

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS

REGULAR MEETING



February 18, 2020

“Enhancing Our Community’s Water Environment”



**Oak Lodge Water District Office
14496 SE River Road
Oak Grove, OR 97267
February 18, 2020 at 6:00 p.m.**

1. Call to Order and Flag Salute

2. Call for Public Comment

Members of the public are welcome to testify for a maximum of three minutes on each agenda item.

3. Consent Agenda

- a. January 2020 Financial Reports
- b. December 17, 2019 Board Meeting Minutes
- c. January 18, 2020 Board Meeting Minutes

4. Appointment of Budget Officer for FY 2020/2021

5. Approval of Financial Contract with Merina & Company

6. Department Reports

- a. Finance
- b. Plant Operations
- c. Technical Services
- d. Field Operations

7. Call for Public Comment

8. Business from the Board

9. Recess to Executive Session

Convene Executive Session under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

10. Adjourn Executive Session

If necessary, Board may take action on items discussed in Executive Session.

11. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	February 18, 2020

Summary

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



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 3
Date February 18, 2020

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. **January 2020 Financial Reports**
- b. **December 17, 2019 Board Meeting Minutes**
- c. **January 21, 2020 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 including the amendment to minutes previously approved."

Approved _____

Date _____



MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Rob Moody, Consultant
Title	January 2020 Financial Reports
Item No.	3a
Date	February 18, 2020

Reports

- January 2020 Monthly Overview
- January 2020 Monthly Cash and Investment Balances Report
- January 2020 Budget to Actual Report
- January 2020 Budget Account Roll Up Report

**Oak Lodge Water Services
Monthly Financial Overview
January 2020**

This report summarizes the revenues and expenditures for January 2020. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

The District's liquid cash and investment assets equal \$14.21 million at the end of January 2020; consisting of \$1 million in checking and \$13.21 million in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals and bank drafts total \$729 thousand for January 2020.

Below is a table identifying the District's service charges in each fund with a comparison between annual budget estimates and year-to-date actuals.

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4210	Water sales-CRW	\$ 32,000	\$ 3,273	\$ 20,109	62.84%
10-00-4211	Water sales	4,265,000	291,494	2,415,242	56.63%
20-00-4212	Wastewater charges	8,200,000	622,045	4,717,627	57.53%
30-00-4213	Watershed protection	1,530,000	127,864	902,003	58.95%
	Subtotal	\$ 14,027,000	\$ 1,044,677	\$ 8,054,981	57.42%

The percentage of budget is calculated by dividing the year-to-date balance by the budget. With respect to revenues above, the percentage of budget is affected by seasonal variations. The expectation is that the District would recognize a greater percentage of revenue in the first half of the fiscal year than in the second half. The table above indicates an anticipated shortfall in water revenue versus budget for the current fiscal year. The projected shortfall at this time is approximately \$240,000. Staff will bring an analysis to the Board for consideration/information at the March Board meeting. At this time, Staff does not anticipate any negative impact to operations.

With respect to expenditures, at the end of January, the percentage of budget spent or billed should be around 58%. Certain line items are spent all at once, such as Worker's Compensation, which we pay once a year in July.

Low Income Rate Relief Program Overview

The District allows eligible customers to obtain a discounted rate on a portion of their bill. The District budgets resources to fund the program at the rate of 0.50% of budgeted service charge revenue, serving as a cap to the program's cost which can only be exceeded with approval from the District's Board of Directors.

Below is a table identifying the number of accounts in the program and an estimated monthly discount and year-to-date value based on a single-family residential accounts with a standard 20 GPM Water Meter and 6 CCF of water consumption per month.

Total Number of Accounts	Discount	Budget	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
135	Low Income Rate Relief	\$ 70,135	\$ 5,332	\$ 36,759	52.41%

Oak Lodge Water Services District

Account Balances As of:		
January 31, 2020	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552	0.25%	\$ 999,575.11
LGIP	2.25%	\$ 13,210,875.26
Total		\$ 14,210,450.37

General Ledger
Budget to Actual



User: jeff
Printed: 2/11/2020 4:26:55 PM
Period 07 - 07
Fiscal Year 2020

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional Revenue					
05-00-4610	Investment revenue	0.00	715.80	1,887.64	0.00	0.00
05-00-4630	Miscellaneous revenues	2,500.00	0.00	31.44	0.00	1.26
	<i>Revenue</i>	<i>2,500.00</i>	<i>715.80</i>	<i>1,919.08</i>	<i>0.00</i>	<i>76.76</i>
	NonDivisional	2,500.00	715.80	1,919.08	0.00	76.76
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	638,000.00	90,361.77	397,726.80	0.00	62.34
05-01-5120	Temporaryseasonal employees	10,000.00	0.00	0.00	0.00	0.00
05-01-5130	Overtime	5,000.00	1,316.65	4,414.15	0.00	88.28
05-01-5210	Healthdental insurance	94,000.00	6,764.27	52,018.05	0.00	55.34
05-01-5230	Social security	50,000.00	6,934.83	27,519.63	0.00	55.04
05-01-5240	Retirement	134,000.00	9,690.32	77,745.30	0.00	58.02
05-01-5250	TrimetWBF	6,000.00	709.86	3,087.10	0.00	51.45
05-01-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers compensation	9,000.00	0.00	7,698.20	0.00	85.54
05-01-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>956,000.00</i>	<i>115,777.70</i>	<i>570,209.23</i>	<i>0.00</i>	<i>59.65</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	400,000.00	987.50	114,915.92	0.00	28.73
05-01-6120	Accounting and audit services	40,000.00	0.00	63,800.00	0.00	159.50
05-01-6155	Contracted services	150,000.00	10,797.59	56,346.10	20,738.75	37.56
05-01-6180	Dues and subscriptions	38,000.00	40.25	27,777.59	0.00	73.10
05-01-6220	Electricity	8,000.00	1,082.44	5,604.40	0.00	70.06
05-01-6240	Natural gas	2,000.00	531.63	885.07	0.00	44.25
05-01-6290	Other utilities	16,000.00	192.24	9,977.24	0.00	62.36
05-01-6310	Janitorial services	25,000.00	1,020.76	6,909.56	0.00	27.64
05-01-6320	Buildings and grounds maint	6,000.00	2,138.72	8,491.76	0.00	141.53
05-01-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	23,000.00	1,057.60	10,338.32	0.00	44.95
05-01-6440	Board expense	5,000.00	611.25	1,150.19	0.00	23.00
05-01-6510	Office supplies	15,000.00	736.62	11,650.95	0.00	77.67
05-01-6530	Small tools and equipment	1,000.00	26.97	287.37	14.50	28.74
05-01-6560	Uniforms	1,000.00	0.00	45.68	0.00	4.57
05-01-6610	Board compensation	1,000.00	50.00	200.00	0.00	20.00
05-01-6730	Communications	5,000.00	0.00	468.30	0.00	9.37
05-01-6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	3,000.00	0.00	0.00	0.00	0.00
05-01-6770	Bank charges	125,000.00	9,661.19	79,076.53	0.00	63.26
05-01-6780	Taxes, fees, and other charges	1,000.00	0.00	108.00	0.00	10.80
05-01-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>869,000.00</i>	<i>28,934.76</i>	<i>398,032.98</i>	<i>20,753.25</i>	<i>45.80</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	AdminFinance	1,825,000.00	144,712.46	968,242.21	20,753.25	53.05
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	154,000.00	11,602.55	56,610.31	0.00	36.76
05-02-5210	Healthdental insurance	35,000.00	64.69	452.83	0.00	1.29
05-02-5230	Social security	12,000.00	880.93	4,304.76	0.00	35.87
05-02-5240	Retirement	31,000.00	2,047.85	9,991.51	0.00	32.23
05-02-5250	TrimetWBF	2,000.00	91.79	444.28	0.00	22.21
05-02-5260	Unemployment	2,000.00	0.00	0.00	0.00	0.00
05-02-5270	Workers compensation	3,000.00	0.00	2,581.43	0.00	86.05
05-02-5290	Other employee benefits	2,000.00	0.00	303.40	0.00	15.17
	<i>Personnel Services</i>	<i>241,000.00</i>	<i>14,687.81</i>	<i>74,688.52</i>	<i>0.00</i>	<i>30.99</i>
	<i>Materials & Services</i>					
05-02-6155	Contract Services	0.00	0.00	2,330.00	0.00	0.00
05-02-6180	Dues and subscriptions	1,000.00	0.00	264.00	0.00	26.40
05-02-6230	Telephone	56,100.00	2,437.05	28,639.87	0.00	51.05
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	14,000.00	0.00	2,582.24	0.00	18.44
05-02-6510	Office supplies	1,000.00	99.98	581.14	0.00	58.11
05-02-6720	Insurance-General	173,000.00	25,696.58	25,696.58	0.00	14.85
05-02-6740	Advertising	5,000.00	103.38	2,066.15	0.00	41.32
	<i>Materials & Services</i>	<i>251,100.00</i>	<i>28,336.99</i>	<i>62,159.98</i>	<i>0.00</i>	<i>24.76</i>
	Human Resources	492,100.00	43,024.80	136,848.50	0.00	27.81
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	583,000.00	40,900.71	284,655.18	0.00	48.83
05-03-5130	Overtime	5,000.00	0.00	906.56	0.00	18.13
05-03-5210	Healthdental Insurance	119,000.00	7,255.77	52,848.33	0.00	44.41
05-03-5230	Social security	45,000.00	3,069.79	20,208.76	0.00	44.91
05-03-5240	Retirement	115,000.00	7,648.63	53,409.22	0.00	46.44
05-03-5250	TrimetWBF	5,000.00	317.87	2,201.67	0.00	44.03
05-03-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
05-03-5270	Workers compensation	9,000.00	0.00	7,698.20	0.00	85.54
05-03-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>891,000.00</i>	<i>59,192.77</i>	<i>421,927.92</i>	<i>0.00</i>	<i>47.35</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted services	212,000.00	7,937.50	60,420.65	101,719.31	28.50
05-03-6180	Dues and subscriptions	3,000.00	208.00	2,748.00	0.00	91.60
05-03-6350	Computer maintenance	291,300.00	23,576.37	185,836.04	700.00	63.80
05-03-6390	Other repairs and maintenance	4,000.00	0.00	245.00	0.00	6.13
05-03-6410	Mileage	1,000.00	0.00	311.72	0.00	31.17
05-03-6420	Staff training	16,000.00	0.00	4,470.95	0.00	27.94
05-03-6430	Certifications	500.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	13,000.00	81.78	2,466.31	0.00	18.97
05-03-6540	Safety supplies	1,000.00	119.97	1,120.65	0.00	112.07
05-03-6560	Uniforms	500.00	0.00	0.00	0.00	0.00
05-03-6730	Communications	117,100.00	7,645.92	17,329.88	18,525.00	14.80
	<i>Materials & Services</i>	<i>659,400.00</i>	<i>39,569.54</i>	<i>274,949.20</i>	<i>120,944.31</i>	<i>41.70</i>
	Technical Services	1,550,400.00	98,762.31	696,877.12	120,944.31	44.95
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicleequipment maintenance	61,500.00	3,178.52	21,983.51	0.00	35.75
05-04-6520	Fuels and oils	70,800.00	4,544.64	24,449.88	0.00	34.53
	<i>Materials & Services</i>	<i>132,300.00</i>	<i>7,723.16</i>	<i>46,433.39</i>	<i>0.00</i>	<i>35.10</i>
	Vehicle Services	132,300.00	7,723.16	46,433.39	0.00	35.10

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Special Payments					
	<i>Special Payments</i>					
05-25-6990	Special Payments - PERS	300,000.00	0.00	300,000.00	0.00	100.00
	<i>Special Payments</i>	<i>300,000.00</i>	<i>0.00</i>	<i>300,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Special Payments	300,000.00	0.00	300,000.00	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	203,700.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>203,700.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	203,700.00	0.00	0.00	0.00	0.00
05	Administrative Services	-4,501,000.00	-293,506.93	-2,146,482.14	-141,697.56	47.69
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	-1,801,651.00	0.00	-2,430,386.60	0.00	134.90
	<i>Beginning Fund Balance</i>	<i>-1,801,651.00</i>	<i>0.00</i>	<i>-2,430,386.60</i>	<i>0.00</i>	<i>134.90</i>
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	32,000.00	3,272.94	20,109.06	0.00	62.84
10-00-4211	Water sales	4,265,000.00	291,494.37	2,415,242.38	0.00	56.63
10-00-4215	Penalties and late charges	25,000.00	2,076.29	12,900.34	0.00	51.60
10-00-4220	System development charges	100,000.00	108,000.00	304,370.00	0.00	304.37
10-00-4230	Contract services	53,000.00	8,000.00	28,000.00	0.00	52.83
10-00-4240	Service installations	15,000.00	1,317.53	18,072.56	0.00	120.48
10-00-4280	Rents & leases	160,000.00	9,898.13	130,101.55	0.00	81.31
10-00-4290	Other charges for services	20,000.00	620.00	5,830.00	0.00	29.15
10-00-4610	Investment revenue	500.00	1,475.77	9,234.46	0.00	1,846.89
10-00-4630	Miscellaneous revenues	15,000.00	12,172.26	48,645.85	0.00	324.31
	<i>Revenue</i>	<i>4,685,500.00</i>	<i>438,327.29</i>	<i>2,992,506.20</i>	<i>0.00</i>	<i>63.87</i>
	NonDivisional	6,487,151.00	438,327.29	5,422,892.80	0.00	83.59
	Drinking Water Personnel Services					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	599,000.00	52,575.72	336,518.66	0.00	56.18
10-20-5120	Temporaryseasonal employees	30,000.00	0.00	0.00	0.00	0.00
10-20-5130	Overtime	42,000.00	5,784.27	12,707.52	0.00	30.26
10-20-5210	Healthdental insurance	147,000.00	10,324.30	62,945.27	0.00	42.82
10-20-5230	Social Security	52,000.00	4,378.55	34,446.31	0.00	66.24
10-20-5240	Retirement	144,000.00	11,252.76	71,759.05	0.00	49.83
10-20-5250	TrimetWBF	6,000.00	455.81	2,699.52	0.00	44.99
10-20-5260	Unemployment	8,000.00	5,141.76	5,141.76	0.00	64.27
10-20-5270	Workers compensation	11,000.00	0.00	9,403.78	0.00	85.49
10-20-5290	Other employee benefits	5,000.00	0.00	160.70	0.00	3.21
	<i>Personnel Services</i>	<i>1,044,000.00</i>	<i>89,913.17</i>	<i>535,782.57</i>	<i>0.00</i>	<i>51.32</i>
	<i>Materials & Services</i>					
10-20-6110	Legal services	0.00	0.00	0.00	0.00	0.00
10-20-6155	Contracted Services	0.00	155.00	155.00	0.00	0.00
10-20-6180	Dues & subscriptions	0.00	0.00	100.00	0.00	0.00
10-20-6220	Electricity	40,000.00	3,265.46	16,376.87	0.00	40.94

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6230	Telephone	4,200.00	129.91	340.43	0.00	8.11
10-20-6240	Natural gas	2,000.00	198.42	1,638.92	0.00	81.95
10-20-6290	Other utilities	2,000.00	176.74	1,051.37	0.00	52.57
10-20-6310	Janitorial services	1,000.00	0.00	88.97	0.00	8.90
10-20-6320	Buildings & grounds	10,000.00	159.18	4,798.84	0.00	47.99
10-20-6340	Distribution system maint	220,000.00	32,838.99	131,033.94	21,719.72	59.56
10-20-6350	Computer maintenance	0.00	0.00	0.00	0.00	0.00
10-20-6390	Other repairs & maintenance	50,000.00	7,252.75	33,847.08	2,822.00	67.69
10-20-6410	Mileage	1,000.00	0.00	111.94	0.00	11.19
10-20-6420	Staff training	8,000.00	0.00	3,924.72	0.00	49.06
10-20-6430	Certifications	1,000.00	80.00	1,325.00	0.00	132.50
10-20-6510	Office supplies	0.00	143.10	520.46	0.00	0.00
10-20-6520	Fuel & oils	0.00	0.00	0.00	0.00	0.00
10-20-6530	Small tools & equipment	22,000.00	0.00	833.67	0.00	3.79
10-20-6540	Safety supplies	16,000.00	50.10	5,019.16	0.00	31.37
10-20-6550	Operational Supplies	2,000.00	0.00	673.71	0.00	33.69
10-20-6560	Uniforms	0.00	0.00	1,121.44	0.00	0.00
10-20-6710	Purchased water	1,150,000.00	74,818.83	584,890.16	0.00	50.86
10-20-6715	Water quality program	0.00	510.00	8,454.00	465.58	0.00
10-20-6740	Advertising	0.00	0.00	0.00	0.00	0.00
10-20-6760	Equipment Rental	5,000.00	0.00	0.00	0.00	0.00
10-20-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes & fees	20,000.00	413.49	15,109.65	0.00	75.55
10-20-6900	Miscellaneous expense <i>Materials & Services</i>	1,000.00 <i>1,555,200.00</i>	0.00 <i>120,191.97</i>	0.00 <i>811,415.33</i>	0.00 <i>25,007.30</i>	0.00 <i>52.17</i>
	Drinking Water	2,599,200.00	210,105.14	1,347,197.90	25,007.30	51.83
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank loan-principal	175,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank loan-interest <i>Materials & Services</i>	34,522.00 <i>209,522.00</i>	0.00 <i>0.00</i>	16,767.66 <i>16,767.66</i>	0.00 <i>0.00</i>	48.57 <i>8.00</i>
	Debt Service	209,522.00	0.00	16,767.66	0.00	8.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfer out - Fund 05	1,444,000.00	120,333.33	842,333.31	0.00	58.33
10-29-8171	Transfers out to Fund 71	1,675,000.00	0.00	1,475,000.00	0.00	88.06
10-29-9000	Contingency <i>Transfers & Contingencies</i>	559,429.00 <i>3,678,429.00</i>	0.00 <i>120,333.33</i>	0.00 <i>2,317,333.31</i>	0.00 <i>0.00</i>	0.00 <i>63.00</i>
	Transfers & Contingencies	3,678,429.00	120,333.33	2,317,333.31	0.00	63.00
10	Drinking Water	0.00	107,888.82	1,741,593.93	-25,007.30	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance <i>Beginning Fund Balance</i>	-789,178.00 <i>-789,178.00</i>	0.00 <i>0.00</i>	-1,315,554.60 <i>-1,315,554.60</i>	0.00 <i>0.00</i>	166.70 <i>166.70</i>
	<i>Revenue</i>					
20-00-4212	Wastewater charges	8,200,000.00	622,045.49	4,717,627.30	0.00	57.53
20-00-4215	Penalties & late charges	25,000.00	714.26	5,973.80	0.00	23.90
20-00-4220	System development charges	125,000.00	46,485.00	385,662.60	0.00	308.53
20-00-4240	Service installations	40,000.00	-510.00	12,105.75	0.00	30.26

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-00-4290	Other charges for services	15,000.00	1,910.00	6,970.00	0.00	46.47
20-00-4610	Investment revenue	0.00	927.10	5,589.22	0.00	0.00
20-00-4630	Miscellaneous revenues	15,000.00	2,111.16	7,776.57	0.00	51.84
	<i>Revenue</i>	<i>8,420,000.00</i>	<i>673,683.01</i>	<i>5,141,705.24</i>	<i>0.00</i>	<i>61.07</i>
	NonDivisional	9,209,178.00	673,683.01	6,457,259.84	0.00	70.12
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular employees	622,000.00	62,850.36	392,514.45	0.00	63.11
20-21-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	49,000.00	6,570.96	39,095.24	0.00	79.79
20-21-5210	Healthdental insurance	155,000.00	11,876.95	83,980.77	0.00	54.18
20-21-5230	Social security	54,000.00	5,203.46	32,272.19	0.00	59.76
20-21-5240	Retirement	134,000.00	13,284.26	80,418.16	0.00	60.01
20-21-5250	TrimetWBF	6,000.00	537.49	3,333.24	0.00	55.55
20-21-5260	Unemployment	9,000.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	12,000.00	0.00	10,233.53	0.00	85.28
20-21-5290	Other employee benefits	4,000.00	0.00	39.55	0.00	0.99
	<i>Personnel Services</i>	<i>1,080,000.00</i>	<i>100,323.48</i>	<i>641,887.13</i>	<i>0.00</i>	<i>59.43</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted services	5,000.00	0.00	31,156.38	2,966.00	623.13
20-21-6180	Dues & subscriptions	15,000.00	0.00	285.00	0.00	1.90
20-21-6220	Electricity	250,000.00	21,941.61	120,732.06	0.00	48.29
20-21-6230	Telephone	2,400.00	0.00	55.50	0.00	2.31
20-21-6240	Natural gas	1,000.00	143.39	264.25	0.00	26.43
20-21-6250	Solid waste disposal	75,000.00	7,795.39	49,380.74	14,290.30	65.84
20-21-6290	Other utilities	1,000.00	136.59	682.95	0.00	68.30
20-21-6310	Janitorial services	10,000.00	679.11	4,116.95	0.00	41.17
20-21-6320	Buildings & grounds	20,000.00	2,954.33	18,820.58	2,778.03	94.10
20-21-6342	WRF system maintenance	240,000.00	581.54	101,648.80	86,171.12	42.35
20-21-6350	Computer maintenance	0.00	79.99	79.99	0.00	0.00
20-21-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	7,000.00	0.00	3,889.64	0.00	55.57
20-21-6430	Certifications	3,000.00	0.00	50.00	0.00	1.67
20-21-6510	Office supplies	3,000.00	0.00	395.48	0.00	13.18
20-21-6520	Fuel & oils	0.00	730.47	730.47	0.00	0.00
20-21-6525	Chemicals	25,000.00	1,005.08	12,089.28	8,741.90	48.36
20-21-6530	Small tools & equipment	20,200.00	1,071.19	3,192.11	2,481.77	15.80
20-21-6540	Safety supplies	20,100.00	193.69	3,866.29	4,312.88	19.24
20-21-6550	Operational supplies	20,000.00	538.60	4,808.26	677.72	24.04
20-21-6560	Uniforms	15,000.00	1,109.12	10,387.88	1.00	69.25
20-21-6590	Other supplies	20,000.00	467.15	4,565.97	260.00	22.83
20-21-6730	Communications	0.00	0.00	-2,500.00	0.00	0.00
20-21-6750	Other purchased services	15,000.00	1,470.43	8,674.66	0.00	57.83
20-21-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes & fees	71,000.00	3,951.00	34,463.95	0.00	48.54
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>841,700.00</i>	<i>44,848.68</i>	<i>411,837.19</i>	<i>122,680.72</i>	<i>48.93</i>
	Wastewater-Plant	1,921,700.00	145,172.16	1,053,724.32	122,680.72	54.83
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	427,000.00	42,327.55	254,992.07	0.00	59.72
20-22-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-22-5130	Overtime	49,000.00	1,258.03	5,508.64	0.00	11.24
20-22-5210	Healthdental insurance	110,000.00	7,897.53	49,348.63	0.00	44.86
20-22-5230	Social security	40,000.00	3,325.44	19,894.66	0.00	49.74
20-22-5240	Retirement	112,000.00	7,572.65	48,182.40	0.00	43.02
20-22-5250	TrimetWBF	5,000.00	347.06	2,059.90	0.00	41.20
20-22-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-22-5270	Workers compensation	8,000.00	0.00	6,822.35	0.00	85.28
20-22-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>796,000.00</i>	<i>62,728.26</i>	<i>386,808.65</i>	<i>0.00</i>	<i>48.59</i>
	<i>Materials & Services</i>					
20-22-6180	Dues & subscriptions	0.00	0.00	0.00	0.00	0.00
20-22-6230	Telephone	10,000.00	0.00	55.50	0.00	0.56
20-22-6290	Other utilities	0.00	0.00	0.00	0.00	0.00
20-22-6310	Janitorial services	2,000.00	0.00	0.00	0.00	0.00
20-22-6320	Buildings & grounds	3,000.00	41.98	548.94	0.00	18.30
20-22-6342	Collection system maint.	50,000.00	6,907.85	19,324.85	1,950.00	38.65
20-22-6390	Other repairs & maintenance	6,000.00	917.75	917.75	0.00	15.30
20-22-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
20-22-6420	Staff training	4,000.00	0.00	153.00	0.00	3.83
20-22-6430	Certifications	1,000.00	160.00	320.00	0.00	32.00
20-22-6510	Office supplies	6,000.00	0.00	271.55	0.00	4.53
20-22-6530	Small tools & equipment	28,000.00	0.00	3,685.00	1,909.85	13.16
20-22-6540	Safety supplies	4,000.00	575.71	1,937.97	0.00	48.45
20-22-6550	Operational supplies	6,000.00	22.58	742.56	0.00	12.38
20-22-6560	Uniforms	8,000.00	0.00	4,039.89	0.00	50.50
20-22-6590	Other supplies	0.00	0.00	90.00	0.00	0.00
20-22-6750	Other purchased services	4,000.00	340.23	1,970.88	0.00	49.27
20-22-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
20-22-6780	Taxes & fees	6,000.00	914.45	2,742.38	0.00	45.71
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>141,000.00</i>	<i>9,880.55</i>	<i>36,800.27</i>	<i>3,859.85</i>	<i>26.10</i>
	Wastewater-Collections	937,000.00	72,608.81	423,608.92	3,859.85	45.21
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	2,028,000.00	169,000.00	1,183,000.00	202.87	58.33
20-29-8140	Transfers out to Fund 40	1,350,500.00	0.00	667,447.40	0.00	49.42
20-29-8150	Transfers out to Fund 50	1,100,000.00	300,000.00	489,662.50	0.00	44.51
20-29-8172	Transfers out to Fund 72	1,300,000.00	108,333.33	758,333.32	0.00	58.33
20-29-9000	Contingency	571,978.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>6,350,478.00</i>	<i>577,333.33</i>	<i>3,098,443.22</i>	<i>202.87</i>	<i>48.79</i>
	Transfers & Contingencies	6,350,478.00	577,333.33	3,098,443.22	202.87	48.79
20	Wastewater Reclam.	0.00	-121,431.29	1,881,483.38	-126,743.44	0.00
30	Watershed Protection					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	-307,986.00	0.00	-465,068.02	0.00	151.00
	<i>Beginning Fund Balance</i>	<i>-307,986.00</i>	<i>0.00</i>	<i>-465,068.02</i>	<i>0.00</i>	<i>151.00</i>
	<i>Revenue</i>					
30-00-4213	Watershed protection fees	1,530,000.00	127,864.20	902,002.53	0.00	58.95
30-00-4215	Penalties & late charges	2,000.00	209.18	1,606.35	0.00	80.32
30-00-4240	Service installations	20,000.00	0.00	24,684.05	0.00	123.42
30-00-4290	Other charges for services	5,000.00	4,790.00	11,420.00	0.00	228.40
30-00-4610	Investment revenue	0.00	133.34	387.49	0.00	0.00
30-00-4630	Miscellaneous revenues	2,000.00	36.48	943.34	0.00	47.17
	<i>Revenue</i>	<i>1,559,000.00</i>	<i>133,033.20</i>	<i>941,043.76</i>	<i>0.00</i>	<i>60.36</i>
	NonDivisional	1,866,986.00	133,033.20	1,406,111.78	0.00	75.31

