

**OAK LODGE WATER SERVICES DISTRICT
&
OAK LODGE WATER SERVICES AUTHORITY**

BOARD OF DIRECTORS



DECEMBER 20, 2022

JOINT REGULAR MEETING



**JOINT REGULAR MEETING
OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY
BOARD OF DIRECTORS
DECEMBER 20, 2022 at 6:00 p.m.**

1. Call to Order and Hybrid Meeting Facilitation Protocols
2. Call for Public Comment
3. Presentation of Wastewater Master Plan Draft Capital Improvement Plan
4. Consent Agenda
 - a. October 2022 Financial Report
 - b. Approval of November 15, 2022 Board Meeting Minutes
 - c. Approval of December 9, 2022 Board Meeting Minutes
 - d. Approval of Email Use and Email Retention Policies
5. Consideration of Purchase of Aerzen Blower
6. Consideration of Preliminary Engineering Task Order for Tertiary Treatment
7. Consideration of Resolution No. 2022-0012 Delegating Contracting Authority and Establishing Spending Authority for the General Manager
8. Consideration of Resolution No. 2022-0013 Establishing a Budget Committee
9. Appointment of Budget Committee Members
10. Appointment of 2023 Board Officers
11. Assignment of 2023 Board Liaisons
12. Assignment of 2023 Board Sub-Committees
13. Business from the Board
14. Department Reports
 - a. General Manager
 - b. Human Resources
 - c. Finance

- d. Technical Services
- e. Field Operations
- f. Plant Operations

15. Recess to Executive Session

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

16. Adjourn Executive Session

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

17. Adjourn Regular Meeting

OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Call to Order
Item No.	1
Date	December 20, 2022

Summary

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

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



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	December 20, 2022

Summary

The Board of Directors welcomes comment from members of the public.

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

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



Historic Downtown Oak Grove

RECEIVED
NOV 17 2022

November 14, 2022

Oak Lodge Water Services District
14496 SE River Road
Oak Grove, Oregon 97267

Oak Lodge Water Services District,

Historic Downtown Oak Grove (HDOG) would like to thank the Oak Lodge Water Services District for their generous donation of \$250 and also participating in the Sixth Annual Oak Grove Halloween event this year.

The event was a smashing success! As we were informed by Alexa Morris and Antonio Canisales who volunteered to participate in the event, 1,100 pieces of candy were handed out by them within the first hour and fifteen minutes of the three-hour event. If this is an indication of the number of children we served at the event, that's a lot of happy faces and . . . way more than we ever expected.

HDOG is once again heartened by your donation and participation. Your continued support provides another opportunity for our community to come together and shows how much you value the people in our community.

With gratitude for helping to make the Sixth Annual Oak Halloween event a terrific success,

Suzanne Wolf, President

Suzanne Wolf

Gillian Eubanks, Treasurer

Gillian Eubanks

Kathy Witkowski, Director-At-Large

Kathy Witkowski

cc: Alexa Morris
Antonio Canisales

Ann Saunders-Webb, Vice-President

Ann Saunders Webb

Dave Richards Oshiro, Director-At-Large

David Richards Oshiro

Carol LaTourette, Director-At-Large

Carol LaTourette

Jennifer Salvia, Director-At-Large

Jenny Salvia

DONATION RECEIPT-Keep for your records

Organization: Historic Downtown Oak Grove
Date Received: October 11, 2022
Cash Contribution: \$250

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AGENDA ITEM

To	Board of Directors
From	Brad Albert, District Engineer
Title	Presentation of Wastewater Master Plan Draft Capital Improvement Plan
Item No.	3
Date	December 20, 2022

Summary

Oak Lodge Water Services (OLWS) has contracted with Water Systems Consulting, Inc. (WSC) to prepare the Wastewater Master Plan. The Wastewater Master Plan will evaluate the adequacy of the wastewater collection and treatment systems to provide safe and reliable service to customers and recommend capital improvements necessary to maintain that level of service into the future.

Capital Improvement Plan Assumptions

The Capital Improvement Plan (CIP) was developed based on deficiencies within the collection and treatment systems, respectively. Collection systems projects were identified to correct the hydraulic and condition deficiencies identified during the Wastewater Master Plan analysis. Treatment systems projects were identified to correct current and potential future hydraulic, condition, or regulatory requirement deficiencies. Existing CIP projects currently in the 6-year plan were not modified except when the new projects deemed them obsolete or to apply inflation to previously estimated costs.

The design concepts and associated costs presented in this CIP are conceptual in nature due to the limited design information that is available at this stage of project planning. For pipeline replacement projects, OLWS' GIS data was used to estimate quantities for pipeline length, depth, services, and pavement restoration. The scope of work for non-pipeline projects and studies were approximated based on equipment and/or facility size and comparison with similar replacement projects. As each project progresses into design and construction, the associated costs may vary as project-specific requirements are identified.

All estimates provided in the CIP were prepared in conformance with the Class 5 Opinion of Probable Construction Costs as developed by the Association for the Advancement of Cost Engineering for projects that have been developed to a conceptual report level. The purpose of a Class 5 Estimate is to provide a conceptual cost that can be used in budgetary planning. The expected range in accuracy of a Class 5 estimate is from -20 percent to -50 percent low and +30 percent to 100 percent high and is typically developed through analogy to costs from similar

construction, judgment, and parametric models. To account for the limited accuracy, each project cost estimate also includes an appropriate level of contingency to account for additional costs that cannot be identified at the conceptual phase of a project. These cost estimates are based on unit costs developed using a combination of data from RS Means CostWorks® and recent bids, experience with similar projects, and foreseeable regulatory requirements. Costs are tied to an Engineering News Record (ENR) Construction Cost Index (CCI). The ENR CCI can be used to adjust projected future costs based on monthly updates to the CCI. It is important these costs be updated using the CCI during each budgeting cycle to reflect inflation.

For budgeting purposes, the construction cost estimates were adjusted to account for contingency to capture unknown aspects of the work at the planning stage and for the “soft costs” required to plan, design, and manage each project through construction.

How were projects prioritized?

Projects were divided into three categories: planning, collection system, and treatment. Each project category received its own set of prioritization rankings and followed the prioritization methodology previously presented to the Board and shown in Table 1. Projects were generally recommended to be implemented in order of prioritization. In some cases, the order of projects does not strictly follow the prioritization order to take advantage of efficiencies in bundling certain projects together, where one project must be completed prior to a subsequent project, or where other schedule drivers exist.

Table 1: Prioritization Criteria

Scoring Criteria	Weight
Asset Criticality and Condition	4
Customer Criticality	2
Regulatory Mandates	3
Relationship to Other Projects/Coordination	2
Leverages Outside Funding	2
Level of Service	2
OLWS Board Goals and Adopted Plans	2.5
Public Interest	1
O&M Effectiveness/Efficiency	2.5

Project Descriptions

Major project initiatives from each category are summarized below:

Planning Projects

Project P-1 (Wastewater Master Plan Update) is recommended to occur at 5-year intervals to ensure the Wastewater Master Plan is prioritizing the most important projects for OLWS. Updating at 5-year intervals will allow the plan to be revised to reflect the latest data and while being able to leverage the models created as part of this project.

Collection System Projects

Projects C-1 through C-6 are targeting rainfall derived infiltration and inflow (RDII) within each of OLWS' collection system basins. Each RDII reduction project includes budget for performing flow monitoring to establish a baseline of RDII within the basin, rehabilitating all mains with PACP Grade 4 and Grade 5 defects, and performing post-rehabilitation flow monitoring to measure the level of RDII reduction. Mains with Grade 4 and Grade 5 defects should be rehabilitated or replaced within 10 years to avoid a failure within the collection system. By prioritizing these mains within the RDII reduction projects, OLWS is performing work that is already needed as part of a condition-based repair program. The Lift Station 5 basin was selected as the first basin to be completed due to its location upstream of the Lift Station 2 wet well where SSOs have recently occurred. The Lift Station 5 basin also has a significant quantity of Grade 4 and Grade 5 defect pipe.

Projects C-1L through C-6L are optional projects aimed to accompany C-1 through C-6 and to fix all laterals on the Grade 4 and 5 defect pipes. RDII reduction is improved by repairing laterals in addition to the mains. Past data has indicated 20% RDII reduction is possible through rehabilitating pipes only but it increases to 30% reduction if the lateral is repaired from the main to the right-of-way. This value jumps to 65% reduction if the entire lateral is done in addition to the main. The values presented in these projects represent fixing all laterals on the Grade 4 and 5 pipes to maximize the level of RDII reduction. Inspections during the project design phase will determine which laterals require repairs.

Project C-7 is intended to provide annual budget for fixing Grade 4 and Grade 5 defect pipe after the conclusion of all the RDII reduction work. The annual budget assumes that in 10 years, an equivalent amount of additional Grade 4 and Grade 5 defects to the existing system conditions will arise and require rehabilitation.

Projects C-8 through C-11 represent upgrades in pipe diameter for trunk mains that the hydraulic model has identified as undersized. The RDII reduction work in projects C-1 through C-6 will reduce the amount of flow through these pipes and could possibly reduce or even eliminate the amount of upsizing needed. For budgeting purposes, costs are based on the upsizing required to convey the existing level of RDII.

Projects C-12 through C-19 are current 6-year capital plan projects.

Any reduction in I&I achieved through these capital projects decreases the wear and increases the longevity of the Wastewater Treatment Plant's equipment.

Treatment Projects

Projects T-1, T-2, T-4 through T-7, and T-10 are all projects necessary to upgrade secondary treatment to meet potential new permit requirements for nutrient removal.

Projects T-3, T-9, and T-13 would replace blowers and secondary clarifier mechanical equipment that are in poor condition.

Projects T-8 and T-11 would improve the functionality and flexibility of the secondary treatment system.

Project T-12 and T-13 will provide tertiary filtration to meet current total suspended solids limits in the new permit, including future filter media replacement years after the equipment is in operation.

Projects T-14 and T-15 will replace aging equipment in the ultraviolet (UV) disinfection system.

Projects T-16 and T-17 will rehabilitate the Influent Lift Station.

Project T-18 through T-22 provide condition-based replacements and improvements to equipment within the WWTP headworks.

Projects T-23 through T-25 and T-27 through T-29 provide condition-based rehabilitation or replacement of aging components of the treatment system.

Project T-26 includes construction of a new solids handling facility in the southeast corner of the WWTP site.

Attachments

1. Recommended 30-Year CIP for OLWS

T-24	GBT Refurbishment	12	\$ 250,000				\$ 250,000							
T-25	TWAS Pump Replacement	12	\$ 75,000				\$ 75,000							
T-26	Solids Handling Upgrades	7	\$ 35,000,000											\$ 35,000,000
T-27	W3 Sodium Hypochlorite System Replacement	29	\$ 150,000								\$ 150,000			
T-28	Secondary Clarifier 3 and 4 Rehab Project	6	\$ 3,700,000											\$ 3,700,000
T-29	Ongoing Electrical Equipment Replacement and Upgrades	25	\$ 2,315,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 500,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 1,500,000
T-30	Plant Drain Pump Replacement	27	\$ 120,000				\$ 120,000							
Treatment Projects Subtotal			\$ 67,995,000	\$ 1,225,000	\$ 6,570,000	\$ 6,490,000	\$ 1,710,000	\$ 780,000	\$ 1,695,000	\$ 2,490,000	\$ 380,000	\$ 210,000	\$ 200,000	\$ 46,245,000
Planning (P) Projects														
P-1	Wastewater Master Plan Update		\$ 2,220,000				\$ 370,000						\$ 370,000	\$ 1,480,000
Planning Projects Subtotal			\$ 2,220,000	\$ -	\$ -	\$ -	\$ -	\$ 370,000	\$ -	\$ -	\$ -	\$ -	\$ 370,000	\$ 1,480,000
Total			\$ 155,404,500	\$ 2,611,000	\$ 12,230,000	\$ 13,477,500	\$ 6,147,000	\$ 4,598,000	\$ 3,051,000	\$ 8,348,000	\$ 10,046,000	\$ 7,922,000	\$ 9,985,000	\$ 76,989,000

Note: OWLS' fiscal year runs from July 1 - June 30. The 2023 fiscal year began on July 1, 2022.

Current 2023 through 2028 CIP Budget for comparison \$ 19,694,000 \$ 3,614,000 \$ 5,300,000 \$ 5,025,000 \$ 1,605,000 \$ 2,700,000 \$ 1,450,000

Avg Annual FY33-52 \$ 3,849,450
Avg Annual FY24-32 \$ 8,422,722



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 4
Date December 20, 2022

Summary

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

The Consent Agenda includes:

- a. **October 2022 Financial Report**
- b. **Approval of November 15, 2022 Board Meeting Minutes**
- c. **Approval of December 9, 2022 Board Meeting Minutes**
- d. **Approval of Email Use and Email Retention Policies**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	October 2022 Financial Reports
Item No.	4a
Date	December 20, 2022

Reports

- October 2022 Monthly Overview (Including Cash and Investment Balances)
- October 2022 Budget to Actual Report
- October 2022 Budget Account Roll Up Report

**Oak Lodge Water Services
Monthly Overview
October 2022**

This report summarizes the revenues and expenditures for October 2022. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

Cash and Investments

Account Balances As of:		
October 30, 2022	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552		\$ 1,768,830
LGIP	2.10%	\$ 12,887,453
Total		\$ 14,656,283

1. The District's checks, electronic withdrawals, and bank drafts total \$1.4 million for October 2022. There were 3 voided checks.

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.

<u>GL Account</u>	<u>Service Charge</u>	<u>Budget Estimate</u>	<u>Period Amount</u>	<u>Year-to-Date Amount</u>	<u>Percentage of Budget</u>
10-00-4211	Water sales	4,351,000	419,101	1,651,772	37.96%
20-00-4212	Wastewater charges	9,199,000	817,004	2,971,736	32.30%
30-00-4213	Watershed protection	1,592,000	133,858	521,113	32.73%
	Subtotal	\$ 15,142,000	\$ 1,369,963	\$ 5,144,621	33.98%

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

Expenses by Budget Category

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

FY 2023				
Expense Category	Adopted Budget	Budget YTD	Actuals YTD	% Spent
Personnel Services	\$ 5,374,000	1,791,333	1,652,667	92%
Materials & Services	\$ 5,372,953	1,790,984	1,552,767	87%
Capital Outlay	\$ 7,282,340	2,427,447	1,507,917	62%
		6,009,764	\$ 4,713,351	78%

With respect to expenditures, at the end of October expenditures are overall 25.8% of budget, excluding Contingencies, with 33.3% of the fiscal year completed.

Review of expenditure lines that are above 30% of budget:

1. **5130 – Overtime** is 38.4% of budget. Overtime paid is over budget for Finance / Administrative and Wastewater Collections team. Finance overtime is driven by increased audit recommendations for proper internal controls. Collections team overtime is driven by a variety of items. There were several collections and plant work callouts, and multiple water main breaks for which assistance was needed. With the arrival of a Field Supervisor there is overtime. This account will continue to be watched through the next quarter for trending since there is a limited budget for this expense.
2. **5260 – Unemployment** is 47.7% of budget. This account is expected to be overbudget since the cost will all be in the first half of the fiscal year, comparing to portion of the annual budget each monthly report.
3. **6410 – Mileage** is at 45.9% of budget. Mileage continues to be driven by the re-start of in-person trainings and conferences. This account will continue to be watched through the next quarter for trending since there is a limited budget for this expense.
4. **6420 – Staff Training** is 41.4% of budget. October was an active convention month for many: WEFTEC, APWA, OGFOA, in addition to annual forklift operator training and annual confined space training.
5. **6710 – Water Purchases** is 41.3% of budget. This is historically consistent in the first quarter of each fiscal year and 55% of water purchase occur within the first half of each fiscal year. This will balance out after the first six months.
6. **6760 – Equipment Rental** is 50.0% of budget. Even after the budget transfer, this account will appear overbudget due to timing of the expense in the first quarter of the fiscal year. This will level out in the second half of the fiscal year.

Low Income Rate Relief Program Overview

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

The LIRR Program provides the following discounts:

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

The number of customers for each utility receiving the low-income rates are estimated for October 31, 2022 billing. The accounts within this cycle are in the process of converting to the new low-income rate codes. The total number of customers enrolled in LIRR are split between the two billing cycles and can vary in total by utility.

	Budget	Budget YTD	Actual YTD	% Spent
LIRR Program Cap	\$ 75,710	25,237	21,009	83%

	# of Customers Current Month	Discount Provided	Fiscal Year To Date
Drinking Water	68	1,270.24	4,800.81
Wastewater	64	3,536.37	13,834.31
Watershed Protection	64	617.60	2,373.90
		5,424.21	21,009.02

General Ledger
Budget to Actual



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Period 04 - 04
Fiscal Year 2023

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund balance	1,168,115.00	0.00	1,492,542.83	0.00	127.77
	<i>Beginning Fund Balance</i>	<i>1,168,115.00</i>	<i>0.00</i>	<i>1,492,542.83</i>	<i>0.00</i>	<i>127.77</i>
	NonDivisional	1,168,115.00	0.00	1,492,542.83	0.00	127.77
	Fund Balance	1,168,115.00	0.00	1,492,542.83	0.00	127.77
	NonDivisional					
	<i>Revenue</i>					
05-00-4227	System	0.00	0.00	1,533.00	0.00	0.00
	Development-Compliance					
05-00-4230	Contracted Services	57,400.00	4,000.00	21,400.00	0.00	37.28
	Revenue					
05-00-4610	Investment revenue	3,000.00	2,829.29	8,827.81	0.00	294.26
05-00-4630	Miscellaneous revenues	10,000.00	1,184.00	6,463.23	0.00	64.63
	<i>Revenue</i>	<i>70,400.00</i>	<i>8,013.29</i>	<i>38,224.04</i>	<i>0.00</i>	<i>54.30</i>
	NonDivisional	70,400.00	8,013.29	38,224.04	0.00	54.30
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,008,000.00	84,000.00	336,000.00	0.00	33.33
05-29-4920	Transfer in from Fund 20	1,920,000.00	160,000.00	640,000.00	0.00	33.33
05-29-4930	Transfer in from Fund 30	1,008,000.00	84,000.00	336,000.00	0.00	33.33
	<i>Revenue</i>	<i>3,936,000.00</i>	<i>328,000.00</i>	<i>1,312,000.00</i>	<i>0.00</i>	<i>33.33</i>
	Transfers & Contingencies	3,936,000.00	328,000.00	1,312,000.00	0.00	33.33
	Revenue	4,006,400.00	336,013.29	1,350,224.04	0.00	33.70
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	705,000.00	60,360.63	240,136.85	0.00	34.06
05-01-5130	Overtime	12,000.00	1,497.89	8,523.82	0.00	71.03
05-01-5210	Healthdental insurance	125,000.00	10,292.91	41,025.87	0.00	32.82
05-01-5230	Social security	55,000.00	3,883.92	17,607.68	0.00	32.01
05-01-5240	Retirement	138,000.00	11,213.11	43,478.33	0.00	31.51
05-01-5250	TrimetWBF	6,000.00	493.98	1,957.98	0.00	32.63
05-01-5260	Unemployment	20,000.00	0.00	9,529.00	0.00	47.65
05-01-5270	Workers compensation	1,000.00	24.94	99.76	0.00	9.98
05-01-5290	Other employee benefits	2,000.00	110.95	191.65	0.00	9.58
	<i>Personnel Services</i>	<i>1,064,000.00</i>	<i>87,878.33</i>	<i>362,550.94</i>	<i>0.00</i>	<i>34.07</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	375,000.00	31,044.50	73,773.07	0.00	19.67
05-01-6120	Accounting and audit services	76,000.00	0.00	0.00	0.00	0.00
05-01-6155	Contracted Services	200,000.00	21,146.77	48,312.89	104,262.12	24.16
05-01-6180	Dues and subscriptions	60,000.00	5,291.56	13,826.53	0.00	23.04
05-01-6220	Electricity	13,000.00	1,230.93	5,402.22	7,597.78	41.56
05-01-6240	Natural gas	4,000.00	117.03	398.38	2,640.00	9.96

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other utilities	10,000.00	284.86	1,035.97	1,912.97	10.36
05-01-6310	Janitorial services	15,000.00	1,283.57	5,134.28	10,268.56	34.23
05-01-6320	Buildings and grounds maint	35,000.00	745.55	7,768.21	5,964.40	22.19
05-01-6410	Mileage	2,700.00	58.75	1,831.34	0.00	67.83
05-01-6420	Staff training	12,000.00	1,117.82	6,157.46	0.00	51.31
05-01-6440	Board Expense	2,000.00	0.00	0.00	0.00	0.00
05-01-6510	Office supplies	32,000.00	5,445.97	12,414.81	3,331.00	38.80
05-01-6730	Communications	2,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	4,000.00	0.00	905.93	1,114.56	22.65
05-01-6770	Bank charges	160,000.00	10,634.77	46,901.40	100,311.00	29.31
05-01-6780	Taxes, Fees, Permits	2,000.00	0.00	0.00	0.00	0.00
05-01-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,005,700.00</i>	<i>78,402.08</i>	<i>223,862.49</i>	<i>237,402.39</i>	<i>22.26</i>
	AdminFinance	2,069,700.00	166,280.41	586,413.43	237,402.39	28.33
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	278,000.00	23,303.17	91,944.91	0.00	33.07
05-02-5130	Overtime	5,000.00	58.09	58.09	0.00	1.16
05-02-5210	Healthdental insurance	36,000.00	2,735.39	10,441.31	0.00	29.00
05-02-5230	Social security	22,000.00	1,753.70	6,910.66	0.00	31.41
05-02-5240	Retirement	50,000.00	4,186.36	16,487.00	0.00	32.97
05-02-5250	TrimetWBF	3,000.00	186.63	735.90	0.00	24.53
05-02-5270	Workers compensation	1,000.00	10.35	41.40	0.00	4.14
05-02-5290	Other employee benefits	1,000.00	32.03	219.51	0.00	21.95
	<i>Personnel Services</i>	<i>396,000.00</i>	<i>32,265.72</i>	<i>126,838.78</i>	<i>0.00</i>	<i>32.03</i>
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	52,000.00	2,044.80	10,792.70	0.00	20.76
05-02-6175	Records Management	8,500.00	731.44	2,021.96	2,790.96	23.79
05-02-6230	Telephone	63,000.00	3,565.40	15,409.19	39,385.85	24.46
05-02-6410	Mileage	1,000.00	0.00	605.02	0.00	60.50
05-02-6420	Staff training	25,000.00	1,168.07	4,450.02	0.00	17.80
05-02-6440	Board Expense	7,000.00	602.87	1,897.00	0.00	27.10
05-02-6510	Office supplies	2,200.00	109.99	109.99	0.00	5.00
05-02-6540	Safety Supplies	2,000.00	52.84	52.84	0.00	2.64
05-02-6560	Uniforms	38,000.00	4,630.49	11,565.53	3,800.00	30.44
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	300,000.00	14,934.53	59,738.12	0.00	19.91
05-02-6730	Communications	38,100.00	424.34	1,506.25	1,500.00	3.95
05-02-6740	Advertising	6,000.00	0.00	425.00	0.00	7.08
05-02-6900	Miscellaneous expense	1,000.00	0.00	27.19	0.00	2.72
	<i>Materials & Services</i>	<i>546,300.00</i>	<i>28,264.77</i>	<i>108,600.81</i>	<i>47,476.81</i>	<i>19.88</i>
	Human Resources	942,300.00	60,530.49	235,439.59	47,476.81	24.99
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	549,000.00	36,761.96	145,713.74	0.00	26.54
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	Healthdental Insurance	83,000.00	6,067.92	24,646.35	0.00	29.69
05-03-5230	Social security	43,000.00	2,755.35	10,939.27	0.00	25.44
05-03-5240	Retirement	102,000.00	6,929.86	27,467.85	0.00	26.93
05-03-5250	TrimetWBF	5,000.00	293.44	1,160.21	0.00	23.20
05-03-5270	Workers compensation	1,000.00	19.42	77.68	0.00	7.77
05-03-5290	Other employee benefits	2,000.00	32.03	32.03	0.00	1.60
	<i>Personnel Services</i>	<i>790,000.00</i>	<i>52,859.98</i>	<i>210,037.13</i>	<i>0.00</i>	<i>26.59</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	90,500.00	1,878.75	17,177.78	39,016.75	18.98
05-03-6180	Dues and subscriptions	0.00	298.92	1,376.76	0.00	0.00
05-03-6350	Computer maintenance	313,103.00	11,829.74	71,194.19	76,258.63	22.74
05-03-6410	Mileage	1,000.00	280.63	323.87	0.00	32.39
05-03-6420	Staff training	10,500.00	1,708.80	4,343.59	0.00	41.37
05-03-6430	Certifications	2,000.00	0.00	575.00	0.00	28.75

