



**Oak Lodge Water District Office  
14496 SE River Road  
Oak Grove, OR 97267  
March 19th, 2019 at 6:00 p.m.**

1. Call to Order and Flag Salute
2. Call for Public Testimony

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

3. Consent Agenda
  - February 2019 Financial Reports
    - Approval of February 2019 Check Run
  - February 19, 2019 Board Meeting Minutes
4. Boardman Wetland Complex Project Update and Tree Management
5. Approval of Five Replacement Sanitary Pumps
6. Human Resources Policies Approval-Second Set
7. Finance Policy Approval
8. Department Reports
  - Finance
  - Field Operations
  - Plant Operations
  - Technical Services
9. Call for Public Comment
10. Business from the Board

Adjourn



## AGENDA ITEM

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**Agenda Item:** Call for Public Testimony  
**Item No.:** 2  
**Presenters:** N/A

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### **Background:**

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.

**OAK LODGE**  
WATER SERVICES  
**CONSENT AGENDA**

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**To:** Board of Directors  
**From:** Sarah Jo Chaplen, General Manager  
**Agenda Item:** Consent Agenda  
**Item No.:** 3  
**Date:** March 19, 2019

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**Background:**

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:

1. February 2019 Financial Reports
  - a. Approval of February 2019 Check Run
2. February 19, 2019 Board Meeting Minutes

Board members may request to remove an item from the Consent Agenda to discuss separately.

**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:**

Approve the items listed under the Consent Agenda.

**Sample motion:** *"I move to approve the consent agenda."*

Approved _____	Date _____
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## MONTHLY FINANCIAL REPORT

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**To:** Board Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** February 2019 Financial Reports  
**Item No.:** 3a  
**Date:** March 19, 2019

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### Reports:

- February 2019 Monthly Overview
- February 2019 Budget Report
- February 2019 Monthly Cash and Investment Balances
- February 2019 Monthly Checks and Electronic Withdrawals Staff Report
- February 2019 Monthly Checks and Electronic Withdrawals System Report

**Oak Lodge Water Services  
Monthly Overview  
February 2019**

This report summarizes the revenues and expenditures for February 2019. 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 \$13,099,282.95 as of the end of February 2019; consisting of \$437,557.46 in checking, and \$12,661,725.49 in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals and bank drafts total \$1,299,008.82 for February 2019.

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 3,640,000	\$ 258,928	\$ 2,620,343	71.99%
10-00-4212	Water sales-CRW	32,000	-	21,456	67.05%
20-00-4212	Wastewater charges	7,947,500	713,766	5,041,195	63.43%
30-00-4213	Watershed protection	1,456,000	124,735	975,461	67.00%
	Subtotal	\$ 13,075,500	\$ 1,097,429	\$ 8,658,454	66.22%

The % of budget is calculated by taking the ending balance and dividing it by the budget. At the end of February, the % of budget spent or billed should be around 66.67%. Note for budget law purposes, Wastewater Plant and Wastewater Collection are added together. Certain line items are spent all at once, such as Worker's Compensation, which we pay one time 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 revenue losses due to the program at the rate of 0.50% of budgeted service charge revenue. The budgeted amount serves as a cap to the program's cost which can only be exceed 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 account with a standard 20 GPM Water Meter and 6 CCF of water consumption per month.

Number of Accounts	Discount	Budget	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
164	Low Income Rate Relief	\$ 80,378	\$ 5,951	\$ 49,614	61.73%

**Oak Lodge Water Services District**

<b>Account Balances As of:</b>		
February 28, 2019	<b>Interest Rate</b>	
<b>Account</b>		
Wells Fargo Bank Checking-3552	0.00%	\$ 437,557.46
LGIP 5289 Water General	2.75%	\$ 3,726,778.16
LGIP 5790 Watershed Protection General	2.75%	\$ 1,507,602.50
LGIP 3968 Sanitary GO Bond Debt Svc	2.75%	\$ 1,389,363.80
LGIP 3869 Sanitary Revenue Bond Debt Svc	2.75%	\$ 1,113,856.29
LGIP 5002 Sanitary General	2.75%	\$ 4,924,124.74
	<b>Total</b>	<b>\$ 13,099,282.95</b>

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General Ledger  
Budget to Actual



User: kelly  
Printed: 3/8/2019 3:39:42 PM  
Period 01 - 08  
Fiscal Year 2019

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
<b>10</b>	<b>Drinking Water</b>				
	<b>NonDivisional</b>				
	<i>Beginning Fund Balance</i>				
10-00-3500	Fund balance	-2,880,270.00	0.00	-3,632,781.00	126.13
	<i>Beginning Fund Balance</i>	-2,880,270.00	0.00	-3,632,781.00	126.13
	<i>Revenue</i>				
10-00-4211	Water sales	3,640,000.00	258,928.06	2,620,342.70	71.99
10-00-4212	Water sales - CRW	32,000.00	0.00	21,455.77	67.05
10-00-4215	Penalties and late charges	25,000.00	1,038.18	10,501.37	42.01
10-00-4220	System development charges	75,000.00	111,280.00	298,620.00	398.16
10-00-4230	Contract services	32,000.00	0.00	17,500.03	54.69
10-00-4240	Service installations	15,000.00	7,895.00	22,085.00	147.23
10-00-4280	Rents & leases	140,000.00	7,025.42	105,211.98	75.15
10-00-4290	Other charges for services	0.00	3,665.00	24,397.75	0.00
10-00-4610	Investment revenue	25,000.00	0.00	106.66	0.43
10-00-4630	Miscellaneous revenues	15,000.00	466.49	14,922.38	99.48
	<i>Revenue</i>	<i>3,999,000.00</i>	<i>390,298.15</i>	<i>3,135,143.64</i>	<i>78.40</i>
	<b>NonDivisional</b>	<b>6,879,270.00</b>	<b>390,298.15</b>	<b>6,767,924.64</b>	<b>98.38</b>
	<b>Drinking Water</b>				
	<i>Personnel Services</i>				
10-20-5110	Regular employees	980,000.00	64,896.23	585,023.46	59.70
10-20-5120	Temporary/Seasonal employees	30,000.00	0.00	4,659.71	15.53
10-20-5130	Overtime	48,000.00	1,815.14	12,687.13	26.43
10-20-5210	Employee Ins Expense	225,000.00	11,520.53	103,533.43	46.01
10-20-5230	Social Security	80,500.00	5,004.64	44,114.69	54.80
10-20-5240	Retirement	202,000.00	11,339.52	102,656.84	50.82
10-20-5250	Trimet/WBF	9,000.00	519.28	4,591.28	51.01
10-20-5260	Unemployment	12,000.00	0.00	0.00	0.00
10-20-5270	Workers compensation	13,000.00	-407.49	13,373.41	102.87
10-20-5290	Other employee benefits	7,300.00	8.92	70.37	0.96
	<i>Personnel Services</i>	<i>1,606,800.00</i>	<i>94,696.77</i>	<i>870,710.32</i>	<i>54.19</i>
	<i>Materials &amp; Services</i>				
10-20-6110	Legal services	130,000.00	13,025.03	55,968.00	43.05
10-20-6120	Accounting & audit services	9,000.00	0.00	3,687.50	40.97
10-20-6155	Contracted Services	160,500.00	2,607.26	66,899.01	41.68
10-20-6180	Dues & subscriptions	25,000.00	517.50	21,268.53	85.07
10-20-6220	Electricity	45,000.00	3,345.16	25,151.95	55.89
10-20-6230	Telephone	21,000.00	1,667.45	10,070.21	47.95
10-20-6240	Natural gas	4,000.00	0.00	1,629.90	40.75
10-20-6290	Other utilities	4,000.00	312.30	2,264.10	56.60
10-20-6310	Janitorial services	8,500.00	106.28	3,380.94	39.78
10-20-6320	Buildings & grounds	10,000.00	1,520.85	4,572.77	45.73
10-20-6330	Vehicle & equipment maint.	27,000.00	499.13	19,800.10	73.33
10-20-6340	Distribution system maint	250,000.00	8,434.37	100,607.73	40.24
10-20-6350	Computer maintenance	48,500.00	5,221.68	38,884.63	80.17
10-20-6390	Other repairs &	50,000.00	3,367.20	17,373.83	34.75

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
	maintenance				
10-20-6410	Mileage	1,500.00	62.73	338.90	22.59
10-20-6420	Staff training	17,500.00	611.99	8,284.71	47.34
10-20-6430	Certifications	1,000.00	0.00	615.00	61.50
10-20-6440	Board travel & training	2,500.00	-343.25	108.01	4.32
10-20-6510	Office supplies	15,000.00	579.40	8,017.46	53.45
10-20-6520	Fuel & oils	25,000.00	2,085.09	12,011.33	48.05
10-20-6530	Small tools & equipment	15,000.00	0.00	1,139.12	7.59
10-20-6540	Safety supplies	12,000.00	1,044.13	8,474.28	70.62
10-20-6550	Operational Supplies	1,500.00	239.28	1,307.54	87.17
10-20-6560	Uniforms	4,000.00	0.00	235.91	5.90
10-20-6590	Other supplies	0.00	0.00	0.00	0.00
10-20-6610	Board compensation	700.00	0.00	352.58	50.37
10-20-6710	Purchased water	1,050,000.00	138,038.27	628,556.92	59.86
10-20-6720	Insurance	30,000.00	0.00	34,295.90	114.32
10-20-6730	Communications	9,000.00	1,834.06	2,042.96	22.70
10-20-6740	Advertising	1,000.00	0.00	0.00	0.00
10-20-6760	Equipment Rental	5,000.00	0.00	720.41	14.41
10-20-6770	Bank charges	30,000.00	3,932.43	22,440.01	74.80
10-20-6780	Taxes & fees	20,000.00	0.00	6,911.05	34.56
10-20-6900	Miscellaneous expense	1,000.00	0.00	100.00	10.00
	<i>Materials &amp; Services</i>	<i>2,034,200.00</i>	<i>188,708.34</i>	<i>1,107,511.29</i>	<i>54.44</i>
	<b>Drinking Water</b>	<b>3,641,000.00</b>	<b>283,405.11</b>	<b>1,978,221.61</b>	<b>54.33</b>
<b>10</b>	<b>Drinking Water</b>	<b>3,238,270.00</b>	<b>106,893.04</b>	<b>4,789,703.03</b>	<b>147.91</b>
<b>20</b>	<b>Wastewater Reclam. NonDivisional</b>				
	<i>Beginning Fund Balance</i>				
20-00-3500	Fund balance	-5,416,603.00	0.00	-5,393,413.85	99.57
	<i>Beginning Fund Balance</i>	<i>-5,416,603.00</i>	<i>0.00</i>	<i>-5,393,413.85</i>	<i>99.57</i>
	<i>Revenue</i>				
20-00-4212	Wastewater charges	7,947,500.00	713,765.75	5,041,194.70	63.43
20-00-4215	Penalties & late charges	25,000.00	646.45	4,836.83	19.35
20-00-4220	System development charges	100,000.00	20,660.00	253,085.00	253.09
20-00-4240	Service installations	25,000.00	4,610.00	44,670.22	178.68
20-00-4290	Other charges for services	5,000.00	0.00	14,304.01	286.08
20-00-4610	Investment revenue	50,000.00	0.00	0.72	0.00
20-00-4630	Miscellaneous revenues	15,000.00	495.19	13,293.63	88.62
	<i>Revenue</i>	<i>8,167,500.00</i>	<i>740,177.39</i>	<i>5,371,385.11</i>	<i>65.77</i>
	<b>NonDivisional</b>	<b>13,584,103.00</b>	<b>740,177.39</b>	<b>10,764,798.96</b>	<b>79.25</b>
	<b>Wastewater-Plant</b>				
	<i>Personnel Services</i>				
20-21-5110	Regular employees	1,020,000.00	80,172.84	611,861.38	59.99
20-21-5120	Temporary/Seasonal employees	30,000.00	0.00	21,692.68	72.31
20-21-5130	Overtime	50,000.00	3,920.03	27,859.49	55.72
20-21-5210	Employee Ins-MDVSTDLTDLf	200,000.00	15,842.98	112,458.97	56.23
20-21-5230	Social Security	80,000.00	6,320.81	48,765.82	60.96
20-21-5240	Retirement	190,000.00	10,174.73	87,895.84	46.26
20-21-5250	TrimetWBF	8,200.00	656.60	5,095.94	62.15
20-21-5260	Unemployment	10,500.00	0.00	0.00	0.00
20-21-5270	Workers compensation	12,000.00	-8,516.19	3,980.40	33.17
20-21-5290	Other employee benefits	6,800.00	9.68	70.38	1.04
	<i>Personnel Services</i>	<i>1,607,500.00</i>	<i>108,581.48</i>	<i>919,680.90</i>	<i>57.21</i>
	<i>Materials &amp; Services</i>				
20-21-6110	Legal services	125,000.00	11,870.46	31,919.69	25.54
20-21-6120	Accounting & audit services	4,500.00	0.00	5,457.50	121.28
20-21-6155	Contracted Services	105,300.00	-3,204.56	76,222.55	72.39



Account Number	Description	Budget	Period Amt	End Bal	% of Budget
20-21-6180	Dues & subscriptions	15,000.00	1,267.01	6,623.92	44.16
20-21-6220	Electricity	250,000.00	20,885.53	170,829.04	68.33
20-21-6230	Telephone	24,000.00	1,648.97	15,363.56	64.01
20-21-6240	Natural gas	4,500.00	151.32	522.67	11.61
20-21-6250	Solid waste disposal	75,000.00	6,870.03	39,627.26	52.84
20-21-6290	Other utilities	3,000.00	93.43	2,568.58	85.62
20-21-6310	Janitorial services	22,000.00	115.23	5,037.86	22.90
20-21-6320	Buildings & grounds	25,000.00	2,371.82	22,821.62	91.29
20-21-6330	Vehicle & equipment maint.	24,000.00	5,616.91	10,343.23	43.10
20-21-6342	WRF System maintenance	234,000.00	9,415.32	114,033.13	48.73
20-21-6350	Computer maintenance	109,250.00	7,712.32	52,569.56	48.12
20-21-6390	Other repairs & maintenance	0.00	0.00	0.00	0.00
20-21-6410	Mileage	2,000.00	68.01	336.13	16.81
20-21-6420	Staff training	23,000.00	368.65	13,623.41	59.23
20-21-6430	Certifications	5,000.00	0.00	240.00	4.80
20-21-6440	Board travel & training	3,000.00	-176.80	56.08	1.87
20-21-6510	Office supplies	15,000.00	621.11	8,320.05	55.47
20-21-6520	Fuel & oils	35,000.00	2,372.01	16,251.73	46.43
20-21-6525	Chemicals	25,000.00	0.00	5,039.83	20.16
20-21-6530	Small tools & equipment	20,200.00	100.56	307.41	1.52
20-21-6540	Safety supplies	20,100.00	178.93	6,352.48	31.60
20-21-6550	Operational Supplies	20,000.00	1,559.31	14,267.32	71.34
20-21-6560	Uniforms	14,000.00	1,133.45	9,791.00	69.94
20-21-6590	Other supplies	20,000.00	437.74	4,417.15	22.09
20-21-6610	Board compensation	1,000.00	0.00	203.86	20.39
20-21-6720	Insurance	90,000.00	0.00	70,067.59	77.85
20-21-6730	Communications	4,000.00	9.81	275.93	6.90
20-21-6750	Other purchased services	0.00	1,233.69	8,713.71	0.00
20-21-6760	Equipment Rental	0.00	0.00	0.00	0.00
20-21-6770	Bank charges	25,000.00	16,330.62	37,800.38	151.20
20-21-6780	Taxes & fees	68,500.00	800.00	39,418.05	57.54
20-21-6900	Miscellaneous expense	0.00	0.00	7,550.00	0.00
	<i>Materials &amp; Services</i>	<i>1,411,350.00</i>	<i>89,850.88</i>	<i>796,972.28</i>	<i>56.47</i>
	<b>Wastewater-Plant</b>	<b>3,018,850.00</b>	<b>198,432.36</b>	<b>1,716,653.18</b>	<b>56.86</b>
	<b>Wastewater-Collections</b>				
	<i>Personnel Services</i>				
20-22-5110	Regular employees	665,000.00	55,366.64	466,791.01	70.19
20-22-5120	Temporary/Seasonal employees	22,000.00	0.00	2,058.57	9.36
20-22-5130	Overtime	40,000.00	477.26	7,069.79	17.67
20-22-5210	Employee Ins-MDVSTDLTDLf	130,000.00	10,334.39	85,970.61	66.13
20-22-5230	Social Security	56,000.00	4,247.56	35,097.29	62.67
20-22-5240	Retirement	140,000.00	7,770.73	66,558.39	47.54
20-22-5250	Trimet/WBF	6,000.00	440.93	3,689.68	61.49
20-22-5260	Unemployment	9,000.00	0.00	0.00	0.00
20-22-5270	Workers compensation	10,000.00	3,577.63	14,348.56	143.49
20-22-5290	Other employee benefits	4,800.00	3.94	30.78	0.64
	<i>Personnel Services</i>	<i>1,082,800.00</i>	<i>82,219.08</i>	<i>681,614.68</i>	<i>62.95</i>
	<i>Materials &amp; Services</i>				
20-22-6110	Legal services	75,000.00	5,745.41	14,548.55	19.40
20-22-6120	Accounting & audit services	4,500.00	0.00	2,360.00	52.44
20-22-6155	Contracted Services	65,500.00	-2,718.78	23,033.16	35.17
20-22-6180	Dues & subscriptions	5,000.00	319.72	2,964.72	59.29
20-22-6220	Electricity	10,000.00	71.91	858.64	8.59
20-22-6230	Telephone	21,000.00	1,214.74	7,846.50	37.36
20-22-6240	Natural gas	3,500.00	151.31	536.80	15.34
20-22-6290	Other utilities	8,500.00	53.28	8,020.53	94.36
20-22-6310	Janitorial services	6,500.00	46.95	2,192.61	33.73
20-22-6320	Buildings & grounds	3,000.00	236.60	4,251.26	141.71

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
20-22-6330	Vehicle & equipment maint.	6,000.00	0.00	2,490.65	41.51
20-22-6342	Collection system maint.	80,000.00	19,151.82	52,067.94	65.08
20-22-6350	Computer maintenance	35,250.00	5,628.92	35,666.45	101.18
20-22-6390	Other repairs & maintenance	10,000.00	0.00	6,237.78	62.38
20-22-6410	Mileage	1,500.00	27.72	385.27	25.68
20-22-6420	Staff training	11,000.00	281.39	3,414.23	31.04
20-22-6430	Certifications	900.00	0.00	835.00	92.78
20-22-6440	Board travel & training	1,500.00	-176.85	56.08	3.74
20-22-6510	Office supplies	12,000.00	258.70	3,845.56	32.05
20-22-6520	Fuel & oils	7,500.00	574.16	4,486.94	59.83
20-22-6530	Small tools & equipment	10,000.00	0.00	3,303.70	33.04
20-22-6540	Safety supplies	3,000.00	30.54	2,987.38	99.58
20-22-6550	Operational Supplies	6,000.00	230.33	785.71	13.10
20-22-6560	Uniforms	8,000.00	650.09	4,017.43	50.22
20-22-6610	Board compensation	500.00	0.00	178.76	35.75
20-22-6720	Insurance	24,000.00	0.00	24,114.63	100.48
20-22-6730	Communications	25,000.00	4.00	286.37	1.15
20-22-6750	Other purchased services	0.00	285.44	2,016.10	0.00
20-22-6770	Bank charges	15,000.00	-10,811.69	6,151.11	41.01
20-22-6780	Taxes & fees	5,000.00	0.00	2,705.91	54.12
20-22-6900	Miscellaneous expense	0.00	0.00	7,550.00	0.00
	<i>Materials &amp; Services</i>	<i>464,650.00</i>	<i>21,255.71</i>	<i>230,195.77</i>	<i>49.54</i>
	<b>Wastewater-Collections</b>	<b>1,547,450.00</b>	<b>103,474.79</b>	<b>911,810.45</b>	<b>58.92</b>
<b>20</b>	<b>Wastewater Reclam.</b>	<b>9,017,803.00</b>	<b>438,270.24</b>	<b>8,136,335.33</b>	<b>90.23</b>
<b>30</b>	<b>Watershed Protection NonDivisional</b>				
	<i>Beginning Fund Balance</i>				
30-00-3500	Fund balance	-3,114,971.00	0.00	-2,999,483.92	96.29
	<i>Beginning Fund Balance</i>	<i>-3,114,971.00</i>	<i>0.00</i>	<i>-2,999,483.92</i>	<i>96.29</i>
	<i>Revenue</i>				
30-00-4213	Watershed protection fees	1,456,000.00	124,735.29	975,460.55	67.00
30-00-4215	Penalties & late charges	5,000.00	180.90	1,017.37	20.35
30-00-4240	Service installations	40,000.00	4,049.15	48,967.62	122.42
30-00-4290	Other charges for services	5,000.00	0.00	0.00	0.00
30-00-4300	Grant Revenue	250,000.00	0.00	0.00	0.00
30-00-4610	Investment revenue	35,000.00	0.00	0.10	0.00
30-00-4630	Miscellaneous revenues	5,000.00	89.77	2,525.66	50.51
	<i>Revenue</i>	<i>1,796,000.00</i>	<i>129,055.11</i>	<i>1,027,971.30</i>	<i>57.24</i>
	<b>NonDivisional</b>	<b>4,910,971.00</b>	<b>129,055.11</b>	<b>4,027,455.22</b>	<b>82.01</b>
	<b>Watershed Protection Personnel Services</b>				
30-23-5110	Regular employees	424,000.00	29,696.88	226,616.67	53.45
30-23-5120	TemporarySeasonal employees	10,000.00	0.00	3,136.26	31.36
30-23-5130	Overtime	16,000.00	0.00	550.69	3.44
30-23-5210	Employee	75,000.00	5,744.38	41,787.99	55.72
	Ins-MDVSTDLTDLf				
30-23-5230	Social Security	36,500.00	2,251.07	16,605.12	45.49
30-23-5240	Retirement	90,000.00	4,779.71	36,001.07	40.00
30-23-5250	TrimetWBF	3,900.00	232.96	1,754.00	44.97
30-23-5260	Unemployment	5,000.00	0.00	0.00	0.00
30-23-5270	Workers compensation	5,100.00	-2,229.75	3,799.40	74.50
30-23-5290	Other employee benefits	3,000.00	6.01	48.02	1.60
	<i>Personnel Services</i>	<i>668,500.00</i>	<i>40,481.26</i>	<i>330,299.22</i>	<i>49.41</i>
	<i>Materials &amp; Services</i>				
30-23-6110	Legal services	70,000.00	4,822.35	14,993.53	21.42
30-23-6120	Accounting & audit services	9,000.00	0.00	3,245.00	36.06