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
Watershed Protection						
<i>Personnel Services</i>						
30-23-5110	Regular employees	108,000.00	1,835.48	24,346.97	0.00	22.54
30-23-5210	Healthdental insurance	30,000.00	266.56	2,978.44	0.00	9.93
30-23-5230	Social Security	9,000.00	135.14	1,878.30	0.00	20.87
30-23-5240	Retirement	26,000.00	323.96	2,973.55	0.00	11.44
30-23-5250	TrimetWBF	1,000.00	14.25	191.49	0.00	19.15
30-23-5260	Unemployment	1,000.00	0.00	0.00	0.00	0.00
30-23-5270	Workers compensation	2,000.00	0.00	1,659.49	0.00	82.97
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>178,000.00</i>	<i>2,575.39</i>	<i>34,028.24</i>	<i>0.00</i>	<i>19.12</i>
<i>Materials & Services</i>						
30-23-6155	Contracted Services	40,000.00	0.00	7,709.00	2,457.00	19.27
30-23-6180	Dues & subscriptions	0.00	0.00	0.00	0.00	0.00
30-23-6320	Buildings & grounds	0.00	0.00	0.00	0.00	0.00
30-23-6340	System maintenance	0.00	0.00	0.00	0.00	0.00
30-23-6390	Other repairs & maintenance	0.00	0.00	0.00	0.00	0.00
30-23-6410	Mileage	0.00	0.00	0.00	0.00	0.00
30-23-6420	Staff training	1,000.00	0.00	2,367.05	0.00	236.71
30-23-6510	Office supplies	0.00	0.00	104.74	0.00	0.00
30-23-6540	Safety supplies	0.00	19.52	569.34	0.00	0.00
30-23-6560	Uniforms	500.00	0.00	1,081.83	0.00	216.37
30-23-6730	Communications	42,000.00	0.00	0.00	0.00	0.00
30-23-6750	Other purchased services	0.00	14.35	14.35	0.00	0.00
30-23-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
30-23-6780	Taxes & fees	0.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>83,500.00</i>	<i>33.87</i>	<i>11,846.31</i>	<i>2,457.00</i>	<i>14.19</i>
Watershed Protection		261,500.00	2,609.26	45,874.55	2,457.00	17.54
Debt Service						
<i>Materials & Services</i>						
30-24-6814	Principal Payment-KS Statebank	52,308.00	0.00	52,308.38	0.00	100.00
30-24-6824	Interest Paid-KS Statebank	10,249.00	0.00	10,249.23	0.00	100.00
	<i>Materials & Services</i>	<i>62,557.00</i>	<i>0.00</i>	<i>62,557.61</i>	<i>0.00</i>	<i>100.00</i>
Debt Service		62,557.00	0.00	62,557.61	0.00	100.00
Transfers & Contingencies						
<i>Transfers & Contingencies</i>						
30-29-8105	Transfers out to Fund 05	1,029,000.00	85,750.00	600,250.00	0.00	58.33
30-29-8173	Transfers out to Fund 73	430,000.00	35,833.33	250,833.32	0.00	58.33
30-29-9000	Contingency	83,928.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,542,928.00</i>	<i>121,583.33</i>	<i>851,083.32</i>	<i>0.00</i>	<i>55.16</i>
Transfers & Contingencies		1,542,928.00	121,583.33	851,083.32	0.00	55.16
30	Watershed Protection	1.00	8,840.61	446,596.30	-2,457.00	44,659,630.00
71	Drinking Water Capital NonDivisional					
<i>Beginning Fund Balance</i>						
71-00-3500	Fund balance	-2,703,013.00	0.00	-3,236,047.66	0.00	119.72
	<i>Beginning Fund Balance</i>	<i>-2,703,013.00</i>	<i>0.00</i>	<i>-3,236,047.66</i>	<i>0.00</i>	<i>119.72</i>
<i>Revenue</i>						
71-00-4610	Investment revenue	50,000.00	8,020.37	62,822.00	0.00	125.64

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Revenue</i>	50,000.00	8,020.37	62,822.00	0.00	125.64
	NonDivisional	2,753,013.00	8,020.37	3,298,869.66	0.00	119.83
	Drinking Water					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	0.00	0.00	259,066.50	0.00	0.00
71-20-7300	Buildings & improvements	330,000.00	0.00	6,958.30	0.00	2.11
71-20-7600	Capital Improvement Projects	4,098,013.00	0.00	311,550.85	22,500.00	7.60
	<i>Capital Outlay</i>	4,428,013.00	0.00	577,575.65	22,500.00	13.04
	Drinking Water	4,428,013.00	0.00	577,575.65	22,500.00	13.04
71	Drinking Water Capital	-1,675,000.00	8,020.37	2,721,294.01	-22,500.00	-162.47
72	Wastewater Reclamation Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund balance	-3,754,027.00	0.00	-4,220,098.11	0.00	112.42
	<i>Beginning Fund Balance</i>	-3,754,027.00	0.00	-4,220,098.11	0.00	112.42
	<i>Revenue</i>					
72-00-4610	Investment revenue	75,000.00	8,573.48	63,890.89	0.00	85.19
	<i>Revenue</i>	75,000.00	8,573.48	63,890.89	0.00	85.19
	NonDivisional	3,829,027.00	8,573.48	4,283,989.00	0.00	111.88
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & improvements	75,000.00	0.00	27,906.33	0.00	37.21
72-21-7520	Equipment	60,000.00	0.00	0.00	20,539.40	0.00
72-21-7600	Capital Improvement Projects	4,784,027.00	10,837.94	422,203.53	27,796.92	8.83
	<i>Capital Outlay</i>	4,919,027.00	10,837.94	450,109.86	48,336.32	9.15
	Wastewater-Plant	4,919,027.00	10,837.94	450,109.86	48,336.32	9.15
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7300	Buildings and improvements	210,000.00	0.00	2,971.86	0.00	1.42
72-22-7600	Capital Improvement Projects	0.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	210,000.00	0.00	2,971.86	0.00	1.42
	Wastewater-Collections	210,000.00	0.00	2,971.86	0.00	1.42
72	Wastewater Reclamation Capital	-1,300,000.00	-2,264.46	3,830,907.28	-48,336.32	-294.69
73	Watershed Protection Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	-1,681,715.00	0.00	-1,816,319.98	0.00	108.00
	<i>Beginning Fund Balance</i>	-1,681,715.00	0.00	-1,816,319.98	0.00	108.00
	<i>Revenue</i>					
73-00-4610	Investment revenue	40,000.00	2,936.72	25,898.11	0.00	64.75
	<i>Revenue</i>	40,000.00	2,936.72	25,898.11	0.00	64.75

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	NonDivisional	1,721,715.00	2,936.72	1,842,218.09	0.00	107.00
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7300	Buildings & improvements	135,000.00	0.00	4,630.70	0.00	3.43
73-23-7540	Vehicles	30,000.00	0.00	0.00	0.00	0.00
73-23-7600	Capital Improvement Projects	1,986,715.00	0.00	508,567.95	0.00	25.60
	<i>Capital Outlay</i>	<i>2,151,715.00</i>	<i>0.00</i>	<i>513,198.65</i>	<i>0.00</i>	<i>23.85</i>
	Watershed Protection	2,151,715.00	0.00	513,198.65	0.00	23.85
73	Watershed Protection Capital	-430,000.00	2,936.72	1,329,019.44	0.00	-309.07

General Ledger
Account Roll up



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Period 07 - 07
Fiscal Year 2020

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue				
4210	Water Sales - CRW	32,000.00	3,272.94	20,109.06	62.84
4211	Water sales	4,265,000.00	291,494.37	2,415,242.38	56.63
4212	Wastewater Charges	8,200,000.00	622,045.49	4,717,627.30	57.53
4213	Watershed protection fees	1,530,000.00	127,864.20	902,002.53	58.95
4215	Penalties & late charges	52,000.00	2,999.73	20,480.49	39.39
4220	System development charges	225,000.00	154,485.00	690,032.60	306.68
4230	Contract services	53,000.00	8,000.00	28,000.00	52.83
4240	Service installations	75,000.00	807.53	54,862.36	73.15
4280	Rents & leases	160,000.00	9,898.13	130,101.55	81.31
4290	Other charges for services	40,000.00	7,320.00	24,220.00	60.55
4610	Investment revenue	190,300.00	25,822.47	192,865.50	101.35
4630	Miscellaneous revenues	34,500.00	14,319.90	57,397.20	166.37
4701	Interest Subsidy	115,000.00	0.00	117,300.48	102.00
4910	Transfer in from Fund 10	3,119,000.00	120,333.33	2,317,333.31	74.30
4920	Transfer in from Fund 20	5,778,500.00	577,333.33	3,098,443.22	53.62
4930	Transfer in from Fund 30	1,459,000.00	121,583.33	851,083.32	58.33
Revenue	Revenue	25,328,300.00	2,087,579.75	15,637,101.30	61.74
Expense	Expense				
5110	Regular employees	3,131,000.00	302,454.14	1,747,364.44	55.81
5120	Temporary/Seasonal employees	110,000.00	0.00	0.00	0.00
5130	Overtime	150,000.00	14,929.91	62,632.11	41.75
5210	Employee Ins	690,000.00	44,450.07	304,572.32	44.14
5230	Social Security	262,000.00	23,928.14	140,524.61	53.64
5240	Retirement	696,000.00	51,820.43	344,479.19	49.49
5250	Trimet	31,000.00	2,474.13	14,017.20	45.22
5260	Unemployment	38,000.00	5,141.76	5,141.76	13.53
5270	Workers compensation	54,000.00	0.00	46,096.98	85.36
5290	Other employee benefits	24,000.00	0.00	503.65	2.10
6110	Legal services	400,000.00	987.50	114,915.92	28.73
6120	Accounting & audit services	40,000.00	0.00	63,800.00	159.50
6155	Contracted Services	407,000.00	18,890.09	158,117.13	38.85
6180	Dues & subscriptions	57,000.00	248.25	31,174.59	54.69
6220	Electricity	298,000.00	26,289.51	142,713.33	47.89
6230	Telephone	72,700.00	2,566.96	29,091.30	40.02
6240	Natural gas	5,000.00	873.44	2,788.24	55.76
6250	Solid waste disposal	75,000.00	7,795.39	49,380.74	65.84
6290	Other utilities	19,000.00	505.57	11,711.56	61.64
6310	Janitorial services	38,000.00	1,699.87	11,115.48	29.25
6320	Buildings & grounds	39,000.00	5,294.21	32,660.12	83.74
6330	Vehicle & equipment maint.	61,500.00	3,178.52	21,983.51	35.75
6340	Distribution system maint	220,000.00	32,838.99	131,033.94	59.56
6342	Collection system maint.	290,000.00	7,489.39	120,973.65	41.72
6350	Computer maintenance	291,300.00	23,656.36	185,916.03	63.82
6390	Other repairs & maintenance	60,000.00	8,170.50	35,009.83	58.35
6410	Mileage	9,000.00	0.00	423.66	4.71
6420	Staff training	73,000.00	1,057.60	27,725.92	37.98
6430	Certifications	5,500.00	240.00	1,695.00	30.82
6440	Board travel & training	5,000.00	611.25	1,150.19	23.00
6510	Office supplies	38,000.00	1,061.48	15,990.63	42.08
6520	Fuel & oils	70,800.00	5,275.11	25,180.35	35.57
6525	Chemicals	25,000.00	1,005.08	12,089.28	48.36

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6530	Small tools & equipment	71,200.00	1,098.16	7,998.15	11.23
6540	Safety supplies	41,100.00	958.99	12,513.41	30.45
6550	Operational Supplies	28,000.00	561.18	6,224.53	22.23
6560	Uniforms	25,000.00	1,109.12	16,676.72	66.71
6590	Other supplies	20,000.00	467.15	4,655.97	23.28
6610	Board compensation	1,000.00	50.00	200.00	20.00
6710	Purchased water	1,150,000.00	74,818.83	584,890.16	50.86
6715	Water quality program	0.00	510.00	8,454.00	0.00
6720	Insurance	173,000.00	25,696.58	25,696.58	14.85
6730	Communications	164,100.00	7,645.92	15,298.18	9.32
6740	Advertising	6,000.00	103.38	2,066.15	34.44
6750	Other purchased services	19,000.00	1,825.01	10,659.89	56.10
6760	Equipment Rental	8,000.00	0.00	0.00	0.00
6770	Bank charges	125,000.00	9,661.19	79,076.53	63.26
6780	Taxes & fees	98,000.00	5,278.94	52,423.98	53.49
6810	2010 SRF Loan Principal	893,387.00	0.00	444,576.00	49.76
6811	2010 IFA Loan Principal	368,036.00	0.00	368,036.00	100.00
6812	2010 GO Bond Principal	1,120,000.00	0.00	0.00	0.00
6813	JPM Bank Loan Principal	190,000.00	0.00	0.00	0.00
6814	Principal Payment-KS Statebank	52,308.00	0.00	52,308.38	100.00
6815	Zions Bank loan-principal	175,000.00	0.00	0.00	0.00
6820	2010 SRF Loan Interest	349,630.00	0.00	142,422.00	40.74
6821	2010 GO Bond Interest	44,800.00	0.00	22,400.00	50.00
6822	2010 IFA Loan Interest	277,012.00	0.00	277,011.40	100.00
6823	JPM Bank Loan Interest	379,326.00	0.00	189,662.50	50.00
6824	Interest Paid-KS Statebank	10,249.00	0.00	10,249.23	100.00
6825	Zions Bank loan-interest	34,522.00	0.00	16,767.66	48.57
6900	Miscellaneous expense	4,000.00	0.00	0.00	0.00
6910	Cash overshoot	0.00	0.00	-0.51	0.00
6990	Special Payments	300,000.00	0.00	300,000.00	100.00
7200	Infrastructure	0.00	0.00	259,066.50	0.00
7300	Buildings & improvements	750,000.00	0.00	42,467.19	5.66
7520	Equipment	60,000.00	0.00	0.00	0.00
7540	Vehicles	30,000.00	0.00	0.00	0.00
7600	Capital Improvement Projects	10,868,755.00	10,837.94	1,242,322.33	11.43
8105	Transfers out to Fund 05	4,501,000.00	375,083.33	2,625,583.31	58.33
8140	Transfers out - Fund 40	1,350,500.00	0.00	667,447.40	49.42
8150	Transfers out - Fund 50	1,100,000.00	300,000.00	489,662.50	44.51
8171	Transfers out - Fund 71	1,675,000.00	0.00	1,475,000.00	88.06
8172	Transfers out - Fund 72	1,300,000.00	108,333.33	758,333.32	58.33
8173	Transfers out - Fund 73	430,000.00	35,833.33	250,833.32	58.33
9000	Contingency	1,419,035.00	0.00	0.00	0.00
Expense	Expense	37,397,760.00	1,554,806.03	14,352,955.44	38.38
Grand Total		-12,069,460.00	532,773.72	1,284,145.86	-0.1064
Fund Balance Total		0.00	0.00	0.00	0
Revenue Total		25,328,300.00	2,087,579.75	15,637,101.30	0.6174
Expense Total		37,397,760.00	1,554,806.03	14,352,955.44	0.3838



OAK LODGE WATER SERVICES
Minutes
Board of Directors – Regular Meeting 6:00 p.m.
December 17, 2019

Board of Directors - Members Present:

Susan Keil	President/Chair
Kevin Williams	Secretary/Vice President
Paul Gornick	Director
Mark Knudson	Director
Ginny Van Loo	Director

Board of Directors - Members Absent:

None

Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen	General Manager
Aleah Binkowski-Burk	Human Resources and Payroll Manager
Jason Rice	District Engineer
David Mendenhall	Plant Superintendent
Kelly Stacey	Finance Director
Todd Knapp	Field Operations Superintendent

Visitors and Consultants Present:

Dave Phelps	Budget Committee
Brad Lyon	OLWSD Staff
Greg Wenneson	Oak Lodge CERT
Jackie Brown	Oak Lodge CERT
Gary Barth	Sunrise Water Authority liaison
John Gray	Local Resident
Jane Civiletti	Local Resident
Rob Moody	Plan B Consultancy.

Regular Board of Directors Meeting

1. Call to Order and Flag Salute

President Susan Keil called the meeting to order at 6:00 p.m. and led the pledge of allegiance.

2. Call for Public Comment

President Susan Keil requested public comment. General Manager Sarah Jo Chaplen shared holiday greetings from Eric Hofeld, former Sunrise Board Member, and Lynn Fisher, former OLWS Board Member.

3. Consent Agenda

- November 2019 Financial Reports
- November 19, 2019 Board Meeting Minutes

President Susan Keil requested a motion to adopt the consent agenda. The Board added Rob Moody from Plan B Consultancy to the November OLWS minutes. On page 8 of 9 the Board corrected the “Healthy” Watersheds Committee as opposed to “Heathy”.

Director Gornick moved to adopt and approve the consent agenda as amended. Vice President Williams seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

4. Clackamas River Water Providers Annual Report

General Manager Sarah Jo Chaplen introduced Kim Swan, Water Resource Manager, to present the Clackamas River Water Providers’ (CRWP) Annual Report. She gave an overview, stating the groups of water providers working to treat and distribute from the Clackamas River created the CRWP in 2007 under a Chapter 190 agreement. Currently they represent eight utilities and over 300,000 people in Clackamas and Washington Counties receiving drinking water from the Clackamas River. She presented her power point (see Board Packet) and their Annual Report. She highlighted the Clackamas River Watershed is large and multiuse. She reviewed the four goals for the CRWP, which include: fostering closer relationships within the utilities; collectively fund and coordinate certain required and needed protection, conservation and outreach efforts; taking advantage of economies of scale and sharing costs; and speaking with one voice regarding water resource issues. They have an IGA, Bylaws, and a Board made up of the Water Managers of the utilities they represent. CRWP meets twice per month and has a five-year work plan which informs their annual budget. They implement two core programs: the source water protection program and the public outreach and education program. Her presentation included highlights of the two programs. She referred people to the Annual Report for more details about their work.

Kim pointed out there are just two staff working for CRWP, herself and Christine Hollenbeck, who is the Public Education & Outreach Coordinator. OLWS provides the payroll and human resources services to the CRWP. Their source water protection program won an American Water Works Association Award in 2018. Additionally, they have been working with Portland State University to learn more about climate change in our watershed, which include changes like less snowpack, more rain, warmer temperatures, and longer summers. She highlighted the Hazardous Materials Spills Protection Program, which brings together environmental and local emergency response partners to raise awareness/protections against hazardous spills and create a geographic response plan and spill prevention program. She provided more details on this program (reference audio), which is both CRWP and grant funded, as well as other projects from the CRWP’s 2019 work. The Board asked about relationships with watershed councils and Kim responded with a list of councils and the many other partners they work closely with. The Board asked about the EcoBiz Program, and Kim responded that EcoBiz is supported primarily by the City of Gresham and Clean Water Services in Washington County. She works with Water Environment Services to focus their attention on Clackamas County.

5. Oak Lodge Community Emergency Response Team (OLCERT) Annual Report: Disaster Preparation and OLWSD Emergency Water Filters

Field Operations Superintendent Todd Knapp provided an overview of the OLWS relationship with OLCERT, and highlighted details from the Board Packet. The District has a number of emergency preparedness provisions in place and also works with a local emergency response network, OLCERT, which is an auxiliary unit of the Clackamas Fire District. They partnered with OLWS in April 2019 to run a formal "PODS" (Point of Distribution) emergency water distribution demonstration exercise at the Concord School. OLCERT also works on outreach and education for local neighborhoods on emergency preparedness. Greg Wenneson presented detailed information about the work of the OLCERT, with focus on the "Hurricane" water filters and the water stewards training and exercise program. OLCERT also presents information at local events to help local residents become more aware and prepared, as well as where the filters are located in the area. The Board asked a few questions about details of the filters and the water stewards' program and Greg responded with answers and more information (refer to audio). He also mentioned OLCERT is always looking for water stewards with access to a water source like the river, a stream, and swimming pools. His report included a timeline of future activities, including education, filter purchasing, and a budget request for the next OLWS fiscal year.

Greg requested a more formal partnership between OLWS and OLCERT. Currently, in an emergency situation, OLCERT falls under the incident command for the Clackamas Fire Department. They would like OLWS to enter into a Memorandum of Understanding with Clackamas Fire District to state that OLCERT would support OLWS in a disaster. The Board commented in disasters the Fire Department is in command unless in the case of civil unrest when the police might assume control. Greg commented they are still working out where they fit in with supporting the OLWS community in an emergency because Oak Lodge is an unincorporated area in Clackamas County. He mentioned OLWS serves in the role of government and OLCERT is looking for direction for their group training exercises. The Board asked if the MOU idea is viable with the fire department and Greg responded they are flexible, and their team appreciates working with the fire department, but they want to be able to help in specific ways. They believe supporting water resilience would be impactful.

Greg asked for an overview of the OLWS disaster strategy and the Board will get back to OLCERT with a follow up. Greg commented on the importance of considering a sanitary sewer emergency preparedness strategy and suggested the two buckets system. They teach onsite composting or bagging waste and storing in buckets. Clackamas County has not made any decisions on this issue yet.