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6530	Small tools and equipment	0.00	0.00	250.00	0.00	0.00
05-03-6540	Safety supplies	5,000.00	128.60	1,019.57	2,186.20	20.39
05-03-6550	Operational Supplies	3,000.00	0.00	0.00	0.00	0.00
05-03-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>426,103.00</i>	<i>16,125.44</i>	<i>96,260.76</i>	<i>117,461.58</i>	<i>22.59</i>
	Technical Services	1,216,103.00	68,985.42	306,297.89	117,461.58	25.19
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicle equipment maintenance	75,000.00	8,790.28	20,642.82	0.00	27.52
05-04-6520	Fuels and Oils	51,000.00	4,149.41	14,643.60	0.00	28.71
	<i>Materials & Services</i>	<i>126,000.00</i>	<i>12,939.69</i>	<i>35,286.42</i>	<i>0.00</i>	<i>28.01</i>
	Vehicle Services	126,000.00	12,939.69	35,286.42	0.00	28.01
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	788,412.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>788,412.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	788,412.00	0.00	0.00	0.00	0.00
05	Expense	5,142,515.00	308,736.01	1,163,437.33	402,340.78	22.62
	Administrative Services	32,000.00	27,277.28	1,679,329.54	-402,340.78	5,247.90
10	Drinking Water					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,015,771.00	0.00	918,515.80	0.00	90.43
	<i>Beginning Fund Balance</i>	<i>1,015,771.00</i>	<i>0.00</i>	<i>918,515.80</i>	<i>0.00</i>	<i>90.43</i>
	NonDivisional	1,015,771.00	0.00	918,515.80	0.00	90.43
	Fund Balance	1,015,771.00	0.00	918,515.80	0.00	90.43
	NonDivisional					
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	30,000.00	5,361.40	19,914.78	0.00	66.38
10-00-4211	Water sales	4,351,000.00	419,101.03	1,651,772.18	0.00	37.96
10-00-4215	Penalties and late charges	15,000.00	1,432.48	4,961.66	0.00	33.08
10-00-4220	System development charges	0.00	0.00	2,181.60	0.00	0.00
10-00-4240	Service installations	10,000.00	-1,945.00	10,856.00	0.00	108.56
10-00-4280	Rents & leases	180,000.00	23,044.69	66,566.63	0.00	36.98
10-00-4290	Other charges for services	10,000.00	-310.00	3,730.00	0.00	37.30
10-00-4610	Investment revenue	3,000.00	584.23	1,993.38	0.00	66.45
10-00-4630	Miscellaneous revenues	25,000.00	745.37	14,674.97	0.00	58.70
	<i>Revenue</i>	<i>4,624,000.00</i>	<i>448,014.20</i>	<i>1,776,651.20</i>	<i>0.00</i>	<i>38.42</i>
	NonDivisional	4,624,000.00	448,014.20	1,776,651.20	0.00	38.42
	Revenue	4,624,000.00	448,014.20	1,776,651.20	0.00	38.42
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	723,000.00	59,525.19	233,985.09	0.00	32.36
10-20-5130	Overtime	31,000.00	3,415.31	9,126.94	0.00	29.44
10-20-5210	Healthdental insurance	134,000.00	8,957.66	35,668.90	0.00	26.62
10-20-5230	Social Security	56,000.00	4,738.19	18,321.95	0.00	32.72
10-20-5240	Retirement	133,000.00	11,982.63	46,412.91	0.00	34.90
10-20-5250	TrimetWBF	6,000.00	505.73	1,953.57	0.00	32.56
10-20-5270	Workers compensation	19,000.00	536.90	2,147.60	0.00	11.30
10-20-5290	Other employee benefits	5,000.00	32.03	32.03	0.00	0.64
	<i>Personnel Services</i>	<i>1,107,000.00</i>	<i>89,693.64</i>	<i>347,648.99</i>	<i>0.00</i>	<i>31.40</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	166,500.00	43,498.93	67,355.45	61,543.83	40.45
10-20-6220	Electricity	38,000.00	2,720.36	13,133.86	24,866.14	34.56
10-20-6240	Natural gas	3,500.00	203.83	807.32	2,000.00	23.07
10-20-6290	Other utilities	3,600.00	366.37	1,287.48	2,271.32	35.76
10-20-6320	Buildings & grounds	10,000.00	0.00	1,237.70	0.00	12.38
10-20-6340	Distribution system maint	200,000.00	15,326.26	68,893.24	55,344.33	34.45
10-20-6410	Mileage	500.00	0.00	108.74	0.00	21.75
10-20-6420	Staff training	12,500.00	2,644.40	8,803.26	0.00	70.43
10-20-6430	Certifications	2,000.00	250.00	416.00	0.00	20.80
10-20-6530	Small tools & equipment	9,000.00	889.46	9,133.13	0.00	101.48
10-20-6540	Safety supplies	15,000.00	1,597.07	4,649.17	4,605.22	30.99
10-20-6550	Operational Supplies	7,000.00	349.24	4,244.27	0.00	60.63
10-20-6710	Purchased water	1,170,000.00	95,059.20	483,056.09	686,943.91	41.29
10-20-6715	Water quality program	16,000.00	0.00	825.48	0.00	5.16
10-20-6760	Equipment Rental	8,000.00	0.00	5,099.00	0.00	63.74
10-20-6780	Taxes, Fees, Permits	19,000.00	8,460.77	13,666.27	2,457.30	71.93
10-20-6900	Miscellaneous expense	1,000.00	195.00	216.85	0.00	21.69
	<i>Materials & Services</i>	<i>1,681,600.00</i>	<i>171,560.89</i>	<i>682,933.31</i>	<i>840,032.05</i>	<i>40.61</i>
	Drinking Water	2,788,600.00	261,254.53	1,030,582.30	840,032.05	36.96
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank loan-principal	188,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank loan-interest	21,063.00	0.00	10,531.35	0.00	50.00
	<i>Materials & Services</i>	<i>209,063.00</i>	<i>0.00</i>	<i>10,531.35</i>	<i>0.00</i>	<i>5.04</i>
	Debt Service	209,063.00	0.00	10,531.35	0.00	5.04
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	336,000.00	0.00	33.33
10-29-8171	Transfers out to Fund 71	928,000.00	77,333.00	309,336.00	0.00	33.33
10-29-9000	Contingency	706,108.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>2,642,108.00</i>	<i>161,333.00</i>	<i>645,336.00</i>	<i>0.00</i>	<i>24.43</i>
	Transfers & Contingencies	2,642,108.00	161,333.00	645,336.00	0.00	24.43
10	Expense	5,639,771.00	422,587.53	1,686,449.65	840,032.05	29.90
	Drinking Water	0.00	25,426.67	1,008,717.35	-840,032.05	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	1,207,862.00	0.00	1,335,180.47	0.00	110.54
	<i>Beginning Fund Balance</i>	<i>1,207,862.00</i>	<i>0.00</i>	<i>1,335,180.47</i>	<i>0.00</i>	<i>110.54</i>
	NonDivisional	1,207,862.00	0.00	1,335,180.47	0.00	110.54
	Fund Balance	1,207,862.00	0.00	1,335,180.47	0.00	110.54
	NonDivisional Revenue					
20-00-4212	Wastewater charges	9,199,000.00	817,003.96	2,971,735.82	0.00	32.30
20-00-4215	Penalties & late charges	7,000.00	879.02	2,848.60	0.00	40.69
20-00-4220	System development charges	100,000.00	0.00	20,660.00	0.00	20.66
20-00-4290	Other charges for services	10,000.00	955.50	4,831.00	0.00	48.31
20-00-4610	Investment revenue	1,000.00	97.59	363.76	0.00	36.38
20-00-4630	Miscellaneous revenues	2,000.00	401.50	803.00	0.00	40.15
	<i>Revenue</i>	<i>9,319,000.00</i>	<i>819,337.57</i>	<i>3,001,242.18</i>	<i>0.00</i>	<i>32.21</i>
	NonDivisional	9,319,000.00	819,337.57	3,001,242.18	0.00	32.21

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Revenue	9,319,000.00	819,337.57	3,001,242.18	0.00	32.21
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular employees	681,000.00	51,244.66	202,619.65	0.00	29.75
20-21-5130	Overtime	40,000.00	1,654.02	12,411.63	0.00	31.03
20-21-5210	Healthdental insurance	185,000.00	13,376.57	53,406.15	0.00	28.87
20-21-5230	Social security	53,000.00	3,961.59	16,139.85	0.00	30.45
20-21-5240	Retirement	123,000.00	9,479.45	38,533.66	0.00	31.33
20-21-5250	TrimetWBF	6,000.00	423.70	1,726.77	0.00	28.78
20-21-5270	Workers compensation	12,000.00	542.98	2,171.92	0.00	18.10
20-21-5290	Other employee benefits	5,000.00	32.03	32.03	0.00	0.64
	<i>Personnel Services</i>	<i>1,105,000.00</i>	<i>80,715.00</i>	<i>327,041.66</i>	<i>0.00</i>	<i>29.60</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	253,750.00	15,333.45	67,649.40	210,455.75	26.66
20-21-6180	Dues and subscriptions	0.00	0.00	112.21	0.00	0.00
20-21-6220	Electricity	307,000.00	19,384.04	83,105.25	223,894.75	27.07
20-21-6240	Natural gas	2,000.00	24.29	96.95	240.00	4.85
20-21-6250	Solid waste disposal	52,000.00	0.00	5,818.81	4,406.19	11.19
20-21-6290	Other utilities	0.00	180.00	540.00	0.00	0.00
20-21-6310	Janitorial services	11,000.00	907.48	3,629.92	7,259.84	33.00
20-21-6320	Buildings & grounds	58,000.00	3,729.04	15,687.06	29,832.32	27.05
20-21-6342	WRF system maintenance	200,000.00	14,986.11	63,358.02	57,704.24	31.68
20-21-6410	Mileage	1,000.00	0.00	378.75	0.00	37.88
20-21-6420	Staff training	9,000.00	18.00	5,230.09	0.00	58.11
20-21-6430	Certifications	2,000.00	0.00	240.00	0.00	12.00
20-21-6525	Chemicals	65,000.00	5,089.82	22,208.73	42,791.27	34.17
20-21-6530	Small tools & equipment	10,000.00	13.99	667.99	0.00	6.68
20-21-6540	Safety supplies	23,500.00	2,009.80	10,348.97	12,876.96	44.04
20-21-6550	Operational Supplies	17,500.00	339.86	5,524.69	0.00	31.57
20-21-6590	Other supplies	5,000.00	0.00	263.95	0.00	5.28
20-21-6740	Advertising	500.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes, Fees, Permits	100,700.00	5,963.44	27,912.38	35,130.65	27.72
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,118,950.00</i>	<i>67,979.32</i>	<i>312,773.17</i>	<i>624,591.97</i>	<i>27.95</i>
	Wastewater-Plant	2,223,950.00	148,694.32	639,814.83	624,591.97	28.77
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	507,000.00	40,419.74	146,961.59	0.00	28.99
20-22-5130	Overtime	11,000.00	3,243.95	11,692.47	0.00	106.30
20-22-5210	Healthdental insurance	109,000.00	8,173.65	31,647.41	0.00	29.03
20-22-5230	Social security	40,000.00	3,312.14	12,031.36	0.00	30.08
20-22-5240	Retirement	65,000.00	6,066.17	21,713.15	0.00	33.40
20-22-5250	TrimetWBF	4,000.00	353.94	1,282.88	0.00	32.07
20-22-5270	Workers compensation	11,000.00	404.25	1,617.00	0.00	14.70
20-22-5290	Other employee benefits	5,000.00	32.03	32.03	0.00	0.64
	<i>Personnel Services</i>	<i>752,000.00</i>	<i>62,005.87</i>	<i>226,977.89</i>	<i>0.00</i>	<i>30.18</i>
	<i>Materials & Services</i>					
20-22-6155	Contracted Services	12,500.00	0.00	2,535.08	14.92	20.28
20-22-6220	Electricity	50,000.00	2,827.02	11,492.61	38,507.39	22.99
20-22-6290	Other utilities	2,000.00	46.91	353.64	328.88	17.68
20-22-6320	Buildings & grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection system maint.	45,000.00	0.00	240.00	1,425.00	0.53
20-22-6410	Mileage	1,000.00	0.00	56.40	0.00	5.64
20-22-6420	Staff training	18,000.00	2,007.62	9,418.67	0.00	52.33
20-22-6430	Certifications	2,000.00	437.00	977.00	0.00	48.85
20-22-6530	Small tools & equipment	15,000.00	561.96	1,300.98	0.00	8.67
20-22-6540	Safety supplies	9,000.00	1,678.37	2,168.55	2,038.68	24.10
20-22-6550	Operational Supplies	5,000.00	0.00	485.19	0.00	9.70
20-22-6560	Uniforms	0.00	0.00	833.44	0.00	0.00
20-22-6780	Taxes, Fees, Permits	25,000.00	748.80	4,104.64	8,204.80	16.42
20-22-6900	Miscellaneous expense	1,000.00	12.54	12.54	0.00	1.25
	<i>Materials & Services</i>	<i>186,500.00</i>	<i>8,320.22</i>	<i>33,978.74</i>	<i>50,519.67</i>	<i>18.22</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Wastewater-Collections	938,500.00	70,326.09	260,956.63	50,519.67	27.81
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	1,920,000.00	160,000.00	640,000.00	0.00	33.33
20-29-8150	Transfers out to Fund 50	3,435,000.00	0.00	587,000.00	0.00	17.09
20-29-8172	Transfers out to Fund 72	1,500,000.00	125,000.00	500,000.00	0.00	33.33
20-29-9000	Contingency	509,412.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>7,364,412.00</i>	<i>285,000.00</i>	<i>1,727,000.00</i>	<i>0.00</i>	<i>23.45</i>
	Transfers & Contingencies	7,364,412.00	285,000.00	1,727,000.00	0.00	23.45
	Expense	10,526,862.00	504,020.41	2,627,771.46	675,111.64	24.96
20	Wastewater Reclam.	0.00	315,317.16	1,708,651.19	-675,111.64	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	467,895.00	0.00	474,100.27	0.00	101.33
	<i>Beginning Fund Balance</i>	<i>467,895.00</i>	<i>0.00</i>	<i>474,100.27</i>	<i>0.00</i>	<i>101.33</i>
	NonDivisional	467,895.00	0.00	474,100.27	0.00	101.33
	Fund Balance	467,895.00	0.00	474,100.27	0.00	101.33
	NonDivisional Revenue					
30-00-4213	Watershed protection fees	1,592,000.00	133,857.81	521,113.43	0.00	32.73
30-00-4215	Penalties & late charges	1,000.00	225.21	895.54	0.00	89.55
30-00-4290	Other charges for services	25,000.00	1,270.00	7,217.50	0.00	28.87
30-00-4610	Investment revenue	2,000.00	524.86	1,672.01	0.00	83.60
	<i>Revenue</i>	<i>1,620,000.00</i>	<i>135,877.88</i>	<i>530,898.48</i>	<i>0.00</i>	<i>32.77</i>
	NonDivisional	1,620,000.00	135,877.88	530,898.48	0.00	32.77
	Revenue	1,620,000.00	135,877.88	530,898.48	0.00	32.77
	Watershed Protection Personnel Services					
30-23-5110	Regular employees	96,000.00	8,181.13	32,180.54	0.00	33.52
30-23-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
30-23-5210	Healthdental insurance	30,000.00	2,664.43	10,626.50	0.00	35.42
30-23-5230	Social Security	8,000.00	609.87	2,403.84	0.00	30.05
30-23-5240	Retirement	18,000.00	1,466.06	5,766.70	0.00	32.04
30-23-5250	TrimetWBF	1,000.00	65.14	255.86	0.00	25.59
30-23-5270	Workers compensation	1,000.00	76.54	306.16	0.00	30.62
30-23-5290	Other employee benefits	1,000.00	32.00	32.00	0.00	3.20
	<i>Personnel Services</i>	<i>160,000.00</i>	<i>13,095.17</i>	<i>51,571.60</i>	<i>0.00</i>	<i>32.23</i>
	Materials & Services					
30-23-6155	Contracted Services	147,000.00	27,781.25	45,797.80	99,310.20	31.15
30-23-6340	System maintenance	25,000.00	4,470.00	4,470.00	0.00	17.88
30-23-6420	Staff training	6,000.00	0.00	61.50	0.00	1.03
30-23-6530	Small tools & equipment	6,000.00	1,799.69	3,543.74	0.00	59.06
30-23-6540	Safety supplies	1,000.00	0.00	0.00	0.00	0.00
30-23-6550	Operational Supplies	1,500.00	925.00	925.00	0.00	61.67
30-23-6730	Communications	58,000.00	0.00	4,273.50	9,726.50	7.37
30-23-6780	Taxes, Fees, Permits	4,300.00	0.00	0.00	0.00	0.00
30-23-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>249,800.00</i>	<i>34,975.94</i>	<i>59,071.54</i>	<i>109,036.70</i>	<i>23.65</i>
	Watershed Protection	409,800.00	48,071.11	110,643.14	109,036.70	27.00
	Debt Service					
	<i>Materials & Services</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-24-6814	Principal Payment-KS Statebank	115,741.00	0.00	115,740.74	0.00	100.00
30-24-6824	Interest Paid-KS Statebank	4,259.00	0.00	4,259.26	0.00	100.01
	<i>Materials & Services</i>	<i>120,000.00</i>	<i>0.00</i>	<i>120,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	120,000.00	0.00	120,000.00	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	336,000.00	0.00	33.33
30-29-8173	Transfers out to Fund 73	250,000.00	20,833.00	83,336.00	0.00	33.33
30-29-9000	Contingency	300,095.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,558,095.00</i>	<i>104,833.00</i>	<i>419,336.00</i>	<i>0.00</i>	<i>26.91</i>
	Transfers & Contingencies	1,558,095.00	104,833.00	419,336.00	0.00	26.91
	Expense	2,087,895.00	152,904.11	649,979.14	109,036.70	31.13
30	Watershed Protection	0.00	-17,026.23	355,019.61	-109,036.70	0.00
50	WW Revenue Bond Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	592,666.00	0.00	520,121.80	0.00	87.76
	<i>Beginning Fund Balance</i>	<i>592,666.00</i>	<i>0.00</i>	<i>520,121.80</i>	<i>0.00</i>	<i>87.76</i>
	NonDivisional	592,666.00	0.00	520,121.80	0.00	87.76
	Fund Balance	592,666.00	0.00	520,121.80	0.00	87.76
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment revenue	1,000.00	675.32	2,151.31	0.00	215.13
	<i>Revenue</i>	<i>1,000.00</i>	<i>675.32</i>	<i>2,151.31</i>	<i>0.00</i>	<i>215.13</i>
	NonDivisional	1,000.00	675.32	2,151.31	0.00	215.13
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	3,435,000.00	0.00	587,000.00	0.00	17.09
	<i>Revenue</i>	<i>3,435,000.00</i>	<i>0.00</i>	<i>587,000.00</i>	<i>0.00</i>	<i>17.09</i>
	Transfers & Contingencies	3,435,000.00	0.00	587,000.00	0.00	17.09
	Revenue	3,436,000.00	675.32	589,151.31	0.00	17.15
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	946,261.00	0.00	470,839.00	0.00	49.76
50-24-6811	2021 IFA Loan Principal	310,030.00	0.00	0.00	0.00	0.00
50-24-6813	JPM Bank Loan Principal	1,420,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	282,964.00	0.00	116,159.00	0.00	41.05
50-24-6822	2021 IFA Loan Interest	168,839.00	0.00	0.00	0.00	0.00
50-24-6823	JPM Bank Loan Interest	306,050.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>3,434,144.00</i>	<i>0.00</i>	<i>586,998.00</i>	<i>0.00</i>	<i>17.09</i>
	Debt Service	3,434,144.00	0.00	586,998.00	0.00	17.09
	Expense	3,434,144.00	0.00	586,998.00	0.00	17.09
50	WW Revenue Bond Debt Service	594,522.00	675.32	522,275.11	0.00	87.85
71	Drinking Water Capital					
	NonDivisional					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-00-3500	<i>Beginning Fund Balance</i>					
	Fund balance	3,911,900.00	0.00	4,539,370.77	0.00	116.04
	<i>Beginning Fund Balance</i>	<i>3,911,900.00</i>	<i>0.00</i>	<i>4,539,370.77</i>	<i>0.00</i>	<i>116.04</i>
	NonDivisional	3,911,900.00	0.00	4,539,370.77	0.00	116.04
	Fund Balance	3,911,900.00	0.00	4,539,370.77	0.00	116.04
	NonDivisional					
71-00-4221	<i>Revenue</i>					
	System	50,000.00	0.00	60,875.00	0.00	121.75
71-00-4225	Development-Reimburse					
	System	50,000.00	0.00	56,553.00	0.00	113.11
71-00-4610	Development-Improvement					
	Investment revenue	30,000.00	8,190.42	25,959.39	0.00	86.53
	<i>Revenue</i>	<i>130,000.00</i>	<i>8,190.42</i>	<i>143,387.39</i>	<i>0.00</i>	<i>110.30</i>
	NonDivisional	130,000.00	8,190.42	143,387.39	0.00	110.30
	Transfers & Contingencies					
71-29-4910	<i>Revenue</i>					
	Transfer in from Fund 10	928,000.00	77,333.00	309,336.00	0.00	33.33
	<i>Revenue</i>	<i>928,000.00</i>	<i>77,333.00</i>	<i>309,336.00</i>	<i>0.00</i>	<i>33.33</i>
	Transfers & Contingencies	928,000.00	77,333.00	309,336.00	0.00	33.33
	Drinking Water					
	Revenue	1,058,000.00	85,523.42	452,723.39	0.00	42.79
71-20-7200	<i>Capital Outlay</i>					
	Infrastructure	470,000.00	36,789.04	118,048.29	174,054.70	25.12
71-20-7520	Equipment	64,000.00	0.00	26,017.50	0.00	40.65
71-20-7530	Information Technology	30,000.00	1,215.83	13,363.91	6,061.65	44.55
71-20-7600	Capital Improvement	2,275,000.00	442,836.21	904,621.40	962,597.52	39.76
	Projects					
	<i>Capital Outlay</i>	<i>2,839,000.00</i>	<i>480,841.08</i>	<i>1,062,051.10</i>	<i>1,142,713.87</i>	<i>37.41</i>
	Drinking Water	2,839,000.00	480,841.08	1,062,051.10	1,142,713.87	37.41
	Transfers & Contingencies					
71-29-9000	<i>Transfers & Contingencies</i>					
	Contingency	288,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>288,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	288,000.00	0.00	0.00	0.00	0.00
71	Expense	3,127,000.00	480,841.08	1,062,051.10	1,142,713.87	33.96
	Drinking Water Capital	1,842,900.00	-395,317.66	3,930,043.06	-1,142,713.87	213.25
72	Wastewater Reclamation Capital					
	NonDivisional					
72-00-3500	<i>Beginning Fund Balance</i>					
	Fund balance	4,006,108.00	0.00	4,176,788.10	0.00	104.26
	<i>Beginning Fund Balance</i>	<i>4,006,108.00</i>	<i>0.00</i>	<i>4,176,788.10</i>	<i>0.00</i>	<i>104.26</i>
	NonDivisional	4,006,108.00	0.00	4,176,788.10	0.00	104.26
	Fund Balance	4,006,108.00	0.00	4,176,788.10	0.00	104.26
	NonDivisional					
72-00-4610	<i>Revenue</i>					
	Investment revenue	30,000.00	7,582.75	24,288.01	0.00	80.96
	<i>Revenue</i>	<i>30,000.00</i>	<i>7,582.75</i>	<i>24,288.01</i>	<i>0.00</i>	<i>80.96</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	NonDivisional	30,000.00	7,582.75	24,288.01	0.00	80.96
	Transfers & Contingencies					
	<i>Revenue</i>					
72-29-4920	Transfer in from Fund 20	1,500,000.00	125,000.00	500,000.00	0.00	33.33
	<i>Revenue</i>	<i>1,500,000.00</i>	<i>125,000.00</i>	<i>500,000.00</i>	<i>0.00</i>	<i>33.33</i>
	Transfers & Contingencies	1,500,000.00	125,000.00	500,000.00	0.00	33.33
	<i>Revenue</i>	1,530,000.00	132,582.75	524,288.01	0.00	34.27
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7400	Improvement other than Bldgs	75,000.00	0.00	0.00	45,000.00	0.00
72-21-7520	Equipment	345,000.00	119,115.00	158,769.69	14,727.00	46.02
72-21-7530	Information Technology	127,849.00	12,723.33	18,307.90	105,831.76	14.32
72-21-7600	Capital Improvement Projects	1,136,151.00	16,057.92	87,013.92	248,102.85	7.66
	<i>Capital Outlay</i>	<i>1,684,000.00</i>	<i>147,896.25</i>	<i>264,091.51</i>	<i>413,661.61</i>	<i>15.68</i>
	Wastewater-Plant	1,684,000.00	147,896.25	264,091.51	413,661.61	15.68
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	74,340.00	10,575.00	34,915.28	0.00	46.97
72-22-7520	Equipment	37,478.00	0.00	0.00	37,478.00	0.00
72-22-7530	Information Technology	201,424.00	1,215.84	6,800.40	5,574.26	3.38
72-22-7600	Capital Improvement Projects	2,146,098.00	59,745.37	137,329.19	249,118.77	6.40
	<i>Capital Outlay</i>	<i>2,459,340.00</i>	<i>71,536.21</i>	<i>179,044.87</i>	<i>292,171.03</i>	<i>7.28</i>
	Wastewater-Collections	2,459,340.00	71,536.21	179,044.87	292,171.03	7.28
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	361,834.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>361,834.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	361,834.00	0.00	0.00	0.00	0.00
72	Expense	4,505,174.00	219,432.46	443,136.38	705,832.64	9.84
	Wastewater Reclamation Capital	1,030,934.00	-86,849.71	4,257,939.73	-705,832.64	413.02
73	Watershed Protection Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	2,173,058.00	0.00	2,142,036.57	0.00	98.57
	<i>Beginning Fund Balance</i>	<i>2,173,058.00</i>	<i>0.00</i>	<i>2,142,036.57</i>	<i>0.00</i>	<i>98.57</i>
	NonDivisional	2,173,058.00	0.00	2,142,036.57	0.00	98.57
	Fund Balance	2,173,058.00	0.00	2,142,036.57	0.00	98.57
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment revenue	10,000.00	2,493.35	8,563.78	0.00	85.64
	<i>Revenue</i>	<i>10,000.00</i>	<i>2,493.35</i>	<i>8,563.78</i>	<i>0.00</i>	<i>85.64</i>
	NonDivisional	10,000.00	2,493.35	8,563.78	0.00	85.64
	Transfers &					