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
30-23-6155	Contracted Services	47,500.00	363.60	34,151.30	71.90
30-23-6180	Dues & subscriptions	10,000.00	1,050.66	4,214.20	42.14
30-23-6220	Electricity	2,000.00	109.57	1,074.66	53.73
30-23-6230	Telephone	10,000.00	523.45	3,717.14	37.17
30-23-6240	Natural gas	1,500.00	100.89	468.47	31.23
30-23-6290	Other utilities	5,000.00	18.04	452.26	9.05
30-23-6310	Janitorial services	4,500.00	71.54	2,643.55	58.75
30-23-6320	Buildings & grounds	8,000.00	5,513.85	9,005.47	112.57
30-23-6330	Vehicle & equipment maint.	4,500.00	0.00	2,983.25	66.29
30-23-6340	System maintenance	10,000.00	0.00	0.00	0.00
30-23-6350	Computer maintenance	49,500.00	3,091.25	29,050.29	58.69
30-23-6390	Other repairs & maintenance	5,000.00	0.00	576.23	11.52
30-23-6410	Mileage	2,000.00	42.22	704.93	35.25
30-23-6420	Staff training	9,000.00	179.56	5,775.70	64.17
30-23-6430	Certifications	500.00	0.00	405.00	81.00
30-23-6440	Board travel & training	1,500.00	-343.25	108.01	7.20
30-23-6510	Office supplies	10,000.00	385.02	5,299.16	52.99
30-23-6520	Fuel & oils	2,500.00	394.01	2,224.63	88.99
30-23-6530	Small tools & equipment	5,000.00	0.00	0.00	0.00
30-23-6540	Safety supplies	2,500.00	46.53	1,225.48	49.02
30-23-6550	Operational Supplies	4,000.00	1,522.00	1,682.00	42.05
30-23-6560	Uniforms	1,500.00	113.28	754.22	50.28
30-23-6610	Board compensation	1,000.00	0.00	339.80	33.98
30-23-6720	Insurance	12,000.00	0.00	7,808.88	65.07
30-23-6730	Communications	85,000.00	20,381.35	32,886.82	38.69
30-23-6750	Other purchased services	11,000.00	0.00	26.94	0.24
30-23-6770	Bank charges	10,000.00	-3,755.28	4,894.51	48.95
30-23-6780	Taxes & fees	2,000.00	0.00	39.16	1.96
30-23-6900	Miscellaneous expense	100.00	0.00	100.00	100.00
	<i>Materials &amp; Services</i>	<i>396,100.00</i>	<i>34,630.64</i>	<i>170,850.59</i>	<i>43.13</i>
	<b>Watershed Protection</b>	<b>1,064,600.00</b>	<b>75,111.90</b>	<b>501,149.81</b>	<b>47.07</b>
<b>30</b>	<b>Watershed Protection</b>	<b>3,846,371.00</b>	<b>53,943.21</b>	<b>3,526,305.41</b>	<b>91.68</b>
<b>40</b>	<b>WW GO Debt Service</b>				
	<b>NonDivisional</b>				
	<i>Beginning Fund Balance</i>				
40-00-3500	Fund balance	-782,263.00	0.00	-783,052.64	100.10
	<i>Beginning Fund Balance</i>	<i>-782,263.00</i>	<i>0.00</i>	<i>-783,052.64</i>	<i>100.10</i>
	<i>Revenue</i>				
40-00-4610	Investment revenue	11,885.00	2,730.82	17,987.01	151.34
40-00-4701	Interest Subsidy	121,338.00	0.00	122,728.79	101.15
	<i>Revenue</i>	<i>133,223.00</i>	<i>2,730.82</i>	<i>140,715.80</i>	<i>105.62</i>
	<b>NonDivisional</b>	<b>915,486.00</b>	<b>2,730.82</b>	<b>923,768.44</b>	<b>100.90</b>
	<b>Debt Service</b>				
	<i>Materials &amp; Services</i>				
40-24-6811	2010 IFA Loan Principal	360,936.00	0.00	360,936.00	100.00
40-24-6812	2010 GO Bond Principal	1,080,000.00	0.00	0.00	0.00
40-24-6821	2010 GO Bond Interest	88,000.00	0.00	44,000.00	50.00
40-24-6822	2010 IFA Loan Interest	290,561.00	0.00	290,560.94	100.00
	<i>Materials &amp; Services</i>	<i>1,819,497.00</i>	<i>0.00</i>	<i>695,496.94</i>	<i>38.22</i>
	<b>Debt Service</b>	<b>1,819,497.00</b>	<b>0.00</b>	<b>695,496.94</b>	<b>38.22</b>
<b>40</b>	<b>WW GO Debt Service</b>	<b>-904,011.00</b>	<b>2,730.82</b>	<b>228,271.50</b>	<b>-25.25</b>
<b>50</b>	<b>WW Revenue Bond</b>				
	<b>Debt Service</b>				
	<b>NonDivisional</b>				
	<i>Beginning Fund Balance</i>				

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>% of Budget</b>
50-00-3500	Fund balance	-1,214,204.00	0.00	-1,215,130.52	100.08
	<i>Beginning Fund Balance</i>	<i>-1,214,204.00</i>	<i>0.00</i>	<i>-1,215,130.52</i>	<i>100.08</i>
	<i>Revenue</i>				
50-00-4610	Investment revenue	11,074.00	2,211.00	18,969.05	171.29
	<i>Revenue</i>	<i>11,074.00</i>	<i>2,211.00</i>	<i>18,969.05</i>	<i>171.29</i>
	<b>NonDivisional</b>	<b>1,225,278.00</b>	<b>2,211.00</b>	<b>1,234,099.57</b>	<b>100.72</b>
	<b>Debt Service</b>				
	<i>Materials &amp; Services</i>				
50-24-6810	2010 SRF Loan Principal	876,670.00	440,397.00	876,670.00	100.00
50-24-6813	JPM Bank Loan Principal	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	370,772.00	220,047.00	370,772.00	100.00
50-24-6823	JPM Bank Loan Interest	379,326.00	0.00	189,662.50	50.00
	<i>Materials &amp; Services</i>	<i>1,626,768.00</i>	<i>660,444.00</i>	<i>1,437,104.50</i>	<i>88.34</i>
	<b>Debt Service</b>	<b>1,626,768.00</b>	<b>660,444.00</b>	<b>1,437,104.50</b>	<b>88.34</b>
<b>50</b>	<b>WW Revenue Bond</b>	<b>-401,490.00</b>	<b>-658,233.00</b>	<b>-203,004.93</b>	<b>50.56</b>
	<b>Debt Service</b>				
<b>71</b>	<b>Drinking Water Capital</b>				
	<b>NonDivisional</b>				
	<i>Revenue</i>				
71-00-4610	Investment revenue	5,000.00	6,011.77	42,518.21	850.36
71-00-4650	Proceeds from borrowing	1,300,000.00	1,320,000.00	1,320,000.00	101.54
	<i>Revenue</i>	<i>1,305,000.00</i>	<i>1,326,011.77</i>	<i>1,362,518.21</i>	<i>104.41</i>
	<b>NonDivisional</b>	<b>1,305,000.00</b>	<b>1,326,011.77</b>	<b>1,362,518.21</b>	<b>104.41</b>
	<b>Drinking Water</b>				
	<i>Capital Outlay</i>				
71-20-7200	Infrastructure	1,350,000.00	148,799.70	311,846.21	23.10
71-20-7300	Buildings & improvements	12,000.00	0.00	0.00	0.00
71-20-7400	Improvement other than Bldgs	10,000.00	0.00	0.00	0.00
71-20-7520	Equipment	0.00	0.00	15,955.00	0.00
71-20-7530	Software	17,500.00	3,412.81	5,530.98	31.61
71-20-7540	Vehicles	32,000.00	0.00	34,113.02	106.60
71-20-7600	Capital Improvement Projects	300,000.00	1,521.25	89,349.76	29.78
	<i>Capital Outlay</i>	<i>1,721,500.00</i>	<i>153,733.76</i>	<i>456,794.97</i>	<i>26.53</i>
	<b>Drinking Water</b>	<b>1,721,500.00</b>	<b>153,733.76</b>	<b>456,794.97</b>	<b>26.53</b>
<b>71</b>	<b>Drinking Water Capital</b>	<b>-416,500.00</b>	<b>1,172,278.01</b>	<b>905,723.24</b>	<b>-217.46</b>
<b>72</b>	<b>Wastewater Reclamation Capital</b>				
	<b>NonDivisional</b>				
	<i>Revenue</i>				
72-00-4610	Investment revenue	7,500.00	10,116.33	75,803.70	1,010.72
72-00-4640	Proceeds from sale of capital	1,500,000.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,507,500.00</i>	<i>10,116.33</i>	<i>75,803.70</i>	<i>5.03</i>
	<b>NonDivisional</b>	<b>1,507,500.00</b>	<b>10,116.33</b>	<b>75,803.70</b>	<b>5.03</b>
	<b>Wastewater-Plant</b>				
	<i>Capital Outlay</i>				
72-21-7300	Buildings & improvements	1,500,000.00	0.00	4,583.50	0.31
72-21-7400	Improvement other than Bldgs	5,000.00	0.00	0.00	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>% of Budget</b>
72-21-7520	Equipment	0.00	0.00	2,067.38	0.00
72-21-7530	Software	13,400.00	3,412.82	4,355.93	32.51
72-21-7540	Vehicles	31,000.00	0.00	5,370.00	17.32
72-21-7600	Capital Improvement Projects	1,220,000.00	571,792.75	583,474.79	47.83
	<i>Capital Outlay</i>	<i>2,769,400.00</i>	<i>575,205.57</i>	<i>599,851.60</i>	<i>21.66</i>
	<b>Wastewater-Plant</b>	<b>2,769,400.00</b>	<b>575,205.57</b>	<b>599,851.60</b>	<b>21.66</b>
	<b>Wastewater-Collections</b>				
	<i>Capital Outlay</i>				
72-22-7400	Improvements other than Bldgs	5,000.00	0.00	0.00	0.00
72-22-7520	Equipment	60,000.00	2,600.00	57,584.00	95.97
72-22-7530	Software	13,400.00	1,706.41	2,486.66	18.56
72-22-7540	Vehicles	0.00	0.00	27,679.98	0.00
72-22-7600	Capital Improvement Projects	500,000.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>578,400.00</i>	<i>4,306.41</i>	<i>87,750.64</i>	<i>15.17</i>
	<b>Wastewater-Collections</b>	<b>578,400.00</b>	<b>4,306.41</b>	<b>87,750.64</b>	<b>15.17</b>
<b>72</b>	<b>Wastewater Reclamation Capital</b>	<b>-1,840,300.00</b>	<b>-569,395.65</b>	<b>-611,798.54</b>	<b>33.24</b>
<b>73</b>	<b>Watershed Protection Capital NonDivisional</b>				
	<i>Revenue</i>				
73-00-4610	Investment revenue	5,000.00	3,522.72	36,368.18	727.36
73-00-4640	Proceeds from sale of capital	300,000.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>305,000.00</i>	<i>3,522.72</i>	<i>36,368.18</i>	<i>11.92</i>
	<b>NonDivisional</b>	<b>305,000.00</b>	<b>3,522.72</b>	<b>36,368.18</b>	<b>11.92</b>
	<b>Watershed Protection</b>				
	<i>Capital Outlay</i>				
73-23-7400	Improvement other than Bldgs	10,000.00	0.00	0.00	0.00
73-23-7520	Equipment	71,000.00	0.00	0.00	0.00
73-23-7530	Software	8,200.00	1,706.41	4,106.13	50.07
73-23-7540	Vehicles	0.00	0.00	4,913.85	0.00
73-23-7600	Capital Improvement Projects	1,920,000.00	-88,961.43	1,401,889.53	73.02
	<i>Capital Outlay</i>	<i>2,009,200.00</i>	<i>-87,255.02</i>	<i>1,410,909.51</i>	<i>70.22</i>
	<b>Watershed Protection</b>	<b>2,009,200.00</b>	<b>-87,255.02</b>	<b>1,410,909.51</b>	<b>70.22</b>
<b>73</b>	<b>Watershed Protection Capital</b>	<b>-1,704,200.00</b>	<b>90,777.74</b>	<b>-1,374,541.33</b>	<b>80.66</b>

I gpgtcn'Ngf i gt  
Ceeqwpv'Tqnlwr



Wgt'lgth  
Rtkpvgf '59'423; '6-72-27'RO  
Rgtkqf '2: '72:  
Hkuecnl gct'423;

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal%	ExpendCollect
Tgxpwpw	Tgxpwpw					
6433	Y cvgt'ucrgu	/5.862.222022	/4.583.636086	/47. :; 4: 08	/4.842.56402	930 ;
6434	Y cvgy cvgt'ej cti gu	/9.; 9: .722022	/6.56: .: : 604	/935.98707	/7.284.872069	85067
6435	Y cvgtgf 'rtqvgevkp'rggu	/3.678.222022	/: 72.947048	/346.95704;	/; 97.68207	89022
6437	Rgpcnkgu'('rcv'ej cti gu	/77.222022	/36.6; 2026	/3.: 8705	/38.577079	4; 06
6442	U{ungo 'f gxpgr o gpv'ej cti gu	/397.222022	/63; .987022	/353.; 62022	/773.927022	537048
6452	Eqpvtcev'ugt xlegu	/54.222022	/39.722025	2022	/39.722025	7608;
6462	Ugt xleg'kpucm'vkpu	/: 2.222022	/; ; .38: 08;	/38.776087	/337.9440 6	366087
64: 2	Tgpw'(' 'rgcugu	/362.222022	/: ; .3: 8078	/9.247064	/327.4330 :	97087
64; 2	Qvj gt'ej cti gu'ht'ugt xlegu	/32.222022	/57.25808	/5.887022	/5: .92308	5: 9024
6522	I tcpv'Tgxpwpw	/472.222022	2022	2022	2022	2022
6832	Kpxguo gpv'tgxpwpw	/372.67; 022	/389.3820 ;	/46.7; 4086	/3; 3.975085	349067
6852	O kuegm'pgqwu'tgxpwpw	/57.222022	/4; .8; 2044	/3.273067	/52.963089	: 90 5
6862	Rtqeggf u'htqo 'ucrg'qh'ecr kcn	/3.: 22.222022	2022	2022	2022	2022
6872	Rtqeggf u'htqo 'dqttqy kpi	/3.522.222022	2022	/3.542.222022	/3.542.222022	323076
6923	Kpvtgu'Uwdukf {	/343.55: 022	/344.94: 09;	2022	/344.94: 09;	323087
6; 33	Vtcpuhtgu'lp'htqo 'Hwvf '32	/4.922.222022	/4.864.49: 0 9	/56.854084	/4.898.; 3307;	; ; 086
6; 34	Vtcpuhtgu'lp'htqo 'Hwvf '42	/: .525.; 57022	/8.8; 3.228089	/639.32308;	/9.32: .3290 8	: 7082
6; 35	Vtcpuhtgu'lp'htqo 'Hwvf '52	/5.822.222022	/5.437.936046	/452.793067	/5.668.4: 708;	; 705
Tgxpwpw	Tgxpwpw	53.: 4: .454022	43.335.97307:	5.4: 8.64: 077	46.622.3: 2085	98088
Gzr gpug	Gzr gpug					
7332	Tgi wxt'go r mq{ ggu	5.2: ; .222022	3.882.37; 0 5	452.35407;	3.: ; 2.4: 4074	8308;
7342	Vgo r qtct{ Ugcupcr'go r mq{ ggu	; 4.222022	53.769044	2022	53.769044	5604;
7352	Qxgtwlo g	376.222022	63.; 76089	8.434065	6: .389082	5304:
7432	Go r mq{ gg	852.222022	522.52: 04	65.66404:	565.973022	76078
	Kpu'OF XUVF NVF Nh					
7452	Uqekcn'Ugewtkf{	475.222022	348.97: 0 6	39.: 4602:	366.7: 40 4	79087
7462	Tgwtgo gpv	844.222022	47; .269067	56.28608;	4; 5.334086	69084
7472	Vtlo gv	49.322022	35.4: 3085	3.: 6; 09	37.3520 2	770 5
7482	Wpgo r mq{o gpv	58.722022	2022	2022	2022	2022
7492	Y qtngtu'eqo r gpucvkp	62.322022	65.299079	/9.7970 2	57.723099	:: 075
74; 2	Qvj gt'go r mq{ gg'dgpgkku	43.; 22022	3; 3022	4: 077	43; 077	3022
8332	Ngri cr'ugt xlegu	622.222022	: 3.; 88074	57.685047	339.64; 09	4; 08
8342	Ceeqwp'kpi '( 'cwf k'ugt xlegu	49.222022	36.972022	2022	36.972022	76085
8377	Eqpvtcev'f'Ugt xlegu	59: .: 22022	425.47: 072	/4.; 7406:	422.528024	740 :
83: 2	Fvgu'(' 'uwduekr vkpu	77.222022	53.; 3806:	5.3760 ;	57.293089	85099
83; 2	Qvj gt'r tqhguukpcri'(' 'vej 'uxeu	2022	2022	2022	2022	2022
8442	Grgewtlek{	529.222022	395.724084	46.634089	3; 9.; 3604;	86069
8452	Vgrgr j qpg	98.222022	53.; 640 2	7.276083	58.; ; 9063	6: 08:
8462	Pcwerni cu	35.722022	4.976084	625074	5.3790 6	4508;
8472	Uqrf 'y cvg'f kur qucn	97.222022	54.979045	8.: 9205	5; .849048	740 6
84; 2	Qvj gt'wkrkkgu	42.722022	34.: 4: 064	699027	35.527069	860 2
8532	Lcpkqt'kri'ugt xlegu	63.722022	34.; 360 8	562022	35.4760 8	530 6
8542	Dwkrf kpi u'(' 'i tqwpf u	68.222022	53.22: 022	; .865084	62.873084	:: 089
8552	Xgj kerg'(' 'gs wkr o gpv'o clpv0	83.722022	4; .72308;	8.338026	57.839045	790 3
8562	Fkntkdwkqp'u{ungo 'o clpv	482.222022	; 4.395088	: .656089	322.829085	5: 02
8564	Eqngewkqp'u{ungo 'o clpv0	536.222022	359.7550 5	4: .789086	388.323029	740 2
8572	Eqo r wgt'o clpv'gpcpeg	464.722022	356.738088	43.876089	378.3920 5	86062
85; 2	Qvj gt'tgr'cku'(' 'o clpv'gpcpeg	87.222022	42.: 42086	5.589042	46.3: 90 6	59043
8632	O krci g	9.222022	3.786077	42208:	3.987045	47044
8642	Uchh't'clp'kpi	82.722022	4; .878068	3.66307;	53.2: : 027	73062
8652	Egt'k'ec'vkpu	9.622022	4.2; 7022	2022	4.2; 7022	4: 083
8662	Dqctf'tcxgnl'(' 't'clp'kpi	: .722022	3.58: 085	/3.262087	54: 08:	50 8

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal	% ExpendCollect
6510	Office supplies	52,000.00	23,638.00	1,844.23	25,482.23	49.00
6520	Fuel & oils	70,000.00	29,549.36	5,425.27	34,974.63	49.96
6525	Chemicals	25,000.00	5,039.83	0.00	5,039.83	20.16
6530	Small tools & equipment	50,200.00	4,649.67	100.56	4,750.23	9.46
6540	Safety supplies	37,600.00	17,739.49	1,300.13	19,039.62	50.64
6550	Operational Supplies	31,500.00	14,491.65	3,538.93	18,030.58	57.24
6560	Uniforms	27,500.00	12,901.74	1,896.82	14,798.56	53.81
6590	Other supplies	20,000.00	3,979.41	449.73	4,429.14	22.15
6610	Board compensation	3,200.00	1,075.00	0.00	1,075.00	33.59
6710	Purchased water	1,050,000.00	490,518.65	138,038.27	628,556.92	59.86
6720	Insurance	156,000.00	136,287.00	0.00	136,287.00	87.36
6730	Communications	123,000.00	13,262.86	22,229.22	35,492.08	28.86
6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
6750	Other purchased services	11,000.00	9,237.62	1,519.13	10,756.75	97.79
6760	Equipment Rental	5,000.00	720.41	0.00	720.41	14.41
6770	Bank charges	80,000.00	65,589.93	5,696.08	71,286.01	89.11
6780	Taxes & fees	95,500.00	48,274.17	800.00	49,074.17	51.39
6810	2010 SRF Loan Principal	876,670.00	436,273.00	440,397.00	876,670.00	100.00
6811	2010 IFA Loan Principal	360,936.00	360,936.00	0.00	360,936.00	100.00
6812	2010 GO Bond Principal	1,080,000.00	0.00	0.00	0.00	0.00
6813	JPM Bank Loan Principal	0.00	0.00	0.00	0.00	0.00
6820	2010 SRF Loan Interest	370,772.00	150,725.00	220,047.00	370,772.00	100.00
6821	2010 GO Bond Interest	88,000.00	44,000.00	0.00	44,000.00	50.00
6822	2010 IFA Loan Interest	290,561.00	290,560.94	0.00	290,560.94	100.00
6823	JPM Bank Loan Interest	379,326.00	189,662.50	0.00	189,662.50	50.00
6900	Miscellaneous expense	1,100.00	15,300.00	0.00	15,300.00	1,390.91
6910	Cash overshoot	0.00	20.00	-1.00	19.00	0.00
7200	Infrastructure	1,350,000.00	163,046.51	148,799.70	311,846.21	23.10
7300	Buildings & improvements	1,512,000.00	4,583.50	0.00	4,583.50	0.30
7400	Improvement other than Bldgs	30,000.00	0.00	0.00	0.00	0.00
7520	Equipment	131,000.00	73,006.38	2,600.00	75,606.38	57.71
7530	Software	52,500.00	6,241.25	10,238.45	16,479.70	31.39
7540	Vehicles	63,000.00	72,076.85	0.00	72,076.85	114.41
7600	Capital Improvement Projects	3,940,000.00	1,590,361.51	484,352.57	2,074,714.08	52.66
8140	Transfers out - Fund 40	1,548,123.00	903,071.75	129,010.25	1,032,082.00	66.67
8150	Transfers out - Fund 50	1,755,812.00	1,024,223.69	146,317.67	1,170,541.36	66.67
8171	Transfers out - Fund 71	2,700,000.00	2,642,278.97	34,632.62	2,676,911.59	99.14
8172	Transfers out - Fund 72	5,000,000.00	4,763,711.23	141,773.27	4,905,484.50	98.11
8173	Transfers out - Fund 73	3,600,000.00	3,215,714.24	230,571.45	3,446,285.69	95.73
9000	Contingency	2,944,509.00	0.00	0.00	0.00	0.00
Expense	Expense	37,345,109.00	20,377,904.21	2,649,163.14	23,027,067.35	61.66
<b>Grand Total</b>		<b>-5,516,877.00</b>	<b>735,847.37</b>	<b>637,265.41</b>	<b>1,373,112.78</b>	<b>-0.2489</b>
<b>Fund Balance</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>
<b>Total</b>						
<b>Revenue Total</b>		<b>31,828,232.00</b>	<b>21,113,751.58</b>	<b>3,286,428.55</b>	<b>24,400,180.13</b>	<b>0.7666</b>
<b>Expense Total</b>		<b>37,345,109.00</b>	<b>20,377,904.21</b>	<b>2,649,163.14</b>	<b>23,027,067.35</b>	<b>0.6166</b>



## STAFF REPORT

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**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Checks for February 2019  
**Item No.:** 3\_aiv  
**Date:** March 19, 2019

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### **Background**

Auditors have requested formal approval of checks by the Board of Directors

### **Issue**

The District needs formal authorization of December checks numbered 42124 through 42235 which include accounts payable and payroll checks as well as electronic withdrawals totaling \$1,299,008.82. Attached you will find a report showing all checks and electronic withdrawals for February 2019. There were three voided checks for the month.

### **Recommendations**

It is recommended to the Board that checks numbered 42124 through 42235 and electronic withdrawals be formally approved by the Board.

### **Background**

The District pays expenditures throughout the month.

### **Facts and Findings**

The District auditors require the Board to formally approve monthly payments to conform to Generally Accepted Accounting Principles (GAAP).