The Board was supportive of having OLCERT in close partnership with OLWS in an emergency preparedness capacity and provided direction that OLCERT should move forward with preparedness exercises as well as direct citizen outreach and education. Director Williams commented based on his direct professional experience in this vein that he would prefer OLCERT working closely with OLWS and sees value in their volunteerism. They suggested continuing the conversation in at future meetings and appreciated the value of the partnership.

6. Supplemental Budget to Setup PERS Side Account – Resolution 19-07

General Manager Chaplen stated Finance Director Kelly Stacey is out for the holiday and Consultant Rob Moody would provide and update on the PERS developments. Rob refreshed

the Board of their approval at the November Board meeting of the decision to move ahead with the PERS payment of \$300,000, submit a state grant application, and set up a "side" account to hold the PERS payment funds. He introduced the Resolution No. 19-07 to set the supplemental budget to appropriate the PERS payment.

Director Knudson made the following motion, "I move to adopt Resolution No. 19-07 approving the supplemental budget as presented." President Keil seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

7. Oak Grove Blvd. American Disabilities Act (ADA) Improvements Easement Offer
District Engineer Jason Rice presented the request from Clackamas County Department of Transportation and Development (DTD) to purchase easements at the former Sanitary District Administration building property for the input of ADA Improvements at the corner of Oak Grove Boulevard. The Board discussed costs and value and concluded that it made sense to accept the offer. General Manager Chaplen commented ADA improvements will add intrinsic value to the property. The Board and staff agreed to make sure CCDTD follows the OLWS storm water quality codes, starting with green treatment options for this project. The conversation also emphasized storm water management for future CCDTD projects in OLWS. OLWS provided several examples of recent educational opportunities by OLWS to CCDTD concerning how they could improve stormwater management at the system level.

Vice President Williams moved to accept Clackamas County's offer to purchase easements at the former Sanitary District Administration property for the Oak Grove Boulevard ADA Improvements Project and approve the General Manager to sign the necessary documents to complete this transfer. Director Knudson seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

8. Department Reports

- **Finance Report:**

Consultant Rob Moody provided details of Finance Director Kelly Stacey's Board report. The initial grant request to the State of Oregon was unsuccessful. OLWS has two pending applications being considered, one for \$300,000 that was just allocated and the other for \$900,000 in the next budget. OLWS is 16th and 18th on the waitlist but our match amounts are small and might end up being covered. Staff intends to move forward with the contribution whether or not the grant funds come through. The Budget process is about to begin. The Financial Audit has been intensive and beneficial and will at least double the costs of what was originally projected for the year. Both the OLWS and the NCCWC audits for the year will end soon. The Water Audit process has been moving along and is at the detailed level, working next on the large meters. The source water meter testing went well and seemed to reflect the accuracy of the OLWS source water meters. The Board has the list of checks in hand for review.

The Board asked why the utility billing portion of the Financial Audit process doubled and Rob replied the project was bid on the best information available but after learning more about the OLWS financial controls and financial data they ended up needing to conduct more work than originally thought. The auditors needed to do more work on their side to be able to support their opinion on the financial statements. This increased the costs substantially. Early indicators show that OLWS will have a clean financial audit with a list of suggested changes to OLWS processes. The Board will receive a report from the financial auditors in January, before the report is submitted to the Secretary of State within the extension limit. There will be a supplemental budget brought to the Board for approval in March 2020.

- **Field Operations Report:**

Field Operations Manager Todd Knapp presented information from his report, highlighting the master meter tests and issues they solved. Preliminary results show less than 2% variation at the master meter reading level. He touched on the main breaks, which are somewhat seasonal. Todd spoke of Jessie Ramos, our newly hired utility worker on the collections team. The collections crew has been helping with plant pump replacements at the influent pump station and cleaning the storm system at the Water Reclamation Facility as part of the 1200Z permit. Grease cleaning is being done semi-annually, as well as working on monthly cleaning goals.

The Board asked about why El Camino Way was recently flooded by stormwater and Todd responded a small section of pipe in that area is on private property and will be investigated and hopefully cleaned if it contains roots. Jason mentioned that part of the system on private property has been broken by plantings on the property. He added another part of that system has a 2" pipe, which is too small for the flow. Rightsizing and replacing the pipe and fixing the system within the right of way is the responsibility of CCDTD, and the responsibility of the owners on private property. OLWS is responsible for cleaning and maintaining the line and the OLWS crew has completed this work and alerted CCDTD to the issue for their list of repairs. The homeowner has also contacted CCDTD to alert them of the issue. The Board talked further about local flooding issues and how to track, report, and address them (refer to audio).

- **Plant Operations Report:**

Plant Superintendent David Mendenhall shared his Board report in detail, highlighting challenges with pumps and pump replacement at the influent pump station. He reported on changing the responsiveness of floats and programming for Pump Station #2 to help address flooding, which will be tested. He described how the issue with the screenings compactor was addressed as well as repairs to the Ultraviolet (UV) Channels. The inventory to accompany the 2018-2019 financial audit is progressing. The plant and staff are geared up and ready for any wet weather.

- **Technical Services Report:**

District Engineer Jason Rice let the Board know that several projects are underway, including the Belt Filter Press 2 Retrofit Project, the solids piping project to retrofit the cannibal system flow at the plant, sewer line replacement project at Jade Court and Old Orchard Court to address infiltration and inflow. He described details about changes that will be made at the

Water Reclamation Facility to help reduce the amount of stormwater sampling and testing required by the 1200Z Permit. We are nearing completion for the Department of Environmental Quality's (DEQ) application process for the Pretreatment Program, having been working to develop a program, which we have not had in the past.

- **Human Resources Report:**

Human Resources and Payroll Manager Aleah Binkowski-Burk provided an overview of her Board report stressing the insurance rate increases due to industry rightsizing. The Board asked what is included in "public entity liability" and Aleah responded if OLWS were to be sued it helps protect the District and the Board. She provided a hiring update, including two new utility employees and one on the way for the District Recorder's position.

9. Call for Public Comment

There were no comments from the public.

10. Business from the Board

General Manager Chaplen requested clarification of the language to honor former Board Director Lynn Fisher. Director Van Loo and President Keil will follow up to decide on the plaque and wording.

Director Ginny Van Loo will assume responsibility for attending the Chamber of Commerce. She reported that she needs a contact for the Library Board, which she can get from Lynn Fisher.

Director Gornick updated the group on the Sunrise Water Authority meeting, and other notes from his Board Packet report, including the use of an outside company to help with bringing in people who need to participate in their Low-Income Assistance Program. assessment process next year, which provides a discount on SDAO insurance costs.

Vice President Williams updated the group there was no Jennings Lodge Community Planning Organization (CPO) meeting due to the holiday party instead. Director Gornick and G.M. Chaplen attended the party, which was very nice and well-attended.

Director Knudson attended the Oak Grove Community Council December meeting, which was very good. He commented they have tried to get into the Next Door social media arena which has been a challenge – except if you add something very newsy to Next Door. The Portland General Electric (PGE) Smart Grid project update was inspiring him to request one for our District. He highlighted the New Urban High School redevelopment project which might impact OLWS traffic flow due to student drop offs. He learned about upcoming land use projects including several existing "non-conforming use" buildings which may become Marijuana Grow facilities because of their land use designation. His proposed research agenda for the Water Research Foundation was accepted and the foundation has been successfully restructured. Director Knudson stated that Director Gornick attended the Regional Water Providers Executive

Committee meeting for him, and Mark presented an extra copy of the Annual Report for the RWPC if anyone is interested in reviewing it.

There was no further Board business.

11. Recess to Executive Session

President Keil recessed the regular public meeting for the Executive Session at 8:35 p.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

12. Executive Session

Recess to Executive Session under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

The General Manager provided an overview of the timing for upcoming union negotiations.

Chris Duckworth summarized the collective bargaining process and gave advice and recommendations for negotiations.

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

13. Adjourned Executive Session

The Chair closed the Executive Session at 9:36 p.m.

14. Reopened Regular Public Meeting

The Chair reopened the Regular Public Meeting at 9:37 p.m. There were no Board actions and no public present.

15. Adjourn Regular Board Meeting

President Keil adjourned the regular Board meeting at 9:37 p.m.

Respectfully submitted,

Susan Keil
President, Board of Directors

Kevin Williams
Secretary, Board of Directors

Date: _____

Date: _____



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES – 5:00 P.M.
JANUARY 21, 2020**

Board of Directors - Members Present:

Susan Keil	President
Kevin Williams	Secretary/Vice President
Paul Gornick	Director
Mark Knudson	Director
Ginny Van Loo	Director

Board of Directors - Members Absent:

None

Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen	General Manager
Aleah Binkowski-Burk	Human Resources and Payroll Manager
Jason Rice	District Engineer
David Mendenhall	Plant Superintendent
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder

Visitors and Consultants Present:

Tommy Brooks	Cable Huston, LLP
Tory Wagoner	Cavanaugh & Associates, P.A.
Keith Simovic	Moss Adams, LLP
Laurel Stevens	Moss Adams, LLP
Rob Moody	Merina & Company, LLP

1. Call to Order and Flag Salute

President Keil called the meeting to order at 4:59 p.m.

2. Recess to Executive Session

President Keil recessed the regular public meeting for the Executive Session at 5:00 p.m. under ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The Board conducted a work session to discuss and fine tune General Manager Chaplens' performance review for the past 14 months.

3. Adjourned Executive Session

President Keil adjourned the Executive Session at 5:38 p.m.

President Keil reopened the Regular Public Meeting at 5:59 p.m. and led the pledge of allegiance.

4. Call for Public Testimony

President Keil requested public comment.

Thelma Haggemiller spoke in opposition to a new movement within unincorporated Clackamas County to incorporate into a city wherein the new city public works department would commence water and sewer services instead of the District. She asked the Board to seek status as an authority and President Keil confirmed that the Board is seeking additional information on this issue from the District Attorney.

5. Consent Agenda

- December 2019 Financial Report
- December 17, 2019 Board Meeting Minutes

Director Gornick moved to adopt the consent agenda. Secretary/Vice President Williams seconded the motion.

Director Knudson stated that the executive session ORS number and description for agenda item 11 of the December 17, 2019 Board Meeting Minutes is incorrect. Secretary/Vice President Williams confirmed that agenda item 12 is the correct executive session ORS number and description. General Manager Chaplen agreed to correct the wording.

Director Gornick questioned two items on page four of the December 2019 Financial Report with totals of zero. Consultant Rob Moody explained that the zeros reflect the status of the budget as it is currently in balance.

Director Gornick moved to adopt the Consent Agenda, Secretary/Vice President Williams seconded. Voting Aye: President Keil; Secretary/Vice President Williams; Directors Gornick, Knudson, and Van Loo.

MOTION CARRIED

6. Annual January Board Selection of Board Officers

President Kiel nominated Secretary/Vice President Williams as Board President, Director Gornick seconded. Director Van Loo requested other nominations. There were none. Voting Aye: President Keil; Directors Gornick, Knudson, and Van Loo. Secretary/Vice President Williams abstained.

MOTION CARRIED

Director Keil nominated Director Knudson as Treasurer, Director Gornick seconded. Director Van Loo requested other nominations. There were none. Voting Aye: President Williams; Directors Keil, Gornick, Knudson, and Van Loo.

MOTION CARRIED

President Williams nominated Director Gornick as Secretary/Vice President, Treasurer Knudson seconded. Director Van Loo requested other nominations. There were none. Voting Aye: President Williams; Treasurer Knudson; Directors Keil and Van Loo. Director Gornick abstained.

MOTION CARRIED

7. Appointment of Budget Committee Members 2020/2021

General Manager Chaplen overviewed the current staggered terms of the Budget Committee, the open position vacated by Fred Swingle, and the need for an alternate Budget Committee member.

Treasurer Knudson made motion to nominate Joe Healy to Position 5 on the Budget Committee and Robert Weber as the Alternate Member, Director Keil seconded. Director Van Loo asked for the candidates in the audience to stand. President Williams called for the vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

District Attorney Tommy Brooks clarified the Alternate's position as a member of the Budget Committee only after the Board has appointed them. Secretary/Vice President Gornick confirmed that the Alternate does not vote until they have been appointed. Treasurer Knudson verified that both candidates attend the meetings.

8. Local Government Investment Pool (LGIP) Contact Registration and Permissions Update – Resolution 20-01

Independent Finance Consultant Moody explained the need to update the Oak Lodge Water Services contact information with the Local Government Investment Pool in Salem due to staffing changes. He requested that the Board adopt Resolution 20-01 to recognize General Manager Chaplen, District Engineer Rice, and District Accountant Jeff Voreis as registered contacts.

Director Knudson made the following motion, "I move to adopt Resolution 20-01 approving changes to the LGIP contact registrations and permissions." Secretary/Vice President Gornick seconded the motion. President Williams called for a vote. Voting Aye: President Williams; Secretary/Vice President; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

President Williams verified that an additional signer will be added when the Finance Director position is filled.

Treasurer Knudson inquired to whether a new Budget Officer will need to be appointed during the Finance Director's vacancy. General Manager Chaplen informed the Board that there would be various items on the next meeting's agenda regarding the Budget Officer and Budget Committee.

9. M 36 Non-Revenue Water Phase I Completed and Phase II Draft Audit Report from Cavanaugh & Associates, P.A.

General Manager Chaplen introduced Tory Wagoner from Cavanaugh & Associates to explain Phase I and Phase II of the water audit and answer any questions the Board may have before moving on to Phase III – Economic Analysis.

Tory Wagoner summarized the technical information in his report with a PowerPoint presentation. He described the water balance between input and water losses, profiling the different types of water losses that result in lost revenue. Mr. Wagoner explained the methodology that has been followed while testing meters within the District and highlighted the movement forward into the economic analysis of phase III.

Secretary/Vice President Gornick inquired about the tolerance of large meters. Mr. Wagoner quoted a two to three percent margin of error in drawdown testing.

Treasurer Knudson asked whether any of the large retail meters were tested. Mr. Wagoner stated that none were tested, but it will be a recommendation in the report. Field Operations Supervisor Lyon clarified that to test the larger meters, they must be removed from service.

Secretary/Vice President Gornick queried whether aging meters register low. Mr. Wagoner believed that the industry standard mechanical meters do begin to register low with use. Newer solid-state meters do not degrade with use, but detailed other issues they encounter.

Director Keil inquired whether the billing software was assessed for proper billing. Mr. Wagoner stated he has not but has met with Staff to assess the billing process. There were anomalies found and the recommendations will include an analysis of how these anomalies effect the water balance.

President Williams asked if Mr. Wagoner had experienced other entities requiring fire departments to report use in gallons. Mr. Wagoner verified that this occurs nationwide. District Engineer Rice confirmed that the fire department does report usage annually.

Mr. Wagoner outlined the non-revenue water for calendar year 2018 and stressed the importance of Phase III in assessing the correct economic value of water in the District.

Director Keil inquired about the percentage of non-revenue water across other entities. Mr. Wagoner commented that there is not an industry standard and that every entity has a different set of parameters within which they are economically able to operate.

Treasurer Knudson specified the difference between the economic value and the societal value of water. Mr. Wagoner agreed that each entity has secondary costs to operation that are difficult to quantify.

Director Keil placed emphasis on finding the right value. Mr. Wagoner acknowledged that phase III will find the economic level of leakage; assessing the value of the water and the resources spent on intervention.

President Williams inquired about the members of the team meeting for this project. Mr. Wagoner confirmed the importance of Field Operations members on the team as a necessary component of the continued support.

Treasurer Knudson inquired about the resource allocation for this program. General Manager Chaplen acknowledged the report recommendations will have budget implications. Treasurer Knudson believes there is an opportunity in the upcoming budget process for economic evaluation.

Director Keil expressed concern about overcharging customers due to inaccurate readings.

Treasurer Knudson asked about the annual testing of commission meters. General Manager Chaplen confirmed that the meters tested for the report were Oak Lodge Water Services meters and stated that currently each commission partner is responsible for their own testing. Treasurer Knudson believes that the process should be standardized and that each partner should be held accountable.

Treasurer Knudson inquired about analysis of export water. Mr. Wagoner explained the semantics of the word "export" and explained why the water balance removes export water.

President Williams thanked Mr. Wagoner for his report and presentation.

10. 2018/2019 Financial Statements as Audited by Moss Adams, LLP

Treasurer Knudson asked if Keith Simovic had received everything needed to complete the financial audit. Mr. Simovic replied that they had.

Mr. Simovic outlined the final phases of the financial audit: processes/procedures and risk assessment. He also described the Oregon compliance standards and guidelines that were met during the course of the audit.

Mr. Simovic introduced Laurel Stevens as the audit manager. Ms. Stevens outlined the year-end statements auditing process and quality control review.

Ms. Stevens explained the audit adjustments highlighting prior period adjustments for the North Clackamas County Water Commission water rights and capital asset adjustment. President Williams inquired about the fiscal year-end reconciliation with the Commission. Mr. Simovic confirmed.

Treasurer Knudson asked how far back the audit should investigate due to past practices. Mr. Simovic assured the Board of work with District Management on best practices moving forward.

Director Keil inquired to the typical level of discrepancies found in audits of other government agencies. Mr. Simovic confirmed that similar-sized utility districts have comparable findings in first-year audits.

Treasurer Knudson inquired about liability of capital asset discrepancies. Mr. Simovic replied that liability is possible but testing at that level has not been done. Director Keil asked about the level of joint control needed to complete the testing. Mr. Simovic guaranteed the Board they would work District Management on the recommendations that have come from the audit.

From the audience, Budget Committee member Dave Phelps inquired whether the audit has reviewed the system development charges. Mr. Simovic confirmed.

Mr. Simovic outlined the non-compliance areas including procurement. Director Keil confirmed the testing covered purchasing that occurred in one fiscal year, Mr. Simovic confirmed. President Williams surmised that the new District Recorder will aid in maintaining records needed for future audits. General Manager Chaplen agreed that there is room for improvement in procurement and other areas.

Ms. Stevens overviewed fraud identification including significant balances, key controls, and high-risk fraud areas. She reported that this year's surprise audit area was employee billing within the District.

Mr. Simovic identified the areas of material weakness including revenue control, capital assets, and project costs.

Independent Financial Consultant Moody assured the Board that Staff will be addressing all audit recommendations. Mr. Moody acknowledged the effort of District Accountant Jeff Voreis in finalizing the financial statements and ensuring GAAP compliance.

President/Chair Williams thanked Mr. Simovic and Ms. Stevens for their report and presentation.

Secretary/Vice President Gornick moved to accept the District's financial statements as audited by Moss Adams LLP and directed the General Manager to coordinate the appropriate responses to the audit recommendations provided, Director Keil seconded. President Williams called for a vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

11. Department Reports

- **Human Resources Report**

Human Resources Manager Binkowski-Burk introduced Laural Casey as the new District Recorder and provided an overview of the Human Resources Board Report.

- **Finance Report**

General Manager Chaplen summarized the Finance Department Board Report and informed the Board that the Budget Committee orientation meeting scheduled for January 28, 2020 has been cancelled and that a new budget calendar will be released.

- **Plant Operations Report**

Plant Superintendent Mendenhall detailed the Plant Operations Board Report commenting on rain events and corresponding flow charts. He reported Plant stability and updated the Board on the status of the pumps that have been ordered for Pump Station 2 stating that redundancy is resiliency.

Plant Superintendent Mendenhall disclosed the final resolution of the pH exceedance of January 2019. The Department of Environmental Quality issued a warning regarding the incident in January 2020.

- **Field Operations Report**

Field Operations Supervisor Lyon overviewed the Field Operations Board Report highlighting the replacement of several hydrants in the District and the replacement of the last batch of old water meters. He reported that the meter replacement did cause pressure issues for some customers, but that the new meters have provided confidence in accurate readings.

President Williams mentioned the online activity of customers using Nextdoor. Field Operations Supervisor Lyon believed many of the complaints were due to the last meters being swapped. Director Van Loo affirmed that customers mentioned Oak Lodge Water Services and asserted that there will be less issues due to the completion of the project.

Treasurer Knudson inquired about the identification and replacement of old hydrants. Field Operations Supervisor Lyon verified the current program to replace six to eight two-port hydrants with newer hydrants per year.

- **Technical Services Report**

District Engineer Rice overviewed the Technical Services Board Report and informed the Board of an upcoming meeting with the Clackamas County Directors of Department of Transportation and Development regarding the ownership and maintenance of storm catch basins in the El Centro Basin.

District Engineer Rice outlined his work with the City of Gladstone regarding the service boundary intergovernmental agreement. President Williams asked if the City Manager was still involved in the process, which District Engineer Rice confirmed.

Secretary/Vice President Gornick asked about the Intertie Design Project timeline. District Engineer outlined the projected outcome of the project in the event of an emergency and that the cost is projected to be significantly lower than budgeted for. He reported that there is potential for service to Milwaukie with the same pump.

12. Call for Public Comment

President Williams called for public comment. There were no comments from the public.

13. Business from the Board

Secretary/Vice President Gornick reported regarding the Sunrise Water Authority meeting on January 18, 2020 where two resolutions were adopted. He also reported on Sunrise Water Authority low-income rate adjustments.

Director Van Loo briefed the Board on a legislative review townhall she attended which included the topic of the homeless population of the District.

Director Keil reported on the Chamber meeting covering the legislative redistricting and the Constitutional Amendment regarding gerrymandering.

Treasurer Knudson announced he will not be attending the North Clackamas County Water Commission meeting.

There was no further Board business.

14. Recess to Executive Session

President Williams recessed the Regular Board Meeting at 8:05 p.m. calling for a five-minute recess before convening the Executive Session.

The Board convened the Executive Session at 8:12 p.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

The General Manager summarized the current status of the District's progress in preparing for union negotiations.

Chris Duckworth gave advice and recommendations regarding the District's objectives in negotiations.

No decision was made during the Executive Session.

15. Adjourned Executive Session

President Williams adjourned the Executive Session at 9:13 p.m.

Adjourn Regular Board Meeting

President Williams adjourned the Regular Board meeting at 9:13 p.m.

Respectfully submitted,

Kevin Williams
President, Board of Directors

Paul Gornick
Secretary/Vice President, Board of Directors

Date: _____

Date: _____



STAFF REPORT

To	Board of Directors
From	Sarah Jo Chaplen, General Manager
Title	Appointment of Budget Officer 2020/2021
Item No.	4
Date	February 18, 2020

Summary

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

Recommendation

Staff requests that the Board appoint the General Manager as Budget Officer for the Fiscal Year 2020/2021 Oak Lodge Water Services District Budget.

Suggested Board Motion

"I move that the Board appoint the General Manager as the Oak Lodge Water Services Budget Officer for Fiscal Year 2020/2021."



STAFF REPORT

To Board of Directors
From Aleah Binkowski, Human Resources Manager
Title Approval of Financial Contract for Merina and Company
Item No. 5
Date February 18, 2020

Summary

Oak Lodge Water Services District has held a contract with financial consultant, Rob Moody, and his company since June of 2018. Merina and Company was brought on to assist in providing financial expertise, guidance, and assistance with financial forecasting and other key finance projects. Merina and Company has been able to provide the District with resources and knowledge of high-level public-sector finance. OLWSD is currently without an acting Finance Director and the District requires extra assistance from Mr. Moody until we can hire and on-board a new Finance Director. The District needs to temporarily expand the role and scope that the current financial consultant provides the District. Adding a new contract will provide the smoothest transition as Rob Moody already understands our District, our finances, our financial software and our budget.

The District will be tasking Mr. Moody to assist us with the following items:

- Provide coordination and oversight of general ledger maintenance including review and approval of journal entries, analysis, internal and external reporting.
- Direct day-to-day operations of the Finance and Accounting team through regular communications, setting of expectations, providing technical assistance and feedback.
- Support the OLWSD management team in financial analysis and information.
- Provide regularly scheduled financial and status reports to management and Board of Directors.
- Coordinate budget development process with management team.
- Support recruiting efforts to fill vacant positions in the Finance and Accounting team – working directly with Human Resources and the General Manager.

It is projected Mr. Moody will spend 16 to 32 hours per week devoted to OLWSD business. The rate charged to the District is \$195/hr and is the same rate as the initially approved earlier contract. We anticipate we will require the increase in services through the end of June 2020.

Staff Recommendation

Staff respectfully requests that the Board approve the General Manager to sign a new contract with the Merina and Company for financial services as described in the scope of work included in the attached contract, and to negotiate individual tasks on an as-needed basis not to exceed \$100,000 total.