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>Encumbered</u>	<u>% of Budget</u>
	Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer in from Fund 30	250,000.00	20,833.00	83,336.00	0.00	33.33
	<i>Revenue</i>	<i>250,000.00</i>	<i>20,833.00</i>	<i>83,336.00</i>	<i>0.00</i>	<i>33.33</i>
	Transfers & Contingencies	250,000.00	20,833.00	83,336.00	0.00	33.33
	<i>Revenue</i>	260,000.00	23,326.35	91,899.78	0.00	35.35
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7520	Equipment	18,647.00	0.00	0.00	18,647.00	0.00
73-23-7600	Capital Improvement Projects	281,353.00	2,729.50	2,729.50	21,864.21	0.97
	<i>Capital Outlay</i>	<i>300,000.00</i>	<i>2,729.50</i>	<i>2,729.50</i>	<i>40,511.21</i>	<i>0.91</i>
	Watershed Protection	300,000.00	2,729.50	2,729.50	40,511.21	0.91
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
73-29-9000	Contingency	50,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>50,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	50,000.00	0.00	0.00	0.00	0.00
	<i>Expense</i>	350,000.00	2,729.50	2,729.50	40,511.21	0.78
73	Watershed Protection Capital	2,083,058.00	20,596.85	2,231,206.85	-40,511.21	107.11
Revenue Total		25,853,400.00	1,981,350.78	8,317,078.39	0.00	0.3217
Expense Total		34,813,361.00	2,091,251.10	8,222,552.56	3,915,578.89	0.2362

General Ledger
Account Roll up



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Period 04 - 04
Fiscal Year 2023

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue				
4210	Water Sales - CRW	30,000.00	5,361.40	19,914.78	66.38
4211	Water sales	4,351,000.00	419,101.03	1,651,772.18	37.96
4212	Wastewater Charges	9,199,000.00	817,003.96	2,971,735.82	32.30
4213	Watershed protection fees	1,592,000.00	133,857.81	521,113.43	32.73
4215	Penalties & late charges	23,000.00	2,536.71	8,705.80	37.85
4220	System Development Charges	100,000.00	0.00	22,841.60	22.84
4221	System Development-Reimburse	50,000.00	0.00	60,875.00	121.75
4225	System Development-Improvement	50,000.00	0.00	56,553.00	113.11
4227	System Development-Compliance	0.00	0.00	1,533.00	0.00
4230	Contract services	57,400.00	4,000.00	21,400.00	37.28
4240	Service installations	10,000.00	-1,945.00	10,856.00	108.56
4280	Rents & leases	180,000.00	23,044.69	66,566.63	36.98
4290	Other charges for services	45,000.00	1,915.50	15,778.50	35.06
4610	Investment revenue	80,000.00	22,977.81	73,819.45	92.27
4630	Miscellaneous revenues	37,000.00	2,330.87	21,941.20	59.30
4910	Transfer in from Fund 10	1,936,000.00	161,333.00	645,336.00	33.33
4920	Transfer in from Fund 20	6,855,000.00	285,000.00	1,727,000.00	25.19
4930	Transfer in from Fund 30	1,258,000.00	104,833.00	419,336.00	33.33
		25,853,400.00	1,981,350.78	8,317,078.39	32.17
Revenue	Revenue				
Expense	Expense				
5110	Regular employees	3,539,000.00	279,796.48	1,093,542.37	30.90
5130	Overtime	109,000.00	9,869.26	41,812.95	38.36
5210	Employee Ins	702,000.00	52,268.53	207,462.49	29.55
5230	Social Security	277,000.00	21,014.76	84,354.61	30.45
5240	Retirement	629,000.00	51,323.64	199,859.60	31.77
5250	Trimet	31,000.00	2,322.56	9,073.17	29.27
5260	Unemployment	20,000.00	0.00	9,529.00	47.65
5270	Workers compensation	46,000.00	1,615.38	6,461.52	14.05
5290	Other employee benefits	21,000.00	303.10	571.28	2.72
6110	Legal services	375,000.00	31,044.50	73,773.07	19.67
6120	Accounting & audit services	76,000.00	0.00	0.00	0.00
6155	Contracted Services	922,250.00	111,683.95	259,621.10	28.15
6175	Records Management	8,500.00	731.44	2,021.96	23.79
6180	Dues & subscriptions	60,000.00	5,590.48	15,315.50	25.53
6220	Electricity	408,000.00	26,162.35	113,133.94	27.73
6230	Telephone	63,000.00	3,565.40	15,409.19	24.46
6240	Natural gas	9,500.00	345.15	1,302.65	13.71
6250	Solid waste disposal	52,000.00	0.00	5,818.81	11.19
6290	Other utilities	15,600.00	878.14	3,217.09	20.62
6310	Janitorial services	26,000.00	2,191.05	8,764.20	33.71
6320	Buildings & grounds	104,000.00	4,474.59	24,692.97	23.74
6330	Vehicle & equipment maint.	75,000.00	8,790.28	20,642.82	27.52
6340	Distribution system maint	225,000.00	19,796.26	73,363.24	32.61
6342	Collection system maint.	245,000.00	14,986.11	63,598.02	25.96
6350	Computer maintenance	313,103.00	11,829.74	71,194.19	22.74
6410	Mileage	7,200.00	339.38	3,304.12	45.89
6420	Staff training	93,000.00	8,664.71	38,464.59	41.36
6430	Certifications	8,000.00	687.00	2,208.00	27.60
6440	Board travel & training	9,000.00	602.87	1,897.00	21.08

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6510	Office supplies	34,200.00	5,555.96	12,524.80	36.62
6520	Fuel & oils	51,000.00	4,149.41	14,643.60	28.71
6525	Chemicals	65,000.00	5,089.82	22,208.73	34.17
6530	Small tools & equipment	40,000.00	3,265.10	14,895.84	37.24
6540	Safety supplies	55,500.00	5,466.68	18,239.10	32.86
6550	Operational Supplies	34,000.00	1,614.10	11,179.15	32.88
6560	Uniforms	38,000.00	4,630.49	12,398.97	32.63
6590	Other supplies	5,000.00	0.00	263.95	5.28
6610	Board compensation	2,500.00	0.00	0.00	0.00
6620	Election Costs	32,000.00	0.00	0.00	0.00
6710	Purchased water	1,170,000.00	95,059.20	483,056.09	41.29
6715	Water quality program	16,000.00	0.00	825.48	5.16
6720	Insurance	300,000.00	14,934.53	59,738.12	19.91
6730	Communications	98,100.00	424.34	5,779.75	5.89
6740	Advertising	6,500.00	0.00	425.00	6.54
6760	Equipment Rental	12,000.00	0.00	6,004.93	50.04
6770	Bank charges	160,000.00	10,634.77	46,901.40	29.31
6780	Taxes, Fees & Permits	151,000.00	15,173.01	45,683.29	30.25
6810	2010 SRF Loan Principal	946,261.00	0.00	470,839.00	49.76
6811	2010 IFA Loan Principal	310,030.00	0.00	0.00	0.00
6813	JPM Bank Loan Principal	1,420,000.00	0.00	0.00	0.00
6814	Principal Payment-KS Statebank	115,741.00	0.00	115,740.74	100.00
6815	Zions Bank loan-principal	188,000.00	0.00	0.00	0.00
6820	2010 SRF Loan Interest	282,964.00	0.00	116,159.00	41.05
6822	2010 IFA Loan Interest	168,839.00	0.00	0.00	0.00
6823	JPM Bank Loan Interest	306,050.00	0.00	0.00	0.00
6824	Interest Paid-KS Statebank	4,259.00	0.00	4,259.26	100.01
6825	Zions Bank loan-interest	21,063.00	0.00	10,531.35	50.00
6900	Miscellaneous expense	7,000.00	207.54	256.58	3.67
7200	Infrastructure	544,340.00	47,364.04	152,963.57	28.10
7400	Improvement other than Bldgs	75,000.00	0.00	0.00	0.00
7520	Equipment	465,125.00	119,115.00	184,787.19	39.73
7530	Information Technology	359,273.00	15,155.00	38,472.21	10.71
7600	Capital Improvement Projects	5,838,602.00	521,369.00	1,131,694.01	19.38
8105	Transfers out to Fund 05	3,936,000.00	328,000.00	1,312,000.00	33.33
8150	Transfers out to Fund 50	3,435,000.00	0.00	587,000.00	17.09
8171	Transfers out to Fund 71	928,000.00	77,333.00	309,336.00	33.33
8172	Transfers out to Fund 72	1,500,000.00	125,000.00	500,000.00	33.33
8173	Transfers out to Fund 73	250,000.00	20,833.00	83,336.00	33.33
9000	Contingency	<u>3,003,861.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Expense	Expense	34,845,361.00	2,091,251.10	8,222,552.56	23.60
Revenue Total		25,853,400.00	1,981,350.78	8,317,078.39	0.3217
Expense Total		34,845,361.00	2,091,251.10	8,222,552.56	0.236
Grand Total		<u>-8,991,961.00</u>	<u>-109,900.32</u>	<u>94,525.83</u>	<u>-0.0105</u>



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	4b & c
Date	December 20, 2022

Summary of Minutes for Approval

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

Attachments

1. November 15, 2022 Board Meeting Minutes



**OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY
BOARD OF DIRECTORS
JOINT REGULAR MEETING MINUTES – 6:00 P.M.
NOVEMBER 15, 2022**

OLWSD Board of Directors – Members Present

Susan Keil	President
Paul Gornick	Treasurer
Kevin Williams	Director

OLWSA Board of Directors – Members Present

Susan Keil	Chair
Paul Gornick	Treasurer
Kevin Williams	Director

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Gail Stevens	Finance Director
Brad Albert	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
David Hawkins	Plant Operations Superintendent
Jeff Page	Utility Operations Director
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Laura Westmeyer	Cable Huston
Scott Duren	Water Systems Consulting, Inc.
Mark Strahota	Brown and Caldwell

1. Call to Order & Hybrid Meeting Facilitation Protocols

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

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

2. Call for Public Comment

Larry Hermo provided comments related to watershed protection rates. Chair Keil explained the rate setting process and goals of the Watershed Protection Program. Staff will work with the customer to better understand their situation.

3. Presentation of Tertiary Treatment Options

District Engineer Albert introduced consultants Scott Duren and Mark Strahota, who presented on the tertiary treatment options from the Alternatives Analysis.

The Board asked clarifying questions and discussed the project cost, timeline, and public outreach. There was consensus to move forward.

4. Consent Agenda

Items on the Consent Agenda included:

- The September 2022 Financial Report,
- The October 18, 2022 regular meeting minutes,
- An agreement with Eurofins Environment Testing Northwest for contracted services, and
- An amendment on the WWMP with WSC for flow monitoring.

Treasurer Gornick moved to approve the Consent Agenda. Director Williams seconded.

The Board asked clarifying questions regarding the Financial Report.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil, Treasurer Gornick, and Director Williams.

MOTION CARRIED

5. Presentation of Quarterly Capital Project Status Report

District Engineer Albert outlined the status of capital projects. Finance Director Stevens detailed the Capital Outlay Tracker.

The Board provided feedback on the Capital Outlay Tracker and asked clarifying questions related to capital projects.

6. Consideration of Resolution No. 2022-0011 Approving a FY 2023 Budget Transfer

Finance Director Stevens overviewed the proposed budget transfer and resolution.

The Board asked clarifying questions regarding amending the budget transfer and resolution to reflect the recent Oregon Department of Environmental Quality (DEQ) violations fine.

Treasurer Gornick moved to adopt Resolution 2022-0011 amending the Fiscal year 2022-2023 Adopted Budget with the addition of the \$26,700 from Wastewater Operating Contingency Fund for recent DEQ fine. Director Williams seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil, Treasurer Gornick, and Director Williams.

MOTION CARRIED

7. Consideration of Purchase for Closed Circuit Television Van Retrofit

Utility Operations Director Page outlined the current equipment and recommendation to retrofit with newer technology.

The Board asked clarifying questions about the products selected for the retrofit and the need for additional equipment.

Treasurer Gornick moved to authorize the General Manager to approve the purchase of the CCTV van retrofit from CUES Inc. in the amount of \$184,889. Director Williams seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil, Treasurer Gornick, and Director Williams.

MOTION CARRIED

8. Presentation of Draft Email Use and Retention Policies

Human Resources Manager Binkowski-Burk outlined the proposed policies.

The Board asked questions regarding reporting spam email, which is covered in the OLWS Cybersecurity Policy. There was Board consensus to send the policies to the employee Union for approval.

9. Business from the Board

There were no verbal reports.

10. Department Reports

The Management Team provided monthly highlights including:

- The recent DEQ fine,
- District Recorder Casey earning certification as a Certified Municipal Clerk (CMC),
- MS4 Permit annual reporting,
- Confined Space Training for the Field Operations Team, and
- The scheduled Aerzen blower delivery.

11. Adjourn Meeting

The Board discussed the comments made earlier in the meeting by Larry Hermo.

Chair Keil adjourned the meeting at 7:48 p.m.

Respectfully submitted,

Susan Keil
Chair, Board of Directors

Ginny Van Loo
Vice Chair, Board of Directors

Date: _____

Date: _____



**OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY
BOARD OF DIRECTORS
JOINT SPECIAL MEETING MINUTES – 11:00 A.M.
DECEMBER 9, 2022**

OLWSD Board of Directors – Members Present

Susan Keil	President
Ginny Van Loo	Secretary/Vice President
Paul Gornick	Treasurer
Kevin Williams	Director
Heidi Bullock	Director

OLWSA Board of Directors – Members Present

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

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
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Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
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1. Call to Order & Hybrid Meeting Facilitation Protocols

Chair Keil called the meeting to order at 11:00 a.m.

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

Chris Hawes, Chair of the Sunrise Water Authority (SWA) Board of Commissioners, stated SWA's new facility had been dedicated to former Board member, Ernie Platt. The OLWS Board was invited to attend the dedication ceremony when the date has been set.

2. Recess to Executive Session

Chair Keil recessed to executive session under ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

General Manager Chaplen was excused from the meeting.

The Board of Directors conducted a work session to review General Manager Chaplen's performance for the period of December 31, 2021 to December 31, 2022.

3. Adjourn Executive Session

Chair Keil adjourned the Executive Session.

General Manager Chaplen rejoined the meeting.

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

4. Adjourn Meeting

Chair Keil adjourned the meeting at 12:01 p.m.

Respectfully submitted,

Susan Keil
Chair, Board of Directors

Ginny Van Loo
Vice Chair, Board of Directors

Date: _____

Date: _____

STAFF REPORT

To Board of Directors
From Aleah Binkowski-Burk, Human Resources Manager
Title Approval of Draft Email Use and Retention Policies
Item No. 4d
Date December 20, 2022

Summary

The Board of Directors reviews and adopts the employee policies of OLWS.

Background

Email Use Policy

This policy establishes the proper practices for creating, sending, and receiving emails. The procedure outlined within this policy outlines the process for email assignment, email signature creation, and acceptable use of OLWS email accounts. The purpose of this policy is to strengthen the security of the OLWS network and OLWS reserves the rights to exercise protective measures against security breaches.

Email Retention Policy

This policy establishes a consistent practice for retaining email records consistent with Oregon Public Records Law. The procedure outlined within this policy outlines the process for training employees to manage email accounts during their employment, as well as the archive and electronic purge of terminated email accounts. The purpose of this policy is to reduce OLWS liability and practice the best electronic records management.

Past Board Actions

- 2019 The Board of Directors adopted a Cybersecurity Awareness Policy, which outlined the acceptable use of various electronic assets. The Email Use Policy further bolsters the security of the OLWS network.
- November 15, 2022 The Board of Directors reviewed the draft policies before they were sent to the employee Union for approval.

Concurrence

The Human Resources Manager and District Recorder worked with the OLWS legal counsel to draft and review the draft policies. The employee Union has reviewed and approved the policies.

Recommendation

Staff requests adoption of the Union-approved policies.

Suggested Motion

"I move to adopt the Email Use and Email Retention Policies."

Attachments

1. Email Use Policy and Exhibit
2. Email Retention Policy and Exhibit



EMAIL USE POLICY

Policy Number: AD-0004

Adopted December 20, 2022

This document supersedes any and all previous Email Use policies.

EMAIL USE POLICY

Purpose

To establish the proper practices for creating, sending, and receiving emails.

Scope

This policy applies to all OLWS-managed email account owners.

Definitions

Account Owner	The assigned user of an email address.
Email	Electronic mail or messages distributed by electronic means.

Policy Statement

Email provides the ability to maintain superior communications both within the organization and outside with consultants and vendors. This system is provided by the OLWS and should only be used for business purposes. The use of this system is not private or confidential. Within the bounds of current and future laws, the OLWS reserves and intends to exercise the right to review, audit, intercept, access, and search this system at will, monitor data and messages within them at any time and for any reason, and disclose selected contents without notice or other restrictions. All messages sent through these systems remain the property of the organization.

Procedure

Upon hire, appointment, or election each employee and Director will be assigned an email address.

Account owners will create an email signature using the approved templates provided in Exhibit A.

Account owners will utilize the OLWS email system for business purposes only.

Account owners will adhere to the following guidelines when creating, sending, and receiving emails:

- Carefully compose and review the wording, tone, and content of email before sending.
- Never send harassing or discriminatory messages.
- Report unbecoming or illegal content received via email to a supervisor.
- Never allow confidential or proprietary information to enter the public domain through email.

Upon termination, the OLWS Recorder will manage the account according to the Email Retention Policy.

Responsibilities

All account owners are expected to be aware of and support this policy.

Review and Update

The Human Resources Manager will review this policy and exhibits as needed to ensure compliance with State and Federal laws.



EMAIL SIGNATURE TEMPLATES

Templates

All email signatures are 11-point Calibri font. Please choose from one of the following options:

Option 1

First and Last Name

Title

Oak Lodge Water Services

(XXX) XXX-XXXX

[Website](#) | [Facebook](#) | [Twitter](#)



Option 2

First and Last Name

Title

Oak Lodge Water Services

14496 SE River Rd. Oak Grove, OR 97267

Office: (XXX) XXX-XXXX | Mobile: (XXX) XXX-XXXX

Fax: (XXX) XXX-XXXX | email@olwsd.org

[Website](#) | [Facebook](#) | [Twitter](#)



Variations

Variations to the templates above include:

- Adding pronouns to the “First and Last Name” line in parentheses. Pronoun options are as follows:
 - (she/her/hers)
 - (he/him/his)
 - (they/them/theirs)
 - A set of pronouns approved by Human Resources
- Adding “Please consider the environment before printing this email” after the OLWS logo.

All other variations will be approved by the Human Resources Manager upon submittal.



EMAIL RETENTION POLICY

Policy Number: AD-0005

Adopted December 20, 2022

This document supersedes any and all previous Email Retention policies.

EMAIL RETENTION POLICY

Purpose

To establish a consistent and orderly practice for managing and retaining email records consistent with Oregon Public Records Law.

Scope

This policy applies to all OLWS-managed email accounts.

Definitions

Account Owner	The assigned user of an email address.
Capstone Approach	The method of email management that bases retention and disposition on the account owner's position rather than the individual email content.
Disposition	The transfer of records to their final state, including but not limited to shredding, transfer to archives, or purge.
Email	Electronic mail or messages distributed by electronic means.
Non-Record	Information not outlined in the State's Special District Retention Schedule.
Record	Any writing that contains information relating to the conduct of the public's business "... prepared, owned, used, or retained by a public body regardless of physical form or characteristics."
Retention	The continued possession, use, or control of a record throughout its lifecycle.

Policy Statement

Email often meets the definition of a record. The management and disposition of email, however, continues to be a challenge for public agencies. It is important for all account owners to be aware that an email message may be a public record. But placing the burden on the account owner to make records management and disposition decisions is unnecessary.

By adopting a capstone approach to the management and retention of email, OLWS:

- Ensures email records are retained according to State law,
- Reduces the reliance on print-and-file practices,
- Permits the disposition of non-record email, and
- Allows for the systematic disposition of email based on approved retention periods.

This Email Retention Policy will not mitigate the need for account owners to manage non-record emails. Account owners will also need to follow traditional records management practices in cross-filing individual emails with project or other position-specific files.

Procedure

During employee onboarding:

- The Human Resources Manager will assign each employee with an email account.
- The District Recorder will provide basic email management training.

Employees will conduct ongoing email account maintenance during the duration of their employment.

Upon termination of employment:

- The Human Resources Manager will temporarily transfer the email to another staff member for monitoring before archiving the email account.
- The District Recorder will log the archived email account on a master spreadsheet.

Annually, the District Recorder will work with the Human Resources Manager to purge archived email accounts that have met retention.

Responsibilities

The Human Resources Manager will manage email account back up with the assistance of the OLWS contracted information technology (IT) consultants.

The District Recorder will assess the archived email annually to ensure email accounts are retained and purged according to the Email Retention Schedule (Exhibit A).

Account owners will purge non-record email regularly.

Review and Update

The District Recorder shall review this policy and the Email Retention Schedule annually to ensure compliance with State law.

Position	Department	Retention Period	Notes
Board of Directors	Administration	Permanent (historical)	
General Manager	Administration	Permanent (historical)	
Legal Counsel	Administration	Permanent (historical)	
Utility Operations Director	Field Operations	10 years	
Field Operations Supervisor	Field Operations	10 years	
Utility Worker	Field Operations	5 years	
Finance Director	Finance	10 years	
Senior Accountant Lead	Finance	5 years	
Accounting Specialist	Finance	5 years	
Administrative Assistant	Finance	3 years	
HR/Payroll Manager	Human Resources	10 years	
District Recorder	Human Resources	5 years	
Outreach and Communications Specialist	Human Resources	5 years	
Plant Superintendent	Plant Operations	10 years	
Plant Operator	Plant Operations	5 years	
Maintenance Technician	Plant Operations	5 years	
District Engineer	Technical Services	10 years	
Water Services Engineer	Technical Services	10 years	
Development Review Specialist	Technical Services	10 years	
Technical Services Coordinator	Technical Services	10 years	
Asset Resource Specialist	Technical Services	5 years	
Pollution Prevention Specialist	Technical Services	10 years	
Water Quality Coordinator	Technical Services	10 years	

STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Consideration of Purchase of Aerzen Blower
Item No. 5
Date December 20, 2022

Summary

Staff is seeking to authorize the General Manager to purchase two Aerzen D19S blowers to replace the aging and obsolete blowers which supply air to aerobic digesters #3 and #4.

Background

The aerobic digester blowers are an integral part of the digester system and meet regulations for ground application of biosolids at Madison Farms. OLWS had new digester blowers installed as part of the Wastewater Treatment Plant upgrade in 2012. These particular blowers have been plagued with costly failures and long repair lead times as they become older. The most expensive and time-consuming problem is a failed core, something OLWS has dealt with numerous times in the past. The most recent core failure occurred in early 2022, with staff just now receiving the repair costs on December 6th.

This most recent repair quote was \$31,000, not including the rental core price. Staff were also informed that both the onboard Programmable Logic Controllers (PLC) and control screens are now obsolete and need to be replaced at a total cost of \$15,000 and \$18,000, respectively.

Staff solicited the prerequisite three quotes from Kaeser, Aerzen and Atlas Co., with Aerzen being the only responsive and responsible quote received at \$69,771 per blower. An intent to award pending Board approval was also posted to the OLWS website for 21 days, with no protests submitted.

Past Board Actions

May 2022 Board adopted the FY 2022-23 Budget, which appropriated funds in Fund 72 Wastewater Reclamation Capital Fund. Included within the appropriated amount is the Digester Blower Design & Replacement project in the amount of \$100,000.

Budget

Funding for one D19S blower is included in FY 2022-23 Adopted Budget within the Wastewater Reclamation Fund. Operations staff has also consulted the Finance Director regarding Budgetary considerations and have concluded the funds for the second D19S blower are available via the existing budget and appropriations.

Recommendation

Staff recommends approval of the purchase of two Aerzen D19S blowers from Aerzen USA. based on the quote provided.

Alternatives to Recommendation

The Board may take no action and direct staff to seek more quotes for these goods.

Suggested Board Motion

"I move to authorize the General Manager to accept the Aerzen USA quote and approve the purchase of two D19S blowers from Aerzen USA in the amount of \$139,542."

Attachments

1. Quote Tracker

Quote Tracking Form

Date: 8/26/2022

Dept: WRF Operations

Project/PO/Contract Number: Neuros NX050 replacment

Description of Project/Item: Aerobic Digester Blower Replacment (Use an additional sheet if necessary)

Vendor Contacted (Highlight Vendor Selected)	Method Utilized (Phone, Email, Mail)	Date of Quote Request	Date Quote Request Closed	Vendor Response by Closing	Total Price Quote	City Personnel (Requestor) Responsible for Quote Request
Arzen	email	8/1/2022	8/22/2022	yes	\$69,771.00	David Hawkins
Atlas Co.	email, phone	8/1/2022	8/22/2022	No		David Hawkins
Kaeser	email, phone, website	8/1/2022	8/22/2022	No		David Hawkins

Instructions:

Fill out all portions of this sheet to satisfy the 3-quote requirement
 Place this completed form with your purchasing paperwork for the applicable project/PO/contract
 Please note that online pricing or catalog pricing does not constitute a quote
 If vendor returns a quote, please include the quote document with the purchasing paperwork
 If vendor does not return a quote, annotation on this form will suffice as tracking of the quote request
 If contract/PO/project is awarded on a basis other than price, please include a written justification as to the evaluation criteria used
 Contact Purchasing if you have any questions or comments

Notes: Atlas Co responded and we set up a meeting via phone on 8-12-22 and received no call. I tried calling them back to no avail. Arzen completed quote. As of 8/26 Kaeser has received all pertinent information and is working on a quote. 9/13/22-no update from Kaeser. will email today. Upon hearing we were a municipality, Kaeser turned us over to our local rep, Apsco, and we have not received any communication after numerous attempts to contact.



