	\$ -	\$ -	\$ -
-	-	-	7300	Building and Improvements	-	-	-
-	-	-	7520	Equipment	-	-	-
-	-	-	7530	Information Technology	-	-	-
-	-	-	7540	Vehicles	-	-	-
-	-	300,000	7600	Capital Improvement Projects	300,000	300,000	300,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>	Total Capital Outlay		<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>
				73-29- Transfers and Contingency			
\$ -	\$ -	\$ 50,000	9000	Contingency	\$ 50,000	\$ 50,000	\$ 50,000
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	Total Transfers and Contingency		<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 350,000</u>	Total Appropriations		<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,083,058</u>	Reserve for Future Expenditures		<u>\$ 2,283,105</u>	<u>\$ 2,283,105</u>	<u>\$ 2,283,105</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,433,058</u>	Total Requirements		<u>\$ 2,633,105</u>	<u>\$ 2,633,105</u>	<u>\$ 2,633,105</u>

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6110	Legal Services Charges for services provided by outside counsel; including bond, legal and personnel.	\$ 300,000
6120	Accounting and Audit Services Costs associated with required annual financial audit services.	\$ 76,000
6155	Contracted Services Charges for services contracted for administrative services, operations and management. Engineering services Administrative services Laboratory services Other professional and technical services Printing and mailing services Lien Services Online billing services	\$ 1,408,500
6175	Records Management Cost of archiving of District records and records management facilitation, document storage, retrieval, and destruction.	\$ 8,500
6180	Dues and Subscriptions Cost of memberships and publications, which leverage the District’s limited resources in a manner that promotes cost-effectiveness, promotes ongoing employee education and training, and provides supporting services to the District. Association of Clean Water Agencies (ACWA) American Public Works Association (APWA) American Water Works Association (AWWA) American Water Works Association (AWWA) Northwest Sub-Section Clackamas Review Engaging Local Government Leaders Government Finance Officers Association International City Managers Association Local Government Personnel Institute National Association of Clean Water Agencies (NACWA) National Association of State Agencies for Surplus Property North Clackamas County Chamber of Commerce Oregon Association of Municipal 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	\$ 42,000

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
	Dues and Subscriptions (cont.)	
	Other Subscriptions and Dues	
	Portland Human Resources Management Association (PHRMA)	
	Regional Water Providers Consortium	
	Rotary Club of Milwaukie	
	Society for Human Resources Management (SHRM)	
	Special Districts Association of Oregon (SDAO)	
	Tri-County Water Association	
	Urban & Regional Information Systems	
	Water Environment Federation	
6220	Electricity	\$ 435,000
	Electric utility costs associated with production, operations and facilities.	
6230	Telephone	\$ 59,700
	Record cost associated with voice equipment and telecommunication services whether wired or wireless.	
6240	Natural Gas	\$ 9,000
	Natural gas utility costs associated with production, operations, and facilities.	
6250	Solid Waste Disposal	\$ 44,000
	Costs associated with the disposal of headworks screenings, biosolids dumping, and other solid waste disposal activities.	
6290	Other Utilities	\$ 13,500
	Cost of utilities, other than electricity or natural gas, associated with production, operations and facilities.	
6310	Janitorial services	\$ 34,000
	Cost for janitorial services at buildings and structures.	
6320	Buildings and grounds	\$ 108,000
	Cost of maintaining builings and grounds, including landscaping services, wiring, plumbing, carpentry, painting, etc.	
6330	Vehicle and equipment maintenance	\$ 80,000
	Cost of maintaining vehicles and equipment including, repairs, tires, oil and other cost to maintain in good working order.	
6340	System maintenance	\$ 465,000
	Cost of repair and maintenance services to infrastructure of the drinking water distribution system,wastewater reclamation collection treatment systems, and watershed protection system.	

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6350	Computer maintenance Cost associated with computer technology including hardware, software, licensing, associated peripherals and accessories. Includes outsources computer technology support.	\$ 434,500
6410	Mileage Reimbursement for the cost of private mileage incurred by an employee when traveling for business purposes.	\$ 5,500
6420	Staff training Costs associated with employee continuing education and training to maintain certification requirements. Includes related travel expenditure. Membership costs are accounted for in 6180 Dues and Subscriptions. <ul style="list-style-type: none"> Water Environment Federation / National Association of Clean Water Agencies (NACWA) Conference National Association of Clean Water Agencies (NACWA) Conference Special Districts Association of Conference American Water Works Association (AWWA) Pacific Northwest Conference American Water Works Association (AWWA) Annual Conference Government Finance Officers Association (GFOA) Annual Conference Oregon Government Finance Officers Institute Oregon Government Finance Officers Spring Conference Distribution Symposium Confined Spaces Required Training 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 	\$ 88,500
6430	Certifications Cost associated with maintaining certifications as requirement for employee's position. <ul style="list-style-type: none"> Backflow Short School OHA Certifications DEQ Certifications Test Fees Other Fees 	\$ 8,000
6440	Board expense Cost associated with board meetings, board members attendance for the education, related travel expenditures and training. <ul style="list-style-type: none"> Special Districts Association Conference American Water Works Association (AWWA) Annual Conference Meeting Meals and Supplies Miscellaneous Mileage 	\$ 5,000

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6510	Office supplies Cost of office materials, supplies, and services related to administration and operations.	\$ 36,000
6520	Fuels and oils Cost of fuel and oil for vehicles and equipment.	\$ 50,000
6525	Chemicals Cost of chemicals required in program operations.	\$ 77,000
6530	Small tools and equipment Cost of small tools and equipment with a replacement value of less than \$5,000 per item necessary for the performance of work.	\$ 45,000
6540	Safety supplies Cost associated with for safety supplies and services, including required protective footwear. Safety Mats First Aid & Safety supplies Staff Safety Protection: \$300/Field & OPS Staff (Footwear) Other Safety Supplies	\$ 55,000
6550	Operational supplies Cost of supplies necessary for the operations of the District.	\$ 30,000
6560	Uniforms Cost of uniforms provided to employees, except footwear which is categorized as safety.	\$ 42,000
6570	In-House Laboratory Supplies Cost of laboratory supplies necessary for in-house testing.	\$ 15,000
6610	Board compensation Cost of compensation of the board.	\$ 2,500
6620	Elections Costs The Purpose of the Board Election Costs is to provide funding for the cost related to the public elections of its officers.	\$ 500
6710	Purchased water Cost of water purchased that is resold to customers.	\$ 1,200,000
6715	Water Quality Program Cost of supplies and services necessary to test drinking water that is resold to customers.	\$ 28,500

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6720	Insurance Cost of property, casualty, liability, earthquake, flood, and auto insurance coverage for District equipment and facilities.	\$ 235,000
6730	Communications Cost associated with public information, education, and involvement activities. Public Notices: Board Meetings, Budget Committee Meetings, Other Meetings Informational Brochures School Education Programs Watershed Protection Public Involvement Clean Water Coalition Regional Ad Campaign Miscellaneous Meeting Expenses	\$ 94,000
6740	Advertising Cost of advertisements, as required for meetings, procurement, budgets, and recruiting.	\$ 7,000
6760	Equipment rental Cost of rental or lease of equipment for office and operations.	\$ 21,000
6770	Bank charges Cost of banking fees charged for payments received and banking services rendered.	\$ 165,000
6780	Taxes, Fees, Permits Cost of property taxes regulatory compliance fees, annual required permits, right-of-way fees. Clackamas County Tax Collector: Property Tax Clackamas County - Ordinance Filing Fees Public Employee Retirement System (PERS): Administrative Fee State of Oregon DAS Ethics Commission Assessment Fee State of Oregon Secretary of State Filing Fee State of Oregon DEQ Wastewater System Operator Annual Support Fee State of Oregon DEQ National Pollutant Discharge Elimination System (NPDES) Permit Fee State of Oregon DEQ Air Contaminant Discharge Permit Fee State of Oregon DEQ Cleaner Air Oregon Fee State of Oregon DEQ Hazardous Materials Report Fee State of Oregon DEQ Municipal Separate Storm Sewer System (MS4) Permit State of Oregon OHA Cross Connection Annual Fee City of Gladstone's 5% Right-of-Way Franchise Fee City of Milwaukie (sewer processing fee) Union Pacific Right-of-Way Tax Other Taxes, Fees, Permits	\$ 121,400
6790	Miscellaneous expense Cost of other miscellaneous expenses.	\$ 1,000
Materials and Services Expenditures Total		\$ 5,850,600

LINE ITEM DESCRIPTIONS

CAPITAL OUTLAY EXPENDITURES

Acnt #	Description	Budget
7100	Land The purpose of the Land line item is to account for land and easement acquisitions.	\$ -
7200	Infrastructure The purpose of the Infrastructure line item is to account for the acquisition, improvement, and replacement of existing infrastructure.	\$ 725,000
7300	Buildings and improvements The purpose of the Buildings and Improvements line item is to account for acquisition, improvement, replacement, and capacity expansions of buildings and structures.	\$ 50,000
7400	Improvements other than buildings The purpose of the Improvements Other than Buildings line item is to account for improvements other than to buildings.	\$ -
7510	Furniture and fixtures The purpose of the Furniture and Fixtures line item is to account for the acquisition of furniture	\$ -
7520	Equipment The purpose of the Equipment line item is to account for the acquisition of equipment.	\$ 920,000
7530	Software The purpose of the Software line item is to account for the acquisition of software.	\$ 190,000
7540	Vehicles The purpose of the Vehicles line item is to account for the acquisition of vehicles.	\$ -
7600	Capital improvements The purpose of the Capital Improvements line item is to account for improvements identified in the capital improvement plan(s).	\$ 7,200,000
	Capital Outlay Total	\$ 9,085,000

OAK LODGE WATER SERVICES AUTHORITY
 AMENDED APPROVED BUDGET – FY 2023-24

LINE ITEM DESCRIPTIONS

DEBT SERVICE EXPENDITURES

Acnt#	Description	Budget
6810	Principal Payments - 2010 SRF Loan Principal Account for principal payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Loan.	\$ 965,000
6811	Principal Payments - 2021 IFA Loan Principal Account for principal payments related to a State of Oregon Infrastructure Finance Authority (IFA) Loan.	\$ 323,000
6813	Principal Payments - 2017 JPM Bank Loan Principal Account for principal payments related to a JP Morgan Bank Loan.	\$ 1,450,000
6815	Principal Payments - 2019 Zions Bank Loan Principal Account for principal payments related to a Zions Bank Loan.	\$ 193,000
6820	Interest Payments - 2010 SRF Loan Interest Account for interest payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Loan.	\$ 260,000
6822	Interest Payments - 2021 IFA Loan Interest Account for interest payments related to a State of Oregon Infrastructure Finance Authority (IFA) Loan.	\$ 154,000
6823	Interest Payments - 2017 JPM Bank Loan Interest Account for interest payments related to a JP Morgan Bank Loan.	\$ 271,000
6825	Interest Payments - 2019 Zions Bank Loan Interest Account for interest payments related to a Zions Bank Loan.	\$ 16,100
	Debt Service Expenditures Total	<u>\$ 3,632,100</u>

LINE ITEM DESCRIPTIONS

TRANSFERS OUT

Acnt#	Description	Budget
8105	Transfer to Fund 05 Transfer of resources to the Administrative Services Fund.	\$ 4,168,000
8120	Transfer to Fund 20 Transfer of resources to the Wastewater Operating Fund.	\$ 154,600
8150	Transfer to Fund 50 Transfer of resources to the Wastewater Revenue Bond Debt Service Fund.	\$ 3,482,000
8171	Transfer to Fund 71 Transfer of resources to the Drinking Water Capital Fund.	\$ 1,500,000
8172	Transfer to Fund 72 Transfer of resources to the Wastewater Capital Fund.	\$ 3,200,000
	Transfers Out Total	\$ 12,504,600

LINE ITEM DESCRIPTIONS

CONTINGENCIES

Acct #	Description	Budget
9000	Contingency Provide a contingency in the event actual expenditures exceed budgeted appropriations or actual revenues are less than anticipated.	\$ 3,240,613
	Contingencies Total	\$ 3,240,613

End of report

Oak Lodge Water Services Authority
CAPITAL IMPROVEMENT PLAN
Fiscal Years 2024 - 2029

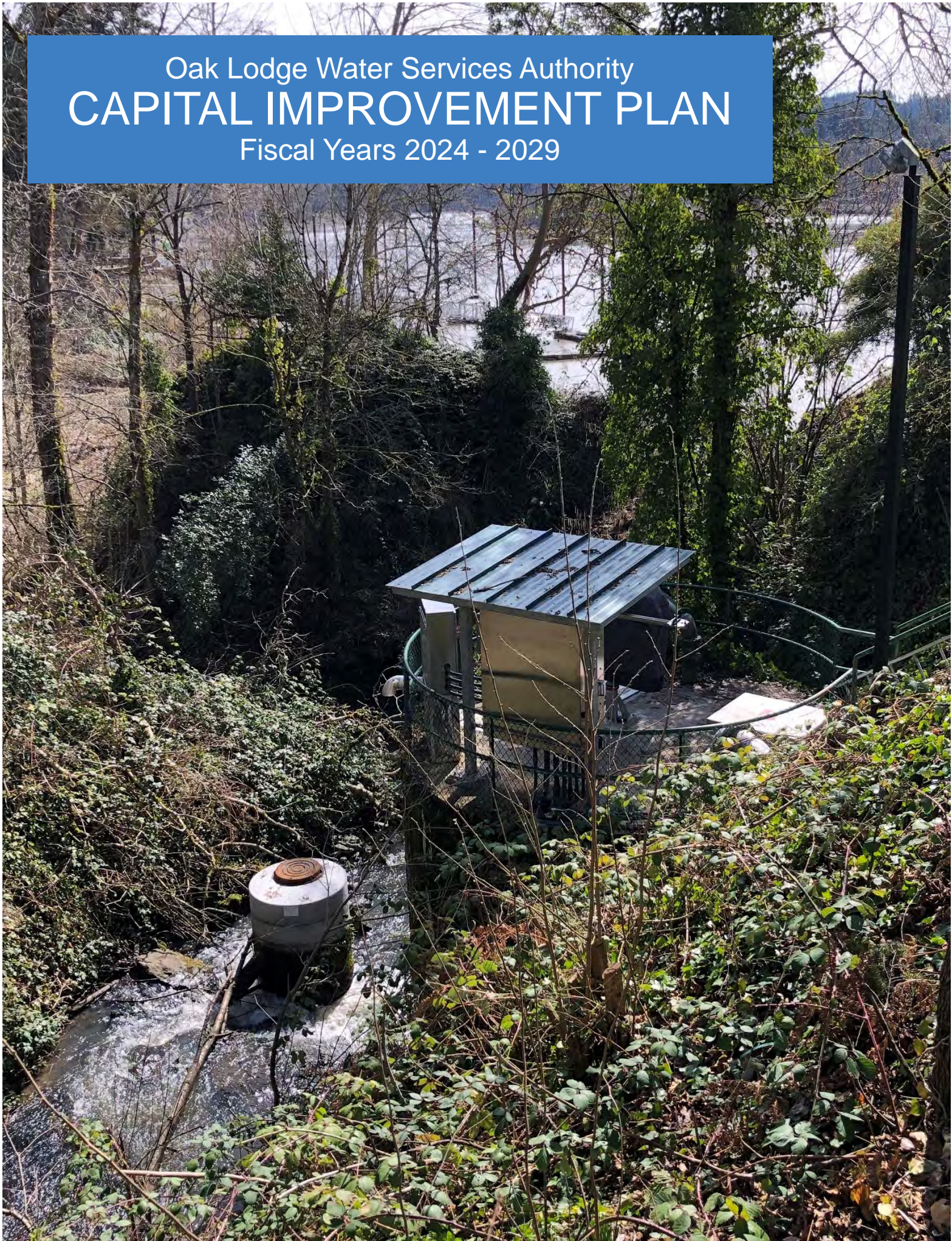


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Message from the Public Works Director/District Engineer

Resource management is such an important function for any service provider and Oak Lodge Water Services Authority (OLWS) 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 OLWS uses 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 this document is being produced, staff has the benefit of a newly adopted Wastewater Master Plan to pull prioritized wastewater projects from. The Water Master Plan is fairly new as well, being adopted in 2020 with prioritized projects. Both of these documents help staff create an up to date and informed project list to shape the CIP for the FY24 budget cycle.

In parallel to the creation of the Wastewater Master Plan, staff simultaneously negotiated an updated permit with DEQ for the operation of your Wastewater Treatment Plant. This new permit layered more stringent standards on the plant; standards in which it currently can not meet. To resolve this issue, OLWS is looking to fund a Tertiary Filter Project (found on page 23). This is an example of how important it is for this document to look at the current fiscal year and beyond to meet the growing permitting demands placed on OLWS.

This proactive approach will not only save our rate payers money, but will enhance services due to time savings. Like a house waiting for a roof failure, that failure creates more damage to the house and costs more to repair than it would proactively; the same holds true for OLWS's investment in your infrastructure.

We at OLWS, hope 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.


Sincerely,

Brad Albert, PE
Oak Lodge Water Services Authority
Public Works Director/District Engineer

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.

Aldercrest Road								
								
Project Description								
Replacement of 3,025 feet of 6-inch and 8-inch ductile iron pipe with 8-inch ductile iron pipe.								
Project Justification								
During the creation Water System Master Plan, Operations Staff identified and prioritized six pipeline projects based on age and condition. This project was prioritized by staff to be the single most important project to the District when trying to avoid main breaks.								
Future Operating Cost Impact								
Completion of this project would lessen overall main breaks and thus lower operating costs.								
Budget Information and Projected Costs								
Pre-CIP (<FY22)	FY23	FY24	FY25	FY26	FY27	FY28	Total (in CIP)	Post-CIP (>FY28)
\$ 355,000	\$ 1,195,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,195,000	\$ -
SDC Improvement Fee Eligibility: 9.7%								

Capital Improvement Plan Overview

The six-year Capital Improvement Plan (CIP) establishes guidance and planning for OLWS's investments in capital infrastructure. At the foundation of the CIP are OLWS'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 OLWS Staff, and OLWS 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 OLWS. 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 \$5,000 and have a useful life of at least one year, a capital "project" contained within this document is defined by the 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 OLWS'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 and quality of life.

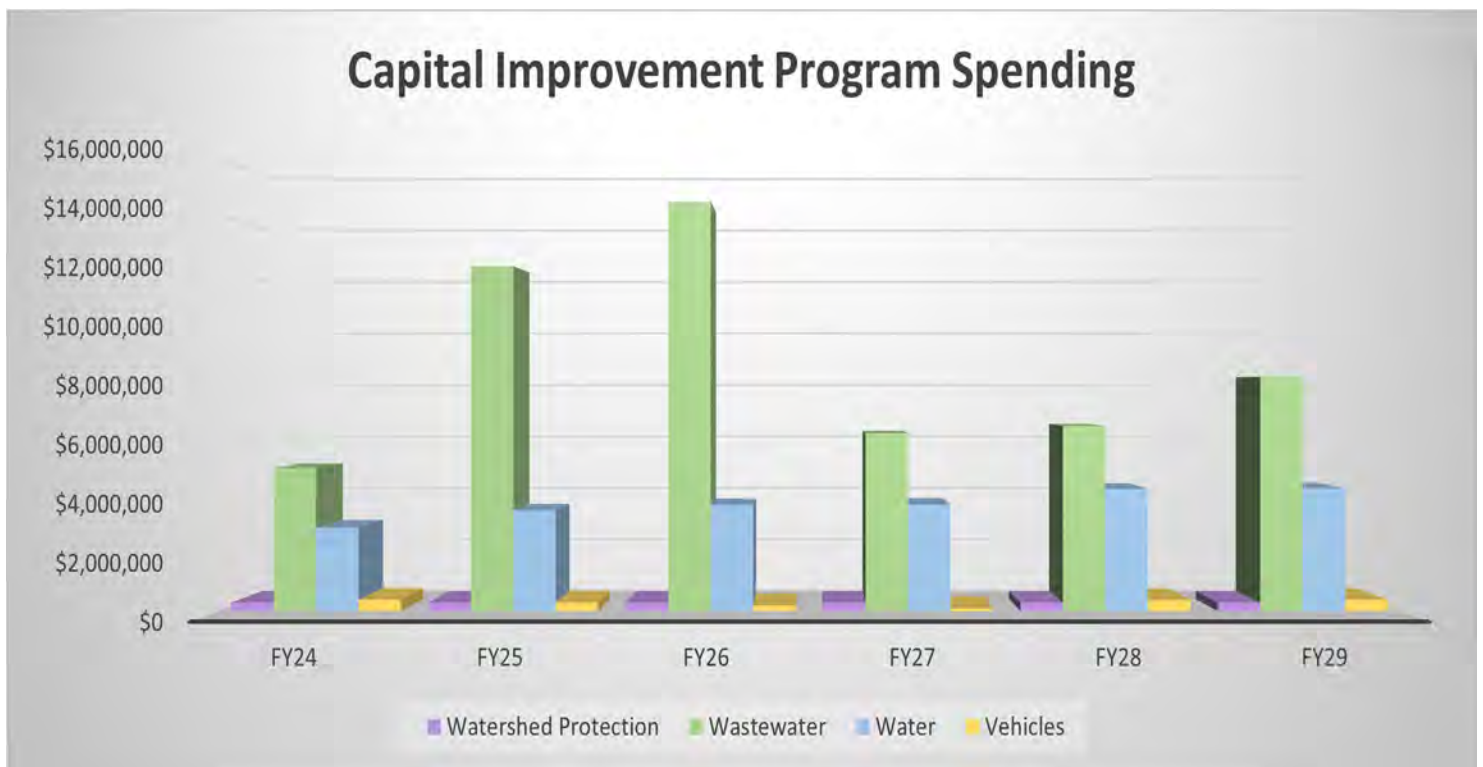
Factors in Evaluating CIP Projects

- | | |
|--|---|
| <ul style="list-style-type: none">• Master planning documents• Board goals• Operational needs• Regulatory requirements• Fiscal Impacts | <ul style="list-style-type: none">• 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

	FY24	FY25	FY26	FY27	FY28	FY29	Total
Watershed Protection	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,800,000
Wastewater	\$5,065,000	\$12,197,093	\$14,471,185	\$6,282,912	\$6,540,395	\$8,281,180	\$52,837,765
Water	\$2,950,000	\$3,551,125	\$3,750,500	\$3,767,045	\$4,317,636	\$4,346,275	\$22,682,581
Vehicles	\$400,000	\$297,800	\$203,135	\$93,572	\$390,333	\$403,284	\$1,788,124
Total Capital Improvement Program	\$8,715,000	\$16,346,018	\$18,724,820	\$10,443,529	\$11,548,364	\$13,330,739	\$79,108,470



Funding for Capital Projects comes from four OLWS 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

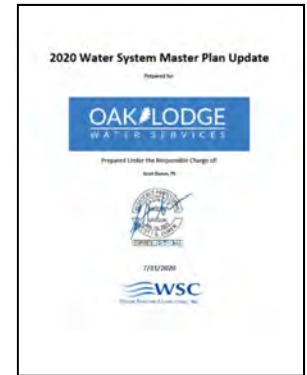
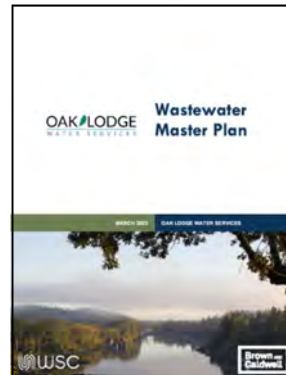
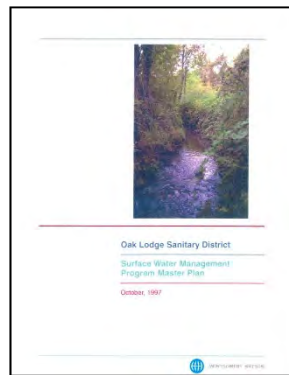


Multi-Document Transparency

OLWS recognizes that the projects included in the Six-Year Capital Improvement Plan represent a significant amount of public funding and it is OLWS'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.

Master Plans
 - Surface Water
 - Wastewater
 - Water



Fund 71 - Drinking Water Capital Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
71-00- Resources							
\$ -	\$ -	\$ 2,703,013	3500	Beginning Fund Balance	\$ 3,942,000	\$ 3,942,000	\$ 3,942,000
-	74,267	50,000	4610	Investment revenue	50,000	50,000	50,000
-	1,320,000	-	4650	Proceeds from borrowing	-	-	-
71-29- Transfers In							
-	2,700,000	1,675,000	4910	Transfer In from Fund 10	500,000	500,000	500,000
\$ -	\$ 4,094,267	\$ 4,428,013	Total Resources		\$ 4,492,000	\$ 4,492,000	\$ 4,492,000.00
71-20- Capital Outlay							
\$ -	\$ 683,972	\$ -	7200	Infrastructure	\$ -	\$ -	\$ -
-	-	330,000	7300	Buildings and improvements	-	-	-
-	6,419	-	7530	Capital Software Purchase	-	-	-
-	34,113	-	7540	Vehicles	35,000	35,000	35,000
-	133,715	4,098,013	7600	Capital improvement projects	1,480,000	1,480,000	1,480,000
\$ -	\$ 858,220	\$ 4,428,013	Total Capital Outlay		\$ 1,515,000	\$ 1,515,000	\$ 1,515,000
71-29- Transfers and Contingency							
\$ -	\$ -	\$ -	9000	Contingency	\$ 2,977,000	\$ 2,977,000	\$ 2,977,000
\$ -	\$ -	\$ -	Total Transfers and Contingency		\$ 2,977,000	\$ 2,977,000	\$ 2,977,000
\$ -	\$ 858,220	\$ 4,428,013	Total Appropriations		\$ 4,492,000	\$ 4,492,000	\$ 4,492,000
\$ -	\$ 3,236,048	\$ -	Reserve for future expenditures		\$ -	\$ -	\$ -
\$ -	\$ 4,094,267	\$ 4,428,013	Total Requirements		\$ 4,492,000	\$ 4,492,000	\$ 4,492,000

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 OLWS's budget.

Project Start

A project is first considered as part of the Master Planning process. Staff, with the assistance of expert consultants and Citizen Advisory Group members, draft Master Plans for community consideration.

Master Plans are subject to community meetings at which citizens are invited to review the scope of the plan and the corresponding capital projects required to fulfill the plan.

The OLWS Board then reviews the Master Plan and adopts it. Once adopted, the Master Plan becomes the guiding document for that utility's function and the associated project list is required to fulfill the Master Plan.

Citizens Budget Committee reviews and approves a budget which includes capital funding for projects identified within this document.

As projects are pursued, plan review and other land use steps may bring the project before the Board for their additional review and approval. Citizen comment is vital to this process.

Some projects, such as those funded with general obligation bonds, require a public vote. All projects will appear in the Board agenda for contract review and approval.

As projects commence, public outreach efforts will focus on impacted neighbors to ensure that project work has a minimal impact on services and the community. OLWS's website and Facebook is the primary communications vehicle.

Project Completion

Vehicles and Equipment

Overview

Oak Lodge Water Services Authority (OLWS) has 36 pieces of rolling stock. 16 primarily used for the water, 18 for sewer and 1 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 OLWS 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

ID#	Program	Vehicle Description	FY24	FY25	FY26	FY27	FY28	FY29	Totals
NEW	Wastewater	Biosolids Loader	250,000						\$ 250,000
12	Collections	Field Operations Vehicle		66,150					\$ 66,150
8	Technical Services	Inspection Truck		66,150					\$ 66,150
30	Water	Operations Dump Truck	150,000						\$ 150,000
55	Water	Field Operations Truck			68,135				\$ 68,135
42	Water	Backhoe		165,500					\$ 165,500
15	Wastewater	Plant Operations Truck			45,000				\$ 45,000
16	Wastewater	Plant Operations Truck			90,000				\$ 90,000
23	Wastewater	Portable Generator				23,393			\$ 23,393
68	Water	Field Operations Truck				70,179			\$ 70,179
69	Water	Field Operations Truck					89,150		\$ 89,150
17	Wastewater	Hydrocleaner					301,183		\$ 301,183
19	Wastewater	TV Van						403,284	\$ 403,284
Total Vehicle Capital Expenses			\$ 400,000	\$ 297,800	\$ 203,135	\$ 93,572	\$ 390,333	\$ 403,284	\$ 1,788,124

Boardman and Arista Flooding



Project Description

Recognized as one of the OLWS's worst flooding spots, this site repeatedly floods the Trolley Trail, Boardman Avenue, Arista Drive and private property. Currently, it is suspected that beaver dams and flat grades cause a majority of the flooding. This project seeks first to identify alternatives that could ease the flooding or completely eliminate it. Once these alternatives are identified, they will be presented to the stakeholders and a project will be decided upon based on funding contributions.

Project Justification

By fixing flooding issues within the service area it improves environmental health, livability, and property values. These types of projects also help OLWS's MS4 Annual commitments to treating stormwater.

Future Operating Cost Impact

This project will both decrease Staff's time reporting to localized flooding; however, depending on the solution it may increase maintenance of OLWS owned facilities.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	<i>Total (in CIP)</i>	<i>Post-CIP (>FY28)</i>
\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	

SDC Improvement Fee Eligibility: 0%

Localized Enhancement Program



Project Description

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

Project Justification

The Board as well as staff often hear about issues throughout the service area related to flooding. By programming money to either solve these issues or participate in multi-jurisdictional projects, OLWS can start to alleviate these issues for our rate-payers.

Future Operating Cost Impact

These projects will both decrease Staff's time reporting to localized flooding and increase maintenance of OLWS owned facilities.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY28)
\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000	TBD

SDC Improvement Fee Eligibility: 0%

Overview

Oak Lodge Water Services Authority (OLWS) charges customers a monthly fee for wastewater service. Annual revenue changes slightly based on the number and types of customers, and comes in at approximately \$8.6M annually. Of this revenue, approximately 12% is budgeted to be used on capital improvements. The majority of wastewater revenue is used for payment of the debt service to address the various loans associated with the Wastewater Treatment Plant Expansion project.

Wastewater Capital Improvement Projects								
Page	Project Name	FY24	FY25	FY26	FY27	FY28	FY29	Totals
15	Lift Station 5 Basin RDII	1,500,000	1,000,000					\$ 2,500,000
16	Lift Station 2 Basin RDII	200,000	600,000	4,705,823				\$ 5,505,823
17	Lift Station 6 Basin RDII		82,688	476,942				\$ 559,630
18	Influent Lift Station Basin RDII		1,214,955	250,000	3,297,525	3,653,951		\$ 8,416,431
19	Lift Station 4 Basin RDII			46,559	191,821			\$ 238,380
20	Trunk Main A Upsizing					1,427,607	6,618,819	\$ 8,046,426
21	Trunk Main B Upsizing						1,285,545	\$ 1,285,545
22	LS2 Construction	1,100,000						\$ 1,100,000
23	LS3 Construction	50,000	275,000	908,460	935,714			\$ 2,169,174
24	Hillside Sewer Line Replacement	700,000						\$ 700,000
25	Boardman Sewer Line Replacement		630,000					\$ 630,000
26	Manhole Repair Program	75,000	100,000	100,000	100,000	100,000	100,000	\$ 575,000
27	Mainline Repair Program	75,000	100,000	100,000	100,000	100,000	100,000	\$ 575,000
28	Lateral Repair Program	75,000	100,000	100,000	100,000	100,000	100,000	\$ 575,000
29	Replace Aeration Blowers	275,000		325,000				\$ 600,000
30	Tertiary Treatment at WWTP	750,000	6,615,000	5,677,875				\$ 13,042,875
31	Influent Lift Station Reconstruction			124,913	526,339	542,129		\$ 1,193,381
32	Secondary Clarifier 1 and 2 Refurbishment	150,000	1,323,000	1,249,133				\$ 2,722,133
33	UV Disinfection Rehabilitation			124,913	526,339	542,129		\$ 1,193,381
34	UV Disinfection Equipment Replacement	30,000	31,500	32,445	33,418	34,421	35,454	\$ 197,238
35	TWAS Pump Replacement			75,000				\$ 75,000
36	Motor Control (VFD) Replacement	35,000	36,750	37,853	38,988	40,158	41,362	\$ 230,111
37	Plant Drain Pump Replacement			136,269				\$ 136,269
38	Plant Air-line Inspection		88,200					\$ 88,200
39	Wastewater Master Plan update	50,000			432,768			\$ 482,768
Total Wastewater Capital Expenses		\$ 5,065,000	\$ 12,197,093	\$14,471,185	\$ 6,282,912	\$ 6,540,395	\$ 8,281,180	\$ 52,837,765

Lift Station 5 Basin RDII



Project Description

This project will enact the following measures to reduce RDII in the Lift Station 5 Basin:
Smoke testing 35,000 LF of pipe; flow metering at 5 locations (pre- and post-rehabilitation [rehab]); rehab of 173 LF of 6" pipe, 5,839 LF of 8" pipe, 2,556 LF of 10" pipe, and 215 LF of 12" pipe; rehab of 6 manholes (63 vertical feet [VF]); and rehab of 138 laterals from the main to the property connection.

Project Justification

Rainfall-derived Infiltration and Inflow (RDII) occurs after heavy rains when rainwater makes its way into the collections system and mixes with the wastewater. The full combined flow then needs to be transported and treated. By shoring up the collections system against RDII, all downstream conveyance and treatment infrastructure can be right-sized to treat customer's wastewater only without also conveying and treating rainwater.

Future Operating Cost Impact

OLWS has commissioned past studies showing how the cost of RDII reductions is far less expensive than upgrading downstream infrastructure to handle combined flows.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 1,500,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ -

SDC Improvement Fee Eligibility: 0%

Lift Station 2 Basin RDII



Project Description

This project will enact the following measures to reduce RDII in the Lift Station 2 Basin: Smoke testing 165,414 LF of pipe; flow metering at 17 locations (pre- and post-rehab); rehab of 11,145 LF of 8" pipe, 304 LF of 12" pipe, 4 LF of 14" pipe, 251 LF of 18" pipe, 752 LF of 20" pipe, and 338 LF of 21" pipe; rehab of 9 manholes (95 VF); and rehab of 198 laterals from the main to the property connection.