Suggested Board Motion

“I move to approve the General Manager to sign a contract with Merina and Company for financial services as described in the attached contract for selected financial services as needed not to exceed \$100,000.”

Attachments

1. Contract



**PERSONAL SERVICES AGREEMENT
(Financial Services)
WITH OAK LODGE WATER SERVICES DISTRICT**

This Financial Services Agreement (“Agreement”) is between **OAK LODGE WATER SERVICES DISTRICT** (the “District”) and **Merina & Company, LLP.** (“Contractor”). The District and Contractor are herein referred to individually as a “Party” and collectively as the “Parties.”

RECITALS

- A. The District is a consolidated water and sanitary special district organized under ORS Chapters 264 and 450 with the authority to contract for various personal services.
- B. The District has an existing agreement with Contractor to provide certain financial services.
- C. The District has additional needs for financial services and now wishes to enter into this new Agreement with Contractor, and Contractor desires to provide financial services to the District, as set forth in this Agreement.

AGREEMENT

I. Effective Date and Duration

This Agreement is effective upon execution by the Parties ("Effective Date"). Unless earlier terminated as set forth in Section VII, this Agreement shall be for a one-year term, and thereafter this Agreement may be renewed as agreed to by the Parties, subject to the availability of funds budgeted and appropriated by the District’s governing body.

II. Contractor is Independent Contractor

- A. Contractor shall perform the work required by this Agreement as an independent contractor, although the District reserves the right to: (i) specify the desired work product; (ii) determine the delivery schedule for the work to be performed; and (iii) evaluate the quality of the completed performance, the District cannot and will not control the means or manner of Contractor’s performance. Contractor is solely responsible for determining the appropriate means and manner of performing the work.
- B. Contractor shall provide input into the District’s operations as set forth in this Agreement but shall not make any employment decisions.
- C. Contractor will be responsible for any federal or state taxes applicable to any compensation or payment paid to Contractor under this Agreement.

III. Services to Be Performed by and Responsibilities of Contractor

- A. Contractor shall provide the Services set forth in the attached Exhibit A.
- B. Contractor shall specifically designate Rob Moody to provide the Services on behalf of Contractor.
- C. Contractor agrees that the Services it has agreed to provide under this Agreement shall be rendered by it under the direct supervision of its principals and that the work will be faithfully performed with care and diligence.

IV. Subcontracts and Assignment

Contractor shall not subcontract for any of the Services under this Agreement or assign or transfer any of its interests in this Agreement to a third party or use the services of a temporary employment services company to perform any of the Services under this Agreement.

V. Payment

- A. Contractor shall provide the Services at a rate of \$195 per hour.
- B. The total compensation for Services performed during the Term of this Agreement shall not exceed \$100,000.
- C. Contractor shall invoice District by the 15th of each month following the month in which the Services are provided.
- D. Payment is due from the District thirty (30) calendar days after the date of receipt of the invoice.
- E. At Contractor's option, it may assess overdue account charges up to a maximum rate of two-thirds of one percent per month (8% per annum) subject to ORS 293.462.

VI. No Third-Party Beneficiaries

The District and Contractor are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons.

VII. Early Termination

- A. The District may terminate this Agreement at any time, with or without cause, by providing to Contractor thirty (30) days' written notice of termination.
- B. The District and Contractor, by mutual written agreement, may terminate this Agreement at any time.
- C. Either the District or Contractor may terminate this Agreement in the event of a breach of the Agreement by the other Party. Prior to such termination, however, the non-breaching Party shall give to the breaching Party written notice of specific acts/omissions giving rise to the breach and of the non-breaching Party's intent to terminate. If the breaching Party has not cured the breach within 15 days of such notice, then the non-breaching Party may terminate the Agreement at any time thereafter by giving a written notice of termination.

VIII. Payment on Early Termination

- A. If this Agreement is terminated by the District under VII.A or VII.B, the District shall pay Contractor for all work satisfactorily performed, and reasonable expenses incurred performing the work, up to and including the termination date.
- B. If this Agreement is terminated under VII.C by Contractor due to a breach by the District, then the District shall pay Contractor as provided in subsection A of this section.
- C. If this Agreement is terminated under VII.C by the District due to a breach by Contractor, then the District shall pay Contractor as provided in subsection A of this section, subject to setoff of excess costs, as provided for in Section IX.A., Remedies.

IX. Remedies

- A. In the event of termination under VII.C. by the District due to a breach by Contractor, then the District may complete the work or remedy the issue either itself, by agreement with another contractor, or by a combination thereof. The District may deduct the cost of completing the work or remedying the issue identified in the notice of breach from the remaining unpaid balance of the fee(s) owed to Contractor.
- B. The remedies provided to either Party for a breach by the other Party shall not be exclusive and the Parties shall be entitled to any other equitable or legal remedies that are available.

X. Access to Records

Contractor shall maintain and the District (and its authorized representatives) shall have access to all books, documents, papers and records of Contractor which relate to this Agreement for the purpose of making audit, examination, excerpts, and transcripts. Copies of applicable records shall be made available upon request or immediately upon termination of this Agreement for any reason. Contractor shall maintain all records relating to this Agreement in its custody or control in strict confidentiality and shall not provide to or allow access by any third parties without District's express written consent unless required by law. In the event Contractor is required by law to provide access to third parties, Contractor shall first provide notice to the District and provide the District with a reasonable opportunity to determine or challenge whether such access is indeed required.

XI. Ownership of Work

- A. All final work products of Contractor that result from this Agreement are the exclusive property of the District. Draft documents and preliminary work submitted to the District for review and comment shall not be considered owned, used, or retained by the District.
- B. The District shall own all proprietary rights, including but not limited to copyrights, trade secrets, patents, and all other intellectual or other property rights in and to the final work products. Preexisting trade secrets of the Contractor, or the intellectual

property of third parties, shall be noted as such and shall not be considered as a work product of this Agreement. All such work products shall be considered “works made for hire” under the provisions of the United States Copyright Act and all other equivalent laws.

- C. Any materials designated as “confidential” that may be provided to Contractor by the District at any time relating to this Agreement shall be treated as confidential by Contractor. Contractor shall only disclose such confidential materials to the limited number of authorized persons and to the narrow extent as required to perform the work for which the confidential materials are required. The confidential materials shall not be disclosed to any other person by Contractor without the advance written permission of the District. Contractor shall return all confidential materials upon request.
- D. Use of any work product of Contractor by the District for any purpose other than the use intended by this Agreement is at the discretion of the District. Use of any work product by Contractor is prohibited without the express written consent of the District.

XII. Compliance with Applicable Law

- A. Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the work under this Agreement, including without limitation, ORS 279B.020 (labor hours), ORS 279B.220 (payment conditions), ORS 279B.230 (medical care and workers’ compensation), ORS 279B.235 (labor hours and pay rates), ORS 279B.045 (tax laws), and ORS 294.310 (local budget law).
- B. Contractor shall comply with ORS 652.220 (prohibition on discriminatory wage rates). Compliance with such provision is a material element of this Agreement. Failure to comply with this provision is a breach and the District may terminate this Agreement for cause.
- C. Contractor shall maintain, at its own expense, worker’s compensation insurance for all subject workers as required by ORS Chapter 656 and meeting the minimum requirements therein.
- D. Contractor represents and warrants that Contractor has complied with, and will continue to comply with, all Oregon state and local tax laws before the execution of this Agreement and throughout the term of this Agreement. Failure to comply with this provision is a breach and the District may terminate this Agreement for cause.

XIII. Indemnity and Hold Harmless

- A. Contractor shall defend, save, hold harmless, and indemnify the District, its officers, agents, and employees from all claims, suits, or actions arising out of the professional negligent acts, errors, or omissions of Contractor or its officers, employees, subcontractors, or agents under this Agreement.
- B. Subject to the Constitution and laws of the State of Oregon and the monetary limits of ORS 30.260 to 30.300, the District shall defend, save, hold harmless, and

indemnify the Contractor, its officers, agents, and employees from all claims, suits, or actions arising out of the professional negligent acts, errors, or omissions of District or its officers, employees, subcontractors, or agents under this Agreement.

XIV. Waiver

The failure of the District to enforce any provision of this Agreement shall not constitute a waiver by the District of that or any other provision.

XV. Professional Standards; Errors

Work under this Agreement shall be performed in a good and workmanlike manner and in accordance with the highest professional standards of professionals doing similar work in the State of Oregon. At all times during the term of this Agreement, Contractor shall be qualified, professionally competent, and duly licensed to perform the Services contemplated by this Agreement. In addition to any other remedies, Contractor shall perform such additional work as may be necessary to correct errors in the work required under this Agreement without undue delays and without additional cost to the District.

XVI. Insurance

Contractor shall procure and maintain insurance in the form and amounts that are acceptable to the District in full force and effect throughout the term of this Agreement. Certificates of insurance shall be provided to the District upon request. The required insurance shall cover risks arising directly or indirectly out of Contractor's activities or work under this Agreement including insuring against claims for injuries or damages to persons or property. Contractor shall maintain commercial general liability insurance, professional liability insurance, and commercial automobile insurance. The insurance shall include provisions that such insurance is primary insurance with respect to the interests of the District and that any other insurance maintained by the District is excess and not contributory insurance with the insurance required under this Agreement. The commercial general liability insurance and automobile insurance policies shall include the naming of the District, its officers, directors, agents, and employees as additional insureds with respect to this Agreement. There shall be no cancellation, material change, or intent not to renew insurance coverage without first providing 30-days written notice to the District.

XVII. Governing Law

The provisions of this Agreement shall be construed in accordance with the laws of the State of Oregon.

XVIII. Severability

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held invalid.

XIX. Licensing

Contractor shall obtain all necessary business or other licenses when required to perform the work under this Agreement.

XX. Disputes of Cost

In the event either Party brings an action to enforce the terms of this Agreement or to seek damages for its breach, or any action arising out of any dispute concerning the terms and conditions herein, the prevailing party shall be entitled to an award of its reasonable attorney fees, costs, and expenses incurred therein, including such costs and fees as may be required on appeal.

XXI. Merger Clause

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. BY ITS SIGNATURE, CONTRACTOR ACKNOWLEDGES IT HAS READ AND UNDERSTANDS THIS AGREEMENT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

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IT IS AGREED:

Merina & Company, LLP	Oak Lodge Water Services District
By: _____	By: _____
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT A

SERVICES

Contractor shall perform the following as part of the Services to this Agreement:

1. Provide coordination and oversight of General Ledger maintenance including review and approval of journal entries, analysis, internal and external reporting.
2. Direct day-to-day operations of Finance and Accounting team through regular communications, setting of expectations, providing technical assistance and feedback.
3. Support management team in financial analysis and information.
4. Provide regular scheduled financial and status reports to management and District's Board of Directors.
5. Coordinate budget development process with management team.
6. Support recruiting efforts to fill vacant positions in the Finance and Accounting team – working directly with the District's human resources manager and General Manager.



STAFF REPORT

To	Board of Directors
From	Rob Moody, Consultant
Title	Finance Department Report
Item No.	6a
Date	February 6, 2020 for February 18, 2020 Meeting

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

Departmental Update

The Finance and Accounting team has completed their work related to the annual audit and has turned attention to budget preparation in addition to day-to-day operations.

We have a temporary employee working on the team to process accounts payable and are taking advantage of the transition with that position to streamline processes and strengthen controls.

We met with the audit firm for a debrief and are drafting the District's corrective action plan in response to their findings. We will present that plan to the Board at an upcoming meeting and will keep you informed of progress in implementing the plan.

Checks Issued

The District issued checks numbered 43502 through 43594 which include accounts payable and payroll checks as well as electronic withdrawals totaling \$729 thousand. Attached you will find a report showing all checks and electronic withdrawals for January 2020. There were no voided checks for the month.

Attachments

1. Checks by Date Report for January 2020

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 02/05/2020 - 11:15AM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	1/3/2020	Check Commerce		AP		1/ 3/2020	165.25
0	1/8/2020	TSYS		AP		1/10/2020	8,372.97
0	1/8/2020	TSYS		AP		1/10/2020	98.90
0	1/10/2020	Payroll Direct Deposit	DD 00001.01.2020	PR		1/10/2020	4,066.52
15800110	1/10/2020	IRS Dept of The Treasury	IRS Adjustment	BRX		1/13/2020	2,003.68
0	1/11/2020	Wells Fargo Bank		AP		1/13/2020	2,261.08
0	1/15/2020	Oregon DOR - State Transit Tax		AP		1/21/2020	112.27
0	1/15/2020	Oregon Department Of Revenue		AP		1/21/2020	9,056.13
0	1/15/2020	VALIC c/o JP Morgan Chase		AP		1/21/2020	3,793.33
0	1/15/2020	Oregon Dept of Rev-Garn		AP		1/21/2020	442.02
0	1/15/2020	IRS Dept of The Treasury		AP		1/17/2020	32,486.48
0	1/15/2020	Nationwide Retirement Solutions		AP		1/21/2020	1,921.70
0	1/15/2020	OR Dept of Justice, Div of Child Support		AP		1/22/2020	640.80
0	1/15/2020	Public Employees		AP		1/27/2020	32,260.21
0	1/15/2020	Payroll Direct Deposit	DD 00002.01.2020	PR		1/15/2020	73,143.53
13660115	1/15/2020	Oregon Department Of Revenue	OR DOR Adjustment	BRX		1/21/2020	-9,056.13
13660116	1/15/2020	Oregon Department Of Revenue	OR DOR Adjustment	BRX		1/21/2020	8,538.10
13660117	1/15/2020	Oregon Department Of Revenue	OR DOR Adjustment	BRX		1/14/2020	518.03
15800115	1/15/2020	IRS Dept of The Treasury	IRS Adjustment	BRX		1/17/2020	-32,486.48
15800116	1/15/2020	IRS Dept of The Treasury	IRS Adjustment	BRX		1/17/2020	30,482.80
16980115	1/15/2020	Oregon DOR - State Transit Tax	OR DOR Transit Adjustment	BRX		1/21/2020	-112.27
16980116	1/15/2020	Oregon DOR - State Transit Tax	OR DOR Transit Adjustment	BRX		1/21/2020	106.25
16980117	1/15/2020	Oregon DOR - State Transit Tax	OR DOR Transit Adjustment	BRX		1/14/2020	6.02
0	1/24/2020	Oregon Department Of Revenue		AP		1/24/2020	0.14
0	1/27/2020	Wells Fargo Remittance Center		AP		1/27/2020	29,797.25
14180127	1/27/2020	Public Employees	PERS Adjustment	BRX		1/27/2020	449.40
14180130	1/27/2020	Public Employees	PERS Adjustment	BRX			-449.40
0	1/28/2020	Purchase Power		AP		1/28/2020	80.74
0	1/28/2020	Pitney Bowes Global Financial Services LLC		AP		1/29/2020	64.00
0	1/31/2020	Nationwide Retirement Solutions		AP		2/ 4/2020	1,821.70
0	1/31/2020	Oregon DOR - State Transit Tax		AP		2/ 4/2020	170.89
0	1/31/2020	IRS Dept of The Treasury		AP		2/ 3/2020	57,626.16
0	1/31/2020	Oregon Dept of Rev-Garn		AP		2/ 4/2020	242.02
0	1/31/2020	Public Employees		AP			35,218.42
0	1/31/2020	Oregon Department Of Revenue		AP		2/ 4/2020	14,915.57
0	1/31/2020	VALIC c/o JP Morgan Chase		AP		2/ 4/2020	3,584.95
0	1/31/2020	OR Dept of Justice, Div of Child Support		AP			640.80
0	1/31/2020	Payroll Direct Deposit	DD 00003.01.2020	PR		1/31/2020	107,856.67
ACH Disbursement Activity Subtotal							420,840.50
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							420,840.50

Paper Check Disbursement Activity

43502	1/15/2020	Payroll Employee Check		PR		1/21/2020	706.02
43503	1/15/2020	Payroll Employee Check		PR		1/17/2020	1,368.24
43504	1/15/2020	Payroll Employee Check		PR		1/16/2020	2,107.38
43505	1/15/2020	Ace Hardware #11075		AP		1/23/2020	225.66
43506	1/15/2020	AFLAC		AP		1/21/2020	977.14
43507	1/15/2020	AFSCME Council 75		AP		1/22/2020	913.20
43508	1/15/2020	Alexin Analytical Laboratories, Inc.		AP		1/17/2020	510.00
43509	1/15/2020	Atlasta Lock And Safe		AP		1/21/2020	1,460.00
43510	1/15/2020	Bachman Paving Company		AP		1/29/2020	6,958.00
43511	1/15/2020	Baxter Auto Parts, Inc.		AP		1/17/2020	21.65
43512	1/15/2020	Bend Mailing Services LLC		AP		1/21/2020	3,848.61
43513	1/15/2020	Brown & Brown Northwest		AP		1/17/2020	19,078.00
43514	1/15/2020	Cable Huston LLP		AP		1/21/2020	687.50
43515	1/15/2020	Century Link		AP		1/17/2020	130.79

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 02/05/2020 - 11:15AM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
43516	1/15/2020	Cintas Corporation - 463		AP		1/21/2020	177.47
43517	1/15/2020	City Of Gladstone		AP		1/23/2020	4,895.52
43518	1/15/2020	City Of Gladstone		AP		1/22/2020	146.67
43519	1/15/2020	City Of Gladstone		AP		1/23/2020	413.49
43520	1/15/2020	City Of Milwaukie		AP		1/21/2020	1,608.88
43521	1/15/2020	Clackamas Landscape		AP		1/24/2020	140.00
43522	1/15/2020	Coastal Farm & Home Supply		AP		1/21/2020	119.97
43523	1/15/2020	Columbia Land Trust		AP		1/17/2020	7,500.00
43524	1/15/2020	Comcast Cable		AP		1/27/2020	1,162.50
43525	1/15/2020	Consolidated Supply Co.		AP		1/17/2020	10,639.04
43526	1/15/2020	CTX-Xerox		AP		1/22/2020	175.88
43527	1/15/2020	D&H Flagging Inc.		AP		1/16/2020	787.60
43528	1/15/2020	Dr. Lance F. Harris D.C.		AP		1/17/2020	180.00
43529	1/15/2020	Fastenal		AP		1/21/2020	1,071.19
43530	1/15/2020	Ferguson Waterworks		AP		1/21/2020	4,191.00
43531	1/15/2020	FLO-Analytics		AP		1/27/2020	6,157.50
43532	1/15/2020	Galco Industrial Electronics		AP		1/21/2020	581.54
43533	1/15/2020	Grainger, Inc.		AP		1/21/2020	516.02
43534	1/15/2020	H.D. Fowler Company		AP		1/17/2020	3,390.80
43535	1/15/2020	Hach Company		AP		1/21/2020	465.58
43536	1/15/2020	Impressions Printing Inc		AP		1/16/2020	200.00
43537	1/15/2020	Industrial Software Solutions		AP		1/21/2020	11,605.00
43538	1/15/2020	J. Thayer Company		AP		1/17/2020	140.54
43539	1/15/2020	JDL Development Inc		AP		1/27/2020	1,227.73
43540	1/15/2020	Board of Director Stipend Compensation		AP			50.00
43541	1/15/2020	Lord & Associates, Inc.		AP		1/22/2020	917.75
43542	1/15/2020	Lou's Gloves		AP		1/22/2020	534.00
43543	1/15/2020	Customer Refund		AP			47.79
43544	1/15/2020	Maverick Welding Supplies Inc		AP		1/21/2020	45.16
43545	1/15/2020	Merina & Company, LLP		AP		1/21/2020	6,045.00
43546	1/15/2020	Mike Patterson Plumbing Inc		AP		1/22/2020	155.00
43547	1/15/2020	Murray, Smith & Associates Inc.		AP		1/17/2020	10,837.94
43548	1/15/2020	NCCWC		AP		1/16/2020	74,818.83
43549	1/15/2020	Net Assets Corporation		AP		1/21/2020	413.00
43550	1/15/2020	Northstar Chemical, Inc.		AP		1/17/2020	539.50
43551	1/15/2020	Northwest Natural		AP		1/17/2020	873.44
43552	1/15/2020	OCD Automation, Inc.		AP		1/16/2020	6,150.00
43553	1/15/2020	Olson Bros. Service, Inc.		AP		1/22/2020	3,149.18
43554	1/15/2020	One Call Concepts, Inc.		AP		1/22/2020	490.98
43555	1/15/2020	Pape Machinery		AP		1/17/2020	3,098.98
43556	1/15/2020	Portland Engineering Inc		AP		1/17/2020	120.00
43557	1/15/2020	Portland General Electric		AP		1/21/2020	26,289.51
43558	1/15/2020	R & L Services Inc.		AP		1/23/2020	49.90
43559	1/15/2020	Relay Resources		AP		1/22/2020	4,990.29
43560	1/15/2020	Sanitech LLC		AP		1/21/2020	5,950.00
43561	1/15/2020	SDAO		AP		2/ 4/2020	620.00
43562	1/15/2020	Employee Reimbursement		AP		1/21/2020	99.98
43563	1/15/2020	The Sidwell Company		AP		1/21/2020	1,600.00
43564	1/15/2020	Cascadia Backflow		AP		1/21/2020	7,252.75
43565	1/15/2020	Unifirst Corporation		AP		1/22/2020	1,198.28
43566	1/15/2020	US Bank Equipment Finance		AP		1/22/2020	220.00
43567	1/15/2020	Verizon Wireless		AP		1/21/2020	804.74
43568	1/15/2020	Customer Refund		AP		1/27/2020	4.68
43569	1/15/2020	Waste Connections		AP		1/21/2020	64.48
43570	1/15/2020	Waste Management Of Oregon		AP		1/21/2020	8,124.22
43571	1/15/2020	Water Environment Services		AP		1/21/2020	151.65
43572	1/15/2020	Water Metrics West		AP		1/22/2020	1,600.00
43573	1/15/2020	Xerox Corporation		AP		1/23/2020	81.78
43574	1/27/2020	Cavanaugh & Associates. PA		AP		1/31/2020	20,525.00
43575	1/28/2020	Ace Hardware #11075		AP			7.99
43576	1/28/2020	APWA		AP			208.00
43577	1/28/2020	Brown & Brown Northwest		AP			6,618.58
43578	1/28/2020	Cable Huston LLP		AP		2/ 3/2020	300.00

Bank Reconciliation

Checks by Date

User: jeff

Printed: 02/05/2020 - 11:15AM

Cleared and Not Cleared Checks

Print Void Checks

<u>Check No.</u>	<u>Check Date</u>	<u>Name</u>	<u>Comment</u>	<u>Module</u>	<u>Void</u>	<u>Clear Date</u>	<u>Amount</u>
43579	1/28/2020	Century Link		AP		2/ 3/2020	803.43
43580	1/28/2020	Cintas Corporation - 463		AP			78.47
43581	1/28/2020	Customer Refund		AP			24.58
43582	1/28/2020	Consolidated Supply Co.		AP		1/31/2020	3,466.43
43583	1/28/2020	D&H Flagging Inc.		AP		2/ 4/2020	2,447.10
43584	1/28/2020	Customer Refund		AP			131.97
43585	1/28/2020	Mike Patterson Plumbing Inc		AP			632.25
43586	1/28/2020	Customer Refund		AP		2/ 4/2020	9.53
43587	1/28/2020	Traver's Cleaning Service Inc.		AP			35.00
43588	1/28/2020	Oregonian Publishing Company		AP			145.92
43589	1/28/2020	Pape Machinery		AP			32.21
43590	1/28/2020	Platt		AP			159.18
43591	1/28/2020	State of Oregon - Employment		AP			5,141.76
43592	1/31/2020	Payroll Employee Check		PR		2/ 3/2020	1,324.80
43593	1/31/2020	Payroll Employee Check		PR		2/ 3/2020	1,632.59
43594	1/31/2020	Payroll Employee Check		PR		2/ 4/2020	479.75
Paper Check Disbursement Activity Subtotal							308,079.46
Voided Paper Check Disbursement Activity							0.00
Adjusted Paper Check Disbursement Activity Subtotal							308,079.46
Total Void Check Count:							0
Total Void Check Amount:							0.00
Total Valid Check Count:							131
Total Valid Check Amount:							728,919.96
Total Check Count:							131
Total Check Amount:							728,919.96



STAFF REPORT

To Board of Directors
From David Mendenhall, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 6b
Date February 18, 2020

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

Water Reclamation Facility Operations

We dealt with persistent rain in January with some heavy rain days. On January 28th, we had a peak flow rate of around 14 million gallons per day (MGD) and the highest total daily flow of the month at 8.67 MGD. Operations and the plant responded well again all month. The solids inventory is up a little as is expected with the increased loading, so we kept wasting at 2750 pounds per day. The settling is not as compact with the additional hydraulic pressure, but the separation is still very good and the effluent from the secondary clarifiers is still clear. During the heavy rain event we had a Sanitary Sewer Overflow (SSO) at the constructed overflow immediately upstream of Pump Station (PS) #2 which discharged to the Willamette River. The total flow was estimated from study of the trend graphs from the Supervisory Control and Data Acquisition (SCADA) system. The maximum possible flow to the Willamette was 37,514 gallons. The cause of the overflow was a series of events with the pumps in PS #2 that reduced the ability to keep up with the flow. We were in the midst of a high flow and rain event and the lead pump was shut down by a vibration alarm. The next pump (there are three at PS#2) was called on. It started to pump but not fully due to air binding. The last pump called on was also air bound. All of this caused the wet well to fill and back up to the constructed overflow. Through our alarm system our on-call operator, Chuck Adams, received the alarms, got on remote monitoring, and started to respond to the situation trying to get the lead pump going. He also called out our mechanic, Jayson Kahler. Jeff Wheeler and Doug Woods also responded to notifications from our alarm system. The response was quick and efficient, ending the event in 21 minutes. Notifications were made the next morning to the applicable agencies and the report has been filed. Corrective action will be to disable the ability for the vibration alarm to shut off the pump and to program the pumps so the lead will be automatically rotated daily to help keep all pumps primed.