STAFF REPORT

To Board of Directors
From Brad Albert, District Engineer
Title Consideration of Preliminary Engineering Task Order for Tertiary Treatment
Item No. 6
Date December 20, 2022

Summary

Staff seeks approval to commission Brown and Caldwell (BC) to commence Preliminary Engineering on the Tertiary Treatment Project at the Wastewater Treatment Plant (WWTP). This Preliminary Engineering would be initiated as a Task Order under the active On-Call Services Contract with BC and aims to directly address OLWS' new National Pollutant Discharge Elimination System permit issued by DEQ.

Background

The new National Pollutant Discharge Elimination System (NPDES) effluent permit limits (effective May 1, 2022) for total suspended solids (TSS) are much more stringent from May 1 through October 31 of each year than the previous permit. TSS refers to solid particles suspended in the liquid phase that are not settling in the secondary clarifiers. In the receiving stream, they can impart an oxygen demand, increase turbidity, and carry nutrients. To meet the more stringent permit limits, tertiary filtration has been identified in the Wastewater Master Plan as the top priority project for the WWTP.

Tertiary filtration provides a solid barrier to prevent migration of TSS downstream by forcing the effluent through pores of 20 micron (0.02 mm) or smaller. There are many configurations of tertiary filters, and the Water Systems Consulting (WSC) / BC team presented several alternatives to OLWS for consideration. After a qualitative evaluation, disk filters were selected as the preferred alternative based on desirable traits in all the evaluation criteria and presented to the OLWS Board in November 2022.

The Preliminary Engineering scope provided by BC will advance the tertiary project to 30% design. The timeline for this work is scheduled to take place starting January 2023 and finish June 2023 (see attached project timeline). Included in this work is geotechnical exploration of the area where the tertiary filters will be constructed. When the WWTP was reconstructed in 2012, obsolete clarifiers were decommissioned in place and fill placed on top. We want to

ensure the area is suitable for construction of the tertiary filters and know what remedies, if any, need to be taken into consideration.

Budget

Funding for the Preliminary Engineering Task Order is included in the current Wastewater Reclamation Capital Fund for Fiscal Year 2023. Approximately \$11 million for future design and construction work on the Tertiary Treatment Project is being budgeted for in the Capital Improvement Plan for FY 2023-25.

Concurrence

Technical Services Staff collaborated with Plant Operations, Finance, BC, and WSC in forming the Tertiary Treatment Project and the attached Scope of Work.

Recommendation

Staff recommends the Board approve the General Manager to initiate a Task Order under the active On-Call Services Contract with BC, for the Preliminary Engineering of the Tertiary Treatment Project for \$347,337.

Suggested Board Motion

“I move to approve the General Manager to initiate a Task Order under the active On-Call Services Contract with Brown and Caldwell for the Preliminary Engineering of the Tertiary Treatment Project for \$347,337.”

Attachments

1. Brown and Caldwell Scope of Work
2. Project Schedule
3. Fee Schedule

Scope of Work

Oak Lodge Water Services Tertiary Filtration Facility – Preliminary Design

This project will provide preliminary design services to Oak Lodge Water Services (OLWS) for a new Tertiary Filtration Facility (TFF). The TFF is expected to include disk filters for a total capacity of 20 mgd and additional 3W (non-potable water) storage as developed for the preceding Wastewater Master Plan (WWMP).

Brown and Caldwell's (BC) Scope of Work for the project is presented below.

Phase 1 Preliminary Design

BC will provide OLWS with engineering services to prepare preliminary design documents for the TFF. All work products will be prepared using BC standard format and design guidelines.

Task 100 Project Management

Objective To manage scope, schedule, budget, project changes and provide monthly invoicing.

Activities This task includes the following activities:

- Prepare a project management plan (PMP) and include a detailed schedule, task budgets, listing of deliverable products, and information regarding quality control measures that will be taken to ensure the quality of deliverable products.
- Monitor project expenditures weekly and produce monthly status reports assessing project completion, budget expenditures, and schedule updates.
- Maintain frequent and open communication with the OLWS project manager, and work closely to anticipate changes in project needs.
- Monthly Progress Meetings with OLWS project manager and key personnel.

Deliverables The deliverables for this task include the following:

- PMP, upon request
- Monthly invoices with status updates

Task 310 Basis of Design

Objective Develop the Preliminary Engineering Report, which establishes the project direction and serves as the basis for future design efforts. The performance criteria will be documented, and major equipment will be selected. These efforts will begin with the information included in the WWMP and will advance in technical complexity to consider startup and long-term projected flow and loading conditions.

Activities This task includes the following activities:

- One Kickoff Meeting and site visit with WWTP personnel to confirm major modifications to existing utilities that would be required to support the proposed TFF.
- Design Objectives and Criteria – Identify and document the design objectives and design criteria for the TFF. These objectives and criteria will be expanded from those established in the WWMP and will consider the full range of flow, loading, and permit requirements expected through 2052. These objectives and criteria will serve as the basis for selected treatment technology and for the preliminary design efforts.
- Codes, Regulations, and Permit Requirements - Prepare a Permitting Management Plan which is intended to develop a list of permits required throughout the implementation of the TFF. The permitting plan will include a list of permits, the permit authority, expected coordination meetings, timeline, and permitting strategy. The permit plan will provide a framework to identify and coordinate required permitting from design through construction. Anticipated permits include:
 - Local Building Permit from Clackamas County, the Authority Having Jurisdiction
 - State Plan Approval - Oregon Department of Environmental Quality
- Process Selection – Evaluate and select the filtration technologies for the TFF. This task will include an evaluation of up to three available technologies (more in-depth than the WWMP) that meet the expected performance criteria. The preferred approach for each unit process will be established through a BCE process that considers capital and operational costs in addition to risk and benefit costs. Results of the BCE will be presented at a monthly progress meeting and documented in the Preliminary Engineering Report.
- Hydraulic Profile – Provide an updated hydraulic profile for the proposed facility based on the proposed TFF. A complete hydraulic analysis of the entire plant will not be performed except as potentially impacted by the TFF.
- Geotechnical Evaluation – Provide services of a geotechnical engineering subconsultant to visit the site, conduct subsurface investigations, and provide a technical memorandum to support the preliminary design of the facility.
- Preliminary Engineering Report – Consolidate the information into a Preliminary Engineering Report. The intent of this report is to memorialize the decisions reached during the basis of design phase.

Deliverables The deliverables for this task include the following:

- Geotechnical Report
- Preliminary Engineering Report

District's Responsibilities

- Provide any necessary cut sheet, Operation and Maintenance (O&M) manuals, and as-built information on the equipment and areas being evaluated.
- Provide site power distribution and utility documentation to allow for evaluation of system expansion to accommodate the new facilities.
- Provide information regarding equipment and design standards for inclusion in the Preliminary Engineering Report.
- Provide access to the site, attend meetings and review and provide comments on the deliverables.

Task 320 Preliminary (30%) Design

Objective Establish the basis for final design in preliminary design documents. This will provide a basis for estimating the construction cost of the facility and establish the building information model (BIM) to proceed into final design. It will also provide the necessary information to select the appropriate contract packaging and delivery approaches to deliver the TFF.

Activities This task includes the following activities:

- Preparation of 30% plans to illustrate general, civil, process and instrumentation, structural, mechanical and electrical information necessary for the modification of existing facilities and construction of new facilities. These critical elements include the following:
 - The liquid process treatment train and process flow diagrams.
 - Design criteria, including redundancy requirements, for major equipment items.
 - Major ancillary processes, such as 3W (non-potable) water.
 - Dimensions, function, and location on the site plan of the new building, outdoor process, storage tanks, and stormwater systems.
 - Basic facility layouts for the TFF such that the exterior dimensions of buildings will not change substantially.
 - Site constraints and vehicular traffic flow on the site.
 - Utility corridors and yard piping routes for the site.
 - Basic control system philosophy and architecture.
 - Sizing of major equipment items.
 - General arrangements of major equipment and piping.
 - Determination of electrical supply, electrical system configuration, and backup generation along with one-line diagrams for facility power supplies.
- Preparation of specifications for major process mechanical equipment (i.e., the disk filters) and an overall table of contents for the specifications anticipated to be developed during detailed design.
- Submission of the 30% plans and specifications to OLWS for review and comment.
- Perform quality reviews of the 30% design. This can include coordination cross-checks, peer reviews, calculation checks, and coordination with discipline designers and equipment manufacturers.
- Prepare an updated opinion of probable construction cost (AACE Class 3)
- Conduct review meeting after submitting the 30% plans and specifications.

Approach. Major activities for this task include:

- **Architectural** - perform a building code review and identify architectural treatment and materials for all new buildings associated with the TFF to blend in with adjacent existing structures. Review the existing WWTP campus and match to the best extent possible architectural treatment and materials of the proposed structures. In addition, the following code review coordination activities will be completed:
 - Architectural appearance is expected to be similar to the adjacent UV Disinfection Facility, with masonry to match the nearby Admin Building.

- Establish applicable codes for all buildings/structures with local code officials and fire marshals.
- Complete building and fire code analysis and coordinate with design disciplines as follows:
 - Coordinate with the structural engineer to define the structural design concepts for the facilities.
 - Coordinate with the mechanical discipline to select heating/ventilation/air conditioning (HVAC) equipment, locate HVAC equipment rooms, determine space requirements, and route ductwork, if required. Establish design R-values for all exterior walls.
 - Coordinate with instrumentation and control (I&C) and electrical disciplines to size and locate electrical and control rooms.
- **Civil** - Develop and coordinate general and civil site work information and coordinate completion of survey/geotechnical subconsultant work products with other design disciplines.
 - Develop a Site Plan including existing site features and boundaries, horizontal and vertical survey control, relocations and/or extensions of existing utilities, approximate new structure footprints and locations, preliminary site grading and drainage concepts, preparation of access road geometry within the treatment plant site.
 - Layout major utility corridors for the TFF that accommodate future facilities proposed within the existing process footprint.
- **Instrumentation and Controls** - Develop I&C design and coordinate discipline-specific requirements with other disciplines.
 - Coordinate with electrical and mechanical engineering to ensure plant I&C standards are adhered to with control and instrument applications and selections in each process area.
 - Develop control system block diagram to describe overall control system architecture expansion or modification.
- **Process Mechanical** - Define parameters and prepare calculations for sizing and locating facilities as well as develop general arrangement drawings. Coordinate with other disciplines to show key discipline components on the general arrangement drawings.
 - Develop P&ID drawings
 - For major equipment:
 - Define sizing of pumping and process equipment
 - Prepare sizing calculations
 - Document design parameters in the equipment list
 - Define drive type (adjustable or constant speed) for pumps and valves (powered or manual)
 - Preliminary piping schedules identifying the piping materials for major flow streams
 - Define valve, gate, and meter types and locations.
 - Prepare preliminary facility layouts showing major process and piping.

- Identify equipment that requires electrical power from a generator source in addition to power from the utility source.
- **Electrical** - Develop electrical design and coordinate discipline-specific requirements with other disciplines.
 - Evaluate power reliability and redundancy.
 - Evaluate power concepts including:
 - Equipment motor sizes
 - Preliminary load calculations
 - Develop electrical equipment location (i.e., indoors versus outdoors)
 - Develop electrical room and MCC dimensions and locations
 - Determine temperature limits for electrical rooms so the HVAC capacity can be determined
 - Develop a preliminary one-line diagram.
- **Structural** - Develop structural design and coordinate general arrangement drawings with other disciplines.
 - Building foundations and structural concepts will be developed based on the updated schematic building and process layouts and geotechnical information.
 - Structural input on schematic layouts coordinated with mechanical and process layouts.
 - Description of the structural systems.
- **Building Mechanical** - Develop the building mechanical design, which includes both HVAC and plumbing, and coordinate general arrangement drawings with all disciplines.
 - Preliminary calculations for ventilation, heating, and cooling loads.
 - Preliminary HVAC equipment sizing and selection.
 - Coordinate HVAC approach and R-values for exterior walls with the architect and structural engineers.
 - Coordinate with all disciplines on type, capacity, and location of major HVAC equipment.
 - Select equipment materials.
 - Determine motor voltage and preliminary horsepower requirements.
 - Establish preliminary mechanical equipment room dimensions for major plant facilities.
 - Prepare HVAC air flow schematics for all new and modified structures.
 - Prepare a preliminary HVAC layout of the facility, showing HVAC equipment and ducting.
 - Review proposed facilities to identify spaces to which NFPA 820 pertains and define the explosion hazard, the ventilation requirements, the extent of the space, the NEC classification, the material of construction of buildings and structures, and if a combustible gas detection is required.
- Develop preliminary design drawings to communicate the proposed design concepts including overall building or structure size, location of major equipment, major piping and ducts, and preliminary space allocation for minor facilities.

- Establish and document critical design elements (e.g. invert elevations of gravity conveyance pipes, connection points between facilities, building coordinates, etc.). These items will be based on information provided by OLWS and may need to be adjusted during final design of the facilities.
- It is not the intent of these drawings to communicate construction details such as final motor horsepower, size of structural members and structural reinforcing and details, mechanical support details, minor ancillary facilities, or final pipe sizes.
- Information shown will be drawn with the purpose of showing a final depiction of facilities. However, details required for construction bidding and award will not be developed or shown, and the information will need to be adjusted during final design when details of design and final calculations are developed.
- Sufficient information will be presented on the drawings to enable development of a preliminary engineering construction cost estimate (Class 3 as defined by the Association for the Advancement of Cost Engineering) based partially on quantities and preliminary equipment information.

Deliverables The deliverables for this task include the following:

- 30% design plans and specifications in pdf format
- Meeting notes from review meeting
- AACE Class 3 cost estimate

District's Responsibilities

- Attend meetings and review and provide timely review of the deliverables. Comments received from OLWS shall be appropriately documented and resolved by BC. BC's schedule includes an allowance of up to two (2) weeks for each OLWS review. Any duration longer than this will result in BC's schedule adjusting accordingly.

Subtask 380. BIM/CAD Management

Objective. Coordinate and manage the Building Information Modeling (BIM) and Computer Aided Design (CAD) production for the preliminary drawings.

Approach. Major activities include the following:

- Three-dimensional (3D) models for the TFF will be developed in Revit for all disciplines except for Civil and schematics. Civil models will be developed in AutoCAD Civil 3D, and schematics will be created using AutoCAD 2021.
- Information shown will be drawn with the purpose of showing a final depiction of facilities. Details required for construction bidding and award will not be developed or shown, and the information will need to be adjusted when details of design and final calculations are developed.
- Sufficient information will be presented on the drawings to enable development of a preliminary engineering construction cost estimate based partially on quantities and preliminary equipment information.
- Communicate the proposed design concepts including overall building or structure size, location of major equipment, major piping and ducts, and preliminary space allocation for minor facilities.

- Establish site layouts to provide designers, technical reviewers, and plant staff with a visual perspective of the design concepts for review and refinement.
- Establish critical design elements (e.g., invert elevations of gravity conveyance pipes, connection points between facilities, building coordinates) and show them on the preliminary design drawings. The intent is that these items will be based on information provided by OLWS and may need to be adjusted during final design of the facilities. A table of critical design elements will be presented to OLWS as part of the PER and will be noted in applicable deliverables.
- Develop and implement a BIM/CAD Execution Plan. This document will be a project-specific plan for effectively managing BIM and CAD work. It is anticipated that this plan will be used to coordinate work during subsequent phases of the project.
- Manage the 3D models (BIM Management) and drawing production/resources (CAD Management).
 - Maintain the 3D models
 - Maintain the drawing list for the preliminary design.
 - Coordinate the CAD resources necessary to produce the preliminary drawings for each discipline.
 - Perform a preliminary check of the drawings for each discipline to verify that the drawings produced meet BC CAD standards.

Assumptions Major assumptions for this subtask include:

- Facility and structure 3D models will be prepared using the Revit 2021 software package.
- Site improvements, grading, paving, and yard piping will be prepared using the AutoCAD Civil 3D software package.
- It is not the intent of the preliminary drawings to communicate construction details such as final motor horsepower, size of structural members and structural reinforcing and details, mechanical support details, minor ancillary facilities, or final pipe sizes.

Deliverables Major deliverables for this subtask include:

- BIM/CAD Execution Plan
- Drawing list (maintained internally by BC and available upon request by OLWS).

Subtask 390. Quality Assurance

Objective. Consistently provide professional services that satisfy statutory and regulatory requirements and that meet or exceed the expectations of OLWS.

Approach. Major activities include the following:

- Develop a Quality Management Plan (QMP) prior to commencing work which adheres to BC's Quality Policy. The QMP will describe the specific actions, processes, and reviews that will be accomplished to ensure quality of the schematic design deliverables. The QMP will identify the schedule for reviews, the documentation format, BC response procedures, and approach to adjudication of review comments.

BC will manage the review process and summarize major review comments, responses, and resolution of the comments for the major submittals.

- Perform Quality Assurance (QA) Reviews as defined in the QMP which will serve as an early verification of the procedures and practices being used by the design team to improve quality and productivity. These reviews will be conducted by senior technical staff when the overall project development is approximately 10 percent complete. The review is intended to confirm project direction, review potential alternative methods, and verify design criteria and assumptions.
- Perform Quality Control (QC) Reviews of deliverables as defined in the QMP. Each deliverable will have its own QC review as part of the task which it is associated, which will include where applicable:
 - Independent calculation checks
 - Senior-level Technical Review
 - Readability Review
 - Facilitate interdisciplinary coordination
 - BIM/CAD Conformance Review (drawings only)
 - Constructability Review
 - Final Deliverable Review

Assumptions. Major assumptions for this subtask include:

- Review procedures, comment resolution, and documentation of reviews will be as defined in the QMP.
- Each deliverable will have its own QC review as part of the task which it is associated.

Deliverables. Major deliverables for this subtask include:

- Quality Management Plan.
- QA/QC documentation as required by the QMP.

Schedule

The schedule of the project is anticipated to be approximately 5 months following Notice to Proceed.

Fee Estimate

BC's fee estimate is enclosed.

ID	Outline Level	Task Name	Duration	Start	Finish	2022												2023												2024												2025											
						J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M													
0	0	OLWS WWTP Tertiary Filtration	582 days	Wed 1/11/23	Wed 4/30/25																																																
1	1	Design Phase	298 days	Wed 1/11/23	Fri 3/15/24																																																
2	2	Kickoff Meeting and Site Visit	0 days	Wed 1/11/23	Wed 1/11/23																																																
3	2	Monthly Progress Meetings	36 days	Wed 2/22/23	Wed 4/12/23																																																
7	2	310 Basis of Design	50 days	Wed 1/11/23	Wed 3/22/23																																																
8	3	Review Existing Data and Confirm Approach	11 days	Wed 1/11/23	Wed 1/25/23																																																
9	3	Preliminary Engineering Report	39 days	Thu 1/26/23	Wed 3/22/23																																																
10	4	Report Development	30 days	Thu 1/26/23	Thu 3/9/23																																																
11	4	Discipline QC Review	5 days	Fri 3/10/23	Thu 3/16/23																																																
12	4	Overall Review and Tech Editing	4 days	Fri 3/17/23	Wed 3/22/23																																																
13	2	320 Preliminary Design	98 days	Thu 1/26/23	Wed 6/14/23																																																
14	3	BIM Model Setup and Development	50 days	Thu 1/26/23	Thu 4/6/23																																																
15	3	30% Drawings	15 days	Fri 4/7/23	Thu 4/27/23																																																
16	3	Specs TOC and Key Equipment	30 days	Fri 2/24/23	Thu 4/6/23																																																
17	3	AACE Level 3 OPCC	5 days	Fri 4/28/23	Thu 5/4/23																																																
18	3	30% Design QC Review	10 days	Fri 5/5/23	Thu 5/18/23																																																
19	3	30% Submittal	0 days	Thu 5/18/23	Thu 5/18/23																																																
20	3	OLWS Review	10 days	Fri 5/19/23	Fri 6/2/23																																																
21	3	30% Design Workshop	0 days	Wed 5/31/23	Wed 5/31/23																																																
22	3	Updates to 30% Submittal	10 days	Thu 6/1/23	Wed 6/14/23																																																
23	2	60% Design Development	70 days	Thu 6/1/23	Fri 9/8/23																																																
31	2	90% Design Development	80 days	Mon 9/11/23	Fri 1/5/24																																																
39	2	100 % Design Development	51 days	Thu 1/4/24	Fri 3/15/24																																																
44	1	Bidding	23 days	Fri 2/16/24	Wed 3/20/24																																																
47	1	Construction Phase	300 days	Fri 2/23/24	Wed 4/30/25																																																

Project: OLWS WWTP Tertiary F Date: Thu 12/1/22	Task		Inactive Task		Manual Summary Rollup		External Milestone	
	Split		Inactive Milestone		Manual Summary		Deadline	
	Milestone		Inactive Summary		Start-only		Progress	
	Summary		Manual Task		Finish-only		Manual Progress	
	Project Summary		Duration-only		External Tasks			

Brown and Caldwell
OLWS Tertiary Treatment Predesign Fee

Phase	Phase Description	Total Labor Hours	Total Labor Fee	Travel	Surveying Subcontractor Fee	Geotechnical Subcontractor Fee	BC 5% Markup	Total Expense Fee	Total Fee
100	Project Management	140	34,300	350	0	0	0	350	34,650
101	Project Management	116	29,580	0	0	0	0	0	29,580
102	Monthly Progress Meetings	24	4,720	350	0	0	0	350	5,070
310	Basis of Design	395	75,105	250	0	0	0	250	75,355
311	Kickoff Meeting and Site Visit	44	9,605	250	0	0	0	250	9,855
312	Basis of Design Development	138	26,222	0	0	0	0	0	26,222
313	Preliminary Engineering Report	213	39,278	0	0	0	0	0	39,278
320	Preliminary Design	755	137,495	250	0	0	0	250	137,745
321	30% Plans and Specs	691	122,425	0	0	0	0	0	122,425
322	30% Cost Estimate	48	11,344	0	0	0	0	0	11,344
323	30% Review Meeting	16	3,726	250	0	0	0	250	3,976
380	BIM / CAD Management	92	20,472	0	0	0	0	0	20,472
381	BIM / CAD Execution Plan	32	7,121	0	0	0	0	0	7,121
382	Model and Drawing Development	60	13,352	0	0	0	0	0	13,352
390	Quality Assurance	85	21,564	0	0	0	0	0	21,564
391	Quality Management Plan	2	600	0	0	0	0	0	600
392	Quality Assurance Reviews	40	9,662	0	0	0	0	0	9,662
393	Quality Control Reviews	43	11,302	0	0	0	0	0	11,302
395	Allowances	24	5,051	0	20,000	30,000	2,500	52,500	57,551
396	Survey (as-authorized task)	18	3,705	0	20,000	0	1,000	21,000	24,705
397	Geotechnical Evaluation	6	1,346	0	0	30,000	1,500	31,500	32,846
TOTAL		1,491	293,987	850	20,000	30,000	2,500	53,350	347,337

Hours and dollars are rounded to nearest whole number.

Billing rates shown are estimates for 2023. Actual 2023 billing rates will be provided at contracting.



STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consideration of Resolution No. 2022-0012 Delegating Contracting Authority and Establishing Spending Authority for the General Manager
Item No. 7
Date December 20, 2022

Summary

The Board is requested to consider adopting a resolution establishing contracting authority and spending authority for the General Manager. This resolution would update the Board's current delegation of contracting authority and spending authority for the General Manager.

Background

The Board has hired a General Manager to function as the OLWS chief administrative officer, award and administer contracts and purchases, supervise and hire employees, and run the day-to-day operations of OLWS. The Board has also adopted local rules of procedure to govern the administration of its public contracts and procurements (the "Procurement Rules") and has delegated in those rules certain contracting authority to the General Manager.

Staff is currently updating the Procurement Rules and will be presenting a draft at a future Board meeting for consideration of adoption. As part of that update, staff is recommending that the spending authority of the General Manager be taken out of the Procurement Rules and addressed separately by resolution of the Board. The reason for this is because the intent of the Procurement Rules is to establish the procedures for undertaking procurements and the spending authority of the General Manager is not procedural but is rather a matter of fiscal policy. As such, it is best addressed by separate resolution, which may be updated by the Board in a single action at any time.

The Resolution accompanying this Staff Report generally sets the spending authority for the General Manager at \$75,000 per contract or per year of each contract. If adopted, the General Manager would have the authority to execute and award contracts up to \$75,000 without specific authorization from the Board, provided that the contracts and purchases were authorized under the Procurement Rules and were properly appropriated in the OLWS Budget for the applicable fiscal year. The General Manager would also have the authority to delegate to other OLWS employees, any signature and spending authority up to the amount that has

been delegated to her. The spending limitations would not apply to emergency procurements, which would follow the emergency procurement procedure in the Procurement Rules.

The current spending limitations for the General Manager is \$50,000, which was set in 2018. This Resolution would increase that limit to \$75,000. Staff has queried local agencies and found that this limit is generally in line with what other jurisdictions provide for their chief administrative officers. For purchases above \$75,000, the General Manager would need to first receive specific Board authorization to make the purchase.

Concurrence

Staff have consulted with OLWS’s legal counsel in the preparation of this Resolution and Staff Report.

Recommendation

Staff recommends the Board adopt Resolution No. 2022-0012 delegating contracting authority and establishing spending authority for the General Manager.

Alternatives to Recommendation

Revise the spending limitation to a different amount before adoption; or take no action.

Suggested Board Motion

“I move to adopt Resolution No. 2022-0012 delegating contracting authority and establishing spending authority for the General Manager.”