### **Attachments**

1. Accela Checks by Date February 2019



Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 1/6/2019 - 8:47AM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	2/4/2019	Oregon DOR - State Transit Tax		AP		2/28/2019	111.98
0	2/4/2019	Check Commerce		AP		2/28/2019	159.75
0	2/4/2019	Oregon Department Of Revenue		AP		2/28/2019	0.10
0	2/11/2019	TSYS		AP		2/28/2019	6,972.07
0	2/11/2019	Wells Fargo Remittance Center		AP		2/28/2019	10,407.82
0	2/11/2019	Wells Fargo Banks		AP		2/28/2019	1,367.01
0	2/15/2019	IRS Dept of The Treasury		AP		2/28/2019	30,262.93
0	2/15/2019	OR Dept of Justice, Div of Child Support		AP		2/28/2019	150.00
0	2/15/2019	Public Employees		AP		2/27/2019	23,936.97
0	2/15/2019	Oregon Department Of Revenue		AP		2/28/2019	8,331.56
0	2/15/2019	VALIC c/o JP Morgan Chase		AP		2/28/2019	2,440.00
0	2/15/2019	Nationwide Retirement Solutions		AP		2/28/2019	1,575.00
0	2/15/2019	Employee Paychecks	DD 00001.02.2019	PR		2/28/2019	71,496.75
0	2/19/2019	IRS Dept of The Treasury		AP		2/28/2019	171.56
0	2/20/2019	Oregon DOR - State Transit Tax		AP		2/28/2019	107.26
0	2/28/2019	Nationwide Retirement Solutions		AP		Uncleared	1,575.00
0	2/28/2019	IRS Dept of The Treasury		AP		Uncleared	29,525.24
0	2/28/2019	Oregon Department Of Revenue		AP		Uncleared	8,153.77
0	2/28/2019	OR Dept of Justice, Div of Child Support		AP		Uncleared	150.00
0	2/28/2019	VALIC c/o JP Morgan Chase		AP		Uncleared	2,490.00
0	2/28/2019	Public Employees		AP		Uncleared	23,910.91
0	2/28/2019	Employee Paychecks	DD 00002.02.2019	PR		2/28/2019	71,145.32
14180212	2/12/2019	Public Employees	PERS Adjustment	BRX		2/28/2019	0.05
14180215	2/15/2019	Public Employees	PERS Adjustment	BRX		2/27/2019	0.02
14180227	2/27/2019	Public Employees	PERS Adjustment	BRX		2/27/2019	-226.46
14180228	2/27/2019	Public Employees	PERS Adjustment	BRX		Uncleared	226.46
ACH Disbursement Activity Subtotal							294,441.07
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							294,441.07

Paper Check Disbursement Activity

41659	10/16/2018	7-Eleven 18786		AP	Void	Uncleared	3,533.18
42124	2/7/2019	7-Eleven 18786		AP	Void	Uncleared	3,533.18
42125	2/15/2019	Employeee Paycheck		PR		Uncleared	538.20
42126	2/15/2019	Employeee Paycheck		PR		2/28/2019	880.06
42127	2/15/2019	Employeee Paycheck		PR		2/28/2019	2,119.05
42128	2/15/2019	Employeee Paycheck		PR		2/28/2019	1,738.48
42129	2/15/2019	Accela, Inc		AP		2/28/2019	2,077.50
42130	2/15/2019	Ace Hardware #11075		AP		2/28/2019	294.05
42131	2/15/2019	AFLAC		AP		2/28/2019	926.29
42132	2/15/2019	AFSCME Council 75		AP		2/28/2019	835.65
42133	2/15/2019	Apex Labs		AP		2/28/2019	1,980.00
42134	2/15/2019	Atlasta Lock And Safe		AP		2/28/2019	760.00
42135	2/15/2019	Barney & Worth Inc		AP	Void	Uncleared	14,698.94
42136	2/15/2019	Aleah Binkowski-Burk		AP		2/28/2019	200.68
42137	2/15/2019	BMS Technologies		AP		2/28/2019	6,163.40
42138	2/15/2019	Bullard Law		AP		2/28/2019	8,392.96
42139	2/15/2019	Cascade Print Source		AP		2/28/2019	59.95
42140	2/15/2019	Cascadia Backflow		AP		2/28/2019	3,175.00
42141	2/15/2019	Cintas Corporation - 463		AP		2/28/2019	89.54
42142	2/15/2019	City Of Gladstone		AP		2/28/2019	153.67
42143	2/15/2019	City Of Milwaukie		AP		2/28/2019	1,374.68
42144	2/15/2019	Coastal Farm & Home Supply		AP		2/28/2019	607.91
42145	2/15/2019	Columbia Body Manufacturing		AP		2/28/2019	2,605.11
42146	2/15/2019	Consolidated Supply Co.		AP		2/28/2019	116,630.61

Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 1/6/2019 - 8:47AM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
42147	2/15/2019	Contractor Supply		AP		2/28/2019	292.00
42148	2/15/2019	D&H Flagging Inc.		AP		2/28/2019	1,115.50
42149	2/15/2019	Ferguson Waterworks		AP		2/28/2019	236.58
42150	2/15/2019	Geosynthetic Products		AP		2/28/2019	1,522.00
42151	2/15/2019	Grainger, Inc.		AP		2/28/2019	32.60
42152	2/15/2019	HealthEquity		AP		2/28/2019	28.55
42153	2/15/2019	Hydro International Wastewater		AP		2/28/2019	6,675.75
42154	2/15/2019	J. Thayer Company		AP		2/28/2019	1,405.48
42155	2/15/2019	James W Fowler Co		AP		2/28/2019	481,401.39
42156	2/15/2019	Madison Biosolids, Inc.		AP		2/28/2019	2,927.82
42157	2/15/2019	McFarlane's Bark, Inc.		AP		2/28/2019	141.08
42158	2/15/2019	Merina & Company, LLP		AP		2/28/2019	7,110.41
42159	2/15/2019	MJP MANAGEMENT		AP		2/28/2019	7.35
42160	2/15/2019	Napa Auto Parts - Store #07078		AP		2/28/2019	99.66
42161	2/15/2019	Ness Campbell Crane and Rigging		AP		2/28/2019	1,937.50
42162	2/15/2019	Net Assets Corporation		AP		2/28/2019	424.00
42163	2/15/2019	Northstar Chemical, Inc.		AP		2/28/2019	490.00
42164	2/15/2019	Northwest Natural		AP		2/28/2019	403.52
42165	2/15/2019	OCD Automation, Inc.		AP		2/28/2019	1,125.00
42166	2/15/2019	Olson Bros. Service, Inc.		AP		2/28/2019	2,027.85
42167	2/15/2019	One Call Concepts, Inc.		AP		2/28/2019	731.28
42168	2/15/2019	Portland General Electric		AP		2/28/2019	22,045.76
42169	2/15/2019	Xerox Corporation		AP		2/28/2019	20.28
42170	2/15/2019	Oregon Association of Clean Water Agencies		AP		2/28/2019	1,490.00
42171	2/15/2019	Oregon State Treasury		AP		2/28/2019	800.00
42172	2/15/2019	Owen Equipment		AP		2/28/2019	218.34
42173	2/15/2019	R & L Services Inc.		AP		2/28/2019	399.47
42174	2/15/2019	Relay Resources		AP		2/28/2019	5,188.66
42175	2/15/2019	Sanitech LLC		AP		2/28/2019	22,685.00
42176	2/15/2019	NORTH CLACKAMAS SCHOOL DISTRICT #12		AP		Uncleared	43.60
42177	2/15/2019	SDIS		AP		2/28/2019	35,394.08
42178	2/15/2019	Dave Seifert		AP		2/28/2019	190.24
42179	2/15/2019	RUTH DAVIS & TED KING		AP		Uncleared	147.21
42180	2/15/2019	The Sidwell Company		AP		2/28/2019	3,855.50
42181	2/15/2019	Tice Electric Company		AP		2/28/2019	636.00
42182	2/15/2019	Unifirst Corporation		AP		2/28/2019	975.86
42183	2/15/2019	US Bank Equipment Finance		AP		2/28/2019	220.00
42184	2/15/2019	Verizon Wireless		AP		2/28/2019	980.26
42185	2/15/2019	Waste Management Of Oregon		AP		2/28/2019	4,265.59
42186	2/15/2019	Water Environment Services		AP		2/28/2019	144.45
42187	2/15/2019	WERF		AP		Uncleared	246.87
42188	2/15/2019	Wesco		AP		Uncleared	210.57
42189	2/15/2019	Western Exterminator Company		AP		Uncleared	94.40
42190	2/28/2019	Employeee Paycheck		PR		Uncleared	381.65
42191	2/28/2019	Employeee Paycheck		PR		2/28/2019	933.38
42192	2/28/2019	Employeee Paycheck		PR		2/28/2019	2,118.88
42193	2/28/2019	Ace Hardware #11075		AP		Uncleared	106.41
42194	2/28/2019	AFLAC		AP		Uncleared	926.29
42195	2/28/2019	AFSCME Council 75		AP		Uncleared	835.65
42196	2/28/2019	Alexin Analytical Laboratories, Inc.		AP		Uncleared	1,105.00
42197	2/28/2019	AnswerNet		AP		Uncleared	328.67
42198	2/28/2019	Barney & Worth Inc		AP		Uncleared	1,227.78
42199	2/28/2019	BTL NW		AP		Uncleared	155.79
42200	2/28/2019	Cascadia Backflow		AP		Uncleared	192.20
42201	2/28/2019	Century Link		AP		Uncleared	809.28
42202	2/28/2019	Cintas Corporation		AP		Uncleared	221.14
42203	2/28/2019	Cintas Corporation - 463		AP		Uncleared	89.54
42204	2/28/2019	Clackamas County		AP		Uncleared	3,011.80
42205	2/28/2019	Comcast Cable		AP		Uncleared	424.02
42206	2/28/2019	Consolidated Supply Co.		AP		Uncleared	1,952.94

Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 3/6/2019 - 8:47AM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
42207	2/28/2019	Convergence Networks		AP		Uncleared	11,771.88
42208	2/28/2019	CTX-Xerox		AP		Uncleared	194.97
42209	2/28/2019	Ecology In Classrooms&Outdoors		AP		Uncleared	11,900.00
42210	2/28/2019	Grainger, Inc.		AP		Uncleared	293.76
42211	2/28/2019	J. Thayer Company		AP		Uncleared	190.75
42212	2/28/2019	Kaiser Permanente		AP		Uncleared	12,765.74
42213	2/28/2019	GUO ZHN LIU		AP		Uncleared	152.98
42214	2/28/2019	MCI Welding		AP		Uncleared	2,600.00
42215	2/28/2019	Metereaders, LLC		AP		Uncleared	2,160.27
42216	2/28/2019	Metro Overhead Door		AP		Uncleared	1,135.73
42217	2/28/2019	Metropolitan Utility Coordinating Council		AP		Uncleared	150.00
42218	2/28/2019	NCCWC		AP		2/28/2019	138,038.27
42219	2/28/2019	NCUWC		AP		Uncleared	8,475.26
42220	2/28/2019	North Coast Electric Company		AP		Uncleared	528.00
42221	2/28/2019	Northstar Chemical, Inc.		AP		Uncleared	558.00
42222	2/28/2019	OAWU		AP		Uncleared	1,050.00
42223	2/28/2019	Olson Bros. Service, Inc.		AP		Uncleared	400.01
42224	2/28/2019	Olson, LLC		AP		Uncleared	17,709.70
42225	2/28/2019	Pamplin Media Group		AP		Uncleared	28.96
42226	2/28/2019	Portland Engineering Inc		AP		Uncleared	120.00
42227	2/28/2019	Portland General Electric		AP		Uncleared	2,366.41
42228	2/28/2019	TASSO CUSTOM HOMES		AP		Uncleared	2.24
42229	2/28/2019	The Sidwell Company		AP		Uncleared	10,238.45
42230	2/28/2019	Traver's Cleaning Service Inc.		AP		Uncleared	340.00
42231	2/28/2019	Unifirst Corporation		AP		Uncleared	1,030.32
42232	2/28/2019	Verizon Wireless		AP		Uncleared	1,155.54
42233	2/28/2019	Water Systems Consulting, Inc.		AP		Uncleared	1,521.25
42234	2/28/2019	Wilcox & Flegel		AP		Uncleared	723.94
42235	2/28/2019	WRI PROPERTY MANAGEMENT		AP		Uncleared	154.65
Paper Check Disbursement Activity Subtotal							1,026,333.05
Voided Paper Check Disbursement Activity							21,765.30
Adjusted Paper Check Disbursement Activity Subtotal							1,004,567.75
Total Void Check Count:							3
Total Void Check Amount:							21,765.30
Total Valid Check Count:							136
Total Valid Check Amount:							1,299,008.82
Total Check Count:							139
Total Check Amount:							1,320,774.12



OAK LODGE WATER SERVICES  
Minutes  
Board of Directors – Regular Meeting 6:00 p.m.  
February 19, 2019

Board of Directors - Members Present:

Susan Keil,	President/Chair
Kevin Williams,	Secretary/Vice Chair
Lynn Fisher,	Treasurer
Nancy Gibson,	Director (arrived at 6:19 p.m.)
Paul Gornick,	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
Tommy Brooks,	District Attorney, Cable Huston LLP
Chris Duckworth,	Labor Attorney,
Rob Moody,	Merina and Co.,
Scott Duren	Vice President, Water Systems Consulting
Markus Mead,	Development Review Specialist.

Visitors Present:

Dave Phelps,	Budget Committee
Eric Hofeld,	Sunrise Water Authority
John Klum	Budget Committee
Peter Winter	Budget Committee Applicant
Michael Gradt	Local Resident
Ron Weigel	Budget Committee Applicant
Fred Swingle	Budget Committee Applicant
Amanda Gresen	Budget Committee Applicant.

## **Regular Board of Directors Meeting**

### **1. Call to Order and Flag Salute**

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

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

There were no comments from the public.

### **3. Consent Agenda**

#### **a. January 2019 Financial Reports**

##### **i. Approval of January 2019 Check Run**

#### **b. January 15, 2019 Board Meeting Minutes**

Questions included the parceling out of the insurance among the three operating funds, it seemed higher than previous years. Finance Director Kelly Stacey responded that it is an annual fee that provides general coverage including workers compensation, and so will be larger than during the rest of the year. President Keil asked about a section in the January Board meeting minutes, whether Clackamas County has suggested that Oak Lodge Water Services take over Surface Water Management for both quality and quantity. District Engineer Jason Rice responded the information is true. There were no other comments or questions.

**Director Gornick moved to approve the consent agenda as presented. Secretary Williams seconded the motion.**

**Ayes: 4**

**Nays: None**

**Motion carried: 4-0**

### **4. Acceptance of Audited Financial Report for July 1, 2017 through June 30, 2018**

Finance Director Kelly Stacey presented the annual audited financial report noting there was one small exception by the auditors. We should have done a budget adjustment when we refinanced the bonds since the type of bond changed from a [General Obligation] Bond to a Revenue Bond. Because OLWS did not do a budget adjustment to increase the appropriation in the Revenue Bond Fund, the results of the audit showed based on the Oregon Budget Law that Revenue Bond fund was overspent. The GO Bond Fund was understated but since it is a different fund so doesn't offset the overspent amount. This was a small item of note but everything else was good. President Keil asked about what the "two comments" were concerning the results and Kelly will follow up with the auditors to ask for clarification. President Keil asked about the portion of the letter that states they will not comment on one portion of the bond because they were not asked to comment on it. Kelly responded the District provides information on the bond because the bond covenants require us to, but the auditors do not have to comment on that portion of our information.

**Treasurer Fisher moved to accept the audit as submitted. Director Gornick seconded the motion.**

**Ayes: 4**

**Nays: None**

**Motion carried: 4-0**

### **5. Boardman Wetland Contract Increase for Nature Play Area**

District Engineer Jason Rice updated the Board on the Boardman Wetland project. North Clackamas Parks and Recreation (NCPRD) received final plans for the Nature Playground project. This allows OLWS to generate a change order which covers the actual cost of this portion of the project, the remainder of the entire project, and contingencies. NCPRD will reimburse OLWS for all costs of amount of the change. The Board asked about the costs of the project, the liability, and the parking area, who the engineer is for the project, and how much dirt work has been done. Jason responded the costs are what NCPRD wants for the playground and they will reimburse OLWS for the costs; the liability for the park and playground has been evaluated by NCPRD and will be assumed by NCPRD; the parking area (as expanded by

NCPRD) is covered in the contingency; Jason is the project manager and HDR is the engineering firm (Paul Woerrlein) who stamps the project; there is a lot of embankment work and a specialized storm facility for the project (which costs a significant amount). The Board wanted to convey their concern for the costs of the project to NCPRD and Jason mentioned he would share the comment. Jason commented the bellies in the underlying sewer line were still in place and they will have to fix them, probably during the drier months. Jason stated they are working out the details of access and they had followed the designated protocol for installation, but the installation had failed final sewer tests. The Board was supportive.

Nancy Gibson arrived during this portion of the meeting and was part of the Board vote.

**Treasurer Fisher moved to authorize the General Manager to sign a Change Order for the Boardman Wetland Project for the purposes of completing the Nature Playground for North Clackamas Parks and Recreation Department in an amount not to exceed \$541,000. Director Gornick seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

#### **6. Adoption of Finance Policies – Second Set**

Finance Director Kelly Stacey presented the finalized financial policies, which have been approved by the union and are ready for approval. They are:

1. Personally Identifiable Information (PII) Policy
2. Payment Card Industry (PCI) Policy
3. Travel Reimbursement Policy
4. Expenditure Policy
5. Employee Credit Card Usage Policy

Treasurer Fisher requested clarification on travel in the policy on financial authority. He suggests including a stipend reimbursement for travel and Kelly thought it should go in the expenditure policy. Kelly will add something for Board expenditures and travel stipend and bring it back to the Board for review.

**Director Gibson moved to approve the attached finance policies excluding the expenditure policy pending requested revision. Secretary Williams seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

#### **7. Emergency Management Report**

General Manager Sarah Jo Chaplen presented the emergency preparedness steps that OLWS has taken since the Board requested action on this issue. She stated the District began by asking what we could do to make sure our customers are prepared for 2-weeks after an emergency with partners in place to help each other through mutual aid agreements, operational processes, supplies, and infrastructure redundancies put into place to support the organization through a disaster, and finally employees and managers trained to operate during an emergency. The management then looked at what equipment and supplies the District needs to put into place in order to be ready to survive and recover from emergencies.

She announced the first ever Emergency Water Distribution Exercise on April 13<sup>th</sup>, 2019, in partnership with the Oak Lodge Community Emergency Response Team and Clackamas Fire District #1. At this free event OLWS will be distributing water and emergency preparedness information to the public, and she hopes the exercise will be an annual event. She mentioned the importance of regular response practice by staff and volunteers, because without practice even the best equipment could be less effective.

The Board asked whether we should have more fuel on site at the treatment plant in order to get OLWS up to a 3-day response time with our generator. Plant Superintendent David Mendenhall responded with the information that holding more fuel triggers another layer of hazardous waste monitoring and reporting. We would need to build a different containment system and rotate the fuel regularly. Portland General Electric and OLWS have a partnership agreement with regards to the generator on site at the Water Reclamation Facility. The Board asked about the relationship and David replied PGE purchased and maintain the generator, which is at a "first on" with regards to power classification. They run it on a periodic basis and if it runs the plant during a power outage, we pay for the first quarter of fuel costs, then they pay. When they run it for back feeding the power grid, they pay for the fuel costs.

President Keil commented on the extent of emergency preparedness and encouraged OLWS to incrementally prepare for disasters by answering the questions posed by Sarah Jo. Director Gornick agreed and stated the information presented in this report was a good start. Secretary Williams encouraged the District to continue to prepare by engaging in online training through the Department of Homeland Security's National Incident Management System (NIMS). He stated that staff should understand the protocol of an Incident Command System (ICS), and should conduct emergency preparedness exercises at least twice per year. Exercises should address smaller failings like pump station failure in order to prepare for larger disasters. Sarah Jo appreciated the comments from the Board and will continue with the work on preparedness.

## **8. Department Reports**

### **• Finance Report:**

Finance Director Kelly Stacey updated the Board on the Utility Billing system audit, which is over 75% complete. Staff is still going through the large meter accounts and are on track to complete the audit during the second cycle of bills this month. They found a lot of accounts that were short during the large meter accounts, and they have put a solution into place to correct the accounts. So far, customers have not commented on the changes to their accounts, most of which have been to commercial accounts. They are not back billing those accounts, which will return to correct billing in full; there will be a revenue loss to the District of about \$75,000. The Board asked if using the lock box will replace walk in customer service and Kelly replied we will still have walk in service. The mailed checks and walk in checks will go through the lock box service. This will allow customer service staff to attend to auditing and clean up and proactive monitoring. Check receipt will happen as quickly as ever, although Kelly noted checks will now be mailed to a Seattle office for the lock box processing center. Director Gibson suggested to consider this a communications piece for OLWS. Secretary Williams asked about the numbers of online payments and Kelly responded online payments have increased significantly.

- **Field Operations Report:**

Field Operations Superintendent Todd Knapp stated the challenge at completing the system maintenance numbers due to several factors including the truck being off line for a week, the camera getting stuck, the annual and semi-annual grease line-cleaning. There were several water line breaks which also required staff attention. He reported on the water meter change out program which is going well. They will be starting zone cleaning for zone B, having nearly completed zone A. Water use is up slightly on the 10-year average. He showed pictures of the root bound water service, which the Board appreciated.

- **Plant Operations Report:**

Plant Superintendent David Mendenhall highlighted the wet weather flow stating the plant performance was still strong. Groundwater influx makes the inflow nearly double what conditions are in the dry season. Plant performance maintained good water quality, although there was a pH finding of 5.9 on their permit which is outside the parameter of a 6.0 limit. They reported it to Department of Environmental Quality, who suggested retesting multiple times per day in order to see if the finding is an anomaly. The pH is easier to modify in summer months due to nitrification. He showed how some solids were recirculated back into the plant based on certain instruments and commented we may need to replace some equipment to account for this issue. He highlighted the issue of overflow at the manhole near Pump Station #2 and stated how overflow happens at a certain level of flow. DEQ requested we overflow earlier in the system and directly into the river as opposed to having it overflow into the public sphere. The new control unit at Pump Station #2 (described in the Board report) will allow staff to monitor flow as it approaches higher level conditions, and then we can slow the pump in order to avoid overwhelming the manhole. Staff have worked collaboratively to solve challenges creatively.

Treasurer Fisher asked about a public communication on what to flush and what NOT to flush, like “flushables”, and suggested refreshing the message in the newsletter and on the website.

- **Technical Services Report:**

District Engineer Jason Rice commented on the earlier mention of the Boardman Wetland project, and that there are a number of Outreach and Education events happening, as stated in his report. Treasurer Fisher asked about where Dahl Beach was in relation to the District and Jason responded the field site is on the other edge of the Rinearson watershed sub-basin. He commented on the students from within the District participate on projects with OLWS and several other non-profit partners, some of which funding for parts of the project that are on the edges of our District. Director Gibson mentioned that the North Clackamas Urban Watersheds Council does work in the area and OLWS partners with them regularly. Director Gornick added the Rinearson basin covers both the District and Dahl Beach.

The Board of County Commissioners requested a tour of the Wetland and settled on February 28<sup>th</sup>. Visiting the site would be safe, although wet weather boots are recommended. Jason will follow up with an email to invite the OLWS Board as well.

He reported on a few of the capital projects on his list.



- About 1200 water meters have been replaced as part of the water meter replacement project.
- They are in process for what to do on the solids handling process and refurbishing the used belt filter press possibly adding a hopper.
- Getting ready to sign the aeration control strategy evaluation contract.
- He is working on permits to start some sewer replacement construction projects including one on Silverleaf and Creighton.
- The Stormwater Master Plan has a committee but still needs a member of the small business community. The Board recommended Teri Gilreath (Eastside Athletic Club), suggested asking through the Chamber of Commerce, or other local businesses that might be affected by stormwater rate changes. The first meeting will happen soon.

Secretary Williams asked if we have ever considered putting a flow meter into Pump Station #6 and Jason responded yes, and we will be discussing this issue with the City of Gladstone at upcoming negotiation meetings. We may need to install 3-4 flow meters depending on the final agreement between OLWS and City of Gladstone. Director Gornick asked about attributing Infiltration and Inflow to flow coming in from City of Gladstone, which staff replied would be challenging to prove. Staff stated the negotiations to move the interim Intergovernmental Agreement with City of Gladstone will happen in the next few weeks, in order to move it to a final IGA. Both parties are approaching the negotiation with similar goals – increase the quality and level of services while still maintaining the best possible rates for customers. The conversation continued around how to maintain revenue in appropriate places while maintaining the necessary city services, including roads.

The Board asked about the homeless camp situation along Boardman Creek, and Sarah Jo and responded the Deputy at the Clackamas Sheriff's Department has been watching the camp closely. Michael Graft mentioned he thought that was true, there had been increased focus on the camp.

#### **9. Call for Public Comment**

Thelma commented on the proposed costs of the Nature Playground being in the same margin as the new playground that the City of Milwaukie, in partnership with the NCPRD, is installing. She asked if there was a Surface Water Management Committee and suggested involving a member of the Elks Club. She mentioned Clackamas County used to have a surface water committee separate from the sewer committee and they unfortunately combined the two. She encouraged OLWS to keep the committees separate and to have a Surface Water Committee.

#### **10. Business from the Board**

Treasurer Fisher reported the Oak Grove Community Council meeting had two presentations – one from the Park Avenue project consultant, and one from Donna Robinson who is the project manager for the Concord Task Force, which did not have a February meeting but has one scheduled for March. The Clackamas River Water meeting had been changed so he was not able to attend the February meeting.

Director Williams attended the Jennings Lodge CPO meeting which was mostly spent on the state of the organization and how to recruit new Board members and interested parties. He requested an alternate and Director Gornick will attend.

Director Gibson attended the C4 meeting, which she stated was one of the most productive meetings she has ever been to, in part because of the newly assigned members and the new Metro Councilor. In addition, Tammy Stempel, Mayor for the City of Gladstone, approached Director Gibson after the meeting and stated her interest and support for completing the IGA within a year, along with the support from the City Council. She attended the Regional Water Providers Consortium meeting, where the annual budget passed, and she noted Amanda Fritz in attendance from the City of Portland. General Manager Sarah Jo commented on the good information contained in the customer survey conducted by the Consortium. Director Gibson mentioned the possibility of presenting on the Emergency Water Distribution Exercise to the Consortium after the event.

Director Gornick attended the January 23<sup>rd</sup> Sunrise Water Authority Board meeting, and Paul presented detailed information from the meeting with details in the Board packet. They scheduled a February Board workshop for an overview on the Authority and to orient new members to its priorities and strategy. General Manager Wade Hathhorn stated the Clackamas River Water Providers recommends a more aggressive conservation messaging campaign to reduce outdoor irrigation in August and complete elimination of outdoor irrigation in September. There was a mention of the change to the threshold for curtailment from 650 cubic feet per second (CFS) to 800 CFS.

General Manager Sarah Jo elaborated on the importance of strong conservation messaging this year due to unique low water flows in the Clackamas River during late summer and early fall. This year looks to have even lower flow, which will require a variety of conservation messages to encourage less water use. Director Gibson reported that the North Clackamas County Water Commission meeting went as usual except that they discussed curtailment as a possibility for this year. Based on the low snowpack there will be less precipitation to slowly melt and recharge the soil moisture, which slowly feeds the flow of the river over the season.

Secretary Williams commented on the water rights lawsuit which stated aquatic life can not be sustained in the bottom 2 river miles as it is. He questioned the lower threshold of curtailment based on this fact.

Secretary Keil updated the group on the conversations about low income housing, affordable housing, and densification of residential housing in the North Clackamas Chamber of Commerce meeting. Because of this she is concerned about how OLWS deals with System Development Charges and in comparison, how other jurisdictions deal with SDCs with regards to socioeconomic stratification. She would like more information about low income and affordable housing and asked about our capacity to provide collections capacity for denser neighborhoods. Director Gornick mentioned we might be compelled to allow more density, which will increase impervious surface and effect our surface water challenges. Director Gibson reiterated the amount of useful information presented in the C4 report with regards to the

housing needs, goals, and strategies for development. General Manager Sarah Jo Chaplen commented on the different stresses that will be added due to the implications for middle housing zoning. District Engineer Jason Rice commented on the use of Metro's density modeling data being used to build the water master plan, surface water master plan will be helpful in building a project list. Then we will need to address how to structure rates in relation to supporting the system. The conversation on socioeconomic strata in the area and discussed how the District should support people of lower and middle income in relation to development, while still meeting our structural needs. They requested more information and an ongoing conversation about tools and ideas to support the District in paying attention to and supporting economic diversity in our area.