A consortium of drivers from the water and the collections groups have been doing a great job of keeping the biosolids hauling going. Dave Seifert, Justin Claxton, Doug, and Jeff hauled 206 cubic yards of biosolids to Madison Farms. I'd like to recognize Justin Claxton who went above and beyond on his hauling day. When he came in to drive at approximately 3 am, he discovered the truck had an electrical problem on his inspection. He could have said this truck cannot be driven and left and that would have been fine. But he unloaded the broken truck on the ground, scooped it all up and loaded the other truck we have which was empty, cleaned up the area, and went on with his route. This kept us on schedule for removal of solids. Thanks for the great job, Justin.

It is reports season and we are working on the Biosolids reports for DEQ and EPA, Air Quality reports for DEQ and EPA, and the Hazardous materials inventory for the Community Right to Know report. We will also be applying for the National Association of Clean Water Agencies (NACWA) award. This year it will be for the Silver Award as we had one violation in January of 2019.

On the maintenance front, there has been a bunch going on. The #1 Influent Pump Variable Frequency Drive (VFD) has been replaced and the pump is now available in full speed manual if needed. There is some additional programming and a part that needs to be added to get fully automatic operation going. The VFDs at Pump Station (PS) #2 are here and will be installed in mid-February. At PS #4, we had the landscaping completely trimmed back and spruced up. This also allows for safer access to the control panels and power supplies. The sump pump motor drive in the Dewatering Building has been replaced and the sump operation is back in automatic operation. The reuse pump motor was returned with new sealed bearings and the motor all tuned up and baked/shellacked. The Digester Sludge Pump (DSP) needed new seals after a failure and was quickly back feeding sludge to the belt press.

Inventory efforts continue in between maintenance projects. Staff Jayson Kahler and Elaine Murray are working together as items get located, sorted, counted, and recorded in Lucity inventory. Jayson has done 40 total work orders in January, 32 being preventive and 8 being corrective. Elaine continues the work order data base clean up, eliminating duplication, closing and removing work orders that are out of date, have no data or information, and ones that are not linked to anything. She has been resorting and grouping work orders that go together. For example, all greasing work orders now come out at the same time allowing for one mobilization by maintenance.

We had a couple of odor complaints from nearby neighbors. We were not sure where they were coming from but with their help, we made some air adjustments and time adjustments, so blower cycles start overnight instead of in the morning. The neighbors have been great to interact with and are good resources to help us pin these things down better. Great work all month by a great group.

Attachments

1. Photo Pages of January 2020 Work.
2. Operations Staff Report Rainfall vs Flow Data Correlation for June 2019 – December 2019.
3. Plant Performance BOD-SS Graph for June 2019 - December 2019.



Sign posted for SSO event



Pump Station #2 Grinders



High Density Polyethylene Pipe Piece



Reuse Water Motor Shellacked



Pump Station #4 Landscape Clean Up



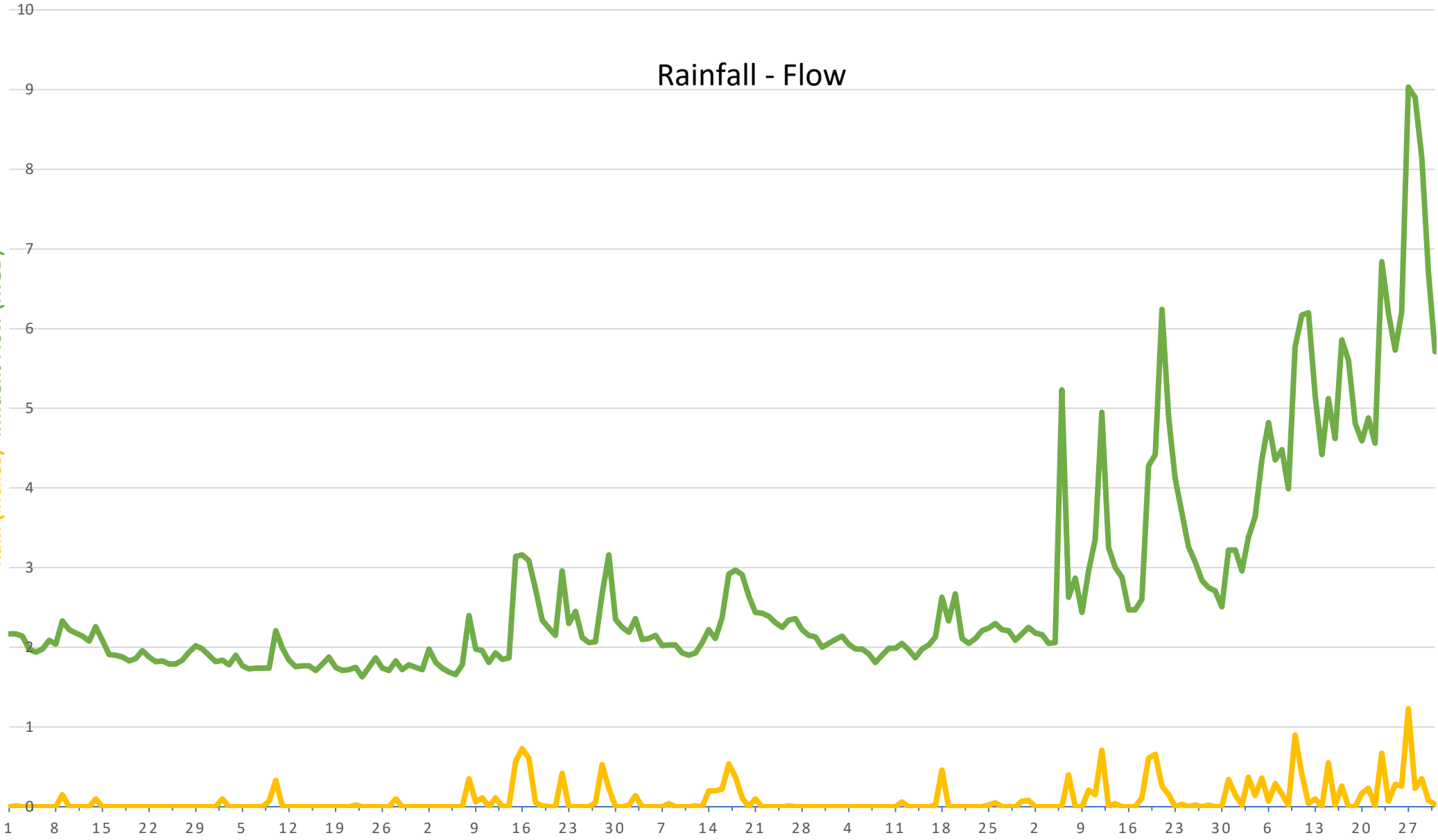
Digested Sludge Pump Seal Replacement



Digested Sludge Pump Lobes Installed

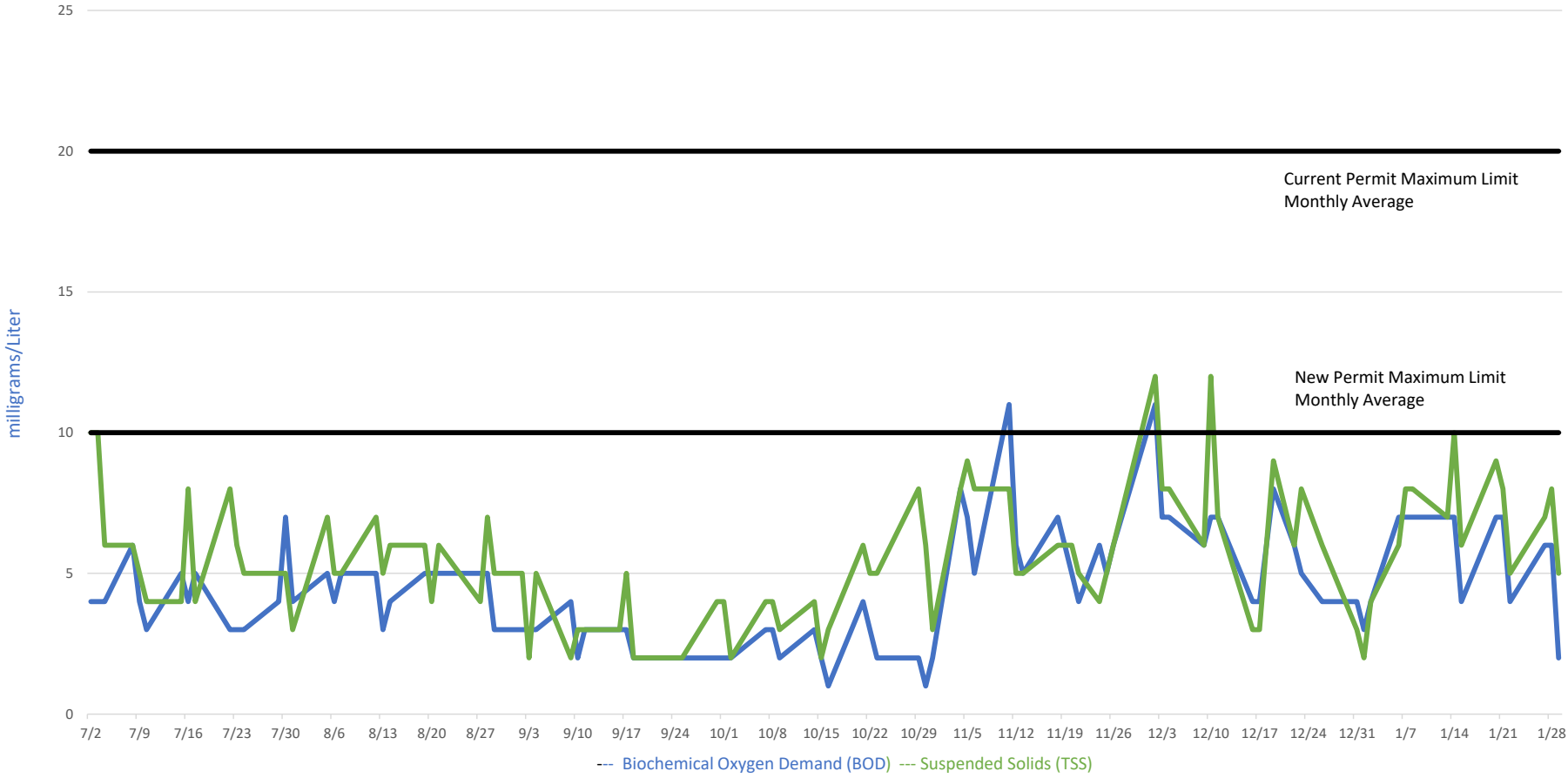
Rainfall - Flow

Rain (inches) - Inflow Flow (MGD)



July through Jan

Effluent Water Quality





STAFF REPORT

To Board of Directors
From Jason Rice, District Engineer
Title Technical Services Monthly Report
Item No. 6c
Date February 5, 2020 for February 18, 2020 Meeting

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

Below is an update of various Technical Services Program efforts:

Outreach and Education

The North Clackamas Watersheds Council held their seasonal Christmas tree collection fundraiser. The Council was able to raise more money than in 2018 and will install the used Christmas trees into rivers and streams to provide habitat for aquatic invertebrates and resting areas for fish. Large woody debris makes up an important part of river and stream health.

School field trips started up on February 4th with planting native species as part of the Watershed Health Education Program (WHEP). Students in the Rex Putnam High School will be visiting the Water Reclamation Facility and the North Clackamas County Water Commission drinking water facility later this spring.

Program planning for FY 2020 has begun as budget season is upon us. Youth education programming will be similar to this year. OLWS staff is researching what it would take to bring the EcoBiz program into our District and will provide an update if negotiations are successful.

For the Clean Rivers Coalition (CRC) Steering Committee, OLWS staff presented findings from Phase II of the strategic communications outreach project to the EPA Lower Willamette Toxics Reduction group. The group was comprised of both government agencies including City of Gresham, City of Portland, City of West Linn, the United States Geological Survey (USGS), and nonprofit groups like the Johnson Creek Watershed Council, Oregon Environmental Council, and Willamette Riverkeepers. Our presentation provided an overview of the CRC as well as details of the survey and focus groups. The CRC moves next into Phase III with a focus on developing the strategic communication plan. Phase IV will develop creative materials for the initial statewide topic, which focuses on pesticides, herbicides and insecticides. The CRC is also waiting to hear if they receive a large grant from the Environmental Protection Agency (EPA)'s Columbia River Basin Restoration Funding Assistance Program.

A quick reminder that Board members are welcome to visit the OLWS booth at either of the two upcoming children’s educational events. Combined, the events serve over 1500 4th graders with a broad spectrum of water education. This year’s Celebrating Water Forum is on April 7th at Clackamas Community College and the Children’s Clean Water Festival will be held at the Sylvania campus of the Portland Community College on April 28th, and run from about 9-1 p.m. In putting on these outreach events, OLWS is just one of multiple municipalities working together to get out a “whole water” message. Whole water refers to maintaining clean water through all the cycles of use – from drinking water to sewer to storm. Messaging touches on the importance of water as a whole and places human activities into a larger context. This way the focus remains on being proactive with a broad perspective – remembering that how we care for water can affect food sources (fish), water used for consumption, as well as places we recreate.

January 2020 Development Activity

	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	1	3	16	2	17
Hours Spent on Development Review	30	25	215	40	430
Hours spent on Utility Permits	40	60	435	20	235
Development Permits Issued	2	0	9	2	16
Utility Permits Issued	9	7	76	2	40
New Sewer Connections	9	6	83	6	28
New Water Services	9	7	-	5	-
Active Erosion Control Permits	68	70	509	43	308
Total Erosion Control Permits Inspected	68	70	509	43	308
Active Construction Permits	10	11	98	17	159
Sanitary SDC Fees Received	\$46,485	\$30,990	\$385,663	\$103,300	\$276,745
Water SDC Fees Received	\$108,000	\$32,400	\$304,370	\$32,960	\$159,425
Plan Review Fees Received	\$3,710	\$4,200	\$36,080	\$7,514	\$58,630
Inspection Fees Received	\$3,610	\$4,340	\$26,840	\$2,690	\$56,916

Attachments

1. Development Review Status Tracker
2. Capital Project Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Closed	4281 SE Manewal Ln. (Manewal North)	Residential Subdivision: 4 lots.	Oak Lodge Warranty period expires June 2019. Warranty bond released - awaiting asbuilts.	2/4/20
Closed	SE Manewal at SE Towery Ln.	Residential Subdivision; 4-lots	Oak Lodge Warranty period expires June 2019. Warranty bond released - awaiting asbuilts.	2/4/20
Warranty Period	18121 SE River Rd.	Residential Subdivision; 72-lots ; Jennings Lodge Estates	Oak Lodge Warranty period expires June 2020	2/4/20
Warranty Period	12705 SE River Rd.	Willamette View Riverview Dining Facility Replacement	Northe Pointe complete. Warranty held for SE Park Ave. CC DTD CIP	2/4/20
Warranty Period	19421 SE KAY ST	Residential Subdivision; 4 lots	Oak Lodge warranty expires Dec. 2019. Awaiting asbuilts	2/4/20
Closed	15314 SE RUPERT DR	Residential Subdivision; 7 lots	Warranty Period Ended and Bond Released. Processing Asbuilts	2/4/20
Warranty Period	Taxlots 2000 & 2100 located behind 15026 & 15018 SE Linden	Residential Subdivision; 3 lots	Oak Lodge warranty period ends March 2019. Warranty complete awaiting asbuilts	2/4/20
Warranty Period	22E07CA03003 (SE Allan Rd @ SE Worthington)	Residential subdivision: 2-lots	Oak Lodge warranty expires Feb. 2020. Inspection scheduled for Feb. 2020	2/4/20
Closed	14107 SE Lee Ave	Residential subdivision: 2 lots	Oak Lodge permits expire June 2019 (6-month extension to Dec.) Processing asbuilts	2/4/20
Closed	16800 SE McLoughlin	Commercial Structural Alteration	Oak Lodge permits expire June 2019 (6-month extension to Dec.) Processing asbuilts	2/4/20
Warranty Period	3622 SE Pinehurst	Residential Subdivision; 7 lots	Warranty Period ends September 2020	2/4/20
Under Construction	4322 SE Pinehurst Ave	Residential Subdivision; 7 lots	Oak Lodge permits expire April 2020	2/4/20
Under Construction	4410 SE pinehurst	Residential Subdivision; 4 lots	Water utility only. Inspections Continuing	2/4/20
Plan Review	17624 SE RIVER RD	Multi-family residential; three (3) 2-family_ dwelling units and two (2) three family dwelling units	Oak Lodge permits expire June 2020	2/4/20
Plan Review	16518 SE River Rd.	Head Start School Additions	Oak Lodge Site Development Permit current review	2/4/20
Plan Review	SE Kellogg @ SE Birch	Road Improvements / CC DTD CIP	Oak Lodge Site Development Permit current review	2/4/20
Plan Review	15601 SE Meadowlark Ln.	2-Parcel Partition	Oak Lodge Permit approved.	2/4/20
Plan Review	15099 SE McLoughlin Blvd	CORPORATE HEADQUARTERS CLACKAMAS FEDERAL CREDIT UNION	Application submitted to Oak Lodge. Oak Lodge permit expires March 2020	2/4/20
Plan Review	2342 Kora Ln	Garage: Historical	Land Use Comments sent to CCDTD. County land use expiration timeline.	2/4/20
Plan Review	View Acres Elementary	School Addition	Land Use Comments sent to CCDTD. County land use expiration timeline.	2/4/20
Plan Review	19315 SE River Rd	Residential 2-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/4/20
Pre-Application	13505 SE River Rd	Rose Villa Phase 4 Medical Building	Oak Lodge Site Development Permit current review	2/4/20
Pre-Application	13822 SE Oatfield Rd	Residential zone change from R-10 to R-7 and a 10-lot minor subdivision.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/4/20
Pre-Application	15515 SE Wallace Rd	Residential: three-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/4/20
Pre-Application	1901 SE Oak Grove Blvd	Alteration of a Nonconforming Use to replace a portion of existing New Urban HS facility	Oak Lodge Site Development Permit current review	2/4/20
Pre-Application	15115 SE East Ave	Residential Subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/4/20
Pre-Application	12780 SE McLoughlin	High Density Multi-Family	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/4/20
Pre-Application	12633 SE Oatfield Rd	Residential Subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/4/20
Pre-Application	15314 SE East Ave	Second dwelling unit to an existing home	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/4/20
Pre-Application	15717 SE McLoughlin	Bank and Office	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/4/20
Pre-Application	2718 SE Risley	Zone change and 4 - 6 lot minor subdivision with conditional use for one three-family dwelling	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/4/20

STAFF REPORT

To Board of Directors
From Todd Knapp, Field Operations Manager
Title Field Operations Monthly Report
Item No. 6d
Date February 18, 2020

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

Highlights of the Month

- Meters replaced, new services added, and leaks repaired (Attachment 2).
- Main breaks repaired Briggs and Hill Road.
- Collections Crews helped with cleaning and clearing storm water lines.
- Meter maintenance and repairs.
- Water consumption for January: 75,848,000 Gallons; -1.81% below the 10-year average of 77,248,086 gallons. (Attachment 3)

Operations Administration

Water Crew busy with main repairs this past month, one located at 13010 SE Briggs St. this was a full circle main break.

Another located at 5149 SE Hill Road, this one was a bit trickier, as you can see, had conduits running over the top of the 10" water main which made for a slow and careful excavation.



This photo shows the final product.



Water crews also began with the water main flushing program. You should expect to see large amounts of water on the ground in some areas. Please be aware this is normal. The water is also being tested for chlorine and turbidity.

Water crews are still wrapping up the meter change out program. There were meters that could not be changed out by the contractor due to certain conflicts such as lids being paved or cemented in, unusual plumbing or piping, roots, broken fittings, plastic directly connected to the back of the meter and other anomalies. Crews have been busy digging up repairing and/or replacing the defective fittings.

Sewer crews have finished cleaning Basin B (87,861 feet) and will be starting Basin D (27,638 feet).

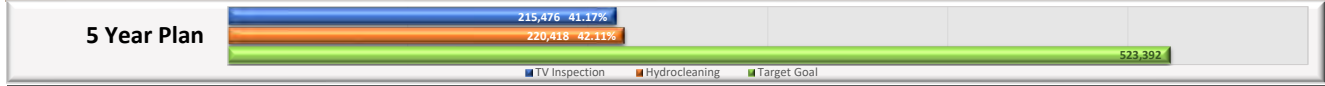
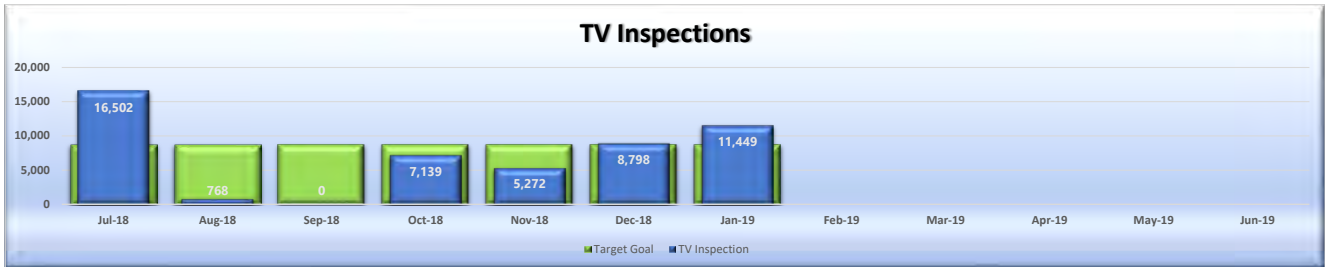
Both water and sewer crews were also busy clearing beaver dams. The areas near Stringfield Park were the most problematic. The dams caused water to back up creating a potential flooding problem for many homes. The dams were on North Clackamas County Parks property along the Stringfield Park and Trolley Trail.