Attachments

1. Resolution No. 2022-0012

OAK LODGE WATER SERVICES

RESOLUTION NO. 2022-0012

A RESOLUTION DELEGATING CONTRACTING AUTHORITY AND ESTABLISHING SPENDING AUTHORITY FOR THE GENERAL MANAGER.

WHEREAS, the Oak Lodge Water Services Authority Board of Directors (the “Board”) is the governing body and local contracting agency for the Oak Lodge Water Services Authority (“OLWS”); and

WHEREAS, the Board has adopted local rules of procedure for contracts and procurements pursuant to ORS 279A.065 (the “OLWS Procurement Rules”); and

WHEREAS, the Board has hired a General Manager and has delegated to that General Manager the authority to act as the OLWS chief administrative officer; administer contracts; conduct procurements; supervise employees; and run the day-to-day operations of OLWS; and

WHEREAS, through this Resolution, the Board desires to delegate certain contracting authority and establish spending authority for the General Manager, to facilitate the performance of the duties of the General Manager while maintaining ultimate fiscal responsibility for OLWS.

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

Section 1. Contracting Authority and Spending Authority of the General Manager. For contracts, purchases, and proceedings authorized by the OLWS Procurement Rules, the General Manager is authorized to:

- A. Award contracts and amendments without specific authorization by the Board, whenever the proposed expenditure is included in the current fiscal year budget and where: (i) the total contract price does not exceed \$75,000 when the contract term is for one year or less; or (ii) the contract obligates OLWS to pay no more than \$75,000 on an annual basis, when the contract term exceeds one year.
- B. Execute contracts and amendments other than those that qualify under subsection (A), with specific authorization by the Board.
- C. Award contracts for emergency procurements in accordance with the OLWS Procurement Rules, notwithstanding the spending limitations contained in this Resolution.
- D. As the purchasing agent for OLWS, the General Manager is authorized to:

- i. Advertise for bids or proposals without specific authorization from the Board, when the proposed purchase is included within the current fiscal year budget.
 - ii. Advertise for bids or proposals when the proposed purchase is not included within the current fiscal year budget, after the Board approves the proposed budget transfer.
 - iii. Establish spending limitations and delegate to OLWS employees, the authority to make purchases and expenditures of any good or service that is within the General Manager’s authority, with spending limitations as deemed appropriate by the General Manager.
- E. Delegate, in writing, the signature authority described in subsection (B), and the purchasing powers described in subsection (D), to any OLWS employee. In the absence of a written delegation to the contrary, and in the absence of the General Manager, the signature authority and the purchasing power of the General Manager are delegated to the Acting General Manager.
- F. Delegate, in writing, the General Manager’s obligations under the OLWS Procurement Rules, to make any findings, conduct any proceedings, or retain any records to the appropriate OLWS employee or consultant.
- G. Adopt forms, procedures, computer software, and administrative rules for all OLWS purchases, regardless of the amount. When adopting the forms, procedures, computer software, and/or administrative rules, the General Manager shall establish practices and policies that do not encourage favoritism or substantially diminish competition; and allow OLWS to take advantage of the cost-saving benefits of alternative contracting methods and practices.

Section 2. Effect on Other Board Actions. This Resolution supersedes and replaces any and all previous delegations by the Board of the spending authority and contracting authority for the General Manager.

Section 2. Effective Date. This Resolution shall take effect as of the date of adoption and shall remain in effect unless and until repealed and replaced by resolution of the Board.

INTRODUCED AND ADOPTED THIS 20th DAY OF DECEMBER 2022.

OAK LODGE WATER SERVICES

By _____ By _____
 Susan Keil, Chair Ginny Van Loo, Vice Chair



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Consideration of Resolution No. 2022-0013 Establishing a Budget Committee
Item No. 8
Date December 20, 2022

Summary

The Board of Directors is responsible for establishing the first OLWS Budget Committee.

Background

The Clackamas County Board of Commissioners adopted Order 2022-36 on May 5, 2022, forming the Oak Lodge Water Services Authority. Oregon Local Budget Law - ORS 294.305 through 294.565 - requires the governing body to appoint the Budget Committee. The statutes establish three-year terms for the Budget Committee, but also require the Board to stagger the terms of appointed electors so that approximately one-third of those appointments are made each year. For this reason, the initial terms should be staggered.

Recommendation

Staff recommends adopting Resolution No. 2022-0013 to establish the Oak Lodge Water Services Authority Budget Committee.

Suggested Board Motion

"I move to adopt Resolution No. 2022-0013 establishing a Budget Committee for the Oak Lodge Water Services Authority."

Attachments

1. Resolution No. 2022-0013

OAK LODGE WATER SERVICES

RESOLUTION NO. 2022-0013

A RESOLUTION ESTABLISHING A BUDGET COMMITTEE FOR OAK LODGE WATER SERVICES AUTHORITY.

WHEREAS, the Clackamas County Board of Commissioners adopted Order 2022-36 on May 5, 2022, forming the Oak Lodge Water Services Authority (the “Authority”), organized under ORS Chapter 450; and

WHEREAS, Oregon Local Budget Law ORS 294.350 through 294.565 requires the governing body to appoint the Budget Committee.

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

Section 1. A Budget Committee is hereby established. The Budget Committee shall consist of the five members of the Oak Lodge Water Services Board and five electors appointed by the Board.

Section 2. Budget Committee Terms. The terms of Budget Committee positions for the appointed electors are three years. To avoid the entire Budget Committee turning over at the same time, each position shall be assigned an initial term such that approximately one-third of the positions will be re-appointed each year, as follows:

Position 1: Expiring June 30, 2025.

Position 2: Expiring June 30, 2025.

Position 3: Expiring June 30, 2024.

Position 4: Expiring June 30, 2024.

Position 5: Expiring June 30, 2023.

INTRODUCED AND ADOPTED THIS 20th DAY OF DECEMBER 2022.

OAK LODGE WATER SERVICES

By _____ By _____
Susan Keil, Chair Ginny Van Loo, Vice Chair

STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Appointment of Budget Committee Members
Item No. 9
Date December 20, 2022

Summary

Each year Staff requests the Board approve Budget Committee members for open positions. This year, the Board must appoint the Positions 1-5 to the first Authority Budget Committee.

Background

Oregon Local Budget Law - ORS 294.305 through ORS 294.565 - requires the governing body to appoint the Budget Committee. Appointed members of the Budget Committee serve for three years. To avoid the entire Budget Committee turning over at the same time, each position is assigned a term, and the statutes require terms to be staggered, to the extent possible, such that approximately one-third of the members are appointed each year. The OLWS Budget Committee consists of the five members of the Board and five electors.

Because this is the first year that OLWS will have a Budget Committee as a Joint Water and Sanitary Authority, the Board should attempt to appoint individuals to all five elector positions. To create staggered terms, Position 1 and Position 2 should have an initial term of three years, Position 3 and Position 4 should have an initial term of two years, and Position 5 should have an initial term of one year. There is no limit on the number of terms an individual Budget Committee member may serve.

Three OLWS District Budget Committee members are willing to serve on the OLWS Authority Budget Committee. The Board has also received two applications to fill the two open positions.

Recommendation

The Finance Director is recommending the Board appoint the following electors to the open positions outlined below:

- Position 1 – Robert Weber
- Position 2 – Mark Elliot
- Position 3 – Ron Weigel

- Position 4 – Lewis Wardrip
- Position 5 – Ron Nichleini

Suggested Board Motion

“I move to make the following appointments to the OLWS Budget Committee: Robert Weber to Position 1 and Mark Elliot to Position 2, with those terms expiring in three years; Ron Weigel to Position 3 and Lewis Wardrip to Position 4, with those terms expiring in two years; and Ron Nichleini to Position 5, with this term expiring in one year.”

Attachments

1. Budget Committee Application – Lewis Wardrip
2. Budget Committee Application – Ron Nichleini



BUDGET COMMITTEE APPLICATION

The Oak Lodge Water Services Budget Committee is comprised of five elected officials and five community members. Budget Committee terms are 3-year commitments. The Board of Directors will interview and appoint candidates to fill open or alternate positions as needed.

To be considered a candidate for appointment to the Budget Committee, answer all the questions below. Use additional pages as needed. Please also submit personal and professional resumes.

Personal Information

Name Lewis Wardrip

Address [REDACTED]

Phone [REDACTED] Email [REDACTED]

Employer Retired Title _____

Are you an elector¹ of the District? Yes No

Why do you think you would be a good candidate for the Budget Committee?

I have experience in public works and in budgeting. I was a registered professional engineer in Oregon from 1993 until 2020. I have 34 years of experience working at the City of Portland. Seven of those years I worked as a section manager. One of my responsibilities was developing a budget for my section. The last 3 years I was the City Traffic Engineer. I worked with my section and division managers in developing and approving their budgets.

Why would you like to serve in this capacity?

After I retired in late 2019, I was considering volunteering but Covid happened. I think being on this committee would be a good opportunity for me to support my community.

¹ All candidates must reside within the District and be registered voters.

List your volunteer and community involvement. Include dates, responsibilities, and other information you feel may be relevant.

I was involved in the Mcloughlin Area Plan as a citizen. Leah Robbins asked me to sit in on some meetings. I reviewed and commented on the draft final report and recommendations. I think that was in 2017.

List other professional organizations and/or community activities in which you participate.

None currently.

Signature  Date 11/21/2022

You may submit this application and supporting materials to the Oak Lodge Water Services District Recorder in person, by email, or by postal mail.

Email: laural@olwsd.org

District Offices: 14496 SE River Road, Oak Grove, OR 97267



BUDGET COMMITTEE APPLICATION

The Oak Lodge Water Services Budget Committee is comprised of five elected officials and five community members. Budget Committee terms are 3-year commitments. The Board of Directors will interview and appoint candidates to fill open or alternate positions as needed.

To be considered a candidate for appointment to the Budget Committee, answer all the questions below. Use additional pages as needed. Please also submit personal and professional resumes.

Personal Information

Name Ronald Edward Nichleini

Address [REDACTED]

Phone [REDACTED]

Email [REDACTED]

Employer retired

Title

Are you an elector¹ of the District?

Yes

No

Why do you think you would be a good candidate for the Budget Committee?

I have extensive public works and commercial construction experience. In my work life I supervised, estimated and project manage small to very large commercial and public works construction projects over a period of 40 years. I also ran a commercial construction division and was responsible for budget development, and all phases of construction office, estimating and field oversight and management.

Why would you like to serve in this capacity?

To contribute and support the community I live in.

¹ All candidates must reside within the District and be registered voters.

List your volunteer and community involvement. Include dates, responsibilities, and other information you feel may be relevant.

5 years - Boy Scouts of America helping the troop and participating in meetings, merit badge work assistance with the boys, field outings and Jamboree's.
6 years on the Charitable foundation committee for SD Deacon Construction. I helped make decisions on financial aid and construction services for charitable organizations. This was on a small to large scale. Organizations were numerous and included things like a new battered women's shelter in SE Portland, Oregon foodbank work, homeless shelter work in Portland, day care facilities, habitat for humanity, outreach centers for youths and adults.

List other professional organizations and/or community activities in which you participate.

Elks lodge 1189 in Oregon City

Signature Ron Nichelini Digitally signed by Ron Nichelini
Date: 2022.12.07 13:14:31 -08'00'

Date 12-7-2022

You may submit this application and supporting materials to the Oak Lodge Water Services District Recorder in person, by email, or by postal mail.

Email: laural@olwsd.org

District Offices: 14496 SE River Road, Oak Grove, OR 97267

STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Appointment of 2023 Board Officers
Item No. 10
Date December 20, 2022

Summary

The Board of Directors self-appoints officers for the following positions: Chair, Vice Chair, and Treasurer.

ORS 450 contemplates that the Chair will serve for a two-year term. The statutes are silent with respect to other officers. The statutes also do not prohibit the Board from appointing a different chair at any time. In order to comply with the statutory language, Staff recommends appointing the Chair for a two-year term, but reviewing that appointment each year when other officers are appointed.

Past Board Actions

September 16, 2022 The Board appointed the following members to Officer positions until the end of 2022: Susan Keil as President, Ginny Van Loo as Secretary/Vice President, and Paul Gornick as Treasurer.

October 18, 2022 The Board retitled the Board Officer positions as part of the Board Governance Policy adoption. Positions to be filled are Chair, Vice Chair, and Treasurer.

Suggested Board Motions

"I move to appoint _____ as Chair for 2023 and 2024."

"I move to appoint _____ as Vice Chair for 2023."

"I move to appoint _____ as Treasurer for 2023."

STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Assignment of 2023 Board Liaisons
Item No. 11
Date December 20, 2022

Summary

The Board of Directors self-assigns liaisons to various community groups to further the mission of OLWS.

Background

The Board of Directors will review the liaison assignments annually to:

- Add or remove community organizations to which the Board assigns liaisons.
- Assign Directors to both primary and alternate liaison positions for each organization.

Past Board Actions

January 18, 2022 The Board assigned the 2022 liaison duties.

May 17, 2022 The Board reassigned liaison duties due to a prolonged Director vacancy.

Recommendation

No official action is needed. However, Staff recommend Board consensus on:

- The community organizations to which OLWS assigns liaisons, and
- Directors assigned as primary and alternate liaisons to each organization.

Suggested Board Motion

No motion is needed.

Attachments

1. 2022 Liaison Assignments

**OAK LODGE WATER SERVICES
2022 BOARD LIAISON ASSIGNMENTS**

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

STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Assignment of 2023 Board Sub-Committees
Item No. 12
Date December 20, 2022

Summary

The Board of Directors creates sub-committees and appoints members to meet with the General Manager on a variety of topics. The Board self-assigns Directors to Board sub-committees.

Background

The Board of Directors will review the sub-committee assignments annually to:

- Add or remove sub-committees, and
- Assign Directors to each Sub-Committee.

Recommendation

No official action is needed. However, Staff recommend Board consensus on:

- The necessary sub-committees, and
- The Directors assigned to each sub-committee.

Suggested Board Motion

No motion is needed.

Attachments

1. 2022 Sub-Committee Assignments



2022 BOARD SUB-COMMITTEE ASSIGNMENTS

Human Resources

1. Susan Keil
2. Kevin Williams

Finance

1. Susan Keil
2. Paul Gornick

Capital

1. Paul Gornick
2. Kevin Williams



AGENDA ITEM

Title	Business from the Board
Item No.	13
Date	December 20, 2022

Summary

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

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

Business from the Board may include:

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

**OAK LODGE WATER SERVICES
2022 BOARD LIAISON ASSIGNMENTS**

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

Business from the Board Report
Heidi Bullock
December 2022

**Oak Grove Community Council Meeting
December 7, 2022**

PRESENTATION

Vahid Brown, Supportive Housing Services Program Manager,
Clackamas County, Health, Housing & Human Services

A presentation regarding the different transitional shelter models to address houselessness.

Safety off the street

People experiencing houselessness.
It's rare, brief and not recurring

Transitional Shelter Models:

1. ***Safe Rest Areas***; short term camping, mobile showers, adult only (Eugene)
2. ***Safe Parking Sites***; people living in vehicles, nothing in Clackamas County due to community opposition. (Vancouver & Eugene)
3. ***Transitional Villages***; Clackamas County Veterans Village, Dignity Village (Portland), self-governed, pods, tiny structures, adult only households
4. ***Facility based Congregate Shelter***; year-round, permanent, often dorm-style, typically overnight only, not feasible in pandemic circumstances, often adult only (not families with children or unaccompanied minor youth).
5. ***Facility Based Non-Congregate Shelter***; motels, private rooms, or dwellings. Perfect during the pandemic when hotels were generally empty. All populations served, privacy, etc.

County currently using two hotel/motel; Econo Lodge on McLoughlin and Clackamas Inn & Suites

County pursued project turnkey funding; awarded phase 2 funding \$50M, looking to find a hotel to purchase. Purchase and Sale Agreement on the table for one property, presenting to the County tomorrow, Dec 8.

NOTES:

22 participants.

Business from the Board

Paul Gornick's Liaison Report – November-December 2022

November 16, 2022 - Sunrise Water Board Meeting (hybrid meeting)

- Board voted to honor Ernie Platt by naming the new administration and operations center for him, with a yet to be decided method.
- Consent agenda was passed, which included a Separation Agreement with a former employee.
- General Manager's report – Wade Hathhorn gave an update on the new admin/operations building: the walls are up and first level floors are poured, and the first cross-laminated timber panels are expected soon. Wade also presented an array of recent construction photos of the project. (A draft media release regarding the new facility is attached.) The ongoing construction of the roundabout project adjacent to the current admin/operations building at 129th and King Road continues to be problematic for access to the building by staff and customers. Staff is in the process of engaging a recruiter for the accounting specialist vacancy. A draft employee handbook is being reviewed by legal staff before being presented to the board for review.

December 1, 2022 – Clackamas County Coordinating Committee (C4) Meeting

- The C4 meeting was intended to be a social gathering, but was cancelled. The January meeting will have new members appointed by various jurisdictions following the November elections.

STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title General Manager Monthly Report
Item No. 14a
Date December 20, 2022

Summary

The Board has requested updates at regular meetings on the status of key projects.

Highlights of the Month

- Gladstone Intergovernmental Agreement
- Department of Environmental Quality Updates

Gladstone Intergovernmental Agreement

We have been working closely with the City of Gladstone staff to develop a 40-year Intergovernmental Agreement (IGA) which would replace the numerous IGAs and addendums to the separate IGAs currently in place for both water and wastewater services.

This has been a multi-year project during which OLWS has become an Authority, and several key staff changes for both entities have occurred. Gladstone's Public Works Director (Jim Whynot) and OLWS' District Engineer (Jason Rice) had both been instrumental in developing options during the beginning stages of our conversations. Darren Caniparoli, stepped forward as Gladstone's Public Works Director after Jim retired and Brad Albert, has stepped in as the OLWS District Engineer when Jason left to work at WSC Inc. The productive conversations have continued, and it is anticipated the City of Gladstone will be holding an initial workshop on the IGA in the first quarter of 2023, to which OLWS will be invited. For four of the seven Gladstone Council members this will be a new topic since they have recently been elected and January will be their first Board meeting.

Department of Environmental Quality Updates

In partnership with North Clackamas Watershed Council (NCWC), we are proposing a Supplemental Environmental Project in lieu of part of the DEQ fines related to OLWS violations. The proposed project is an environmental restoration and protection project with the NCWC's

Streamside Stewards Program to restore riparian shade and native vegetation in the Rinearson, Boardman, and lower River Forest watersheds. The details are still being finalized with DEQ.

STAFF REPORT

To Board of Directors
From Aleah Binkowski-Burk, Human Resources Manager
Title Human Resources Monthly Report
Item No. 14b
Date December 20, 2022

Summary

The Board has requested updates at regular meetings on the status of operations.

Education and Outreach

Outreach and Communication

The Historic Downtown Oak Grove (HDOG) wrote OLWS a thank you letter for supporting the Trunk or Treat event on October 30, 2022. This was the first time OLWS has participated in this event. See attached letter.

OLWS (Administration Office and Technical Services Office) is a toy and food collection site for Operation Santa Claus. Operation Santa Claus has been a Clackamas Fire tradition within the community since 1974. The goal is to collect non-perishable food and new, unwrapped toys for families in need within the communities Clackamas Fire serves. OLWS will be collecting food and toys from December 3 - December 9. For more information visit: <https://clackamasfire.com/operation-santa/>

594 letters will be sent out to customers on November 30, 2022 about the upcoming smoke testing in December. See attached letter.

Sandbags are available for residential water flow protection for customers at the Technical Services Office parking lot (14611 SE River Rd). Call ahead to ensure sandbag availability at (503) 353-4207. Locations of other sandbag stations in Clackamas County can be found here: <http://clackamas.us/dm/sandbags.html>

OLWS is partnering with the Clackamas Community College Environmental Learning Center (CCC ELC) in facilitating a webinar series called Wildlife and Water Friendly Gardens starting in January 2023. The overarching theme is Successful Gardening in Times of Climate change.

This is for anyone interested in home gardening for wildlife and water quality with a focus on adapting to our changing climate. Learn how to garden with less water, choose temperature resilient trees and more. Each class will take place on Thursdays at noon on Zoom. Here is an overview of the class topics:

- How to Grow a Sustainable Lawn 1/26/2023
- Encouraging Beneficial Insects, Spiders, and Mini-Creatures in Your Garden 2/2/2023

- Avoiding the Thugs in Your Garden 2/9/2023
- Drought Tolerant Native Plants for Pollinators 2/16/2023
- Attracting Birds while Protecting Watershed Health 2/23/2023
- Ways that We Impact Watersheds in Our Backyard Decisions 3/2/2023
- Garden Design Considerations for Managing Stormwater and Erosion

North Clackamas Watershed Council is one of our community partners. OLWS was mentioned in their recent Annual Report: https://ncurbanwatershed.files.wordpress.com/2022/11/2021-2022-ncwc-annual-report_final.pdf

Human Resources

Oregon lawmakers approved the creation of a statewide paid leave program in 2019, but the program’s implementation was delayed during the pandemic and will roll out in 2023. Funding contributions for this plan will start on January 1st, 2023. In September Paid Leave Oregon should begin offering workers up to three months of protected paid leave. This report is intended to inform the Board of this new benefit, how it can be used, when it can be used, how employees apply for leave, how it will be administered and how it will be funded.

What is Paid Leave Oregon

Paid Leave Oregon covers almost every Oregon employer, and almost all employees in Oregon are eligible for benefits. Any employee in Oregon who earned more than \$1,000 dollars the prior year is eligible for paid leave. Paid leave applies to these three categories:

1. Family leave — to care for a family member who is seriously ill or injured; or to bond with a new child after birth, adoption, or foster care placement. (Some pregnancy-related situations may qualify for 14 weeks of paid leave.)
2. Medical leave — to deal with a worker’s own serious health condition.
3. Safe leave — to help survivors of sexual assault, domestic violence, harassment, and stalking.

This leave can be taken in one consecutive 12-week block or intermittently for 12 months in a rolling calendar year. If an employee is approved for leave their job and health benefits are protected while taking leave.

Who is Defined as a Family Member

The definition of a family member for paid leave Oregon is much broader than the definition for other types of protected leave such as those that pertain to Oregon Sick Leave Laws, OFLA and FMLA. Paid leave Oregon defines a “family member” is any of the following:

- Your spouse or domestic partner.
- Your child or the child’s spouse or domestic partner.
- Your parent or your parent’s spouse or domestic partner.
- Your sibling or stepsibling or their spouse or domestic partner.
- Your grandparent or your grandparent’s spouse or domestic partner.
- Your grandchild or your grandchild’s spouse or domestic partner.

- Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

Paid Leave funding

The contribution rate for 2023 is 1% of each employee's wages, up to a maximum of \$132,900 for the year. Employees pay 60% of the contribution rate and employers pay 40% of the contribution rate. For example, if an employee made \$1,000 in wages, the employee would pay \$6, and the employer would pay \$4. The contribution rate is set annually and will not be more than 1% of each employee's gross wages. The maximum amount of wages is also adjusted annually based on inflation. The State of Oregon Employment department will announce the contribution rate and maximum wage amount by Nov. 15 of each year, and the new rate and maximum wage amount will take effect Jan. 1 of the following year. Based on OLWS's 2023 budget numbers for wages and overtime a full year of contributions will cost OLWS just under \$15,000.

Paid Leave Administration

All Oregon employers must participate in the Paid Leave Oregon program or create their own equivalent plan. Creating an equivalent plan is cost prohibitive for all but the largest employers in Oregon. The Paid Leave Plan is run by the state through the Oregon Employment Department. When a qualifying event occurs employees will submit an application for benefits to Paid Leave Oregon. Employees **do not** apply directly with the OLWS. Employees can submit the application as early as 30 days before the start of leave and up to 30 days after the start of leave. After an employee has filed an application for paid leave benefits, Paid Leave Oregon will notify OLWS and provide basic information about the employee's claim. As the employer, we may respond to the notice from the department within 10 calendar days to report any errors in the information or other information relevant to the employee's claim.

Paid Leave Oregon will notify OLWS whether the employee's application for benefits was approved or denied. If Paid Leave Oregon approves the application, the employer will also receive notice of the approved dates and period of leave. When an employee applies for paid leave, they will provide verification of the qualifying purpose to Paid Leave Oregon. An employee will need to provide the following documentation to OED when applying for leave:

- For Family Leave, documentation to show: The birth, adoption, or placement of child
- That a family member is experiencing a serious health condition and a description of the family relationship.
- For Medical Leave, documentation to show the employee has a serious health condition.
- For Safe Leave, documentation to show the employee had a safe leave event. Self-attestation may be accepted if the employee is not able to provide documentation of the event.
- For limitations related to pregnancy, documentation is required to show the employee is currently or was recently pregnant.

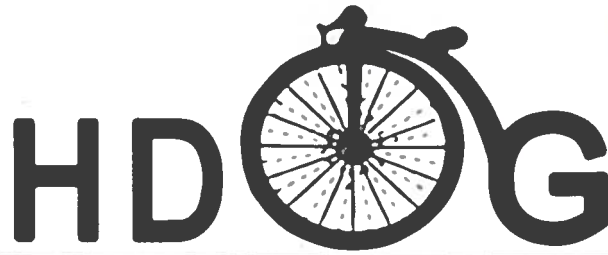
OLWS is required to continue paying for Health benefits while employees are taking paid leave.

OLWS cannot require employees to take sick leave, vacation leave, or other accrued leave prior to accessing paid leave benefits although we can allow employees to access accrued time off to supplement income.

Attachments

1. Historic Downtown Oak Grove Letter
2. Smoke Testing Letter
3. Paid Leave Overview
4. Paid Leave Contributions Fact Sheet
5. Paid Leave Brochure
6. Paid Leave Required Notice Poster
7. Types of Leave Chart

RECEIVED
NOV 17 2022
BY:



Historic Downtown Oak Grove

November 14, 2022

Oak Lodge Water Services District
14496 SE River Road
Oak Grove, Oregon 97267

Oak Lodge Water Services District,

Historic Downtown Oak Grove (HDOG) would like to thank the Oak Lodge Water Services District for their generous donation of \$250 and also participating in the Sixth Annual Oak Grove Halloween event this year.