Project Justification

Rainfall-derived Infiltration and Inflow (RDII) occurs after heavy rains when rainwater makes its way into the collections system and mixes with the wastewater. The full combined flow then needs to be transported and treated. By shoring up the collections system against RDII, all downstream conveyance and treatment infrastructure can be right-sized to treat customer's wastewater only without also conveying and treating rainwater.

Future Operating Cost Impact

OLWS has commissioned past studies showing how the cost of RDII reductions is far less expensive than upgrading downstream infrastructure to handle combined flows.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 200,000	\$ 600,000	\$ 4,705,823	\$ -	\$ -	\$ -	\$ 5,505,823	\$ -

SDC Improvement Fee Eligibility: 0%

Lift Station 6 Basin RDII



Project Description

This project will enact the following measures to reduce RDII in the Lift Station 6 Basin: Smoke testing 6,846 LF of pipe; flow metering at 2 locations (pre- and post-rehab); rehab of 171 LF of 8” pipe; rehabilitation of 1 manhole (11 VF); and rehab of 33 laterals from the main to the property connection. Scope is limited to OLWS-owned assets.

Project Justification

Rainfall-derived Infiltration and Inflow (RDII) occurs after heavy rains when rainwater makes its way into the collections system and mixes with the wastewater. The full combined flow then needs to be transported and treated. By shoring up the collections system against RDII, all downstream conveyance and treatment infrastructure can be right-sized to treat customer's wastewater only without also conveying and treating rainwater.

Future Operating Cost Impact

OLWS has commissioned past studies showing how the cost of RDII reductions is far less expensive than upgrading downstream infrastructure to handle combined flows.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ 82,688	\$ 476,942	\$ -	\$ -	\$ -	\$ 559,630	\$ -

SDC Improvement Fee Eligibility: 0%

Influent Lift Station Basin RDII



Project Description

This project will enact the following measures to reduce RDII in the Influent Lift Station Basin: Smoke testing 207,931 LF of pipe; flow metering at 21 locations (pre- and post-rehab); rehab of 270 LF of 6" pipe, 12,724 LF of 8" pipe, 503 LF of 10" pipe, 250 LF of 12" pipe, 247 LF of 15" pipe, and 1,428 LF of 21" pipe; rehab of 17 manholes (179 VF); and rehab of 326 laterals from the main to the property connection.

Project Justification

Rainfall-derived Infiltration and Inflow (RDII) occurs after heavy rains when rainwater makes its way into the collections system and mixes with the wastewater. The full combined flow then needs to be transported and treated. By shoring up the collections system against RDII, all downstream conveyance and treatment infrastructure can be right-sized to treat customer's wastewater only without also conveying and treating rainwater.

Future Operating Cost Impact

OLWS has commissioned past studies showing how the cost of RDII reductions is far less expensive than upgrading downstream infrastructure to handle combined flows.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ 1,214,955	\$ 250,000	\$ 3,297,525	\$ 3,653,951	\$ -	\$ 8,416,431	\$ -

SDC Improvement Fee Eligibility: 0%

Lift Station 4 Basin RDII



Project Description

This project will enact the following measures to reduce RDII in the Lift Station 4 Basin: Smoke testing 2,335 LF of pipe; flow metering at 1 location (pre- and post-rehab); rehab of 491 LF of 8” pipe; rehab of 1 manhole (11 VF); and rehab of 4 laterals from the main to the property connection.

Project Justification

Rainfall-derived Infiltration and Inflow (RDII) occurs after heavy rains when rainwater makes its way into the collections system and mixes with the wastewater. The full combined flow then needs to be transported and treated. By shoring up the collections system against RDII, all downstream conveyance and treatment infrastructure can be right-sized to treat customer's wastewater only without also conveying and treating rainwater.

Future Operating Cost Impact

OLWS has commissioned past studies showing how the cost of RDII reductions is far less expensive than upgrading downstream infrastructure to handle combined flows.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ -	\$ 46,559	\$ 191,821	\$ -	\$ -	\$ 238,380	\$ -

SDC Improvement Fee Eligibility: 0%

Trunk Main A Upsizing



Project Description

Trunk Main A conveys over half of all wastewater collected in OLWS from Lift Station 2 to the Wastewater Treatment Plant. This project includes the installation of 3,516 LF of 24", 240 LF of 27", and 3,202 LF of 30" gravity wastewater main. Depending on the effectiveness of RDII reductions, this scope may be reduced.

Project Justification

Trunk Main A is currently undersized to convey both normal wastewater flows and the surges of rainfall-derived inflow and infiltration (RDII) experienced after heavy rainfall.

Future Operating Cost Impact

This project would reduce the likelihood of sanitary sewer overflow events at Lift Station 2.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ -	\$ -	\$ -	\$ 1,427,607	\$ 6,618,819	\$ 8,046,426	\$ -

SDC Improvement Fee Eligibility: 0%

Trunk Main B Upsizing



Project Description

Trunk Main B conveys a majority of wastewater collected in the Influent Pump Station Basin. This project includes the installation of 362 LF of 15", 4,600 LF of 18", and 3,729 LF of 24" gravity wastewater main. Depending on the effectiveness of RDII reductions, this scope may be reduced.

Project Justification

Trunk Main B is currently undersized to convey both normal wastewater flows and the surges of rainfall-derived inflow and infiltration (RDII) experienced after heavy rainfall.

Future Operating Cost Impact

This project will reduce the likelihood of sanitary sewer overflow events in the Influent Pump Station Basin.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,285,545	\$ 1,285,545	\$ -

SDC Improvement Fee Eligibility: 0%

LS2 Construction



Project Description

This project will completely reconstruct OLWS's largest wastewater lift station - Lift Station 2. The station conveys nearly half of all wastewater collected by OLWS. The old structure and all its electrical and mechanical equipment will be removed and replaced as the facility gets reconfigured to host submersible non-clog pumps in a larger wetwell.

Project Justification

Existing equipment in Lift Station 2 is old, noisy, cumbersome to operate, and demanding of constant resources to remain in reliable operation. The pumps can only be worked on in a confined space, which creates a safety risk. Furthermore, with virtually no wetwell volume, the station performs poorly at handling surges of flow following rain storms. This project is designed to address all these issues with one rebuild.

Future Operating Cost Impact

The rebuilt station will demand fewer resources to keep running smoothly, both in terms of OLWS staff time and vendor-provided services. It will furthermore be better able to dampen storm surges, which could prevent sanitary sewer overflows following lighter storms.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000	\$ -

SDC Improvement Fee Eligibility: Likely >0% (Post Master Plan Approval)

LS3 Construction



Project Description

This project will largely reconstruct Wastewater Lift Station 3. The mechanical and electrical components of the station will be completely overhauled. Several configurations for the wetwell are being considered, including refurbishing the existing wetwell or building a new one. Either way, the station will feature a submersible pump configuration that is safer and easier to maintain.

Project Justification

The pumps and other mechanics of this station are aged, difficult to maintain, and awkwardly located in multiple chambers below ground. Recent Tri-Met transportation improvements around Lift Station 3 have created an urban-style construction challenge as a light rail terminal, the Trolley Trail, and Park Avenue all intersect next to Lift Station 3.

Future Operating Cost Impact

The rebuilt station will demand fewer resources to keep running smoothly, both in terms of OLWS staff time and vendor-provided services.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 50,000	\$ 275,000	\$ 908,460	\$ 935,714			\$ 2,169,174	\$ -

SDC Improvement Fee Eligibility: 0%

Hillside Sewer Line Replacement



Project Description

This project replaces approximately 800 feet of wastewater main and two manholes buried beneath the banks of the Willamette River. The section of pipeline being replaced has deformed since it was initially constructed in the 1960's. It now has a low-lying belly where wastewater collects and decays.

Project Justification

Extra maintenance is needed to regularly clean this pipeline, up to once a month. Although OLWS collections crews' cleaning effort does indeed flush out the rotting sewage, the constant pressure washing is demanding of OLWS resources and slowly eroding the inside of the pipe wall.

Future Operating Cost Impact

The construction of the Hillside Project would reduce operating costs by eliminating the extraordinary and repeat burden on OLWS staff and equipment.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	<i>Total (in CIP)</i>	<i>Post-CIP (>FY29)</i>
\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -

SDC Improvement Fee Eligibility: 0%

Boardman Sewer Line Replacement



Project Description

This project will replace a section of wastewater main near Boardman Ave and HWY 99.

Project Justification

This project is prioritized in the Wastewater Master Plan. Currently this section of wastewater main has a long sag and collects debris. It is also under a large wetland area and re-routing this section will remove a majority of it from the wetland area.

Future Operating Cost Impact

Operational cost savings may be realized through reduced pipe maintenance.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ 630,000	\$ -	\$ -	\$ -	\$ -	\$ 630,000	\$ -

SDC Improvement Fee Eligibility: 0%

Manhole Repair Program



Project Description

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.

Project Justification

While manholes are relatively low-maintenance and last quite some time, they are vital to conveying sewage and providing access for inspections of mainlines. Keeping good records in the District's asset management database, staff will stay ahead of failures by rehabilitating when needed rather than complete replacement.

Future Operating Cost 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.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	<i>Total (in CIP)</i>	<i>Post-CIP (>FY29)</i>
\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 575,000	>100K/year

SDC Improvement Fee Eligibility: 0%

Mainline Repair Program



Project Description

The focus of this program is to repair and replace wastewater main lines, 8-inch diameter or smaller. Priority will be given to broken mainlines at risk of collapse and allowing stormwater inflow and infiltration into the collection system.

Project Justification

Stormwater seeps into the ground and makes its way into collection system through cracks in buried sewer pipe. This unwelcomed stormwater overwhelms the system's capacity to transport domestic wastewater from homes and businesses.

Future Operating Cost Impact

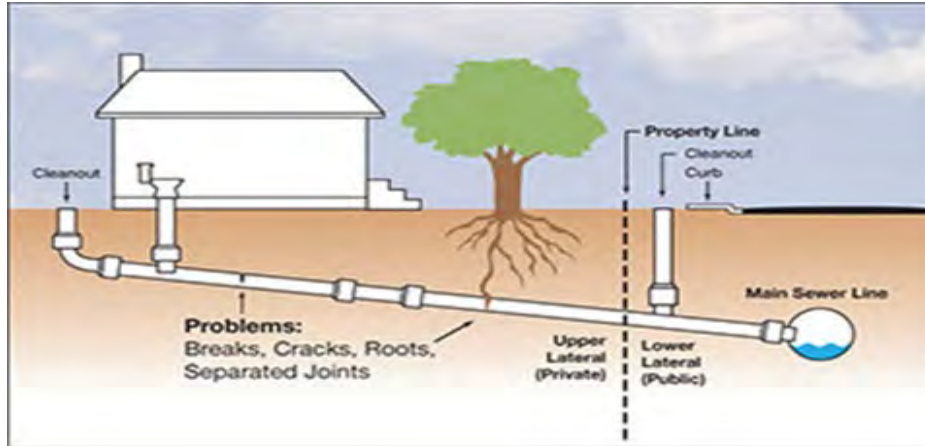
Avoids fines and penalties from DEQ resulting from non-compliance with permit.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 575,000	\$ -

SDC Improvement Fee Eligibility: 0%

Lateral Repair Program



Project Description

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 which cause the greatest impacts to the operating budget.

Project Justification

OLWS is responsible for wastewater laterals from the mainline to the property line or easement boundary. Currently there are 7550 laterals in the service area and the replacement of each is averaging around \$10,000 per lateral. If each lateral were to be replaced once every 100 years, the cost would be \$755,000 per year on this program.

Future Operating Cost Impact

This project will decrease operating expenditures by reducing the total amount of inflow and infiltration into the wastewater system. Replacement of these laterals also help minimize risk to OLWS before failures cause damage to private property.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 575,000	>150k/year

SDC Improvement Fee Eligibility: 0%

Replace Aeration Blowers



Project Description

Four existing blowers in the Aeration Blowers Facility supply air to the treatment plant's Aeration Basins and Aerobic Digesters. Two of four have been replaced in Fiscal Year 2022-23, and this project will replace the other two.

Project Justification

The old turbo-style Aeration Blowers have experienced complicated mechanical flaws since they were installed. Troubleshooting and maintenance of these machines has been further hindered by the models being highly limited and no longer in production, making spare parts difficult to procure. The new positive-displacement-type blowers are simpler to maintain and crucially perform with greater flexibility to meet varying air demands at all times.

Future Operating Cost Impact

The positive-displacement blowers are expected to run with greater energy efficiency than the turbo-style blowers they replace. Savings would be realized through reduced electricity usage and reduced staff time maintaining the machines and troubleshooting technical issues.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 275,000	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ 600,000	\$ -

SDC Improvement Fee Eligibility: 0%

Tertiary Treatment at WWTP



Project Description

OLWS Wastewater Treatment Plant (WWTP) has primary and secondary treatment. This project will add a tertiary level of treatment to the first two. This third phase of water purification polishes clarified wastewater with filters, removing microscopic particles that would otherwise get released to the Willamette River. When the WWTP was redesigned around 2009, space was left open for a tertiary treatment facility.

Project Justification

Through the new NPDES Permit, the Environmental Protection Agency has set stricter limits for the purity of water leaving the plant. The addition of tertiary treatment helps meet the more stringent requirements all year round.

Future Operating Cost Impact

This additional stage of wastewater treatment demands additional powered and maintenance. Although the power demand of tertiary filters is relatively low, maintenance time will be increased for OLWS staff, and new parts and materials will be needed to maintain the new filters.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 750,000	\$ 6,615,000	\$ 5,677,875	\$ -	\$ -	\$ -	\$ 13,042,875	\$ -

SDC Improvement Fee Eligibility: 0%

Influent Lift Station Reconstruction



Project Description

This project will reconfigure the Wastewater Treatment Plant's (WWTP's) Influent Pump Station Wetwell. The existing wetwell has a sharp boxy shape that collects grit and debris. This project will reshape the well to direct influent wastewater directly to the pumps, add security enhancements, and provide tools for managing the surface of the wastewater.

Project Justification

During the construction of the WWTP, certain items at the Influent Pump Station were value engineered out. These items have caused for more maintenance on behalf of the treatment plant staff. Fixing these items will allow for staff to focus on other operational tasks.

Future Operating Cost Impact

This project will reduce maintenance for the plant staff.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	<i>Total (in CIP)</i>	<i>Post-CIP (>FY29)</i>
\$ -	\$ -	\$ 124,913	\$ 526,339	\$ 542,129	\$ -	\$ 1,193,381	\$ -

SDC Improvement Fee Eligibility: 0%

Secondary Clarifier 1 and 2 Refurbishment



Project Description

This Project primarily replaces the internal mechanisms of Secondary Clarifiers 1 and 2, which are reaching the end of their lifespan. These two older clarifiers will be rebuilt to perform as well as Secondary Clarifiers 3 and 4, which came online in 2012. Additional improvements will be made to walkways, safety railings, power supply, plant drain system, and return activated sludge control equipment.

Project Justification

The steel and fiberglass components are losing their structural strength, drive mechanisms are breaking down, and the two old clarifiers perform poorly at their main task of clarifying water. These clarifiers pre-date the plant's rebuild around 2011.

Future Operating Cost 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.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 150,000	\$ 1,323,000	\$ 1,249,133	\$ -	\$ -	\$ -	\$ 2,722,133	\$ -

SDC Improvement Fee Eligibility: 0%

UV Disinfection Rehabilitation



Project Description

This project makes permanent improvements to the UV channels that disinfect treated wastewater before releasing it to the river. The project will replace effluent flow meters, complex gate maneuvering and level control with a new level control system, and influent gates with simple actuated slide gates. The project also inspects and modernizes the UV bulb control system itself.

Project Justification

The intent of the rebuild is to simplify maintenance, make level control more reliable, and heighten the redundancy of the UV disinfection system, which is vital to permit compliance.

Future Operating Cost Impact

This project will reduce the time needed by OLWS staff in maintaining the water level control system of the UV channels.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ -	\$ 124,913	\$ 526,339	\$ 542,129	\$ -	\$ 1,193,381	\$ -

SDC Improvement Fee Eligibility: Likely >0% (Post Master Plan Approval)

UV Disinfection Equipment Replacement



Project Description

This project replaces ultraviolet (UV) disinfection equipment.

Project Justification

UV disinfection equipment is reaching the end of its service life. The UV disinfection bulbs are replaced every 4 years and OLWS replaces on quarter of them each year.

Future Operating Cost Impact

This project imparts no material change to daily operations.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	<i>Total (in CIP)</i>	<i>Post-CIP (>FY29)</i>
\$ 30,000	\$ 31,500	\$ 32,445	\$ 33,418	\$ 34,421	\$ 35,454	\$ 197,238	\$ -

SDC Improvement Fee Eligibility: Likely >0% (Post Master Plan Approval)

TWAS Pump Replacement



Project Description

This project replaces a pair of pumps used to move thickened waste activated sludge (TWAS, thickened sludge) between the WWTP Solids Handling Building and the Digesters.

Project Justification

The two existing TWAS pumps were initially installed around 2001 and are reaching the end of their service life.

Future Operating Cost Impact

This project imparts no material change to daily operations.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000	>100K/year

SDC Improvement Fee Eligibility: 0%

Motor Control (VFD) Replacement



Project Description

This project replaces existing variable frequency drive (VFD) motor controllers. VFD's manipulate the shape of electrical power being supplied to large electric motors as a means to adjust the rotational speed of pumps, blower, and other powerful machines.

Project Justification

The existing VFD's are reaching the end of their service life.

Future Operating Cost Impact

This project imparts no material change to daily operations.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 35,000	\$ 36,750	\$ 37,853	\$ 38,988	\$ 40,158	\$ 41,362	\$ 230,111	TBD

SDC Improvement Fee Eligibility: Likely >0% (Post Master Plan Approval)

Plant Drain Pump Replacement



Project Description

Adds a third bar screen in the headworks. In the 2012 upgrade, engineers added a slot for a third bar screen for future expansion.

Project Justification

When originally designed, the operating plan for most equipment at the WWTP was sized to have a lead piece of equipment, which could operate under normal conditions, with a spare or redundant piece of equipment as backup in case of failure or maintenance. As the flows have increased at the WWTP, operations has seen more and more use of both of the bar screens, leaving no redundancy in the case of failure or maintenance. During these times if one of the two automated bar screens were to fail, one bar screen would not be able to handle the flows and catastrophic flooding may occur.

Future Operating Cost Impact

Routine maintenance costs and electricity will go up slightly.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ -	\$ 136,269	\$ -	\$ -	\$ -	\$ 136,269	

SDC Improvement Fee Eligibility: 0%

Plant Air-line Inspection



Project Description

This project will inspect and identify corrosion and loose fittings in three lightly-pressurized air pipelines (Air Low Pressure, ALP) at the WWTP. A specialist will inspect the lines that transport the low-pressure air from blowers to the Aeration Basins and Aerobic Digesters.

Project Justification

Alternating cycles of high and low pressure, temperature, and humidity within the ALP pipelines generates wear and corrosion. Since the ALP pipelines are both critical to plant operations and at risk of corrosion, a special inspection is prudent.

Future Operating Cost Impact

Inspection may reveal sections of ALP piping that need to be repaired and/or replaced.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ 88,200	\$ -	\$ -	\$ -	\$ -	\$ 88,200	

SDC Improvement Fee Eligibility: 0%

Wastewater Master Plan update



Project Description

This project revisits the Wastewater Master Plan initially published in 2023 and provides an update to the big-picture direction of the entire wastewater collections and treatment system.

Project Justification

The Wastewater Master Plan is a continuously active plan that is most helpful when maintained and kept up to date.

Future Operating Cost Impact

Master planning reduces operational costs in the long run by aiding prudent decision making.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 50,000	\$ -	\$ -	\$ 432,768	\$ -	\$ -	\$ 482,768	

SDC Improvement Fee Eligibility: 0%

Overview

Oak Lodge Water Services Authority (OLWS) water distribution system is primarily comprised of 6-inch and 8-inch cast and ductile iron pipe. Prior to the Water Master Plan Adoption, OLWS has concentrated on eliminating many sections of 2-inch pipe and looping dead-ends and spent on average \$500,000 annually on water capital, however beginning last year this number has been increased to around \$1,500,000 to keep up with other water capital needs such as inter-ties and resiliency against natural disasters.

The District 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 a storage source to serve the Sunrise Water Authority, Clackamas River Water and the City of Gladstone.

Water Capital Improvement Projects

Page	Project Name	FY24	FY25	FY26	FY27	FY28	FY29	Totals
41	Water Pump Station at CRW Generator		225,000					\$ 225,000
42	Seismic Study of 24-inch Supply Line		225,000					\$ 225,000
43	Valley View Tank Upgrades (Fall Protection)	150,000						\$ 150,000
44	Valley View Leak Repair	50,000						\$ 50,000
45	28th Avenue and Lakewood Drive	2,000,000						\$ 2,000,000
46	Milwaukie-OLWSD Intertie Pump Station	150,000	2,500,000	2,500,000				\$ 5,150,000
47	Large Meter Testing and Replacement	75,000	57,000	59,000	61,000	63,000	65,000	\$ 380,000
48	Valley View Pole Storage Building	25,000	75,000					\$ 100,000
49	Ranstad and Cinderella Courts		165,375					\$ 165,375
50	Marcia Court			200,000				\$ 200,000
51	Oatfield Road			400,000	3,000,000	2,000,000	2,000,000	\$ 7,400,000
52	Lisa Lane			340,000				\$ 340,000
53	Pressure Reducing Valve Rebuild (Every 5 years)		20,000					\$ 20,000
54	Hydrant Capital Repair and Replacement	175,000	183,750					\$ 358,750
55	McLoughlin - Jennings to Arista	250,000						\$ 250,000
56	AWIA Risk and Resilience Assessment - Update			50,000				\$ 50,000
57	Water System Master Plan - Update		50,000	150,000				\$ 200,000
58	SCADA System Upgrades	75,000	50,000	51,500	53,045	54,636	56,275	\$ 340,456
59	Radio Telemetry Activation Study				24,000			\$ 24,000
60	Vault Meter Bypass Installations				129,000			\$ 129,000
61	River Road				500,000	2,000,000	2,000,000	\$ 4,500,000
62	Seal Coat on Valley View Reservoir Domes					200,000		\$ 200,000
63	View Acres Recoat Tank Exterior and Interior						225,000	\$ 225,000
Total Water Capital Expenses		\$ 2,950,000	\$ 3,551,125	\$ 3,750,500	\$ 3,767,045	\$ 4,317,636	\$ 4,346,275	\$ 22,682,581

Water Pump Station at CRW Generator



Project Description

This project provides a backup power source for the potable water pump station at Clackamas River Water (CRW) water treatment plant. In the event OLWS's primary water source, North Clackamas County Water Commission (NCCWC), cannot deliver water as usual, the station at CRW can instead pump treated water from CRW up to OLWS's Valley View Reservoirs, as well as to reservoirs within Sunrise Water Authority.

Project Justification

Many of the events that can interrupt the delivery of treated drinking water to OLWS can be regional, such as grid-wide power failure following a storm. Resiliency to such events is upheld with redundant water sources and independent backup power. These measures keep fresh water flowing for drinking and fire suppression when the water supply may be needed the most.

Future Operating Cost Impact

This generator will need to be inspected regularly and maintained annually.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ -

SDC Improvement Fee Eligibility: 0%

Seismic Study of 24-inch Supply Line



Project Description

To improve the reliability of the District's 24-inch water supply pipeline, a seismic study is recommended to assess the current condition and the potential site-specific ground deformations anticipated along the alignment based on geotechnical explorations. Identification of any excessive seismic risk and appropriate mitigation measures is a high priority for improving the overall system resilience.

Project Justification

Little is known about the District's 24" supply line from the Commission. This project would explore and identify any vulnerabilities the District should know about and plan for.

Future Operating Cost Impact

This study would not have a direct impact of future operating costs.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ -

SDC Improvement Fee Eligibility: 0%

Valley View Tank Upgrades (Fall Protection)



Project Description

This project will install fall protection around the top of both water storage tanks at Valley View. New safety railings around the perimeter of both circular tanks will provide ease and safety during regular maintenance.

Project Justification

The current fall protection system in place is not up to the standards of current safety regulations and has met its useful life.

Future Operating Cost Impact

Permanent railings will eliminate the need for temporary fall protection measures and greatly reduce the risk of serious injury or death from a fall.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -

SDC Improvement Fee Eligibility: 0%

Valley View Leak Repair



Project Description

An ongoing leak has been occurring within the main valve vault that controls water flow into and out of the reservoirs. The central location of the leak makes it difficult to isolate for repairs, so engineering help has been sought to repair the damaged pipe.

Project Justification

Pipe leaks tend to worsen with time and can create further complications, such as corrosion or mildew growth, if not repaired.

Future Operating Cost Impact

No expected change in operating cost.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -

SDC Improvement Fee Eligibility: 0%

28th Avenue and Lakewood Drive



Project Description

This project replaces 4015 feet of 8-inch cast iron pipe with 8 and 12-inch ductile iron pipe. It will also create a loop in the system where the District has had to flush more often to keep the water fresh tasting.

Project Justification

This project was identified by the Water System Master Plan as one of the highest priority projects for water quality.

Future Operating Cost Impact

This project will lower operating costs due to reduced flushing this area less.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -

SDC Improvement Fee Eligibility: 18.3%

Milwaukie-OLWSD Intertie Pump Station



Project Description

An existing 10-inch diameter main in the Milwaukie system is located adjacent to existing 8-inch diameter District main along River Road. A booster pump station could be used to pump water from Milwaukie’s lower zone to the District’s lower zone to fill the Valley View tanks. Upsizing of 2,000 feet of pipe along River Road to 12-inch diameter would be required at an estimated cost of \$1,789,000.

Project Justification

With a single source of supply through the 24-inch pipeline from the NCCWC, the District is vulnerable to an outage caused by an unplanned pipe break. Portions of the pipeline closer to the Clackamas River are expected to have an increased risk of breakage due to lateral spreading and liquefaction induced settlement.

Future Operating Cost Impact

This emergency intertie would be an addition to the District's drinking water system. Pumps will need to be maintained, staff will need to be trained and power will be consumed when it is in use.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 150,000	\$ 2,500,000	\$ 2,500,000	\$ -	\$ -	\$ -	\$ 5,150,000	\$ -

SDC Improvement Fee Eligibility: 0%

Large Meter Testing and Replacement



Project Description

This project aims to keep up with testing of large meters throughout the service area. Testing will be conducted to make sure the meter is reading within an acceptable range. If it is not, it will be repaired to ensure proper readings.

Project Justification

By testing and repairing meters, OLWS can ensure that it is collecting correct revenues for usage.

Future Operating Cost Impact

This project is the operating cost for making sure correct revenues are collected.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 75,000	\$ 57,000	\$ 59,000	\$ 61,000	\$ 63,000	\$ 65,000	\$ 380,000	\$50,550 in FY29&32

SDC Improvement Fee Eligibility: 0%

Valley View Pole Storage Building



Project Description

This project will construct a simple roofed pole barn at the Valley View Reservoirs site.

Project Justification

The pole barn will protect OLWS-owned materials and equipment from moisture damage and preventable corrosion.

Future Operating Cost Impact

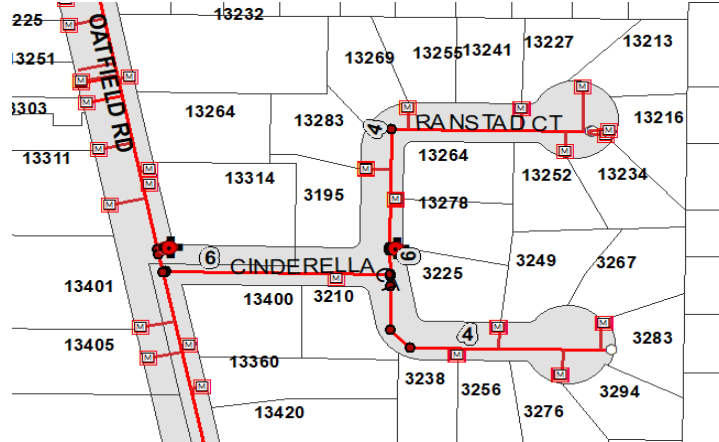
Equipment will last longer when properly stored and maintained, reducing operating costs.

Budget Information and Projected Costs

<i>FY24</i>	<i>FY25</i>	<i>FY26</i>	<i>FY27</i>	<i>FY28</i>	<i>FY29</i>	<i>Total (in CIP)</i>	<i>Post-CIP (>FY29)</i>
\$ 25,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -

SDC Improvement Fee Eligibility: 0%

Ranstad and Cinderella Courts



Project Description

This project replaces 760 feet of 4-inch cast iron pipe with 6-inch ductile iron pipe.

Project Justification

During the Water System Master Plan, Operations Staff identified and prioritized six pipeline projects based on age and condition. This project was prioritized by staff to be the single most important project to OLWS when trying to avoid main breaks.

Future Operating Cost Impact

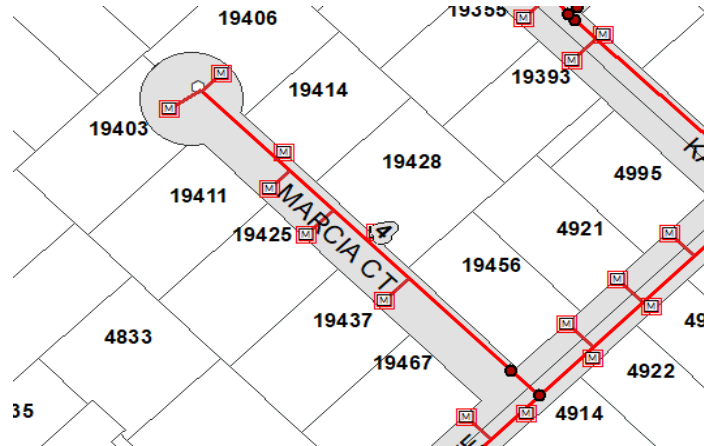
Completion of this project would lessen overall main breaks and thus lower operating costs.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ 165,375	\$ -	\$ -	\$ -	\$ -	\$ 165,375	\$ -

SDC Improvement Fee Eligibility: 28.9%

Marcia Court



Project Description

This project replaces 475 feet of 4-inch cast iron pipe with 6-inch ductile iron pipe.

Project Justification

During the Water System Master Plan, Operations Staff identified and prioritized six pipeline projects based on age and condition. This project was prioritized by staff to be the third most important project to OLWS when trying to avoid main breaks.

Future Operating Cost Impact

Completion of this project would lessen overall main breaks and thus lower operating costs.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	\$ -

SDC Improvement Fee Eligibility: 32.2%

Oatfield Road



Project Description

This project replaces 15,995 feet of 6 and 8-inch cast iron pipe with 8-inch ductile iron pipe over three years.

Project Justification

During the Water System Master Plan, Operations Staff identified and prioritized six pipeline projects based on age and condition. This project was prioritized by staff to be the fifth most important project to OLWS when trying to avoid main breaks. Oatfield Road and its ADA ramps were also identified by Clackamas County to be replaced before 2030. This has since been delayed, but the project is still a high priority for replacement. Therefore, getting ahead of the paving will help OLWS avoid substantial paving requirements.

Future Operating Cost Impact

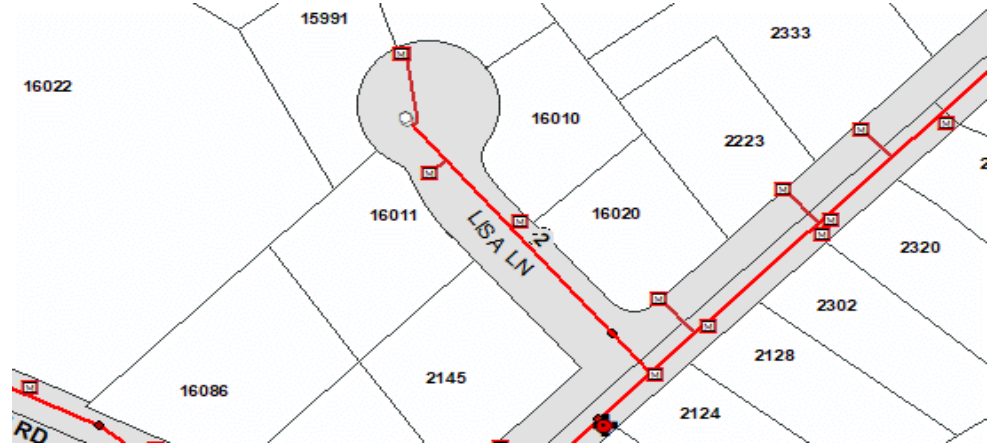
Completion of this project would lessen overall main breaks and thus lower operating costs.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ -	\$ 400,000	\$ 3,000,000	\$ 2,000,000	\$ 2,000,000	\$ 7,400,000	\$ -

SDC Improvement Fee Eligibility: 7.9%

Lisa Lane



Project Description

This project replaces 300 feet of 2-inch pipe with 6-inch ductile iron pipe.

Project Justification

During the Water System Master Plan, Operations Staff identified and prioritized six pipeline projects based on age and condition. This project was prioritized by staff to be the single most important project to OLWS when trying to avoid main breaks.

Future Operating Cost Impact

Completion of this project would lessen overall main breaks and thus lower operating costs.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ -	\$ 340,000	\$ -	\$ -	\$ -	\$ 340,000	\$ -

SDC Improvement Fee Eligibility: 33%

Pressure Reducing Valve Rebuild (Every 5 years)



Project Description

OLWS operates three pressure-reducing valves within the water distribution system. PRVs protect low-lying pipes and plumbing by reducing the pressure of potable water being delivered. OLWS has indicated that each of the PRVs should be rebuilt every five years. Typically this work is performed by an outside contractor.

Project Justification

Rebuilding these valves every 5 years ensures that OLWS can control operating pressures throughout the system. Failure of these valves could cause both private property damage as well as damage to the public infrastructure if pressure gets too high.