Attachments

1. Sewer Collections Report
2. Water Report
3. Meter Read Report

Oak Lodge Water Services Collections Report



Month	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Current Month %	To Date Totals	Year 1 % Complete	5 Year %	Total Feet Remaining
TV Inspection	2,512	11,906	13,532	8,961	4,566	4,987	5,092	1,548	1,942	9,212	7,875	6,239		78,372	74.87%	14.97%	445,020
Hydrocleaning	6,967	8,539	13,085	10,206	4,472	2,328	4,723	513	4,906	8,953	8,638	5,367		78,697	75.18%	15.04%	444,695
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100.00%	20.00%	418,714
Actual to Goal	-3,984	1,499	4,585	860	-4,204	-5,066	-3,816	-7,693	-5,299	359	-467	-2,920		-26,144			
Grease Line	3,625	5,105	3,276	3,625	10,227	3,859	3,625	4,757	3,625	3,276	11,061	4,225		60,286			

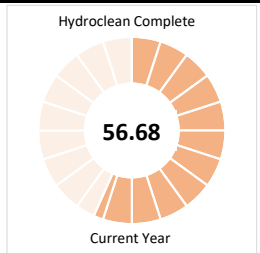
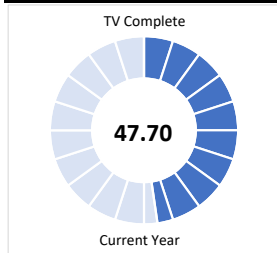
Month	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Current Month %	To Date Totals	Year 2 % Complete	5 Year %	Total Feet Remaining
TV Inspection	4,308	10,281	10,488	3,388	5,886	13,480	3,283	8,993	4,635	1,657	4,923	15,854		87,176	83.28%	31.63%	357,844
Hydrocleaning	3,619	9,456	6,197	13,307	2,636	16,171	1,124	11,765	14,542	3,289	287	0		82,393	78.71%	30.78%	362,302
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100.00%	40.00%	314,035
Actual to Goal	-4,760	1,145	-381	-376	-4,462	6,102	-6,520	1,656	865	-6,250	-6,118	-796		-19,894			
Grease Line	3,276	4,757	3,625	3,625	3,625	2,192	5,105	3,625	2,963	10,872	4,006	3,276		50,947			

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining	
TV Inspection	16,502	768	0	7,139	5,272	8,798	11,449							100.86%	49,928	47.70%	41.17%	307,916
Hydrocleaning	21,557	0	0	7,709	9,405	9,493	11,164							108.83%	59,328	56.68%	42.11%	302,974
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723							100.00%	61,061	58.33%	51.67%	252,974
Actual to Goal	10,306	-8,339	-8,723	-1,299	-1,385	423	2,584							-6,433				
Grease Line	1,480	3,276	3,276	1,480	9,392	3,276	3,625							25,805				

Month	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection																	0
Hydrocleaning																	0
New Target Goal																	0
Grease Line														0			

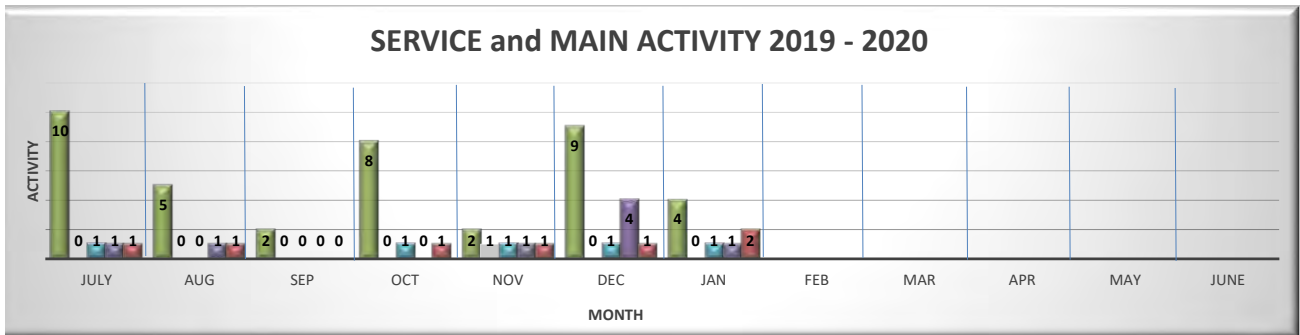
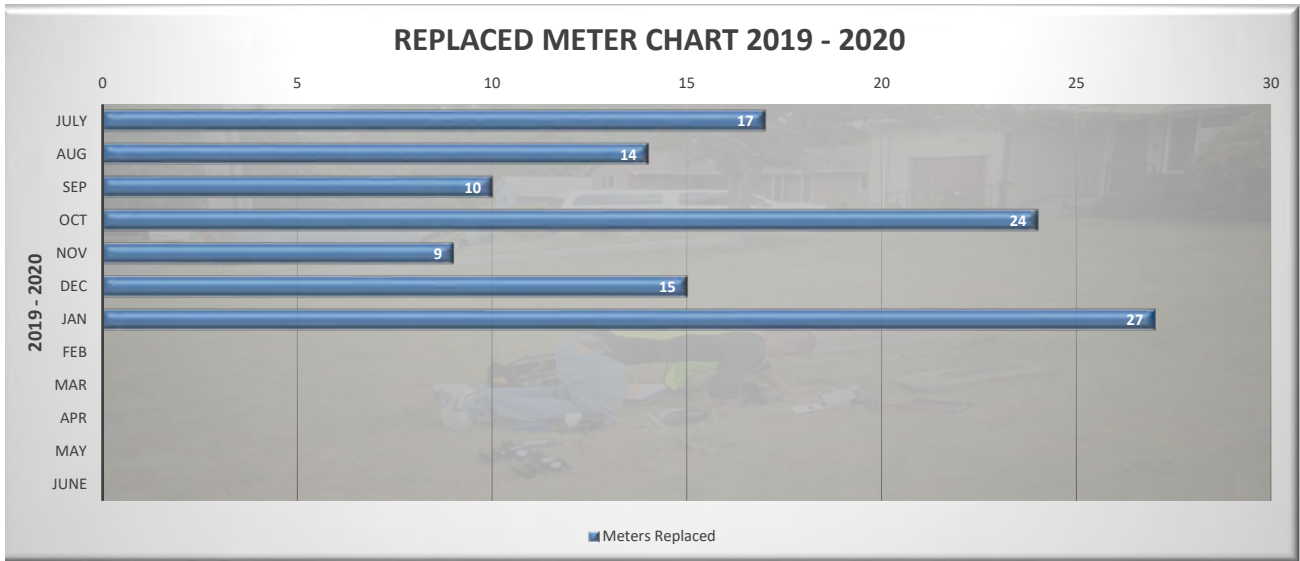
Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection																	0
Hydrocleaning																	0
New Target Goal																100.00%	0
Grease Line																	

	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	8,723	8,723			
Actual Per Year TV	78,372	87,176	49,928			307,916
Actual Per Year Hyd	78,697	82,393	59,328			302,974
Make up	-26,144	-19,894	-50,050			
Percent Completed	75%	81%	52%	0%	0%	42%



Current Basin: B

Oak Lodge Water Services Water Report



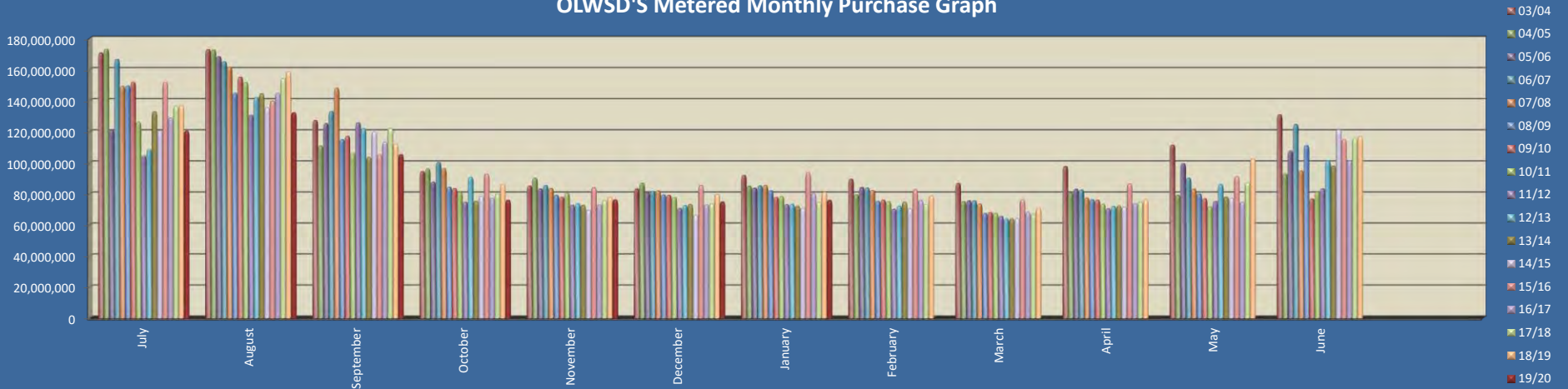
Fiscal Year 2019 - 2020	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2019	July	17	10	0	1	1	1
2019	Aug	14	5	0	0	1	1
2019	Sep	10	2	0	0	0	0
2019	Oct	24	8	0	1	0	1
2019	Nov	9	2	1	1	1	1
2019	Dec	15	9	0	1	4	1
2020	Jan	27	4	0	1	1	2
2020	Feb						
2020	Mar						
2020	Apr						
2020	May						
2020	June						
Yearly Total		116	40	1	5	8	7

Backflow Program Update for the Month of December						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
564	4	0	6	0	0	30
List of Backflow Letters						
Letter 1	Notice of Non-Compliance			District made aware (30 days to respond)		
Letter 2	Notice of Violation			Customer has final 30 days to correct		
Letter 3	Notice of Termination of water service			Customer has 5 days til water shut off		

Water Purchased from NCCWC By Month and Year

Year	Fiscal 1st Half						Fiscal 2nd Half						Total Yearly Con	Average Daily Demand	10 Year % Ave
	July	August	September	October	November	December	January	February	March	April	May	June			
03/04	170,652,000	172,726,000	127,198,000	94,416,000	85,037,000	83,285,000	91,933,000	89,441,000	86,755,000	97,665,000	111,392,000	130,863,000	1,341,363,000	3.67	
04/05	172,883,000	172,499,000	110,696,000	95,973,000	90,079,000	86,823,000	84,976,000	79,415,000	74,996,000	80,616,000	79,088,000	92,885,000	1,220,929,000	3.35	
05/06	120,871,000	168,248,000	125,172,000	87,512,000	83,230,500	80,773,500	83,697,000	84,098,667	75,580,333	83,028,000	99,436,000	107,501,000	1,199,148,000	3.29	
06/07	166,449,000	164,957,000	132,989,000	100,180,000	85,350,000	81,587,000	85,179,000	83,766,000	75,622,455	82,508,545	90,129,000	124,696,000	1,273,413,000	3.49	
07/08	149,207,000	161,512,000	147,980,000	96,159,000	83,445,000	81,921,000	85,466,000	82,200,000	73,405,000	77,221,722	83,162,278	94,885,000	1,216,564,000	3.33	
08/09	149,422,000	144,592,000	114,830,000	84,307,000	79,094,000	79,319,000	82,042,000	75,196,000	67,364,000	76,238,000	79,968,000	111,127,286	1,143,499,286	3.13	
09/10	151,804,000	155,069,000	117,099,000	83,457,000	77,782,000	79,107,000	77,735,000	75,975,000	67,986,000	75,943,000	76,903,000	76,720,000	1,115,580,000	3.06	101.42%
10/11	125,996,000	151,590,000	105,880,000	81,052,000	80,389,000	77,515,000	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	1,069,220,000	2.93	97.21%
11/12	104,328,000	130,684,000	125,733,000	74,646,000	72,657,000	70,555,000	73,041,000	70,104,000	65,501,000	70,380,000	75,148,000	83,256,000	1,016,033,000	2.78	92.37%
12/13	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	1,077,374,000	2.95	97.95%
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	1,060,157,000	2.90	96.38%
14/15	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	1,064,685,000	2.92	96.79%
15/16	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	1,203,157,667	3.30	109.38%
16/17	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	1,083,093,333	2.97	98.47%
17/18	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	1,133,503,000	3.11	103.05%
18/19	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000	1,176,610,000	3.22	106.97%
19/20	120,368,000	132,181,000	105,200,000	75,825,000	76,089,000	74,759,000	75,848,000								
20/21															
	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year ADD	Winter Ave
	126,577,533	143,291,600	113,476,900	81,144,100	75,518,400	75,049,214	77,248,086	74,831,400	67,430,100	74,637,700	82,009,700	100,983,067		3.01	75,709,567
	95.09%	92.25%	92.71%	93.44%	100.76%	99.61%	98.19%								Summer Ave
	-5.15%	-4.91%	-7.75%	-7.29%	-6.56%	0.76%	-0.39%	-1.81%							127,782,011
	-32,035,833	-6,209,533	-11,110,600	-8,276,900	-5,319,100	570,600	-290,214	-1,400,086							

OLWSD'S Metered Monthly Purchase Graph





AGENDA ITEM

Title	Call for Public Comment
Item No.	7
Date	February 18, 2020

Summary

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



AGENDA ITEM

Title Business from the Board
Item No. 8
Date February 18, 2020

Summary

The Board of Directors appoints District representatives from time to time to serve as liaisons or representatives of the District to committees or community groups.

Directors assigned specific roles as representatives of the District 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 Items Include

- a. Individual Board Member Reports**
- b. Board Liaison Assignments**
- c. Parking Lot**

Date Added	Item	Work Update
6/18/2019	SDC and ADU Comparison to other Communities	Jason working to gather information
8/13/2019	OLWSD/Gladstone IGA	Gladstone Staff is reviewing a proposal for customer splits for all three utilities.

January 24,2020

To: Board of Directors, Oak Lodge Water Services District

From: Kevin Williams, President *K.W.*

Re: NCCWC Meeting

1. The first item after the approval of the minutes from our previous meeting and the approval of the consent calendar.
2. We needed to appoint a Budget Officer for the coming fiscal year. It was decided tat we would appoint General Manager Wade Hackthorn for the time being with the plan to switch once we replace Kelly.
3. We then discussed the audit that I sent to each of you by email. Normally we would have had hard copies but there was a mixup about who was bringing the hard copies. The Commission received a clean audit.
4. We adopted a resolution approving Policy #7 which describes the Prevention of Workplace Harassment and Discrimination.
5. We then then authorized GM Hackthorn to renegotiate the Long-Term Water Supply Contract with Clackamas River Water. This action will result in Gladstone and us having greater access to CRW Water in the event of a shortage. Wade assured us that it will result in a better deal for all three entities.
6. The next three actions were associated with temporarily replacing Kelly on our ability to transfer money in and out of the LGIP, appoint authorized signers for the Wells Fargo bank accounts and authorizing a transfer in the General Fund to pay for some unexpected repairs at the water intake plant.
7. We had a discussion about granting authority to the GM to award sole source procurements. Wade explained to us when an element of the water treatment system breaks he needs the ability to buy parts quickly. He can't go to the local parts store to source these items. He needs to buy very specific items from a supplier in Belgium. We subsequently granted him the authority.

ADMINISTRATIVE OFFICE
14496 SE River Road
Oak Grove, OR 97267
Tel. (503) 854-7765
Fax (503) 853-1973



TREATMENT PLANT
14275 S. Clackamas River Dr.
Oregon City, OR 97045
Tel. (503) 723-3505
Fax (503) 723-3508

Regular Meeting

North Clackamas County Water Commission
Board of Commissioners

Thursday, January 23, 2020
NCCWC Water Treatment Plant
14275 S. Clackamas River Drive
Oregon City, Oregon 97045

AGENDA

5:30 PM Convene Regular Board Meeting

1. Call Meeting to Order (Flag Salute) ✓
2. Welcome Visitors – Public ✓
3. Public Comment
 - 3.1 Public Comment ✓
- ✓ 4. Approval of Minutes
 - 4.1 Approval of Minutes of the September 26, 2019 Regular Meeting
- ✓ 5. Adoption of Consent Calendar
 - 5.1 Authorization of Checks for September, October, November, and December 2019
6. Board Discussion
 - ✓ 6.1 Appoint Budget Officer (FY2020-21)
 - ✓ 6.2 Adopt Budget Calendar (FY2020-21)
 - ✓ 6.3 Present FY2018-19 Audit → M.D. AND A. - MUST READ
 - ✓ 6.4 Adopt Resolution 2020-1 Approving Policy 7 Preventing Workplace Harassment and Discrimination (per State Law)
 - ✓ 6.5 Authorize Renegotiation of Long-Term Water Supply Contract with Clackamas River Water
 - ✓ 6.6 Authorize Registered Contacts for the LGIP
 - ✓ 6.7 Appoint Authorized Signers to the Wells Fargo Bank Accounts
 - ✓ 6.8 Authorize Transfer in General Fund of FY2019-20 Budget
 - ✓ 6.9 (LCRB) Grant Authority to GM to Award Sole Source Procurements
7. Monthly Items
 - ✓ 7.1 Financial Reports
 - ✓ 7.2 Operations Report
 - ✓ 7.3 Manager's Report
 - ✓ 7.4 Business from the Board

8. **Convene Executive Session** Per ORS 192.660(f) To Consider Information or Records that are Exempt by Law from Public Inspection

9. **Reconvene Regular Meeting**

9.1 Adjourn

NORTH CLACKAMAS COUNTY WATER COMMISSION

January 23, 2020

Agenda Item 6.6

- Subject:** Authorize Registered Contacts for the Local Government Investment Pool (LGIP)
- Presenter(s):** Wade Hathhorn, General Manager
- Board Action:** Adopt Resolution 2020-02 authorizing registered contacts for the LGIP and granting related permissions.
- Attachments:** Resolution 2020-02
- Background:** Recent changes in the financial support services for the NCCWC has left the agency without a registered contact for the LGIP.
- Analysis:** Staff is asking the Board to authorize the General Manger (Wade Hathhorn) to serve as the primary registered contact, possessing all relevant permissions, including viewing/accessing the account(s), conducting transactions, opening and closing accounts, managing permissions, and receiving statements.
- Staff is further requesting the Board authorize the District Engineer (Tim Janssen) to serve as a secondary registered contact, possessing permissions to view/access account information and conducting transactions.
- Options:** Amend the request as presented
- Staff Recommendation** Approve the request as presented
- Draft Motion:** Adopt Resolution 2020-02 authorizing registered contacts for the LGIP and granting related permissions

NORTH CLACKAMAS COUNTY WATER COMMISSION

Resolution No. 2020-2

A RESOLUTION OF THE BOARD OF DIRECTORS AUTHORIZING REGISTERED CONTACTS FOR THE LOCAL GOVERNMENT INVESTMENT POOL AND GRANTING RELATED PERMISSIONS

WHEREAS, the North Clackamas County Water Commission (NCCWC) is a member of the State of Oregon Local Government Investment Pool (LGIP);

WHEREAS, recent staffing changes have left the NCCWC without a registered contact for the LGIP;

WHEREAS, the Board of Directors may grant the authority to assign Registered Contact(s) for the LGIP and so authorize various degrees of permission thereto; and

WHEREAS, the Board of Directors may at any time change or modify those assignments and permissions as necessary to properly affect the business function of the NCCWC.

NOW, THEREFORE, BE IT RESOLVED The Board of Directors of the North Clackamas County Water Commission hereby resolves to authorize the following person(s) to serve as a Registered Contact for the Local Government Investment Pool and grant such permissions as noted below:

1. Authorize the General Manager to serve as a Registered Contact for the LGIP granted with all relevant permissions thereto.
2. Authorize the District Engineer to serve as a Registered Contact for the LGIP granted limited permissions to view/access the account(s) and initiate transactions.
3. Authorize the General Manager to assign up to two (2) other Registered Contacts granted limited permissions to view/access the account(s) and initiate transactions.

Approved by the Board of Director's on this 23rd day of January, 2020.

By _____
Matt Tracey, Chair

Attest this 23rd day of January 2020

NORTH CLACKAMAS COUNTY WATER COMMISSION

January 23, 2020

Agenda Item 6.7

Subject: Appoint Authorized Signers for the NCCWC Bank Account(s)

Presenter(s): Wade Hathhorn, General Manager

Board Action: Adopt Resolution 2020-03 appointing authorized signers to the NCCWC bank accounts (Wells Fargo).

Attachments: Resolution 2020-3

Background: Recent changes in the financial support services for the NCCWC has left the agency without authorized signers for the agency's bank accounts (Wells Fargo).

Analysis: Staff is asking the Board to appoint the following members of the NCCWC staff as authorized signers for the agency's bank accounts at Wells Fargo:
Wade Hathhorn, General Manager
Tim Jannsen, District Engineer
In addition, staff is asking the Board similarly appoint Sarah Jo Chaplen, Oak Lodge Water Services District (General Manager) to serve as a third (back-up) authorized signer on these accounts.

Options: Amend the request as presented

Staff Recommendation: Approve the request as presented

Draft Motion: Adopt Resolution 2020-03 appointing authorized signers to the NCCWC bank accounts.

NORTH CLACKAMAS COUNTY WATER COMMISSION

Resolution No. 2020-3

**A RESOLUTION OF THE BOARD OF DIRECTORS APPOINTING
AUTHORIZED SIGNERS FOR THE AGENCY'S BANK ACCOUNTS**

WHEREAS, the North Clackamas County Water Commission (NCCWC) owns and maintains various bank accounts in support of the conduct of its normal business responsibilities;

WHEREAS, the NCCWC is currently under contact with Wells Fargo for such services;

WHEREAS, the Board of Directors may grant authorized person(s) access and permissions to those bank accounts as deemed appropriate in the conduct of agency business; and

WHEREAS, the Board of Directors may at any time change or modify those assignments and permissions as necessary to properly affect the business function of the NCCWC.

NOW, THEREFORE, BE IT RESOLVED The Board of Directors of the North Clackamas County Water Commission hereby resolves to appoint the following person(s) to serve as Authorized Signers for commercial bank accounts held in the name of the NCCWC:

1. Wade Hathhorn, General Manager of the North Clackamas County Water Commission.
2. Tim Jannsen, District Engineer of the North Clackamas County Water Commission.
3. Sarah Jo Chaplen, General Manager of the Oak Lodge Water Services District a member agency of the North Clackamas County Water Commission.

Approved by the Board of Director's on this 23rd day of January, 2020.

By _____
Matt Tracey, Chair

Attest this 23rd day of January 2020

NORTH CLACKAMAS COUNTY WATER COMMISSION

January 23, 2020

Agenda Item 6.8

- Subject:** Authorize Transfer in the General Fund of the FY2019-20 Budget
- Presenter(s):** Wade Hathhorn, General Manager
- Board Action:** Adopt Resolution 2020-04 authorizing a transfer within the General Fund from Contingency to Capital Outlay as part of the FY2019-20 Budget.
- Attachments:** Resolution 2020-4
- Background:** Transfers of monies within a particular fund (so authorized in a fiscal year budget) are allowed under ORS294.463. This law allows for up to 15% of the total appropriations of a fund to be transferred from contingency by resolution (or ordinance) so approved by the Board of Directors.
- Analysis:** There have been a number of unanticipated equipment failures at the NCCWC Water Treatment Plant, requiring funds to pay for these expenditures from Capital Outlay within the General Fund. These unanticipated expenses have depleted monies available to over future Capital expenses.
- The General Manager is asking the Board to authorize (by resolution) a transfer of \$50,000 from Contingency to Capital Outlay in the General Fund within the FY2019-20 Budget, as allowed under ORS 294.463.
- Options:** Amend the request as presented
- Staff Recommendation** Approve the request as presented
- Draft Motion:** Adopt Resolution 2020-04 authorizing a transfer within the General Fund from Contingency to Capital Outlay as part of the FY2019-20 Budget.

NORTH CLACKAMAS COUNTY WATER COMMISSION

Resolution No. 2020-4

**A RESOLUTION OF THE BOARD OF DIRECTORS AUTHORIZING A
TRANSFER IN THE GENERAL FUND OF THE FY2019-20 BUDGET**

WHEREAS, State budget law allows for transfers of monies within a particular fund in a given fiscal year budget, per ORS 294.463; and

WHEREAS, that same law allows for up to 15% of the total appropriation of a fund to be so transferred within the same fund by resolution or ordinance so authorized by the Board of Directors; and

WHEREAS, recent equipment failures at the North Clackamas County Water Commission Water Treatment Plant have occurred, requiring additional monies be appropriated within Capital Outlay of the General Fund for the FY 2019-20 Budget to cover these unanticipated expenditures; and

WHEREAS, the Board of Directors is being asked to authorize a transfer of \$50,000 from Contingency to Capital Outlay in the General Fund of the FY2019-20 Budget to cover said requirements.