The event was a smashing success! As we were informed by Alexa Morris and Antonio Canisales who volunteered to participate in the event, 1,100 pieces of candy were handed out by them within the first hour and fifteen minutes of the three-hour event. If this is an indication of the number of children we served at the event, that's a lot of happy faces and . . . way more than we ever expected.

HDOG is once again heartened by your donation and participation. Your continued support provides another opportunity for our community to come together and shows how much you value the people in our community.

With gratitude for helping to make the Sixth Annual Oak Halloween event a terrific success,

Suzanne Wolf, President

Gillian Eubanks, Treasurer

Kathy Witkowski, Director-At-Large

Ann Saunders-Webb, Vice-President

Dave Richards Oshiro, Director-At-Large

Carol LaTourette, Director-At-Large

Jennifer Salvia, Director-At-Large

cc: Alexa Morris
Antonio Canisales

November 30, 2022

Current Resident
17614 SE ROETHE PL
MILWAUKIE, OR 97267

RE: Information on Wastewater Smoke Testing in December 2022

Dear Neighbor,

Pro-Pipe Services will be smoke testing the wastewater system in your neighborhood between Monday, December 5 through Friday, December 30.

Planned testing will help Oak Lodge Water Services locate leaks and breaks in the collection lines. **The “smoke” used for testing is a water vapor that is completely safe for people, plants and pets** – it is white in color, non-toxic, odorless, non-staining, and does not pose a fire risk.

On the outside of your house or your neighbor’s house **you may notice smoke coming from plumbing vents, gutters, downspouts, and out of the ground. This is normal** and will stop when the testing is completed. Testing usually lasts 2 to 4 hours.

Smoke or its odor should not come into your house if your plumbing is in good working order and your plumbing traps (the U-shaped pipes under each drain) are filled with water. You can run water into sinks, tubs, showers, and floor drains that are used infrequently to make sure your traps are filled with water. If smoke does enter your house, it is a good idea to identify the location because it means sewer gas (which can be dangerous) may also be able to enter your house.

For questions about the smoke testing work being performed in your area please email brada@olwsd.org or call (503) 353-4202.

Sincerely,



Brad Albert
District Engineer

A new program that allows workers in Oregon to take paid time off for some of life's most important moments that impact our families, health and safety.



Family Leave – to care for a family member with a serious illness or injury, or to bond with a new child after birth, adoption or foster care placement.



Medical Leave – during one's own serious health condition.



Safe Leave – for survivors of sexual assault, domestic violence, harassment, or stalking.

When will the Paid Leave program start?

Employers will begin payroll contributions in January 2023, and workers will be able to apply for benefits in September 2023.

Benefits:

- \$** Up to 12 weeks of paid leave per benefit year (up to 14 weeks for pregnancy-related medical leave). You can take leave a week or a single day at a time.
- \$** If you have been with your employer for more than 90 days, your job remains protected and safe while you use paid leave. Your employer cannot penalize you for using paid leave.
- \$** Benefit payments depend on your wages and/or income compared to the statewide average weekly wage; many will receive 100% wage replacement.

Who is covered?

Any employee who has earned at least \$1,000 during the year prior to claiming paid leave may be eligible. Most employees working in Oregon will be covered. Tribal governments, self-employed business owners, and independent contractors may choose to participate by notifying the Paid Leave program.

How is this funded?

The Paid Leave program is funded by a trust fund. Both workers and employers contribute to the trust fund through payroll taxes. By November 2022, the Employment Department will set the contribution rate, which may be up to 1 % of an employee's total wages.

Oregon employers will begin contributing to the paid leave trust fund on January 1, 2023. Once the rate is set, large employers will contribute 40%, and employees will contribute 60% of the total contribution for each individual. Small employers, those with fewer than 25 employees, are not required to contribute. However, grants will be available for those that choose to pay their 40%.

Equivalent Plans.

Employers may elect to provide their own paid leave plan for their employees. These plans must provide equal to or greater benefits to employees compared to the state's paid leave plan, and they may not cost more for employees than the state's plan. The Paid Leave program must approve all employers' equivalent plans. Employers may start submitting applications for equivalent plans in September 2022.

Get involved.

Currently we are creating the rules that will dictate how the Paid Leave program will work. We want to build a program that works for all Oregonians. We invite you to attend a public hearing or send us your comments. Visit our [Paid Leave website](#) for more information.

Learn More.



Visit paidleave.oregon.gov and subscribe to [email updates](#).



Email us at paidleave@oregon.gov.






Call us at 833-854-0166.

A new program that allows employees in Oregon to take paid time off for some of life's most important moments that impact our families, health and safety.

What are contributions and when do they start?

Employees and employers will pay contributions to support Paid Leave Oregon starting on Jan. 1, 2023.

What are contributions used for?

-  Paid leave benefits for employees
-  Grants to help small employers when their employees use paid leave
-  Program administration

How much are contributions? Contributions are a percentage of wages. The rate for 2023 is 1% of up to \$132,900 in wages.

How are contributions shared between employers and employees? Employees pay 60% of the set contribution rate, and employers pay 40%. For example, if an employee made \$1,000 in wages, the employee would pay \$6 and the employer would pay \$4 for this paycheck. Employers may choose to pay the employee portion as a benefit for their employees.

Which employers and employees are required to participate in Paid Leave Oregon? All employers, except federal and tribal governments, are required to participate in the Paid Leave program. Tribal governments can choose to provide coverage through the program.

All employees, except employees of federal and tribal governments, are required to participate in Paid Leave Oregon. Employees of tribal governments participate if their tribal government chooses coverage. Self-employed individuals and independent contractors can also choose to participate.

What support is available to small employers? Small employers (fewer than 25 employees) are not required to pay the employer portion of contributions. The Employment Department will notify employers of their size each year.

Assistance grants are available for small employers to help with the costs of replacing an employee taking paid leave. The grants cover up to \$3,000 per employee for up to 10 employees per year (\$30,000 total). Small employers that receive grants commit to pay the employer portion of contributions for two years.

How are wages reported and contributions paid to the department?

Contributions are a payroll tax and will be included in combined payroll forms starting in January 2023. Employers will deduct employees' paid leave contributions from paychecks. Employers will then report wages and pay both the employee and employer contributions through the combined payroll reporting process.

Are contributions required for employees who live or work in multiple states?

Contributions are required for employees who primarily work in Oregon, even if employees live in another state or occasionally work in another state. Oregon residents who work entirely in another state do not pay contributions.

How are Paid Leave contributions different from Unemployment Insurance tax?

The Employment Department administers both Paid Leave Oregon contributions and Unemployment Insurance taxes. Below are some program similarities and differences.

Paid Leave Oregon contributions	Unemployment Insurance taxes
Same contribution rate for all employers. Rate is not connected to benefit usage from employer.	Different tax rates for employers. Rate is connected to benefits usage from employer.
Contribution rate and maximum wage set annually by November 15.	Tax rates and taxable wage base set annually by November 15.
Contributions paid by employees and employers.	Tax paid by employers only.
Contributions based on employee wages.	Tax based on employee wages.
Contribution paid through combined payroll reporting.	Tax paid through combined payroll reporting.
No reimbursement option for employers.	Some employers can reimburse for benefits instead of paying tax.
Penalties and interests for employers for late reporting and contribution payments.	Penalties and interests for employers for late reporting and contribution payments.

Are there alternatives to the state paid leave plan for employers?

Yes, employers can apply for approval to use their own equivalent plan to provide benefits that are equal to or greater than those provided by the state paid leave program. Employers with an approved equivalent plan still report wages through payroll reports, but they are not required to pay contributions. Information about equivalent plans is available online at <https://paidleave.oregon.gov>.

A new program that allows employees in Oregon to take paid time off for some of life's most important moments that impact our families, health, and safety.



Family Leave – to care for a family member with a serious illness or injury; or to bond with a new child after birth, adoption, or foster care placement.



Medical Leave – during one's own serious health condition.



Safe Leave – for survivors of sexual assault, domestic violence, harassment, or stalking.

Can I use paid leave benefits if my family is sick or injured?

Yes. You are covered to care for a family member that is sick or injured.

Who is considered my family under the Paid Leave program?

Any person related by blood, or whose relationship with you is like family.

When can I apply for benefits?

September 2023

How much paid leave can I get?

12 weeks of paid leave per year, plus an additional two weeks for limitations related to pregnancy. You can use paid leave one work day at a time or consecutively.

How much money will I get?

Many employees will get 100% of their wages replaced. Your benefit amount is based on your average wages from the previous year. The minimum weekly amount is currently about \$61, and the maximum weekly amount is about \$1,469. Minimum and maximum amounts are based on the state average weekly wage, which is updated every year on July 1.

What are the requirements to collect paid leave benefits?

Employees requesting paid leave benefits must have:

- ➔ Experienced a qualifying event
- ➔ Completed an application
- ➔ Earned \$1,000 in wages in the past year
- ➔ Contributed to the paid leave trust fund through paycheck deductions

When should I notify my employer I intend to take paid leave?

If you know you will need to take paid leave, you must notify your employer in writing at least 30 days before you take leave. If you need to take leave unexpectedly, you must give verbal notice within 24 hours of starting your leave and provide written notice within three days after the start of your leave.

Which employees are covered by Paid Leave Oregon?

Paid Leave Oregon covers most employees who work in Oregon, including those who are salaried, hourly, full-time, part-time, and seasonal.

Which employees are not covered by Paid Leave Oregon?

People who are not covered by paid leave are:

- ➔ Federal employees
- ➔ Tribal government employees
- ➔ People who are self-employed or independent contractors
- ➔ Employees that only work outside of Oregon

If I am not covered by Paid Leave Oregon, can I choose to join the program?

Tribal governments may choose to participate in the Paid Leave program, and their employees will be covered. People who are self-employed or independent contractors may also choose to join the Paid Leave program.

How is Oregon's Paid Leave program different from Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA)?

Each program has many rules and can be complex. A chart showing details is on the Paid Leave Oregon [website](#). Please work with your human resources representative to determine which program best fits your needs.

Who pays for Paid Leave Oregon?

Paid Leave Oregon is a program we all pay into and benefit from. Here's how contributions work:

- The contribution rate will not be more than 1% of wages.
- Employees pay 60% of the contribution rate, no matter the employer size.
- Employers with 25 or more employees pay 40% of the contribution rate.
- Small employers with fewer than 25 employees are not required to contribute. Assistance grants are available.



Paid Leave Oregon

**Have questions?
We're here to help.**

Visit our website: paidleave.oregon.gov
Email us: paidleave@oregon.gov
Call us: 833-854-0166



Peace of mind when it matters most.

Paid Leave Oregon is a new program that allows employees in Oregon to take paid time off for many of life's most important moments.



Paid leave to care for yourself and those you love

Types of leave covered



Family Leave: to care for a family member with a serious illness or injury, or to bond with a new child after birth, adoption or foster care placement.



Medical Leave: during your own serious health condition.



Safe Leave: for survivors of sexual assault, domestic violence, harassment, or stalking.

When will the Paid Leave Oregon program start?



Contributions start in January 2023. Employees can start applying for benefits in September 2023.

Who's covered?

Any employee, no matter how many hours you work, who earned at least \$1,000 in the year before claiming paid leave may be eligible. This includes agricultural employees and those who may use an Individual Taxpayer Identification Number to file their taxes. Tribal governments, those who are self-employed, and independent contractors may choose to participate, but are not required.

What benefits are included for Oregon employees?

- You can take up to 12 weeks of paid leave per year (up to 14 weeks for pregnancy-related medical leave).
- You can take your leave when you need—a day, week or month at a time.
- If you've worked for your employer more than 90 days, then your job is protected. Your employer cannot penalize you for taking time off.
- The benefit amount you get paid will depend on your wages and income. Visit our website for more details.
- Many employees will have 100% of their wages covered.



What you need to know

Starting in September 2023, Paid Leave Oregon will serve most employees in Oregon by providing paid leave for the birth or adoption of a child, your or a loved one's serious illness or if you experience sexual assault, domestic violence, harassment, or stalking.

What benefits are provided through Paid Leave Oregon and who is eligible?

Employees in Oregon that have earned at least \$1,000 in the prior year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. While on leave, Paid Leave Oregon pays employees a percentage of their wages. Benefit amounts depend on what an employee earned in the prior year.

Who pays for Paid Leave Oregon?

Starting on January 1, 2023, employees and employers contribute to Paid Leave Oregon through payroll taxes. Contributions are calculated as a percentage of wages and your employer will deduct your portion of the contribution rate from your paycheck.

When do I need to tell my employer about taking leave?

If your leave is foreseeable, you are required to give notice to your employer at least 30 days before starting paid family, medical or safe leave. If you do not give the required notice, Paid Leave Oregon may reduce your first weekly benefit by 25%.

How do I apply for Paid Leave?

In September 2023, you can apply for leave with Paid Leave Oregon online at **paidleave.oregon.gov** or request a paper application from the department. If your application is denied, you can appeal the decision with the Oregon Employment Department.

What are my rights?

If you are eligible for paid leave, your employer cannot prevent you from taking it. Your job is protected while you take paid leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on leave and your employer must keep giving you the same health benefits as when you are working.

How is my information protected?

Any health information related to family, medical or safe leave that you choose to share with your employer is confidential and can only be released with your permission, unless the release is required by law.

What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

Web: www.oregon.gov/boli

Call: 971-245-3844

Email: help@boli.oregon.gov

Learn more about Paid Leave Oregon

Web: paidleave.oregon.gov

Call: 833-854-0166

Email: paidleave@oregon.gov

Program Comparison

- Paid Leave Oregon
- [Oregon Family Leave Act \(OFLA\)](#)
- [Family and Medical Leave Act \(FMLA\)](#)
- [Oregon Sick Leave](#)

Paid Leave Oregon and the Oregon Bureau of Labor & Industries created this chart as a general program comparison. It is not intended to provide legal or financial advice and does not cover all possible exceptions. Each program has different qualifications and factors that determine eligibility.

Contact each agency directly to determine eligibility for their programs.

ELIGIBILITY REQUIREMENTS	Paid Leave Oregon	OFLA	FMLA	Oregon Sick Leave
Covered Employers	All employers except federal or tribal governments	Employers with 25 or more employees	Employers with 50 or more employees and all public employers	All employees are eligible for protected unpaid time
Wages required to be eligible for leave	\$1,000 in wages the previous year	n/a	n/a	n/a
Required time worked for employer before taking leave and before job protection applies	No work time requirement for Paid Leave benefits, but must have worked 90 days to have job protection	180 days	12 months	90 days
Required hours worked for employer to be eligible for leave	n/a	25 hrs/week in past 180 days. <i>Does not apply to parental leave</i>	1,250 hours in previous 12 months	1 sick time hour earned for every 30 hours worked
Geographic requirement	n/a	n/a	Location with 50 employees within 75 miles	n/a
Eligibility requirement				
Not a requirement				

QUALIFYING PURPOSES	Paid Leave Oregon	OFLA	FMLA	Oregon Sick Leave
Family Leave				
Birth, adoption or foster placement	Yes	Yes	Yes	Yes
Family member's serious health condition <i>(family member definitions vary)</i>	Yes	Yes	Yes	Yes
Medical Leave				
Individual's own serious health condition	Yes	Yes	Yes	Yes
Safe Leave				
Domestic violence, sexual assault, harassment or stalking	Yes	No <i>Serious health condition and reasonable safety accommodations under ORS 659A may include leave.</i>	No	Yes
Other Leave Types				
Extended leave for a pregnancy* <i>*In addition to leave for serious health condition</i>	Yes	Yes	No	No
Sick child leave	No	Yes	No	Yes
Military family leave	No	Yes	Yes	No
Bereavement leave	No	Yes	No	Yes
Public health emergency	No	Yes Active Public Health Emergency allows for sick child leave for school/child care closures	No	Yes
Covered				
Not Covered				

LEAVE DURATION AND BENEFIT PAYMENTS	Paid Leave Oregon	OFLA	FMLA	Oregon Sick Leave
Leave duration <i>(most cases)</i>	12 weeks in a one-year period	12 weeks in a one-year period	12 weeks in a one-year period	40 hours in a one-year period
Maximum leave duration <i>(for certain combinations of leave types)</i>	14 weeks in a one-year period	36 weeks in a one-year period	26 weeks in a one-year period	Employers may cap use at 40 hours per year
Payment	Paid Leave	Unpaid Leave	Unpaid Leave	Paid Leave for employers with 10 or more employees <i>(6 or more in Portland)</i>
Benefit amount	Varies based on employee's average weekly wage. Up to 100% for lower-income workers.	n/a	n/a	100% of regular wages

STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 14c
Date December 20, 2022

Summary

The Board has requested updates at regular meetings on the status of the OLWS operations.

Highlights of the Month

- Economy showing some positive indications.
- Transition to the Authority financial software with Springbrook has slowed. Initial timelines are now pushing into calendar year 2023.
- The Low-Income Household Water Assistance program began in July 2022, and we have received 8 approvals from Clackamas County as of December 6, 2022.
- The Accounts Receivable balance increased by 1.0%, the average delinquent balance increased by \$27.30, and the number of delinquent accounts increased by 24.
- Utility bill payments in November were less than the October 31st billed amounts.

The Economy

Inflation, supply chain delays, and labor markets have all been directly impacting costs, hiring and capital projects for OLWS. It appears that the U.S. economy is showing signs of change.

In a Washington Post article dated December 4, 2022, "...while it may take a few years to hit the Federal Reserve's goal of a 2 percent annual inflation, there are signs that inflation is beginning to loosen its grip. Goods prices rose in October by 5.1% annually, compared to 12.3% annually in February 2022. Ocean shipping costs for a 40-foot shipping container from China to U.S. West Coast is down 90%, from a peak of \$20,586 in September 2021 to \$1,932 per container. This decrease in ocean freight has removed approximately 0.7% from the inflation rate. The unknown is where and when does inflation settle."

In the last three articles from Oregon's Office of Economic Analysis, the following economic movements are showing: Oregon's labor market is normalizing; Oregon economists are predicting a mild recession; and low and middle-income households are still doing well financially. While Europe and the United Kingdom are currently in a recession, Oregon

economists are anticipating a short and shallow recession in 2024 for three reasons: expectation that current high inflation will slow within a few years; with record corporate profits, many businesses have the financial room to hold onto current employees versus layoffs; and consumer spending is expected to remain strong.

Based on new data for the second quarter of 2022 from both the Federal Reserve and JP Morgan Chase Institute, low- and moderate-income households are still doing well financially. “Checking account balances remain strong and show no deterioration across the distribution. Net worth for all households is higher today than before the pandemic.” When the focus was narrowed to the most recent quarters where inflation has been the highest, net worth still rose among low- and middle-income households, while high-income households net worth declined along with equity markets.

In addition, according to Engineering News Record, after a 2.2% monthly increase from August 2022 to September 2022, the Construction Cost Index (CCI) has been flat through November. While the index is not decreasing, it is also not increasing.

Authority Implementation

The Authority bank account and services with Wells Fargo have been established. All existing services are in process of preparing for transition once the financial software set up specific to the Authority is live.

Directly after the agreement with Springbrook was signed, OLWS’ account manager left Springbrook. This account manager was a champion of this body of work and helped prioritize internally. Unfortunately, since then the anticipated timeline keeps shifting further out. As of the writing of this report, a full project plan has not been received from Springbrook with timeline and dependencies. With these two challenges, the final conversion date is unknown at this moment. More information will be provided once established.

Low Income Household Water Assistance (LIHWA)

On May 12, 2022, the Clackamas County Board of Commissioners approved the Oak Lodge Water Services vendor agreement for the Low-Income Household Water Assistance (LIHWA) program. Clackamas County has finalized their customer application documents and customers from Oak Lodge Water Services may now apply for assistance. As of December 06, 2022, 8 customers have been approved for assistance totaling \$4,885.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of November 30th, 2022, compared to October 31st, 2022, increased by 1.0%. These are the findings:

1. A/R Balance owed to OLWS has increased by \$16,283, after accounting for the delta between billing cycles.

A/R Balance	9/30/2022	10/31/2022	11/30/2022
Bi-Monthly Residential	\$ 968,757	\$ 1,098,219	\$ 901,836
Large Meters	545,258	532,726	503,084
Total	1,514,015	1,630,945	1,404,920
Variance	(78,968)	116,930	(226,024)
Billing Cycle Variance	106,685	(110,807)	242,307
	27,717	6,123	16,283
	1.74%	0.40%	1.00%

2. The total number of delinquent accounts increased by 24 accounts as of November 30, 2022, compared to October 31, 2022. The average balance per account increased by 8.6% or \$26.50.

Delinquent Accounts	9/30/2022	10/31/2022	11/30/2022
Over 60 Days	\$ 163,463	\$ 160,729	\$ 182,806
Number of Accounts	559	504	528
Average Balance per Acct.	\$ 292	\$ 319	\$ 346
	-7.4%	9.1%	8.6%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has increased by 0.22% compared to prior month. The shift is from the 30–60 day grace category.

Account %	9/30/2022	10/31/2022	11/30/2022
Current	84.57%	85.60%	85.82%
30-60 Day Grace	6.36%	6.09%	5.59%
Delinquent	6.18%	5.57%	5.85%
Credit Balance	2.89%	2.75%	2.75%

Each month, the District hangs red tags for accounts in delinquent status, over 60 days past due, and with a balance over \$250. The red tag process allows 7 days for the customer to provide payment. If payment is not received, water is then shut off.

	August 2022	September 2022	October 2022	November 2022
Cycle	Cycle 2	Cycle 1	Cycle 2	Cycle 1
# Red Tags	75	83	96	85
Minimum Delinquent Balance	\$ 250	\$ 250	\$ 250	\$ 250
# Shut off Service Requests	5	4	4	13

Billing Payment Rate

In November, OLWS received (\$8,991) less in payments than was billed on November 30, 2022.