Future Operating Cost Impact

These valves should be inspected at least once per year and rebuilt every 5 years to prevent failures.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	<i>Total</i> <i>CIP)</i>	<i>(in</i> <i>Post-CIP</i> <i>(>FY29)</i>
\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	25K in FY30

SDC Improvement Fee Eligibility: 0%

Hydrant Capital Repair and Replacement



Project Description

Over the next 20- years OLWS plans to replace all 4 ½-inch hydrants to meet the current standard. Replacements are likely to occur in conjunction with condition based replacements as described in the previous section and with fire flow projects described in the previous chapter. There will still be a remaining number of hydrants outside of the scope of the condition and fire flow projects that will also need to be replaced within the next 20 years.

Project Justification

OLWS' current potable water system standards require each fire hydrant to use a 5 ¼-inch valve. Older hydrants exist throughout the distribution system that have a 4 ½-inch valve.

Future Operating Cost Impact

This project will not increase operating costs.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 175,000	\$ 183,750	\$ -	\$ -	\$ -	\$ -	\$ 358,750	\$ -

SDC Improvement Fee Eligibility: 0%

McLoughlin - Jennings to Arista



Project Description

This project replaces 180 feet of 8-inch cast iron pipe with 8-inch ductile iron pipe.

Project Justification

This section of water main had a break 3 years ago that was fixed. The section was closed on the north and south end with valves and was not put back in service. The paving requirement for digging up both ends of the line gives the opportunity to replace the pipe in full rather than flush an old line and put back in service. This section is part of a looped system in the area, which currently is not in service and therefore OLWS does not have a working looped piping system.

Future Operating Cost Impact

No expected change in operating cost.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -

SDC Improvement Fee Eligibility: 0%

AWIA Risk and Resilience Assessment - Update



Project Description

In 2018 the AWIA was signed into law and requires OLWS to conduct a risk and resilience assessment (RRA) and a subsequent development of an emergency response plan (ERP) prior to June 30, 2021. The law also mandates that the that the RRA and ERP are updated every 5 years.

Project Justification

This project is required by Federal Law.

Future Operating Cost Impact

This update may identify risks for OLWS which would then be contrasted with other water projects during a scheduled Water Master Plan Update.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -

SDC Improvement Fee Eligibility: 0%

Water System Master Plan - Update



Project Description

This project would update OLWS' Water System Master Plan. Specific updates would be removing completed CIP's from the list, updating population demand forecasts and re-running the water model to make sure OLWS is staying ahead of growth and failures within the system.

Project Justification

Planning capital improvements beyond 5 years can be a challenge for water utilities; however, a targeted update to the master plan on a 5-year cycle can dramatically improve the utility of the WSMP.

Future Operating Cost Impact

This project would identify projects to be completed, but has not direct impact on future operating costs.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ 50,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 200,000	\$ -

SDC Improvement Fee Eligibility: 0%

SCADA System Upgrades



Project Description

The supervisory control and data acquisition (SCADA) system is a network of computers that control pumps, valves, and other water delivery infrastructure in real time. This project will update the programmable logic controllers and other computer components.

Project Justification

Computerized controls regularly reach the end of their service life and need to be replaced.

Future Operating Cost Impact

A well-functioning SCADA system saves countless hours of OLWS staff time by automating common tasks.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	<i>Total</i> <i>CIP)</i>	<i>(in</i> <i>CIP)</i>	<i>Post-CIP</i> <i>(>FY29)</i>
\$ -	\$ 50,000	\$ 51,500	\$ 53,045	\$ 54,636	\$ 56,275	\$ 340,456	\$	-

SDC Improvement Fee Eligibility: 0%

Radio Telemetry Activation Study



Project Description

OLWS' Water System Master Plan identified a benefit to reactivating radio telemetry communications to serve as a backup communications system to the cellular modems. Radio telemetry units would be necessary at four OLWS facilities including Valley View, View Acres, the central operations shop, and the North Clackamas County Water Commission Water Treatment Plant.

Project Justification

Staff are constantly monitoring a number of variables that relate to serving safe drinking water. One example of this would be the level in a water reservoir. Radio telemetry allows staff to monitor this data remotely. During emergencies radio telemetry helps staff stay focused on fixing main breaks and fueling generators rather than making sure the tanks are at an appropriate level.

Future Operating Cost Impact

Annual User License Fees would apply to the telemetry system.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ -	\$ -	\$ 24,000	\$ -	\$ -	\$ 24,000	TBD

SDC Improvement Fee Eligibility: 0%

River Road



Project Description

This project designs the replacement of 6,805 feet of 4, 6, and 8-inch ductile iron pipe with 8 and 12-inch ductile iron pipe.

Project Justification

Identified by the Master Plan as a high priority backbone project that would help fire flows and meet future demand near River Road.

Future Operating Cost Impact

Completion of this project would lessen the chance of main breaks which in turn would lower operating costs.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ -	\$ -	\$ 500,000	\$ 2,000,000	\$ 2,000,000	\$ 4,500,000	\$ 1,500,000

SDC Improvement Fee Eligibility: 9.5%

Seal Coat on Valley View Reservoir Domes



Project Description

The Valley View tanks are prestressed concrete tanks and require a seal coat on the domed roofs of the two tanks to protect small surface cracks in the concrete from further deterioration. Timing of a seal coat will depend on continued monitoring of the tank roof condition through periodic inspections. Application of a seal coat is anticipated to be necessary within the next 5 to 10 years unless observed crack propagation indicates a more immediate need.

Project Justification

Preservation of OLWS' water storage tanks is vital to providing safe drinking water to our customers. These tanks also provide water to Clackamas River Water, Gladstone and Sunrise Water Authority customers.

Future Operating Cost Impact

This project will not change current operating costs.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ -

SDC Improvement Fee Eligibility: 0%

View Acres Recoat Tank Exterior and Interior



Project Description

The tall steel View Acres tanks require new coatings regularly to protect the steel structure from corrosion and deterioration. This project will coat both the outside of the tanks against weather-induced corrosion, and the inside of the tanks, which can corrode from the potable water and moist air within.

Project Justification

Application of fresh coatings is essential for the long-term maintenance of steel structures.

Future Operating Cost Impact

Regular recoatings will be needed in the future as coatings wear off over time.

Budget Information and Projected Costs

FY24	FY25	FY26	FY27	FY28	FY29	Total (in CIP)	Post-CIP (>FY29)
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 225,000	\$ -

SDC Improvement Fee Eligibility: 0%



Contact Us

Technical Services

PW Director/District Engineer — Brad Albert PE, brada@olwsd.org

Civil Engineer — Haakon Ogbeide PE, haakon@olwsd.org

Operations

WWTP Superintendent — David Hawkins, david@olwsd.org

Wastewater Field Supervisor — Chad Martinez, chad@olwsd.org

14496 SE River Road

Oak Grove, Oregon 97267

(503) 654-7765

oaklodgewaterservices.org



AGENDA ITEM

Title	Public Hearing: FY 2024 Schedule of Rates, Fees, and Other Charges
Item No.	4
Date	June 20, 2023

Summary

Members of the public are invited to comment or provide testimony related to the FY 2023-2024 Schedule of Rates, Fees, and Other Charges.

Written comments may not be read out loud or addressed during the meeting, but all public comments will be entered into the record.

The Board of Directors may elect to limit the total time available for public comment or for any single speaker depending on meeting length.

External Email – Confirm Sender and Beware of Links and Attachments



Public Comment

Verbal Public Comment Registration Form:	
First Name:	Leslie E
Last Name:	Anderson
Group or Organization Affiliation:	
Address:	1364 SE Anspach St
Contact Information:	5039568117
I would like to speak regarding:	Rate increase for elderly limited income people who are slightly above the poverty level so are disqualified for assistance

Reply / Manage

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Public Comment

Written Public Comment Webform:	
First Name:	Leslie E
Last Name:	Anderson
Group or Organization Affiliation:	
Address:	1364 SE Anspach St
Contact Information:	5039568117
	<p>I am elderly, disabled resident of Oak Lodge Water Services for over 35 years. I was against the consolidation of services as the financial figures offered did not add up to ne. Non-the-less the consolidation happened and although a remodel was done within the year of the consolidation the management at the time decided all staff would need to be housed in the same building even though sewer services was only 2-3 blocks away. The reasoning was that the building could be sold to help make money to offset costs. Next they determine there isn't sufficient room for all staff so some are left behind at the old building. Now they determine a new building must be built to accommodate all staff at a significant cost to the</p>

**Written
Comments:**

district. Since the time of consolidation there has been no apparent movement made to dispose of the Sanitary Services Bldg. I see no need for services to have to be housed in the same building. There are ways to reduce costs which I don't think have been pursued before raising rates. One way to save money would be for the district to not build a new building to house everyone but to keep the old building and have employees walk or drive three blocks to the main building as needed for meetings etc. when services were combined, water services management had ensured that they were nearly if not all debt free, solvent; Sewer Services was significantly in debt. and it seems that debt has continued to climb significantly with mismanagement under the newly instated management under consolidation. There are significant questions as well as legal accountability which have not been pursued by the district to recover monies lost under that leadership. In addition, based on figures recently presented comparing rates of local municipalities, it appears WES is charging our district significantly more per unit than others areas. Why is that and has this issue been objected to and questioned at the commissioner level in CC?! I believe ways to save money through changing course as I've brought up have not been pursued to keep costs down. Also has federal infrastructure money been applied to to offset the costs of replacing lines to bring into DEQ requirements? This would be a great help in offsetting costs and appears to fall within the purposes of the Federal funding. In this day and age of an absolutely crushing economy for the individual rate payor, the burden of paying an additional \$50+ per bill is great! Right now with one person in my household I pay \$167.00 per month based on a rate that was determined from water consumption for a 2 person HH last year, that can't be changed for me and I must pay the higher rate. I can scarcely afford that now, paying \$220 billing cycle (the minimal "estimated cost which generally isn't what's actually paid I've experienced!) won't be doable for me especially when

combined with monthly medicine, food and other HH costs leaving me nothing for home and yard repairs. I don't believe the district has pursued all other means to reduce costs to justify a rate increase of this sort. In this day of crushing costs to homeowners, especially those on fixed incomes, government services can no longer go along with business as usual and just look outside the box on how they are operating! They must make equally significant changes to save money which are equal to or greater than the belt tightening seen in their rate payers HH and private businesses within the district. I do not believe all avenues have been pursued to reduce costs in the district and think that this must be done before a significant increase like this is approved.

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Public Comment

Written Public Comment Webform:	
First Name:	Michael
Last Name:	Burns
Group or Organization Affiliation:	
Address:	15025 SE Arista Drive, Milwaukie, OR 97267
Contact Information:	mikebrns15@yahoo.com
Written Comments:	A \$25 rate monthly rate increase—at a time when wage increases are being outpaced by inflation and the cost of child care for two children is equal to the cost of a mortgage—is an unrealistic burden on families in this economic environment. You're selling us access to water. Stop being so stingy.

Reply / Manage

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Public Comment

Written Public Comment Webform:	
First Name:	justin
Last Name:	crosby
Group or Organization Affiliation:	
Address:	14021 se rupert dr
Contact Information:	justinmcrosby@gmail.com
Written Comments:	Was there ever an cost efficiency from combining the 2 districts that was passed to the residents?

Reply / Manage

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Public Comment

Written Public Comment Webform:	
First Name:	Anastasia
Last Name:	Duncan
Group or Organization Affiliation:	
Address:	14112 SE Arista Dr
Contact Information:	503-806-4385
Written Comments:	<p>This raise is absolutely unfair towards homeowners and any renters being forced to cover the burden of water. \$25 a month billed bimonthly is a major burden on people in an area that already faces a great deal of poverty and lack of affordable housing. This rate increase is absolutely appalling. How dare you force us to pay these rates knowing we have no other options for water services. I absolutely do not approve of this increase, especially near summer when people will be forced to use more water as the heat dries our yards and gardens. I DO NOT APPROVE.</p>

Reply / Manage

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Public Comment

Written Public Comment Webform:	
First Name:	Alex
Last Name:	Elias
Group or Organization Affiliation:	
Address:	12775 SE 32 Ave
Contact Information:	5208707847
Written Comments:	This increase seems very large and should not even be considered.

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Public Comment

Written Public Comment Webform:	
First Name:	Justin
Last Name:	Fisher
Group or Organization Affiliation:	Resident
Address:	4285 SE Faith Ave
Contact Information:	5037200861
Written Comments:	<p>Thank you for the opportunity to submit comments. This rate increase is absurd. My wife and I continually discuss how we are being priced out of our own home. I understand the need for infrastructure and that costs are rising. But this is 25% of my average monthly bill! Combined with increased tax measures that were recently passed in Clackamas County this is a significant burden to residents. I urge you to identify other ways to fund these costs like reduction in FTE, benefits, and developing infrastructure plans that prioritize what investments are needed now and those that can wait. Now is not the time and never should you be considering such high annual rate increases.</p>

Reply / Manage

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Public Comment

Written Public Comment Webform:	
First Name:	Tanya
Last Name:	Gilula
Group or Organization Affiliation:	Resident
Address:	2316 se Silver Springs Road 97222
Contact Information:	Tanya
Written Comments:	I've been advised of a rate increase that is quite large. Please reconsider this is a huge increase and expense. Thank you

Reply / Manage

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From: [eileen_jemison](#)
To: [Laural Casey](#)
Subject: Rate Hike
Date: Tuesday, June 13, 2023 3:17:03 PM

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I cannot attend the meeting, but I want to let the Board know that I am looking to sell my home because I can no longer keep up with all the rate increases. This latest is over the top. Please consider senior citizens who do not qualify for assistance and are trying their best to keep their homes. This is so stressful. Thank you, Eileen Jemison, 15334 SE La Bonita Way, Milwaukie, OR 97267

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Public Comment

Written Public Comment Webform:	
First Name:	Janice
Last Name:	Moore
Group or Organization Affiliation:	
Address:	14210 SE Cedar Avenue, Milwaukie OR 97267
Contact Information:	evviejan@gmail.com
Written Comments:	1)What specific consequences could residents see in the future--should the proposed infrastructure improvements not happen? How might that impact public health and the long-term cost? 2)Also, what options are available to manage the increased cost of these services for those who are on limited income and might qualify for assistance?

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June 7, 20023

Oak Lodge Water Services
14496 SE River Road
Oak Grove, OR 97267

Oak Lodge Water Services

JUN 09 2023

RECEIVED

To whom it may concern:

The method for calculating the rate/bill is not fair for all property owners and could be more accurate.

Why not determine the rate/bill by the square footage instead of the number of dwellings as a method to determine the rate/bill? This method does not reflect the actual usage/consumption or of the sewage from the property being processed by the sewage treatment plant.

Why not find out the number of toilets, bathtubs, showers, etc. on the property instead of the number of dwellings to determine the rate/bill? This method does not reflect the actual usage/consumption or of the sewage from the property being processed by the sewage treatment plant.

Better yet, why not find out the number of people living on the property instead of the number of dwellings as a method to determine the rate/bill? This method does not reflect the actual usage/consumption or of the sewage from the property being processed by the sewage treatment plant.

So what does? The water meter determines the actual usage/consumption and of the sewage from the property being processed by the sewage treatment plant. It would be fairer to charge by the gallon and a better method to determine the rate/bill. There is no longer a guessing game. In days of old people were charged a flat rate for both water and the sewage treatment was based on the number of dwellings. There were no water meters to reflect the usage/consumption of water or of the sewage from the property being processed by the sewage treatment plant. The water and sanitary were two separate services. The water meters were later installed for "conservation" reasons. Well, if people were charged by the gallon during the summer time wouldn't this be a better incentive to conserve water. Plus the winter usage of water continues to reflect the sewage from the property being processed by the sewage treatment plant and people would pay less during this time period.

I'm being charge over \$421.00 every two months for +- 2000 gallons of water usage based on the number of dwellings. The total square footage of my

dwelling equals around 1,500 square feet. This is around the size of one house/one dwelling yet the rate/bill but a huge amount is based on the number of dwellings per month for sewage treatment and not on actual usage/consumption or of sewage from my property being processed by the sewage treatment plant.

Sincerely,

Anna M Muceus

Billing Address

Anna M. Muceus

P.O. Box 738

Manzanita, OR 97130

Service Address

5239 SE Hull Ave

Milwaukie, OR 97267

Account # 020169-000

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Public Comment

Written Public Comment Webform:	
First Name:	Rene
Last Name:	Ormae-Jarmer
Group or Organization Affiliation:	Homeowner
Address:	3208 SE Concord Rd.
Contact Information:	reneormaejarmer@gmail.com
	<p>To Oak Lodge Water Services board, My name is Rene' Ormae-Jarmer and I grew up in Oak Grove for 26, moved to Sellwood and returned to live in Oak Grove for the last 12 years. We love the area. I do find myself having to speak up about the newest rate hike that is being proposed. My husband and I recently completely an ADU on our property (at great expense) and found that the SDC charges were exorbitant at 11K. These were unavoidable since Oak Lodge instituted a huge plan to update everything (during 2020 Covid of all times). I understand the aging system and we have paid in my opinion more than our fair share of this extra 6K in permits for the upgrade of this system. Then there was</p>

**Written
Comments:**

a rate hike since then where customers are asked to endure. Now, another rate hike is something I'm very much against. Asking customers to shoulder the burden of these plans is a bit much. Oak lodge already gets government funding, state funding, and grants to cover the costs of improving the system. Now another rate hike in an economy that is starting to stagnate is too much to ask. Sure, you ask the public to come and comment on your meetings, but at that point, you have already decided your plans and budgets. Public comment doesn't seem to be considered. Especially, having a big plan, spending thousands of dollars on creating the plan and passing it during a Pandemic, where people are very much distracted with other things (like attending a water/sewer meeting). Being inside Clackamas County and another subsidy has Oak Grove residents being charged double or extra for permits and shouldering the costs of this 2020 upgrade. To have yet another increase is simply pushing off any deficit of other funding onto your customers. I oppose this increase and ask that you stop asking the residents of Oak Grove to shoulder any more projects, deficits in budget, and SDC charges. Multnomah county has a way to have these forgiven, but Oak Grove doesn't. We're a much smaller community, so rate hikes aren't the way to reward development and long-time responsible customers. Sincerely, Rene' Ormae-Jarmer

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Public Comment

Verbal Public Comment Registration Form:	
First Name:	Heather
Last Name:	Ray
Group or Organization Affiliation:	
Address:	5055 SE Ina Ave, Milwaukie, OR 97267
Contact Information:	heather.ray78@gmail.com
I would like to speak regarding:	I have questions about the startling \$25 rate increase as well as what other funding the board is pursuing.

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Public Comment

Verbal Public Comment Registration Form:	
First Name:	Christine
Last Name:	Samara
Group or Organization Affiliation:	
Address:	17775 SE Paradise Drive
Contact Information:	503-720-5531, cellphone
I would like to speak regarding:	Rate increase, I live on a street with inadequate drainage that always floods. My property is at the bottom of a hill occupied by other houses and I get their ground water run off in front of my property, especially in the rainy season. It becomes a 3 foot wide stream in front of my driveway and yard. I want something done about the inadequate drainage for run off if I have to pay for another rate increase.

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Public Comment

Written Public Comment Webform:	
First Name:	Sharon
Last Name:	Sullivan
Group or Organization Affiliation:	
Address:	3050 SE LAURELWOOD DR
Contact Information:	sharonsullivan@juno.com
Written Comments:	<p>The increase is proposed to be an average increase of \$25 monthly. Since we are billed bi-monthly, that appears to be a \$50 increase for the average bill. For me, that is a 25% increase over what I am currently paying. This is far above the rate of inflation. Where are the savings we were supposed to see when the water and sanitation departments were combined??? If I could vote, I would vote against this increase and ask that savings be found elsewhere to keep rates from increasing at this alarming rate.</p>

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Public Comment

Written Public Comment Webform:	
First Name:	Lisa
Last Name:	Westapher
Group or Organization Affiliation:	
Address:	150 East Clarendon Street
Contact Information:	Lisa Westapher
Written Comments:	The City of Gladstone already increased our water bill a great deal. Increasing it more will cause an even more strain on families that are already struggling.

Reply / Manage

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STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Consideration of Resolution No. 2023-0019 Adopting Fiscal Year 2024 Schedule of Rates, Fees, and Other Charges
Item No. 5
Date June 20, 2023

Summary

Oak Lodge Water Services (OLWS) maintains a Schedule of Rates, Fees, and Other Charges that summarizes charges to OLWS customers for various services. The Schedule is updated each year in conjunction with OLWS' budget process.

Background

OLWS' Schedule of Rates, Fees, and Other Charges (Schedule) summarizes utility rates, system development charges (SDC), permitting fees, and other fees associated with a variety of services provided to customers.

OLWS' utility rates are based on cost of service for drinking water, wastewater, and watershed protection. The proposed rates are incorporated into OLWS' Fiscal Year 2023-24 Adopted Budget. For the average customer, the proposed monthly rate increase is \$6.83 for drinking water, \$17.23 for wastewater, and \$0.97 for watershed protection for an overall of \$25.03 per month or 27.8%. Over the past three years, OLWS' approved monthly utility rate increases have been kept lower than inflation for the average customer⁽¹⁾ as follows:

<i>Effective Date</i>	<i>Drinking Water</i>		<i>Wastewater</i>		<i>Watershed Protection</i>		<i>All Services</i>		<i>Inflation</i>
July 1, 2018	\$ 0.91	4.0%	\$ 1.66	3.4%	\$ 0.35	4.0%	\$ 2.92	3.6%	3.1%
July 1, 2019	\$ 1.09	4.5%	\$ 2.33	5.0%	\$ 0.41	4.5%	\$ 3.83	4.5%	2.8%
July 1, 2020	\$ 0.16	0.5%	\$ 0.26	0.5%	\$ 0.00	0.0%	\$ 0.42	0.5%	1.5%
July 1, 2021	\$ 0.39	1.5%	\$ 0.78	1.5%	\$ 0.14	1.5%	\$ 1.31	1.5%	7.1%
July 1, 2022	\$ 0.79	3.0%	\$ 3.81	7.0%	\$ 0.00	0.0%	\$ 4.60	5.1%	6.2%

⁽¹⁾ OLWS' average customer receives all three services with a month water consumption of 6 CCF for drinking water and wastewater's winter average.

As part of the adopted Water Master Plan, SDCs for water distribution per water meter size increase annually based on the Engineering News Record Construction Cost Index for Seattle, WA as of January of each year. The twelve-month index as of January 2023 is 10.3%.

There are no changes for the wastewater SDCs per Equivalent Dwelling Unit. With the implementation of the Wastewater Master Plan, current SDCs will be reevaluated and brought separately to the Board in the future.

There are other small changes:

- **Water Service Voluntary Backflow Assembly Testing Program (A.1.d.)** rates are increased by \$2 to match the increase included with the new contract. One additional fee was added, **Appointment Fee** \$5.00, to accommodate the cost for customer requested appointments.
- **Water Meter Key (A.4.j.)**, historically sold to customer, is added in Administration to the Schedule at \$2 above the current cost of \$33 each.
- **Public Records Requests** fees have been reviewed and adjusted based on guidance from the State of Oregon. Two new fees have been added for **Postage & Handling** and **Legal Review/Redaction Services**.
- **Connection/Meter Set Fees** are adjusted based on the current cost for parts, equipment, and labor. Inflationary parts cost increases range from 4.3% to 125.0% in the last 12 months. Added one charge for **Water Meter Set Fee** for meters 3” to 10” to the series at actual costs and with an approved contractor.
- **After-Hours Inspections rate per hours** minimum is increased from 2 hours to 3 hours, to match the new Collective Bargaining Agreement call-in minimum hours paid.
- **Fees and Services** related to OLWS’ labor costs have been increased by 10%. In the majority of cases, these fees have not been increased since July 1, 2017.

Recommendation

Staff recommends approval of Resolution 2023-0019 Adopting Fiscal Year 2024 Schedule of Rates, Fees, and Other Charges.

Suggested Board Motion

“I move to approve Resolution 2023-0019 adopting Fiscal Year 2024 Schedule of Rates, Fees, and Other Charges to be effective July 1, 2023.”

Attachments

1. Comparative FY 2023 Schedule and Proposed Fiscal Year 2024 Schedule of Rates, Fees, and Other Charges
2. Resolution 2023-0019 Adopting Fiscal Year 2024 Schedule of Rates, Fees, and Other Charges for Oak Lodge Water Services Authority with an Effective Date of July 1, 2023.

Oak Lodge Water Services District

Schedule of Rates, Fees and Other Charges

		Effective 7/1/2022	PROPOSED Effective 7/1/2023
A. Rates, Fees and Charges			
1. Water Service			
a. Residential Service			
			25.7%
ii.	i. Fixed rate per meter size per	Meter Size	Rate
	20 gallons per minute (GPM) - per month	5/8" x 3/4"	\$ 18.68
	or per billing cycle		\$ 37.36
	30 gallons per minute (GPM) - per month	Full 3/4"	\$ 28.02
	or per billing cycle		\$ 56.04
ii.	Consumption Rate per hundred cubic feet of water (CCF) per billing cycle (2 months)	Usage Bracket	Rate
	Tier 1 (Lifeline)	1-10 CCF	\$ 1.24
	Tier 2 (Main)	11-50 CCF	\$ 1.66
	Tier 3 (Conservation)	51+ CCF	\$ 1.96
b. Large Residential, Commercial, and Industrial Service			
ii.	i. Fixed rate per meter size per month	Meter Size	Rate
		1"	\$ 32.87
		1.5"	\$ 56.63
		2"	\$ 83.83
		3"	\$ 158.60
		4"	\$ 249.23
		6"	\$ 475.80
		8"	\$ 770.32
		10"	\$ 1,087.48
ii.	Rate per hundred cubic feet of water (CCF) per month	Usage Bracket	Rate
	All services	All usage	\$ 1.73
c. Fire Line Service			
ii.	i. Fixed rate per meter size per month	Meter Size	Rate
		1"	\$ 26.05
		1.5"	\$ 37.37
		2"	\$ 52.08
		3"	\$ 89.51
		4"	\$ 135.95
		6"	\$ 253.71
		8"	\$ 385.17
		10"	\$ 552.81
ii.	Rate per hundred cubic feet of water (CCF)	Usage Bracket	Rate
	Tier 1	1 CCF	1.c.i. Fixed rate per meter
	Tier 2	2+ CCF	\$ 1.73
d. Water Service Voluntary Backflow Assembly Testing Program			
ii.	i. Fixed rate per device per year	Device Size	Rate
		0.5" - 2.0"	\$ 22.00
		2.5" - 4.0"	\$ 32.00
		6.0" - 12.0"	\$ 42.00
	ii. Administrative Late Fee		\$ 25.00
NEW	iii. Appointment Fee (If customer requests an appointment)	NEW	\$ 5.00
iii.	iv. Confined Space Entry Charge per Vault (applies to devices in vaults)		\$ 25.00
iv.	v. Confined Space Pumping Charge per Minute (applies to vaults filled with water)		\$ 0.84
v.	vi. Repairs and/or Replacements performed by Authority's Contractor		Actual cost
	Contracted parts and labor		Actual cost
2. Wastewater Collection and Treatment			
		Rate	29.5%
a.	Fixed rate per Equivalent Dwelling Unit (EDU) per month	\$ 43.54	\$ 56.38
b.	Rate per hundred cubic feet (CCF) of average winter water consumption per month	\$ 2.47	\$ 3.20
3. Watershed Protection			
		Rate	10.0%

Oak Lodge Water Services District Schedule of Rates, Fees and Other Charges

		Effective 7/1/2022	Effective 7/1/2023
a. Fixed rate per Equivalent Service Unit (ESU) per month		\$ 9.65	\$ 10.62
b. Stormwater Facility Maintenance Surcharge per ESU per month		\$ 4.82	\$ 5.31
4. Administration		Charge/Fee	Charge/Fee
a. Interest penalty on delinquent utility billing service charges		12%	12%
b. NSF check/payment fee		\$ 25.00	\$ 28.00
c. Water service disconnect notification (Red Tag) fee		\$ 7.00	\$ 7.00
d. Water service disconnect fee (for nonpayment)		\$ 50.00	\$ 50.00
e. After Hours turn on fee		\$ 180.00	\$ 200.00
f. Hydrant meter deposit		\$ 3,000.00	\$ 3,000.00
Water usage will be charged against the meter deposit and any remaining balance will be returned to the contractor			
g. Hydrant Use Permit fee		\$ 50.00	\$ 100.00
h. Title search fee		\$ 32.00	\$ 32.00
i. Lock Cut Fee - Off and Locked is cut by other than District		\$ 125.00	\$ 150.00
j. Water Meter Key		\$ 30.00	\$ 35.00
k. Third-party collection agency		Actual Cost	Actual Cost
l. Public Record Requests			
i. Photocopies per page/side			
Letter (8.5x11)			
- Black and White Copies		\$ 0.25	\$ 0.50
- Color Copies		\$ 0.50	\$ 1.00
Legal (8.5x14)			
- Black and White Copies		\$ 0.35	\$ 0.75
- Color Copies		\$ 1.00	\$ 1.50
Tabloid (11x17)			
- Black and White Copies		\$ 0.50	\$ 1.00
- Color Copies		\$ 1.50	\$ 2.00
Large Format (Larger than 11x17)		Based on Size and Complexity	Based on Size and Complexity
NEW ii. Postage & Handling (Flat Fee + Postage Cost)		NEW	\$ 3.00 + Postage
iii. Electronic Copies			
Flash Drive (up to 32 GB)		\$ 10.00	\$ 10.00
iv. Archive Retrieval Fees			
Base Charge per Trip		\$ 75.00	\$ 135.00
Charge per Box		\$ 5.00	\$ 5.00
v. Record Research & Processing			
Staff time up to 30 minutes		No Cost	No Cost
Staff time over 30 minutes in hour increments		\$ 25.00	\$ 25.00
NEW vi. Legal Review & Redaction Services		NEW	Actual Cost
I. Other - Staff Time		Actual Cost	Actual Cost
B. Fats, Oils, Grease Program Fees		Fee	Fee
1. Wastewater Collection System Line Maintenance Fees			
a. Utility Worker Labor Rate per Hour		\$ 98.00	\$ 106.00
b. Utility Truck Rate per Truck per Hour		\$ 30.00	\$ 35.00
c. Hydro Cleaner Rate per Truck per Hour		\$ 85.00	\$ 100.00
d. Vactor Rate per Truck per Hour		\$ 120.00	\$ 150.00
e. CCTV Van Rate per Truck per Hour		\$ 200.00	\$ 200.00
C. Industrial Wastewater Pretreatment Program Fees		Fee	Fee
1. Wastewater Discharge Permit Application and Review Fee			
a. Upon issuance		\$ 1,500.00	\$ 1,500.00
b. Upon each anniversary date of permit issuance		\$ 1,500.00	\$ 1,500.00
2. Significant Industrial User Fee (DEQ Pass-through)			
a. Upon issuance		Actual Cost	Actual Cost
b. Upon each anniversary date of permit issuance		Actual Cost	Actual Cost

Oak Lodge Water Services District Schedule of Rates, Fees and Other Charges

	Effective 7/1/2022	Effective 7/1/2023
3. Monitoring and Inspection Fee	\$ 150.00	\$ 175.00
a. Laboratory costs	Actual Cost	Actual Cost
4. Accidental Discharge Fee	\$ 850.00	\$ 1,000.00
5. Industrial Pretreatment Permit Appeal Fee	\$ 2,000.00	\$ 2,000.00
D. Permit and Development Review Fees	Fee	Fee
1. Utility Connection Permit		
a. Plan Review (per EDU or ESU)	\$ 200.00	\$ 225.00
b. Initial Inspection - water and sewer only	\$ 310.00	\$ 340.00
c. Additional Inspections - water and sewer only	Per Section E	Per Section E
2. Site Development Permit		
a. Plan Review - greater of		
i.	\$ 955.00	\$ 1,000.00
ii. or	2.5% of Engineer's Estimate	2.5% of Engineer's Estimate
iii. or	ESU	\$ 225.00
b. Initial Inspection - Water and Wastewater - greater of	\$ 500.00	\$ 550.00
or	2.5% of Engineer's Estimate	2.5% of Engineer's Estimate
c. Additional Inspections - Water and Wastewater	Per Section E	Per Section E
d. Initial Inspection - Surface Water	\$ 500.00	\$ 550.00
or	2.5% of Engineer's Estimate	2.5% of Engineer's Estimate
e. Additional Inspections - Surface Water	Per Section E	Per Section E
3. Post-Approval Plan Review and/or Design Review (Modifications to Approved Plans)		
a. Plan Review (minimum)	50% of original plan review fee	50% of original plan review fee
4. Erosion Prevention and Sediment Control (less than one acre)		
a. Plan Review	\$ 200.00	\$ 225.00
b. Surface Water Inspection (one initial, one monthly, and one final)		
i. 1200 CN (lots or projects with disturbance areas 1-5 acres)	\$ 310.00	\$ 340.00
ii. Plan Review Minimum Base Fee for 1 acre	\$ 460.00	\$ 475.00
iii. Additional fee per acre	\$ 310.00	\$ 340.00
c. Initial Inspection - other	\$ 310.00	\$ 340.00
d. Additional Inspection - other	Per Section E	Per Section E
E. Additional and After-Hours Inspections	Rate	Rate
1. Additional Inspection Fee Rate per Hour	\$ 142.50	\$ 150.00
Minimum two hour charge	\$ 285.00	\$ 300.00
2. Additional Inspection Fee Rate per Hour - After Hours	\$ 176.00	\$ 200.00
Minimum two three hour charge	\$ 352.00	\$ 600.00
	CBA= 3 hrs	
F. Connection/Hook-up/Meter Set Fees	Fee	Fee
1. Wastewater Connection Fee/ Hook-up Fee (Municipal Customers Only)	See section G.1.	See section G.1.
2. Water Service Installation Fee		
	Meter Size	
	5/8" x 3/4"	\$ 1,611.00
	Full 3/4"	\$ 1,633.00
	1"	\$ 1,711.00
	1.5"	\$ 4,820.00
	2"	\$ 4,915.00
	3" to 10"	Actual Cost
Includes tapping, service line and fittings from tap to meter, water meter, meter box and installation. Excludes excavation.		Actual Cost
3. Water Meter Set Fee		
	Meter Size	
	5/8" x 3/4"	\$ 513.00
	Full 3/4"	\$ 535.00
	1"	\$ 613.00
Only for meter size changes when there is an existing installed connection.		\$ 850.00

Oak Lodge Water Services District Schedule of Rates, Fees and Other Charges

		PROPOSED	
		Effective 7/1/2022	Effective 7/1/2023
	1.5"	\$ 1,160.00	\$ 1,250.00
	2"	\$ 1,255.00	\$ 1,325.00
NEW	Approved Contractor 3" to 10"	NEW	Actual Cost
4.	Water Meter Relocation Fee	Actual Cost	Actual Cost
5.	Water Meter Testing Request Fee - per Rules and Regulations §4.15.1.3	Actual Cost	Actual Cost
G. System Development Charges (SDC)		Charge	Charge
1.	Watershed Protection SDC per ESU	\$ -	\$ -
2.	Wastewater SDC per EDU	\$ 5,165.00	\$ 5,165.00
3.	Water Distribution SDC per water meter size		
	Meter Size		
	5/8" x 3/4"	\$ 11,329.00	\$ 12,496.00
	Full 3/4"	\$ 16,994.00	\$ 18,744.00
	1"	\$ 28,324.00	\$ 31,241.00
	1.5"	\$ 56,649.00	\$ 62,484.00
	2"	\$ 90,638.00	\$ 99,974.00
	3"	\$ 181,275.00	\$ 199,946.00
	4"	\$ 283,242.00	\$ 312,416.00
	6"	\$ 566,484.00	\$ 624,832.00
	8"	\$ 906,375.00	\$ 999,732.00
	10"	\$ 1,302,915.00	\$ 1,437,115.00
4.	Water Meter Size Upgrades (SDC)	Diff in SDC's as listed above	Diff in SDC's as listed above

Equivalent Service Unit (ESU) = 2,500 square feet of impervious surface area
 Engineer's Estimate includes cost of public infrastructure and all installation costs
 Fractions of an acre count as full acre
 One and two lot partitions are assessed minimum charge unless public infrastructure is installed

OAK LODGE WATER SERVICES

RESOLUTION NO. 2023-0019

A RESOLUTION ADOPTING FISCAL YEAR 2024 SCHEDULE OF RATES, FEES, AND OTHER CHARGES FOR OAK LODGE WATER SERVICES AUTHORITY WITH AN EFFECTIVE DATE OF JULY 1, 2023.