NOW, THEREFORE, BE IT RESOLVED The Board of Directors of the North Clackamas County Water Commission hereby resolves to authorize the following intrafund transfer within the General Fund of the FY 2019-20 Adopted Budget:

GENERAL FUND	Existing	Change	Adjusted
Appropriation:			
Personnel	\$496,500	\$0	\$496,500
Materials & Services	\$1,454,300	\$0	\$1,454,300
Capital Outlay	\$245,000	\$50,000	\$295,000
Transfer Out	\$480,000	\$0	\$480,000
Contingency	<u>\$150,000</u>	<u>(\$50,000)</u>	<u>\$100,000</u>
Total	\$2,825,800	\$0	\$2,825,800

Approved by the Board of Director's on this 23rd day of January, 2020.

By _____
Matt Tracey, Chair

By _____
Wade Hathhorn, General Manager

Attest this 23rd day of January 2020

NORTH CLACKAMAS COUNTY WATER COMMISSION

January 23, 2020

Agenda Item 6.9

- Subject:** Adopt Resolution 2020-5 Granting the General Manager Authority to Award Sole Source Procurements
- Presenter(s):** Wade Hathhorn, General Manager
- Board Action:** Adopt Resolution 2020-5 Granting the General Manager Authority to Award Sole Source Procurements
- Attachments:** Resolution 2020-5
- Background:** Often times, the need to replace equipment and other items at the NCCWC's Water Treatment Plant requires the purchase of unique and specialized equipment so as to allow for complete integration and connectivity to the advanced computerized control systems at the plant. Such purchases typically require a "sole-source" type procurement (i.e. from a particular vendor).
- Analysis:** Notwithstanding, the NCCWC has never adopted its own procurement rules and as such is bound to abide by the State of Oregon's Attorney General's Model Rules, as prescribed in ORS 279A, 279B, and 279C. That said, the State's rules do allow for Sole Source Procurements under ORS 279B.075. However, unless so authorized otherwise, the Board of Directors (acting as the Local Contract Review Board) must approve each such procurement. And because the Board only meets four times a year, there is a need to grant this authority to General Manager (or other party) to allow for the expeditious repair and replacement of key systems at the plant. Such transfer of authority is allowed under ORS 279B.075 but it must be in writing and so granted by the Board of Directors acting as the Local Contract Review Board.
- Options:** Amend the request as presented
- Staff Recommendation:** Approve the request as presented
- Draft Motion:** Adopt Resolution 2020-5 Granting the General Manager Authority to Award Sole Source Procurements

NORTH CLACKAMAS COUNTY WATER COMMISSION

Resolution No. 2020-5

A RESOLUTION OF THE BOARD OF DIRECTORS ACTING AS THE LOCAL CONTRACT REVIEW BOARD GRANTS AUTHORITY TO THE GENERAL MANAGER TO AWARD SOLE SOURCE PROCUREMENTS

WHEREAS, the North Clackamas County Water Commission (NCCWC) is currently bound the State of Oregon's Model Procurement Rules outlined under ORS 279A, 279 B, and 279C; and

WHEREAS, from time to time staff requires the use of Sole Source Procurements as specified under ORS 279B.075 in the purchase of special equipment for the NCWCC Water Treatment Plant; and

WHEREAS, the Board of Director acting as the Local Contract Review Board may in writing grant the authority to award such sole source procurement to such designated person(s) deemed appropriate, as also allowed under ORS279B.075; and

WHEREAS, the Board of Directors acting as the Local Contract Review Board is being asked to grant such authority to the General Manager to award sole source procurements as prescribed under ORS279B.075, subject to the General Manager's spending authority given under Resolution 2019-4.

NOW, THEREFORE, BE IT RESOLVED The Board of Directors of the North Clackamas County Water Commission acting as the Local Contract Review Board hereby resolves to grant authority to the agency's General Manager to award sole source procurements as prescribed under ORS 279B.075, subject to the General Manager's spending authority given under Resolution 2019-4.

Approved by the Board of Director's on this 23rd day of January, 2020.

By _____
Matt Tracey, Chair

By _____
Wade Hathhorn, General Manager

Attest this 23rd day of January 2020

January 28,2020

To: Board of Directors, Oak Lodge Water Services District

From: Kevin Williams, Director *K.W.*

Re: Jennings Lodge CPO meeting report

1. The meeting opened at 7:00 p.m. They did the introductions and began working down the agenda. The business profile was moved to the February meeting due to the full agenda of speakers.
2. Several organizations, including OLWSD, had people present to give short presentations on accomplishments for 2019 and plan for 2020. I shared talking points prepared by Jason, David M. And Todd. Notable was the presentation on the wetlands project. I also discussed the changes to the board, the audits, things happening at the WWTP, the meter replacement program and the back flow device testing program. I was limited to 3 minutes due to other speakers running well over their allotted times.
3. There was a discussion about the naming of the Boardman Wetlands being named the Jennings Lodge Nature Park. The citizen leading the discussion replaced Lynn Fisher when he left the advisory board at Parks. He was disappointed that Parks had not solicited public input to name the area. He claimed it was in their code to do so but I have recently learned it may be optional and not required under existing county guidelines. A motion was made and a vote taken to name the facility the Jennings Lodge Wetlands Park. The vote was 19 to 0 to forward the recommendation to NCP&RD.
4. The meeting was adjourned at 8:50 p.m.



January 28, 2020 at Church of the Nazarene – Fellowship Hall
4180 SE Jennings Ave, Jennings Lodge OR 97267

6:30 pm Doors open, refreshments and mingling, set up

7:00 Welcome, Introductions and Thanks yous

7:05 Business Profile – *postponed until Feb 2020*

Treasurer's Report

Approval of Minutes (Oct 22 2019)

Elections – Proposed Slate for Feb 24, 2019 meeting

Land Use Applications – none have been received as of Jan 27, 2020

REVISED 7:10 REPORTS AND PREVIEWS – Representatives will give a short description of the organization, a report on their actions and activities in 2019 and an overview of 2020. (Notes will be taken to capture topics attendees would like a more full presentation at a future meeting.)

Invited organizations in alphabetical order:

- Clackamas County Coordinating Committee (C4)
- Clackamas Arts Alliance
- ✓ • Clackamas County Heritage Project
- ✓ • Clackamas County Housing team
- ✓ • Clackamas County Sheriff – Enhanced Law Enforcement District
- *Concord Property Task Force*
- CPO Summit including JLCPO representative
- ✓ • *Friends of the Trolley Trail*
- Metro Policy Advisory Committee (MPAC)
- McLoughlin Area Plan Implementation Team (MAPIT) including JLCPO representative
- ✓ • North Clackamas Parks and Recreation District
- North Clackamas Watershed Council – *DELAYED TO FEBRUARY*
- ✓ • Oak Grove Library *FEB 20TH 18:00 CONCORD SCHOOL*
- ✓ • Oak Lodge Water Services District
- • River East Villages
-

If time allows: Bylaws update, discussion on 2020 social events, preview of Safe Routes to School project.



For more information, email jenningslodgcpo@gmail.com

EDITED Jennings Lodge CPO Meeting Minutes

MODERATOR: Chair Jane Morrison

DATE: October 22, 2019

RECORDER: Mary Ott Piper

LOCATION: Church of the Nazarene

Notice of the meeting was in press release to the Clackamas Review newspaper and emailed to interested parties on the Jennings Lodge mailing list. Yard signs were posted throughout Jennings Lodge and the meeting was promoted on social media: Facebook and Next Door.

Introductions: All in attendance introduced themselves.

Total attendance was 26.

Voting Members in Attendance: Louise Anderson, Mitra Anoushiravani, Lisa Bentley, Steve Berliner, Karen Bjorklund, Grover Bornefeld, Brian Dirks, Carley Dirks, Virginia Foster, Paul Gornick, Leanna Gornick, Carol Mastronarde, Marne Moore, Jane Morrison, Linda Neumann, Mary Piper, Smith Piper, Rita Tolonen, Norm Tolonen, Kevin Williams.

The Chair introduced local business owner, JR Vanderburg, GKA Lighting, located at Jennings Ave and River Road. He has been in business for more than 30 years designing and fabricating lighting fixtures and repairing fixtures.

The Chair introduced Eben Polk, supervisor of Clackamas County Solid Waste. He made a presentation on the County's objectives for recycling and water reduction, continued implementation of sustainable practices, disaster debris planning, public education and partnerships, the emerging carbon footprint and climate strategies. He also discussed community outreach and education such as event recycling, electric cars, and repair fairs. There are efforts to help businesses with food scrap regulations for composting. The County is working with schools to eliminate single use milk cartons.

The Chair described METRO's T2020 proposals to improve the region's transportation system which includes a proposed investment in the McLoughlin corridor. The final scope of investment work will be presented to voters next year.

Business Meeting

The chair called the business meeting to order at 8:05. The Treasurer reported a balance of \$2,562.10. The Treasurer report and Secretary minutes of the August meeting were approved.

Ed Riddle from Oak Grove described an alternative to the potential construction of a pedestrian and bike bridge over the Willamette River from Oak Grove to Lake Oswego - a "walk-on" ferry.

Possible JLCPO Bylaws Interpretation or Policy

As people participate in their community in many different ways, and the JLCPO is holding more social events to reach a broader cross section of community members, the question was posed: Should attendance at JLCPO social, educational or other non-business meeting events also count toward becoming a JLCPO voting member? This might require agreeing on a particular interpretation of "Special Meetings" in the Bylaws clause: "...a member must have

signed in at and attended at least three Jennings Lodge CPO Regular or Special meetings...to vote..."

There followed considerable discussion, and no action was taken, pending additional work on this topic.

Holiday Event

Traditionally the CPO has held a meeting on the first Tuesday of December in place of the November and December fourth Tuesday meetings. This year a JLCPO Holiday Potluck has been proposed instead. The Church of the Nazarene is not available on December 3. A straw poll favored Tuesday December 10.

Land Use Applications

There were none.

Water Services District

Kevin Williams reported a financial audit has shown that the District purchased more water than was billed to customers.

There has been a problem with consolidating the two buildings. There will need to be updating and rezoning before one can be sold.

The new Boardman wetland will open in the spring and named Jennings Lodge park.

Other announcements

Grover Bornefeld reported on an upcoming open house by the Concord Property Task Force on November 6, 6:30-8:30.

The North Clackamas Parks and Recreation District Board will meet on November 13, 5:00-7:00.

Meeting adjourned 8:57.

Sunrise Water Authority
January 22, 2020 Board Meeting
Paul Gornick's Notes

- Board chairman called meeting to order, then approved the consent agenda. Two items of note on the consent agenda were an increase in the Systems Development Charge from \$8989 to \$9436, and contracting with environmental consultant ES&A to begin pre-construction permitting for the new Administrative & Field Operations Facility off SE Armstrong Circle, which will require access across an existing wetland. This work includes assessment of the existing wetland, along with the proper application to the State DSL regarding planned mitigation.
- Board approved the December 2019 financial statements.
- Board approved tentative rate increases to both residential and non-residential water consumption rates, while holding the fixed portion at \$18 per month. Board discussed a possible new irrigation class, but decided not to proceed at this time. I've included data about this item in the business from the board tab.
- GM Wade Hathorn gave Manager's update, which included advertising for proposals for a new banking service, and a discussion whether to publish the board members SWA email addresses on the website. Board decided not publish members internal email addresses.
- Tim Janssen gave the engineering, construction, and operation reports, which noted the 12-month rolling average of unaccounted water is at a little over 6%.
- Information about the low-income program for customers was distributed, and I've included a copy in the business from the board tab.
- The liaison reports were given, and the February 2020 board calendar was discussed.



10602 S.E. 129th Avenue, Happy Valley, OR 97086-6218
tel: 503.761.0220 • fax: 503.761.7406
www.sunrisewater.com

Board of Commissioners: Regular Meeting
Wednesday, January 22, 2020 - 6:00 p.m.

AGENDA

CALL REGULAR MEETING TO ORDER

- Pledge of Allegiance
- Approval of Agenda

Please sign the attendance sheet. Members of the public are welcome to speak for a maximum of three minutes. Public comment provided at the beginning of the agenda will be reserved for comment on special presentations, letters and complaints. Public comment related to specific agenda items must be held until the board addresses that item.

1. CONSENT AGENDA

- 1.1 Approval of Minutes
- 1.2 2020 System Development Charges
- 1.3 Professional Services Contract for Wetland Mitigation off SE Armstrong Circle
- 1.4 Adoption of Resolution 2020-01, Amending Payment Arrangement Policy 26-11
- 1.5 Approval of Well 5 Refurbishments
- 1.6 Acceptance of Audit

2. DISCUSSION ITEMS

- 2.1 Financial Statements
- 2.2 Pro Rata Reimbursement Proposal for Happy Valley Crossroad East Development
- 2.3 Rate Proposal Selection

3. STAFF REPORTS

- 3.1 Manager's Update
- 3.2 Engineering & Construction Reports
- 3.3 Operational Reports

4. BOARD BUSINESS

- 4.1 Board Calendar
- 4.2 Liaison Reports
- 4.3 Information Items
- 4.4 Future Agenda Items

POSTED FRIDAY, JANUARY 17, 2020 PER REQUIREMENTS.

The meeting site is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired should be directed to Cindy Wolff at 503-761-0220 or cwolff@sunrisewater.com at least 48-hours in advance.

SUNRISE WATER AUTHORITY

REGULAR BOARD MEETING

January 22, 2020

SUBJECT 2020 System Development Charges

BOARD ACTION REQUESTED	None required. Formal notice is being given to the Board of Commissioners regarding the 2020 System Development Charges.
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EFFECTIVE DATE	February 1, 2020
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PRINCIPAL STAFF PERSON Tim Janssen, Engineering Manager

DOCUMENTS ATTACHED Summary of 2020 System Development Charge calculations and associated rate schedules.

Summary

BACKGROUND In 2018, the Board authorized an approved methodology for establishing a system development charge (SDC), along with means for annual indexing. The analysis contained herein provides a summary of the 2020 SDC rate increase and related schedules.

ANALYSIS The SDC is comprised of two components: improvement (added capacity) and reimbursement (shared capacity). The Board has approved a methodology that applies an increase to both components of the SDC equivalent to the Construction Cost Index (CCI) reported by the Engineering News Record (ENR) as of December of each year. This year the ENR CCI went up by 4.98%. Applying the proper formula, last year's (cash discounted) SDC of \$8,989 was raised to \$9,436 for 2020 – an increase of \$447. The installation charge of \$700 remained unchanged for 2020. Hence, the total cash discounted cost for an installed standard 5/8" X 3/4" meter (1.0 ERU) is \$10,136, exclusive of any additional special "dig-in" charges.

OPTIONS None

STAFF RECOMMENDATION Review the 2020 SDC rate schedules and associated annual indexing.

SUNRISE WATER AUTHORITY

REGULAR BOARD MEETING

January 22, 2020

SUBJECT Approve a Proposed Water Rate Increase and Public Hearing Schedule

BOARD ACTION REQUESTED Approve a proposed rate increase for water across all customer classes and schedule notice of a future Public Hearing to gather customer input.

PRINCIPAL STAFF Wade Hathhorn, General Manager

DOCUMENTS ATTACHED None

Summary

BACKGROUND Back in 2015, the Board last approved a three-year rate increase directed at increasing the monthly service charge from \$14 to \$18 (with the cost of water being slightly reduced). It’s been almost three years since the last increase and the rising cost of labor, materials and construction have greatly reduced the annual funding for future renewal and replacements of critical infrastructure. Over the past several months, the Board of Commissioners have been working with staff to investigate the options for increasing water rates across all customer classes.

All customers are now billed on a monthly basis. Monthly bills include a fixed service charge based on meter size, plus a variable charge for metered use (consumption). The fixed service charge goes to pay for a portion of the fixed cost of operations, while the cost of metered consumption is used to pay for the remainder of fixed operational costs and all variable (and discretionary) spending.

The last series of increases to the monthly service charge were made to better align the fixed costs of operations with the fixed cost of service. Having made those changes, the Board has been focused on leaving the monthly service charge unchanged, while increasing the cost of metered use to meet the rising costs of operations and desired infrastructure improvements.

A summary of the draft proposed rate changes are outlined below, along with a proposed schedule to conduct a Public Hearing to gather customer input. In all cases, the current monthly service charge of \$18 (per Equivalent Residential Unit or ERU) for all customer classes remains unaffected.

ANALYSIS

1. Residential Customer Rates

The current and proposed future **residential** rates are outlined below:

Current Rates for Water	
Tier (Units)	Rate/Unit
0-4	\$1.75
5-10	\$2.50
11-16	\$2.80
17+	\$3.20

Proposed Rates for Water	
Tier (Units)	Rate/Unit
0-10	\$2.50
11-20	\$3.00
21+	\$3.50

There are two important changes being proposed. The first is the elimination of 0-4 unit tier at \$1.75 per unit. This tier was originally authorized to allow for a subsidy to low volume (low income) users. The rate is set substantially below actual cost of finished water production and delivery. The problem is that by generally providing for this tier to all customers, revenue under pays for the actual cost of service among this class. The proposed remedy is to eliminate this tier and offer a separate bill (financial) assistance program to those in a position of qualified need.

The other change is to generally increase the cost of water, especially to those using larger volumes of water in the spring and summer periods. Here, rates are increased for use above the annual average of 10 units per month, while the upper tiers are rearranged to better align with seasonal use. This rearrangement basically combines the former upper tiers (beyond 10 units) into a new second tier and then adds a third tier for peak use beyond 20 units. This class will generally see a 6-8% increase in cost of consumptive use.

2. Commercial (or Non-Residential Class)

The current and proposed future **commercial** rates are outlined below:

Current Rates for Water	
Tier (Units)	Rate/Unit
0-15	\$2.35
16-30	\$2.60
31-45	\$2.85
46+	\$3.20

Proposed Rates for Water	
Tier (Units)	Rate/Unit
0-20	\$2.50
21-40	\$3.00
41+	\$3.50

The changes here are a complete rearrangement of the tiers to better align with actual use within this class. This class covers a wide range of users – from those with a 1-2” meters to those with 6-8” meters. It is important to note that the tiers in this class are adjusted for meter size and the rates shown above are based on a single Equivalent Residential Unit (ERU). Hence, for a 2-inch meter (or 8 ERUs), the tier units are similarly 8 times larger and so on -based on meter size.

The design of this rate structure is based on analysis of use within this class. The redesign of tiers will add a modest 2-4% increase in water cost to low volume users and a 6-8% increase for larger (peak) volume users – this latter part of the proposed change is consistent with the Residential class.

3. Irrigation Class (New)

There is currently no Irrigation class. So-called **irrigation meters** are generally issued for the sole purpose of outdoor use (or irrigation) during spring and summer periods. A typical irrigation-type meter would be used by a Homeowner Association for irrigating green spaces or other public features. Currently, meters of this type are placed in the Commercial (or Non-Residential) Class. A proposed option would be to create a separate fixed-rate billing schedule for this class of **\$3.50 per unit** - which is equivalent to the peak tiered use in the Commercial Class. The Board has had discussion about amending this proposed class to exclude meters of this type used for agricultural or economic benefit – allowing those customers to remain in the Commercial Class. A decision will have to be made to create this class and define its intended use classification.

Rate Increases in Future Years

The proposed rate increases in each of the classes outlined above would go into effect in Spring 2020. In all subsequent years, rate increases would be limited to no more than 5% per year overall - including both monthly service charge and consumptive (metered) use. Any annual change in excess of this amount would require special approval by the Board of Commissioners, subject to a formal Public Hearing as required by law.

Schedule Public Hearing

The Board is planning to hold a formal Public Hearing on March 18, 2020 for the sole purpose of gathering input on the approved proposed rate changes. Per ORS xxx.xxx, notice of this Public Hearing must be made in newspaper of general circulation no later than 30 days prior to the scheduled hearing. Notice letters will also be sent in customer bills (inserts) during the January and February billing cycles. Copies of those public notices will be discussed at the meeting.

OPTIONS

Adopt or Amend the draft proposed rate schedules for each customer class.

STAFF RECOMMENDATION

Adopt (or amend) the proposed rate changes as presented (separately) for each class.



01.16.2020

Memo

To
Wade Hathhorn,
General Manager

From
Kim Anderson

Re
Information relayed to
Clackamas County Social
Services for
establishment of a low
income assistance
program

Wade:

I have conveyed to Brenda Durbin of Clackamas County Social Services (CCSS) the elements of a low income assistance program as I understood them to be after Board action at the December Board of Commissioners meeting.

Basic components of the proposed program:

- 1) The Board is establishing a \$25,000 budgetary item for funding this program.
- 2) CCSS administrative charges for setting up the program will be \$2000, which will be a part of the program budget.
- 3) CCSS will track the number of Sunrise customers qualifying for assistance and invoice Sunrise \$25 for each applicant awarded a credit under this program.
- 4) Applicants must meet income eligibility standards for the federal LIHEAP program. Any applicant approved for LIHEAP assistance between the start of the LIHEAP program year on October 1, 2019, and the anticipated Sunrise assistance program launch date of July 1, 2020, will automatically be eligible for Sunrise assistance if they have an account with Sunrise.
- 5) Each applicant will be eligible for one \$200 assistance credit per 12-month period, which will align with the program year for federal energy assistance, which is Oct. 1st through Sept. 30th.
- 6) Both parties will work diligently to activate the program as of July 1, 2020.
- 7) The applicant must have an account in their name to receive a credit.
- 8) Only one credit per household will be issued for each 12-month eligibility period even if there is more than one qualifying applicant in residence.
- 9) No cash refund will be issued to the recipient of a credit if they close their account/move out of district prior to exhausting the credit applied to their account.
- 10) The program will be administered as a pilot program for 6 months, at which time the CCSS and Sunrise Water Authority will evaluate if the program is meeting the needs of Sunrise and if the and if the payment structure is adequate to cover the costs incurred by CCSS in administering the program.

Meetings Attended During the Past Month

1. January 21, 2020 – Oak Lodge Water Services Board meeting
2. January 22, 2020 – Oak Grove Community Council meeting (agenda attached)
 - a. Jason Rice and Markus Mead gave an excellent presentation on OLWS's stormwater management and plan review process
 - b. Update on North Clackamas Watersheds Council; placing recycled Christmas trees (Feb. 8)
 - c. Update on T2020 by Fred Swanson; proposal now includes funding for additional sidewalks and two floors for Park Ave parking structure; subject to bond approval in November
 - d. Update from Park Ave Community Project; hosting Community Workshop on Feb. 22
 - e. Update on Friends of the Trolley Trail by Thelma H; the caroling event in December was a big hit (20 people over 6 nights; the Trolley Trail is very dark at night)
 - f. Updated on the Oak Grove-Lake Oswego (OGLO) Bridge Policy Advisory Committee; pending outcome of final meeting by the BCC on Jan 28
 - g. Clackamas County has numerous openings on Advisory Boards and Commissions (ABCs), see: <https://web3.clackamas.us/abc/abc.jsp> for additional information
3. January 27, 2020 – Business Oregon Audit Committee meeting, Salem
 - a. Two recent audits are now complete (loans & grants and Secretary of State audits)
 - b. One new audit on passthrough funded programs just starting
4. February 5, 2020 – Regional Water Providers Consortium Board meeting (agenda attached)
 - a. Director's Report:
 - i. Future RWPC board meetings moved to Portland Building
 - ii. Working on proposal for UASI funding for regional emergency water supply plan
 - iii. Recent focus group provided positive feedback for Spanish translations
 - iv. Legislative update
 - b. FY 20-21 Budget – approved
 - i. FY 20-21 dues schedule attached; may be additional minor adjustments
 - ii. 4-1/2% increase in budget but 2% increase in dues due to carryover/vacancy
 - iii. Emphasis on emergency management training & shared worker program
 - iv. Wilsonville may re-join (due to RWPC's emphasis on emergency management)
 - c. RWPC Staffing IGA with Portland approved
 - d. Informational presentation on WIFIA funding of Willamette Water Supply System
5. February 6-8, 2020 – SDAO Annual Conference, Seaside – sessions attended:
 - a. Pre-conference: Hot Topics in Risk Management
 - b. Keynote: "Nice Bike" by Mark Scharenbroich (acknowledge, honor & connect; be present)
 - c. Top Ten Labor & Employment Issues
 - d. Emerging Cyber Threats: Claims Mitigation Strategies
 - e. Water Caucus Meeting (legislative update, OHA fees update, Lead & Copper Rule update)
 - f. Understanding Urban Renewal and the Role of Special Districts
 - g. Funding Options & Sources
 - h. Risk Insurance Management System
 - i. Annual Business Meeting
6. February 14, 2020 – Infrastructure Finance Authority meeting
 - a. Consider award to Rivergrove WD
 - b. Review of 2020 CDBG MOD

Meetings Scheduled for the Coming Month

1. February 26 – State of the County Address
2. February 26 – Oak Grove Community Council meeting
3. March 14 – Representative Karin Power town hall meeting

Mark's Thoughts on OLWS Treasurer Role

1. Review updates to Finance SOPs
2. Participate in planning (scope & approach) for District multi-year financial plan
3. Review updates to procurement policies & procedures
4. Review existing policies & practices related to disposal of surplus equipment
5. Review assessment of billing system performance and accuracy (re: water audit)
6. Review and identify potential recommendations related to District's low-income program



Oak Grove Community Council

Regular Council Business Meeting January 22, 2020 Agenda

What: Regular Council Business Meeting - Oak Grove Community Council

When: Wednesday, January 22, 2020 - 7:00 p.m. to 8:50 p.m.