There was no further Board business.

**11. Adjourn Regular Board Meeting**

President Susan Keil adjourned the regular Board meeting at 8:15 p.m.

Respectfully submitted,

\_\_\_\_\_  
Susan Keil  
President, Board of Directors

\_\_\_\_\_  
Kevin Williams  
Secretary, Board of Directors

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

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



## STAFF REPORT

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**To:** Board of Directors  
**From:** Technical Services Team  
**Agenda Item:** Boardman Wetland Complex Project Update and Tree Management  
**Item No.:** 4  
**Date:** March 13 (for March 19, 2019 Meeting)

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### **Action Requested**

No action requested. This Staff report is purely for informational purposes.

### **History**

February 2019 Board authorizes the General Manager to sign a Change Order for the Boardman Wetland Project for the purposes of completing the Nature Playground for North Clackamas Parks and Recreation Department in an amount not to exceed \$541,000.

September 2018 Board approved the General Manager to sign an Intergovernmental Agreement (IGA) with North Clackamas Parks and Recreation District (NCPRD) regarding our two districts' partnership on the Boardman Wetland Complex Project.

August 21, 2018 The Board authorized transfer of the Metro Nature-In-Neighborhood Grant to North Clackamas Parks and Recreation District by approving the General Manager to sign the Assignment of Intergovernmental Agreement prepared by Metro.

April 17, 2018 Board authorizes the General Manager to sign a contract with J.W. Fowler Co. in the amount of \$3,167,665.75 for the construction of the Boardman Wetland Complex.

March 2018 The Board authorizes the Board President to sign a Purchase and Sale Agreement and take all actions necessary to complete a land transaction of Boardman Wetland Complex properties to North Clackamas Parks and Recreation District.

- June 2017            The District Board adopted the 2018-2023 Capital Improvement Plan and the 2018/19 Budget, including the 2018 Water Master Plan.
- March 2017           Staff gained approval from the Board to work with NCPRD in applying for an Oregon State Parks Grant for the funding of a Nature Playground on the northern Addie Street Lot.
- June 2016            The Board Authorized signature of an IGA with Metro to receive \$362,012 in grant monies for the project.
- The Board also approved a contract with HDR Engineering for the design of the Boardman Wetland Complex in the amount of \$452,280.

## **Project Update**

### Sanitary Sewer Line

Last month during the Technical Services Department Report, it was discussed that the contractor had recently video inspected the newly installed sanitary sewer line. During that inspection, it was discovered by staff that the pipe had multiple contractual failures. While some of these failures can, and are being resolved outside of the water, another portion of the sewer repair is in-water and will be limited to July 1<sup>st</sup> through September 30<sup>th</sup> through an updated In-Water Work Permit. This change likely pushes the complete project completion date to September 30<sup>th</sup>.

### Nature Play Area

Grading and stormwater pipe installation have begun. Next will be structural backfill and final grading.

### Planting

Most of the 6 acre's invasive plants have already been removed with some small patches needing to be completed. Planting has begun with the willow in the wet areas because it can handle the lower temperatures. Soon the landscapers will begin to remove the rest of the invasive plants and complete the planting listed below:

Boardman Wetland  
Plug, Shrub and Tree Planting List

25	1.5" Caliper Deciduous Trees
9	2" Caliper Deciduous Trees
16	5' Tall Conifer Trees
24	#3 Container Deciduous Trees
2	#5 Container Deciduous Trees
8793	#1 Container Shrubs
2242	#2 Container Shrubs/Trees
10750	Wetland Plugs
3600	Less than 1" Plant Cuttings
2250	#1 Container Groundcover

Boardwalk

All of the steel piles have been driven, supports and deck have been installed. Only a few sections of hand railing and the final component, which is the wire fencing (to protect falls below the hand railing) remain. Staff and the contractor are excited to have the Board and public visit the site soon to see this component of the project. It really came together well.

**Tree Management**

On March 1<sup>st</sup>, a member of our District emailed staff along with some members of the Board with concerns about how a few of the trees at the Boardman Wetland Complex were being preserved. That morning, staff called the emailer and talked through what he had observed on site. Of the concerns, two of them caused for staff to call the contractor to fix. The first was that the tree protection fencing was set in from the dripline of the tree (smaller than it should have been) and the second was that material was being stored on top of root zones. The concerns were relayed to the contractor and staff demanded prioritization of this work for that day.

A few hours later, staff visited the site and found that the root zones were clear of any material that may have existed prior to the call. The contractor told staff they needed to order additional tree protection fencing and that those materials would be delivered the following Monday. Since the contractor was not working Saturday or Sunday, staff told them it was okay to install then.

The tree protection fencing is now installed in the correct location, similar to that of the picture below:



A few notes about the trees now that we are on the topic. Staff has been having conversations about a few of the trees.

Western Red Cedar (pictured above)

North Clackamas Parks Staff is reporting 60% cedar loss across all their sites. OLWSD Staff asked what they think is causing this to happen and their response referred to a recent study citing climate change. Warmer temperatures and larger gaps between rain events seems to be what is causing a wide range of conifer tree species loss.

Oregon Ash Tree (Pictured Below)



Oregon Ash Pre-Construction



Oregon Ash During Construction



Prior to construction (and currently) this tree was not the healthiest looking tree. At least not in March of the past two years. Obviously, we would hope that the tree would survive and live its life to the fullest. However, it's not looking great at the moment. The limbs have quite a bit of moss and the tree has not been pruned. As the Districts Engineer, I am going to work with North Clackamas Parks and Recreation Staff to see what we can do to give this tree it's best chance. At a minimum it looks like some limbs should come off the tree, but maybe there is something else we can do about the moss.

At the night of the Board Meeting, Staff will be prepared with additional photos, both pre-construction and during construction if the Board is interested in expanding this conversation.

**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** David Mendenhall, Plant Superintendent  
**Agenda Item:** Purchase Approval of 5 Replacement Sanitary Pumps  
**Item No.:** 5  
**Date:** March 19, 2019

**Action Requested**

Authorize the General Manager to sign a Purchase Order for 5 Flygt pumps to completely replace the existing KSB influent pumps using Capital Improvement Funds from FY 19 not to exceed \$277,735

**Background**

The Influent Pump Station is the collection point for all wastewater coming from the collection system. Also known as Pump Station #1, the five pumps in the station pump all wastewater up to the headworks to begin the treatment process. These five pumps were installed with the new plant expansion. They are KSB brand submersible pumps and four are rated for about 5.5 Million Gallons per Day (MGD) and a smaller pump rated about 3.5 MGD. According to the operations and maintenance personnel they have never met that output and the larger ones currently pump about 4-4.5 MGD. The main assumption as to the cause for this is the pumps did not have wear rings installed which results in some wastewater bypassing the pump.

Since my arrival at Oak Lodge in August 2017, the rebuild of these pumps has been a focal subject. They have not been rebuilt in the past and so they were due. But first the wet well had to be cleaned and access built for the equipment to clean the wet well. Which was all accomplished by the end of summer 2018. We pulled two pumps out to examine and scope out what would need to be rebuilt. We had new wear rings in stock and the impellers looked alright. We had the manufacturer rep, APSCO, come in to help us analyze the pump and give us an estimate. APSCO told me that they had all the parts in house and could turn this around in 3 weeks. By this time, it was mid-September. With the rainy season approaching, the promise of the quick turnaround, and the quote of under \$10,000 for the things we wanted rebuilt I made the decision to go for the rebuild. I did not approve a motor "rebake" which is a voltage test, checking of thermal switches, and applying new shellac to the windings, because we had not had any motor trouble and I thought they were quoting \$4,000 each for that portion and it would take more time. My logic was that we would have two newly rebuilt pumps installed and ready to go for the whole rainy season. We could then continue to do rebuilds one pump at a time as lower flows allowed. To expedite things, we even took

the pumps to Seattle ourselves and also saved freight charges. The plan did not turn out well. APSCO did have parts for one of the pumps but did not get it done for 4 weeks and the other pump took another two weeks. So, it was early November before the second pump returned. I also authorized freight return to speed up the return. We also found out that they farmed out the pump work at a different location and facility. Ultimately, the motor on one of the rebuilt pumps failed soon after we installed it. The estimate from a local motor and pump shop is \$50,000 to replace the motor and rebuild the damage. We cannot say for sure if this was something APSCO caused or missed or if the motor had some other problem. In addition, I asked for estimates to do full rebuilds on the remaining KSB pumps. They came in at \$15,000 per pump for a complete pump and motor rebuild. But all parts need to come from APSCO, and they took over a month to get that information to the shop to give us a proper quote. My point here is a full pump rebuild is a two to three-month event and we are short a pump while that is happening. So, Option #1 is to rebuild the failed KSB pump at \$50,000, then continue to rebuild the remaining three KSB pumps at an estimated cost of \$15,000 each. These would have to be done one at a time during a dry season and I estimate would involve at least two months of time to do a full turn around from pump removal to reinstallation. Our long-term approach would still be to replace them with Flygt pumps.

### **Alternative Approach**

The long-term approach to pumps at all the pump stations is to move to submersible Flygt pumps. In March 2016, the Sanitary District Board approved sole source purchase of Flygt pumps based on the non-clog capability of their impeller design and ease of maintenance. Last year we replaced four KSB Return Activated Sludge (RAS) pumps with Flygt pumps. The KSB pumps were plagued with clogging especially during the fall when the leaves are shed in huge batches ending up in the clarifiers. The Flygt pumps have run for a year and have never had to be unclogged or serviced. After a year of operation, we did the recommended preventive maintenance, and everything was in as new condition. We have had a Flygt pump in Pump Station #6 for over 2 years without issue. I asked for an estimate for a replacement for the failed KSB influent pump from Flygt. It came in at \$58,422 including fast freight delivery of 5-7 weeks. The pump price is a 20% discount from list based on our sole sourcing. The specified output would be about 5.7 MGD.

While pursuing this approach with Jason Rice, our District Engineer, we determined that we could get two pumps with the money available. And while working on the Capital Budget we realized we have unused capital funds that would cover the cost of replacing all five pumps in the influent pump station. This Option #2 approach would give us increased pumping capacity per pump and of course eliminate all the rebuilding activity over the next year or two. Increased output per pump would mean running fewer pumps and at lower speed resulting in reduced power costs. Ease of maintenance is also a plus. Jayson Kahler, one of our maintenance mechanics, had many Flygt pumps in Lincoln City and says that most services to the pump, including seal replacement, can

be done in house due to the modular design of the internals of the pump. In Las Vegas at one of the reuse water plants I managed, Flygt replaced impellers on a set of pumps that were clogging regularly with their new (at that time) N type impeller and they never clogged again.

### **Fiscal Impacts**

Option #1 would be to rebuild the KSB pumps at \$50,000 for the failed pump and then continue rebuilds of the remaining three pumps for \$15,000 each for a total of \$95,000. This could take a year to complete. This assumes no other problems occur to the motors while waiting for rebuilds. Any motor failures would increase the prices.

Option #2 would be to purchase five Flygt replacement pumps for the Influent Pump Station for a total of \$277,735. This buys four 85 horsepower pumps at \$58,422 each and one 60 horsepower pump at \$41,052 which replaces what we have currently and replaces the submersible cables. The smaller pump is a jockey pump which can pump smaller amounts in between the others. The price includes expedited freight so all the pumps would arrive concurrently. The pumps are compatible with our Variable Frequency Drives and come with a 5-year warranty. The funds are available in the Sanitary Capital Improvement category.

Staff recommends Option #2.

### **Suggested Board Motion**

*Authorize the General Manager to execute a purchase order consistent with the District's sole source procurement rules, for the purchase of five new Flygt pumps from Xylem Water Solution USA, Inc. for a total cost of \$277,735.*



## STAFF REPORT

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**To:** Board of Directors  
**From:** Aleah Binkowski, Human Resources and Payroll Manager  
**Agenda Item:** Human Resource Policies Approval  
**Item No.:** 6  
**Date:** March 19, 2019

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### **Background**

Up to date Employee Handbook policies are central to a strategic, long-term approach to personnel management. They help to ensure consistency and outline the District's expectations of conduct and performance.

Formal policies promote stability and continuity. They also prevent the need to re-invent responses to recurring issues. The Employee Handbook needs to be viewed as a living, breathing document that must be kept up-to-date as laws, technology and the employment environment change and evolve. Our handbook strives to among other things:

1. Define boundaries and communicate important information to employees
2. Set performance expectations
3. Treat employees consistently and fairly
4. Outline federal and state employment laws
5. Provide an overview of benefits

### **Overview**

In January the Board was presented with seven new Employee Handbook policies. After the Board's initial review, the suggested edits to the policies were made and the policies were then set to the Union for review. Attached you will find final drafts of these policies. The Timekeeping Policy sets clear expectations for submitting timesheets and filling out time records. The Inclement Weather Policy outlines how the District and staff should function during a severe weather event. The Social Media Policy establishes requirements for official and personal use of social media by District employees. The Smoke-free Workplace policy outlines where and when District employees may use tobacco products during the workday. The Personal Protective Equipment Policy and The General Safe Workplace Practices Policy summarizes expectations and guidelines to help keep District employees free from injury. Finally, the Workers' Compensation and Return-to Work Policy

outlines the process Managers and Employees need to follow if an unfortunate event occurs and a staff member gets injured on the job.

### **Recommendation**

*"I move approve to the addition of the attached Policies to the Oak Lodge Water Services' Employee Handbook."*

### **Attachments:**

1. Time Keeping Policy
2. Inclement Weather Policy
3. Social Media Policy
4. Smoke Free Workplace Policy
5. Personal Protective Equipment Policy
6. General Safe Workplace Practices Policy
7. Workers' Compensation and Return-to-Work Policy

## **TIME KEEPING**

### **PURPOSE:**

This policy provides time reporting requirements.

### **SCOPE:**

This policy applies to all Oak Lodge Water Services District employees.

### **POLICY STATEMENT:**

Accurately reporting time worked is the responsibility of every OLWSD employee. The District must keep an accurate record of time worked in order to calculate employee pay and benefits.

### **PROCEDURE:**

#### **TIME KEEPING**

Accurately reporting time worked is the responsibility of every non-exempt employee.

#### **PAYROLL PERIODS**

Employees are paid twice per month. Paychecks for the pay period ending on the fifteenth (15th) of the month are distributed on the fifteenth (15th) day of the month, and paychecks for the pay period ending on the last day of the month are distributed on the last day of the month. In order to pay employees on the fifteenth (15th) and last day of the month, employees must make a good faith estimate of future work time when submitting their time records. If the regular pay day falls on Saturday, Sunday or a holiday, employees will be paid on the preceding Friday or day preceding the holiday.

#### **EMPLOYEE RESPONSIBILITIES:**

- Employees will submit their time record twice per month as directed by their supervisor, in hard copy.
- Time records must account for all regularly scheduled hours worked, all overtime worked in addition to the regularly scheduled hours (and whether those overtime

hours will be paid out or taken as compensatory time), and all regularly scheduled hours not worked during the pay period (i.e. vacation time used, sick time used, compensatory time used, unpaid time taken, etc.) .

- Employees must maintain an accurate daily record on his/her time record of hours worked and use the correct charge codes. All absences from an employee's regular work schedule must be appropriately recorded and coded. Entries should be made daily.
- Approval for any overtime or premium pay adjustments to be made in the workweek must be obtained in advance.
- Approval for using any accrued vacation or compensation time must be obtained in advance.
- The employee must complete and sign in ink the time record and submit the completed time record in the format required to the direct supervisor in the time period required for approval.
- As employees must make good faith estimations of time, at times occasional incorrect coding may be submitted (i.e. missed overtime or sick leave, etc.). All employees are to submit an updated time record reflecting the correct coding with the next pay period's time record.
- Non-exempt employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who knowingly fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

#### **SUPERVISOR RESPONSIBILITIES:**

- Ensure that employees have correctly completed their timesheets for their assignments.
- Ensure that all employees maintain accurate time records.
- Provide approval for overtime or premium pay.
- Approve time records and submit documentation to Payroll.

#### **PENALTIES:**

Employees who are found to repeatedly submit inaccurate time records may be subject to disciplinary action.

Altering, falsifying, tampering with time records or recording time on another employee's timesheet may result in disciplinary action up to and including termination.

OLWSD, EPP  
Time Keeping



## INCLEMENT WEATHER

### **PURPOSE:**

This policy provides guidelines to be followed in the event that weather or other circumstances hamper transportation such that employees are late in arriving to work or unable to report to work.

### **SCOPE:**

This policy applies to all Oak Lodge Water Services District employees.

### **POLICY STATEMENT:**

As a service organization, the District's policy is to remain open during normal business hours. Inclement weather is defined as a weather condition when snowstorms, ice, heavy rain or similar weather hazards cause unsafe driving conditions for both public and private transportation and when unsafe driving warnings are issued by appropriate agencies, i.e., city, county or state police, sheriff's department, etc. An unsafe driving warning is defined as a request to refrain from driving unless absolutely necessary. Employees are expected to make every reasonable effort to report for work during inclement weather conditions. However, no employee should risk danger or possible injury in order to report to work. Each employee must make his or her own informed and reasonable decision as to whether to report to work during inclement weather. If employees are unable to report for work on time because of inclement weather conditions, the following procedures apply.

### **PROCEDURE:**

Any employee who is unable to report to work due to inclement weather must contact his or her immediate supervisor and/or the General Manager as soon as practical but no later than 15 minutes prior to the start of the employee's work shift.

The District's practice is to allow employees up to two (2) hours to report to work in inclement weather without time being deducted against the employee's accrual banks. The time must be recorded on your timesheet as late arrival to work due to inclement weather conditions. The District will determine on a case-by-case basis, considering the

weather conditions, how absences or punctuality relating to weather will count against the employee's attendance record.

The General Manager is the only person authorized to modify business working hours due to weather conditions that arise.

### **Facility Closed**

Only the General Manager (or the manager acting in his/her capacity) may authorize a closure. Every effort will be made to notify the local media and list the closure on the District website of the closure prior to the start of work shifts. Employees should call in to their immediate supervisor prior to leaving for work on a potential inclement weather day to determine if the District is closed.

No regular compensation will be paid for the facility-closed inclement weather day, *unless* the employee reports to work prior to the closure decision and is asked to wait for a closure decision or the employee performs work. Employees may use available vacation or comp time if the District is closed. In this case the employee will be compensated for the time waiting and/or working, respectively. Any non-exempt employee required to work during a closure will be paid at 1.5 times their regular pay. Exempt employees with approval from their direct manager, may work from home and receive regular pay.

The scheduled on-call representative from each department must answer calls as usual during inclement weather. If the employee assigned to be on-call during inclement weather will not be able to respond to calls, they must contact their immediate supervisor as soon as practical.

### **Facility Open**

If the facility remains open during adverse weather, employees who report to work will receive their normal pay for the day. If an employee decides not to report to work or is more than two (2) hours late to work during potentially inclement weather on a facility-open day, the employee must 1) use accrued vacation or compensatory time for the absence or 2) take unpaid leave if such accrued paid leave is exhausted. Employees who are unable report to work must use vacation, compensatory time or unpaid leave for the entirety of their missed workday, they will not be credited two hours. Exempt employees who are unable to report to work may work from home and received normal pay for the day with approval from the direct manager.

## SOCIAL MEDIA

### PURPOSE:

Establish policy and requirements for official and personal use of social media by District employees. This policy applies to employees' use of all forms of social media.

### SCOPE:

This policy applies to all Oak Lodge Water Services District employees.

### POLICY STATEMENT:

Certain employees may be authorized to create or maintain District social media profiles to promote the District's mission.

Employees may start or maintain any type of personal social media presence. However, it is the right and duty of the District to protect itself and its affiliates from unauthorized or damaging personal use of social media by employees.

### PROCEDURE:

For purposes of this policy social media includes, but is not limited to, the use of all interpersonal data sharing platforms, such as blogs, listservs, websites, chat applications, instant messaging applications, collaborative editing sites (e.g. wikis), on-line or networked communities, photo-sharing sites, social networks, or other similar technologies, including, but not limited to, Facebook, Instagram, Twitter, YouTube, Snapchat, Reddit and all other similar platforms.

Certain District employees' job duties may require the use of social media on the District's behalf on sites or accounts created and/or maintained by the District. Authorized employees may use District devices during work time to complete assigned work provided all of the following requirements are met:

- Information shared is for authorized District purposes only.
- The privacy of customers, partners, vendors, and other employees is protected and respected—get permission to use the name or likeness of District employees

and get a signed release or email approval to use the name or likeness of anyone outside of the District unless pictures to be posted were taken at a public event.

- The information shared complies with all applicable laws including but not limited to all public records, copyright retention, fair use, privacy and financial disclosure laws.
- All District policies are followed in posting the information public records.
- Information shared is not confidential in nature.
- The information shared is within the employee's area of expertise and knowledge or the employee gathered knowledge from the appropriate District Representative.
- Facts are checked, sources are cited, balanced viewpoints are presented, and errors are quickly corrected.

District employees may engage in personal social media activities. The District generally will not monitor or limit employees' personal social media use outside of work hours and on personal devices except when, on balance, the District's interests in operating efficiently outweigh the employee's right to freedom of expression. Employees who use social media for personal purposes are prohibited from engaging in certain activities:

- Employees may not engage in personal social media activities using District equipment, including all District computers, devices and software.
- Employees may not engage in personal social media activities during work hours.
- Employees may not use their District email account or password for personal social media activities.
- Employees may not share social media content that claims to represent or appears to represent the position, viewpoint, statements, opinions or conclusions of the District, its customers, service providers or vendors. Employees who identify themselves as District employees while using social media should be careful to avoid giving the impression that their content represents the views of the District, its customers, service providers or vendors.
- Employees may not use social media to threaten, intimidate, harass or slander the District's customers, employees, service providers and vendors based on any status protected by state, municipal, or federal law or in any manner that violates the District's policies against harassment and discrimination, or in any manner that otherwise creates liability for the District.

- Employees may not use social media to post intellectual property, trademarks, logos, or copyrighted materials owned by the District or any customers, service providers or vendors of the District for the purpose of commercial gain or in any manner that creates liability for the District.
- Employees may not use social media to disclose attorney-client privileged information, trade secrets, or proprietary and confidential business information, such as private and/or confidential information about District customers, employees, service providers and vendors.
- Employees may not link a social media forum to the District's internal website, broadcast domain or computer network.
- Employees may not make false, damaging statements about the District.
- Employees may not use social media in a manner that interferes with another District employee's ability to perform his or her job.

Employees who violate this policy are subject to disciplinary action up to and including termination. Nothing in this Social Media Policy is intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or infringe upon employee protected free speech rights. Employees have the right to engage in or refrain from such activities.

## SMOKE FREE WORKPLACE POLICY

### PURPOSE:

The District is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As required by Oregon State Law, and through our desire to provide a healthy work environment for our employees, the District restricts smoking in the workplace as described by this policy.

### SCOPE:

This policy applies to all employees of Oak Lodge Water Services District, temporary employees, student interns, customers and vendors, contractors, consultants and their employees working on District properties.

### POLICY STATEMENT:

It is the policy of Oak Lodge Water Services District to prohibit smoking on all District properties (except in designated smoking areas) in order to provide and maintain a safe and healthy work environment for all employees. For purposes of this policy, smoking means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, electronic smoking device, pipe, or hookah; or any other smoking or vaping of tobacco, nicotine, tobacco-like product, plant or substance.

### PROCEDURE:

Smoking is **prohibited** anywhere on District properties except in designated smoking areas. The definition of District property for the purpose of this policy includes all land, buildings, structures, parking lots and means of transportation owned by or leased to Oak Lodge Water Services District and any area, including customer property, where a staff member is engaged in District business.

Smoking during working hours is limited to normal break periods in the mornings, afternoons, and lunch periods. If an employee is working in the field and takes a break from work, the employee must smoke outside the company work vehicle, out of public view, and away from non-smokers.

The District will reimburse a portion of the program fees for any employee who elects to participate in a recognized program designed to help that employee quit smoking up to \$250. Reimbursement will be paid only after documentation of successful program completion is received. Inquire with Human Resources for more information.

The District's health plan may also offer a smoking cessation program. The State of Oregon also offers additional resources with a stop smoking program.

DRAFT

## **PERSONAL PROTECTIVE EQUIPMENT**

### **PURPOSE:**

This policy provides guidance regarding appropriate safety equipment necessary to protect employee health and safety.

### **SCOPE:**

This policy applies to all Oak Lodge Water Services District employees.

### **POLICY STATEMENT:**

Oak Lodge Water Services District provides a variety of clothing and other equipment necessary to protect the health and safety of employees. Employees must use the assigned equipment in the manner in which they are trained and/or instructed. Employees must notify their supervisor of any equipment in disrepair or in need of replacing and are encouraged to make suggestions regarding additional equipment needs which may improve safety.