WHEREAS, the Board of Directors for Oak Lodge Water Services (OLWS) establishes and adopts rates, fees, and other charges for OLWS, for use of the water distribution system, wastewater system, watershed protection management, and other services provided by OLWS; and

WHEREAS, the Board of Directors finds it necessary and proper to routinely review and from time to time revise such rates, fees, and other charges based on the cost of service and recommendations from OLWS' professional staff; and

WHEREAS, the Board of Directors finds it useful to make necessary revisions and adopt a master schedule of the rates, fees, and other charges on an annual basis around the start of each fiscal year so that OLWS' customer and staff have the updated rates, fees, and other charges readily available; and

WHEREAS, pursuant to ORS 261.312 and ORS 294.160, on June 20, 2023, the Board of Directors held a public meeting which includes a duly noticed public hearing to consider the proposed increase in rates, fees, and other charges, where the public was invited and provided an opportunity to comment; and

WHEREAS, the Board of Directors now wishes to adopt the rates, fees, and other charges as set forth in this Resolution to take effect beginning July 1, 2023.

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

Section 1. The Board of Directors hereby adopts the Schedule of Rates, Fees, and Other Charges as set forth in Exhibit A, attached hereto and by this reference incorporated herein.

Section 2. The Schedule of Rates, Fees, and Other Charges shall take effect beginning on July 1, 2023. Until such a date OLWS' most recently adopted rates, fees, and other charges shall remain in full force and effect.

Section 3. This Resolution supersedes and replaces any and all previously adopted resolutions regarding rates, fees, and other charges for OLWS services.

INTRODUCED AND ADOPTED THIS 20th DAY OF JUNE 2023.

OAK LODGE WATER SERVICES

By _____ By _____
Susan Keil, Chair Kevin Williams, Vice Chair

Oak Lodge Water Services District

Schedule of Rates, Fees and Other Charges

Effective
7/1/2023

A. Rates, Fees and Charges

1. Water Service

a. Residential Service

i. Fixed rate per meter size per	Meter Size	Rate
20 gallons per minute (GPM) - per month	5/8" x 3/4"	\$ 23.48
or per billing cycle		\$ 46.96
30 gallons per minute (GPM) - per month	Full 3/4"	\$ 35.22
or per billing cycle		\$ 70.44
ii. Consumption Rate per hundred cubic feet of water (CCF) per billing cycle (2 months)	Usage Bracket	Rate
Tier 1 (Lifeline)	1-10 CCF	\$ 1.56
Tier 2 (Main)	11-50 CCF	\$ 2.09
Tier 3 (Conservation)	51+ CCF	\$ 2.46

b. Large Residential, Commercial, and Industrial Service

i. Fixed rate per meter size per month	Meter Size	Rate
	1"	\$ 41.32
	1.5"	\$ 71.18
	2"	\$ 105.37
	3"	\$ 199.36
	4"	\$ 313.28
	6"	\$ 598.08
	8"	\$ 968.29
	10"	\$ 1,366.96
ii. Rate per hundred cubic feet of water (CCF) per month	Usage Bracket	Rate
All services	All usage	\$ 1.73

c. Fire Line Service

i. Fixed rate per meter size per month	Meter Size	Rate
	1"	\$ 32.74
	1.5"	\$ 46.97
	2"	\$ 65.46
	3"	\$ 112.51
	4"	\$ 170.89
	6"	\$ 318.91
	8"	\$ 484.16
	10"	\$ 694.88
ii. Rate per hundred cubic feet of water (CCF)	Usage Bracket	Rate
Tier 1	1 CCF	1.c.i. Fixed rate per meter
Tier 2	2+ CCF	\$ 2.17

d. Water Service Voluntary Backflow Assembly Testing Program

i. Fixed rate per device per year	Device Size	Rate
	0.5" - 2.0"	\$ 24.00
	2.5" - 4.0"	\$ 34.00
	6.0" - 12.0"	\$ 44.00
ii. Administrative Late Fee		\$ 30.00
iii. Appointment Fee (If customer requests an appointment)		\$ 5.00
iv. Confined Space Entry Charge per Vault (applies to devices in vaults)		\$ 27.00
v. Confined Space Pumping Charge per Minute (applies to vaults filled with water)		\$ 1.00
vi. Repairs and/or Replacements performed by Authority's Contractor		
Contracted parts and labor		Actual cost

Oak Lodge Water Services District

Schedule of Rates, Fees and Other Charges

		Effective 7/1/2023
2. Wastewater Collection and Treatment		
		Rate
a.	Fixed rate per Equivalent Dwelling Unit (EDU) per month	\$ 56.38
b.	Rate per hundred cubic feet (CCF) of average winter water consumption per month	\$ 3.20
3. Watershed Protection		
		Rate
a.	Fixed rate per Equivalent Service Unit (ESU) per month	\$ 10.62
b.	Stormwater Facility Maintenance Surcharge per ESU per month	\$ 5.31
4. Administration		
		Charge/Fee
a.	Interest penalty on delinquent utility billing service charges	12%
b.	NSF check/payment fee	\$ 28.00
c.	Water service disconnect notification (Red Tag) fee	\$ 7.00
d.	Water service disconnect fee (for nonpayment)	\$ 50.00
e.	After Hours turn on fee	\$ 200.00
f.	Hydrant meter deposit	\$ 3,000.00
	Water usage will be charged against the meter deposit and any remaining balance will be returned to the contractor	
g.	Hydrant Use Permit fee	\$ 100.00
h.	Title search fee	\$ 32.00
i.	Lock Cut Fee - Off and Locked is cut by other than District	\$ 150.00
j.	Water Meter Key	\$ 35.00
k.	Third-party collection agency	Actual Cost
l.	Public Record Requests	
	i. Photocopies per page/side	
	Letter (8.5x11)	
	- Black and White Copies	\$ 0.50
	- Color Copies	\$ 1.00
	Legal (8.5x14)	
	- Black and White Copies	\$ 0.75
	- Color Copies	\$ 1.50
	Tabloid (11x17)	
	- Black and White Copies	\$ 1.00
	- Color Copies	\$ 2.00
	Large Format (Larger than 11x17)	Based on Size and Complexity
	ii. Postage & Handling (Flat Fee + Postage Cost)	\$ 3.00 + Postage
	iii. Electronic Copies	
	Flash Drive (up to 32 GB)	\$ 10.00
	iv. Archive Retrieval Fees	
	Base Charge per Trip	\$ 135.00
	Charge per Box	\$ 5.00
	v. Record Research & Processing	
	Staff time up to 30 minutes	No Cost
	Staff time over 30 minutes in hour increments	\$ 25.00
	vi. Legal Review & Redaction Services	Actual Cost
l.	Other - Staff Time	Actual Cost
B. Fats, Oils, Grease Program Fees		
		Fee
1. Wastewater Collection System Line Maintenance Fees		
a.	Utility Worker Labor Rate per Hour	\$ 106.00
b.	Utility Truck Rate per Truck per Hour	\$ 35.00
c.	Hydro Cleaner Rate per Truck per Hour	\$ 100.00
d.	Vactor Rate per Truck per Hour	\$ 150.00
e.	CCTV Van Rate per Truck per Hour	\$ 200.00

Oak Lodge Water Services District

Schedule of Rates, Fees and Other Charges

**Effective
7/1/2023**

C. Industrial Wastewater Pretreatment Program Fees

	Fee
1. Wastewater Discharge Permit Application and Review Fee	
a. Upon issuance	\$ 1,500.00
b. Upon each anniversary date of permit issuance	\$ 1,500.00
2. Significant Industrial User Fee (DEQ Pass-through)	
a. Upon issuance	Actual Cost
b. Upon each anniversary date of permit issuance	Actual Cost
3. Monitoring and Inspection Fee	\$ 175.00
a. Laboratory costs	Actual Cost
4. Accidental Discharge Fee	\$ 1,000.00
5. Industrial Pretreatment Permit Appeal Fee	\$ 2,000.00

D. Permit and Development Review Fees

	Fee
1. Utility Connection Permit	
a. Plan Review (per EDU or ESU)	\$ 225.00
b. Initial Inspection - water and sewer only	\$ 340.00
c. Additional Inspections - water and sewer only	Per Section E
2. Site Development Permit	
a. Plan Review - greater of	
i.	\$ 1,000.00
ii. or	2.5% of Engineer's Estimate
iii. or	\$ 225.00
b. Initial Inspection - Water and Wastewater - greater of	\$ 550.00
or	2.5% of Engineer's Estimate
c. Additional Inspections - Water and Wastewater	Per Section E
d. Initial Inspection - Surface Water	\$ 550.00
or	2.5% of Engineer's Estimate
e. Additional Inspections - Surface Water	Per Section E
3. Post-Approval Plan Review and/or Design Review (Modifications to Approved Plans)	
a. Plan Review (minimum)	50% of original plan review fee
4. Erosion Prevention and Sediment Control (less than one acre)	
a. Plan Review	\$ 225.00
b. Surface Water Inspection (one initial, one monthly, and one final)	
i. 1200 CN (lots or projects with disturbance areas 1-5 acres)	\$ 340.00
ii. Plan Review Minimum Base Fee for 1 acre	\$ 475.00
iii. Additional fee per acre	\$ 340.00
c. Initial Inspection - other	\$ 340.00
d. Additional Inspection - other	Per Section E

E. Additional and After-Hours Inspections

	Rate
1. Additional Inspection Fee Rate per Hour	\$ 150.00
Minimum two hour charge	\$ 300.00
2. Additional Inspection Fee Rate per Hour - After Hours	\$ 200.00
Minimum three hour charge	\$ 600.00

Oak Lodge Water Services District

Schedule of Rates, Fees and Other Charges

**Effective
7/1/2023**

F. Connection/Meter Set Fees

		Fee
1. Wastewater Connection Fee		See section G.1.
2. Water Service Installation Fee	Meter Size	
	5/8" x 3/4"	\$ 1,950.00
	Full 3/4"	\$ 2,075.00
	1"	\$ 2,100.00
	1.5"	\$ 4,975.00
	2"	\$ 5,050.00
	3" to 10"	Actual Cost
3. Water Meter Set Fee	Meter Size	
	5/8" x 3/4"	\$ 690.00
	Full 3/4"	\$ 830.00
	1"	\$ 850.00
	1.5"	\$ 1,250.00
	2"	\$ 1,325.00
	Approved Contractor 3" to 10"	Actual Cost
4. Water Meter Relocation Fee		Actual Cost
5. Water Meter Testing Request Fee - per Rules and Regulations §4.15.1.3		Actual Cost

G. System Development Charges (SDC)

		Charge
1. Watershed Protection SDC per ESU		\$ -
2. Wastewater SDC per EDU		\$ 5,165.00
3. Water Distribution SDC per water meter size	Meter Size	
	5/8" x 3/4"	\$ 12,496.00
	Full 3/4"	\$ 18,744.00
	1"	\$ 31,241.00
	1.5"	\$ 62,484.00
	2"	\$ 99,974.00
	3"	\$ 199,946.00
	4"	\$ 312,416.00
	6"	\$ 624,832.00
	8"	\$ 999,732.00
	10"	\$ 1,437,115.00
4. Water Meter Size Upgrades (SDC)		Diff in SDC's as listed above

Equivalent Service Unit (ESU) = 2,500 square feet of impervious surface area
 Engineer's Estimate includes cost of public infrastructure and all installation costs
 Fractions of an acre count as full acre
 One and two lot partitions are assessed minimum charge unless public infrastructure is installed



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 6
Date June 20, 2023

Summary

The Board of Directors has a standing item on the regular monthly meeting agenda called "Consent Agenda." This subset of the regular agenda provides for the Board to relegate routine business functions not requiring discussion to a consent agenda where all included items can be acted upon by a single act.

The Consent Agenda includes:

- a. **April 2023 Financial Report**
- b. **Approval of May 16, 2023 Board Meeting Minutes**
- c. **Approval of June 6, 2023 Board Meeting Minutes**

Options for Consideration

- 1. Approve the Consent Agenda as listed on the meeting agenda.
- 2. Request one or more items listed on the Consent Agenda be pulled from the Consent Agenda for discussion.

Recommendation

Staff requests that the Board approve the items listed under the Consent Agenda.

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
-------------------	------------



MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	April 2023 Financial Reports
Item No.	6a
Date	June 20, 2023

Reports

- April 2023 Monthly Overview (Including Cash and Investment Balances)
- April 2023 Budget to Actual Report
- April 2023 Budget Account Roll Up Report

**Oak Lodge Water Services
Monthly Overview
April 2023**

This report summarizes the revenues and expenditures for April 2023. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

Cash and Investments

Account Balances As of:		
April 30, 2023	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552		\$ 2,221,866
Wells Fargo Bank Checking-9966		9,012
LGIP	3.75%	11,700,528
Total		\$ 13,931,406

The OLWS’ checks, electronic withdrawals, and bank drafts total \$688 thousand for April 2023. There was 1 voided ACH for \$48,085.05 and 1 voided check for \$601.53.

Services Revenue

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 4,351,000	\$ 310,493	\$ 3,526,389	81.1%
20-00-4212	Wastewater charges	9,199,000	817,979	7,447,688	81.0%
30-00-4213	Watershed protection	1,592,000	134,061	1,308,566	82.2%
Subtotal		\$ 15,142,000	\$ 1,262,533	\$ 12,282,643	81.1%

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

Expenses by Budget Category

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

Expense Category	FY 2023	BUDGET	ACTUALS	% Spent
	Adopted Budget	Year-to-Date Apr. 2023	Year-to-Date Apr. 2023	
Personnel Services	\$ 5,374,000	4,478,333	4,110,189	92%
Materials & Services	\$ 5,430,953	4,525,794	3,924,874	87%
Capital Outlay	\$ 7,282,340	6,068,617	3,418,207	56%
		\$ 15,072,744	\$ 11,453,270	76%

With respect to expenditures, at the end of April expenditures are overall 65.6% of budget, excluding Contingencies, with 83.3% of the fiscal year completed.

Review of expenditure lines that are above 88.3% of budget:

1. **5130 – Overtime** is 89.2% of budget. Both the Treatment Plant team and Collections team worked on repairs and evening projects resulting in higher overtime costs in March 2023. This account will be reviewed for each department with the FY 2022-23 Q3 Budget Review to determine if any transfers are necessary.
2. **6310 – Janitorial Services** is 88.6% of budget. The new contract effective March 2023 increase is an average of 25.8%. With this new contract, it is anticipated that the annual costs will exceed budget by approximately \$3,000. This account will be reviewed as part of the FY 2022-23 Q3 Budget Review.
3. **6330 – Vehicle & Equipment Maintenance** is 91.0% of budget. With the equipment aging, the maintenance and repair costs are more expensive for annual maintenance. In addition, inflation has continued to have an impact on cost of parts.
4. **6510 – Office Supplies** is 94.3% of budget. This is due to replacement of aged furniture at the plant and continued higher prices for on-going items, such as copy paper. This account will be reviewed as part of the FY 2022-23 Q3 Budget Review.
5. **6620 – Election Costs** are 98.1% of budget. This is due to the full costs of the Special Election in September 2022 for the Authority Board of Directors.

Low Income Rate Relief Program Overview

The Authority allows eligible customers to obtain a discounted rate on a portion of their bill. The Authority budgets resources to fund the revenue losses due to the program at the rate of 0.5% of budgeted service charge revenue. The budgeted amount serves as a cap to the program’s cost which can only be exceeded with approval from the OLWS’ Board of Directors. The program cap is **\$75,710** for FY 2022-23.

The LIRR Program provides the following discounts:

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

The number of customers for each utility receiving the low-income rates for April 30, 2023 billing are below. The total number of customers enrolled in LIRR are split between the two billing cycles and can vary in total by utility.

	Budget	Budget Year-to-Date Apr. 2023	Actual Year-to-Date Apr. 2023	% Spent
LIRR Program Cap	\$ 75,710	63,092	51,304	81%

	# of Customers Current Month	Discount Provided	Fiscal Year To Date
Drinking Water	73	1,364	12,583
Wastewater	71	3,091	32,575
Watershed Protection	71	680	6,147
		5,135	51,304

General Ledger

Budget to Actual

User: Gail

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Period 10 - 10

Fiscal Year 2023



Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
05-00-3500	Fund Balance	1,168,115.00	-	1,444,160.52	-	123.6%
	<i>Beginning Fund Balance</i>	<i>1,168,115.00</i>	<i>-</i>	<i>1,444,160.52</i>	<i>-</i>	<i>123.6%</i>
	NonDivisional					
	<i>Revenue</i>					
05-00-4227	System Development-Compliance	-	219.00	3,650.00	-	0.0%
05-00-4230	Contracted Services Revenue	57,400.00	4,000.00	45,400.00	-	79.1%
05-00-4610	Investment Revenue	3,000.00	3,256.96	32,171.36	-	1072.4%
05-00-4630	Miscellaneous Revenues	10,000.00	1,631.90	26,239.63	-	262.4%
	<i>Revenue</i>	<i>70,400.00</i>	<i>9,107.86</i>	<i>107,460.99</i>	<i>-</i>	<i>152.6%</i>
	Transfers & Contingencies					
05-29-4910	Transfer In from Fund 10	1,008,000.00	84,000.00	840,000.00	-	83.3%
05-29-4920	Transfer In from Fund 20	1,920,000.00	160,000.00	1,600,000.00	-	83.3%
05-29-4930	Transfer In from Fund 30	1,008,000.00	84,000.00	840,000.00	-	83.3%
	<i>Revenue</i>	<i>3,936,000.00</i>	<i>328,000.00</i>	<i>3,280,000.00</i>	<i>-</i>	<i>83.3%</i>
	Transfers & Contingencies	3,936,000.00	328,000.00	3,280,000.00	-	83.3%
	Revenue	4,006,400.00	337,107.86	3,387,460.99	-	84.6%
	Admin/Finance					
	<i>Personnel Services</i>					
05-01-5110	Regular Employees	705,000.00	63,441.15	597,105.70	-	84.7%
05-01-5130	Overtime	17,000.00	2,115.34	19,089.57	-	112.3%
05-01-5210	Health/Dental insurance	125,000.00	10,775.70	103,266.12	-	82.6%
05-01-5230	Social Security	55,000.00	4,914.32	43,428.64	-	79.0%
05-01-5240	Retirement	138,000.00	11,561.88	119,780.54	-	86.8%
05-01-5250	Trimet/WBF/Paid Leave OR	6,000.00	762.81	5,840.38	-	97.3%
05-01-5260	Unemployment	20,000.00	-	16,126.00	-	80.6%
05-01-5270	Workers Compensation	1,000.00	24.94	249.40	-	24.9%
05-01-5290	Other Employee Benefits	2,000.00	205.09	2,207.55	-	110.4%
	<i>Personnel Services</i>	<i>1,069,000.00</i>	<i>93,801.23</i>	<i>907,093.90</i>	<i>-</i>	<i>84.9%</i>
	<i>Materials & Services</i>					
05-01-6110	Legal Services	375,000.00	8,830.00	257,117.17	-	68.6%
05-01-6120	Accounting & Audit Services	76,000.00	-	-	-	0.0%
05-01-6155	Contracted Services	200,000.00	35,265.51	200,547.43	25,643.10	100.3%
05-01-6180	Dues & Subscriptions	60,000.00	3,485.16	33,489.10	-	55.8%
05-01-6220	Electricity	13,000.00	1,225.02	13,493.62	1,985.48	103.8%
05-01-6240	Natural Gas	4,000.00	357.00	4,181.03	778.36	104.5%
05-01-6290	Other Utilities	10,000.00	210.39	3,542.61	861.02	35.4%
05-01-6310	Janitorial Services	15,000.00	1,669.99	13,608.54	2,567.14	90.7%
05-01-6320	Buildings & Grounds Maint.	35,000.00	3,436.59	20,608.36	1,491.10	58.9%
05-01-6410	Mileage	2,700.00	-	1,831.34	-	67.8%
05-01-6420	Staff Training	12,000.00	-	8,018.44	-	66.8%
05-01-6440	Board Expense	2,000.00	126.85	-	-	0.0%
05-01-6510	Office Supplies	32,000.00	4,266.98	31,444.45	1,147.99	98.3%
05-01-6730	Communications	2,000.00	-	49.00	-	2.5%
05-01-6760	Equipment Rental	4,000.00	-	2,055.59	853.49	51.4%
05-01-6770	Bank Charges	160,000.00	10,906.70	113,763.50	64,324.53	71.1%
05-01-6780	Taxes, Fees, Permits	2,000.00	-	818.36	-	40.9%

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6900	Miscellaneous Expense	1,000.00	-	100.00	-	10.0%
	<i>Materials & Services</i>	<i>1,005,700.00</i>	<i>69,780.19</i>	<i>704,668.54</i>	<i>99,652.21</i>	<i>70.1%</i>
	Admin/Finance	2,074,700.00	163,581.42	1,611,762.44	99,652.21	77.7%
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular Employees	278,000.00	23,395.74	232,266.18	-	83.5%
05-02-5130	Overtime	2,500.00	877.25	1,148.34	-	45.9%
05-02-5210	Health/Dental Insurance	36,000.00	2,942.30	27,060.56	-	75.2%
05-02-5230	Social Security	22,000.00	1,824.52	17,543.61	-	79.7%
05-02-5240	Retirement	50,000.00	4,349.73	41,827.97	-	83.7%
05-02-5250	Trimet/WBF/Paid Leave OR	3,000.00	282.66	2,229.98	-	74.3%
05-02-5270	Workers Compensation	1,000.00	10.35	103.50	-	10.4%
05-02-5290	Other Employee Benefits	1,000.00	76.90	1,003.91	-	100.4%
	<i>Personnel Services</i>	<i>393,500.00</i>	<i>33,759.45</i>	<i>323,184.05</i>	-	<i>82.1%</i>
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	52,000.00	13,185.75	30,678.51	-	59.0%
05-02-6175	Records Management	8,500.00	748.36	5,619.00	567.28	66.1%
05-02-6230	Telephone	63,000.00	5,454.75	41,603.55	16,943.69	66.0%
05-02-6410	Mileage	1,000.00	168.45	1,063.00	-	106.3%
05-02-6420	Staff Training	25,000.00	7,595.99	14,041.61	700.00	56.2%
05-02-6440	Board Expense	7,000.00	(126.85)	992.97	-	14.2%
05-02-6510	Office Supplies	2,200.00	293.57	803.52	-	36.5%
05-02-6540	Safety Supplies	2,000.00	50.58	103.42	-	5.2%
05-02-6560	Uniforms	38,000.00	4,258.78	29,329.01	6,927.30	77.2%
05-02-6610	Board Compensation	2,500.00	-	-	-	0.0%
05-02-6620	Election Costs	32,000.00	31,399.25	31,399.25	-	98.1%
05-02-6720	Insurance-General	300,000.00	21,830.35	167,447.49	-	55.8%
05-02-6730	Communications	38,100.00	12,240.21	27,432.93	-	72.0%
05-02-6740	Advertising	6,000.00	619.00	4,514.24	-	75.2%
05-02-6900	Miscellaneous Expense	1,000.00	-	27.19	-	2.7%
	<i>Materials & Services</i>	<i>578,300.00</i>	<i>97,718.19</i>	<i>355,055.69</i>	<i>25,138.27</i>	<i>61.4%</i>
	Human Resources	971,800.00	131,477.64	678,239.74	25,138.27	69.8%
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular Employees	549,000.00	36,267.80	363,713.73	-	66.3%
05-03-5130	Overtime	2,500.00	-	-	-	0.0%
05-03-5210	Health/Dental Insurance	83,000.00	6,343.80	61,329.75	-	73.9%
05-03-5230	Social Security	43,000.00	2,719.64	27,320.19	-	63.5%
05-03-5240	Retirement	102,000.00	6,830.27	68,530.96	-	67.2%
05-03-5250	Trimet/WBF/Paid Leave OR	5,000.00	414.32	3,436.58	-	68.7%
05-03-5270	Workers Compensation	1,000.00	19.42	194.20	-	19.4%
05-03-5290	Other Employee Benefits	2,000.00	153.83	567.10	-	28.4%
	<i>Personnel Services</i>	<i>787,500.00</i>	<i>52,749.08</i>	<i>525,092.51</i>	-	<i>66.7%</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	90,500.00	3,060.02	28,853.56	30,155.22	31.9%
05-03-6180	Dues & Subscriptions	-	-	-	-	0.0%
05-03-6350	Computer Maintenance	313,103.00	47,957.14	275,913.39	48,362.25	88.1%
05-03-6410	Mileage	1,000.00	-	323.87	-	32.4%
05-03-6420	Staff Training	10,500.00	628.00	6,948.17	-	66.2%
05-03-6430	Certifications	2,000.00	125.00	1,105.00	-	55.3%
05-03-6530	Small Tools & Equipment	-	-	250.00	-	0.0%
05-03-6540	Safety Supplies	5,000.00	273.62	2,410.51	898.02	48.2%
05-03-6550	Operational Supplies	3,000.00	-	88.41	-	2.9%
05-03-6900	Miscellaneous Expense	1,000.00	-	-	-	0.0%
	<i>Materials & Services</i>	<i>426,103.00</i>	<i>52,043.78</i>	<i>315,892.91</i>	<i>79,415.49</i>	<i>74.1%</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Technical Services	1,213,603.00	104,792.86	840,985.42	79,415.49	69.3%
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicle/Equipment Maintenance	75,000.00	9,644.46	68,245.99	14,652.71	91.0%
05-04-6520	Fuels & Oils	51,000.00	2,780.70	34,328.69	-	67.3%
	<i>Materials & Services</i>	<u>126,000.00</u>	<u>12,425.16</u>	<u>102,574.68</u>	<u>14,652.71</u>	<u>81.4%</u>
	Vehicle Services	126,000.00	12,425.16	102,574.68	14,652.71	81.4%
	Transfers & Contingencies					
05-29-9000	Contingency	788,412.00	-	-	-	0.0%
	<i>Transfers & Contingencies</i>	<u>788,412.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
	Transfers & Contingencies	788,412.00	-	-	-	0.0%
	Expense	5,174,515.00	412,277.08	3,233,562.28	218,858.68	62.5%
05	Administrative Services	-	(75,169.22)	1,598,059.23	(218,858.68)	
10	Drinking Water					
	NonDivisional					
10-00-3500	Fund Balance	1,015,771.00	-	867,721.71	-	85.4%
	<i>Beginning Fund Balance</i>	<u>1,015,771.00</u>	<u>-</u>	<u>867,721.71</u>	<u>-</u>	<u>85.4%</u>
	NonDivisional					
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	30,000.00	2,056.57	33,579.02	-	111.9%
10-00-4211	Water Sales	4,351,000.00	310,493.06	3,526,388.82	-	81.0%
10-00-4215	Penalties & Late Charges	15,000.00	1,366.67	13,853.87	-	92.4%
10-00-4220	System Development Charges	-	-	-	-	0.0%
10-00-4240	Service Installations	10,000.00	1,539.00	32,234.00	-	322.3%
10-00-4280	Rents & Leases	180,000.00	14,896.58	155,755.78	-	86.5%
10-00-4290	Other Charges for Services	10,000.00	3,372.26	11,585.91	-	115.9%
10-00-4610	Investment Revenue	3,000.00	1,023.75	7,536.80	-	251.2%
10-00-4630	Miscellaneous Revenues	25,000.00	723.00	31,128.37	-	124.5%
	<i>Revenue</i>	<u>4,624,000.00</u>	<u>335,470.89</u>	<u>3,812,062.57</u>	<u>-</u>	<u>82.4%</u>
	Revenue	4,624,000.00	335,470.89	3,812,062.57	-	82.4%
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular Employees	723,000.00	49,633.51	561,519.69	-	77.7%
10-20-5130	Overtime	31,000.00	687.36	25,020.46	-	80.7%
10-20-5210	Health/Dental Insurance	134,000.00	8,679.30	89,033.00	-	66.4%
10-20-5230	Social Security	56,000.00	3,788.62	44,216.39	-	79.0%
10-20-5240	Retirement	133,000.00	9,462.69	112,129.22	-	84.3%
10-20-5250	Trimet/WBF/Paid Leave OR	6,000.00	580.99	5,518.37	-	92.0%
10-20-5270	Workers Compensation	19,000.00	536.90	5,369.00	-	28.3%
10-20-5290	Other Employee Benefits	5,000.00	208.46	1,963.96	-	39.3%
	<i>Personnel Services</i>	<u>1,107,000.00</u>	<u>73,577.83</u>	<u>844,770.09</u>	<u>-</u>	<u>76.3%</u>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	166,500.00	38,065.57	176,726.66	53,958.39	106.1%
10-20-6220	Electricity	38,000.00	2,722.39	30,799.64	7,201.11	81.1%
10-20-6240	Natural Gas	3,500.00	203.98	2,007.89	750.00	57.4%
10-20-6290	Other Utilities	3,600.00	368.37	4,472.00	426.92	124.2%
10-20-6320	Buildings & Grounds	10,000.00	278.97	2,549.74	-	25.5%
10-20-6340	Distribution System Maint	200,000.00	26,505.63	172,028.80	28,901.17	86.0%
10-20-6410	Mileage	500.00	-	559.38	-	111.9%
10-20-6420	Staff Training	12,500.00	299.99	13,569.55	-	108.6%
10-20-6430	Certifications	2,000.00	720.00	1,736.00	-	86.8%
10-20-6530	Small Tools & Equipment	9,000.00	214.29	14,138.61	-	157.1%
10-20-6540	Safety Supplies	15,000.00	537.37	10,286.46	822.70	68.6%

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6550	Operational Supplies	7,000.00	-	7,880.18	-	112.6%
10-20-6710	Purchased Water	1,170,000.00	65,732.20	886,939.52	201,141.59	75.8%
10-20-6715	Water Quality Program	16,000.00	-	4,526.75	-	28.3%
10-20-6760	Equipment Rental	8,000.00	-	5,318.00	-	66.5%
10-20-6780	Taxes, Fees, Permits	19,000.00	447.88	15,993.09	1,017.56	84.2%
10-20-6900	Miscellaneous Expense	1,000.00	-	296.84	-	29.7%
	<i>Materials & Services</i>	<i>1,681,600.00</i>	<i>136,096.64</i>	<i>1,349,829.11</i>	<i>294,219.44</i>	<i>80.3%</i>
	Drinking Water	2,788,600.00	209,674.47	2,194,599.20	294,219.44	78.7%
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank Loan-Principal	188,000.00	-	188,000.00	-	100.0%
10-24-6825	Zions Bank Loan-Interest	21,063.00	-	21,062.70	-	100.0%
	<i>Materials & Services</i>	<i>209,063.00</i>	<i>-</i>	<i>209,062.70</i>	<i>-</i>	<i>100.0%</i>
	Debt Service	209,063.00	-	209,062.70	-	100.0%
	Transfers & Contingencies					
10-29-8105	Transfers Out to Fund 05	1,008,000.00	84,000.00	840,000.00	-	83.3%
10-29-8171	Transfers Out to Fund 71	928,000.00	77,333.00	773,334.00	-	83.3%
10-29-9000	Contingency	706,108.00	-	-	-	0.0%
	<i>Transfers & Contingencies</i>	<i>2,642,108.00</i>	<i>161,333.00</i>	<i>1,613,334.00</i>	<i>-</i>	<i>61.1%</i>
	Transfers & Contingencies	2,642,108.00	161,333.00	1,613,334.00	-	61.1%
	Expense	5,639,771.00	371,007.47	4,016,995.90	294,219.44	71.2%
10	Drinking Water	-	(35,536.58)	662,788.38	(294,219.44)	
20	Wastewater Reclam.					
	NonDivisional					
20-00-3500	Fund Balance	1,207,862.00	-	1,398,387.83	-	115.8%
	<i>Beginning Fund Balance</i>	<i>1,207,862.00</i>	<i>-</i>	<i>1,398,387.83</i>	<i>-</i>	<i>115.8%</i>
	NonDivisional					
	<i>Revenue</i>					
20-00-4212	Wastewater Charges	9,199,000.00	817,978.77	7,447,687.84	-	81.0%
20-00-4215	Penalties & Late Charges	7,000.00	755.23	8,151.54	-	116.5%
20-00-4220	System Development Charges	100,000.00	46,485.00	92,970.00	-	93.0%
20-00-4290	Other Charges for Services	10,000.00	2,276.00	13,783.50	-	137.8%
20-00-4610	Investment Revenue	1,000.00	171.13	1,290.20	-	129.0%
20-00-4630	Miscellaneous Revenues	2,000.00	118.40	1,413.58	-	70.7%
	<i>Revenue</i>	<i>9,319,000.00</i>	<i>867,784.53</i>	<i>7,565,296.66</i>	<i>-</i>	<i>81.2%</i>
	Revenue	9,319,000.00	867,784.53	7,565,296.66	-	81.2%
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular Employees	681,000.00	43,126.97	483,167.35	-	70.9%
20-21-5120	Temporary/Seasonal Employees	-	2,411.62	3,588.02	-	0.0%
20-21-5130	Overtime	40,000.00	4,864.31	41,840.19	-	104.6%
20-21-5210	Health/Dental Insurance	185,000.00	9,592.96	123,253.92	-	66.6%
20-21-5230	Social Security	53,000.00	3,783.52	39,748.95	-	75.0%
20-21-5240	Retirement	123,000.00	8,087.78	93,057.66	-	75.7%
20-21-5250	Trimet/WBF/Paid Leave OR	6,000.00	595.48	5,046.26	-	84.1%
20-21-5260	Unemployment	-	-	1,138.08	-	0.0%
20-21-5270	Workers Compensation	12,000.00	542.98	5,429.80	-	45.2%
20-21-5290	Other Employee Benefits	5,000.00	320.24	1,383.04	-	27.7%
	<i>Personnel Services</i>	<i>1,105,000.00</i>	<i>73,325.86</i>	<i>797,653.27</i>	<i>-</i>	<i>72.2%</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	253,750.00	16,853.45	170,036.71	117,988.48	67.0%
20-21-6180	Dues & Subscriptions	-	-	112.21	-	0.0%
20-21-6220	Electricity	307,000.00	25,779.08	225,114.59	81,885.68	73.3%