	August 2022	September 2022	October 2022	November 2022
Utility Billing Sales	\$ 1,129,379	\$ 1,383,401	\$ 1,276,715	\$ 1,387,523
Cash Receipts	1,133,491	1,377,000	1,263,587	1,378,532
% Collected	100.4%	99.5%	99.0%	99.4%

Attachments

1. Checks by Date Report for November 2022

Bank Reconciliation
 Checks by Date
 User: Antonio
 Printed: 12/6/2022
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	9/23/2022	KS Statebank		AP	Void		120,000.00
0	11/4/2022	Internal Revenue Service		AP			31,973.92
0	11/4/2022	Nationwide Retirement Solutions		AP			860.00
0	11/4/2022	Oregon Department Of Revenue		AP			9,346.42
0	11/4/2022	State of Oregon Savings Growth Plan		AP			2,621.00
0	11/4/2022	VALIC c/o JP Morgan Chase		AP			1,710.98
0	11/4/2022	Payroll Direct Deposit	DD 00001.11.2022	PR			79,688.19
0	11/18/2022	Internal Revenue Service		AP			34,128.54
0	11/18/2022	Nationwide Retirement Solutions		AP			860.00
0	11/18/2022	Oregon Department Of Revenue		AP			9,814.70
0	11/18/2022	State of Oregon Savings Growth Plan		AP			2,621.00
0	11/18/2022	VALIC c/o JP Morgan Chase		AP			1,743.48
0	11/18/2022	Payroll Direct Deposit	DD 00002.11.2022	PR			82,220.43

ACH Disbursement Activity Subtotal							377,588.66
Voided ACH Activity							120,000.00
Adjusted ACH Disbursement Activity Subtotal							257,588.66

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
48292	11/1/2022	A Worksafe Service, Inc.		AP			67.00
48293	11/1/2022	Brown and Caldwell		AP			5,627.07
48294	11/1/2022	Buels Impressions Printing		AP			575.00
48295	11/1/2022	Bullard Law		AP			2,920.00
48296	11/1/2022	CenturyLink		AP			103.24
48297	11/1/2022	Coastal Farm & Home Supply		AP			139.97
48298	11/1/2022	Contractor Supply, Inc.		AP			243.88
48299	11/1/2022	Dr. Lance F. Harris D.C.		AP			100.00
48300	11/1/2022	Customer Refund		AP			118.12
48301	11/1/2022	Customer Refund		AP			665.68
48302	11/1/2022	HealthEquity		AP			63.95
48303	11/1/2022	J. Thayer Company		AP			220.54
48304	11/1/2022	Kaiser Permanente		AP			19,080.43
48305	11/1/2022	Les Schwab		AP			119.99
48306	11/1/2022	Customer Refund		AP			2.35
48307	11/1/2022	Merina & Company, LLP		AP			1,771.88
48308	11/1/2022	Olson Bros. Service, Inc.		AP			2,759.19
48309	11/1/2022	Oregon DEQ		AP			3,188.00
48310	11/1/2022	SDIS		AP			41,066.69
48311	11/1/2022	Seattle Ace Hardware		AP			39.98
48312	11/1/2022	Slayden Constructors		AP			23,094.53
48313	11/1/2022	Employment Tax State of Oregon - Employment Department		AP			9,529.00
48314	11/1/2022	Stein Oil Co Inc		AP			1,342.13
48315	11/1/2022	Employee Reimbursement		AP			191.75
48316	11/1/2022	Unifirst Corporation		AP			2,866.04
48317	11/1/2022	Verizon Wireless		AP			2,609.52
48318	11/1/2022	Waste Management Of Oregon		AP			40.00
48319	11/1/2022	Water Systems Consulting, Inc.		AP			35,285.74
48320	11/1/2022	Xerox Corporation		AP			28.23
48321	11/4/2022	Employee Paycheck		PR			2,111.71
48357	11/4/2022	AFLAC		AP			826.40
48358	11/4/2022	AFSCME Council 75		AP			849.73
48359	11/4/2022	Employee Reimbursement		AP			353.75
48360	11/4/2022	AnswerNet		AP			758.42
48361	11/4/2022	Apex Labs		AP			1,434.00
48362	11/4/2022	Beaver Equipment, LLC		AP			4,516.01
48363	11/4/2022	BMS Technologies		AP			8,250.13
48364	11/4/2022	Brown and Caldwell		AP			19,901.13
48365	11/4/2022	Cascadia Backflow		AP			1,824.28
48366	11/4/2022	CenturyLink		AP			777.60
48367	11/4/2022	Cintas Corporation - 463		AP			82.66
48368	11/4/2022	City Of Gladstone		AP			255.28
48369	11/4/2022	City Of Milwaukie		AP			1,826.32

Bank Reconciliation
 Checks by Date
 User: Antonio
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 Cleared and Not Cleared Checks
 Print Void Checks

48370	11/4/2022	Clackamas Community College	AP	1,500.00
48371	11/4/2022	Clackamas County	AP	8,460.77
48372	11/4/2022	Clackamas Landscape	AP	384.00
48373	11/4/2022	Coastal Farm & Home Supply	AP	1,250.52
48374	11/4/2022	Comcast	AP	527.63
48375	11/4/2022	H.D. Fowler Company	AP	3,466.10
48376	11/4/2022	HealthEquity	AP	43.30
48377	11/4/2022	Industrial Electric Machinery	AP	1,380.90
48378	11/4/2022	Customer Refund	AP	14.50
48379	11/4/2022	Customer Refund	AP	11.75
48380	11/4/2022	Employee Reimbursement	AP	933.41
48381	11/4/2022	Northwest Natural	AP	345.15
48382	11/4/2022	OHA-Drinking Water Services	AP	140.00
48383	11/4/2022	Owen Equipment	AP	1,799.69
48384	11/4/2022	Portland General Electric	AP	25,049.78
48385	11/4/2022	Robert HalfTalent Solutions	AP	9,382.13
48386	11/4/2022	S-2 Contractors, Inc.	AP	11,170.00
48387	11/4/2022	Santana Crane, Inc	AP	820.00
48388	11/4/2022	Terex USA, LLC	AP	393.05
48389	11/4/2022	Trench Line Excavation, Inc.	AP	429,352.26
48390	11/4/2022	United Fire, Health, & Safety	AP	592.00
48391	11/4/2022	Customer Refund	AP	1.24
48392	11/8/2022	Affordable Arbor Care LLC	AP	0.00
48393	11/8/2022	Horner Enterprises, Inc.	AP	0.00
48394	11/8/2022	Relay Resources	AP	0.00
48395	11/8/2022	Streamline	AP	0.00
48396	11/8/2022	Wallis Engineering PLLC	AP	0.00
48397	11/10/2022	Airgas, Inc	AP	51.82
48398	11/10/2022	Aks Engineering & Forestry	AP	4,282.40
48399	11/10/2022	AWWA	AP	2,405.00
48400	11/10/2022	Cavanaugh & Associates. PA	AP	225.00
48401	11/10/2022	Clackamas Landscape	AP	468.00
48402	11/10/2022	Comcast	AP	527.36
48403	11/10/2022	Consolidated Supply Co.	AP	1,680.48
48404	11/10/2022	Contractor Supply, Inc.	AP	45.90
48405	11/10/2022	Craig Blackman Trucking	AP	3,524.91
48406	11/10/2022	Customer Refund	AP	6.98
48407	11/10/2022	D&H Flagging, Inc.	AP	1,014.65
48408	11/10/2022	Driveline Service of Portland, Inc	AP	1,874.00
48409	11/10/2022	Endress & Hauser Inc	AP	990.35
48410	11/10/2022	Ferguson Enterprises, Inc.	AP	134.09
48411	11/10/2022	H.D. Fowler Company	AP	25,823.00
48412	11/10/2022	Horner Enterprises, Inc.	AP	5,005.20
48413	11/10/2022	Lord & Associates, Inc.	AP	522.00
48414	11/10/2022	McFarlane's Bark, Inc.	AP	39.33
48415	11/10/2022	NCCWC	AP	95,183.28
48416	11/10/2022	Net Assets Corporation	AP	449.00
48417	11/10/2022	O'Reilly Auto Parts	AP	18.99
48418	11/10/2022	Pamplin Media Group	AP	39.51
48419	11/10/2022	Portland Engineering Inc	AP	180.00
48420	11/10/2022	Portland General Electric	AP	1,112.57
48421	11/10/2022	S-2 Contractors, Inc.	AP	11,170.00
48422	11/10/2022	Seattle Ace Hardware	AP	89.45
48423	11/10/2022	Stein Oil Co Inc	AP	353.93
48424	11/10/2022	SwiftComply	AP	2,213.00
48425	11/10/2022	Traffic Safety Supply Co Inc	AP	559.50
48426	11/10/2022	United Fire, Health, & Safety	AP	2,299.60
48427	11/10/2022	Waste Connections	AP	74.47
48428	11/10/2022	Waste Management Of Oregon	AP	361.33
48429	11/10/2022	Wesco Marketing	AP	2,311.32
48430	11/18/2022	Employee Paycheck	PR	2,111.76
48431	11/18/2022	Aerzen USA Corp	AP	598.88
48432	11/18/2022	Apex Labs	AP	4,320.00
48433	11/18/2022	Applied Industrial Technologies	AP	1,373.48
48434	11/18/2022	Brown and Caldwell	AP	12,116.75
48435	11/18/2022	BTL Northwest	AP	223.72
48436	11/18/2022	Cable Huston LLP	AP	26,970.50

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48437	11/18/2022	Clackamas County	AP	3,889.85
48438	11/18/2022	Consolidated Supply Co.	AP	5,222.48
48439	11/18/2022	Convergence Networks	AP	8,005.00
48440	11/18/2022	Cooperative Public Works Agencies of Washington Co	AP	150.00
48441	11/18/2022	CTX-Xerox	AP	1,850.36
48442	11/18/2022	Cues, Inc	AP	37,478.00
48443	11/18/2022	David Evans and Associates, Inc.	AP	2,729.50
48444	11/18/2022	Customer Refund	AP	75.59
48445	11/18/2022	Eurofins Environment Testing Northwest, LLC	AP	3,017.50
48446	11/18/2022	Ferguson Enterprises, Inc.	AP	498.42
48447	11/18/2022	FLO-Analytics	AP	1,878.75
48448	11/18/2022	Customer Refund	AP	72.25
48449	11/18/2022	Customer Refund	AP	57.43
48450	11/18/2022	Geosynthetic Products	AP	925.00
48451	11/18/2022	Customer Refund	AP	8.73
48452	11/18/2022	Grainger, Inc.	AP	152.83
48453	11/18/2022	Hawkins Delafield & Wood LLP	AP	268.00
48454	11/18/2022	Customer Refund	AP	167.87
48455	11/18/2022	J. Thayer Company	AP	594.56
48456	11/18/2022	Customer Refund	AP	174.25
48457	11/18/2022	Lou's Gloves	AP	438.00
48458	11/18/2022	Metro Overhead Door, Inc.	AP	338.00
48459	11/18/2022	Customer Refund	AP	228.23
48460	11/18/2022	Norlift of Oregon, Inc	AP	385.00
48461	11/18/2022	Northstar Chemical, Inc.	AP	1,831.30
48462	11/18/2022	One Call Concepts, Inc.	AP	856.50
48463	11/18/2022	Pamplin Media Group	AP	39.51
48464	11/18/2022	Polydyne, Inc.	AP	4,142.07
48465	11/18/2022	Portland Engineering Inc	AP	12,587.50
48466	11/18/2022	Reynolds Sewers Inc	AP	4,600.00
48467	11/18/2022	RH2 Engineering, Inc.	AP	520.70
48468	11/18/2022	Robert HalfTalent Solutions	AP	3,085.88
48469	11/18/2022	S-2 Contractors, Inc.	AP	28,500.00
48470	11/18/2022	Sanitech LLC	AP	5,975.00
48471	11/18/2022	Seattle Ace Hardware	AP	216.78
48472	11/18/2022	Customer Refund	AP	12.23
48473	11/18/2022	Streamline	AP	480.00
48474	11/18/2022	Technology Integration Group	AP	600.00
48475	11/18/2022	Traffic Safety Supply Co Inc	AP	193.50
48476	11/18/2022	Customer Refund	AP	259.31
48477	11/18/2022	Water Systems Consulting, Inc.	AP	39,089.34
48478	11/21/2022	Olson Bros. Service, Inc.	AP	2,453.35
48479	11/29/2022	Aerzen USA Corp	AP	119,115.00
48480	11/29/2022	AFLAC	AP	826.40
48481	11/29/2022	AFSCME Council 75	AP	849.73
48482	11/29/2022	Buels Impressions Printing	AP	195.00
48483	11/29/2022	CDR Labor Law, LLC	AP	2,317.50
48484	11/29/2022	CDW LLC	AP	4,452.66
48485	11/29/2022	Cintas Corporation	AP	99.00
48486	11/29/2022	Clackamas County	AP	1,393.24
48487	11/29/2022	D&H Flagging, Inc.	AP	859.44
48488	11/29/2022	Government Ethics Commission	AP	768.36
48489	11/29/2022	HealthEquity	AP	46.25
48490	11/29/2022	Integrity Traffic OR LLC	AP	465.00
48491	11/29/2022	J. Thayer Company	AP	718.71
48492	11/29/2022	Kaiser Permanente	AP	19,080.43
48493	11/29/2022	Lord & Associates, Inc.	AP	1,294.50
48494	11/29/2022	Customer Refund	AP	796.39
48495	11/29/2022	NCCWC	AP	4,263.36
48496	11/29/2022	Oregon DEQ	AP	21,614.00
48497	11/29/2022	Owen Equipment	AP	470.83
48498	11/29/2022	Pacific Truck Colors, Inc.	AP	1,667.72
48499	11/29/2022	Platt	AP	61.99
48500	11/29/2022	Relay Resources	AP	7,202.47
48501	11/29/2022	Robert HalfTalent Solutions	AP	13,002.86
48502	11/29/2022	SDIS	AP	38,322.02
48503	11/29/2022	Seattle Ace Hardware	AP	23.58

Bank Reconciliation
 Checks by Date
 User: Antonio
 Printed: 12/6/2022
 Cleared and Not Cleared Checks
 Print Void Checks

48504	11/29/2022	Secure Pacific Corporation	AP	165.21
48505	11/29/2022	Solv-Business Solutions-Safeguard	AP	323.20
48506	11/29/2022	Stein Oil Co Inc	AP	848.70
48507	11/29/2022	Unifirst Corporation	AP	629.91
48508	11/29/2022	Verizon Wireless	AP	60.04
48509	11/29/2022	Wallis Engineering PLLC	AP	40,561.82
48510	11/29/2022	Waste Management Of Oregon	AP	68.00
48511	11/29/2022	Wesco Marketing	AP	820.98
48512	11/29/2022	Oregon Department Of Revenue	AP	120.00

Paper Check Disbursement Activity Subtotal	1,364,949.88
Voided Paper Check Disbursement Activity	11,170.00
Adjusted Paper Check Disbursement Activity Subtotal	1,353,779.88

Total Void Check Count:	2
Total Void Check Amount:	131,170.00
Total Valid Check Count:	197
Total Valid Check Amount:	1,611,368.54
Total Check Count:	199
Total Check Amount:	1,742,538.54

STAFF REPORT

To Board of Directors
From Brad Albert, District Engineer
Title Technical Services Monthly Report
Item No. 14d
Date December 20, 2022

Summary

The Board has requested updates at regular meetings on the status of the OLWS operations.

Highlights

- Smoke testing completed in Lift Station 5 basin area.
- Aldercrest Water Main Replacement construction continues, and all water main and service lines are installed on SE Aldercrest. The new water main in Aldercrest is in service and customers are connected to the new main.
- Hillside Wastewater Main replacement project is acquiring temporary construction easements.
- Wastewater Master Plan has identified a Tertiary Treatment option to move forward with preliminary design.

Watershed Protection

On December 1st staff submitted several required documents to the Oregon Department of Environmental Quality. They included the MS4 Phase I Permit's Stormwater Management Program document, the Clackamas County Comprehensive Stormwater Monitoring Plan, the MS4 Permit's 2021-2022 Annual Report, the 2021-2022 Stormwater Monitoring Data, and the Total Maximum Daily Load (TMDL) Annual Report. All of these documents reflect requirements that OLWS fulfills as part of the National Pollutant Discharge Elimination System (NPDES) program. The commitment OLWS makes to water quality helps protect both public health and the environment.

This fall, field operations staff have been monitoring "hot spots" and removing leaves from catch basins as needed to support water quality in OLWS neighborhoods. Required Zone inspections and cleanings for the MS4 required best management practices have been scheduled for the current fiscal year, and additional cleanings are prioritized on a case-by-case

basis. Clackamas County Department of Transportation and Development continues to be a partner in tackling difficult areas within the OLWS boundaries.

As part of the new MS4 Permit, the Watershed Protection section of the OLWS website has been updated and reorganized. Please have a look to learn more about how OLWS communicates the importance of water quality issues and obligations to the public. If you have any questions about the updated information posted, please contact the Water Quality Coordinator at lara@olwsd.org.

Permit Activity – November 2022

FY2022-2023	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	1	1	11	0	6
New Erosion Control Permits	2	3	14	0	10
New Development Permits	1	3	6	0	7
New Utility Permits	9	5	32	2	23
Wastewater Connections	1	0	4	0	6
Sanitary SDC Fees Received	\$5,165	\$0	\$20,660.00	\$0.00	\$30,990
Water SDC Fees Received	\$11,330	\$0	\$113,297.00	\$0.00	\$112,537
Plan Review Fees Received	\$1,200	\$1,816	\$10,251.00	\$0.00	\$8,383
Inspection Fees Received	\$930	\$1,120	\$7,247.50	\$0.00	\$6,943

Attachments

1. Development Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Warranty Period	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Final Inspections Pending. Next step: asbuilt review and bond release.	12/1/22
Warranty Period	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School	Final Inspections Pending. Next step: asbuilt review and bond release.	12/1/22
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	12/1/22
Under Construction	19315 SE River Rd.	Residential: 2-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	12/1/22
Under Construction	SE Jennings Ave., SE Oatfield Rd. to SE McLoughlin Blvd.	Capital Improvement: CC DTD Jennings Ave Roadway expansion and regional stormwater treatment	OLWSD Inspections Occuring	12/1/22
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWSD Inspections Occuring	12/1/22
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	12/1/22
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	OLWSD Inspections Occuring	12/1/22
Under Construction	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	OLWSD Inspections Occuring	12/1/22
Under Construction	15515 SE Wallace Rd.	Residential: 2-lot Partition	OLWSD Inspections Occuring	12/1/22
Under Construction	21E11AB01100 (SE River Rd. @ SE Maple St)	Residential: 7-lot subdivision	OLWSD Inspections Occuring	12/1/22
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane School	Current OLWSD Review	12/1/22
Plan Review	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Current OLWSD Review	12/1/22
Plan Review	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	Current OLWSD Review	12/1/22
Plan Review	16103 SE Southview Ave	Residential: 7-lot subdivision	Current OLWSD Review	12/1/22
Plan Review	13822 SE Oatfield Rd	Residential: 10-lot subdivision	Current OLWSD Review	12/1/22
Land Use Application	16468 SE Warnock Ln.	Residential: 2-lot Partition	Current OLWSD Review	12/1/22
Land Use Application	3811 SE Concord Rd	Tenant Improvement: Concord School	Land Use conditions sent to CC DTD. County land use expiration timeline.	12/1/22
Pre-Application	15014 SE Woodland Way	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	12/1/22
Pre-Application	5314 SE Jennings Ave	Residential: 4-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	12/1/22
Pre-Application	15315 SE Woodland Way	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	12/1/22



STAFF REPORT

To Board of Directors
From Jeff Page, Utility Operations Director
Title Field Operations Monthly Report
Item No. 14e
Date December 20, 2022

Summary

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

Highlights of the Month

- Wastewater Collection System Work
- Watershed Protection Work
- Water Distribution System Work
- Non-Revenue Water
- Clackamas River Flowrates

Wastewater Collection Work

Routine hydro-cleaning and televising work of Basin 2B commenced in November (Photo 1). However, staff identified a problem with some of the televising van's wiring, which slowed the progress of condition assessments. CUES is resolving the issue.

The team is looking for inflow and infiltration (I&I) within the wastewater collection system. Searching our asset management program (Lucity) helped identify six manholes contributing to the problem (Photo 2). The deficient manholes are scattered about our service area and not located in a single basin. Infrastructure found to be defective is prioritized by staff for repair or replacement.

Watershed Protection Work

November through March is dedicated to completing wastewater collection system work. Routine watershed protection work is planned for April through June next year, as indicated in the Collection Systems Report schedule. Still, the team will conduct preemptive maintenance and respond to emerging watershed protection concerns as they arise through the wastewater collection system work period.

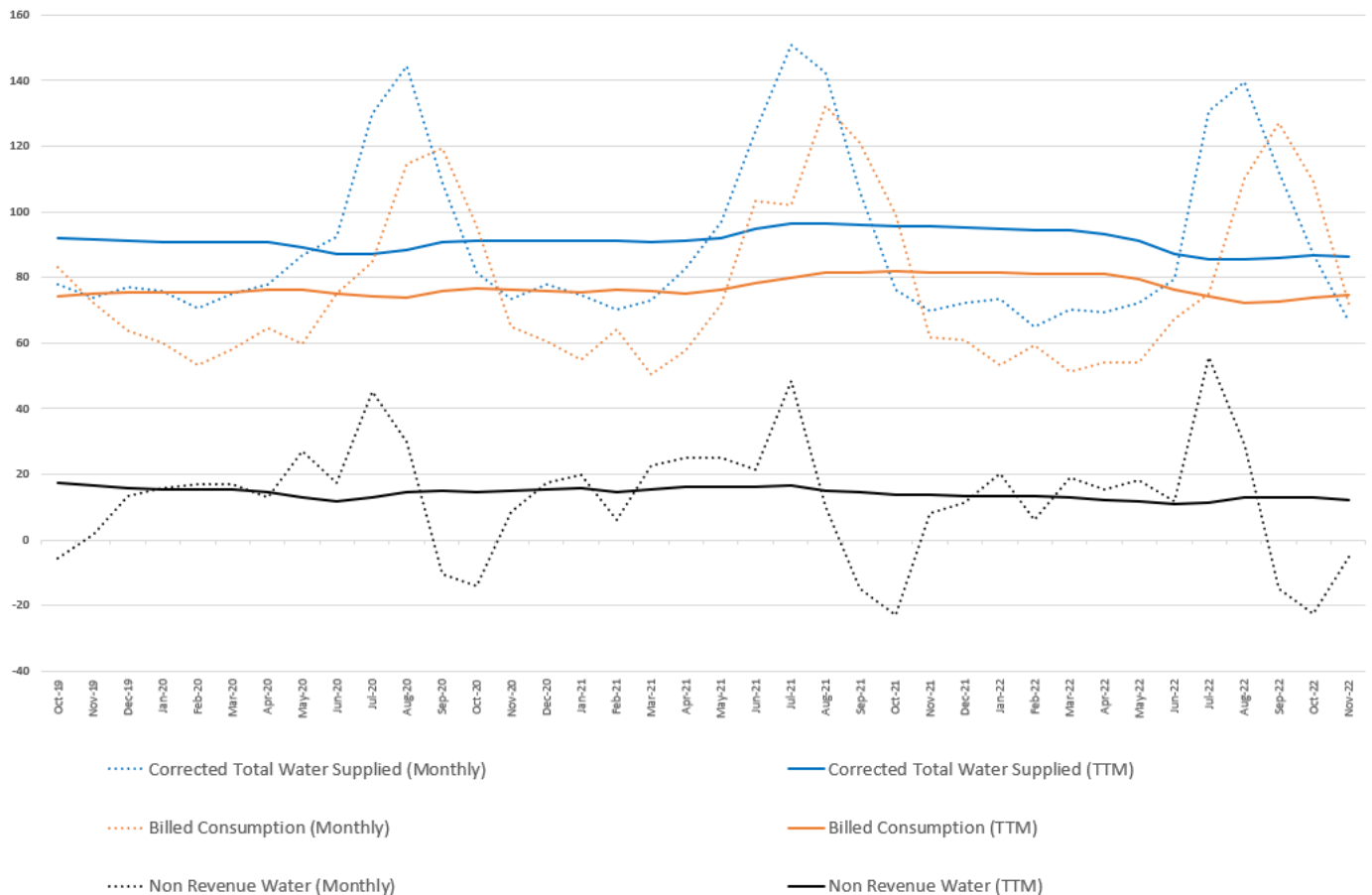
Water Distribution System Work

The Water Team continued with their search for leakage in the distribution system. Staff found leaks at 16131 Oatfield Rd., and another revealed itself on McLoughlin Blvd. just south of Naef Rd. (Photos 3-5). The team also assisted with tie-in work for the Aldercrest Rd. water main replacement project (Photo 6).

Non-Revenue Water

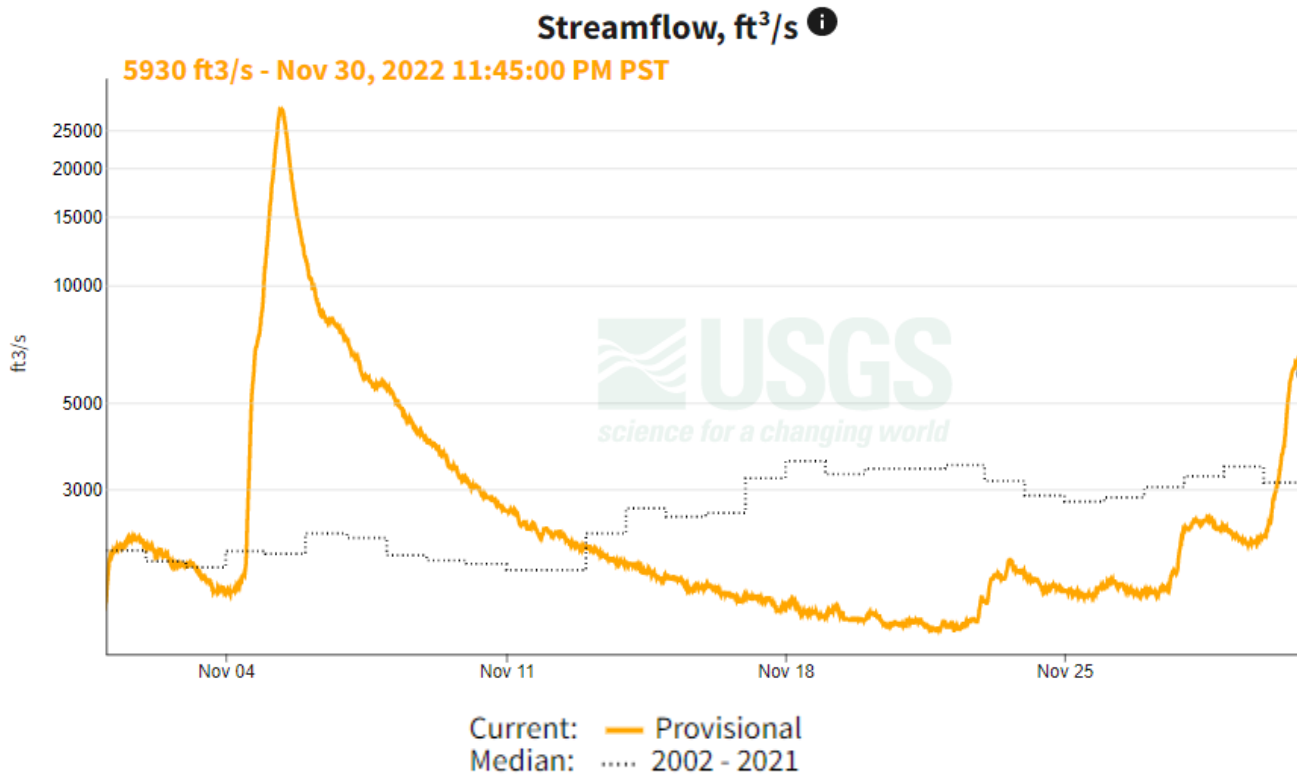
The total water purchased in November was 66.8 million gallons. Non-revenue water totaled -5.1 million gallons with 1.4 million gallons in apparent losses (“paper losses”), -7.4 million gallons in real losses (leakage in the system), and 900,000 gallons for unbilled authorized consumption (OLWS water quality flushing and fire department use). The trailing twelve month (TTM) non-revenue water trend indicates the average non-revenue water over the past 12 months is 12.0 million gallons.

OLWS NRW in MG per Month
Unadjusted & Trailing Twelve Month (TTM) Average



Non-revenue water graph: October 2019 – November 2022

Clackamas River Flowrates



Clackamas River daily discharge for November 2022, compared with the 20-year daily median.