### **PROCEDURE:**

The type of personal protective equipment required differs from job-to-job. Employees are required to wear specific equipment as instructed by their supervisor and/or as instructed in training. Protective equipment may include, but is not limited to:

- Hard hat
- Gloves
- Boots or specific footwear (See policy on Protective Footwear)
- Safety Vests or High Visibility Clothing
- Safety glasses or goggles
- Ear protection
- Respiratory masks

Failure to use safety equipment as instructed may lead to disciplinary action up to and including termination.



Failure to use safety equipment as instructed may limit workers compensation coverage in the event failure to appropriately use the equipment caused or exacerbated an industrial injury.

All treatment plant employees are required to wear protective clothing and/or protective devices while performing assigned duties where exposure to hazardous conditions or materials exists. Employees who are visiting the facilities of the District outside of their regular assignment for the purposes of touring or observing operations on a limited and infrequent basis may be required to wear personal protective equipment.

Employees who wear District provided protective clothing will be given the last ten (10) minutes of their shift to change their clothes. Employees who have been in direct, substantial contact with sewage must change clothes and shower as soon as reasonably possible.

***Specific policies governing safety related practices include Confined Space Entry, Traffic Control, Chlorine Safety, Hazard Communication, and Accident Reporting. These are not included here but are available from your supervisor. If you need copies of these or any other policy ask your supervisor immediately. We value your health and safety and are dependent upon your ability to perform your duties safely.***

## **GENERAL SAFE WORKPLACE PRACTICES**

### **PURPOSE:**

This policy outlines the District's commitment to safety and provides guidance to all employees on the standards the organization expects of its employees. More information is available from Human Resources.

**ACCIDENT PREVENTION IS EVERY DISTRICT EMPLOYEE'S RESPONSIBILITY, REGARDLESS OF HIS OR HER JOB.**

### **SCOPE:**

This policy applies to all Oak Lodge Water Services District employees.

### **POLICY STATEMENT:**

The District is vitally interested in maintaining its facilities and work sites as safe places to work and that the District's equipment and tools are functioning in a safe manner. All employees must work safely at all times and follow any applicable District Safety Plans or Standard Operating Procedures, and applicable state, federal, Occupational Health and Safety (OSHA) regulations pertaining to positions and duties.

### **PROCEDURE:**

#### **General Safety Rules:**

Our employees perform a wide range of functions in various locations. Although some safety rules apply only to specific positions, all employees are expected to comply with the rules in this procedure, including but is in no regard limited to the following:

- Use common sense and always consider safety while performing your duties.
- Immediately report any work injury/illness to your supervisor.
- Immediately report unsafe conditions, practices or equipment to your supervisor or safety committee member.
- Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect your judgment.
- Keep your work area neat and tidy.
- Use mechanical devices or request assistance when lifting heavy loads.

- Wear seat belts when operating any District or rented vehicle or driving your own personal vehicle while on company business.
- Be sure that aisles or exits are kept clear; do not let cords interfere with walkways.
- Keep paper clips, tacks, pins, and other objects off the floors.
- Store all sharp objects properly when not in use.
- Open and close doors cautiously and use extra caution at blind hallway intersections.
- Open only one file cabinet drawer at a time to avoid tip-overs. Cabinets should also be loaded from bottom to top and emptied in the reverse order.
- Report or clean up all spills immediately.
- Use stepstools, platforms, or ladders for climbing. Never use chairs.
- Report or replace frayed electrical cords.
- Always use required personal protective equipment.

Any employee who observes any dangerous work practices, equipment defects, cleanliness problems, or any other safety hazard of any kind must immediately report the issue to his/her supervisor. No employee who in good faith reports a perceived safety hazard will be subject to retaliation of any kind for having made such a report.

Unauthorized employees should never try to fix broken equipment or machinery.

From time to time, the District will conduct formal safety training for employees in positions that require safety practices in accordance with state, and /or federal requirements. Attendance at such safety training sessions is mandatory.

***Specific policies governing safety related practices include Confined Space Entry, Traffic Control, Chlorine Safety, Hazard Communication, and Accident Reporting. These are not included here, but are available from an employee's supervisor. If an employee needs copies of these or any other policies, he/she is to notify his/her supervisor immediately. We value our employees' health and safety, and are dependent upon employees' ability to perform their duties safely.***

## **Fires and Other Emergencies**

The facility where an employee is assigned has emergency procedures and evacuation plans to follow in the event of a fire or other disaster. These are posted prominently in common areas and on bulletin boards. Exits, fire extinguishers, and first aid kits are available in the event of an emergency. All employees are expected to familiarize themselves with the location of such equipment.

In emergency situations, an employee (when available, a supervisor or manager) should call 911 for emergency services. All employees and visitors should immediately be notified to vacate the building in case of fire or other threats. Emergency exits are clearly marked and should be used for evacuation.

## **Emergency Evacuation Plans and Re-Entry**

OLWSD, EPP  
General / Safe Working Practices

In any emergency, employees should follow alarms or other alerts to evacuate the building and/or area near the premises. Always follow the basic evacuation procedures, but remember that personal safety is paramount and takes precedence.

- Check work area for anything needing to be secured and store it quickly.
- Secure locks on all secured containers and cabinets.
- Leave your work area and report to your designated assembly area.

The General Manager will coordinate with fire, police, or other emergency preparedness personnel to determine when the building may be re-entered. This information will then be passed through managers and Safety Committee members.

### **Safety Data Sheets (SDS):**

The District will keep Safety Data Sheets on all hazardous substances and materials on its premises. Employees should help ensure that SDS are kept in their respective areas or report missing ones to their supervisor or Safety Committee representative.

### **Improper Health and Safety Practices**

All employees are expected to abide by safe work practices and adhere to general safety rules. Infractions of organizational health and safety practices may result in disciplinary action up to and including termination.

## **WORKERS' COMPENSATION AND RETURN-TO-WORK POLICY**

### **PURPOSE:**

This policy outlines employee rights and responsibilities regarding industrial injury or illness.

### **SCOPE:**

This policy applies to all Oak Lodge Water Services District employees.

### **POLICY STATEMENT:**

The District insures employees against accidental injuries under the workers' compensation laws of Oregon. Employees must report any injury sustained on the job to a supervisor immediately or as soon thereafter as possible.

### **PROCEDURE:**

The District has developed a return-to-work policy. Its purpose is to return workers to employment at the earliest date following any injury or illness. The District desires to speed recovery from injury or illness and reduce insurance costs. This policy applies to all workers and will be followed whenever appropriate.

The District defines "light-duty" work as temporary modified work assignments within the worker's physical abilities, knowledge, and skills.

Where feasible, transitional positions will be made available to injured employees in order to minimize or eliminate time loss.

The physical requirements of transitional/temporary work will be provided to the attending physician. Light duty/temporary positions are then developed with consideration of the worker's physical abilities, the business needs of the District, and the availability of transitional work.

### **In case of an on-the-job accident**

If there is a work-related injury and you are missing time from work, contact the Human Resources Department or the District's Health Insurance Provider for details regarding time loss.

## **Light Duty work assignment**

The District will determine appropriate work hours, shifts, duration, and locations of all work assignments. The District reserves the right to determine the availability, appropriateness, and continuation of all transitional assignments and job offers.

## **Communication**

It is the responsibility of the worker to immediately notify Human Resources of any changes concerning a transitional/temporary work assignment. Human Resources will then communicate with the insurance carrier and attending physician as applicable.

## ***Employee responsibilities***

### **Accident reporting**

- An accident is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related accidents, injuries, and near misses must be reported immediately to Human Resources.
- If an accident occurs, but does not require professional medical treatment, the supervisor should immediately be informed so that an accident analysis can be completed. If first-aid treatment is needed, it should be sought on-site.
- If an accident occurs which requires professional medical treatment, the worker should follow the emergency response plan. The worker must fill out a workers' compensation 801 form as soon as possible.

### **Worker's physical condition**

- If professional medical treatment is sought, the worker should inform the attending physician that the District has a return-to-work program with light duty/modified assignments available.
- The worker should obtain a Release to Return-to-Work form and completed Job Description form (if available) from Human Resources. This should be provided to the treating physician and should be returned to Human Resources following the initial medical treatment.
- After the first medical treatment, the Release to Return-to-Work form must be completed and returned to Human Resources. If one is not, Human Resources will request one from the attending physician.
- The completed Release to Return-to-Work form will be reviewed by Human Resources. A temporary/transitional Job Description form will be prepared from information obtained from the attending physician for review and approval.

### **Worker able to return to work**

OLWSD, EPP  
Workers Compensation

- If the attending physician releases the worker to return to work, as evidenced by completion of a Release to Return-to-Work form and Job Description Form, the form(s) must be returned to Human Resources for assignment of light duty/modified work before temporary light duty can begin.
- The worker cannot return to work without a release from the attending physician.
- A job offer letter will be prepared by the District after receiving a signed temporary/transitional Job Description form from the attending physician
- If the worker returns to a transitional/temporary job, the worker must make sure that he or she does not go beyond either the duties of the job or the physician's restrictions. If the worker's restrictions change at any time, he or she must notify Human Resources at once and turn in a copy of the new medical release.

### **Worker unable to return to work**

- If the worker is unable to report for any kind of work, the worker must call in at least weekly to report medical status.
- While off work, it is the responsibility of the worker to supply Human Resources with a current telephone number (listed or unlisted) and an address where the worker can be reached.
- The worker will notify Human Resources within 24 hours of all changes in medical condition.

### ***Employer responsibilities***

#### **Accident reporting**

- The supervisor will conduct an accident analysis on all accidents, regardless of whether an injury occurs.
- When an accident occurs which results in injury requiring professional medical treatment, Human Resources will forward a completed workers' compensation 801 form to the insurance carrier within five (5) calendar days of knowledge of the injury or illness.
- Other information will be forwarded as soon as developed, including:
  - Name of worker's attending physician
  - Completed Release to Return-to-Work Form from attending physician and medical documentation, if appropriate
  - Completed transitional/modified or regular Job Description

- Job Offer letter and responses
- Human Resources will notify the insurance carrier of any changes in the worker's medical or work status as soon as possible.
- Human Resources and the employee's Supervisor will monitor the worker's performance to ensure the worker does not exceed the worker's physician release.
- When light duty assignments are outside of the employee's normal job functions or tasks, the employee will report to Human Resources while assigned to light duty.
- Human Resources and the employee's Supervisor will monitor the worker's recovery progress through regular contact to assess when and how often duties may be changed and will assess the District's ability to adjust work assignments upon receipt of changes in physical capacities.

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### **Job Offer letter**

- Upon receipt of a signed temporary/transitional Job Description form from the attending physician, a written Job Offer letter will be prepared by the District. It will be mailed by both regular and certified mail to the worker's last known address or presented to the worker.
- The letter will note the doctor's approval and will explain the job duties, report date, wage, hours, report time, duration of transitional work assignment, phone number, and location of the transitional assignment.
- The worker will be asked to sign the bottom of the Job Offer letter indicating acceptance or refusal of the offered work assignment.
- Copies of the Job Description, Work Releases, and Job Offer letters will be forwarded to the insurance carrier.





## STAFF REPORT

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**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Finance Policy Approval  
**Item No.:** 7  
**Date:** March 19, 2019

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### **Background**

Financial policies are central to a strategic, long-term approach to financial management. Some of the most powerful arguments in favor of adopting formal, written financial policies include their ability to help governments:

1. Institutionalize good financial management practices. Formal policies usually outlive their creators, and, thus, promote stability and continuity. They also prevent the need to re-invent responses to recurring issues.
2. Clarify and crystallize strategic intent for financial management. Financial policies define a shared understanding of how the organization will develop its financial practices and manage its resources to provide the best value to the community.
3. Define boundaries. Financial policies define limits on the actions staff may take. The policy framework provides the boundaries within which staff can innovate in order to realize the organization's strategic intent.
4. Support good bond ratings and thereby reduce the cost of borrowing.
5. Promote long-term and strategic thinking. The strategic intent articulated by many financial policies necessarily demands a long-term perspective from the organization.
6. Manage risks to an organization's financial condition. A key component of governance accountability is not to incur excessive risk in the pursuit of public goals. Financial policies identify important risks to financial condition.
7. Comply with established public management best practices. The Government Finance Officers Association (GFOA), through its officially adopted Best Practices endorsement of National Advisory Council on State and Local Budgeting (NACSLB) budget practices and the GFOA Distinguished Budget Presentation Award Program, has recognized financial policies as an essential part of public financial management.

## **Overview**

Last month the Board was presented with a second set of Financial policies for adoption. The Board approved four of the policies, but suggested edits to the Expenditure Policy addressing specific approval of Board member expenses and compensation. The edit has been made and the Expenditure Policy is now ready for the Board's approval. The revised policy is attached.

## **Recommendation**

*"I move to approve the attached Expenditure Policy."*

## **Attachments:**

1. Expenditure Policy

# Oak Lodge Water Services District

The logo for Oak Lodge Water Services is contained within a blue rectangular box. It features the words "OAK LODGE" in a large, white, sans-serif font. A stylized white oak leaf is positioned between the words "OAK" and "LODGE". Below "OAK LODGE" is a thin white horizontal line, and underneath that line, the words "WATER SERVICES" are written in a smaller, white, sans-serif font with wide letter spacing.

OAK LODGE  
WATER SERVICES

## Expenditure Policy

Adopted xxxxxxxx

**This document supersedes any and all previous expenditures policies.**

**I. Purpose**

The purpose of this policy is to establish guidelines for Oak Lodge Water Services District to efficiently and effectively process expenditure transactions.

**II. Scope**

This policy is applicable to all expenditure transactions of the District.

**III. Objectives**

- A. To ensure a fundamental level of integrity, directness, and transparency in how the District spends public funds.
- B. To ensure District expenditures directly support services to customers and rate payers.

**IV. Policy Statements**

- A. All monies due by the District shall be paid in full within 30 days of the receipt of invoice. The District shall take advantage of vendor discounts to the extent practicable and available.
- B. All payments must be properly authorized and supported by appropriate documentation. Proper authorization may consist of an approved purchase order or direct approval on an original invoice or payment request. Appropriate documentation consists of an original invoice or payment request and proof of receipt of goods and services.
- C. All Board member compensation and reimbursements must be approved by another Board member.
- D. All reimbursements for General Manager expenditures require Board approval.
- E. All checks require two (2) signatures, one of which is the Finance Director or the General Manager. Payments other than by check require the approval of the Finance Director and/or the General Manager.
- F. Expenditure-related duties shall be assigned to District staff in such a manner that there is appropriate separation of duties. Specifically, the initiation, authorization, and processing expenditures shall be assigned to separate individuals.
- G. Access shall be restricted to District staff with direct responsibilities for expenditure-related functions, and only those functions as assigned.
  - 1. System access shall be assigned and maintained according to specific functional assignments and accessed by unique login and password, by employee.
  - 2. Access to blank check stock shall be restricted and under the control of the Finance Director. All check numbers in sequence shall be properly accounted for.
  - 3. Voided checks shall be appropriately cancelled (stamped or marked "void" and the signature lines removed) and retained until after completion of the annual audit.



## STAFF REPORT

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**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Finance Department Report  
**Item No.:** 8a  
**Date:** March 19, 2019

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Below is an update of various efforts of the Finance/Administration department for February 2019:

### **Utility Billing Audit**

The second portion of the wastewater revenue audit has been completed with 109 new CCFs found, which equals just over \$200 every two months. The remainder of the revenue shortage is due to simply forecasting revenues higher than is currently happening.

I was not able to get the information on the water audit for this report since I was away at the Spring OGFOA Conference and Elaine was on vacation as I was writing this report. I will have an update in next month's report. I will say we are continuing to work on the water meter changeout, which will require looking at the water usage history in effect causing a thorough audit.

### **Lockbox:**

The lockbox project begins with our statement vendor, BMS, producing a payment coupon that fits the specifications required by the bank. That has been completed and we are ready to move on to testing. As of this report, we are scheduled to begin the week of March 18. The finance staff is excited to move forward with this project. We will be communicating to our customers regarding this change since they will now see a Seattle address on their bill.

### **Budget**

Budget, budget, budget! That is the topic of this month. I am putting everything together and the management team will be meeting to refine the numbers. We will continue to fine-tune the proposed budget numbers as the management team works through draft refinements over the next few weeks leading up to the April budget committee meeting.

In reviewing the last several years of budget history, the sanitary revenues have consistently come in under budget. I am looking at the past process and using tools to arrive at a more conservative projection. It is better to under budget slightly than to over budget and come up short. In the long term this eats away at our fund balance and reserves. I have been devoting extra time to examining the revenues and honing the process for a more accurate projection.

**Other Items:**

Finance has sent letters to all the low-income customers letting them know it is time to renew their application. It has been several years since this has been done so it will be interesting to see what happens to the number of customers remaining on the program. I will update you in a future report.

As promised, I reviewed the on-line stats for the Utility Billing accounts. As of the end of February 2019, we have 1,691 customers receiving paperless bills only, and 2,263 customers on autopay. For January and February customer service staff took a total of 728 card payments over the phone or at the front counter. In summary, the total payments on our web portal for January and February were 4,415 of which 728 were taken by staff, 2,263 were autopay, and the balance of 1,424 were paid through the web by customers on their own. It is nice to see the increase in the number of our customers taking advantage of technology to make their payments. Currently we have 8,729 accounts billed between our three billing cycles. When you add the customers, who are on autopay together with those who pay online, roughly 42% of our customers are using our alternative bill pay methods.

## STAFF REPORT

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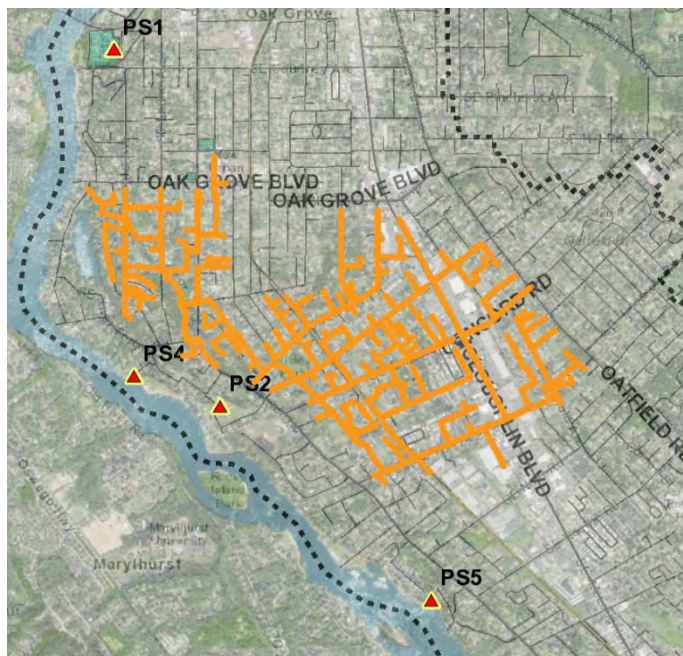
**To:** Board of Directors  
**From:** Todd Knapp, Operations Manager Field  
**Agenda Item:** Field Operations Report  
**Item No.:** 8b  
**Date:** March 19, 2019

### Background

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

### Operations Administration

Collection crews began a new basin this past month, basin (B)  
A couple of quick stats, basin (B) contains 433 assets, for a total length of 87,862 feet the primary average size is (8) inch with a max size of (18) inch, all of basin (B) flows into Pump Station (1), primary composition is concrete, with a mixture of PVC, ACP (Asbestos cement pipe). Collection crews were fairly close to getting their numbers this past month, despite the snow and ice weather we experienced.



Water crews this past month have had a few changes, Brad has temporarily stepped down, this has caused a bit of a strain on myself and the rest of the team, but we are persevering and will continue moving forward. The ice and snow for the water side was not too bad for the crews and the district as a whole. Small meters to date update-- around 1,300 have been changed out.

## **Field Operations Monthly Report for February 2019**

Highlights for the month:

- Meters replaced, new services added, and leaks repaired (See chart)
- Plant Cleaning by Collections team.
- Water consumption for **February: 78,594,000 Gallons** (above the 10-year average of 74,831,400) (See metered monthly consumption chart)



# 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	71.52%	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	61.53%	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	100.00%	104,678	100.00%	20.00%	418,714
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			

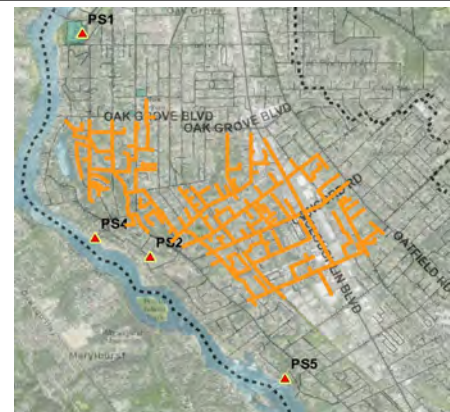
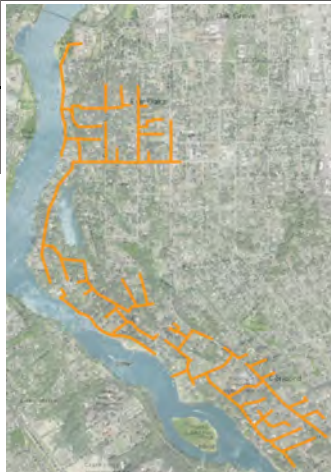
Month	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Current Month %	To Date Totals	Year 2 % Complete	5 Year %	Total Feet Remaining
TV Inspection	4,308	10,281	10,488	3,388	5,886	13,480	3,283	8,993					30.11%	60,107	45.94%	26.46%	384,913
Hydrocleaning	3,619	9,456	6,197	13,307	2,636	16,171	1,124	11,765					10.31%	64,275	49.13%	27.32%	380,420
Target Goal	10,902	10,902	10,902	10,902	10,902	10,902	10,902	10,902					100.00%	87,216	66.67%	36.66%	331,498
Grease Line	3,276	4,757	3,625	3,625	3,625	2,192	5,105	3,625						29,830			

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																	0
Hydrocleaning																	0
Target Goal																	0
Grease Line																	0

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
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
Target Goal																	0
Grease Line																	0

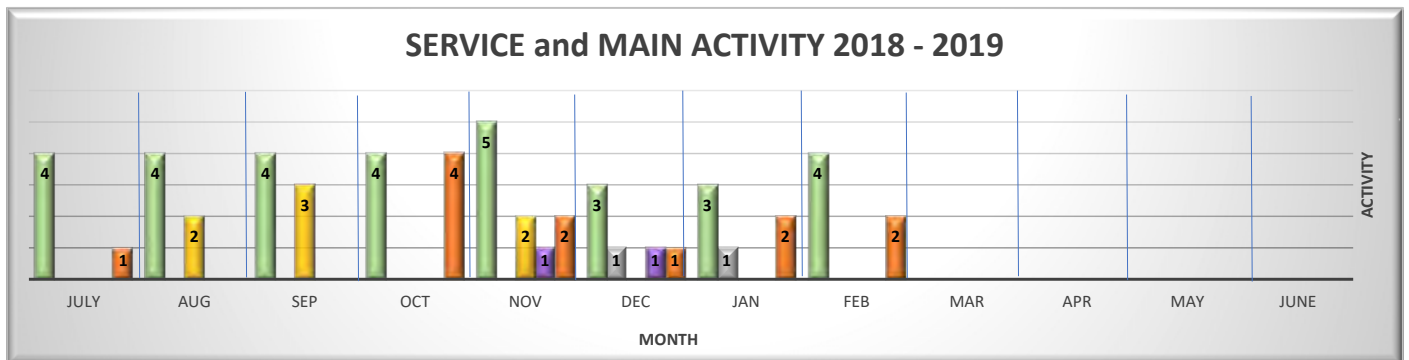
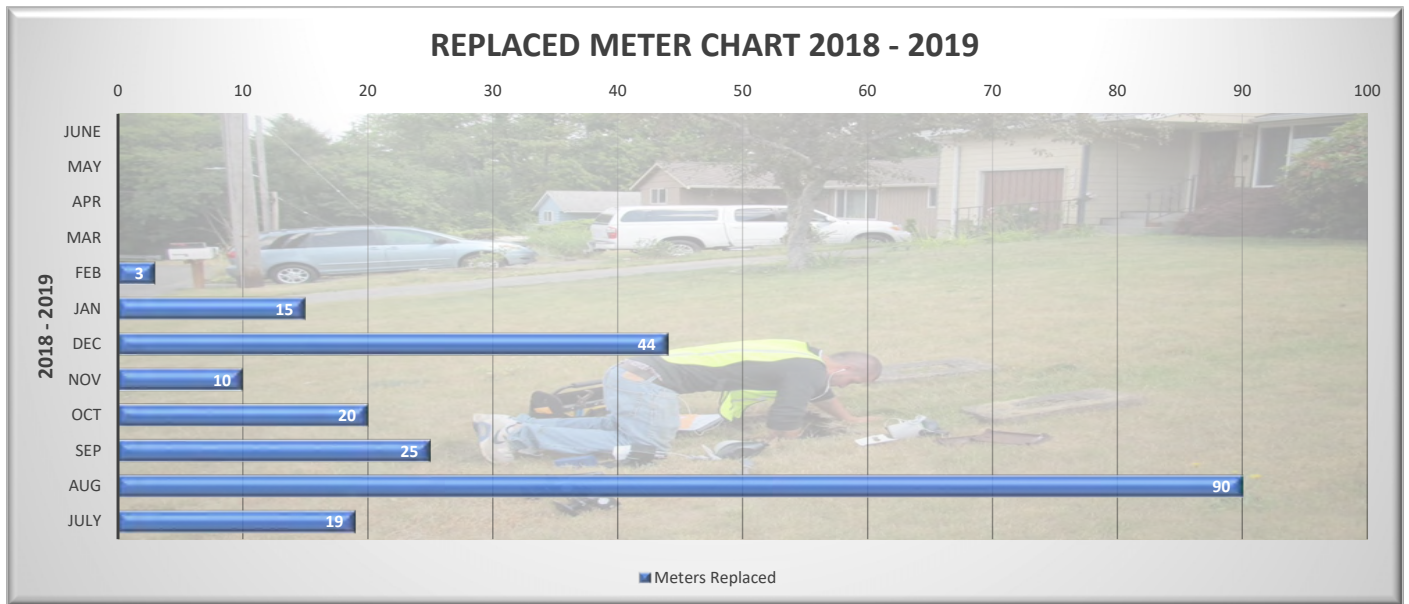
	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	10,902				
Actual Per Year TV	78,372	60,107				384,913
Actual Per Year Hyd	78,697	64,275				380,420
Make up	26,144					
Percent Completed	75%	59%	0%	0%	0%	