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-6240	Natural Gas	2,000.00	44.91	302.91	96.74	15.1%
20-21-6250	Solid Waste Disposal	52,000.00	220.94	22,181.62	9,042.02	42.7%
20-21-6290	Other Utilities	-	270.00	4,154.40	-	0.0%
20-21-6310	Janitorial Services	11,000.00	1,086.71	9,433.26	1,814.96	85.8%
20-21-6320	Buildings & Grounds	58,000.00	4,526.47	47,919.64	7,458.08	82.6%
20-21-6342	WRF System Maintenance	200,000.00	24,642.31	138,813.49	39,657.31	69.4%
20-21-6410	Mileage	1,000.00	-	378.75	-	37.9%
20-21-6420	Staff Training	9,000.00	-	6,315.09	-	70.2%
20-21-6430	Certifications	2,000.00	-	859.60	-	43.0%
20-21-6525	Chemicals	65,000.00	5,131.07	54,363.40	10,636.60	83.6%
20-21-6530	Small Tools & Equipment	10,000.00	162.89	2,291.14	-	22.9%
20-21-6540	Safety Supplies	36,500.00	6,388.35	35,503.36	300.00	97.3%
20-21-6550	Operational Supplies	17,500.00	117.95	10,131.36	-	57.9%
20-21-6560	Uniforms	-	(299.98)	-	-	0.0%
20-21-6590	Other Supplies	5,000.00	-	474.66	-	9.5%
20-21-6740	Advertising	500.00	-	-	-	0.0%
20-21-6760	Equipment Rental	45,000.00	6,398.00	31,238.00	14,776.00	69.4%
20-21-6780	Taxes, Fees, Permits	100,700.00	6,586.44	60,973.04	16,200.62	60.5%
20-21-6900	Miscellaneous Expense	1,000.00	-	-	-	0.0%
	<i>Materials & Services</i>	<i>1,176,950.00</i>	<i>97,908.59</i>	<i>820,597.23</i>	<i>299,856.49</i>	<i>69.7%</i>
	Wastewater-Plant	2,281,950.00	171,234.45	1,618,250.50	299,856.49	70.9%
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular Employees	487,000.00	35,557.10	372,794.52	-	76.5%
20-22-5130	Overtime	31,000.00	1,641.97	27,979.34	-	90.3%
20-22-5210	Health/Dental Insurance	109,000.00	8,573.66	81,123.95	-	74.4%
20-22-5230	Social Security	40,000.00	2,818.54	30,397.58	-	76.0%
20-22-5240	Retirement	65,000.00	6,666.08	62,289.34	-	95.8%
20-22-5250	Trimet/WBF/Paid Leave OR	4,000.00	439.66	3,855.74	-	96.4%
20-22-5260	Unemployment	-	111.82	111.82	-	0.0%
20-22-5270	Workers Compensation	11,000.00	404.25	4,042.50	-	36.8%
20-22-5290	Other Employee Benefits	5,000.00	230.04	1,109.79	-	22.2%
	<i>Personnel Services</i>	<i>752,000.00</i>	<i>56,443.12</i>	<i>583,704.58</i>	<i>-</i>	<i>77.6%</i>
	<i>Materials & Services</i>					
20-22-6155	Contracted Services	12,500.00	15,091.95	18,127.03	-	145.0%
20-22-6220	Electricity	50,000.00	5,594.04	43,712.62	6,289.70	87.4%
20-22-6290	Other Utilities	2,000.00	48.51	793.50	83.02	39.7%
20-22-6320	Buildings & Grounds	1,000.00	-	115.92	-	11.6%
20-22-6342	Collection System Maint.	45,000.00	-	5,839.04	2,346.00	13.0%
20-22-6410	Mileage	1,000.00	-	480.58	-	48.1%
20-22-6420	Staff Training	18,000.00	-	15,779.75	-	87.7%
20-22-6430	Certifications	2,000.00	-	1,827.00	-	91.4%
20-22-6530	Small Tools & Equipment	15,000.00	4,930.06	12,817.89	-	85.5%
20-22-6540	Safety Supplies	9,000.00	906.34	7,255.56	-	80.6%
20-22-6550	Operational Supplies	5,000.00	-	1,005.78	-	20.1%
20-22-6560	Uniforms	-	-	833.44	-	0.0%
20-22-6780	Taxes, Fees, Permits	25,000.00	832.22	20,104.47	-	80.4%
20-22-6900	Miscellaneous Expense	1,000.00	-	94.29	-	9.4%
	<i>Materials & Services</i>	<i>186,500.00</i>	<i>27,403.12</i>	<i>128,786.87</i>	<i>8,718.72</i>	<i>69.1%</i>
	Wastewater-Collections	938,500.00	83,846.24	712,491.45	8,718.72	75.9%
	Transfers & Contingencies					
20-29-8105	Transfers Out to Fund 05	1,920,000.00	160,000.00	1,600,000.00	-	83.3%
20-29-8150	Transfers Out to Fund 50	3,435,000.00	-	1,861,000.00	-	54.2%
20-29-8172	Transfers Out to Fund 72	1,500,000.00	125,000.00	1,250,000.00	-	83.3%
20-29-9000	Contingency	451,412.00	-	-	-	0.0%
	<i>Transfers & Contingencies</i>	<i>7,306,412.00</i>	<i>285,000.00</i>	<i>4,711,000.00</i>	<i>-</i>	<i>64.5%</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies	7,306,412.00	285,000.00	4,711,000.00	-	64.5%
	Expense	10,526,862.00	540,080.69	7,041,741.95	308,575.21	66.9%
20	Wastewater Reclam.	-	327,703.84	1,921,942.54	(308,575.21)	
30	Watershed Protection					
	NonDivisional					
30-00-3500	Fund Balance	467,895.00	-	112,073.99	-	24.0%
	<i>Beginning Fund Balance</i>	<i>467,895.00</i>	<i>-</i>	<i>112,073.99</i>	<i>-</i>	<i>24.0%</i>
	NonDivisional					
	<i>Revenue</i>					
30-00-4213	Watershed Protection Fees	1,592,000.00	134,061.07	1,308,566.06	-	82.2%
30-00-4215	Penalties & Late Charges	1,000.00	258.14	2,231.67	-	223.2%
30-00-4290	Other Charges for Services	25,000.00	5,771.30	22,365.30	-	89.5%
30-00-4610	Investment Revenue	2,000.00	15.78	2,424.73	-	121.2%
	<i>Revenue</i>	<i>1,620,000.00</i>	<i>140,106.29</i>	<i>1,335,587.76</i>	<i>-</i>	<i>82.4%</i>
	Revenue	1,620,000.00	140,106.29	1,335,587.76	-	82.4%
	Watershed Protection					
	<i>Personnel Services</i>					
30-23-5110	Regular Employees	96,000.00	7,922.69	79,993.71	-	83.3%
30-23-5130	Overtime	5,000.00	-	-	-	0.0%
30-23-5210	Health/Dental Insurance	30,000.00	2,740.36	26,689.10	-	89.0%
30-23-5230	Social Security	8,000.00	590.62	5,979.12	-	74.7%
30-23-5240	Retirement	18,000.00	1,419.74	14,334.81	-	79.6%
30-23-5250	Trimet/WBF/Paid Leave OR	1,000.00	92.07	759.94	-	76.0%
30-23-5270	Workers Compensation	1,000.00	76.54	765.40	-	76.5%
30-23-5290	Other Employee Benefits	1,000.00	25.63	168.06	-	16.8%
	<i>Personnel Services</i>	<i>160,000.00</i>	<i>12,867.65</i>	<i>128,690.14</i>	<i>-</i>	<i>80.4%</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	147,000.00	1,145.20	102,882.09	63,585.91	70.0%
30-23-6340	System Maintenance	25,000.00	-	4,470.00	-	17.9%
30-23-6420	Staff Training	6,000.00	245.00	306.50	-	5.1%
30-23-6530	Small Tools & Equipment	6,000.00	-	3,543.74	-	59.1%
30-23-6540	Safety Supplies	1,000.00	-	-	-	0.0%
30-23-6550	Operational Supplies	1,500.00	-	925.00	-	61.7%
30-23-6730	Communications	58,000.00	18,565.81	32,775.81	19,375.00	56.5%
30-23-6780	Taxes, Fees, Permits	4,300.00	-	4,125.00	-	95.9%
30-23-6900	Miscellaneous Expense	1,000.00	-	-	-	0.0%
	<i>Materials & Services</i>	<i>249,800.00</i>	<i>19,956.01</i>	<i>149,028.14</i>	<i>82,960.91</i>	<i>59.7%</i>
	Watershed Protection	409,800.00	32,823.66	277,718.28	82,960.91	67.8%
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	115,741.00	-	115,740.74	-	100.0%
30-24-6824	Interest Paid-KS Statebank	4,259.00	-	4,259.26	-	100.0%
	<i>Materials & Services</i>	<i>120,000.00</i>	<i>-</i>	<i>120,000.00</i>	<i>-</i>	<i>100.0%</i>
	Debt Service	120,000.00	-	120,000.00	-	100.0%
	Transfers & Contingencies					
30-29-8105	Transfers Out to Fund 05	1,008,000.00	84,000.00	840,000.00	-	83.3%
30-29-8173	Transfers Out to Fund 73	250,000.00	-	125,000.00	-	50.0%
30-29-9000	Contingency	300,095.00	-	-	-	0.0%
	<i>Transfers & Contingencies</i>	<i>1,558,095.00</i>	<i>84,000.00</i>	<i>965,000.00</i>	<i>-</i>	<i>61.9%</i>
	Transfers & Contingencies	1,558,095.00	84,000.00	965,000.00	-	61.9%
	Expense	2,087,895.00	116,823.66	1,362,718.28	82,960.91	65.3%
30	Watershed Protection	-	23,282.63	84,943.47	(82,960.91)	

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
40	WW GO Debt Service					
	NonDivisional					
40-00-3500	Fund Balance	-	-	126,408.64	-	0.0%
	<i>Beginning Fund Balance</i>	-	-	126,408.64	-	0.0%
40	WW GO Debt Service	-	-	126,408.64	-	0.0%
50	WW Revenue Bond Debt Service					
	NonDivisional					
50-00-3500	Fund Balance	592,666.00	-	568,123.80	-	95.9%
	<i>Beginning Fund Balance</i>	592,666.00	-	568,123.80	-	95.9%
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment Revenue	1,000.00	1,517.41	9,547.76	-	954.8%
	<i>Revenue</i>	1,000.00	1,517.41	9,547.76	-	954.8%
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer In from Fund 20	3,435,000.00	-	1,861,000.00	-	54.2%
	<i>Revenue</i>	3,435,000.00	-	1,861,000.00	-	54.2%
	Transfers & Contingencies	3,435,000.00	-	1,861,000.00	-	54.2%
	Revenue	3,436,000.00	1,517.41	1,870,547.76	-	54.4%
	Debt Service					
50-24-6810	2010 SRF Loan Principal	946,261.00	-	946,261.00	-	100.0%
50-24-6811	2021 IFA Loan Principal	310,030.00	-	310,029.66	-	100.0%
50-24-6813	JPM Bank Loan Principal	1,420,000.00	-	-	-	0.0%
50-24-6820	2010 SRF Loan Interest	282,964.00	-	282,964.00	-	100.0%
50-24-6822	2021 IFA Loan Interest	168,839.00	-	168,839.41	-	100.0%
50-24-6823	JPM Bank Loan Interest	306,050.00	-	153,025.00	-	50.0%
	<i>Materials & Services</i>	3,434,144.00	-	1,861,119.07	-	54.2%
	Debt Service	3,434,144.00	-	1,861,119.07	-	54.2%
	Expense	3,434,144.00	-	1,861,119.07	-	54.2%
50	WW Revenue Bond Debt Service	594,522.00	1,517.41	577,552.49	-	
71	Drinking Water Capital					
	NonDivisional					
71-00-3500	Fund Balance	3,911,900.00	-	4,539,370.77	-	116.0%
	<i>Beginning Fund Balance</i>	3,911,900.00	-	4,539,370.77	-	116.0%
	NonDivisional					
	<i>Revenue</i>					
71-00-4221	System Development-Reimburse	50,000.00	8,697.00	141,323.60	-	282.6%
71-00-4225	System Development-Improvement	50,000.00	8,079.00	129,264.00	-	258.5%
71-00-4610	Investment Revenue	30,000.00	10,617.35	88,330.82	-	294.4%
71-00-4640	Proceeds From Sale of Capital	-	-	13,600.00	-	0.0%
	<i>Revenue</i>	130,000.00	27,393.35	372,518.42	-	286.6%
	Transfers & Contingencies					
71-29-4910	Transfer In from Fund 10	928,000.00	77,333.00	773,334.00	-	83.3%
	<i>Revenue</i>	928,000.00	77,333.00	773,334.00	-	83.3%
	Transfers & Contingencies	928,000.00	77,333.00	773,334.00	-	83.3%
	Revenue	1,058,000.00	104,726.35	1,145,852.42	-	108.3%
	Drinking Water					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	470,000.00	43,223.36	374,742.87	117,651.42	79.7%
71-20-7520	Equipment	64,000.00	-	35,547.35	-	55.5%
71-20-7530	Information Technology	30,000.00	-	16,046.00	-	53.5%
71-20-7600	Capital Improvement Projects	2,275,000.00	8,556.13	1,390,325.99	489,937.49	61.1%

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Capital Outlay</i>	2,839,000.00	51,779.49	1,816,662.21	607,588.91	64.0%
	Drinking Water	2,839,000.00	51,779.49	1,816,662.21	607,588.91	64.0%
	Transfers & Contingencies					
71-29-9000	Contingency	288,000.00	-	-	-	0.00%
	<i>Transfers & Contingencies</i>	288,000.00	-	-	-	0.00%
	Transfers & Contingencies	288,000.00	-	-	-	0.00%
	Expense	3,127,000.00	51,779.49	1,816,662.21	607,588.91	58.1%
71	Drinking Water Capital	1,842,900.00	52,946.86	3,868,560.98	(607,588.91)	
72	Wastewater Reclamation Capital					
	NonDivisional					
72-00-3500	Fund Balance	4,006,108.00	-	4,008,462.68	-	100.1%
	<i>Beginning Fund Balance</i>	4,006,108.00	-	4,008,462.68	-	100.1%
	NonDivisional					
	<i>Revenue</i>					
72-00-4610	Investment Revenue	30,000.00	11,579.53	90,677.90	-	302.3%
72-00-4640	Proceeds From Sale of Capital	-	-	33,900.00	-	0.0%
	<i>Revenue</i>	30,000.00	11,579.53	124,577.90	-	415.3%
	Transfers & Contingencies					
	<i>Revenue</i>					
72-29-4920	Transfer In from Fund 20	1,500,000.00	125,000.00	1,250,000.00	-	83.3%
	<i>Revenue</i>	1,500,000.00	125,000.00	1,250,000.00	-	83.3%
	Transfers & Contingencies	1,500,000.00	125,000.00	1,250,000.00	-	83.3%
	Revenue	1,530,000.00	136,579.53	1,374,577.90	-	89.8%
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7400	Improvement Other than Bldgs	75,000.00	-	44,810.00	-	59.7%
72-21-7520	Equipment	490,365.00	36,952.38	303,472.55	269,255.62	61.9%
72-21-7530	Information Technology	127,849.00	11,647.50	82,637.51	94,197.42	64.6%
72-21-7600	Capital Improvement Projects	990,786.00	795.00	333,136.36	541,061.21	33.6%
	<i>Capital Outlay</i>	1,684,000.00	49,394.88	764,056.42	904,514.25	45.4%
	Wastewater-Plant	1,684,000.00	49,394.88	764,056.42	904,514.25	45.4%
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	86,045.00	-	123,716.49	7,764.05	143.8%
72-22-7520	Equipment	37,478.00	-	37,478.00	-	100.0%
72-22-7530	Information Technology	201,424.00	5,463.63	205,478.69	2,971.42	102.0%
72-22-7600	Capital Improvement Projects	2,134,393.00	122,473.83	449,438.95	1,919,782.07	21.1%
	<i>Capital Outlay</i>	2,459,340.00	127,937.46	816,112.13	1,930,517.54	33.2%
	Wastewater-Collections	2,459,340.00	127,937.46	816,112.13	1,930,517.54	33.2%
	Transfers & Contingencies					
72-29-9000	Contingency	361,834.00	-	-	-	0.00%
	<i>Transfers & Contingencies</i>	361,834.00	-	-	-	0.00%
	Transfers & Contingencies	361,834.00	-	-	-	0.00%
	Expense	4,505,174.00	177,332.34	1,580,168.55	2,835,031.79	35.1%
72	Wastewater Reclamation Capital	1,030,934.00	(40,752.81)	3,802,872.03	(2,835,031.79)	
73	Watershed Protection Capital					
	NonDivisional					
73-00-3500	Fund Balance	2,173,058.00	-	2,656,730.99	-	122.3%
	<i>Beginning Fund Balance</i>	2,173,058.00	-	2,656,730.99	-	122.3%
	NonDivisional					
	<i>Revenue</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
73-00-4610	Investment Revenue	10,000.00	7,762.94	47,072.25	-	470.7%
	<i>Revenue</i>	<i>10,000.00</i>	<i>7,762.94</i>	<i>47,072.25</i>	<i>-</i>	<i>470.7%</i>
	Transfers & Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer In from Fund 30	250,000.00	-	125,000.00	-	50.0%
	<i>Revenue</i>	<i>250,000.00</i>	<i>-</i>	<i>125,000.00</i>	<i>-</i>	<i>50.0%</i>
	Transfers & Contingencies	250,000.00	-	125,000.00	-	50.0%
	Revenue	260,000.00	7,762.94	172,072.25	-	66.2%
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7520	Equipment	18,647.00	-	18,647.00	-	100.0%
73-23-7600	Capital Improvement Projects	281,353.00	-	2,729.50	-	1.0%
	<i>Capital Outlay</i>	<i>300,000.00</i>	<i>-</i>	<i>21,376.50</i>	<i>-</i>	<i>7.1%</i>
	Watershed Protection	300,000.00	-	21,376.50	-	7.1%
	Transfers & Contingencies					
73-29-9000	Contingency	50,000.00	-	-	-	0.00%
	<i>Transfers & Contingencies</i>	<i>50,000.00</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>0.0%</i>
	Transfers & Contingencies	50,000.00	-	-	-	0.0%
	Expense	350,000.00	-	21,376.50	-	6.1%
73	Watershed Protection Capital	2,083,058.00	7,762.94	2,807,426.74	-	
Revenue Total		25,853,400.00	1,931,055.80	20,663,458.31	-	79.9%
Expense Total		34,845,361.00	1,669,300.73	20,934,344.74	4,347,234.94	60.1%

General Ledger

Account Roll up

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Period 10 - 10

Fiscal Year 2023



Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
Revenue					
4210	Water Sales - CRW	\$ 30,000.00	\$ 2,056.57	\$ 33,579.02	111.9%
4211	Water sales	\$ 4,351,000.00	\$ 310,493.06	\$ 3,526,388.82	81.0%
4212	Wastewater Charges	\$ 9,199,000.00	\$ 817,978.77	\$ 7,447,687.84	81.0%
4213	Watershed protection fees	\$ 1,592,000.00	\$ 134,061.07	\$ 1,308,566.06	82.2%
4215	Penalties & late charges	\$ 23,000.00	\$ 2,380.04	\$ 24,237.08	105.4%
4220	System Development Charges	\$ 100,000.00	\$ 46,485.00	\$ 92,970.00	93.0%
4221	System Development-Reimburse	\$ 50,000.00	\$ 8,697.00	\$ 141,323.60	282.6%
4225	System Development-Improvement	\$ 50,000.00	\$ 8,079.00	\$ 129,264.00	258.5%
4227	System Development-Compliance	\$ -	\$ 219.00	\$ 3,650.00	0.0%
4230	Contract services	\$ 57,400.00	\$ 4,000.00	\$ 45,400.00	79.1%
4240	Service installations	\$ 10,000.00	\$ 1,539.00	\$ 32,234.00	322.3%
4280	Rents & leases	\$ 180,000.00	\$ 14,896.58	\$ 155,755.78	86.5%
4290	Other charges for services	\$ 45,000.00	\$ 11,419.56	\$ 47,734.71	106.1%
4610	Investment revenue	\$ 80,000.00	\$ 35,944.85	\$ 279,051.82	348.8%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 2,473.30	\$ 58,781.58	158.9%
4640	Proceeds from sale of capital	\$ -	\$ -	\$ 47,500.00	0.0%
		\$ 15,804,400.00	\$ 1,400,722.80	\$ 13,374,124.31	84.6%
4910	Transfer in from Fund 10	\$ 1,936,000.00	\$ 161,333.00	\$ 1,613,334.00	83.3%
4920	Transfer in from Fund 20	\$ 6,855,000.00	\$ 285,000.00	\$ 4,711,000.00	68.7%
4930	Transfer in from Fund 30	\$ 1,258,000.00	\$ 84,000.00	\$ 965,000.00	76.7%
Revenue	Revenue	\$ 25,853,400.00	\$ 1,931,055.80	\$ 20,663,458.31	79.9%
Expense					
Personnel Services					
5110	Regular employees	\$ 3,519,000.00	\$ 259,344.96	\$ 2,690,560.88	76.5%
5120	Temporary/Seasonal employees	\$ -	\$ 2,411.62	\$ 3,588.02	0.0%
5130	Overtime	\$ 129,000.00	\$ 10,186.23	\$ 115,077.90	89.2%
5210	Employee Ins	\$ 702,000.00	\$ 49,648.08	\$ 511,756.40	72.9%
5230	Social Security	\$ 277,000.00	\$ 20,439.78	\$ 208,634.48	75.3%
5240	Retirement	\$ 629,000.00	\$ 48,378.17	\$ 511,950.50	81.4%
5250	Trimet/WBF/Paid Leave OR	\$ 31,000.00	\$ 3,167.99	\$ 26,687.25	86.1%
5260	Unemployment	\$ 20,000.00	\$ 111.82	\$ 17,375.90	86.9%
5270	Workers compensation	\$ 46,000.00	\$ 1,615.38	\$ 16,153.80	35.1%
5290	Other employee benefits	\$ 21,000.00	\$ 1,220.19	\$ 8,403.41	40.0%
		\$ 5,374,000.00	\$ 396,524.22	\$ 4,110,188.54	76.5%
Materials & Services					
6110	Legal services	\$ 375,000.00	\$ 8,830.00	\$ 257,117.17	68.6%
6120	Accounting & audit services	\$ 76,000.00	\$ -	\$ -	0.0%
6155	Contracted Services	\$ 922,250.00	\$ 122,667.45	\$ 727,851.99	78.9%
6175	Records Management	\$ 8,500.00	\$ 748.36	\$ 5,619.00	66.1%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
6180	Dues & subscriptions	\$ 60,000.00	\$ 3,485.16	\$ 33,601.31	56.0%
6220	Electricity	\$ 408,000.00	\$ 35,320.53	\$ 313,120.47	76.7%
6230	Telephone	\$ 63,000.00	\$ 5,454.75	\$ 41,603.55	66.0%
6240	Natural gas	\$ 9,500.00	\$ 605.89	\$ 6,491.83	68.3%
6250	Solid waste disposal	\$ 52,000.00	\$ 220.94	\$ 22,181.62	42.7%
6290	Other utilities	\$ 15,600.00	\$ 897.27	\$ 12,962.51	83.1%
6310	Janitorial services	\$ 26,000.00	\$ 2,756.70	\$ 23,041.80	88.6%
6320	Buildings & grounds	\$ 104,000.00	\$ 8,242.03	\$ 71,193.66	68.5%
6330	Vehicle & equipment maint.	\$ 75,000.00	\$ 9,644.46	\$ 68,245.99	91.0%
6340	Distribution system maint	\$ 225,000.00	\$ 26,505.63	\$ 174,939.69	77.8%
6342	Collection system maint.	\$ 245,000.00	\$ 24,642.31	\$ 144,652.53	59.0%
6350	Computer maintenance	\$ 313,103.00	\$ 47,957.14	\$ 275,913.39	88.1%
6410	Mileage	\$ 7,200.00	\$ 168.45	\$ 4,636.92	64.4%
6420	Staff training	\$ 93,000.00	\$ 8,768.98	\$ 64,979.11	69.9%
6430	Certifications	\$ 8,000.00	\$ 845.00	\$ 5,527.60	69.1%
6440	Board travel & training	\$ 9,000.00	\$ -	\$ 992.97	11.0%
6510	Office supplies	\$ 34,200.00	\$ 4,560.55	\$ 32,247.97	94.3%
6520	Fuel & oils	\$ 51,000.00	\$ 2,780.70	\$ 34,328.69	67.3%
6525	Chemicals	\$ 65,000.00	\$ 5,131.07	\$ 54,363.40	83.6%
6530	Small tools & equipment	\$ 40,000.00	\$ 5,307.24	\$ 33,041.38	82.6%
6540	Safety supplies	\$ 68,500.00	\$ 8,156.26	\$ 55,559.31	81.1%
6550	Operational Supplies	\$ 34,000.00	\$ 117.95	\$ 20,030.73	58.9%
6560	Uniforms	\$ 38,000.00	\$ 3,958.80	\$ 30,162.45	79.4%
6590	Other supplies	\$ 5,000.00	\$ -	\$ 474.66	9.5%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.0%
6620	Election Costs	\$ 32,000.00	\$ 31,399.25	\$ 31,399.25	98.1%
6710	Purchased water	\$ 1,170,000.00	\$ 65,732.20	\$ 886,939.52	75.8%
6715	Water quality program	\$ 16,000.00	\$ -	\$ 4,526.75	28.3%
6720	Insurance	\$ 300,000.00	\$ 21,830.35	\$ 167,447.49	55.8%
6730	Communications	\$ 98,100.00	\$ 30,806.02	\$ 60,257.74	61.4%
6740	Advertising	\$ 6,500.00	\$ 619.00	\$ 4,514.24	69.4%
6760	Equipment Rental	\$ 57,000.00	\$ 6,398.00	\$ 38,611.59	67.7%
6770	Bank charges	\$ 160,000.00	\$ 10,906.70	\$ 113,763.50	71.1%
6780	Taxes, Fees & Permits	\$ 151,000.00	\$ 7,866.54	\$ 102,013.96	67.6%
6900	Miscellaneous expense	\$ 7,000.00	\$ -	\$ 518.32	7.4%
		\$ 5,430,953.00	\$ 513,331.68	\$ 3,924,874.06	72.3%
<u>Debt Service and Special Payments</u>					
6810	2010 SRF Loan Principal	\$ 946,261.00	\$ -	\$ 946,261.00	100.0%
6811	2010 IFA Loan Principal	\$ 310,030.00	\$ -	\$ 310,029.66	100.0%
6813	JPM Bank Loan Principal	\$ 1,420,000.00	\$ -	\$ -	0.0%
6814	Principal Payment-KS Statebank	\$ 115,741.00	\$ -	\$ 115,740.74	100.0%
6815	Zions Bank loan-principal	\$ 188,000.00	\$ -	\$ 188,000.00	100.0%
6820	2010 SRF Loan Interest	\$ 282,964.00	\$ -	\$ 282,964.00	100.0%
6822	2010 IFA Loan Interest	\$ 168,839.00	\$ -	\$ 168,839.41	100.0%
6823	JPM Bank Loan Interest	\$ 306,050.00	\$ -	\$ 153,025.00	50.0%
6824	Interest Paid-KS Statebank	\$ 4,259.00	\$ -	\$ 4,259.26	100.0%
6825	Zions Bank loan-interest	\$ 21,063.00	\$ -	\$ 21,062.70	100.0%
		\$ 3,763,207.00	\$ -	\$ 2,190,181.77	58.2%
<u>Capital Outlay</u>					
7200	Infrastructure	\$ 556,045.00	\$ 43,223.36	\$ 498,459.36	89.6%
7400	Improvement other than Bldgs	\$ 75,000.00	\$ -	\$ 44,810.00	59.7%
7520	Equipment	\$ 610,490.00	\$ 36,952.38	\$ 395,144.90	64.7%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
7530	Information Technology	\$ 359,273.00	\$ 17,111.13	\$ 304,162.20	84.7%
7600	Capital Improvement Projects	\$ 5,681,532.00	\$ 131,824.96	\$ 2,175,630.80	38.3%
		\$ 7,282,340.00	\$ 229,111.83	\$ 3,418,207.26	46.9%
<u>Transfers</u>					
8105	Transfers out to Fund 05	\$ 3,936,000.00	\$ 328,000.00	\$ 3,280,000.00	83.3%
8150	Transfers out to Fund 50	\$ 3,435,000.00	\$ -	\$ 1,861,000.00	54.2%
8171	Transfers out to Fund 71	\$ 928,000.00	\$ 77,333.00	\$ 773,334.00	83.3%
8172	Transfers out to Fund 72	\$ 1,500,000.00	\$ 125,000.00	\$ 1,250,000.00	83.3%
8173	Transfers out to Fund 73	\$ 250,000.00	\$ -	\$ 125,000.00	50.0%
		\$ 10,049,000.00	\$ 530,333.00	\$ 7,289,334.00	72.5%
		\$ 31,899,500.00	\$ 1,669,300.73	\$ 20,932,785.63	65.6%
9000	Contingency	\$ 2,945,861.00	\$ -	\$ -	0.0%
Expense	Expense	\$ 34,845,361.00	\$ 1,669,300.73	\$ 20,932,785.63	60.1%
Revenue Total		\$ 25,853,400.00	\$ 1,931,055.80	\$ 20,663,458.31	79.9%
Expense Total		\$ 34,845,361.00	\$ 1,669,300.73	\$ 20,932,785.63	60.1%
Grand Total		\$ (8,991,961.00)	\$ 261,755.07	\$ (269,327.32)	3.0%



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	6b & c
Date	June 20, 2023

Summary of Minutes for Approval

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

Attachments

1. May 16, 2023 Regular Meeting Minutes
2. June 6, 2023 Special Meeting Minutes



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
MAY 16, 2023**

Board of Directors

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

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Brad Albert	Public Works Director/District Engineer (PWD)
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Aaron Janicke	Assistant District Engineer
Chad Martinez	Collection Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Chris Duckworth	CDR Labor Law
Jacque Betz	City of Gladstone
Darren Caniparoli	City of Gladstone
Ashley Driscoll	City of Gladstone, Beery Elsner & Hammond

1. Call to Order & Hybrid Meeting Facilitation Protocols

Chair Keil called the meeting to order at 6:01 p.m.

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

2. Public Hearing: FY 2024 Approved Budget

Chair Keil opened the public hearing.

Eugene Whitley provided comment on the absence of the Pledge of Allegiance at OLWS meetings, the FY 2023 year-end fund balances, and the layout of the Authority's budget document.

Carol Balch commented on the proposed rate increase and drinking water with a chlorine smell.

Wade Hathhorn supported the Approved Budget and spoke from experience as the General Manager for Sunrise Water Authority. Hathhorn urged the Board to make the difficult and unpopular decision of adopting a budget with a significant rate increase to save the community from loss of service and to continue growth.

Jane Kingston commented on the proposed rate increase and infrastructure improvements. Kingston asked the Board to consider financial support for fixed-income seniors.

Nancy Whitley provided comment on the political promises made during the legacy district's consolidation in 2017, including the buildings owned by OLWS.

Eugene Whitley provided a second comment regarding the buildings owned by OLWS and supported alternate uses.

Chair Keil closed the public hearing.

3. Presentation of Draft Intergovernmental Agreement (IGA) with City of Gladstone for Wastewater Services

General Manager Chaplen introduced City of Gladstone's City Administrator Jacque Betz, Public Works Director Darren Caniparoli, and Legal Counsel Ashley Driscoll. General Manager Chaplen and Betz highlighted the intergovernmental cooperation required to complete this long-term agreement.

PWD Albert and Darren Caniparoli presented the capital projects to be completed by the City of Gladstone in fiscal years 2024 through 2027.

The Board asked questions related to the IGA's exhibits and billing exceptions.