Attachments

1. Photo Pages of November 2022 Work
2. Water Purchased Report
3. Water Services Report
4. Collection Systems Report

Field Operations Photo Pages for November 2022



Photo 1: Routine hydro-cleaning work in Basin 2C



Photo 2: Finding I&I in the system

Basin 2C

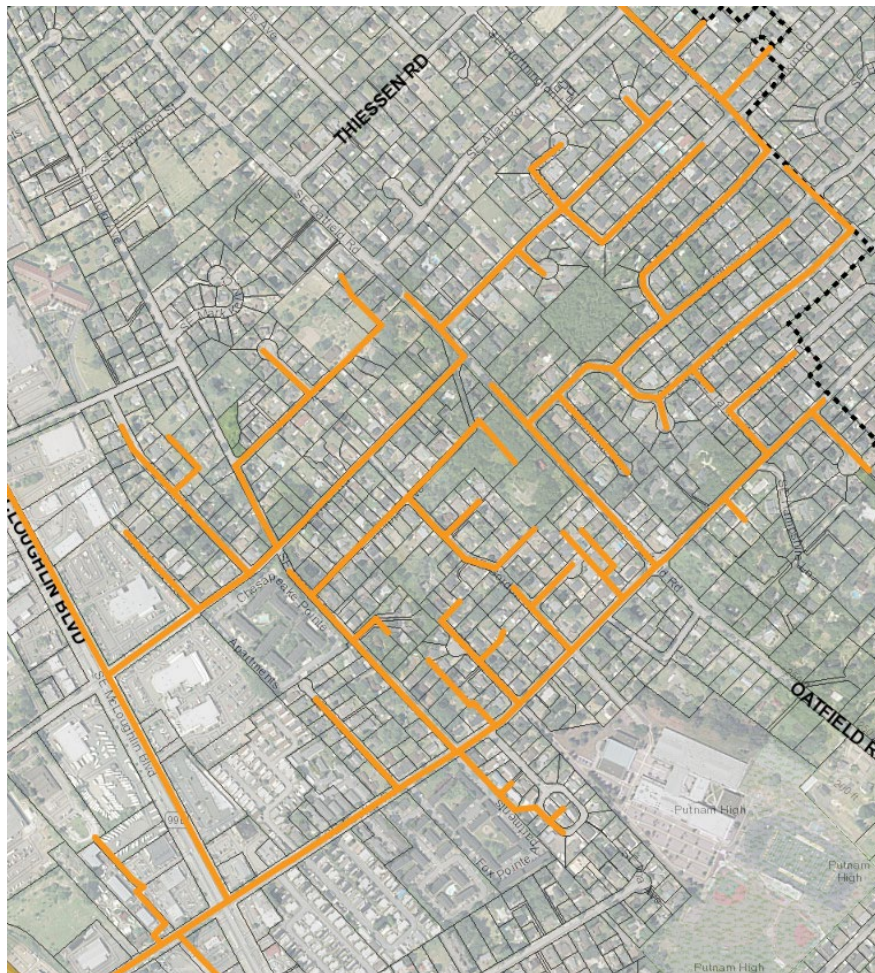




Photo 3: Watermain leaks repaired on Oatfield

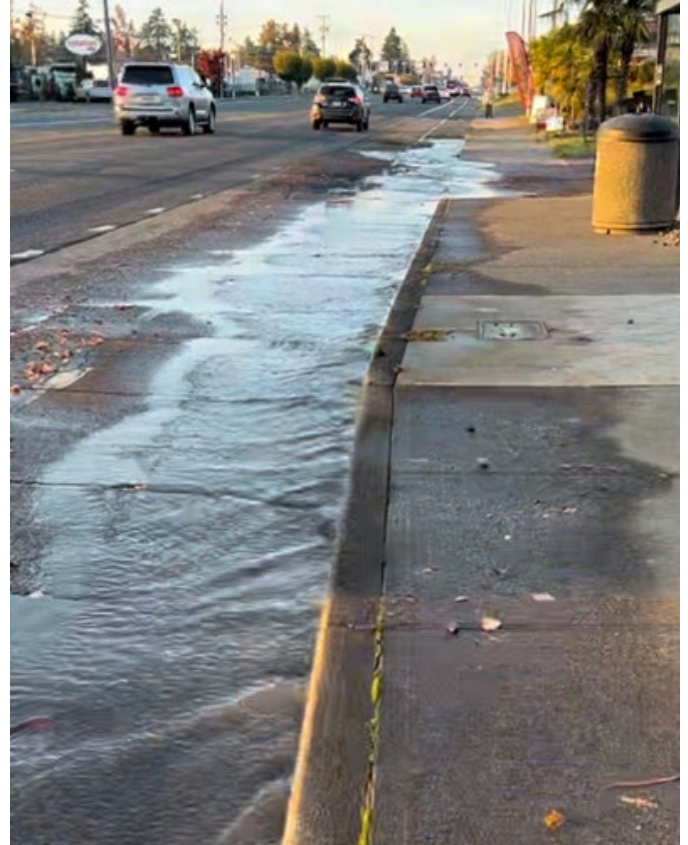


Photo 4: Watermain leak on McLoughlin Blvd.



Photo 5: Radial split on 6-inch cast iron

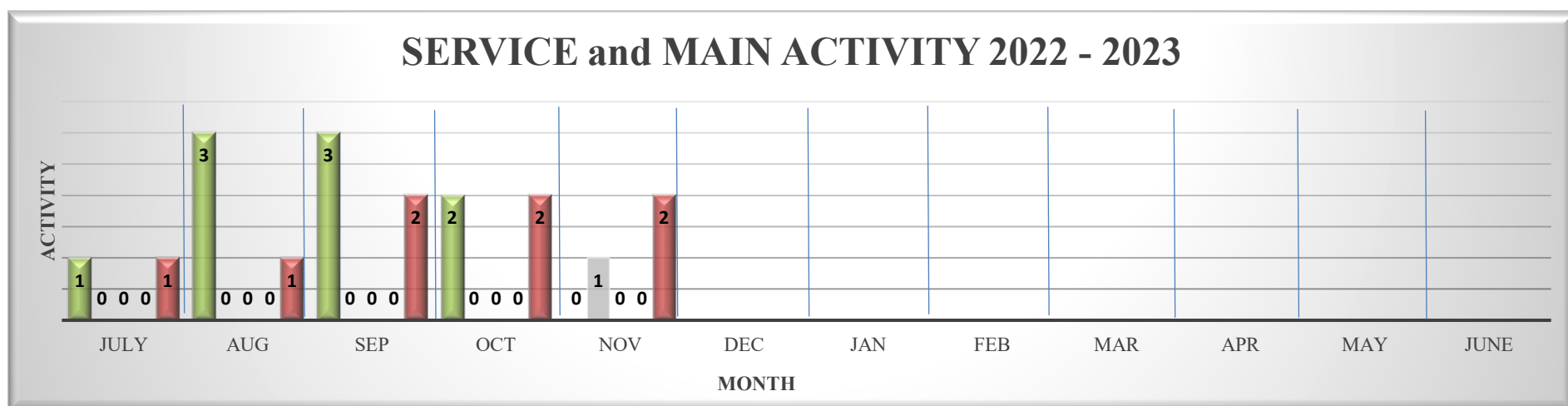
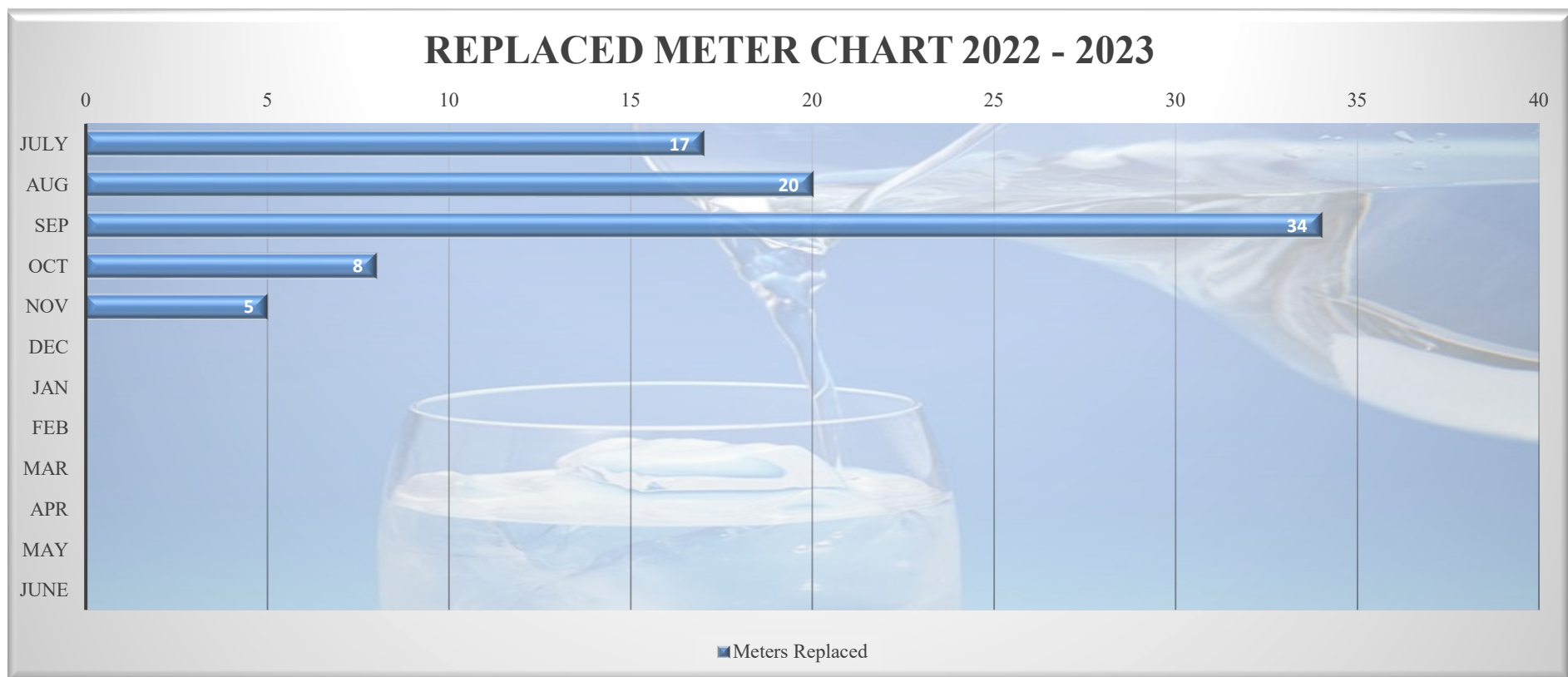


Photo 6: Watermain tie-in for Aldercrest project

Water Purchased from NCCWC By Month and Year

Year	Fiscal 1st Half						Fiscal 2nd Half						Yearly Total	Percent of Average Total	Average Daily Demand (MG)
	July	August	September	October	November	December	January	February	March	April	May	June			
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	1,060,157,000	95.68%	2.90
14/15	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	1,064,685,000	96.09%	2.92
15/16	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	1,203,157,667	108.59%	3.30
16/17	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	1,083,093,333	97.75%	2.97
17/18	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	1,133,503,000	102.30%	3.11
18/19	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000	1,176,610,000	106.19%	3.22
19/20	120,368,000	132,181,000	105,200,000	75,825,000	76,089,000	74,759,000	75,848,000	75,918,000	70,192,000	79,173,000	80,872,000	93,438,000	1,059,863,000	95.66%	2.90
20/21	119,901,000	146,849,000	120,624,000	80,370,000	76,317,000	73,867,000	76,249,000	77,591,000	66,772,000	79,962,000	95,224,000	113,270,000	1,126,996,000	101.71%	3.09
21/22	150,066,000	148,100,000	116,597,000	76,854,000	69,797,000	72,174,000	73,547,000	65,192,000	70,311,000	69,583,000	72,285,000	79,422,000	1,063,928,000	96.02%	2.91
22/23	130,563,000	139,406,000	112,190,000	87,170,000	66,792,000								536,121,000	48.39%	3.53
	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average Total		
	132,774,533	144,297,400	113,058,600	80,959,200	74,137,200	74,629,016	77,521,429	74,878,000	68,529,000	75,953,444	84,303,222	105,946,407	1,107,999,222		

Oak Lodge Water Services Water Report



Fiscal Year 2022 - 2023	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2022	July	17	1	0	0	0	1
2022	Aug	20	3	0	0	0	1
2022	Sep	34	3	0	0	0	2
2022	Oct	8	2	0	0	0	2
2022	Nov	5	0	1	0	0	2
2022	Dec						
2023	Jan						
2023	Feb						
2023	Mar						
2023	Apr						
2023	May						
2023	June						
Yearly Total		84	9	1	0	0	8

Backflow Program Update for the Month of November 2022

Total Facilities						
1,437						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
945	0	0	0	0	0	0
66%						

Percentage of Participants

66% Signed Up, 34% Remaining

List of Backflow Letters	
Letter 1	Notice of Non-Compliance District made aware (30 days to respond)
Letter 2	Notice of Violation Customer has final 30 days to correct
Letter 3	Notice of Termination of water service Customer has 5 days til water shut off

STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 14f
Date December 20, 2022

Summary

The Board has requested updates at regular meetings on the status of the OLWS operations.

Highlights of the Month

- Treatment Plant Update
- Digester Update
- Aerzen Blower #4 Delivery
- Miscellaneous Maintenance and Operations

Wastewater Treatment Plant

For most, November typically signifies the beginning of the long cold and wet season here in Oregon. For the Wastewater Treatment Plant (WWTP), it signals the end of the long and grueling summer permit. As previously discussed, the WWTP had issues meeting compliance with Total Suspended Solids (TSS) under this new 10/10 permit. However, there were other notable changes to the permit that have not been widely discussed. As some of you may know the two limits in reference to a 10/10 permit are TSS and Carbonaceous Biochemical Oxygen Demand (CBOD). While the WWTP struggled at times meeting the 10 mg/L monthly average concentration on TSS, the plant easily met the 10 mg/l monthly average on the CBOD side, averaging just 4.25 mg/L monthly average throughout the summer season.

The other newly permitted level was effluent temperature. Starting this summer, OLWS was required to report effluent temperatures in Million Kilocalories per day, or Mkal/day, with a monthly limit not to exceed 47 Mkal/day. The WWTP was able to meet these limits with ease, with the effluent never exceeding 26 Mkal/day.

As reported in last month's board report, the aerobic digester air system is in need of some attention. Staff suspect that a clamp some 10 feet below the digester liquid level has either partially or completely broken loose. One of the negative effects of this is the air is no longer evenly distributed throughout the tank, creating a sloshing effect in the digester. Due to this,

the waves in the tank are getting high enough to enter through an overflow line, which negatively impacts the treatment plant in various ways. Staff has temporarily placed a blind flange on the overflow to stop the sloshing from being rerouted through the WWTP and negatively affecting the effluent. Staff are happy to report that the new clamps are in fabrication as we speak, and WWTP operations will be moving forward with formulating a plan for the clamp replacement in the upcoming months.

Staff ordered a replacement blower back in late July to replace the #4 K-Turbo blower that had unexpectedly failed. The production of the new Aerzen blower has been underway since then and OLWS had expected delivery no earlier than January of 2023. The week of Thanksgiving, staff received a call that the blower had been completed and was ready to be shipped. On November 29th the new blower was delivered to the treatment plant and is ready for installation.

In the month of November WWTP maintenance personnel completed their yearly inspections of the secondary clarifiers. While everything is still in working mechanical condition, there are areas of the old secondary clarifiers (#1 and #2) that are in need of rehabilitation, as seen in this month's operations photo page. Luckily, a clarifier rehab project is slated for fiscal year 2026 through 2028. Along with the first big rain at the treatment plant came a surprise roof leak that popped up in the lunchroom. Aleah Binkowski-Burk was able to get a contractor down to the WWTP and plans for repair are underway. Lastly, a huge thanks to Brad Lyon and the water team for getting the operations front end loader into the Caterpillar workshop and getting all the major preventative maintenance work completed, as well as new tires.

Attachments

1. Photo Pages of November 2022 Work
2. Rainfall vs. Flow Data Correlation for June 2022-November 2022
3. Plant Performance BOD-TSS Graph for June 2022-November 2022
4. Work Order Summary Graph for November 2022

Plant Operations Photo Page



Center Pipe Structure of Clarifier #1



Counterweight on Secondary Clarifier #1



Lunchroom Ceiling Leak

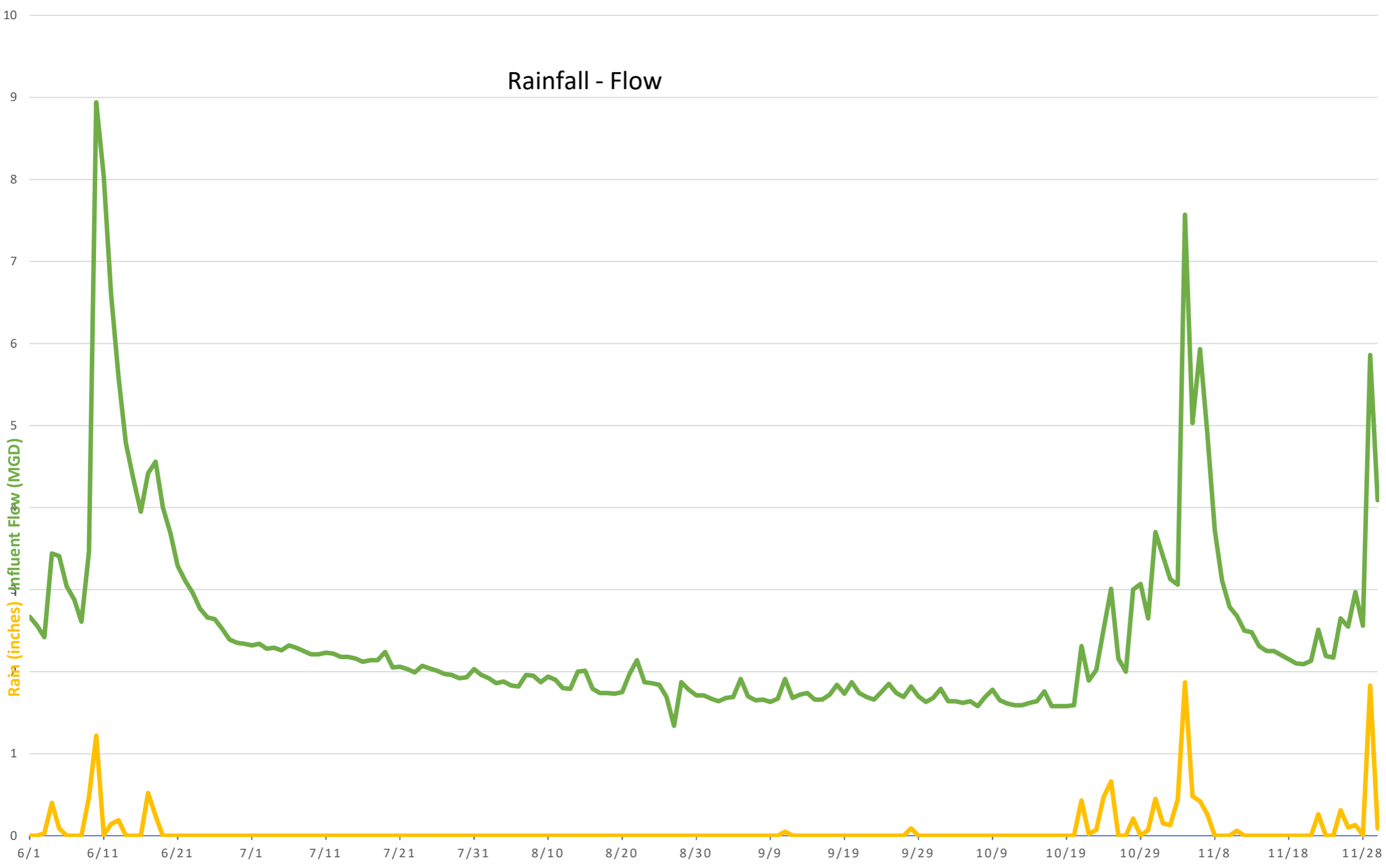


New Tires on the Caterpillar



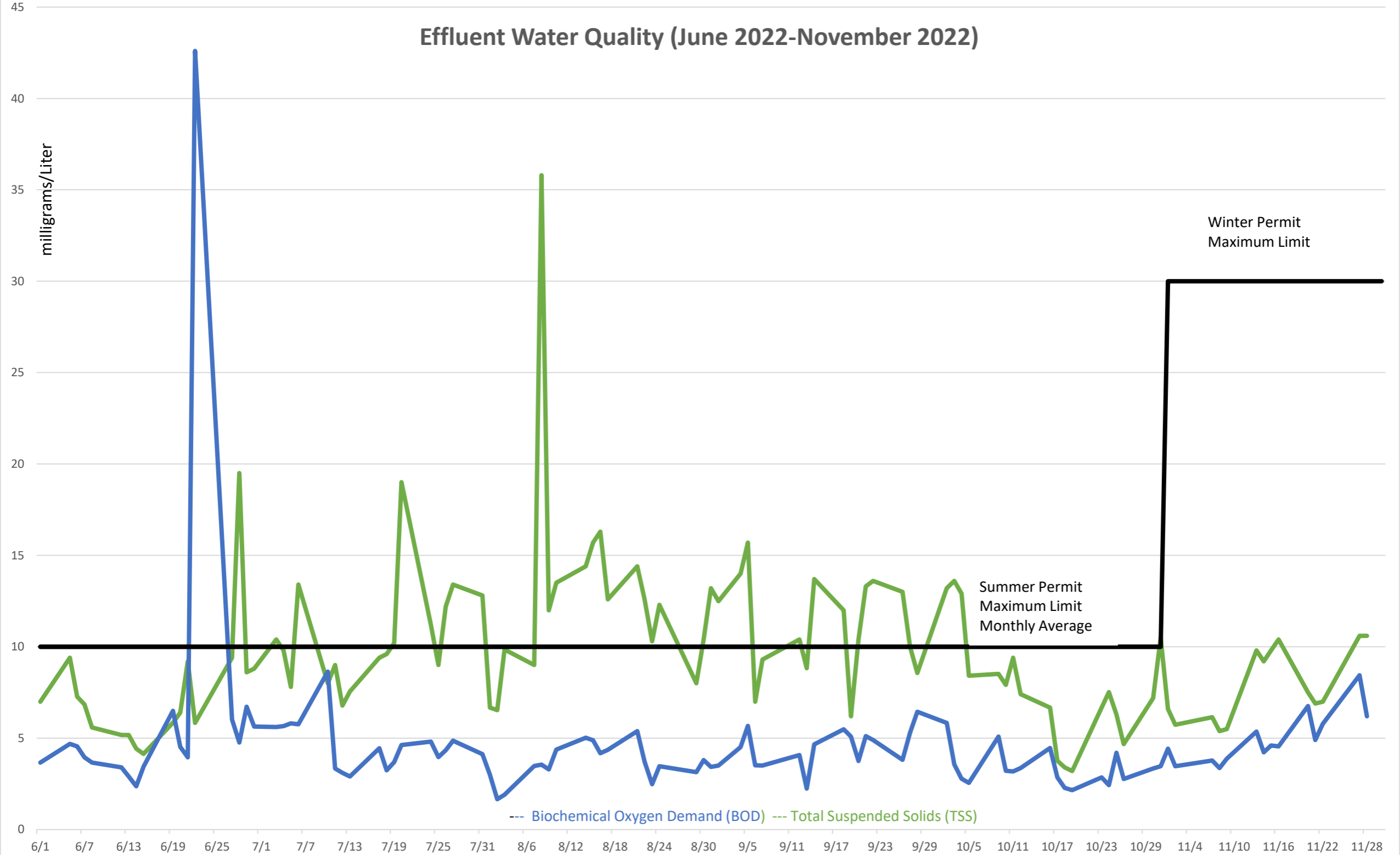
Blind Flange and Cap on Digester Overflow

Rainfall - Flow

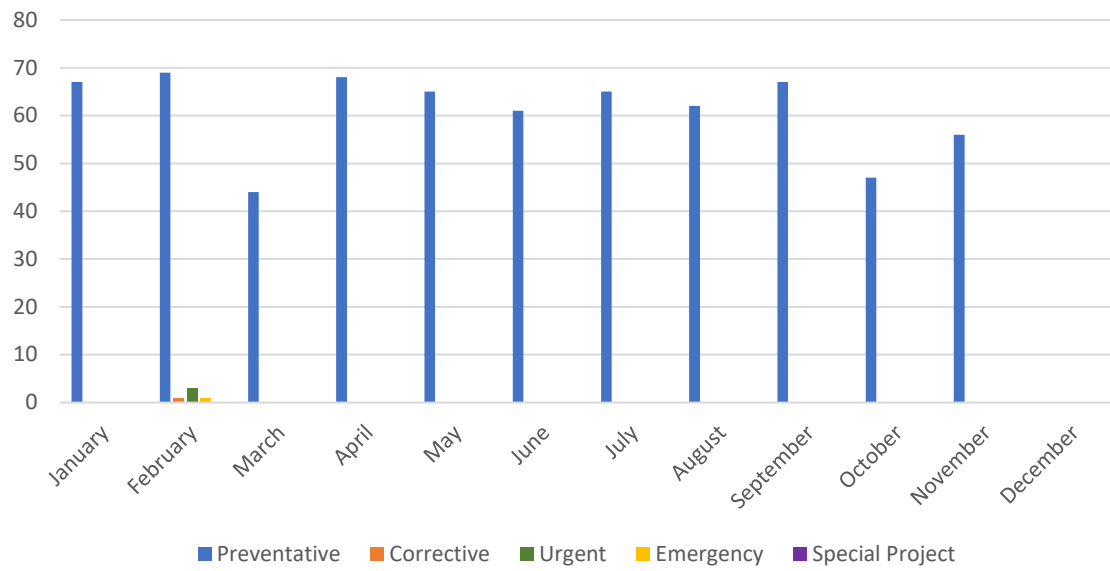


June 2022 through November 2022

Effluent Water Quality (June 2022-November 2022)



Treatment Plant Work Order Summary 2022





AGENDA ITEM

Title	Recess to Executive Session
Item No.	15
Date	December 20, 2022

Summary

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

OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Adjourn Executive Session
Item No.	16
Date	December 20, 2022

Summary

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

OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Adjourn Meeting
Item No.	17
Date	December 20, 2022

Summary

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