Current Basin: B

Last Basin: A

# Oak Lodge Water Services Water Report

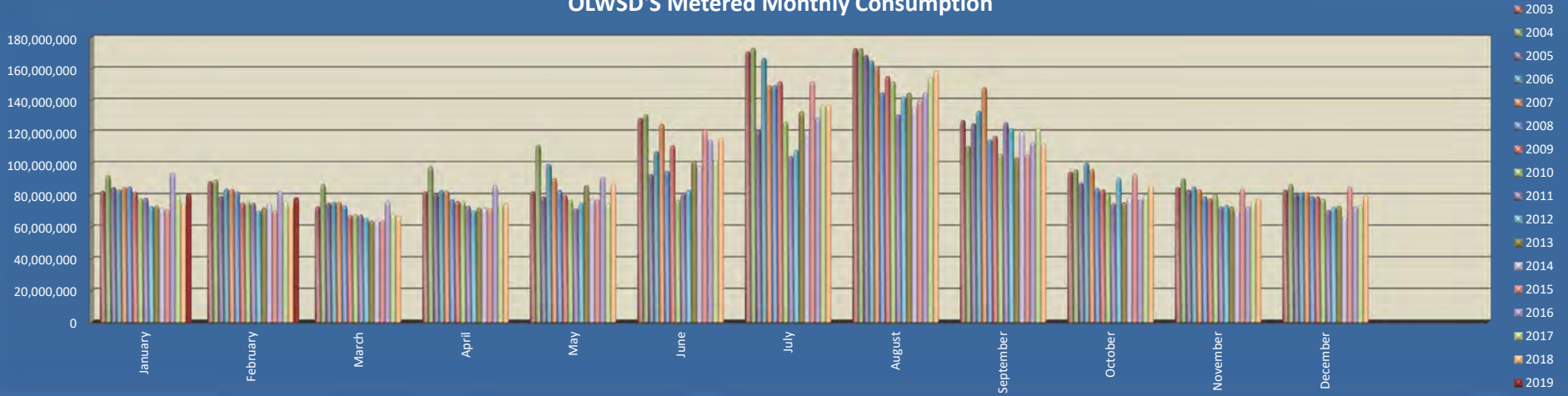


Fiscal Year	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2019	June						
2019	May						
2019	Apr						
2019	Mar						
2019	Feb	3	4				2
2019	Jan	15	3	1			2
2018	Dec	44	3	1		1	1
2018	Nov	10	5		2	1	2
2018	Oct	20	4				4
2018	Sep	25	4		3		
2018	Aug	90	4		2		
2018	July	19	4				1
<b>Yearly Total</b>		<b>226</b>	<b>31</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>12</b>

## Consumption By Year

Year	Month												Total Yearly Con	Average Daily Demand	10 Year % Ave	
	January	February	March	April	May	June	July	August	September	October	November	December				
2003	82,674,600	88,370,400	72,820,000	82,357,000	82,416,000	128,520,000	170,652,000	172,726,000	127,198,000	94,416,000	85,037,000	83,285,000	1,270,472,000	3.48		
2004	91,933,000	89,441,000	86,755,000	97,665,000	111,392,000	130,863,000	172,883,000	172,499,000	110,696,000	95,973,000	90,079,000	86,823,000	1,337,002,000	3.66		
2005	84,976,000	79,415,000	74,996,000	80,616,000	79,088,000	92,885,000	120,871,000	168,248,000	125,172,000	87,512,000	83,230,500	80,773,500	1,157,783,000	3.17		
2006	83,697,000	84,098,667	75,580,333	83,028,000	99,436,000	107,501,000	166,449,000	164,957,000	132,989,000	100,180,000	85,350,000	81,587,000	1,264,853,000	3.47		
2007	85,179,000	83,766,000	75,622,455	82,508,545	90,129,000	124,696,000	149,207,000	161,512,000	147,980,000	96,159,000	83,445,000	81,921,000	1,262,125,000	3.46		
2008	85,466,000	82,200,000	73,405,000	77,221,722	83,162,278	94,885,000	149,422,000	144,592,000	114,830,000	84,307,000	79,094,000	79,319,000	1,147,904,000	3.14	104.63%	
2009	82,042,000	75,196,000	67,364,000	76,238,000	79,968,000	111,127,286	151,804,000	155,069,000	117,099,000	83,457,000	77,782,000	79,107,000	1,156,253,286	3.17	105.39%	
2010	77,735,000	75,975,000	67,986,000	75,943,000	76,903,000	76,720,000	125,996,000	151,590,000	105,880,000	81,052,000	80,389,000	77,515,000	1,073,684,000	2.94	97.87%	
2011	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	104,328,000	130,684,000	125,733,000	74,646,000	72,657,000	70,555,000	1,025,401,000	2.81	93.47%	
2012	73,041,000	70,104,000	65,501,000	70,380,000	75,148,000	83,256,000	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	1,046,341,000	2.87	95.38%	
2013	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	1,070,078,000	2.93	97.54%	
2014	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	1,048,223,143	2.87	95.55%	
2015	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	1,133,780,857	3.11	103.35%	
2016	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	1,153,715,000	3.16	105.16%	
2017	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	1,115,381,000	3.06	101.67%	
2018	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	1,142,723,000	3.13	104.16%	
2019	81,040,000	78,594,000														
2020																
10 Year Average	77,436,786	74,831,400	67,087,500	74,641,600	79,754,600	100,433,195	129,721,133	145,580,400	114,666,800	81,907,300	75,687,700	75,049,214		10 Year ADD	3.01	Winter Ave 75,772,467 Summer Ave 129,989,444

## OLWSD'S Metered Monthly Consumption





## Staff Report

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**To:** Board of Directors  
**From:** David Mendenhall, Plant Superintendent  
**Agenda Item:** Plant Operations  
**Item No.:** 8c  
**Date:** March 19, 2019

### **Background:**

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

### **Water Reclamation Facility Operations**

The weather news in February was snow and ice. The biggest impacts for us was the weather in the Gorge and beyond. Twice in February, the weather along I-84 and further west towards Madison Farms made it difficult to impossible to travel safely. This prevented us from hauling sludge to the Farm for a week at a time. But this has not prevented us from operating the plant as needed. With our lower solids inventory, we have room to build up some solids and still absorb the higher flows from rain and snow melt. In addition, Operations initiated a process called recuperative thickening. Using the gravity belt thickener, this concentrates the solids in the aerobic digesters which in turn makes space for wasting. As a result, we have been able to waste our excess solids through the time when we have not been able to haul and keep the plant operation stable. We were able to resume hauling at the start of March. Randy Leniger and on a couple of occasions a second driver from Field Operations, was still able to haul 170 cubic yards of biosolids to Madison Farms. As for the plant operation, we had several high flow events and because of the lower solids inventory and good operation the plant handled them well. While the settling of the solids is leaving a good clear effluent, we would like to see faster settling which will allow the plant to adapt to higher flows even better and so we still want to reduce solids in the aeration basins. March should be the month we hit the long anticipated perfect spot.

The #6 Influent Pump motor was more damaged than we realized. The estimate to repair it came in at about \$50,000 and so we are pursuing other solutions. That is discussed more thoroughly elsewhere in the Board agenda. The maintenance mechanics and with the help of Randy used the winter weather as an opportunity to rearrange the maintenance shop, moved manuals from the shop onto bookcases in the

office, put in some new wood for the bench tops, cleaned up the truck barn and got the scrap separated and cleaned and organized the basement inventory after the water damage. The reorganization gives more floor space in the shop and gets documents in a better place. Jayson Kahler and Chuck Adams gave a good steam and pressure wash to the drum screen. In the colder weather, grease can build up and decrease the performance of the screen. The hypochlorite dosing pump that supplies the reuse water for the plant was rebuilt. As part of an ongoing project to get all our level detectors calibrated, the transducer at the bar screen was raised and put in a pipe to take it out of a confined space. This will allow the contractor to get at it to calibrate it. There a couple other locations where this needs to be done. Jayson has begun a project to build a stop gate on the influent side of the UV channel. This will allow us to more securely isolated the channel to do bulb changes, cleaning and valve exercises until we can get a better fix or alternative to the big gate valves which continue to cause us problems. At pump station #5, the representative came out again but could still not get the programming to work on the new flow meter we installed. He said he may have to send up a different meter and is back researching a fix.

**Attachments:**

8ci\_Operations Staff Report Rainfall vs Flow data correlation  
August 2018 – February 2019

8cii\_Plant Performance BOD-SS graph August 2018 – February 2019



UV stop gate frame fabrication



Hypochlorite dosing pumps.

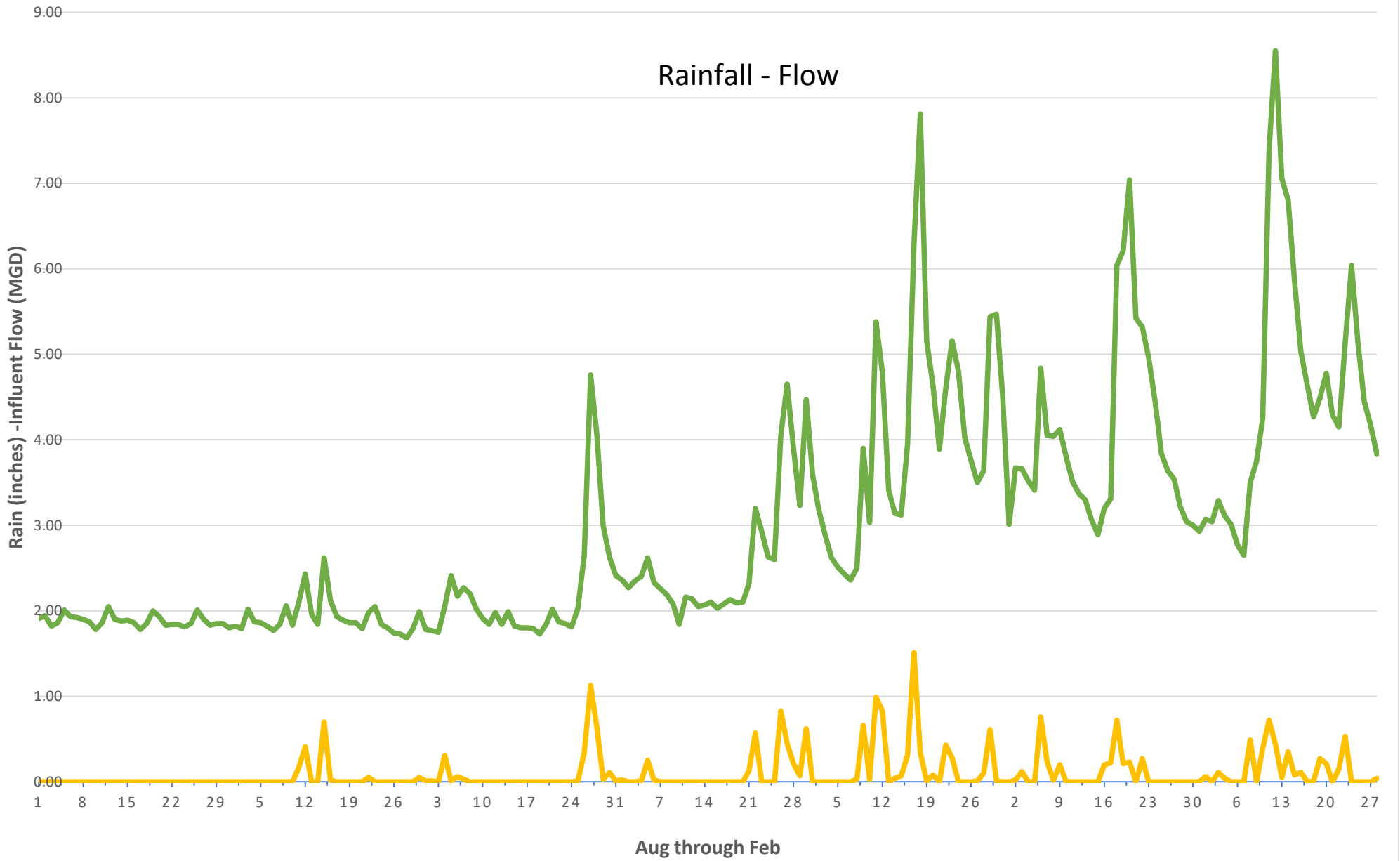


New home for tech manuals

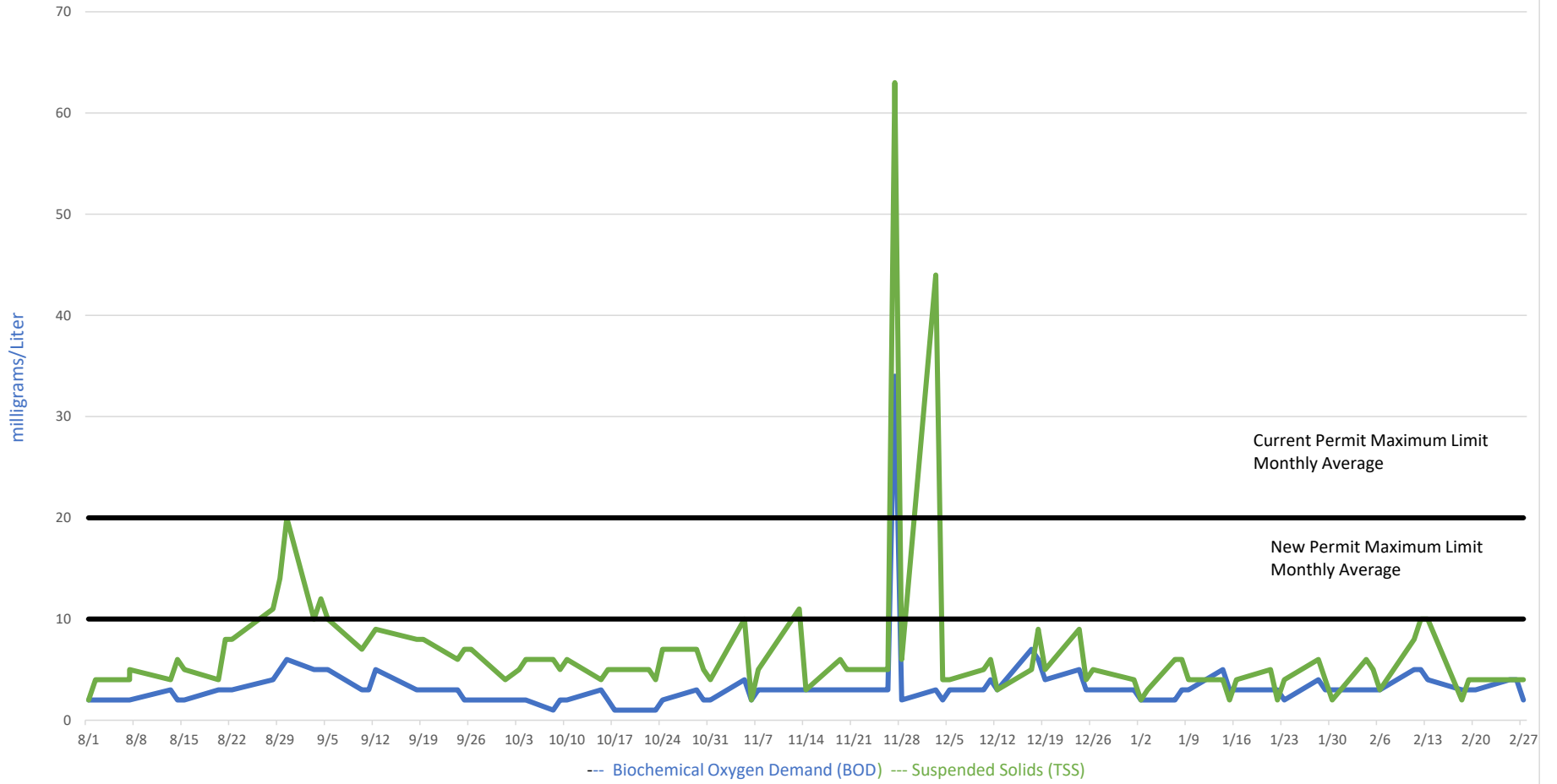


Basement Inventory cleaned up.

# Rainfall - Flow



# Effluent Water Quality







## STAFF REPORT

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**To:** Board of Directors  
**From:** Technical Services Team  
**Agenda Item:** Technical Services Monthly Report  
**Item No.:** 8d  
**Date:** March 12 (for March 19, 2019 Meeting)

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Below is an update of various Technical Services Program efforts:

### **Outreach and Education**

February ended up being the month of winter for the PNW, with rain and snow helping decrease the levels of drought statewide. According to the National Integrated Drought Information System, Clackamas County went from being in “severe drought” at the end of January, through “moderate drought” in mid-February, and ending up in the “abnormally dry” category. The website is a helpful tracker of moisture data and zip code 97267 can be visited at:

<https://www.drought.gov/drought/states/oregon?places=97267>.

Even through the coldest of days, outreach staff spent time in the field with students learning about water quality and the effects of plants on temperature and filtration. On one of the coldest days in February, the last two classes of fifth graders from View Acres Elementary School visited Dahl Beach on the edge of the Rinearson Creek watershed sub-basin. There they conducted macroinvertebrate surveys and performed plantings of bare root shrubs in partnership with ECO and OLWS.

North Clackamas Urban Watersheds Council (NCUWC) kicked off the stormwater advisory committee, which intern Hilary Soueka will coordinate for the next 6-months. Other people invited to participate in the committee include: Rob Livingston (WES), Natalie Rogers, Ted Labbe, Teresa Huntsinger, Melanie Klym, Sara O’Brien, Carrie Sanneman, Chris Hathaway, Katie Holzer, and Keri Handaly. The goal is for the intern to design a stormwater program for NCUWC by June.

The Clean Rivers Coalition is in the midst of Phase I of its strategic planning with communications firm, BRINK. Phase I includes a research into pollutants of concern and a process of prioritization of these pollutants into potentially actionable list. Phase II includes development of motivational strategies for key audiences statewide, and a

detailed strategy for delivery of the creative assets. Phase II will begin in March, with the timeline for the whole project extending into the fall.

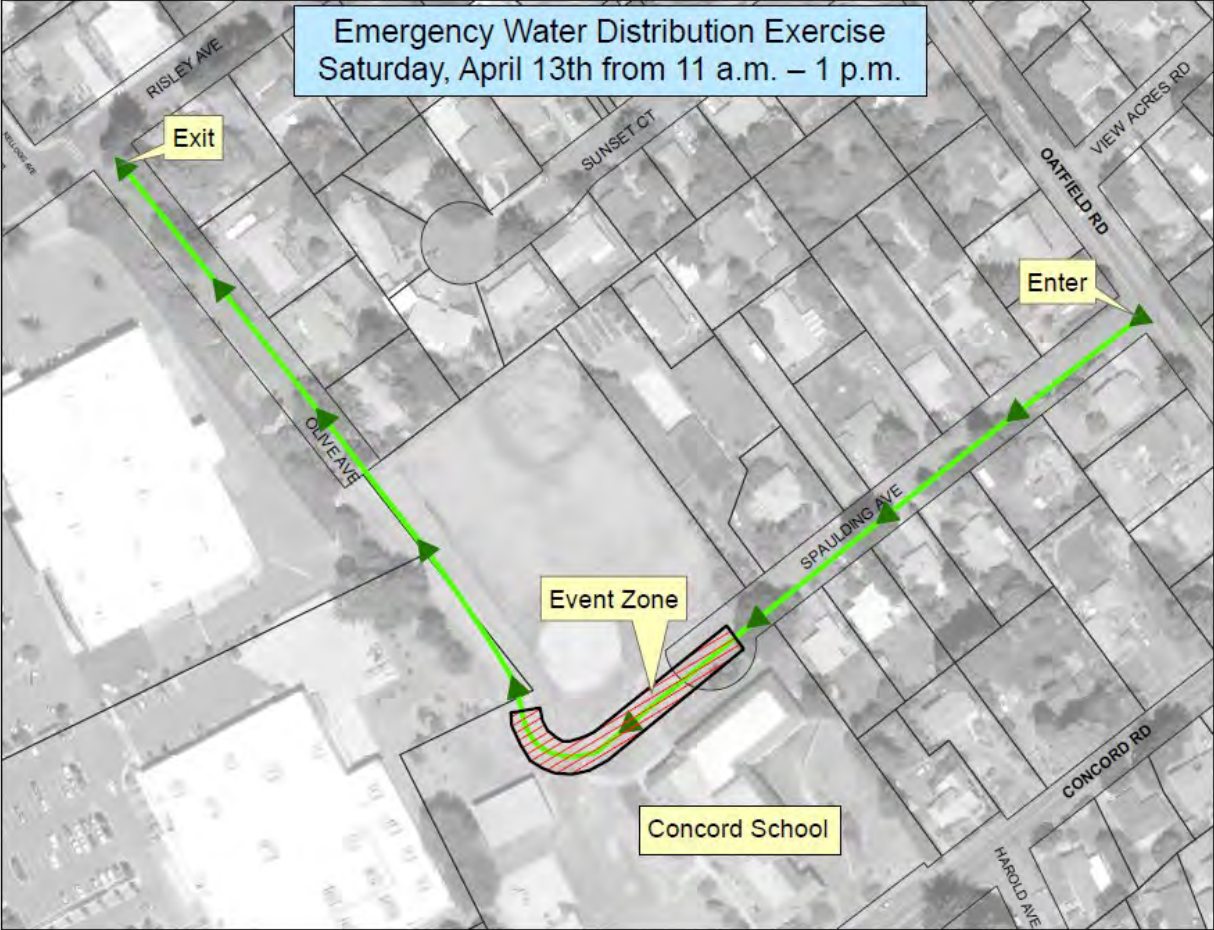
Please consider coming out to see the Celebrating Water Forum on March 19<sup>th</sup> at Clackamas Community College between 9:30 and 1 p.m. and/or on April 30<sup>th</sup> visit the Children's Clean Water Festival, which will be held at the Sylvania campus of Portland Community College, in the student center. OLWS staff will host a table in the exhibitor's hall, providing the only glimpse into the workings of drinking and wastewater for students. The youth forums are our largest outreach events of the year and have been running annually for over 10 years each. Many of the high school volunteers attended the events as 4<sup>th</sup> or 5<sup>th</sup> graders.



Emergency Water Distribution Exercise Team

Finally, please join OLWS staff and Oak Lodge Community Emergency Response Team (OLCERT) volunteers for the Emergency Water Distribution Exercise, which will take place on Saturday, April 13<sup>th</sup> from 11 a.m. – 1 p.m. at the Concord School. Partners OLWS, OLCERT and the Clackamas Fire District #1 will conduct an emergency preparedness exercise testing distribution of potable water. Community members are invited to BRING A CLEAN 1-5 GALLON CONTAINER and drive through the exercise, where staff will fill containers and distribute emergency preparedness materials and a few special free giveaways – water filters.

**IMPORTANT NOTE:** Drivers entering the exercise will approach the Concord School on SE Spaulding Avenue, off of SE Oatfield Road, and they will leave the exercise on SE Olive Avenue, exiting on SE Risley Avenue (see map below).