4. Consent Agenda

Items on the Consent Agenda Included:

- The March 2023 Financial Report
- Approval of April 18, 2023 Board Meeting Minutes
- Approval of Agreement for Government Affairs Services with Thorn Run Partners, LLC.

Director Van Loo moved to approve the Consent Agenda. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

5. Consideration of Resolution No. 2023-0016 Adopting the FY 2024 Budget

Treasurer Gornick moved to adopt Resolution No. 2023-0016 adopting the fiscal year 2023-2024 Approved Budget and making appropriations. Director Bullock seconded.

The Board deliberated and asked questions regarding:

- FY 2023 Budget line items,
- The Watershed Protection Fund reconciliation, and
- Revenue generated by the FY 2024 Approved Budget.

District Recorder Casey conducted a roll call vote. Voting Aye: Director Bullock. Voting Nay: Directors Keil, Williams, Gornick, and Van Loo.

MOTION FAILED

The Board made comments. General Manager Chaplen spoke regarding Board direction and requests made since the consolidation of the two legacy districts in 2017.

6. Consideration of Resolution No. 2023-0017 Approving a FY 2023 Budget Transfer

Chair Keil noted a request to remove item from the meeting agenda. There was consensus to remove the item from the agenda.

7. Presentation of Quarterly Capital Projects Prioritization Report

PWD Albert presented the Report highlighting upcoming projects.

The Board asked questions related to recent smoke testing results.

8. Business from the Board

Treasurer Gornick and Vice Chair Williams provided verbal reports.

9. Department Reports

The Management Team provided highlights of their written reports.

The Board asked for a monthly update on grant applications and lobbying activities.

10. Recess to Executive Session

Chair Keil recessed to executive session at 7:48 p.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

11. Adjourn Executive Session

Chair Keil adjourned the executive session at 8:15 p.m.

No decisions were made as a result of the executive session.

12. Adjourn Meeting

Further deliberation of the FY 2024 Approved Budget occurred, and the Board requested a special meeting to adopt a budget.

Chair Keil expressed a desire to return to paper Board packets.

Chair Keil adjourned the meeting at 8:34 p.m.

Respectfully submitted,

Susan Keil
Chair, Board of Directors

Kevin Williams
Vice Chair, Board of Directors

Date: _____

Date: _____



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
JUNE 6, 2023**

Board of Directors

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

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Brad Albert	Public Works Director/District Engineer (PWD)
Aaron Janicke	Assistant District Engineer
Chad Martinez	Collections Operations Supervisor
Ryan Hunter	Distribution Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Chris Duckworth	CDR Labor Law

1. Call to Order & Hybrid Meeting Facilitation Protocols

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

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

2. Public Hearing: FY 2024 Approved Budget

Chair Keil opened the public hearing.

General Manager Chaplen presented the FY 2024 Approved Budget and proposed staff amendments. General Manager Chaplen summarized the proposed changes, including the various considerations made for beginning fund balances, materials and services, personnel services, and capital transfers. General Manager Chaplen outlined OLWS's customer-centric focus and goals for the future.

Chair Keil acknowledged the submitted written public comments.

Eugene Whitley provided comment in support of a rate increase. Whitley thanked Finance Director Stevens for the time spent reviewing the budget. Whitley encouraged the Board to be transparent and rely on Staff to provide the information. Whitley challenged the Board to make the hard decisions to better position OLWS in the future. Whitley asked how rates are calculated for residences based on occupancy. General Manager Chaplen and Finance Director Stevens explained the fixed and variable consumption-based portions of the rates.

Chair Keil closed the public testimony portion of the hearing.

3. Deliberation of the Fiscal Year 2023-24 Budget

Director Bullock made comments in support of the Approved Budget. Directors Keil, Williams, Gornick, and Van Loo made comments in support of the proposed amendments.

The Board asked about a transition to monthly billing. General Manager Chaplen supported monthly billing and a transition within fiscal year 2024.

Treasurer Gornick moved to approve Amendments 1-4 of the Approved Budget. Changes include beginning fund balance, materials and services, personnel services, and capital transfer. Director Van Loo seconded. Voting Aye: Directors Keil, Williams, Gornick, and Van Loo. Voting Nay: Director Bullock.

MOTION CARRIED

Chair Keil invited a motion to continue deliberations on June 20, 2023 during the regularly scheduled Board of Directors meeting and direct staff to prepare an updated version of the budget adoption resolution. Treasurer Gornick moved to continue the budget hearing to June 20, 2023 and direct staff to prepare an updated budget and resolution. Vice Chair Williams seconded. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

4. Recess to Executive Session

Chair Keil recessed to executive session at 6:48 p.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

5. Adjourn Executive Session

Chair Keil adjourned the executive session at 7:06 p.m.

No decisions were made as a result of the executive session.

6. Adjourn Meeting

Chair Keil adjourned the meeting at 7:07 p.m.

Respectfully submitted,

Susan Keil
Chair, Board of Directors

Kevin Williams
Vice Chair, Board of Directors

Date: _____

Date: _____



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Consideration of Resolution No. 2023-0017 Approving a FY 2023 Budget Transfer
Item No. 7
Date June 20, 2023

Summary

A budget transfer is necessary to transfer appropriations within the fiscal year 2022-2023 adopted budget and provide for compliance with Oregon Local Budget Law. The budget amendment resolution is proposed to address budget line items variances. Appropriations will only be transferred from contingency, where noted below, within the respective funds to offset identified additional costs.

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

1. Funds will be redistributed between budget lines within the Fund and Division, with no impact to Contingency.
2. Funds will be transferred from Contingency within the same Fund. This is only for under-budgeted accounts, unanticipated cost increases or unplanned costs.

The following amended line items included in this request are:

Fund	Account	Account Name	Description	Requested Budget	Current Budget	Transfer Amount	Source
<u>Administrative Services Fund</u>							
05-01-	5130	Overtime	Accounting Staff Workload	23,000	17,000	6,000	Transfer
05-01-	6120	Audit Services	Transfer saving due to shifting of audits	68,000	76,000	(8,000)	Transfer
05-01-	6310	Janitorial Services	Contract Effective March 2023 Cost Increase	17,000	15,000	2,000	Transfer
<u>Drinking Water Operations Fund</u>							
10-20-	6155	Contracted Services	Non-Revenue Audit Services and Add'l Paving	206,500	166,500	40,000	Transfer
10-20-	6420	Staff Training	Leak Detection Equipment Training	15,500	12,500	3,000	Transfer
10-20-	6710	Purchased Water	Annual volume below budget	1,127,000	1,170,000	(43,000)	Transfer
<u>Wastewater Operations Fund - Treatment</u>							
20-21-	5130	Overtime	Cover Vacancies and equipment repair work	50,000	40,000	10,000	Transfer
20-21-	5110	Regular Employees	Vacancy Savings transfer to Overtime	671,000	681,000	(10,000)	Transfer
20-21-	6310	Janitorial Services	Contract Effective March 2023 Cost Increase	12,000	11,000	1,000	Transfer
20-21-	6780	Taxes, Fees and Permits	Transfer savings to Janitorial Services	99,700	100,700	(1,000)	Transfer

Fund	Account	Account Name	Description	Requested Budget	Current Budget	Transfer Amount	Source
<u>Wastewater Operations Fund - Treatment</u>							
20-22-	5130	Overtime	Actual overtime Collections Team	34,000	31,000	3,000	Transfer
20-22	5110	Regular Employees	Vacancy Savings transfer to Overtime	484,000	487,000	(3,000)	Transfer
20-22-	6155	Contracted Services	Pavings and flagging for sewer maintenance	32,500	12,500	20,000	Contingency
20-29-	9000	Contingency	Unbudgeted operational costs	431,412	451,412	(20,000)	Contingency
<u>Waterwater Capital Fund - Collections</u>							
72-22-	7200	Infrastructure	Lateral Repairs	126,045	86,045	40,000	Transfer
72-22-	7600	Capital Improvement Projects	Transfer available funds due to project timings	2,094,393	2,134,393	(40,000)	Transfer

Background

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

Recommendation

It is recommended the Board approve Resolution No. 2023-0017 Amending Fiscal Year 2022-2023 Adopted Budget.

Suggested Board Motion

"I move to adopt Resolution No. 2023-0017 amending the Fiscal Year 2022-2023 Adopted Budget as presented."

Attachments

1. Resolution No. 2023-0017

OAK LODGE WATER SERVICES

RESOLUTION NO. 2023-0017

A RESOLUTION AUTHORIZING A BUDGET TRANSFER IN THE FISCAL YEAR 2022-2023 ADOPTED BUDGET.

WHEREAS, the Oak Lodge Water Services Authority (the “Authority”) Board of Directors (the “Board”) serves as the governing body of the Authority;

WHEREAS, the Authority Board of Directors adopted and made appropriations for the Fiscal Year 2022-2023 Budget; and

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

WHEREAS, budgeted contingency in OLWS’ Administrative Services, Drinking Water, Wastewater Reclamation, Watershed Protection, Wastewater Capital, and Watershed Protection Capital funds exists in amounts sufficient to cover the additional costs; and

WHEREAS, ORS 294.463 allows the Board of Directors to authorize a transfer of appropriations within funds by resolution, so long as the contingency appropriation transfers in aggregate are less than 15% of the total appropriations of the fund containing the original adopted budget.

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

Section 1. The Board of Directors of the Oak Lodge Water Services Authority authorizes the following budget transfers and revisions to the Fiscal Year 2022-2023 Adopted Budget as follows:

FUND	Adopted Budget	Resolution 2022-0011	Amended Budget 09/2022	Resolution 2023-0014	Amended Budget 12/2022	Resolution 2023-0017	Amended Budget 3/2023
05 Administrative Services Fund							
Personnel Services	2,228,000	22,000	2,250,000	-	2,250,000	6,000	2,256,000
Materials & Services	2,112,403	23,700	2,136,103	-	2,136,103	(6,000)	2,130,103
Contingency	834,112	(45,700)	788,412	-	788,412		788,412
Total Appropriation	5,174,515	-	5,174,515	-	5,174,515	-	5,174,515
10 Drinking Water Fund							
Personnel Services	1,107,000	-	1,107,000	-	1,107,000	-	1,107,000
Materials & Services	1,676,600	5,000	1,681,600	-	1,681,600	-	1,681,600
Debt Service	209,063	-	209,063	-	209,063	-	209,063
Transfers	1,936,000	-	1,936,000	-	1,936,000	-	1,936,000
Contingency	711,108	(5,000)	706,108	-	706,108	-	706,108
Total Appropriation	5,639,771	-	5,639,771	-	5,639,771	-	5,639,771

FUND		Adopted Budget	Resolution 2022-0011	Amended Budget 09/2022	Resolution 2023-0014	Amended Budget 12/2022	Resolution 2023-0017	Amended Budget 3/2023
20	Wastewater Reclamation Fund							
	Personnel Services- Treatment	1,105,000	-	1,105,000	-	1,105,000	-	1,105,000
	Personnel Services- Collections	752,000	-	752,000	-	752,000	-	752,000
	Materials & Services-Treatment	1,085,250	33,700	1,118,950	58,000	1,176,950	-	1,176,950
	Materials & Services-Collections	186,500	-	186,500	-	186,500	20,000	206,500
	Transfers	6,855,000	-	6,855,000	-	6,855,000	-	6,855,000
	Contingency	543,112	(33,700)	509,412	(58,000)	451,412	(20,000)	431,412
	Total Appropriation	10,526,862	-	10,526,862	-	10,526,862	-	10,526,862
30	Watershed Protection Fund							
	Personnel Services	160,000	-	160,000	-	160,000	-	160,000
	Material & Services	243,800	6,000	249,800	-	249,800	-	249,800
	Debt Service	120,000	-	120,000	-	120,000	-	120,000
	Transfers	1,258,000	-	1,258,000	-	1,258,000	-	1,258,000
	Contingency	306,095	(6,000)	300,095	-	300,095	-	300,095
	Total Appropriation	2,087,895	-	2,087,895	-	2,087,895	-	2,087,895
71	Drinking Water Capital Fund							
	Capital Outlay	2,839,000	-	2,839,000	-	2,839,000	-	2,839,000
	Contingency	288,000	-	288,000	-	288,000	-	288,000
	Total Appropriation	3,127,000	-	3,127,000	-	3,127,000	-	3,127,000
72	Wastewater Reclamation Capital Fund							
	Capital Outlay - Treatment	1,564,000	120,000	1,684,000	-	1,684,000	-	1,684,000
	Contingency	481,834	(120,000)	361,834	-	361,834	-	361,834
	Total Appropriation	2,045,834	-	2,045,834	-	2,045,834	-	2,045,834
73	Watershed Protection Capital Fund							
	Capital Outlay	300,000	-	300,000	-	300,000	-	300,000
	Contingency	50,000	-	50,000	-	50,000	-	50,000
	Total Appropriation	350,000	-	350,000	-	350,000	-	350,000

INTRODUCED AND ADOPTED THIS 21st DAY OF JUNE 2023.

OAK LODGE WATER SERVICES

By _____ By _____
 Susan Keil, Chair Kevin Williams, Vice Chair



STAFF REPORT

To Board of Directors
From Aleah Binkowski, Human Resources Manager
Title Consideration of Resolution No. 2023-0020 Approving the General Manager to Sign the Collective Bargaining Agreement with AFSCME Local 350-10
Item No. 8
Date June 20, 2023

Summary

Oregon Revised Statutes ORS 243.650 *et seq.* gives Oak Lodge Water Services the authority as an Oregon public employer to negotiate and execute a Collective Bargaining Agreement (CBA) with Local Chapter 350-10 of the American Federation of State, County, and Municipal Employees (AFSCME).

Background

AFSCME is the sole and exclusive bargaining agent for Union employees at Oak Lodge Water Services. The current CBA with AFSCME was signed and effective starting July 1, 2020, and expires June 30, 2023. In the months of April and May, AFSCME local representatives and Management representing OLWS met in a series of bargaining sessions to negotiate a successor three-year contract. At the conclusion of these bargaining sessions OLWS Management and AFSCME Local reached a tentative agreement. The Union then brought the tentative agreement to Union members to vote on ratification of the successor CBA which will be valid starting July 1, 2023, through June 30, 2026. On June 14th Union members voted in favor of ratification.

Recommendation

It is recommended that the Board approve Resolution No. 2023-0020 and authorize General Manager, Sarah Jo Chaplen, to sign the Collective Bargaining Agreement with AFSCME Local 350-10.

Suggested Board Motion

"I move to adopt Resolution No. 2023-0020 to authorize General Manager, Sarah Jo Chaplen, to sign the Collective Bargaining Agreement with AFSCME Local 350-10 effective July 1st, 2023."

Attachments

1. Resolution No. 2023-0020
2. CBA between Oak Lodge Water Services and AFSCME Local 350-10, effective July 1, 2023 through June 30, 2026. [Not available at time of publication.]

OAK LODGE WATER SERVICES

RESOLUTION NO. 2023-0020

A RESOLUTION APPROVING THE GENERAL MANAGER TO SIGN THE JULY 1, 2023, COLLECTIVE BARGAINING AGREEMENT WITH AFSCME LOCAL 350-10.

WHEREAS, the current Collective Bargaining Agreement (CBA) with Local Chapter 350-10 of the American Federation of State, County, and Municipal Employees (AFSCME) will expire on June 30, 2023; and

WHEREAS, the OLWS has authority as an Oregon public employer to negotiate and execute a successor CBA pursuant to ORS 243.650 et seq.; and

WHEREAS, over the course of three collective bargaining sessions, the members of both OLWS Management and Union-represented staff negotiated and reached a tentative agreement to terms for a successor CBA subject to a ratification vote by OLWS's Union-represented staff and ratification by OLWS's Board of Directors; and

WHEREAS, on June 14, 2023, AFSCME confirmed that OLWS's Union-represented staff had voted in favor of ratifying the tentative agreement.

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

Section 1. That the Board of Directors of Oak Lodge Water Services Authority hereby authorizes General Manager Sarah Jo Chaplen to sign the Collective Bargaining Agreement with AFSCME Local 350-10.

INTRODUCED AND ADOPTED THIS 20th DAY OF JUNE 2023.

OAK LODGE WATER SERVICES

By _____ By _____
Susan Keil, Chair Kevin Williams, Vice Chair



AGENDA ITEM

Title	Business from the Board
Item No.	9
Date	June 20, 2023

Summary

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

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

Business from the Board may include:

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

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

Board/Committee	Primary Liaison	Alternate Liaison	Meeting Cadence
American Water Works Association (AWWA)	All Directors	N/A	Varies
Chamber of Commerce	Ginny Van Loo	Susan Keil	Monthly, Third Wednesday 11:45 a.m. – 1:15 p.m.
Clackamas River Water	Kevin Williams	Paul Gornick	Monthly, Second Thursday 6 p.m.
Clackamas County Coordinating Committee (C-4)	Paul Gornick	Susan Keil	Monthly, First Thursday 6:45 p.m.
Healthy Watersheds	Kevin Williams	OPEN	
Jennings Lodge CPO	Kevin Williams	Paul Gornick	Quarterly, Fourth Tuesday 6 p.m.
North Clackamas County Water Commission (NCCWC)	1: Paul Gornick 2: Kevin Williams	Susan Keil	Quarterly, Fourth Thursday (Jan, Mar, June, Sept) 5:30 p.m.
Oak Grove Community Council	Heidi Bullock	Susan Keil	Monthly, Fourth Wednesday 7 p.m.
Regional Water Providers Consortium (RWPC)	Kevin Williams	Paul Gornick	3x Annually, First Wednesday 6:30 p.m.
Special Districts Association of Oregon (SDAO)	All Directors	N/A	Varies
Sunrise Water Authority (SWA)	Paul Gornick	Kevin Williams	Monthly, Fourth Wednesday 6 p.m.

Business from the Board

Paul Gornick's Liaison Report – June 2023

May 24, 2023 – Sunrise Water Authority Board Meeting

- Board held budget hearing. No public present and no customers submitted comments.
- Board passed resolution adopting FY2023-2024 budget and making appropriations.
- Board passed resolution reauthorizing reserve fund. This fund was set up with two purposes: to separately account for revenue derived from cell/radio tower and fiber lease, and to dedicate this fund revenue to support vehicle & equipment/supply needs (both capital & non-capital). The reserve fund has a maximum limit of \$1 million, with revenue above that amount transferred back to the general fund. Finance director Jamey Pietzold indicated fund balance hovers around \$800,000.
- Board passed resolution adopting the New Employee Handbook.
- Board approved time extension for construction contract for new admin/operations building. Time extension is needed due to delays for value engineering and weather events. Additional request for added general contractor costs was deferred until additional documentation is provided.
- General Manager Wade Hathorn gave updates: the shop building is nearing completion; the admin building has the roof and photovoltaic (PV) system array installed, interior partition framing complete, mechanical/electrical/plumbing work is underway, and concrete floors are being polished. The windows should be installed the 3rd week of June. The frontage road improvements on Armstrong Circle are being delayed until utility relocation issues are resolved.
- GM noted that high temperatures in May have begun rapidly reducing the snowpack in the Clackamas basin.
- There has been a critical labor shortage nationwide for both water distribution and treatment operations. It has been difficult locally to get applicants for trained or skilled labor to fill these positions. SWA is currently staffed at 21 FTEs and should be at 28 FTEs. GM plans to meet with the heads of WES, OLWS, and CRW to discuss and look for alternative solutions.

June 2-3, 2023 – C4 Committee Retreat

- C4 retreat was held at Mt Hood Resort.
- The first day of the retreat was devoted to housing, and the second day to transportation issues.
- I did not attend the retreat this year.
- The retreat agenda can be found here: [f95f5787-9658-4f60-9c0e-c50aaf333d44 \(clackamas.us\)](https://f95f5787-9658-4f60-9c0e-c50aaf333d44@clackamas.us)

Kevin Williams Meetings attended in June of 2023

1. Regional Water Providers Consortium June 07, 2023

First order of business was to pass a carryover resolution to move 18K to the 23/24 budget. This was unspent money from public education initiatives.

Second order of business was to elect new Officers for the Board and at-large Executive Committee members. I was elected to serve as Chair of the Consortium for a two year term. A vice-chair was selected from the City of Hillsboro I believe? We had to hold over the Executive Committee selections due to missing members that would be the likely candidates.

Third order of business was the Directors report. Rebecca Geisen provided the Board with information related to ongoing projects. Her Staff seems to keep a lot of balls in the air at one time. She did say that a close look at staffing and the implications for membership rates should be on the table in the near future.

Fourth item was a Legislative update. It didn't amount to much since the Senate hasn't been getting much done.

Fifth item was a informational presentation of the I.G.A. for the Consortium. It is in the final draft form and should be out for review by member agencies soon.

Sixth item was a Staff power point presentation updating us on Emergency Planning and Conservation Program projects. They have put together a multi-language public engagement package that makes this information understandable for many different cultures in our community. The Conservation Program materials are due for a significant upgrade. Rebecca referred to them as being dusty and dated.

The last item on the agenda was for the Board to work our way through an electronic package of the principles of the strategic plan and giving our feedback through electronic polling. It was generally approved by the Board.

2. Clackamas River Water Board meeting June 08, 2023

First order of business was to conduct their Budget Hearing for their biennial budget that begins on July 1. There were no public comments so they closed their hearing and proceeded to their consent agenda.

The consent agenda included the resolution to adopt the Biennial Budget and make the Appropriations to fund it. It also included a resolution to write off 23K in bad debt. The collection agency will continue to recover the funds but these are ones that dont look likely to be successful.

The next item was the Management report. G.M. Heidgerken reported the troubles he is having finding people to hire. They have had a spate of retirements that have put them in a jam.

He had his Chief Engineer, Adam Bjornstedt, share some really good news with the Board. They recently applied for some grant money for some pipeline projects. They applied for mitigation grants based on water supply for woodland fires. They received 2 million dollars in Grant money from FEMA with a 90/10 split once O.E.M. jumped into the process.

Their final business was to elect Board Officers for the next year.

President- Sherry French

Secretary- Tessah Danell

Treasurer- Bob Rubitschon

Consortium Board Meeting Agenda

DATE: June 7, 2023
6:30 p.m. – 8:30 p.m.
HOW: This meeting will be held remotely via Zoom/videoconference



Agenda

Introductions (3 minutes)

Approval of Consortium Board Meeting Summary for February 1, 2023 (2 minutes)

Public Comment* (5 minutes)

Carryover resolution

Board and Executive Committee Elections (15 minutes)

- To elect a Board Chair and Vice Chair. To elect at-large Executive Committee members.

Director Report – Rebecca Geisen, Managing Director (10 minutes)

- Update on ongoing projects
- Legislative update

Intergovernmental Agreement Update – Rebecca Geisen, Managing Director (15 minutes)

Program Report – Bonny Cushman, Program Coordinator (10 minutes)

- Emergency Planning and Conservation Program ongoing projects.

Strategic Plan Engagement – Board Members (60 minutes)

- See strategic plan materials

Next Meeting Date/Location:

October 4, 2023/HYBRID – The Portland Building

*Agenda Item #3 is a public comment period for items not on the agenda. Additional public comment will be invited on agenda items as they are discussed.

CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
REGULAR MEETING



Clackamas River Water

Held at 16770 SE 82nd Dr. Clackamas, OR 97015

This Meeting will have both an in person and remote option for attending

June 8, 2023 at 6:00pm

AGENDA

Public Comment: If a member of the public wishes to address the Board during a meeting, they are encouraged to inform Board staff through email to kholzgang@crwater.com no later than 4pm the day of the meeting. If a person will attend the meeting through Zoom and wishes to provide public comment, prior notice to kholzgang@crwater.com no later than 4pm on the day of the meeting is **required** in order to ensure access. The notice should include the following information: (1) Full name; (2) Address/City/ZIP; (3) Email address or phone number to be used to access the Zoom meeting, so it can be unmuted; (4) District/Organization/Public; and (5) Topic of your public comment and or specific agenda item you wish to speak on.

Members of the public are welcome to speak for a maximum of three minutes during a time designated on the agenda for public comment. The speaker must state their name, address, and if they are a customer or not for the record. Public comment provided at the *beginning* of the agenda will be reserved for comment on agenda items, special presentations, letters, and complaints. Public comment as listed at the *end* of the agenda will be for the purpose of “wrapping up” any remaining concerns.

Anyone who wishes to attend the meeting remotely by Zoom may do so by internet at <https://us02web.zoom.us/j/84985743356> or by calling the following number 1 719 359 4580 and join meeting/84985743356#. **Passcode:** 655403

REGULAR MEETING -@ 6:00pm

Call to Order, Pledge of Allegiance and Roll Call - *Sherry French, President*

a. Approval of the Agenda

Recess Regular Meeting

MOTION TO OPEN BUDGET HEARING

BUDGET HEARING

The hearing of the Clackamas River Water Board of Commissioners, Clackamas County, Oregon will be called to order pursuant to ORS 192.640, 294.438 and 294.453, to allow members of the public an opportunity to testify regarding the CRW budget as approved by the Budget Committee on April 27, 2023 for the biennium July 1, 2023 to June 30, 2025. The budget hearing will be closed by board action and considered for approval on Agenda Item #1.

a. Public Comment on Biennial 2023-2025 Budget

MOTION TO CLOSE BUDGET HEARING & RECONVENE REGULAR MEETING

Public Comment (*see blue box at the top of the agenda*)

Consent Agenda

CA-1: **Gross Payroll and Accounts Paid: May 2023**

CA-2: **Cash Position and Transfers: May 2023**

CA-3: **Board to Consider Approval of Request to Vacate a Public Utility Easement at 16090 S. Sandalwood Rd, TL 22E26C 05700-** *Adam Bjornstedt, Chief Engineer*

NEXT PAGE

Action Items

1. **Consider Approval of Resolution 14-2023 Adoption of Biennial (BN) Budget and Make Appropriations for BN 2023-2025-**, *Todd Heidgerken, General Manager*
2. **Consider Approval of Resolution 15-2023 Approve Utility Billing Bad Debt Write-Off for FY 2022-2023 Uncollectible Water Bills-** *Todd Heidgerken, General Manager*

Informational Reports

3. Management Report – *Todd Heidgerken, General Manager*
4. Public Comment (*see blue box at the top of the agenda*)

Commissioner Business

5. Commissioner Reports and Reimbursements
6. Election of Board Officers – *CRW Board of Commissioners*

Adjourn regular meeting

The meeting location is accessible to persons with disabilities. A request for accommodations for persons with disabilities should be made at least 48 hours before the meeting to Adora Campbell (503) 722-9226.

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

June 8, 2023

SUBJECT Gross Payroll and Accounts Paid

DRAFT MOTION Move to approve the consent agenda items as presented

EFFECTIVE DATE June 8, 2023

**PRINCIPAL STAFF
PERSON**

**BOARD ACTION
REQUESTED** Acknowledge receipt of information as part of the approval of the consent agenda.

**DOCUMENTS
ATTACHED**

- 1) Earnings Statements for May 2023, Payrolls – 2 payrolls - \$263,878
- 2) Monthly Check History for May 2023 - \$434,246 (net)

Earnings Statement

First No. Last No. Total

Checks: ADPCHECK ADPCHECK 00000000001

Vouchers: 00000200001 00000200042 00000000015

Total Vouchers Bypassed: 00000

Total Checks Bypassed: 00000

SEAT 312 TOTAL DOCUMENT
CLACKAMAS RIVER WATE
LOCATION 0001

CHECK STUFFING, RECONCILIATION

134800.94 GROSS
85847.54 NET PAY (INCLUDING ALL DEPOSITS)
12255.74 FEDERAL TAX
8152.59 SOCIAL SECURITY
1906.68 MEDICARE
.00 MEDICARE SURTAX
.00 SUI/DI/FLI/MLI TAX
8087.30 STATE TAX
.00 LOCAL TAX
102751.95 DEDUCTIONS
1646.68 NET CHECK

**SEAT COMPANY CODE 312
CLACKAMAS RIVER WATE
TOTAL DOCUMENT
LOCATION 0001**



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VERIFY DOCUMENT AUTHENTICITY - COLORED AREA MUST CHANGE IN TONE GRADUALLY AND EVENLY FROM DARK AT TOP TO LIGHTER AT BOTTOM



**NON-NEGOTIABLE - VOID - NON-NEGOTIABLE
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NON-NEGOTIABLE - VOID - NON-NEGOTIABLE
NON-NEGOTIABLE - VOID - NON-NEGOTIABLE
NON-NEGOTIABLE - VOID - NON-NEGOTIABLE**

Monthly Check History Listing
Clackamas River Water
5/1/2023 to 5/31/2023

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
6225	05/09/2023	00095 ING	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 05.05.23	3,445.43	3,445.43
6226	05/09/2023	00336 CITISTREET - STATE OF OREGON	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 05/05/23	2,603.04	2,603.04
6227	05/09/2023	04390 OMEGA PROCESSING	APRIL 2023 PAYMENT PROCESSING (MERCHANT)	APRIL 2023	14,907.56	14,907.56
6228	05/09/2023	01959 US BANK	CUSTOMER ANALYSIS - APRIL 2023	CAS APRIL 2023	517.90	517.90
6229	05/17/2023	00029 OREGON PERS	PERS PMT: 1584124,1585528,1585529,158553	04/05-04/20/23	34,809.44	34,809.44
6330	05/17/2023	00029 OREGON PERS	PER PMT: 1588223,1588648,1588649,1588650	04/21-05/05/23	1,623.33	1,623.33
6331	05/26/2023	00336 CITISTREET - STATE OF OREGON	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 05/19/23	2,601.24	2,601.24
6332	05/26/2023	00095 ING	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 05.19.23	3,349.68	3,349.68
6333	05/26/2023	01959 US BANK	UNITED RENTALS	04/25/23 SLEIGHTe	1,374.30	
			AMAZON MKPT HVYD98B0	04/19/23 SLEIGHTD	1,044.99	
			AMAZON.COM HV5P18KV0	04/20/23 SLEIGHD	1,044.99	
			NW NATURAL 8004224012	04/25/23 PAYABLEh	1,038.84	
			NW NATURAL 8004224012	04/25/23 PAYABLEj	996.21	
			RDO VER POR 030577	04/25/23 SLEIGHTa	984.90	
			IN *A BETTER GLASS SHOP I	04/25/23 VOYLESc	822.00	
			NORTHERN TOOLS	04/14/23 OPERATIONSa	742.18	
			HARRIS WORKSYSTEMS, IN	04/25/23 CAMPBELLg	494.73	
			NRC FINANCE/FINANCE CNRC	04/25/23 TRIPLETTh	489.90	
			TISCH ENVIRONMENTAL, INC	04/25/23 TRIPLETTj	474.20	
			AMZN MKTP US*HJ2V36011	04/25/23 RAYI	437.99	
			VISTAPRINT	04/25/23 MCGINNISd	402.49	
			AMZN MKTP US*HS4P87SH0	04/25/23 RAYf	337.35	
			DIALOGTECHINC	04/25/23 KEOBOUNNAMlb	323.68	
			CASA DEL SOL	04/25/23 HOLZGANGa	295.84	
			NORTH AMERICAN RESCUE LL	04/25/23 MCGINNISb	284.31	
			ENTERPRISE RENT-A-CAR	04/25/23 HEIDGERKENa	247.79	
			THOMAS SCIENTIFIC HOLDIN	04/25/23 TRIPLETTi	242.49	
			NW NATURAL 8004224012	04/25/23 PAYABLEi	232.69	
			METTLER TOLEDO	04/25/23 TRIPLETTf	212.80	
			METTLER TOLEDO	04/25/23 TRIPLETTf	207.14	
			NEGOV	04/25/23 CAMPBELLe	199.00	

Monthly Check History Listing

Clackamas River Water
5/1/2023 to 5/31/2023

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
			NW NATURAL 8004224012	04/25/23 PAYABLEg	189.57	
			CLACKAMAS COUNTY WATER EN	04/25/23 PAYABLEd	182.55	
			MCMaster-CARR	04/25/23 PRESTWOODf	175.17	
			FREW PROCESS GROUP	04/25/23 PRESTWOODe	173.28	
			CLACKAMAS COUNTY WATER EN	04/25/23 PAYABLEc	171.15	
			METTLER TOLEDO	04/25/23 TRIPLETTg	162.60	
			INGALLINAS BOX LUNCH PORT	04/25/23 HOLZGANGe	155.90	
			GOVERNMENT FINANCE OFFIC	04/25/23 CAMPBELLb	150.00	
			CLACKAMAS COUNTY WATER EN	04/25/23 PAYABLEb	138.55	
			FSP*OREGON GOVERNMENT FIN	04/25/23 PAYABLEa	135.00	
			DR*UPRINTING	04/25/23 HOLZGANGb	126.39	
			PAYPAL *PNWSAWWASS PNW	04/25/23 BJORNSTEDTa	123.50	
			PAYPAL MKTP US*HF3A57BC0	04/25/23 TRIPLETTp	122.34	
			AMZN MKTP US*HF8CT3151	04/25/23 TRIPLETTq	116.55	
			FASTENAL COMPANY 01ORPO2	04/25/23 RAYo	115.44	
			NORTHERN TOOLS	04/13/23 OPERATIONS	114.77	
			AMAZON.COM*HY81641C1	04/25/23 TRIPLETTa	113.01	
			HERBSTFLOR* HERBSTHILL	04/25/23 HOLZGANGg	104.95	
			SP CORNELL FARM	04/25/23 TRIPLETTc	103.98	
			FSP*OREGON GOVERNMENT FIN	04/25/23 PAYABLEf	100.00	
			JERSEY MIKES ONLINE ORDER/FACS WORKING L	04/25/23 KIRKPATRICK	95.46	
			PAYPAL *PNWS AWWWA	04/25/23 CAMPBELLc	90.00	
			PAYPAL *PNWS AWWWA	04/25/23 CAMPBELLd	90.00	
			AMAZON.COM*HS2B347P0 AMZN	04/25/23 RAYh	87.00	
			THE HOME DEPOT 4017	04/25/23 RAYp	80.19	
			AMZN MKTP US*HV4TU07D0 AM	04/25/23 HOLZGANGk	73.47	
			FRED-MEYER #0063	04/25/23 TRIPLETTm	72.15	
			HIRINGTHING INC peripheral software	04/25/23 CAMPBELLa	71.06	
			MINUTEMAN PRESS POWELL	04/25/23 VOYLESb	69.00	
			GOVERNMENT FINANCE OFFIC	04/25/23 KIRKPATRICK	65.00	
			AMZN MKTP US*H72D07YA1	04/25/23 RAYa	64.10	
			AMZN MKTP US*HS5XW0OV0	04/25/23 KEOBOUNNAMA	62.98	
			THE HOME DEPOT #4017	04/25/23 OPERATIONSe	59.96	
			MICHAELS STORES 8503	04/25/23 TRIPLETTI	55.04	
			ADOBE *800-833-6687	04/25/23 KEOBOUNNAME	54.99	
			THE HOME DEPOT #4017	04/25/23 RAYc	54.86	
			THE HOME DEPOT #4017	04/25/23 OPERATIONSa	54.85	
			AMZN MKTP US*HS9KO1541	04/25/23 PRESTWOODc	50.18	