Where: Performing Arts Center at Rose Villa - 13505 SE River Road, Oak Grove

- 7:00 pm Welcome, Introductions, and Officer reports
- 7:10 pm Program:
- Clackamas Fire District Update
 - Oak Lodge Water Services - Stormwater Management --
Jason Rice, District Engineer
 - Land Use Application Review Team (LUART):
Recent decisions
- 8:20 pm Committee updates
- North Clackamas Watersheds Council
 - Park Ave Community Project
 - Friends of the Trolley Trail
- 8:40 pm Announcements:
- Clackamas County Advisory Boards and Commissions (ABCs) - Open
Recruitments
- 8:45 pm Schedule review:
- Future OGCC Meetings - 7 pm at Rose Villa - Performing Arts Center:
Feb 26, Mar 27, Apr 22
 - Future OGCC Board Meetings - 6:45 pm at Oak Lodge Fire Station:
Feb 6, Mar 7, Apr 2
- 8:50 pm Adjourn



Consortium Board Meeting Agenda

DATE: February 5, 2020
6:30 p.m. – 8:15 p.m.

LOCATION: Metro
600 NE Grand Avenue
Portland, OR 97232

Agenda

Introductions (3 minutes)

Approval of Consortium Board Meeting Summary for October 2, 2019 (2 minutes)

Public Comment* (5 minutes)

Director Report – Rebecca Geisen, Managing Director (15 minutes)

- Update on on-going projects. Discuss Board meeting logistics- location, meeting duration.

Program Updates – Bonny Cushman, Program Coordinator (15 minutes)

- Update on activities of the Emergency Preparedness and Conservation Programs.

FY 2020/21 Budget and Work Plan – Rebecca Geisen, Managing Director (20 minutes)

- Approve FY 2020/21 budget and work plan.

Consortium Staffing IGA Resolution – Rebecca Geisen, Managing Director (10 minutes)

- Approve Consortium Staffing IGA resolution.

WIFIA Presentation – Lee Lindsey, City of Hillsboro Business and Administration Manager (30 minutes)

Next Meeting Date/Location:

June 3, 2020/TBD

*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.

Regional Water Providers Consortium Dues Share FY 2020/21 Budget

Participants	2019 Customer Accounts	% of Total	Dues Funding Share	2019 Average Wtr Dmd	% of Total	Dues Funding Share	Total Consortium Share
Beaverton	24,000	5.21%	\$24,437	8.98	5.75%	\$26,954	\$51,391
Clackamas RW	12,755	2.77%	\$12,987	5.90	3.77%	\$17,709	\$30,697
Gladstone	3,561	0.77%	\$3,626	1.41	0.90%	\$4,232	\$7,858
Gresham	17,398	3.78%	\$17,715	6.50	4.16%	\$19,510	\$37,225
Hillsboro	25,456	5.52%	\$25,920	17.49	11.19%	\$52,498	\$78,417
Forest Grove	6,635	1.44%	\$6,756	2.83	1.81%	\$8,494	\$15,250
Lake Oswego	12,536	2.72%	\$12,764	4.69	3.00%	\$14,077	\$26,842
Milwaukie	6,850	1.49%	\$6,975	2.45	1.57%	\$7,354	\$14,329
Sunrise Water Auth.	15,796	3.43%	\$16,084	5.16	3.30%	\$15,488	\$31,572
Oak Lodge	8,632	1.87%	\$8,789	3.04	1.94%	\$9,125	\$17,914
Portland	186,634	40.51%	\$190,034	48.70	31.16%	\$146,177	\$336,212
Raleigh WD	1,020	0.22%	\$1,039	0.50	0.32%	\$1,501	\$2,539
Rockwood PUD	13,604	2.95%	\$13,852	6.24	3.99%	\$18,730	\$32,582
Sandy	3,932	0.85%	\$4,004	1.08	0.69%	\$3,242	\$7,245
Sherwood	5,984	1.30%	\$6,093	1.87	1.20%	\$5,613	\$11,706
South Fork WB	17,885	3.88%	\$18,211	6.89	4.41%	\$20,681	\$38,892
Tigard	19,945	4.33%	\$20,308	5.36	3.43%	\$16,088	\$36,397
Tualatin	7,042	1.53%	\$7,170	4.46	2.85%	\$13,387	\$20,557
Tualatin Valley WD	59,940	13.01%	\$61,032	19.53	12.50%	\$58,621	\$119,653
West Slope WD	3,231	0.70%	\$3,290	1.16	0.74%	\$3,482	\$6,772
Cornelius	3,257	0.71%	\$3,316	0.79	0.51%	\$2,371	\$5,688
Troutdale	4,660	1.01%	\$4,745	1.27	0.81%	\$3,812	\$8,557
SUB TOTAL	460,753	100.00%	\$469,148	156.30	100.00%	\$469,148	\$938,295
Newberg*	7,197						\$7,197
Grand Total							\$945,492

Data collected directly from the Participant entity

NOTE: The actual proposed Consortium Budget is \$1,023,377 reduced by \$77,885 in carryover from FY 2018/19

*Non-Regional Member - dues share cost \$1 per customer account.



Oregon's 100-Year Water Vision: A Call to Action

Preparing a Secure, Safe, and Resilient Water Future for All Oregonians

Vision Statement

To address changes in climate and population dynamics, Oregonians will take care of our water to ensure we have enough clean water for our people, our economy, and our environment, now and for future generations. Oregonians will invest strategically in infrastructure and ecosystems across all regions to support resilient communities, vibrant local economies, and a healthy environment for all who live here.

Premise

Many areas of Oregon are known for clean and reliable water. As identified in Oregon's [Integrated Water Resources Strategy](#), some of the forces that combine to place significant stress on Oregon's water and water systems include:

- 1) Climate change and associated increases in temperature, wildfire, drought, damaging floods, and harmful algal blooms;
- 2) A half century of underinvestment in built and natural water infrastructure;
- 3) Our changing population and associated development – growing in some areas, shrinking in others; and
- 4) Too much demand for too little water for in-stream and out-of-stream uses.

These factors impact the quality and quantity of water for our communities, including water in our rivers, lakes, oceans, reservoirs, and aquifers. Simply put, if we are not willing to roll up our sleeves and work together to invest in the ecosystems that sustain us along with built and natural water infrastructure, we place the safety of our communities, the health of our people and environment, and Oregon's economic future at risk.

www.OregonWaterVision.org





Oregon's 100-Year Water Vision: A Call to Action

Preparing a Secure, Safe, and Resilient Water Future for All Oregonians

Goals

Each goal below is important. No single goal can be fully realized independent of the others. Recognizing that tension, we need to invest in a range of innovative solutions that work in balance for our shared water future.

- ◆ **Health: Clean water for all who live in Oregon**
Water should be fishable, swimmable, and drinkable. Investments in ecosystem health, and built and natural infrastructure will provide reliable access to clean water.
- ◆ **Economy: Sustainable and clean water to support local economic vitality**
Diverse and resilient agricultural, timber, fishing, hi-tech, energy, and recreation economies require a reliable and clean water supply. Investments in built and natural water infrastructure will support high quality jobs across all Oregon communities.
- ◆ **Environment: Adequate cool, clean water to sustain Oregon's ecosystems for healthy fish and wildlife**
Cool, clean water and healthy forests, wetlands, riparian areas, streams, and estuaries provide essential natural processes that maintain and enhance water quality for fish and wildlife. Investments in ecosystems also provide recreational opportunities for those who live in and visit Oregon.
- ◆ **Safety: Resilient water supplies and flood protection systems for Oregon's communities**
Natural and built water systems designed to protect communities, and increase their resiliency to disasters like earthquakes, wildfires, floods, drought, and sea level rise, are important for all Oregon communities. Investments in those systems will help create safer communities and healthier ecosystems.

Call to Action

Oregon's limited water supplies are already being shaped by climate and population changes. We must both act now and plan for the long term. How we choose to care for our water will determine if we pass a legacy of clean and sustainable water to future generations.

February 3, 2020

Report to the OLWS Directors and OLWS General Manager Sara Jo Chaplen:

From: Ginny Van Loo, Director

Subject: North Clackamas Chamber Policy Advisory Committee Meeting
and Advanced Policy Advisory Committee Meeting

I attended the above-mentioned meeting on February 3, 2020. The attendance was quite low and they did not have a quorum in the Policy Advisory Meeting. They had a speaker from the Census Bureau who explained all about the current procedures to find as many people as possible including as many homeless as they can. As the census numbers go up, so does the amount of money each state gets in distributions from the Federal Government.

Currently, Oregon gets \$13.5 million and they get that for 10 years. On March 12th of this year, the "Self-Response" program starts. John Coney from the Census Bureau explained that they are trying to partner with Special Districts and others to join in the effort and use their mailings etc. that say "We Support" in their effort to get people counted. The more counted, the more money but also these is a good possibility that Oregon could gain another Representative in Congress. He really emphasized how important it is to get as many people counted as possible.

Another presenter was a representative of NW Natural Gas who talked about how their subsidiary company to NW Natural works with smaller utilities to help them consolidate with other smaller utilities. They currently are in conference with Lake Oswego for the same thing. Any information is available at NWNatural.com



Open Government Impact Statement

80th Oregon Legislative Assembly
2020 Regular Session

Measure: SB 1530

Only impacts on Original or Engrossed
Versions are Considered Official

Prepared by: Cameron D. Miles
Date: 1/31/2020

SUMMARY

Modifies statewide greenhouse gas emissions reduction goals.

Establishes Oregon Greenhouse Gas Initiative and related provisions, operative January 1, 2022.

Authorizes Public Utility Commission to allow rate or rate schedule to include differential rates or to reflect amounts for programs that enable public utilities to assist low-income residential customers. Authorizes commission to allow electric companies and natural gas utilities to recover costs for prudent investments in or expenses for infrastructure measures that support adoption of alternative forms of transportation.

Amends greenhouse gas reporting statute.

Repeals Energy Facility Siting Council carbon dioxide emissions standards.

Requires Environmental Quality Commission to adopt by rule standards and requirements for reducing methane emissions from landfills.

Requires Environmental Quality Commission to regulate use of hydrofluorocarbons in certain products.

Abolishes Oregon Global Warming Commission.

Modifies requirements for ethanol content in gasoline.

Prohibits sale or offer for sale of general service lamps that do not meet certain efficiency standards. Authorizes State Department of Energy to modify prohibition by rule to align with laws of adjacent states.

Provides for direct, expedited judicial review by Oregon Supreme Court of certain constitutional questions related to Oregon Greenhouse Gas Initiative.

Requires certain reports and reviews related to Oregon Greenhouse Gas Initiative.

Establishes, within Department of Environmental Quality, Oregon Greenhouse Gas Reduction Board, Administrator of the Office of Greenhouse Gas Regulation and Office of Greenhouse Gas Regulation and sets forth duties of board, administrator and office.

Declares emergency, effective on passage.

OPEN GOVERNMENT IMPACT

Legislative Counsel has not adopted standards for drafting measures that establish exemptions from disclosure of public records.



This measure exempts from public disclosure the following information when obtained by the State of Oregon in implementing the Oregon Greenhouse Gas Initiative: information related to an entity's application for and participation in greenhouse gas allowance auctions; information related to the holding, transfer or surrender of compliance instruments; information on the manufacturing output of goods; and information received from retail electricity customers in determining the retirement of allowances for electricity service suppliers.

If those public records that could be subject to public disclosure were instead subject to mandatory disclosure under public records law, trade secret information of participating entities would more likely be made public.



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*All rates are per person and subject to change. **Book by April 1, 2020** for these rates.

Contact to book:

Chanlee Trump - Storybook Travel Co.

503-351-8655

info@storybooktravelco.com



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St. Mark's Square • Lake Garda • Sirmione • Lake
Maggiore • Lake Como • Bellagio

9 Days • 10 Meals: 7 Breakfasts • 3 Dinners

Join us on Monday, January 27, 2020 at
5:30pm for a Special Travel Presentation!

North Clackamas Chamber of Commerce
8305 SE Monterey Ave. Ste 104
Happy Valley, OR 97086-7728
Please RSVP (503) 351-8655

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Mar 1 – 9, 2021

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USD\$2,699*

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YANGON • BAGAN • MANDALAY • INLE LAKE



Your Trip

- Roundtrip international airfare & 4 Myanmar domestic airfare & Tax
- 4-and 5-star hotel accommodation • 3 meals each day • Deluxe bus tours
- Fluent English-speaking tour guides • Entrance fees to attractions

Day 1 – Seattle Airport/Yangon

Check in at Seattle International Airport for a connection flight for Yangon. Cross the International Date Line.

Day 2 - Yangon

Change the connection flight and arrive at Yangon, the Capital of Myanmar. You will be met at the airport by your tour guide and transferred to the hotel.

Day 3 - Yangon

Full day city tour at Yangon, with the population of 5 millions, includes the **Yangon's Colonial Part**, **Chaukhtatgyi Temple**, which holds the biggest reclining Buddha statue in Southeast Asia. Visit also includes 2,500 years old **Sule Pagoda**, and the most colorful **Shwedagon Pagoda**.

Day 4 – Yangon/Bagan

Fly to Nyaung U. Tour bus excursion to Bagan, land of thousands antiquated pagodas, such as **Shwezigon Pagoda**, **Ananda Temple**, **Gubyaukgyi Temple**, **Htilominlo Temple**, **Sulamani Temple**.

Day 5 – Bagan

Morning visit **Nyaung U Market** and **Lacquer Ware Workshop**. Afternoon visit a 5-side pagoda **Dhammayazika**. Boat along the river to see a cave temple **Kyauk Gu U Min** about to sun set.

Day 6 – Bagan/Mandalay

Morning flight to Mandalay. Visit Myanmar's religion center **Sagaing**, access **U Min Thonze Cave Temple**, **Soon U Ponya Shin Pagoda**. Take Mandalay panoramic view from the pagoda on top of the hill. Walk over **U Bein Bridge**, the world's most extended teak bridge, to **Mahamuni Buddha Temple** and **Mahamuni Image**.

Day 7- Mandalay/Mingun

Private boat to Mingun. Visit world largest unfinished pagoda **Pahtotawgyi**, **Mingun Bell** weight of 90tons. Afternoon visit **Mandalay Palace**, **Shwenandaw Monastery**, a gold leaf workshop, and **Kuthodaw Pagoda**.

Day 8 – Mandalay/Inle Lake

Fly to Heho. Visit **Shanpaer Umbrella Workshop**, **Shwe Yan Pyay Monastery** built by teak. Boat on lake to see the unique **floating villages**, **floating gardens** and **floating markets**. Discover **Phaung Daw OO Pagoda** with 5 Buddha images covered by gold.

Day 9 – Inle Lake/Yangon/Seattle Airport

Morning flight to Yangon. Connection flight to Seattle Airport, where you will arrive on the same day (some flight schedule arrive on the next day).

*Price reflects double share occupancy
5-star service standard with low group travel rate
Add \$600 for single room supplement
Free business conference is available
Valid passport and visa required
Free shuttle bus on departure and return day
Accept credit card payment without handling charge
Including everything on itinerary and tax*

**Orientation meeting will be held
September 21, 2020 from 5:30-7:00 pm
North Clackamas Chamber of Commerce
8305 SE Monterey Ave., # 104
Happy Valley, OR 97086
Please call the Chamber for details
503-654-7777**

Plan now to join North Clackamas Chamber group for this once in a lifetime Myanmar adventure. Please call 503-654-7777, email your registration form to info@yourchamber.com Website www.yourchamber.com
Tour Operator: Citslinc International, Inc. 1-844-262-1100 Email citslinc@aol.com Website www.citslinc.org

REGISTRATION FORM

Please use a separate form for each person traveling.

Contact Information

Full name exactly as it appears on your passport

Please check all that apply:

First Middle Last
(Your Chamber Name: _____)

Address: _____

City: _____ St: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Who you are sharing a room with: _____

Who you would like to travel with: _____

Type of Room (please check one): 1 King Bed 2 Queen Beds Triple Beds

** When making your reservation, **IF YOU DO NOT PAY THE SINGLE SUPPLEMENT** you will be paired with another passenger of same gender who is also traveling alone, that has the same itinerary .

Deposit Information

A non-refundable registration fee of \$400 per person is due with your registration and is included in your total tour fare. The balance is due on or before the ticketing day, Dec 15, 2020.

Check Enclosed (Payable to Chamber) Check # _____

Credit Card # _____ Exp. Date _____ CVV Code _____ Name on Card _____

A valid passport and Myanmar Visa application is on passengers' responsibility. Please call Chamber or Citslinc to learn the procedure of visa application.

Signature _____ Please mail to Chamber. Tour Operator: Citslinc International, Inc. 108 N. Ynez Ave., # 205, Monterey Park, CA 91754 ♦ Toll Free (844) 262-1100, Email: citslinc@yahoo.com Website: www.citslinc.org

A non-refundable registration fee of USD\$400 per person is required and due at the time you register. This will be deducted from your total tour fare, the balance of which will be due by the ticketing day, Dec 15, 2020. If you need to cancel the trip for any reason after the ticketing day, you will be at a loss of \$500 on top of the \$400 registration fee, otherwise you will receive a full refund (minus the \$400 non-refundable registration fee). Cancellation on departure day or later get no refund.

Securing or updating a passport is your responsibility. Passports must be valid 6 months past travel date. Travelers will need to provide their passport, signed visa application form, one passport photos and the visa application fee to Myanmar Consulate visa application center. Citslinc can help passengers to get Myanmar visa at price of USD\$90 each passenger.

There will be a valuable pre-tour briefing for all participants; date, time and location will be announced. We will answer all of your questions and familiarize you with details you will need to know. Citslinc International Inc. has 38 years of experience in international travel and tour business and we are confident we can respond to your inquiries with your satisfaction.

Myanmar is developing in the economy and trade, so you need not feel as though you are preparing to travel back in time, to a less sophisticated society, with Citslinc selected cities and hotels, the country is not "behind" so much as "different." For example, you will find very few ATM machines, but travelers' checks and credit cards are accepted everywhere, so leave your checkbooks and check cards behind. The electricity in Myanmar is 220 volts and an adapter is required to operate even an American or Canadian hair dryer. Both the adapter and the hair dryer are available at the hotels in which we will be staying, but it is recommended that you bring your own adapter if you will need to plug anything in. Though you will be treated to sumptuous regional foods, you will also find many American fast-food chains including McDonalds, KFC and Starbucks.

Join North Clackamas Chamber of Commerce Trip for an adventure to...

Nov 1 - 10, 2020

Vietnam

10-Day Package Start at just

USD\$2,499*

HANOI • HA LONG BAY • HOI AN • HCM CITY



Your Trip

- Roundtrip international airfare & Vietnamese domestic airfare & Tax
- 4-and 5-star hotel accommodations
- 3 meals each day
- Deluxe bus tours
- Fluent English-speaking tour guides
- Entrance fees to attractions

Day 1 – Seattle Airport Home/Hanoi

Check in at Seattle International Airport for a connection flight to Hanoi. Cross the International Date Line.

Day 2 - Hanoi

Change the connection flight and arrive at Hanoi, the Capital of Vietnam. You will be met at the airport by your tour guide and transferred to the hotel.

Day 3 - Hanoi

Full day city tour includes the **Tran Quoc Pagoda**, **Temple of Literature**, Vietnam's first university dating back to 11th Century then **St Joseph Cathedral**.

Day 4 – Hanoi/Halong Bay

Tour bus excursion to the harbor, board the Cruise Boat for an overnight cruise.

Day 5 – Halong Bay/Hanoi/Hoi An

Tai Chi session on the sundeck of the Cruise Boat. Short excursion to **Soi Sim Island** and take a refreshing swim at Halong Bay. Boat pass **Thieh Cung** and **Dau Go Caves**, **Fighting Cock Islet**. Transfer to Hanoi Airport and fly to Da Nang Airport. Bus transfer to Hoi An.

Day 6 – Hoi An

Morning tour bus excursion to the world Heritage **My Son Sanctuary**, the remains of remarkable towers constructed by the Cham builders, many centuries ago. Enjoy a 2-hour boat trip on the **Thu Bon River**, passing **Duy Hai** fishing village, **Tra Nhieu**, **Kim Bong** carpentry village and **Cam Thanh** coconut village and end at Old Town of Hoi An.

Day 7- Hoi An/HCM City (Saigon)

Fly from Da Nang Airport to HCM City (Saigon).

Day 8 – HCM City (Saigon)

Bus ride to **Tien Giang**, board a vessel to explore the 4 mythical islets of the **Dragon**, **Unicorn** and **Paradise** located in the **Mekong Delta**. Enjoy local flavor food, tea, wine and traditional Vietnamese folk songs.

Day 9 – HCM City (Saigon)

Visit the **Cu Chi Tunnels**, a byzantine maze of underground passages, chambers, rooms and body traps during the War. Afternoon visit the **Reunification Palace**, **War Museum** and **Ben Thanh Market**.

Day 10 – HCM City (Saigon)/Seattle

Connection flight to Seattle Airport, where you will arrive on the same day.

*Price reflects double share occupancy
5-star service standard with low group travel rate
Add \$600 for single room supplement
Free business conference is available
Valid passport and visa required
Free shuttle bus on departure and return day
Accept credit card payment without handling charge
Including everything on itinerary and tax*

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Monday, May 18, 2020 from 5:30-7:00PM
North Clackamas Chamber of Commerce
8305 SE Monterey Ave., # 104
Happy Valley, OR 97086
Please call the Chamber for details
503-654-7777**

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**Oak Lodge Water Services
2020 OLWS Board Member Liaison Assignments**

Board/Committee	Current Primary	Current Alternate	Meeting Schedule
Clackamas River Water	Kevin Williams	Paul Gornick	Monthly - Second Thursday, 6 p.m.
Sunrise Water Authority	Paul Gornick	Kevin Williams	Monthly - Fourth Wednesday, 6 p.m.
C-4	Paul Gornick	Susan Keil	Monthly - First Thursday, 6:45 p.m.
Regional Water Providers Consortium	Mark Knudson	Paul Gornick	Triannually - First Wednesday, 6:30 p.m.
Oak Grove Community Council	Mark Knudson	Susan Keil	Monthly - Fourth Wednesday, 7:00 p.m.
SDAO	All		Varies
AWWA	All		Varies
Jennings Lodge CPO	Kevin Williams	Paul Gornick	Monthly - Fourth Tuesdays, 7:00 p.m.
North Clackamas County Water Commission (NCCWC)	Paul Gornick/Kevin Williams	Mark Knudson	Quarterly - Fourth Thursday in Jan/March/June/Sept, 5:30 p.m.
Chamber of Commerce	Ginny Van Loo	Susan Keil	Monthly - Third Wednesdays, 11:45 a.m.-1:15 p.m.
New Concord Task Force	Ginny Van Loo		Quarterly
Healthy Watersheds	Kevin Williams		
OGLO Bike-Ped Bridge Advisory Group	Lynn Fisher	None needed	Task Force will dissolve after project decision
Water Research Foundation	Mark Knudson	None needed	



AGENDA ITEM

Title	Recess to Executive Session
Item No.	9
Date	February 18, 2020

Summary

Convene Executive Session under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.



AGENDA ITEM

Title	Adjourn Executive Session
Item No.	10
Date	February 18, 2020

Summary

Adjourn Executive Session and make any necessary motions as a result of Executive Session discussions.