**Permitting - February 2019 Development Activity**

	<i><b>This Month</b></i>	<i><b>Last Month</b></i>	<i><b>Fiscal Year-to-Date</b></i>	<i><b>This Month Last Year</b></i>	<i><b>Last Year-to-Date</b></i>
<b>Pre-applications Conferences</b>	1	2	18	1	12
<b>Hours Spent on Development Review*</b>	25	40	455	-	769
<b>Hours spent on Utility Permits*</b>	40	20	275	-	477
<b>Development Permits Issued</b>					
	1	2	17	3	13
<b>Utility Permits Issued</b>	5	2	45	5	62
<b>New Sewer Connections***</b>					
	5	6	33	4	58
<b>New Water Services</b>	27	5	-	-	-
<b>Active Erosion Control Permits</b>					
<b>Total Erosion Control Permits Inspected</b>	31	43	339	43	235
<b>Active Construction Permits</b>	31	17	190	19	101
<b>Sanitary SDC Fees Received</b>					
	\$25,825.00	\$103,300	\$302,570	20,660	294,405
<b>Water SDC Fees Received**</b>					
	\$111,280.00	\$32,960	\$270,705	-	-
<b>Plan Review Fees Received*</b>					
	\$6,312.50	\$7,514	\$64,943	0	9,221
<b>Inspection Fees Received*</b>					
	\$4,678.30	\$2,690	\$61,595	0	16,949

**Attachments**

1. Capital Project Tracker
2. Development Review Status Tracker – Will be sent out on March 15 to the Board and the Interested Parties List. Extra copies will be available at the meeting as well.

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Warranty Period	3127 SE Concord Rd.	Residential Subdivision; 32 lots; Concord Oaks, formerly Concord Vineyards II	Oak Lodge Warranty period expires July 2018	3/1/19
Warranty Period	13012 SE Oatfield	Residential Subdivision; 9 lots.	OLWSD Warranty period expires Sept. 2019	3/1/19
Warranty Period	4281 SE Manewal Ln. (Manewal North)	Residential Subdivision: 4 lots.	Oak Lodge Warranty period expires June 2019.	3/1/19
Warranty Period	SE Manewal at SE Towery Ln.	Residential Subdivision; 4-lots	Oak Lodge warranty expires June 2019	3/1/19
Warranty Period	Taxlots 2000 & 2100 located behind 15026 & 15018 SE Linden Ln. (Tilia Ln) Originally "Wanderlust Lane"	Residential Subdivision; 3 lots	Oak Lodge warranty period ends March 2019.	3/1/19
Warranty Period	3128 SE Concord Rd.	Residential Subdivision; 32 lots; Concord Oaks, formerly Concord Vineyards II	Oak Lodge Warranty period expires July 2019	3/1/19
Warranty Period	13013 SE Oatfield	Residential Subdivision; 9 lots.	OLWSD Warranty period expires Sept. 2020	3/1/19
Warranty Period	4282 SE Manewal Ln. (Manewal North)	Residential Subdivision: 4 lots.	Oak Lodge Warranty period expires June 2019.	3/1/19
Warranty Period	SE Manewal at SE Towery Ln.	Residential Subdivision; 4-lots	Oak Lodge warranty expires June 2020	3/1/19
Under Construction	18121 SE River Rd.	Residential Subdivision; 72-lots ; Jennings Lodge Estates	OLWSD Permit expires Sept. 2019	3/1/19
Under Construction	3816 SE Hill Rd. Garland Estates	Residential Subdivision; 8-lots	OLWSD Permit expires March 2019.	3/1/19
Under Construction	13715 SE River Road	Residential Care Home Expansion 28 Homes. Garden Grove and North Pocket Development	OLWSD permit expires June 2019 (extension).	3/1/19
Under Construction	12705 SE River Rd.	Willamette View Riverview Dining Facility Replacement	Oak Lodge permits expire March 2019 (extension)	3/1/19
Under Construction	SE Courtney at SE Rupert	Multi-Family Residential 10-unit apartment	Oak Lodge permit expiration October 2019	3/1/19
Under Construction	3260 SE Oak Grove Blvd	130,000 square foot mini storage facility	OLWSD permits expire May 2019	3/1/19
Under Construction	18107 SE Blanton	Residential Subdivision; 3-lots	OLWSD permit expires July 2019	3/1/19
Under Construction	19421 SE KAY ST	Residential Subdivision; 4 lots	Oak Lodge permits expire Jan. 2020	3/1/19
Under Construction	15314 SE RUPERT DR	Residential Subdivision; 7 lots	OLWSD permits expire March 2019	3/1/19
Under Construction	13809 SE Linden Ln.	Replace existing single family dwelling with duplex.	OLWSD permits expire May 2019	3/1/19
Under Construction	16885 SE McLoughlin	Commercial Structural Alteration (Les Schwab)	Oak Lodge Plan Review expires July 2019	3/1/19
Under Construction	13755_SE_Schroeder	Residential Care Units; Rose Villa "The Oaks" PHASE 2B' NET ZERO ENERGY POCKET NEIGHBORHOOD	Oak Lodge permits expire June 2019 (extension)	3/1/19
Under Construction	22E07CA03003 (SE Allan Rd @ SE Worthington)	Residential subdivision: 2-lots	Oak Lodge permits expire Feb. 2020	3/1/19
Under Construction	13630 SE Laurie Avenue	Residential Care Auxiliary Structure: Art Studio	Oak Lodge permits expire July 2019	3/1/19
Under Construction	12705 SE River Rd.	Multi-family Adult Care 50 units + Dining	Oak Lodge permits expire July 2019	3/1/19
Under Construction	SE Torbank @ SE River Rd	CC DTD SIDEWALKS PUBLIC IMPROVEMENTS	OLWSD permits expire December 2019	3/1/19
Under Construction	18122 SE River Rd.	Residential Subdivision; 72-lots ; Jennings Lodge Estates	OLWSD Permit expires Sept. 2020	3/1/19
Under Construction	3817 SE Hill Rd. Garland Estates	Residential Subdivision; 8-lots	OLWSD Permit expires March 2019.	3/1/19

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Under Construction	13716 SE River Road	Residential Care Home Expansion 28 Homes. Garden Grove and North Pocket Development	OLWSD permit expires June 2019 (extension).	3/1/19
Under Construction	12706 SE River Rd.	Willamette View Riverview Dining Facility Replacement	Oak Lodge permits expire March 2019 (extension)	3/1/19
Under Construction	SE Courtney at SE Rupert	Multi-Family Residential 10-unit apartment	Oak Lodge permit expiration October 2019	3/1/19
Plan Review	15510 SE Wallace Street	Residential Subdivision; 13 lots	OLWSD Water-only. Drains to WES for SS and SWM. Oak Lodge review expires June 2019	3/1/19
Plan Review	17624 SE RIVER RD	Multi-family residential; three (3) 2-family_ dwelling units and two (2) three family dwelling units	Oak Lodge Plan Review expires July 2019	3/1/19
Plan Review	4322 SE Pinehurst Ave	Residential Subdivision; 7 lots	Oak Lodge Plan Review expires July 2019	3/1/19
Plan Review	14107 SE Lee Ave	Residential subdivision: 2 lots	Oak Lodge Plan Review expires July 2019	3/1/19
Plan Review	16800 SE McLoughlin	Commercial Structural Alteration	Oak Lodge Plan Review expires July 2019	3/1/19
Plan Review	3622 SE Pinehurst	Residential Subdivision; 7 lots	Water utility only. Oak Lodge review expires August 2019	3/1/19
Plan Review	14497 SE River Rd	Residential Subdivision; 3-lots	Land Use Comments sent to CCDTD. County land use expiration timeline.	3/1/19
Plan Review	14868 SE LEE AVE	Land Use Comments sent to CCDTD. County land use expiration timeline.	Land Use Comments sent to CCDTD. County land use expiration timeline.	3/1/19
Plan Review	4410 SE pinehurst	Residential Subdivision; 4 lots	Water utility only. Oak Lodge review expires August 2019	3/1/19
Plan Review	18225 Portland Ave	Residential Subdivision; unknown lots	In Gladstone and OLWSD. County land use timeline.	3/1/19
Plan Review	16518 SE River Rd.	Head Start School Additions	Land Use Comments sent to CCDTD. County land use expiration timeline.	3/1/19
Plan Review	15601 SE Meadowlark Ln.	2-Parcel Partition	Land Use Comments sent to CCDTD. County land use expiration timeline.	3/1/19
Pre-Application	14710 SE Lee Ave	DESIGN REVIEW – Nonconforming use - Residential	Pre-app Comments sent to CCDTD. County land use expiration timeline.	3/1/19
Pre-Application	17025 SE Oatfield Rd	Residential Subdivision; 2-lots	Pre-app Comments sent to CCDTD. County land use expiration timeline.	3/1/19
Pre-Application	14007 SE Cedar at SE Courtney	Duplex	Pre-app Comments sent to CCDTD. County land use expiration timeline.	3/1/19

## Capital Project Tracker

Project Name	Fund	Project Manager	Total Budget	Other Contracts	Construction Contract	Total Spent (Minus Retainage)	% Spent of Budget	Status	Next Task	Expected Completion Date
Belt Filter Press #2 Installation	SS	Rice	\$ 300,000.00	\$ 115,075.00	\$ -	\$ -	0%	Planning	Review of 60% Plans	6/30/2019
Anaerobic Digester Conversion	SS	Rice	\$ 200,000.00	\$ -	\$ -	\$ -	0%		Project has been revised and titled "Solids Piping Project" in FY20	6/30/2020
Secondary Clarifier Refurbishment	SS	Ogbeide	\$ 500,000.00	\$ -	\$ -	\$ -	0%	Planning	Project has been revised and is being recommended in FY20 Budget	12/31/2019
Aeration Control Strategy Evaluation	SS	Ogbeide	\$ 50,000.00	\$ 49,908.00	\$ -	\$ -	0%	Planning	Consultant Working on Plan, Staff will review in May.	6/30/2019
Mainline Repair Program	SS	Rice	\$ 200,000.00	\$ 34,770.00	\$ -	\$ 1,967.71	1%	Planning	Finalizing Design. Then requesting permits from Clack. Co.	6/30/2019
Stormwater Master Plan	SW	Rice	\$ 125,000.00	\$ 21,440.00	\$ -	\$ 6,741.06	5%	Planning	Board Approval of Project Strategy	12/31/2019
Water Master Plan	W	Rice	\$ 130,000.00	\$ 225,784.00	\$ -	\$ 94,418.00	73%	Active	Review Draft Chapters. Adding work to find Emergency Inter-Tie options.	3/31/2019
Water Meter Replacement Program	W	Ogbeide	\$ 1,350,000.00	\$ 990,000.00	\$ 259,490.00	\$ 250,474.00	19%	Active	Installation is underway. 1283 meters installed by 3/1/19	10/31/2019
Decant Facility	SS	Ogbeide	\$ 170,000.00	\$ 12,800.00	\$ -	\$ 5,755.45	3%	Design	50% design is reviewed. Finalizing 90% plans.	10/30/2019
Decant Facility	SW	Ogbeide	\$ 170,000.00	\$ 12,800.00	\$ -	\$ 5,755.45	3%	Design	50% design is reviewed. Finalizing 90% plans.	10/30/2019
Decant Facility	W	Ogbeide	\$ 170,000.00	\$ 12,800.00	\$ -	\$ 5,755.45	3%	Design	50% design is reviewed. Finalizing 90% plans.	10/30/2019
Boardman Wetland Complex	SW	Rice	\$ 1,500,000.00	\$ -	\$ 2,595,873.25	\$ 1,945,669.64	130%	Under Construction	Boardwalk nearing completion and planting is beginning	9/30/2019
Boardman Wetland Complex	SS	Rice	\$ 300,000.00	\$ 571,792.75	\$ 571,792.75	\$ 571,792.75	100%	Under Construction	inspection. Holding retainage and bond.	9/30/2019

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

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**Agenda Item:** Call for Public Comment  
**Item No.:** 9  
**Presenters:** N/A

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**Background:**

Members of the public are invited to address the Board on any relevant topic. The Board may elect to limit the total time available for public comment or for any single speaker depending on meeting length.





## AGENDA ITEM

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**Agenda Item:** Business from the Board  
**Item No.:** 10  
**Presenters:** N/A

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### **Background:**

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.

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**Thursday, March 07, 2019**

**6:15 PM: Dinner**

**6:45 PM – 8:30 PM: Meeting**

**Development Services Building**

Main Floor Auditorium, Room 115

150 Beaver Creek Road, Oregon City, OR 97045

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**AGENDA**

- 6:15 p.m. Annual C4 Dinner and Networking**  
Please arrive early to meet new members and guests.
- 6:45 p.m. Pledge of Allegiance**
- Welcome & Introductions**  
*Chair Jim Bernard & Mayor Brian Hodson, Co-Chairs*
- Housekeeping**
- Approval of February 07, 2019 C4 Minutes **Page 03**
- 6:50 p.m. Metro Council President Lynn Peterson**
- President Peterson Bio **Page 05**
- 7:50 p.m. R1ACT Appointments**
- Staff memo and materials **Page 06**
- 8:00 p.m. Executive Committee Appointments**
- Staff memo **Page 20**
- 8:10 p.m. Retreat Discussion**
- 8:15 p.m. Updates/Other Business**
- VRF Update **Page 21**
  - State Legislative Session
  - JPACT/MPAC Updates
  - Other Business
- 8:30 p.m. Adjourn**

# General Information



## Current Voting Membership

		C4 Exec	C4 Metro	C4 Rural	JPACT	MPAC	R1ACT
<b>Clackamas County</b>	Chair Jim Bernard	●	●	●			
<b>Clackamas County</b>	Commissioner Paul Savas		●	●	●		●
<b>Canby</b>	Mayor Brian Hodson	●		●			●
<b>CPOs</b>	Laurie Freeman Swanson (Molalla CPO)	●	●	●			
<b>Estacada</b>	Mayor Sean Drinkwine			●			
<b>Fire Districts</b>	Matthew Silva (Estacada Fire District)	●					
<b>Gladstone</b>	Mayor Tammy Stempel		●				
<b>Hamlets</b>	Kenny Sernach (Beavercreek Hamlet)			●			
<b>Happy Valley</b>	Councilor Markley Drake		●				
<b>Johnson City</b>	Vacant						
<b>Lake Oswego</b>	Councilor Theresa Kohlhoff	●	●				
<b>Milwaukie</b>	Mayor Mark Gamba		●			●	
<b>Molalla</b>	Council President Elizabeth Klein			●			
<b>Oregon City</b>	Mayor Dan Holladay		●				
<b>Portland</b>	Vacant						
<b>Rivergrove</b>	Mayor Heather Kibbey		●				
<b>Sandy</b>	Mayor Stan Pulliam			●			
<b>Sanitary Districts</b>	Nancy Gibson (Oak Lodge Water Services)	●					
<b>Tualatin</b>	Councilor Paul Morrison		●				
<b>Water Districts</b>	Hugh Kalani (Clackamas River Water)						
<b>West Linn</b>	Mayor Russ Axelrod		●				
<b>Wilsonville</b>	Mayor Tim Knapp		●		●		

## Current Ex-Officio Membership

<b>MPAC Citizen Rep</b>	Vacant
<b>Metro Council</b>	Councilor Christine Lewis
<b>Port of Portland</b>	Emerald Bogue
<b>Rural Transit</b>	Julie Wehling
<b>Urban Transit</b>	Dwight Brashears

## Frequently Referenced Committees:

- CTAC:** Clackamas Transportation Advisory Committee (C4 Transportation TAC)
- JPACT:** Joint Policy Advisory Committee on Transportation (Metro)
- MPAC:** Metro Policy Advisory Committee (Metro)
- MTAC:** Metro Technical Advisory Committee (MPAC TAC)
- R1ACT:** Region 1 Advisory Committee on Transportation (ODOT)
- TPAC:** Transportation Policy Advisory Committee (JPACT TAC)

**Thursday, February 7, 2019**  
**Development Services Building**  
 Main Floor Auditorium, Room 115  
 150 Beaver Creek Road, Oregon City, OR 97045

**Attendance:**

**Members:** **Canby:** Traci Hensley (Alt.); **Clackamas County:** Jim Bernard; Paul Savas; **CPOs:** Laurie Swanson (Molalla); Martin Meyers (Redland-Viola-Fischers Mill); **Estacada:** Sean Drinkwine; **Gladstone:** Tammy Stempel; **Hamlets:** Kenny Sernach (Beavercreek); Rick Cook (Stafford); **Happy Valley:** Markley Drake; **Lake Oswego:** Theresa Kohlhoff; **Metro:** Christine Lewis; **Milwaukie:** Mark Gamba; Wilda Parks (Alt.); **Sandy:** Stan Pulliam; Jan Lee (Alt.); **Sanitary District:** Nancy Gibson **Transit:** Julie Wehling (Canby); Eve Nilenders (Trimet); Andi Howell (Sandy)(Rural Alt.) **Tualatin:** Paul Morrison; **Water Districts:** Hugh Kalani; **West Linn:** Russ Axelrod; **Wilsonville:** Tim Knapp

**Staff:** Trent Wilson (PGA); Chris Lyons

**Guests:** Jaimie Huff (Happy Valley); Mark Ottenad (Wilsonville SMART); Jeff Gudman (Lake Oswego); Katy Dunsmuir (Estacada); John Lewis (Oregon City); Katy Hyzy (Milwaukie); Thelma Haggenmiller; Jan Lindstrom; Tracy Moreland (CC); Chuck Robbins (H3S); Mike Bezner (DTD)

The C4 Meeting was recorded and the audio is available on the County's website at <http://www.clackamas.us/c4/meetings.html> . Minutes document action items approved at the meeting.

<u>Agenda Item</u>	<u>Action</u>
<b>Approval of December 6, 2018 C4 Minutes</b>	Approved.
<b>Housing Bond</b>	County staff provided an update on the process to program the use of anticipated revenue expected from the 2018 Metro Housing Bond. Clackamas County is committed to working with partners to ensure the funds are used effectively, and is offering to meet with jurisdictions to share information about the process ahead.
<b>Transportation Futures Study Update</b>	C4 Members reviewed a draft scope of work for the potential transportation futures study. Work on the study is dependent on legislative funding. C4 members agreed on various principles and outcomes they hope a potential futures study can accomplish.

<p><b>T2020 (Regional Transportation investment Measure)</b></p>	<p>Staff updated C4 members on the current process for developing the work for the task force that will help advance a regional transportation investment measure. The process is very new, and more information will be known in coming weeks.</p>
<p><b>Updates/Other Business</b></p> <ul style="list-style-type: none"> <li>• <b>VRF Update</b></li> <li>• <b>State Legislative Session</b></li> <li>• <b>R1ACT Appointments Update</b></li> <li>• <b>C4 Retreat</b></li> <li>• <b>JPACT/MPAC Updates</b></li> <li>• <b>Other Business</b></li> </ul>	<p>VRF – Clackamas County will hold two hearings related to a VRF ordinance on Feb. 07 and Feb. 21.</p> <p>State Legislative Session – More work and advocacy is needed to advance work on I205 funding and awareness of the Transportation Futures Study. City members were encouraged to reach out to their respective legislators to seek support for these initiatives.</p> <p>R1ACT – Cities will select nominations for the R1ACT at the March C4 meetings.</p> <p>C4 Retreat – Retreat dates are June 14 and 15.</p> <p>JPACT/MPAC updates – New chairs for each committee are developing work programs. MTIP and RFFA discussion will receive a lot of focus in early 2019.</p>

Adjourned at 8:40 p.m.

## Metro Council President Lynn Peterson Bio



**Lynn Peterson** has been recognized as a problem solver and national expert in land use and transportation, with a career spanning 30 years as a highway and design engineer, traffic engineer, forecaster, planner and executive.

She works to find innovative ways to build safe, healthy and equitable communities. Peterson is President of Portland Region's Metro Council and was sworn into office in January 2019. From 2013-2016, Peterson served as the CEO (Secretary) of the Washington State Department of Transportation. Prior to her position for Governor Inslee, Peterson served for Oregon Governor Kitzhaber as his Senior Transportation and Sustainability Policy Advisor where she oversaw transportation-energy policy, statewide transportation funding discussion and implementation of community priorities. Peterson previously served as the first-elected Chair of the Clackamas County Commission and on the Lake Oswego City Council.

## Memorandum

**To:** C4 Metro Subcommittee  
**From:** Trent Wilson, Government Affairs Specialist  
**Re:** R1ACT Clackamas Urban Cities Discussion  
**Date:** March 07, 2019

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### Overview

The Region 1 Area Committee on Transportation (R1ACT) is currently (re)filling its 2019 appointments and other vacancies, which includes 5 openings in Clackamas County. The open seats and process to fill those appointments is outlined below.

### Existing Seats

Seat	Term	Existing/previous members
Clackamas County	2019 to 2023	Commissioner Paul Savas
<i>Process: Nominated by Board of County Commissioners</i>		
Urban city	2019 to 2023	Previously Mayor Lori DeRemer
<i>Process: Nominated through application process by urban cities</i>		
Urban city*	2019 to 2021	Previously Councilor Jeff Gudman
<i>Process: Nominated through application process by urban cities</i>		
Rural city	2019 to 2023	Mayor Brian Hodson
<i>Process: TBD</i>		
Business member	2019 to 2023	Bill Avison
<i>Process Nomination affirmed by consent of C4. ODOT does not require a selection process for members interested in continuing their appointment.</i>		

\* The second urban city appointment is a vacancy for a staggered four year term. This seat would need to be reappointed in two years.

### Interested Urban City Nominees to be decided on March 07, 2019 include:

- Happy Valley Councilor Markley Drake
- Happy Valley Councilor Brett Sherman\*
- Lake Oswego Councilor Theresa Kohlhoff
- Milwaukie Councilor Kathy Hyzy
- Tualatin Councilor Paul Morrison\*

*\*Has stated an interest in serving in the 2-year position.*

### Next Steps:

- BCC formalizes nomination list in a letter to ODOT
- Selections are submitted to ODOT

### For additional information, please contact:

Trent Wilson – [twilson2@clackamas.us](mailto:twilson2@clackamas.us)



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Nomination Form**

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R1ACT membership shall consist of 31 voting members. Sixteen of the 31 members will be nominated by county commissions and/or county coordinating committees per the R1 ACT Formation Proposal. Nomination forms must be accompanied by a single cover letter signed by the chair of the nominating entity. You may attach resumes or other supporting documentation as needed.

The ACT will meet monthly for 90 minutes during the workday. Members must be willing to attend meetings and actively participate in the development of the ACT work plan and evaluation of transportation projects for selection in the Statewide Transportation Improvement Plan (STIP). For more information on ACTs and STIP, go to:

- [http://www.oregon.gov/odot/comm/pages/act\\_main.aspx](http://www.oregon.gov/odot/comm/pages/act_main.aspx)
- <http://www.oregon.gov/odot/td/stip/pages/default.aspx>

Each applicant must return a form for each nominee to [Kimberly.Dinwiddie@odot.state.or.us](mailto:Kimberly.Dinwiddie@odot.state.or.us).

Nominating Entity Information			
Organization Name:	City of Happy Valley	Submittal Date:	
Signing Authority		Number of Nominees:	
Email Address	Markleyd@happyvalleyor.gov	Phone Number:	

Nominee Information	
Candidate Name:	Markley Drake
Occupation	City Councilor Happy Valley
Phone Number	503-290-6023

Is this nominee an elected official? YES  NO

**If yes, what elected position do they hold?**

City Councilor \_\_\_\_\_



**Describe the candidate's experience in transportation policy, project development, project delivery and/or finance.**

Served on City Council for 14 years, helped to draft Transportation Master Plan. As a City Councilor we work on transportation issues for the City and the region, including transportation planning, financing, including bonds. Have served on C4 for 14 years working on County wide transportation and regional transportation issues.

**Does this nominee fulfill your requirement of a business or labor stakeholder? If so, what are their qualifications specific to this role?**

**Will this nominee represent the interests of environmental justice or health stakeholders? If so, please describe their qualifications specific to this role.**



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Nominating Entity Information			
Organization Name:		Submittal Date:	
Signing Authority		Number of Nominees:	
Email Address		Phone Number:	

Nominee Information	
Candidate Name:	Brett Sherman
Occupation	Registered Investment Advisor
Phone Number	503-854-4445

Is this nominee an elected official? YES  NO

**If yes, what elected position do they hold?**

Council President - City of Happy Valley

**Describe the candidate's experience in transportation policy, project development, project delivery and/or finance.**

Mr. Sherman has spent the past 8 years in public service, split between the Happy Valley Traffic and Public Safety Committee and Happy Valley City Council, where he has been actively involved with transportation policy in the city. In this capacity, he has worked on a number of successful Safe Routes to Schools proposals, provided input on the City's Master Pedestrian and Master Transportation Plans, and periodically advocated for transportation improvements with Legislators in Salem. Beyond his official capacity, Mr. Sherman has a strong passion for promoting active transportation. He established the "Happy Valley Hikers," where he leads local residents around the city showcasing the best walking routes to get around town. As the leader of this group, he worked with the City to establish recommended walking routes with way-finding signs and online maps. Professionally, Mr. Sherman has over 20 years of investment management and analysis

**Does this nominee fulfill your requirement of a business or labor stakeholder? If so, what are their qualifications specific to this role?**

Mr. Sherman is the owner of Madrona Wealth Management LLC, a registered investment advisory business located in Happy Valley. He has been actively employed and/or owned businesses in Happy Valley for 17 years. He is a member of the Happy Valley Business Alliance and a Rotarian.

**Will this nominee represent the interests of environmental justice or health stakeholders? If so, please describe their qualifications specific to this role.**

Mr. Sherman was a member of the Metro Parks and Nature Stakeholder table, advocating for racial and socioeconomic equity in capital investments in parks and natural areas. He was previously a member of the District Advisory Board for North Clackamas Parks and Recreation District and is currently the director of the Happy Valley Hikers, a free outdoor recreation provider with over 300 members. Mr. Sherman has been actively promoting health and nature opportunities in the region for many years.