Monthly Check History Listing

Clackamas River Water
5/1/2023 to 5/31/2023

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
			ASSOCIATION OF OREGON CO	04/25/23 CAMPBELLf	50.00	
			THE HOME DEPOT #4017	04/25/23 OPERATIONSb	49.97	
			THE HOME DEPOT #4017	04/25/23 OPERATIONSf	49.97	
			DONUTLAND	04/25/23 HOLZGANGd	49.97	
			AMAZON.COM*HS23925N1 AMZN	04/25/23 KEOBOUNNAMd	44.58	
			AMZN MKTP US*HJ8D41GC	04/13/23 SLEIGHTB	43.98	
			AMAZON.COM*HJOR28AX1 AMZN	04/25/23 TRIPLETTE	43.46	
			NORTH AMERICAN RESCUE LL	04/25/23 MCGINNISA	39.22	
			AMZN MKTP US*HJ1UJ2V41	04/25/23 PRESTWOODd	37.44	
			NW NATURAL 8004224012	04/25/23 PAYABLEK	36.52	
			AMZN MKTP US*HS8NG0TE2	04/25/23 PRESTWOODb	34.51	
			NW NATURAL 8004224012	04/25/23 PAYABLEI	32.95	
			AMZN MKTP US*HF6VF6M00	04/25/23 TRIPLETTE	32.85	
			JIMMY JOHNS - 1963	04/25/23 BJORNSTEDTb	32.55	
			DNH*GODADDY.COM	04/25/23 KEOBOUNNAMc	32.17	
			SQ *PRIMO ESPRESSO	04/25/23 HOLZGANGh	29.70	
			THE HOME DEPOT #4017	04/25/23 RAYe	27.57	
			THE HOME DEPOT #4017	04/25/23 RAYj	24.28	
			THE HOME DEPOT #4017	04/25/23 RAYn	22.91	
			FRED-MEYER #0063	04/25/23 HOLZGANGj	22.83	
			IN *AC'CENT SIGNS, LLC	04/25/23 HOLZGANGi	22.04	
			SQ *A AAAWESOME LOCKSMITH	04/25/23 RAYb	20.00	
			ZTL*AMERICAN WATER WORKS	04/25/23 TRIPLETTEk	20.00	
			THE HOME DEPOT #4017	04/25/23 RAYd	19.44	
			AMZN MKTP US*HJ2RR7C00	04/25/23 RAYi	17.56	
			AMZN MKTP US*HS7SE8V61	04/25/23 PRESTWOODa	16.50	
			AMAZON PRIME*HY62F1H90	04/25/23 VOYLESa	14.99	
			SAFEWAY #2696	04/25/23 HOLZGANGc	14.60	
			AMZN MKTP US*HF3VF4E81	04/25/23 TRIPLETTEo	13.93	
			INGALLINAS BOX LUNCH PORT	04/25/23 HOLZGANGf	12.95	
			OREGON CONVENTION CENTER	04/25/23 MCGINNISf	12.00	
			BUZZSPROUT* BUZZSPROUT	04/25/23 MCGINNISC	12.00	
			THE HOME DEPOT #4017	04/25/23 RAYq	10.98	
			THE HOME DEPOT #4017	04/25/23 RAYm	10.30	
			AMAZON.COM*HS97M2TC2	04/25/23 MCGINNISE	10.00	
			AMZN MKTP US*HS72P1LH2	04/25/23 RAYg	9.27	
			FRED-MEYER #0063	04/25/23 TRIPLETTEd	3.99	
			SP CORNELL FARM	04/25/23 TRIPLETTEb	-46.99	

Monthly Check History Listing
Clackamas River Water
5/1/2023 to 5/31/2023

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
			AMZN MKTP US	04/25/23 RAYk	-67.30	17,819.49
94896	05/04/2023	00285 ARAMARK UNIFORM SERVICES INC	ACC. #934649000 - BUILDING MAINT. SUPPLI	5291226229	78.60	78.60
94897	05/04/2023	04307 BEND MAILING SERVICES, LLC	APRIL PROCESSING & POSTAGE	86111	2,605.36	2,605.36
94898	05/04/2023	04170 BOEDE CONSTRUCTION	REPLACE TWO CITY SUPPLIED MIXER MOTORS A	04/24/2023	2,500.00	2,500.00
94899	05/04/2023	00317 CDW GOVERNMENT INC.	COMPUTER PERIPHERALS & SOFTWARE	JC70735	225.97	225.97
94900	05/04/2023	03325 CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE	93529416	6,389.85	6,389.85
94901	05/04/2023	00200 CLACKAMAS COUNTY	MARCH ONE CREW/GRAFFITI REMOVAL	20-9779	425.00	425.00
94902	05/04/2023	00227 CLACKAMAS GARBAGE CO INC	ACC. #04370 - TRASH REMOVAL SERVICE - AP	APRIL 2023	377.49	377.49
94903	05/04/2023	03597 CLOUD RECORDS MANAGEMENT	ORMS-0153 / MONTHLY USER FEE PER USER OR	212196	370.20	370.20
94904	05/04/2023	00017 CORE & MAIN LP	420 FT 7700-41	S580465	4,725.00	4,725.00
94905	05/04/2023	03472 CREATIVE FINANCIAL STAFFING	TEMP HR SERVICES: ALICIA COEN	123170221	1,857.60	1,857.60
94906	05/04/2023	02856 CRYSTAL GREENS LANDSCAPING	BERRY AND MOSS CLEARING, #14 ROAD TO WEL	203511	1,768.00	1,768.00
94907	05/04/2023	04419 ECAMSECURE	SECURITY CAMERA UPGRADE	998642	21,430.82	21,430.82
94908	05/04/2023	03775 FIELD INSTRUMENTS & CONTROLS	LEVEL SENSOR FOR CLEARWELL	INV17868	1,464.66	1,464.66
94909	05/04/2023	00073 FIRST RESPONSE INC.	MONTHLY MONITORING PATROL MAY 2023	45777	4,211.00	4,211.00
94910	05/04/2023	03887 DBA: NAPA AUTO PARTS GENUINE	BOX SUPPORT ARMS #20-200	4462-404411	64.58	64.58
94911	05/04/2023	00124 H D FOWLER CO INC	50PCS 7650-18 & 50PCS 7630-00	16361039	3,722.50	3,722.50
94912	05/04/2023	00124 H D FOWLER CO INC	15PCS 1580-10 AND 8PCS 0860-07	16358159	2,139.41	2,139.41
94913	05/04/2023	03240 HARRANG LONG PC	GENERAL LEGAL SERVICES MARCH 2023	100475	4,600.00	4,600.00
94914	05/04/2023	02284 K & D SERVICES OF OREGON INC	LEAK 102ND AVE.	BILL20691	1,239.00	
			LEAK 102ND AVE	BILL20687	1,069.00	
			INSTALL GRAY ST.	BILL20650	725.64	3,033.64
94915	05/04/2023	04418 CHARLES LINCH	LICENSE FOR UNMANNED AIRCRAFT GENERAL	96mq3b67	175.00	175.00
94916	05/04/2023	00353 METRO OVERHEAD DOOR INC	SERVICE AUTOMATIC ACCESS GATE	235050	156.00	156.00

Monthly Check History Listing
Clackamas River Water
5/1/2023 to 5/31/2023

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
94917	05/04/2023	00138 MILWAUKIE, CITY OF	ACCOUNT# 24-3520-00 - 6201 SE LAKE RD -	24-3520	263.14	263.14
94918	05/04/2023	00306 OFFICE DEPOT INC	ACCT#90261180 - ID#38683228 - OFFICE SUP	3104444579001	345.20	368.68
94919	05/04/2023	00048 OREGON CITY, CITY OF	ACCT#90261180 - ID#38683228 - OFFICE SUP	310473940001	23.48	20.08
94920	05/04/2023	04389 OREGON METER REPAIR & WATER	ACC:# 04-792203-01 (130825) STORMWATER M	02/28-03/31/23	20.08	6,072.00
94921	05/04/2023	04109 OUTLOOK PUBLISHING PAMPLIN	3 INCH AND LARGER METER TESTING	1103	6,072.00	121.46
94922	05/04/2023	03815 PETROCARD INC	PUBLIC NOTICE	284104	121.46	1,109.88
94923	05/04/2023	00229 RICOH USA, INC.	15-100 WATER QUALITY, 2400 EQUIPMENT AND	C132233	1,109.88	381.14
94924	05/04/2023	00130 WASTE MANAGEMENT OF OREGON	COPIER LEASE #1021276-3672069 04/20-5/19	107164342	381.14	208.66
94925	05/09/2023	03504 ENTERPRISE FLEET MANAGEMENT	COPIER LEASE #1021276-3797919 04/10-05/0	107144189	208.66	45.75
94926	05/09/2023	01844 FERGUSON ENTERPRISES INC	COPIER LEASE #1021276-3734774- 04/12-05/	107134182	45.75	1,998.46
94927	05/09/2023	00124 H D FOWLER CO INC	TRASH REMOVAL SERVICES - RIVERSIDE PARK	9387488-1574-4	1,998.46	519.36
94928	05/09/2023	00124 H D FOWLER CO INC	APRIL 2023- TRASH REMOVAL SERVICES - RIV	9387489-1574-2	519.36	635.72
94929	05/09/2023	02284 K & D SERVICES OF OREGON INC	CUST #488054 TRUCK LEASE 05/01-05/31/23	FBN4747969	635.72	83.36
94930	05/09/2023	04180 MADRONE TECHNOLOGY GROUP INC.	PAINT & TEF TAPE	1514355	83.36	5,136.18
			2 PCS 3280-2	16382875	5,136.18	2,847.75
			15 PCS 1000-00	16382874	2,847.75	2,677.80
			15 PCS 1000-07	16382877	2,677.80	1,262.56
			16 PCS 1520-10	L6382880	1,262.56	108.27
			9 PCS 0590-07	16382886	108.27	101.34
			*9 PCS OD TAPES	16382883	101.34	1,314.95
			0550-07, 0590-07, 0820-07, 0900-07, 0920	L6375681	1,314.95	1,168.80
			WATERWORKS PARTS & MATERIALS - REDLAND	16375687	1,168.80	1,282.13
			9519 74TH~	BILL20741	1,282.13	2,300.00
			MAINTENANCE SUBSCRIPTION	2831	2,300.00	1,328.00
			VOIP MAINTENANCE SUBSCRIPTION	2802	1,328.00	1,210.00
			CONTRACT WORK	2794	1,210.00	1,000.00
			MAINTENANCE SUBSCRIPTION	2829	1,000.00	220.00
			CONTRACT WORK	2795	220.00	165.00
			CONTRACT WORK	2821	165.00	

Monthly Check History Listing
Clackamas River Water
5/1/2023 to 5/31/2023

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
			CONTRACT WORK	2790	150.00	6,373.00
94931	05/09/2023	03283 MINUTEMAN PRESS TEAM	BACKFLOW LETTER FIRST MAILING	127869	1,141.00	1,141.00
94932	05/09/2023	00056 OAK LODGE WATER SERVICES DISTR	PAYMENTS FOR SVC TO CRW CUST. IN OAK LOD	05/03/23	6,219.08	6,219.08
94933	05/09/2023	00306 OFFICE DEPOT INC	ACCT#90261180 - ID#38683228 - OFFICE SUP	311034612001	400.17	
			ACCT#90261180 - ID#38683228 - OFFICE SUP	311038692001	39.91	
			ACCT#90261180 - ID#38683228 - OFFICE SUP	311038691001	29.57	469.65
94934	05/09/2023	00373 OREGON AFSCOME	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 05/05/23	1,124.79	1,124.79
94935	05/09/2023	00048 OREGON CITY, CITY OF	PAYMENTS FOR SVC TO CRW CUST. IN OREGON	APRIL 2023	11,196.31	
			PAYMENTS FOR SVC TO CRW CUST. IN OREGON	APRIL 2023	4,201.21	15,397.52
94936	05/09/2023	04492 STORMIE PARRISH	UB Refund Cst #044681	Ref000195120	291.27	291.27
94937	05/09/2023	00021 PGE	WTP MAY 2023	WTP MAY 2023	35,737.37	
			ADMIN APRIL 2023	ADMIN APRIL 2023	2,999.93	38,737.30
94938	05/09/2023	00021 PGE	PUMP STATION MAY 23~	PUMP STATION	19,915.67	19,915.67
94939	05/09/2023	00018 PITNEY BOWES GLOBAL FIN SVC LL	LEASE ACCT #0010797993 03/05/2023 - 06/0	3317414100	385.89	385.89
94940	05/09/2023	03548 RIVER CITY ENVIRONMENTAL INC	9450 SE MANGAN AVE	3242070750	1,459.09	1,459.09
94941	05/09/2023	04493 STEVEN ROMERO	UB Refund Cst #044091	Ref000195121	86.19	86.19
94942	05/09/2023	00024 SOUTH FORK WATER BOARD	WATER PURCHASED - APRIL 2023	APRIL 2023	32,708.54	32,708.54
94943	05/09/2023	00577 SPECIAL DISTRICTS ASSOC OREGON	MAY HEALTH BENEFITS PROGRAM	03-0054042	62,999.13	62,999.13
94944	05/09/2023	00107 UNITED SITE SERVICES INC	PORTABLE REST ROOMS	114-13582994	427.50	427.50
94945	05/09/2023	00107 UNITED SITE SERVICES INC	PORTABLE REST ROOMS	114-13579900	112.50	112.50
94946	05/09/2023	04485 W3GLOBAL	SERVICES OF TRAVIS ANDREWS	31322	3,060.00	3,060.00
94947	05/09/2023	00168 WICHITA FEED & HARDWARE	SMALL TOOLS AND BELTS	10524	56.06	56.06
94948	05/17/2023	00002 AMERICAN FAMILY LIFE ASSURANCE	ACC: 0XNX3 - VOL. PAYROLL DEDUCT MAY PR	814717	1,470.82	1,470.82
94949	05/17/2023	00285 ARAMARK UNIFORM SERVICES INC	ACC. #934649000 - BUILDING MAINT. SUPPLI	5291230613	78.60	78.60
94950	05/17/2023	00283 AWWA	CHARLIE LINCH	05.10.23	400.00	400.00

Monthly Check History Listing

Clackamas River Water
5/1/2023 to 5/31/2023

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
94951	05/17/2023	03525 BIO-MED TESTING SERVICES INC	PRE-EMPLOYMENT CHECK & MVR	98032	36.00	36.00
94952	05/17/2023	04256 CITY WIDE FACILITY SOLUTIONS	APRIL CLEANING - ADMIN/OPSWTP/PARK AND C CLEANING ADMIN	ST1035000127 ST1035000115	7,958.06 5,559.39	13,517.45
94953	05/17/2023	02555 COMCAST	COMCAST MONTHLY CABLE INTERNET	2099723	253.85	253.85
94954	05/17/2023	03472 CREATIVE FINANCIAL STAFFING	TEMP HR SERVICES: ALICIA COEN	123190227	1,586.70	
94955	05/17/2023	03887 DBA: NAPA AUTO PARTS GENUINE	TEMP HR SERVICES: ALICIA COEN	123180222	1,057.80	2,644.50
94956	05/17/2023	00167 GRAINGER INC	WELDER FUEL LINE REPAIR	4462-409345	43.29	43.29
94957	05/17/2023	00133 LES SCHWAB TIRE CENTERS INC	SAFETY EYEWASH SOLUTION	9665541638	74.57	74.57
94958	05/17/2023	02487 LLC LINESCAPE DIRECTIONAL BORING	WELDER BATTERY	22700823124	138.59	138.59
94959	05/17/2023	04180 MADRONE TECHNOLOGY GROUP INC.	9100 SE MANGAN	6609	550.00	550.00
94960	05/17/2023	00306 OFFICE DEPOT INC	MAINTENANCE SUBSCRIPTION	2830	4,100.00	4,100.00
94961	05/17/2023	01198 PACIFIC OFFICE AUTOMATION	ACCT#90261180 - ID#3868328 - OFFICE SUP	313074143001	76.85	76.85
94962	05/17/2023	04483 READY NORTHWEST LLC	COPIER LEASE ACCT# 1055811323	5024908762	255.00	255.00
94963	05/17/2023	00229 RICOH USA, INC.	EM CONSULTANT GRANT PROJECT	436	600.00	600.00
94964	05/17/2023	03548 RIVER CITY ENVIRONMENTAL INC	COPIER LEASE #1021276-3734774- 04/01-04/ CUST. # 4220490 - ADDITIONAL COPIES 04/0 CUST. # 4220490 - ADDITIONAL COPIES 04/0	5067243330 5067243086 5067242920	212.51 104.56 63.24	380.31
94965	05/17/2023	03394 TEAM ELECTRIC COMPANY	9514 SE 74TH & POT HOLING	321153179	1,459.00	1,459.00
94966	05/17/2023	00107 UNITED SITE SERVICES INC	POWER FOR PARK GATE CAMERA	26310	2,889.00	
94967	05/17/2023	00165 UNIVAR SOLUTIONS USA INC	CONDUIT RUN FOR HL 4 VFD	26371	243.00	3,132.00
			PORTABLE REST ROOMS	INV-01665673	46.45	
			PORTABLE REST ROOMS	INV-01665615	46.45	
			PORTABLE REST ROOMS	INV-01665622	46.45	
			PORTABLE REST ROOMS	INV-01663821	46.45	
			PORTABLE REST ROOMS	INV-01663617	46.45	232.25
			CALCIUM HYPOCHLORITE 3" TABS	51120156	2,725.60	2,725.60

Monthly Check History Listing
Clackamas River Water
5/1/2023 to 5/31/2023

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
94968	05/17/2023	02854 VERIZON WIRELESS	7089-00001 CELL PHONE CHARGES 04/02-05/0	9933849736	26.34	26.34
94969	05/17/2023	04485 W3GLOBAL	SERVICES OF TRAVIS ANDREWS	31212	3,600.00	
			SERVICES OF TRAVIS ANDREWS	31385	1,440.00	5,040.00
94970	05/17/2023	02247 WHA INSURANCE AGENCY INC	MERP ADMIN FEE APRIL 2023	05/17/23	50.00	50.00
94971	05/30/2023	00285 ARAMARK UNIFORM SERVICES INC	ACC. #934649000 - BUILDING MAINT. SUPPLI	5291238661	78.60	
			ACC. #934649000 - BUILDING MAINT. SUPPLI	5291234914	78.60	157.20
94972	05/30/2023	00283 AWWA	AWWA NW SHORT SCHOOL FOR TWO	AWWA NW SHORT	300.00	300.00
94973	05/30/2023	00304 CANTEL SWEEPING	MAY LOT SWEEPING SERVICES	e25577	260.00	
			MAY LOT SWEEPING SERVICES	E25578	200.00	
			MAY LOT SWEEPING SERVICES	e25579	183.00	643.00
94974	05/30/2023	00317 CDW GOVERNMENT INC.	COMPUTER PERIPHERALS	JP70133	610.88	610.88
94975	05/30/2023	00164 CENTURLINK	ACC# 503-723-6700 962 MAY 2023	5/16-6/16/23	89.65	89.65
94976	05/30/2023	00164 CENTURLINK	ACC# 77563747 - PHONE SERVICES	640408453	0.02	0.02
94977	05/30/2023	03635 CNA SURETY	OR STREET OPENING - CITY OF PORTLAND 07/	62817806- 2023	103.00	103.00
94978	05/30/2023	03472 CREATIVE FINANCIAL STAFFING	TEMP HR SERVICES: ALICIA COEN	123200227	1,947.90	1,947.90
94979	05/30/2023	03218 DIRECT TRANSPORT INC	DELIVERY OF BOARD PACKETS & BUDGET BINDE	304843	44.63	44.63
94980	05/30/2023	03775 FIELD INSTRUMENTS & CONTROLS	2 PH PROBES FOR ENDRESS + HAUSER SYSTEM	INV18540	1,239.58	1,239.58
94981	05/30/2023	00167 GRAINGER INC	2 PCS TRANSFER PUMP	9672076156	1,315.32	
			1/4 HP MOTOR	9654280065	207.13	
			ABSORB PADS FOR SHOP	9686317297	133.93	
			ANTI - SEIZE	9571734707	73.24	
			BATTERIES	9701085012	46.28	
			MINI-BULBS	9695672858	45.05	1,821.95
94982	05/30/2023	04180 MADRONE TECHNOLOGY GROUP INC.	DATA BACKUP MAINT SUB	2867	2,939.00	
			CONTRACT WORK	2836	1,320.00	
			CONTRACT WORK	2854	880.00	
			MAINTENANCE SUBSCRIPTION	2851	200.00	5,339.00

Monthly Check History Listing
Clackamas River Water
5/1/2023 to 5/31/2023

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
94983	05/30/2023	00138 MILWAUKIE, CITY OF	SERVICE TO CLEAN UP	INV00861	302.38	302.38
94984	05/30/2023	00306 OFFICE DEPOT INC	ACCT#90261180 - ID#38683228 - OFFICE SUP	313687459001	416.72	
			ACCT#90261180 - ID#38683228 - OFFICE SUP	313687749001	13.78	
			ACCT#90261180 - ID#38683228 - OFFICE SUP	31687752001	6.49	436.99
94985	05/30/2023	00373 OREGON AFSCME	UNION DUES	PR 05.19.23	1,124.79	1,124.79
94986	05/30/2023	03815 PETROCARD INC	15-100 WATER QUALITY, 2400 EQUIPMENT AND	C154141	1,005.27	1,005.27
94987	05/30/2023	00018 PITNEY BOWES GLOBAL FIN SVC LL	POSTAGE REFILL AND COVERAGE FEE	800-900-0718	1,510.00	1,510.00
94988	05/30/2023	02833 PROCOM TECHNOLOGIES, LLC	INSTALL TWO NEW DATA LINE AT WTP BUILDIN	25737	392.40	392.40
94989	05/30/2023	00151 PROVIDENCE OCCUPATIONAL HEALTH	MEDICAL EXAM	39028	200.00	200.00
94990	05/30/2023	04468 RA SERVICES LLC	BUILDING RESTROOMS	1636	3,005.00	3,005.00
94991	05/30/2023	03996 RH2 ENGINEERING INC	WTP STRUCTURAL & SEISMIC ASSESMENT	90888	496.10	496.10
94992	05/30/2023	00229 RICOH USA, INC.	COPIER LEASE #1021276-3734774- 05/12-06/	107227751	209.06	209.06
94993	05/30/2023	00229 RICOH USA, INC.	COPIER LEASE #1021276-3797919 05/10-06/	107240883	45.75	45.75
94994	05/30/2023	03548 RIVER CITY ENVIRONMENTAL INC	HYDRANT REPLACEMENT # 2204-0232	324380162	1,571.33	
			LAMPHIER LEAK #2204-0256	324741068	897.90	
			14950 SE 82ND DR.	325027850	897.90	3,367.13
94995	05/30/2023	02837 TAURUS POWER & CONTROLS INC	DRIVE FOR HIGH LIFT PUMP #4 ISSUES	13037	587.90	587.90
94996	05/30/2023	00282 TERMINIX INTERNATIONAL INC	9100 SE MANGAN DR- CUST.# 1703007	433605581	106.00	106.00
94997	05/30/2023	02854 VERIZON WIRELESS	ACC.#472115222-00001 CELL PHONE CHARGES	9934575163	1,559.84	
			ACC.#472115222-00002 CELL PHONE CHARGES	9934575164	426.58	1,986.42
94998	05/30/2023	04485 W3GLOBAL	SERVICES OF TRAVIS ANDREWS	31474	2,520.00	2,520.00
94999	05/30/2023	04485 W3GLOBAL	VOIDED	31164	2,340.00	2,340.00
95000	05/30/2023	04485 W3GLOBAL	SERVICES OF TRAVIS ANDREWS	31164	2,340.00	2,340.00

apbank Total: 434,246.46

Monthly Check History Listing

Clackamas River Water
5/1/2023 to 5/31/2023

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
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114 checks in this report

Total Checks: 434,246.46

CLACKAMAS RIVER WATER

Agenda Item – CA-2

REGULAR BOARD MEETING

June 8, 2023

SUBJECT **Cash Position and Transfers**

DRAFT MOTION	Move to approve the consent agenda
EFFECTIVE DATE	June 8, 2023

**PRINCIPAL STAFF
PERSON**

**BOARD ACTION
REQUESTED** Approve the consent agenda items.

**DOCUMENTS
ATTACHED** None

Agenda Summary

BACKGROUND Cash and Investment Position as of May 31, 2023, is:

	General Checking	LGIP	Total
Balance as of 4/30/2023	\$ 6,265,535	\$ 19,009,009	\$ 25,274,544
Cash receipts	1,202,917	62,573	1,265,490
Payroll	(263,878)		(263,878)
A/P checks	(434,246)		(434,246)
Bond and other electronic payments	-		-
Transfers between accounts	-		-
Balance as of 5/31/2023	<u>\$ 6,770,328</u>	<u>\$ 19,071,582</u>	<u>\$ 25,841,910</u>

CLACKAMAS RIVER WATER

Agenda Item CA- 3

REGULAR BOARD MEETING

June 8, 2023

SUBJECT Board to Consider Approval of Request to Vacate a Public Utility Easement at 16090 S. Sandalwood Rd, TL 22E26C 05700

DRAFT MOTION	I move to approve the vacation of the entire public utility easement at 16090 S. Sandalwood Rd, TL 22E26C 05700, and authorize the General Manager or his designee to confirm the District's action with the property owner.
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EFFECTIVE DATE	June 8, 2023
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PRINCIPAL STAFF PERSON Adam Bjornstedt, Chief Engineer

BOARD ACTION REQUESTED The Board is requested to approve the request to vacate the PUE at the subject property.

DOCUMENTS ATTACHED Exhibit A – Project Location
Exhibit B – Plat with PUE language highlighted

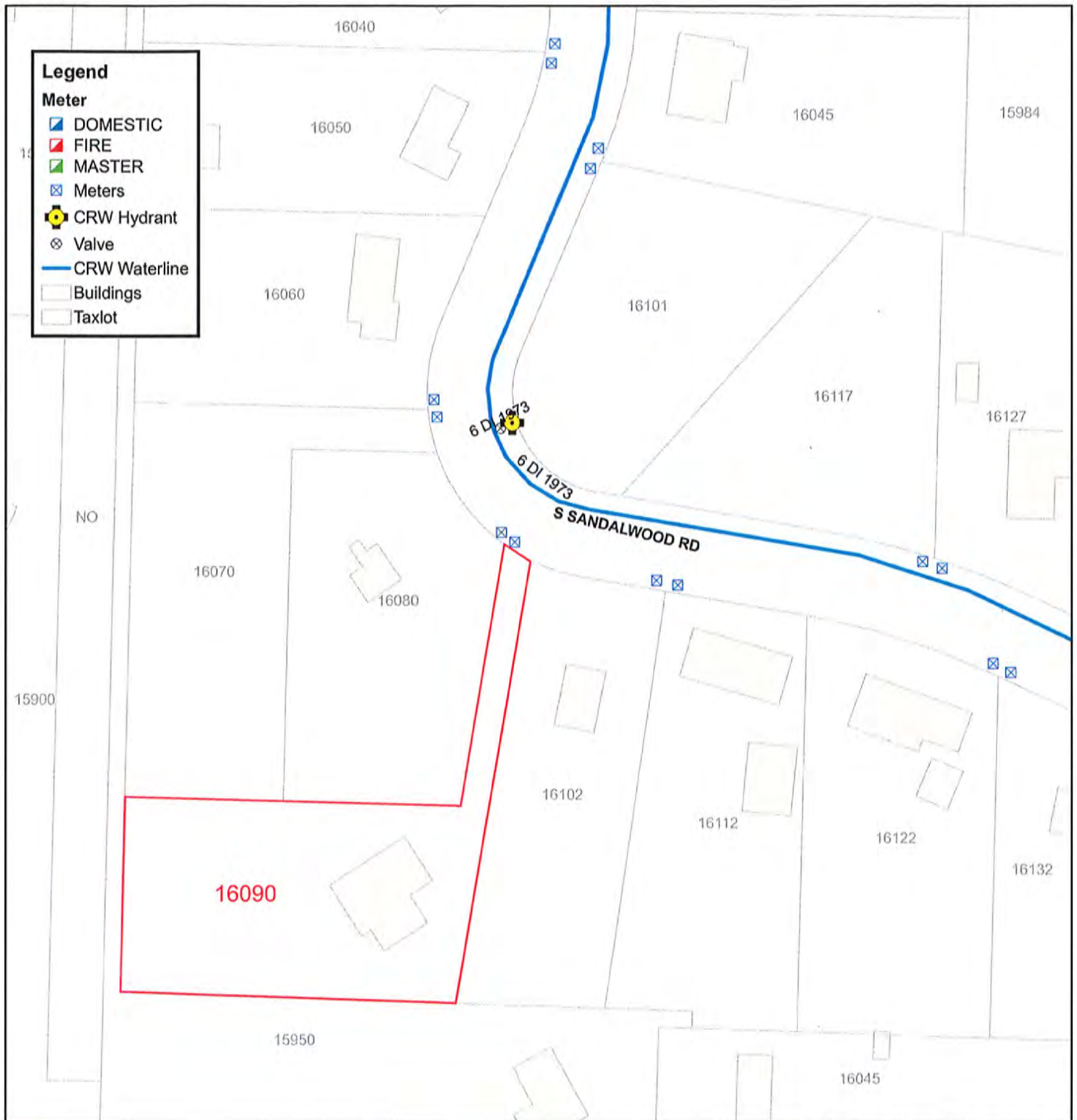
Agenda Summary

BACKGROUND & ANALYSIS The property owner at 16090 S. Sandalwood Rd, TL 22E26C 05700, has requested CRW to vacate a non-exclusive, general public utility easement (PUE) to accommodate a lot line adjustment for private development on this property. In 2018, the Board approved a resolution granting the General Manager the authority to approve PUE abandonments for properties not served/intended to be served by CRW and within city limits, however this property is a CRW customer outside city limits. It is common in some subdivisions to see language designating general PUE areas around the perimeter of a property- which is the case for the subject property.

CRW neither currently utilizes nor intends to utilize the PUE, and therefore it is recommended that the PUE be vacated. With Board approval, the General Manager (or designee) would communicate to the owner in writing of the District's decision to vacate any rights to the PUE.

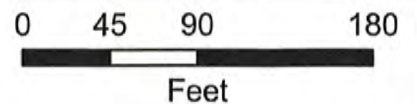
STAFF RECOMMENDATION Approve the request to vacate the public utility easement at 16090 S. Sandalwood Rd, TL 22E26C 05700.

Clackamas River Water - 16090 S Sandalwood Rd



Date: 12/28/2022
 Drawing Name: GIS-Development
 Drawing Location: I:\Documentation\Facility Data
 Drawing By: A. Steele

MAP FOR REFERENCE PURPOSES ONLY
 The information on this map is derived from Clackamas River Water's digital database. However, there may be map errors or omissions. Please contact Clackamas River Water directly to verify map information. Notification of any errors is appreciated.