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- <http://www.oregon.gov/odot/td/stip/pages/default.aspx>

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Nominating Entity Information			
Organization Name:	City of Lake Oswego	Submittal Date:	1/30/19
Signing Authority	Kent Studebaker	Number of Nominees:	1
Email Address	kstudebaker@lakeoswego.city	Phone Number:	503-635-0213

Nominee Information	
Candidate Name:	Theresa M. Konikoff
Occupation	Lawyer
Phone Number	503 975 8881

Is this nominee an elected official? YES  NO

If yes, what elected position do they hold?  
City Councilor

**Describe the candidate's experience in transportation policy, project development, project delivery and/or finance.**

Theresa has been a member of MPAC and JPAC for two years and has been an active participant during her tenure.

**Does this nominee fulfill your requirement of a business or labor stakeholder? If so, what are their qualifications specific to this role?**

Yes. As a sole practitioner and, more recently, a partner in a small firm, Theresa is well aware of the requirements and rules surrounding the operation of a business. Her practice in law has also involved more in-depth knowledge of business issues.

**Will this nominee represent the interests of environmental justice or health stakeholders? If so, please describe their qualifications specific to this role.**

Yes, she will. Prior to being elected to Lake Oswego City Council, Theresa has been a promoter of environmental health & justice. As a member of City Council, she has continued that focus and has succeeded in making some of Council's goals reflect her focus.

### Theresa M. Kohlhoff - Experience

1980: Graduate of Northwestern School of Law of Lewis and Clark College, Portland, OR, JD.  
1980: Oregon State Bar, Supreme Court for the State of Oregon, OSB 803981.

#### Employment:

1980-1986: Sole practitioner, Philomath, OR.  
1984-1986: Partner, The Legal Clinic, Philomath and Corvallis, OR.  
1986-2001: Sole practitioner, Wilsonville, OR.  
2001-2006: Sole practitioner, Lake Oswego, OR.  
2006-2015: Partner with my youngest daughter, Elizabeth Welch, Kohlhoff & Welch, Portland, OR.  
2015-present: Sole practitioner, Portland, OR.

<http://www.northportlandattorney.com>

I have done trials, jury and bench, motions, including summary judgment motions, arbitrations, mediations and have researched, written the briefs for and personally argued in the appellate courts of both Oregon and Washington. The nature of my practice is general with a concentration now in wills, probate and court appointed arbitrations. I also handle some civil matters including protective proceedings such as conservatorships and guardianships.

#### Legal and Community Involvement:

As of January 1, 2012 I was elected by my peers for a four year term to be on the Board of Governors of the Oregon State Bar. In the final year, I was the chair of the Budget & Finance Committee.

Over the years I have worked in and for a variety of groups and causes including political campaigns such as the recent one for health care and for Bernie Sanders. I am a PCP and neighborhood leader for the Clackamas County Democratic Party. I currently belong to the National Lawyers Guild, Oregon Trial Lawyers Association and Independents for Progressive Action. I am on the Advisory Committee for the Avel Gordly Center for Healing.

I am active with my six grandchildren, one of whom is disabled.

#### Government Experience:

In the general election of 2016 I ran for and was elected in a contest race to the city council in Lake Oswego. This is a non partisan position but I made it clear that I was a progressive. One of the issues I raised in the campaign, affordable housing, became a council goal in 2017 and again in 2018. We have done as a council a number of code changes to address this issue. Another issue was transit, especially along Macadam running from Portland to Lake Oswego.

I am on C-4, the executive committee for C-4 and the representative for MPAC.



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Nominating Entity Information			
Organization Name:		Submittal Date:	2/12/19
Signing Authority		Number of Nominees:	1
Email Address		Phone Number:	

Nominee Information	
Candidate Name:	Kathy Hyzy
Occupation	Freelance editor & writer
Phone Number	503.956.4709

Is this nominee an elected official? YES  NO

**If yes, what elected position do they hold?**

Milwaukie City Councilor

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Region 1 Area Commission on Transportation Staff  
Kimberly Dinwiddie, [Kimberly.Dinwiddie@odot.state.or.us](mailto:Kimberly.Dinwiddie@odot.state.or.us), 503-731-8248

**Describe the candidate's experience in transportation policy, project development, project delivery and/or finance.**

As a member of the Milwaukie City Council, community member involved in our city's Climate Action Plan, and member of my neighborhood association (NDA) I have been engaged in transportation work at all levels. At the council, I help develop and approve our city's Capital Improvement Plan and authorize contracts to design and construct transportation projects. As a member of my NDA, which falls just west of 99E and a major rail line, I share and receive information from the public about what types of transportation investments are needed. My background in environmental issues, specifically my work as a Project Manager with the Oregon Environmental Council on diesel emissions, also provides an excellent foundation for the work of the Region 1 ACT.

**Does this nominee fulfill your requirement of a business or labor stakeholder? If so, what are their qualifications specific to this role?**

No.

**Will this nominee represent the interests of environmental justice or health stakeholders? If so, please describe their qualifications specific to this role.**

No.



## **Kathy Hyzy**

12210 SE 19<sup>th</sup> Ave Milwaukie OR 97222

[HyzyK@milwaukieoregon.gov](mailto:HyzyK@milwaukieoregon.gov) / 503.956.4709

I am an organized and effective project manager, able to tend to exacting details while also nurturing strong interpersonal relationships, and have 10+ years of experience working with communities to identify creative, collaborative solutions to seemingly intractable problems.

### Professional Experience

**Freelance Editor and Writer** 2006-present

- Performed all editing and interior design work for numerous titles.
- Produced professional reports, articles, books and press releases for clients.

**Executive Director, Western Friend** 2008-2012

- Edited and produced eight to ten issues annually of a regional magazine for Quakers.
- Led and executed engagement planning for multiple groups and constituents.
- Surveyed stakeholders across a twelve-state region to assess organizational direction.
- Created annual budgets and workplans. Met or exceeded goals each year and remained on or under budget during last three years of tenure.
- Worked with board committee and professional bookkeeper to develop and establish best practices for financial management of organization. Promoted financial transparency.

**Project Manager, Oregon Environmental Council** 2004-2006

- Managed 100K, two-year EPA grant to promote voluntary reductions in diesel emissions from stationary sources in the Portland metro area.
- Developed stakeholder plan to foster partnerships with the home heating oil industry, public institutions, and environmental justice groups to reduce diesel pollution.
- Analyzed public records to identify stationary sources of diesel pollution.
- Coordinated statewide series of workshops on small-scale biodiesel production.

**Administrative Coordinator, Ecology Project International** 2004  
**Office Manager, Renewable Northwest Project** 2000-2002

### Other Experience

- **City Councilor**, City of Milwaukie, 2019-2022
- **Climate Action Plan Committee**, City of Milwaukie, 2018
- **Communication Director**, Island Station Neighborhood, Milwaukie, 2017-present
- **Volunteer Naturalist**, Metro Regional Parks, 2007-10 and 2013-2018
- **Board Member, Chair (2008)**, Friends of Portland Community Gardens, 2007-09
- **Energy Policy Intern**, Montana Public Interest Research Group, Summer 2003

### Education

MS in Environmental Studies (writing emphasis), University of Montana, Missoula, 2004.  
BA in Creative Writing and Sociology (cum laude), Linfield College, McMinnville, OR, 1997.



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Nomination Form**

ORS 184.610 to 184.666 gives the Oregon Transportation Commission (OTC) authority to establish the policies for the operation of the Oregon Department of Transportation and for the administration of programs related to transportation. R1ACT is an advisory body chartered under authority of the OTC. While the OTC retains oversight and final decision-making authority, R1ACT provides valuable input and recommendations.

R1ACT membership shall consist of 31 voting members. Sixteen of the 31 members will be nominated by county commissions and/or county coordinating committees per the R1 ACT Formation Proposal. Nomination forms must be accompanied by a single cover letter signed by the chair of the nominating entity. You may attach resumes or other supporting documentation as needed.

The ACT will meet monthly for 90 minutes during the workday. Members must be willing to attend meetings and actively participate in the development of the ACT work plan and evaluation of transportation projects for selection in the Statewide Transportation Improvement Plan (STIP). For more information on ACTs and STIP, go to:

- [http://www.oregon.gov/odot/comm/pages/act\\_main.aspx](http://www.oregon.gov/odot/comm/pages/act_main.aspx)
- <http://www.oregon.gov/odot/td/stip/pages/default.aspx>

Each applicant must return a form for each nominee to [Kimberly.Dinwiddie@odot.state.or.us](mailto:Kimberly.Dinwiddie@odot.state.or.us).

Nominating Entity Information			
Organization Name:	<b>City of Tualatin</b>	Submittal Date:	<b>02/06/2018</b>
Signing Authority	Tualatin Mayor Frank Bubenik	Number of Nominees:	<b>1</b>
Email Address	<b>fbubenik@tualatin.gov</b>	Phone Number:	<b>503-515-7346</b>

Nominee Information	
Candidate Name:	Paul Morrison
Occupation	Retired (Commercial Equipment Finance), Stay at Home Dad
Phone Number	503-881-2579

Is this nominee an elected official? YES  NO

If yes, what elected position do they hold?  
 Councilor - City of Tualatin

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**Describe the candidate's experience in transportation policy, project development, project delivery and/or finance.**

Twenty five years in the Commercial Finance industry, specializing in transportation and construction equipment.

Worked with other city councilors to support Measure 32-282, the city of Tualatin's transportation and pedestrian safety bond. (\$20 million bond passed in May 2017)

**Does this nominee fulfill your requirement of a business or labor stakeholder? If so, what are their qualifications specific to this role?**

N/A

**Will this nominee represent the interests of environmental justice or health stakeholders? If so, please describe their qualifications specific to this role.**

N/A

**CURRENT ORGANIZATIONS**

- Tualatin City Councilor.
- Tualatin Development Commissioner
- Tualatin Budget Committee
- Clackamas County Coordinating Committee
- C4 Metro Subcommittee
- Tualatin Together

**BUSINESS EXPERIENCE**

**Karl Storz Endoscopy**

**Newcourt Financial**

**Heller Financial**

**Textron Financial Corporation**

**GE Capital Corporation**

**CIT Corporation**

**J.I. Case Credit Corporation**

**San Gabriel High School**

**EDUCATION**

*Pepperdine University, Malibu, California*  
Master of Science Degree, Technology Management

*California State University, Northridge, Northridge, California*  
Bachelor of Arts Degree, Liberal Studies

*Fullerton College, Fullerton, California*  
Associates of Arts Degree, Liberal Arts

## Memorandum

**To:** C4 Metro Subcommittee  
**From:** Trent Wilson, Government Affairs Specialist  
**Re:** R1ACT Clackamas Urban Cities Discussion  
**Date:** March 07, 2019

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### Summary:

Clackamas County Coordinating Committee selects its Executive Committee Members annually, according to the C4 Bylaws.

### The current C4 Executive Committee includes:

1. County: Chair Jim Bernard – C4 Co-Chair
2. Rural City: Mayor Brian Hodson – C4 Co-Chair
3. Urban City: Councilor Theresa Kohlhoff (Interim, completing Jeff Gudman’s term)
4. CPOs and Hamlets: Laurie Freeman Swanson
5. Fire District: Matthew Silva
6. Sewer/water District: Nancy Gibson

### *\*Interim*

**City Selection:** The selection process for cities includes an opportunity for an urban city caucus to select an urban city representative and a rural city caucus to select a rural city representative for the Executive Committee.

**CPO and Hamlet Selection:** The bylaws are silent on how the Hamlet and CPO selection process occurs. Historically, the CPO and Hamlet (and Villages) caucus in advance of the meeting and notify C4 of their Executive Committee selection.

**County and Special Districts:** These positions are self-appointed from the jurisdictions they represent.

**Required for March 7 meeting:** Urban and Rural Cities should caucus and determine their representatives for the Executive Committee.

### **Note:**

**Co-Chair Selection:** At the next Executive Committee meeting on March 11, 2019. The C4 Executive Committee will choose from amongst its members to select the non-County co-chair in accordance with the C4 Bylaws.

# Potential Revenue (\$30/year)

City	Population (July 1, 2017)	Annual Revenue*
Lake Oswego**	34,855	\$703,222
Oregon City	34,240	\$690,807
West Linn	25,615	\$516,794
Wilsonville**	21,260	\$428,938
Milwaukie	20,510	\$413,798
Happy Valley	18,680	\$376,877
Canby	16,420	\$331,281
Gladstone	11,660	\$235,246
Sandy	10,655	\$214,969

City	Population (July 1, 2017)	Annual Revenue*
Damascus***	10,625	\$214,364
Molalla	9,085	\$183,294
Estacada	3,155	\$63,654
Tualatin**	2,911	\$58,741
Portland**	766	\$15,455
Johnson City	565	\$11,399
Rivergrove**	459	\$9,253
Barlow	135	\$2,724
County	412,672	\$5,588,520

**Strategic Investment Fund (SIF): \$1,117,704**

\*Based on population, per state law

\*\*Part of this city is outside Clackamas County

\*\*\*Per state law, funds that would have gone to the former city go to the county for 10 years





**Tuesday, February 26, 2019**

*Church of the Nazarene, 4180 S.E. Jennings Ave.*

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7-7:45 p.m. - **Community Forum on the plans and local impact of upcoming housing initiatives.** County Housing Director Jill Smith will speak to housing need and to plans for how the Metro Housing Bond funding is likely to roll out across the County and the specific community goals and values being set around that work.

7:45 p.m. **Business Meeting Call to Order**  
Introductions

Treasurer's Report

Approval of January Meeting Minutes

7:53 p.m.\* **Budget Request:** Proposal to purchase public address speaker and wireless microphone for Jennings Lodge CPO

**Jennings Lodge CPO Land Use**

8:15 p.m.\* **Next Possible Steps for the Jennings Lodge CPO**

**Jennings Lodge CPO Board Elections**

- Current slate of Nominees/Terms for the Jennings Lodge CPO Board:  
2-Year Term: Co-Chairs: Jane Morrison and Amanda Gresen; Treasurer: Grover Jeffrey Bornefeld; Director-at-Large: Terry John Gibson.  
1-Year Term: Vice Chair: Karen Bjorklund; Secretary: Mary Ott Piper.
- Other Voting Member Nominees from the Floor
- Elections

\*Times Tentative

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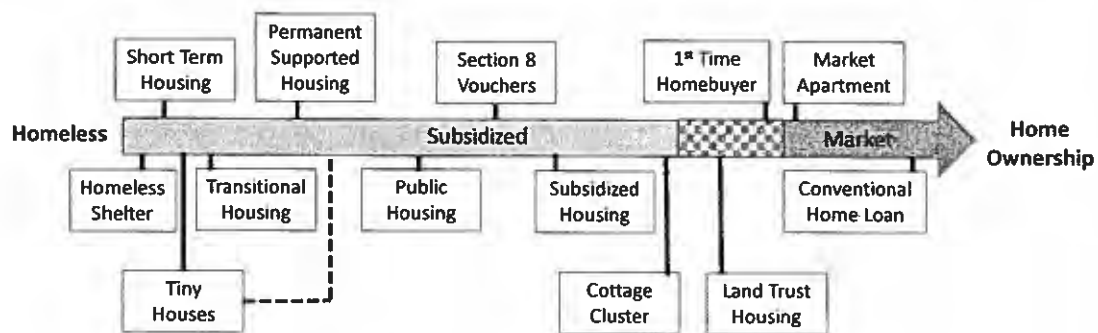
The next regular business meeting of the Jennings Lodge CPO will be held March 26.

**For more information, email [jenningslodgecpo@gmail.com](mailto:jenningslodgecpo@gmail.com)**

# Housing Affordability and Homelessness in Clackamas County

Jill Smith, Director of Housing  
Vahid Brown, Housing Policy Coordinator  
Health, Housing & Human Services

## Housing Continuum





## Coordinated Housing Access (CHA)

The unhoused people who are eligible for a housing program, but have not been placed:

- 1,258 Households
- 2,369 People (compare PIT + Schools: 2,293)

## Springwater Corridor Survey Key Findings

- Largely local, largely chronic. 83% of this population has lived in Oregon ten years or more, and most were last housed in the neighborhood in which they now sleep outside. Over 87% have been houseless a year or more.
- Service ready, but not service connected. Nearly 85% report having no caseworker or person helping to get housing, while most are interested in receiving services. Most common reason why no caseworker: don't know how to get one.
- Isolated from family, but connected to "street family". About 70% live outside without other family members, yet 71% percent live with a group. Most common reason cited for living on Springwater Trail was presence of friends there.
- Houselessness is an *economic* condition. Top factors cited as contributors to houselessness were job loss (41%) and eviction (40%). Top barriers to housing named were lack of money and unemployment.
- For women, houselessness is intertwined with violence. Domestic violence named as 4<sup>th</sup> most common contributing factor, and 78% of those who cite this are women. Majority of women (and minority of men) report violence and harassment since becoming houseless.

## Housing Affordability: Key Terms

- Area Median Income (AMI)
  - 80% AMI or less: low income
  - 50% AMI or less: very low income
  - 30% AMI or less: extremely low income
  - For 2018 AMI info: <https://www.portlandoregon.gov/phb/article/684577>
- Housing is “affordable” when it costs 30% or less of total household income
  - Households paying more than 30% of income are “cost/rent burdened”
  - Paying more than 50% of income are “extremely cost/rent burdened”

## General Housing Statistics – Clackamas County

- 147,736 Total Households
- Average Household Size - 2.56
- Average Family Size – 3.04

	30%	50%	60%	80%	100%	120%
	Extremely Low Income	Very Low Income	Lower Income	Low Income	Median Income	Middle Income
Household Size	2018	2018	2018	2018	2018	2018
3	\$21,990	\$36,650	\$43,980	\$58,640	\$73,260	\$87,912

- Average 2-Bedroom Rent + Utilities - \$1,400
- Affordability = 30% of HH Income for Rent + Utilities

## Public Housing

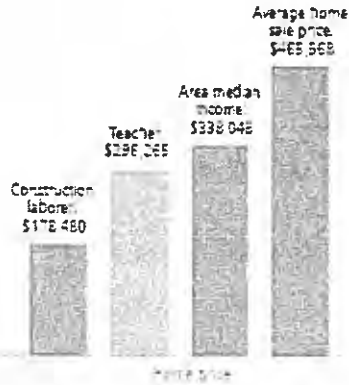
- The Housing Authority currently has 582 units of public housing
- Partnering non-profits manage another 420 units
- Housing Authority administers 1,681 housing vouchers

## Housing Authority Waitlists

- In 2017, the Housing Authority opened the public housing waitlist for new applicants
- 7,892 households applied
- 3,510 were added to the waitlist (up to 10 years)
- Current waitlist: 4,132 families
  - 81% are extremely low income
  - 91% are non-elderly
  - 32% are disabled heads of households

## Homeownership is out of reach for many

Average home price an individual can afford



**\$465,568**

average home sale price, in 2017

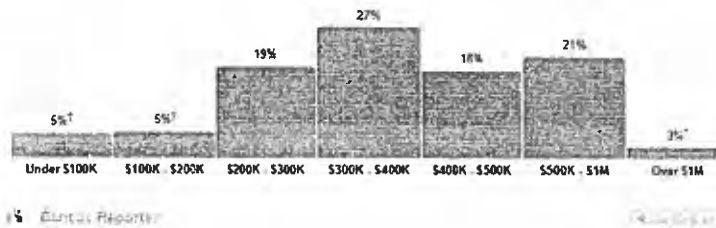


...up 6.8% from 2016

## Clackamas County

1. The median home value in Clackamas County, the highest in the state, is \$374,900.

Clackamas County, OR  
Value of owner-occupied housing units



## Frequent User Service Engagement (FUSE)

- Funded through the Affordable Housing and Services Fund
- 1 year analysis in partnership with PSU's Homelessness Research and Action Collaborative
- Includes hospital emergency departments, first responders, criminal justice and homeless services systems.
- Purpose: Identify the most frequent utilizers across these systems and quantify the costs born by the community in absence of housing

## Housing Authority Developments

- Rosewood Terrace – 212 units of affordable housing, Dec 2020
- Pleasant Avenue – 24 units for homeless veterans, Fall 2019
- Veterans Village – 15 unit transitional shelter community, Oct 2018
- Housing Authority Redevelopment – 400 units to be redeveloped in Oregon City and Milwaukie at a 4-1 redevelopment target.

## Clackamas County Goals

Create housing for over

**2,500**



county residents.

Develop approximately

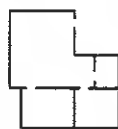
**812**



new affordable housing units.

Meet the needs of families by making at least

**406**



units two bedroom or larger.

Develop at least

**40%**



of new affordable units to extremely low-income families earning 30% or less of AMI

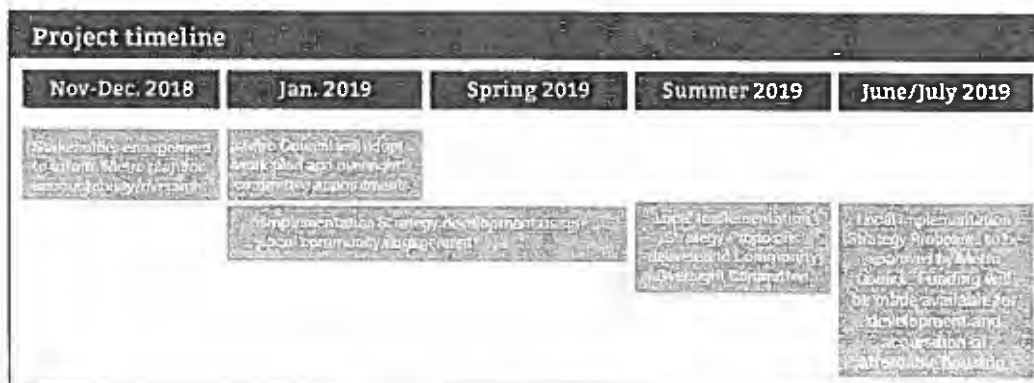
Create affordable homes for low-income families earning between

**61-80%**



of AMI by using up to 10% of the funding.

## Implementation timeline





## Water Meter Replacement Program

Oak Lodge Water Services is underway with a program to upgrade and replace all 8,200 water meters for District homes and businesses.

- Why** The new radio-read meters replace analog meters that must be read manually – saving time and money, and eliminating errors. Over the years, the District had acquired a variety of models, and many are at the end of their useful life.
- Where** Water meters are located in small underground vaults close to each home or business.
- How** Teams of professional installers are working neighborhood-by-neighborhood. They started in January 2019 and installed 1,200 meters in the first two months. The program is on-schedule to be completed by the end of 2019.
- When** In 2014, the District began replacing meters with a standard model capable of being read wirelessly. District crews installed 2,100 radio-read meters in three years (2015-2018). The professional installers are speeding up the conversion, which will be finished in 2019.
- How Much** Water rates will not increase to pay for the new meters, which cost \$207.54 each. Professional installation saves an overall estimated \$200,000. Ongoing labor savings from more efficient meter reading will produce additional annual savings.
- Learn More** Go to <https://www.oaklodgewaterservices.org/water/page/water-meter-replacement-program>
- Questions** Contact OLWS Civil Engineer (Haakon [Ogbeide/haakon@olwsd.org](mailto:Ogbeide/haakon@olwsd.org)/503-353-4209)



**Olson LLC**  
Meter Contractor For  
**OAK LODGE**  
WATER SERVICES



**Context:** LFO indicates that State of Oregon will have a "Current Service Level" budget deficit of \$623.3 million for the 2019-2021 biennium. The deficit is attributable to Medicaid. The Governor and legislators are also proposing up to \$2 billion more in additional investments, primarily in education, in addition to "Current Service Level" budgets.

**OSCC Draft Fiscal Proposal:**

- (1) Provider tax on DRG hospitals as outlined in Gov's budget (\$98 million)
- (2) Insurance tax as outlined in Gov's budget (\$410 million)
- (3) Adoption of state eProcurement system (\$400 million to \$1.6 billion in cost savings)
- (4) Suspend kicker for use in 2019-2021 biennium (\$724 million)
- (5) If necessary, work within existing corporate tax framework (corporate income or corporate minimum) to enact increases on a minimum dollar-for-dollar basis (1:1) with cost containment measures.

**Budget impact:** Covers the entire \$623 million deficit with an additional \$600 million in net revenue (not including any cost savings or potential corporate tax revenue) for targeted investment.

**OSCC Endorsed Budget Investments:**

- (1) \$70 million community college for CTE expansion (in addition to baseline \$647 million community college budget)
- (2) \$70 million community college to expand student success programs (in addition to baseline \$647 million community college budget)
- (2) \$130 million Measure 98 funding
- (3) Additional early education investments
- (4) OSCC recognizes the work of the Joint Student Success Committee and supports additional K-12 investments above CSL.

**At this time, OSCC does not support:**

- (1) Taxes levied on gross business income
- (2) Employer Medicaid assessments/taxes
- (3) Paid Family Leave assessments/taxes
- (4) Additional taxes on local families and small business