CLACKAMAS RIVER WATER
 GEOGRAPHIC INFORMATION SYSTEM

16710 SE 82nd Drive - Clackamas, Oregon
 503-721-9220 - www.crwwater.com

HOLCOMB CREEK ESTATES NO. 2

IN THE S.W. 1/4 OF SECTION 26 & THE S.E. 1/4 OF SECTION 27
T.2S., R.2E., W.M.
CLACKAMAS COUNTY, OREGON

SCALE 1" = 100'

FEBRUARY, 1974
TRACT "B"

CURVE DATA			CURVE DATA		
NO.	LENGTH	DELTA	NO.	LENGTH	DELTA
1	226.07	184.83	22	245.78	173.25
2	226.07	21.27	23	245.78	187.12
3	430.00	70.35	24	245.78	205.86
4	430.00	67.84	25	245.78	228.21
5	140.00	88.04	26	245.78	254.26
6	140.00	88.97	27	245.78	284.01
7	140.00	90.18	28	245.78	317.04
8	140.00	91.48	29	245.78	353.34
9	140.00	92.81	30	245.78	392.91
10	140.00	94.16	31	245.78	435.74
11	140.00	95.54	32	245.78	481.84
12	140.00	96.95	33	245.78	531.21
13	140.00	98.39	34	245.78	583.84
14	140.00	99.86	35	245.78	639.74
15	140.00	101.36	36	245.78	698.84
16	140.00	102.88	37	245.78	761.14
17	140.00	104.42	38	245.78	826.64
18	140.00	105.98	39	245.78	895.34
19	140.00	107.56	40	245.78	967.24
20	140.00	109.16	41	245.78	1042.34
21	140.00	110.78	42	245.78	1120.64
22	140.00	112.41	43	245.78	1202.14
23	140.00	114.06	44	245.78	1286.84
24	140.00	115.73	45	245.78	1374.74
25	140.00	117.41	46	245.78	1465.84
26	140.00	119.11	47	245.78	1560.14
27	140.00	120.82	48	245.78	1657.64
28	140.00	122.55	49	245.78	1758.34
29	140.00	124.29	50	245.78	1862.24
30	140.00	126.04	51	245.78	1969.34
31	140.00	127.81	52	245.78	2079.64
32	140.00	129.59	53	245.78	2193.14
33	140.00	131.39	54	245.78	2309.84
34	140.00	133.20	55	245.78	2429.74
35	140.00	135.02	56	245.78	2552.84
36	140.00	136.85	57	245.78	2679.14
37	140.00	138.69	58	245.78	2808.64
38	140.00	140.54	59	245.78	2941.34
39	140.00	142.40	60	245.78	3077.24
40	140.00	144.27	61	245.78	3216.34
41	140.00	146.15	62	245.78	3358.64
42	140.00	148.04	63	245.78	3504.14
43	140.00	149.94	64	245.78	3652.84
44	140.00	151.85	65	245.78	3804.74
45	140.00	153.77	66	245.78	3959.84
46	140.00	155.70	67	245.78	4118.14
47	140.00	157.64	68	245.78	4279.64
48	140.00	159.59	69	245.78	4444.34
49	140.00	161.55	70	245.78	4612.24
50	140.00	163.52	71	245.78	4783.34
51	140.00	165.50	72	245.78	4957.64
52	140.00	167.49	73	245.78	5135.14
53	140.00	169.49	74	245.78	5315.84
54	140.00	171.50	75	245.78	5500.74
55	140.00	173.52	76	245.78	5689.84
56	140.00	175.55	77	245.78	5883.14
57	140.00	177.59	78	245.78	6080.64
58	140.00	179.64	79	245.78	6282.34
59	140.00	181.70	80	245.78	6488.24
60	140.00	183.77	81	245.78	6698.34
61	140.00	185.85	82	245.78	6912.64
62	140.00	187.94	83	245.78	7131.14
63	140.00	190.04	84	245.78	7353.84
64	140.00	192.15	85	245.78	7580.74
65	140.00	194.27	86	245.78	7811.84
66	140.00	196.40	87	245.78	8047.14
67	140.00	198.54	88	245.78	8286.64
68	140.00	200.69	89	245.78	8530.34
69	140.00	202.85	90	245.78	8778.24
70	140.00	205.02	91	245.78	9030.34
71	140.00	207.20	92	245.78	9286.64
72	140.00	209.39	93	245.78	9547.14
73	140.00	211.59	94	245.78	9811.84
74	140.00	213.80	95	245.78	10080.74
75	140.00	216.02	96	245.78	10353.84
76	140.00	218.25	97	245.78	10631.14
77	140.00	220.49	98	245.78	10912.64
78	140.00	222.74	99	245.78	11198.34
79	140.00	225.00	100	245.78	11488.24



CERTIFICATE

I, THOMAS L. THE, BEING FIRST JUDY SHERMAN, SAY THAT "HOLCOMB CREEK ESTATES NO. 2" WAS CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS AS REPRESENTED IN THE ANNEXED MAP, AND AT THE INITIAL POINT OF SAID SURVEY A 2 INCH DIAMETER GALVANIZED IRON ROD WAS FOUND AND ACCEPTED AT THE INITIAL POINT OF "HOLCOMB CREEK ESTATES" A FULLY RECORDED SUBDIVISION, SAID INITIAL POINT BEING LOCATED S 89°34' E, 12.00 FEET AND NORTH, 476.68 FEET FROM A POINT AT THE SOUTHWEST CORNER OF THE A.B. HOLCOMB D.L.C. No. 45, THENCE FROM SAID INITIAL POINT EAST, 225.64 FEET; THENCE N 16°23'30" W, 100.49 FEET; THENCE N 12°57'42" E, 182.95 FEET; THENCE N 16°45'59" W, 115.07 FEET; THENCE S 87°50'28" E, 607.28 FEET; THENCE SOUTH, 670.00 FEET; THENCE EAST, 64.00 FEET; THENCE SOUTH 140.40 FEET TO A POINT ON THE SOUTH LINE OF THE A.B. HOLCOMB D.L.C. No. 45, THENCE N 89°35'24" W, 832.98 FEET TRACING SAID D.L.C. LINE; THENCE SOUTHWEST TO SAID D.L.C. LINE, 12.00 FEET; THENCE N 89°35'24" W, AND PARALLEL TO SAID D.L.C. LINE, 400.00 FEET TO A POINT WHICH IS LOCATED 12.00 FEET EAST OF THE WEST LINE OF THE SAID A.B. HOLCOMB D.L.C. AS AB; THENCE NORTH AND PARALLEL TO SAID D.L.C. LINE, 944.00 FEET TO THE INITIAL POINT.

SUBSCRIBED AND SWORN to before me on this 12th day of April, 1974.
 My Commission Expires _____



THIS IS AN EXACT DUPLICATE OF THE ORIGINAL PLAT OF "HOLCOMB CREEK ESTATES NO. 2"

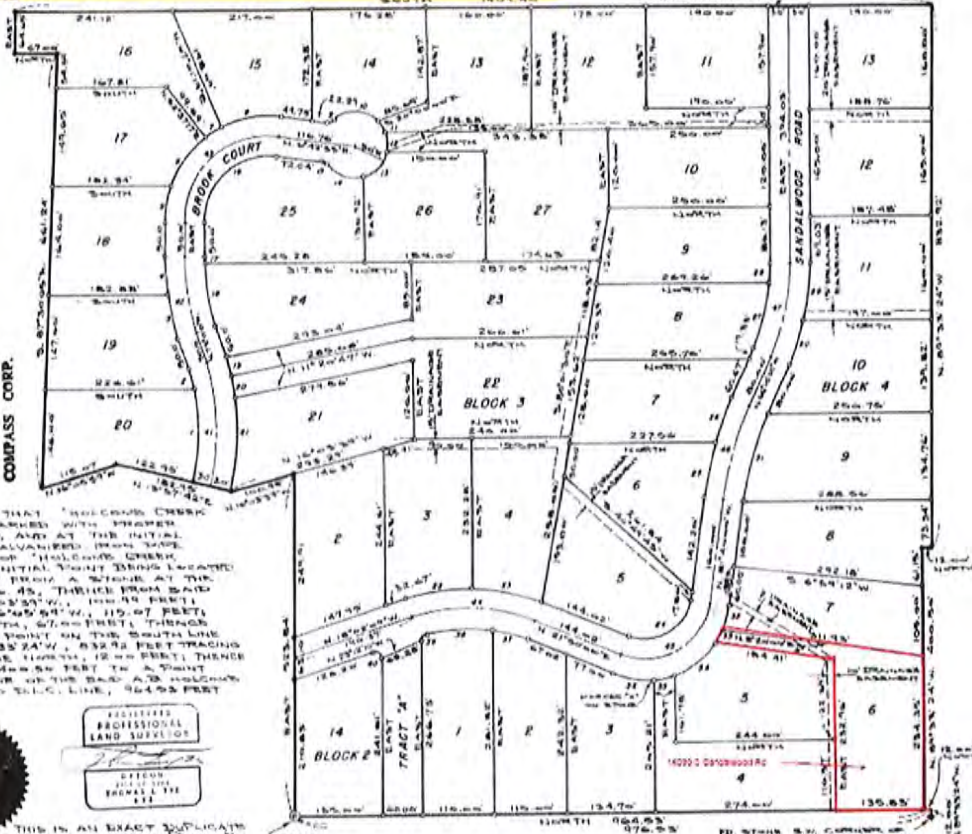


EXHIBIT B

held just as part of this Board meeting. Testimony provided during the public hearing shall be considered by the Board as part of this action item.

The approved budget may be amended by the Board prior to adoption. However, the amount of the estimated expenditures for each fund in approved budget may not be increased by more than \$10,000 or 10 percent of the estimated expenditures, whichever is greater.

Staff is recommending adoption of the BN 2023-2025 budget as approved by the budget committee on April 27, 2023.

**STAFF
RECOMMENDATION**

Staff recommends approval of Resolution No. 14-2023, adopting the budget and making appropriations for the 2023-2025 biennium.

CLACKAMAS RIVER WATER

RESOLUTION No. 14-2023

A RESOLUTION FOR ADOPTING THE BUDGET AND MAKING APPROPRIATIONS FOR CLACKAMAS RIVER WATER FOR THE 2023-2025 BIENNIUM

WHEREAS, pursuant to the requirements of ORS Chapter 294, the Board of Commissioners for Clackamas River Water is required to adopt the budget and make appropriations for the District for the 2023-2025 biennial period; and,

WHEREAS, on April 27, 2023, following public notice and meetings thereon, the duly appointed and authorized Budget Committee approved the biennial budget proposed for the 2023-2025 period, on file at the District office, and recommended adoption by the Board of Commissioners; and,

WHEREAS on April 27, 2023, Clackamas River Water has the authority to levy taxes and that the Budget Committee declared No Tax Levy be imposed on the ratepayers of Clackamas River Water for the 2023-2025 period; and,

WHEREAS, on June 8, 2023 the Board of Commissioners held the Budget Hearing following public notice thereon as required by ORS 294.453.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CLACKAMAS RIVER WATER THAT:

Section 1: The Board of Commissioners of Clackamas River Water hereby adopts the biennial budget as approved by the Budget Committee for BN 2023-2025 in the total sum of \$70,410,300 now on file at the district office as required by ORS 294.556.

Section 2: That the amounts for the biennium beginning July 1, 2023, and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND	
Appropriations:	
Personnel Services	\$ 13,910,000
Materials & Services	11,389,000
Capital Outlay	2,279,500
Interfund Transfers	6,475,300
Operating Contingency	<u>1,000,000</u>
Appropriation Total (General Fund)	\$ 35,053,800

(Continued on next page)

CAPITAL RESERVE FUND
Interfund Transfers Appropriation \$ 8,940,000

CAPITAL IMPROVEMENT PROJECTS FUND
Capital Outlay Appropriation \$ 9,940,000

REVENUE BOND FUND
Debt Service Appropriation \$ 2,475,300

SYSTEM DEVELOPMENT CHARGES RESERVE FUND
Interfund Transfers Appropriation \$ 1,000,000

TOTAL APPROPRIATIONS: \$ 57,409,100
Unappropriated Ending Fund and Reserved for
Future Expenditures \$ 13,001,200
Total Budget \$ 70,410,300

Section 3: The General Manager or his designee shall file with Clackamas County and Oregon Department of Revenue information as required by ORS 294.458.

This resolution shall be deemed effective upon adoption. This resolution ADOPTED by the Clackamas River Water Board of Commissioners on this 8th day of June 2023.

Sheryl French, Board President

Naomi Angier, Board Secretary

EXHIBIT B
GENERAL FUND DETAILED REQUIREMENTS
LB-31

4/26/2023

HISTORICAL DATA (Biennial)			Description of Resources and Requirements	BIENNIAL BUDGET FOR 2023-2025		
BN 17-19 ACTUAL	BN 19-21 ACTUAL	BN 21-23 BUDGET		PROPOSED BUDGET	INCREASE (DECREASE)	PERCENT CHANGE
Personnel Services:						
\$ 5,842,559	\$ 6,429,270	\$7,496,200	Salaries	\$8,513,000	\$ 1,016,800	13.56%
3,213,319	3,553,789	4,577,100	Benefits and taxes	5,397,000	819,899	17.91%
\$ 9,055,877	\$ 9,983,059	\$ 12,073,300	PERSONNEL SERVICES TOTAL	\$ 13,910,000	\$ 1,836,699	15.21%
Materials & Services:						
334,585	448,792	478,800	Customer Services	590,200	111,400	23.27%
705,165	764,518	972,100	Equipment	1,077,650	105,550	10.86%
481,805	702,110	797,000	Facilities & Security	1,068,400	271,400	34.05%
750,446	893,632	1,046,900	General Administration	1,134,000	87,100	8.32%
355,866	347,880	423,000	Materials	465,900	42,900	10.14%
105,989	100,294	171,700	Office	182,300	10,600	6.17%
157,529	142,608	350,600	Other Support Costs	393,200	42,600	12.15%
(970,198)	(400,050)	(643,700)	Overhead Reimbursement (CIP Fund)	(704,000)	(60,300)	9.37%
1,258,020	1,675,274	1,821,600	Professional & Contracted Services	2,030,400	208,800	11.46%
1,451,296	1,557,595	1,857,400	Utilities	2,286,100	428,700	23.08%
2,077,680	2,244,328	2,215,300	Water Purchases & Treatment	2,864,850	649,550	29.32%
6,708,182	8,476,982	9,490,700	MATERIALS & SERVICES TOTAL	11,389,000	1,898,300	20.00%
Capital Outlay:						
143,272	240,109	-	Land	100,000	100,000	N/A
300,582	91,809	950,000	Improvements	1,069,500	119,500	12.58%
153,825	182,255	288,500	Vehicles	191,000	(97,500)	-33.80%
506,550	538,294	328,000	General Equipment & Tools	260,000	(68,000)	-20.73%
57,989	-	-	Laboratory Equipment	-	-	N/A
42,148	149,077	82,800	Computer Equipment	299,000	216,200	261.11%
42,982	106,200	150,000	Other	320,000	170,000	113.33%
1,247,347	1,307,744	1,799,300	CAPITAL OUTLAY TOTAL	2,239,500	440,200	24.47%
17,011,406	19,767,784	23,363,300	DEPARTMENT TOTALS	27,538,500	4,175,200	17.87%
Transfers & Contingency:						
3,385,750	3,390,675	2,477,000	To Revenue Bond Fund	2,475,300	(1,700)	-0.07%
-	-	-	To CRWSC Activity Fund	-	-	N/A
4,000,000	4,000,000	4,000,000	To Capital Reserve Fund	4,000,000	-	0.00%
-	-	1,000,000	General Operating Contingency	1,000,000	-	0.00%
7,385,750	7,390,675	7,477,000	TRANSFERS & CONTINGENCY TOTAL	7,475,300	(1,700)	-0.02%
7,735,747	8,922,471	4,437,200	UNAPPROPRIATED FUND BALANCE	4,778,950	341,750	7.70%
\$ 32,132,903	\$ 36,080,930	\$ 35,277,500	TOTAL GENERAL FUND BUDGET	\$ 39,792,750	\$ 4,515,251	12.80%

EXHIBIT C

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Clackamas River Water Board of Commissioners will be held on June 8, 2023 at 6:00 pm. The purpose of this meeting is to discuss the budget for the biennium beginning July 1, 2023 as approved by the Clackamas River Water Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected online at WWW.CR WATER.COM. This budget is for a biennial budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Todd Heidgerken

Telephone: (503) 722-9220

Email: theidgerken@crwater.com

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget
	Prior Biennium 2019- 2021	This Biennium 2021 - 2023	Next Biennium 2023 - 2025
Beginning Fund Balance/Net Working Capital	20,415,825	19,213,000	21,372,000
Interfund Transfers / Internal Service Reimbursements	15,080,685	14,614,000	16,415,300
All Other Resources Except Current Year Property Taxes	30,380,650	30,052,000	32,623,000
Total Resources	65,877,160	63,879,000	70,410,300

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	10,699,268	12,209,300	13,910,000
Materials and Services	8,118,480	9,583,300	11,389,000
Capital Outlay	7,178,689	8,087,300	12,219,500
Debt Service	3,390,675	2,477,000	2,475,300
Interfund Transfers	15,080,685	14,614,000	16,415,300
Contingencies	0	1,000,000	1,000,000
Unappropriated Ending Balance and Reserved for Future Expenditure	21,409,363	15,908,100	13,001,200
Total Requirements	65,877,160	63,879,000	70,410,300

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program FTE for that unit or program			
Administration Department	4,713,240	4,922,800	5,893,450
FTE	5.8	6.8	7.8
Water Resources Department	6,617,113	7,962,400	9,549,300
FTE	10.0	11.0	11.0
System Operations Department	5,673,730	7,354,900	8,387,900
FTE	18.0	18.0	19.0
Engineering Department	0	0	0
FTE	0.0	0.0	0.0
Finance, Accounting and Customer Services Department	2,775,222	3,123,200	3,761,850
FTE	8.0	8.0	8.0
CRWSC Activity Fund	200,769	228,600	0
FTE	0.0	0.0	0.0
Not Allocated to Organizational Unit or Program	45,897,086	40,287,100	42,817,800
FTE	0.0	0.0	0.0
Total Requirements	65,877,160	63,879,000	70,410,300
Total FTE	41.8	43.8	45.8

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The total 2023-2025 biennial budget is up by 10.2%, or \$6,531,300, over the 2021-2023 adopted biennial budget.

Resources: The District's beginning fund balance increased by \$2,159,000, or 11.2% from the 2021-2023 biennium. Interfund transfers increased by 12.3%, or \$1,801,300 over the 2021-23 adopted budget. The increase is due to the increase in transfers to the Capital Reserve Fund offset by the elimination of transfers related to the CRWSC activity fund. Other resources increased by 8.6% also due to the resources related to the closing of the CRWSC fund. This budget includes the 6.0% rate increase in September 2023 and anticipates a rate hearing in 2024.

Requirements: Personnel services increased 13.9% or \$1,700,700. Materials and Services increased 18.8% or \$1,805,700.

FTE's: The total FTE's increased by 2 from the 2021-2023 biennium. An Administrative Coordinator and a Water Works Mechanic was added to the FY2023-25 budget.

Materials & Services: Increase is mainly related to cost increases in water purchases and chemicals, increases for utilities, and improvements to facilities and security.

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding	Estimated Debt Authorized, But
	on July 1.	Not Incurred on July 1
Other Bonds	\$17,360,000	\$22,640,000
Total	\$17,360,000	\$22,640,000

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

June 8, 2023

SUBJECT Consider Approval of Resolution No. 15-2023 Approve Utility Billing Bad Debt Write-off for FY 2022-23, Uncollectible Water Bills

DRAFT MOTION	Move to approve Resolution No. 15-2023 Bad Debt Write-off for FY 2022-23, Uncollected Water Bills.
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EFFECTIVE DATE	June 30, 2023
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PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager

BOARD ACTION REQUESTED Consider Resolution No. 15-2023 to write off uncollectible bad debt on utility billing (UB) accounts.

DOCUMENTS ATTACHED Exhibit A - Resolution No. 15-2023 with Bad Debt List Attachment

Agenda Summary

BACKGROUND CRW Board Policies - Section 3.9 Audit

At the end of each fiscal year, in preparation for the annual audit, staff has the opportunity to recognize those receivables that are “doubtful” and should be removed from the balance sheet.

The process for UB accounts with bad debts:

- Account is closed, final bill is sent.
- Based on the due date in the intent to collect letter, the account is turned over to the collection company including all pertinent information on the customer in the CRW files. If CRW receives additional information, it is forwarded to the collection company.
- CRW has used Professional Credit Services for collections on bad debt accounts since October 1, 2012.
- By law, CRW is not allowed to turn over or pursue bankruptcy accounts outside of the formal bankruptcy process. There is one (1) account in bankruptcy for bad debt write-off for FY 2022-23.

Bad debts are divided into three types or groups: bankrupt, commercial/industrial, and residential. Commercial accounts are business accounts, while residential accounts are homeowner, renter or landlord accounts. CRW does not pursue collection on an old bill from a new

owner, landlord or renter even if the water service was shut off for non-payment. The water usage follows the former owner or tenant.

This year, staff is recommending \$22,669.01 of write offs on 68 utility billing accounts. CRW customer accounting staff works diligently to pursue collection on outstanding utility accounts. All accounts greater than \$10 have been turned over to collections.

The percentage of bad debts for write off is just over 0.15% of total retail water sales of nearly \$15,000,000 for the FY 22 period.

Accounts in the bad debt write off (accounts closed prior to or on 06/30/2022) include:

- Bankruptcy – 1 account for \$ 661.26
- Commercial/industrial – 6 accounts for \$ 2,213.16
- Residential – 61 accounts for \$ 19,794.59

Although the number of accounts is comparable to last year, the amount of this year's bad debt write off is much higher than previous years. A primary factor for this is that we have accounts that had incurred much higher balances when shut offs were suspended during the COVID pandemic. Prior to this year, the highest bad debt write-off amount was \$17, 088.

Collection on CRW utility billing accounts remains high through repeated notices requesting payment, direct phone calls, and tracking customers within district boundaries. CRW will continue to pursue collections, and work with a collection agency that works on behalf of CRW even though accounts have been written off.

CLACKAMAS RIVER WATER

EXHIBIT A

RESOLUTION No. 15-2023

BAD DEBT WRITE-OFF FOR FY 2022-2023
UNCOLLECTABLE WATER BILLS

WHEREAS, each year those water customer final billings, for which collection efforts have been unsuccessful, are identified and prepared for Board consideration (see attached list); and,

WHEREAS, it is essential for audit purposes to clear old accounts;

NOW, THEREFORE, BE IT RESOLVED, by the Clackamas River Water Board of Commissioners to write-off an amount not to exceed \$22,669.01 for fiscal year 2022-23 as bad debts.

ADOPTED by the Clackamas River Water Board of Commissioners on this 8th day of June 2023.

Sheryl French, Board President

Naomi Angier, Board Secretary

Account #	Account Type	Account Status	Address	Account balance due	Closed Date
015646-04	Fire Service	Collections	15484 SE PIAZZA AVE	\$1,307.14	7/25/2021
006500-04	Commercial	Collections	15484 SE PIAZZA AVE	\$425.71	8/10/2021
011225-01	Commercial	Idle	8315 SE SUNNYSIDE RD	\$181.03	10/9/2020
032402-00	Commercial	Meter Pulled	15610 SE 135TH AVE	\$37.95	6/21/2022
006462-06	Industrial	Closed	13499 SE HIGHWAY 212	\$261.33	1/19/2022
			Commercial Total	\$2,213.16	
009567-11	Residential North	Bankrupt	8189 SE CLACKAMAS RD	\$661.26	1/13/2022
			Residential North Total (Bankrupt)	\$661.26	
013411-04	Residential North	Annexed Milwaukie	5911 SE WILLOW ST	\$39.19	1/31/2022
012820-07	Residential North	Closed	6284 SE ALDER PL	\$135.33	4/25/2022
006529-03	Residential North	Closed	9826 SE CLACKAMAS RD	\$145.06	6/23/2022
009170-02	Residential North	Closed	6694 SE MOLT ST	\$34.87	6/1/2022
027821-08	Residential North	Closed	7670 SE MCBRIDE ST	\$516.23	8/10/2021
028300-02	Residential North	Closed	9595 SE LINWOOD AVE	\$216.05	8/2/2021
030750-06	Residential North	Closed	7401 SE LAMPHIER ST	\$169.78	7/31/2021
030932-08	Residential North	Closed	7611 SE JOHNSON CREEK BLVD	\$300.32	10/13/2021
006334-09	Residential North	Collections	16760 SE ROBERT AVE	\$226.54	3/9/2022
007067-05	Residential North	Collections	17135 HANNEMAN CT	\$96.60	1/23/2022
007195-06	Residential North	Collections	8611 SE STRAWBERRY LN	\$112.90	4/11/2022
007364-03	Residential North	Collections	7856 SE JENNINGS AVE	\$364.46	10/13/2021
007717-07	Residential North	Collections	15540 SE KASLIN CT	\$54.09	7/12/2021
008407-13	Residential North	Collections	16044 SE LARK AVE	\$272.58	3/16/2022
009272-07	Residential North	Collections	7969 SE BRENTWOOD CT	\$391.49	11/18/2021
009702-05	Residential North	Collections	7373 SE CLACKAMAS RD	\$221.74	5/5/2022
011696-02	Residential North	Collections	7611 SE HARMONY RD	\$252.82	12/16/2021
012481-08	Residential North	Collections	10005 SE 70TH AVE	\$85.94	5/20/2022
012920-10	Residential North	Collections	6701 SE HALE ST	\$124.86	6/9/2022
013687-09	Residential North	Collections	8687 SE 57TH AVE	\$525.43	11/12/2021
014567-02	Residential North	Collections	7606 SE LAMPHIER ST	\$1,152.18	12/16/2021
014873-04	Residential North	Collections	8539 SE GRAY ST	\$405.56	12/16/2021
015402-03	Residential North	Collections	7733 SE CLACKAMAS ST	\$145.24	12/22/2021
017192-08	Residential North	Collections	8221 SE GRAY ST	\$446.31	10/13/2021
017889-09	Residential North	Collections	10900 SE CEDAR RIDGE CT	\$284.67	7/2/2021
018255-02	Residential North	Collections	7117 SE PAMRICK LN	\$53.32	7/16/2021
018358-04	Residential North	Collections	7920 SE KING RD	\$103.94	8/25/2021
018419-02	Residential North	Collections	8615 SE ROOTS RD	\$715.22	7/26/2021
018456-08	Residential North	Collections	13022 SE KUEHN RD	\$435.97	12/25/2021
019010-15	Residential North	Collections	6440 SE LAURA ST	\$144.08	7/7/2021
020626-12	Residential North	Collections	8855 SE FULLER LN	\$403.12	12/16/2021
020659-18	Residential North	Collections	7218 SE ELDORADO CT	\$257.56	12/2/2021
021446-02	Residential North	Collections	15360 SE 94TH AVE	\$275.92	1/5/2022
022000-08	Residential North	Collections	7141 SE MABEL AVE	\$182.74	3/17/2022
025000-09	Residential North	Collections	7412 SE MICHAEL DR	\$192.02	6/25/2022
025862-06	Residential North	Collections	8910 SE 72ND AVE	\$600.09	9/20/2021
026078-06	Residential North	Collections	9941 SE CITADEL ST	\$196.48	12/16/2021
027427-07	Residential North	Collections	7212 SE MABEL AVE	\$909.78	7/20/2021
027830-18	Residential North	Collections	6460 SE LAURA AVE	\$169.96	1/25/2022
028792-04	Residential North	Collections	7622 SE THOMPSON CT	\$454.20	10/16/2021
029095-07	Residential North	Collections	14819 SE PRIMROSE AVE	\$72.49	12/28/2021
029342-08	Residential North	Collections	8411 SE HINKLEY AVE	\$552.77	7/7/2021
029654-01	Residential North	Collections	6830 SE BREHAUT ST	\$125.89	6/25/2022
029701-00	Residential North	Collections	8415 SE HINKLEY AVE	\$79.45	5/4/2022
030835-05	Residential North	Collections	9708 SE 75TH AVE	\$131.41	10/31/2021
031125-09	Residential North	Collections	7867 SE OVERLAND ST	\$31.96	3/17/2022
031288-09	Residential North	Collections	17123 SE 82ND DR	\$113.16	6/1/2022
031595-00	Residential North	Collections	5756 SE THIESSEN RD	\$123.32	8/25/2021
032048-01	Residential North	Collections	9906 SE 70TH AVE	\$74.14	4/11/2022
032385-01	Residential North	Collections	6460 SE OVERLAND ST	\$471.38	2/9/2022
			Residential North Total	\$13,590.61	
021090-10	Residential South	Closed	11442 S SOUTH END CT	\$97.48	11/18/2021
001256-07	Residential South	Collections	15715 S HATTAN RD	\$64.82	4/25/2022
001685-08	Residential South	Collections	17921 S DICK DR	\$54.00	7/27/2021
003274-14	Residential South	Collections	22035 S DANS AVE	\$361.88	6/1/2022
003689-08	Residential South	Collections	18354 S HOLLY LN	\$222.83	8/20/2021
003832-06	Residential South	Collections	21071 S WILSON CT	\$121.26	5/31/2022
004850-07	Residential South	Collections	18747 S TERRY MICHAEL DR	\$138.06	1/14/2022
006042-07	Residential South	Collections	15405 S LAMMER RD	\$274.64	3/4/2022
019250-00	Residential South	Collections	16472 S ARROWHEAD DR	\$4,331.28	12/8/2020
024497-02	Residential South	Collections	16631 S RACHEL CT	\$176.11	10/5/2021
025485-07	Residential South	Collections	10901 S FOREST RIDGE RD	\$237.84	6/2/2022
030633-05	Residential South	Collections	20669 S MONPANO OVERLOOK DR	\$123.78	3/1/2022
			Residential South Total	\$6,203.98	
			Grand Total	\$22,669.01	

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

June 8, 2023

SUBJECT Management Report

PRINCIPAL STAFF PERSON Todd Heidgerken

DOCUMENTS ATTACHED

Table of Contents

The Management Report will have two sections: (A) an overview of GM and Staff activity during the month; (B) informational articles (when available)

- A. Management Report
- B. Informational articles or Materials- None at this time

5. **Emergency Management Update:** CRW is finalizing revisions on our Natural Hazard Mitigation Plan, which qualifies CRW for FEMA grants, which we have received two of. Coordination with Clackamas County is underway for this project.
6. **Safety Update:** Respiratory protection training is coming for Water Resources and System Operations staff. As soon as the equipment arrives, the training will be scheduled. Hearing protection measurements will be conducted over the summer for Water Resources and SysOps Departments. Updating chemical signs in the Water Treatment Plant for our large volume chemical storage is also being completed. These updates will be in time for June's training that will focus on Chemical Labeling and Risk Communications. We will be doing the online course and having a 15-minute CRW specific training at the June 8 All Staff meeting.
7. **Security Update:** First stage of security improvements, analog lock/key replacements are pushed back into July/August due to supply chain issues. After the lock updates, digital card readers will be converted to a new platform, new badges issued, intercoms at WTP upgraded, expanded electronic badge/cameras to pump stations/reservoirs. The Riverside Park resource officer has begun summer patrols.
8. **Looking Ahead:**
 - CRW Offices are closed Monday, June 19 to Observe the Juneteenth Holiday
 - The agenda setting meeting for the July Board meeting will be held on Thursday, June 29 at 9am
 - The CRW Regular July Board Meeting will be held on Thursday, July 20 at 6pm

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

June 8, 2023

SUBJECT Commissioner Reports and Reimbursement Requests

DRAFT MOTION NO MOTION REQUIRED

EFFECTIVE DATE

PRINCIPAL STAFF PERSON Board of Commissioners

BOARD ACTION REQUESTED Commissioner Communications

DOCUMENTS ATTACHED Commissioner Reimbursement Requests

Agenda Summary

BACKGROUND

POSTED
4/12/2023

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month March 2023 Commissioner's Name Naomi Angier Please Print

Date	Meetings	Amount
	CRW Regular Board Meeting -	\$ 50.00
	CRW Work Session	\$
	Miscellaneous Meeting	\$
		\$
		\$
		\$

Total \$ 50.00

Date	Meals	Amount
		\$
		\$
		\$
		\$
		\$

Total \$ _____

Date	Mileage *	Amount
		\$
		\$
		\$
		\$
		\$

Total \$ _____

Date	Motel/Hotel Lodging **	Amount
		\$
		\$
		\$
		\$

Total \$ _____

Date	Miscellaneous ***	Amount
		\$
		\$
		\$

Total \$ _____

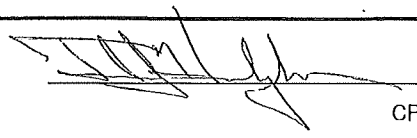
- * Mileage \$ _____ per mile
- ** Lodging bills must be attached in support of reimbursement request
- *** Miscellaneous expenses to be supported with bills where possible

Total Expenses \$ _____
Adjustments \$ _____
Amount Due Commissioners \$ 50.00

I hereby certify under penalties of perjury and other laws regarding falsification of records and/or official misconduct, the above request for reimbursement to be accurate and complete and further certify that I am authorized to receive reimbursement as part of my authorized duties as a CRW commissioner.

Respectfully submitted _____ Commissioner's Signature

For Accounting:		
Payroll: Taxable \$ _____	Non-Taxable \$ _____	entered P/R _____
Accounts Payable: VENDOR # _____	ACCT# <u>01.601.5730</u>	AMOUNT \$ _____ Entered AVP _____
Board: Reimbursement as of _____		

 4-11-2023
 CFO Date

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month May 2023

Commissioner's Name: Sherry French Please Print

Date	Meetings	Amount
	CRW Regular Board Meeting -	\$ 50
	CRW Work Session	\$
	Miscellaneous Meeting <u>C4 5/4/23</u>	\$ 50
	<u>Oak Lodge 5/10/23</u>	\$ 50
	<u>5/24 Oak Lodge - MPAC</u>	\$ 50
	<u>5/25 Agenda</u>	\$ 50

Total \$ 250

Date	Meals	Amount
		\$
		\$
		\$
		\$

Total \$ _____

Date	Mileage *	Amount
		\$
		\$
		\$
		\$
		\$

Total \$ _____

Date	Motel/Hotel Lodging **	Amount
		\$
		\$
		\$
		\$

Total \$ _____

Date	Miscellaneous ***	Amount
		\$
		\$
		\$

Total \$ _____


- * Mileage \$ _____ per mile
- ** Lodging bills must be attached in support of reimbursement request
- *** Miscellaneous expenses to be supported with bills where possible

Total Expenses \$ _____
Adjustments \$ _____
Amount Due Commissioners \$ 250

I hereby certify under penalties of perjury and other laws regarding falsification of records and/or official misconduct, the above request for reimbursement to be accurate and complete and further certify that I am authorized to receive reimbursement as part of my authorized duties as a CRW commissioner.

Respectfully submitted Sherry French
 Commissioner's Signature

For Accounting:			
Payroll: Taxable \$ _____	Non-Taxable \$ _____	entered P/R _____	
Accounts Payable: VENDOR # _____	ACCT# <u>01.601.5730</u>	AMOUNT \$ _____	Entered A/P _____
Board: Reimbursement as of _____			


 CFO Date 5-25-2023

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

June 8, 2023

SUBJECT Election of Board Officers

DRAFT MOTION	Move to nominate _____ for Board President
	Move to nominate _____ for Board Secretary
	Move to nominate _____ for Board Treasurer
EFFECTIVE DATE	July 1, 2023

PRINCIPAL STAFF PERSON CRW Board

Agenda Summary

BACKGROUND

Section 2.2 of the CRW Board policies provides that in the event that there will be no change in the Board’s membership on July 1 of a given year, the Board may, at its discretion, elect officers during a regular meeting in June of that year. The terms would be effective at the beginning of the first meeting in July. The officers of the Board are President, Secretary and Treasurer. Duties for each of these positions are described in Sections 2.3, 2.4, and 2.5 of the board policies.

Commissioners are nominated and elected to these positions by motion. Currently, for Fiscal Year 2022-2023, the officers are:

- Sherry French, President
- Naomi Angier, Secretary
- Tessah Danel, Treasurer

The board will elect officers for each position

OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Adjourn Meeting
Item No.	10

Summary

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