



AGENDA
BOARD OF DIRECTORS MEETING
December 13, 2016
6:00 p.m.

1. **Call to Order and Pledge of Allegiance:** President Gibson

2. **Call for Public Testimony:** President Gibson
Members of the public are invited to identify agenda items on which they would like to comment or provide testimony.

3. **Review and Discuss Comments from President Gibson's Letter to Staff:**
President Gibson

4. **Resolution Assigning All Assets and Obligations to Oak Lodge Water Services:**
Jason Rice

5. **Consent Agenda for Approval**
 - a. October 11, Regular Board Meeting Minutes
 - b. November 8, Regular Board Meeting Minutes
 - c. October 2016 Monthly Expenses
 - d. Department Highlights

6. **Correspondence Review**

7. **Public Comment Period:** President Gibson
Members of the public are invited to address the Board on any relevant topic. The Board may elect to limit the total time available for public comment or for any single speaker.

8. **Action Items/Parking Lot:** President Gibson

9. **Board of Director Reports:** Board

10. **Old Business:** President Gibson

11. **New Business:** President Gibson

12. **Adjourn**

* Denotes changes in the Agenda after mailing.



OAK LODGE SANITARY DISTRICT AGENDA ITEM

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

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



OAK LODGE SANITARY DISTRICT STAFF REPORT

To: Board of Directors
From: Jason Rice, Interim General Manager
Agenda Item: Review and Discuss Comments from President Gibson's Letter to Staff
Item No.: 3
Date: December 7, 2016

During this time of the meeting, the Board will review discuss comments received from Staff with regards to a letter President Gibson sent to them on October 17, 2016 (attached).



To: All Oak Lodge Sanitary District Personnel

From: Terry Gibson, Board President

Date: October 17, 2016

Re: District Action Plan

As you know, HR Answers, Inc., and specifically Judy Clark, was recently retained by the District's legal counsel in response to several anonymous employee e-mails that raised concerns about the District. Judy met with all staff to ensure that she was provided with a full picture of staff's thoughts and concerns, including those related to management, the use of Cannibal, and the consolidation with the Oak Lodge Water District. Judy completed her interviews in August. I am personally moved by the level of dedication to the District's customers that each of you expressed in those interviews. The Board agrees that this dedication to our customers is what makes our District strong and we look forward to working through the present to an even better future.

The Board has heard your concerns and wants to make the following positive changes to address them. The Board understands that many of the issues impacting the District will not be solved overnight; nor can they be solved without everyone's willingness to work together and be part of a unified team. The list below is not by any means meant to be an exhaustive. Rather, it is meant to provide a starting point for improvement. We all have the same goal in mind: to provide the best possible service to our customers. The Board would like everyone to put aside their differences, especially those that took place in the past, and focus on moving forward, together.

- (1) **COMMUNICATION.** The District, as a whole, needs to improve its communication efforts internally and with the public. In support of that effort, the Board provides the following updates and expectations.

Consolidation. The consolidation process is ongoing and will necessarily result in many changes. The Board believes that these changes provide exciting and beneficial opportunities and hopes that staff feel the same way. Although these changes are intended to be positive, the Board recognizes that any lack in communication during the consolidation process may result in confusion. Accordingly, to keep everyone aware of the status of the process, a timeline of events that will be posted in the administrative office and the plant. Employees also will be updated monthly regarding any consolidation events. Employees should discuss any concerns with their direct supervisors.

Cannibal. The Board is committed to using the best treatment process for District customers. In August, the District had started working with Adrienne Menniti—the plant designer, now at Clean Water Services (CWS)—to help evaluate the Cannibal treatment process, at no cost to the District. Unfortunately, CWS will no longer be providing this assistance, and the District now must pay for a private consultant’s help. The Board is disappointed about this news but is still committed to evaluating the District’s treatment process. The Board expects that all employees are equally committed and will fully cooperate in this evaluation.

Election. As some of you may know, in May of this year, the District was notified that a written complaint was received by the Secretary of State, Elections Division, asking the Elections Division to investigate whether the District provided information to the public about measures on the 2016 Primary Election Ballot (3-474 and 3-475) in a partial manner. In particular, the complaint alleged that certain estimated cost savings appeared biased. In response, the Elections Division asked the District to provide information related to Ballot Measures 3-474 and 3-475, including what information was provided to the public, and who produced, drafted, reviewed, approved, and distributed such materials. The District has provided the Elections Division with all requested information, and no decision or action has been taken by the Elections Division. The Board does not believe that the District has acted improperly, but will comply with any further request for information from the Elections Division.

Communications between the Board and employees. The Board encourages employees to communicate their concerns and ideas to the Board, but to do so through the following channels.

First, the Board wants staff to be part of the process of making the District the best it can be. As a result, the Board would like staff to comment on and ask questions about this Action Plan. **Please submit any questions, comments and ideas you may have to LB Lionne by November 1, 2016.** The Board will review and consider these questions and suggestions at the November meeting.

In addition, employees are always encouraged to voice any concerns, suggestions, and ideas to their direct supervisors or LB. Supervisors and LB are responsible for communicating such concerns, suggestions, and ideas to the General Manager, who will then communicate them to the Board.

Communications between employees and managers. Managers should relay their expectations, and employees should have an opportunity to ask questions and contribute ideas. As discussed above, employees should raise any concerns, suggestions, and ideas they may have with their direct supervisors. Similarly, managers should communicate directly with their employees about performance issues and other problems. Both managers and employees also should feel free to use LB as a resource.

(2) **RESPECT**. We all have different roles to fill in providing excellent service to our customers. Each role is valuable and deserves respect. Everyone should respect each other, their supervisors, and the public. Disrespect will not be tolerated.

Shadow Days: The Board would like each employee to have the opportunity to experience and appreciate the job functions of another department. Accordingly, the District will start providing employees with the opportunity to “shadow” another department’s job functions. For example, a plant employee will have the opportunity to spend a day or half-day “shadowing” an administrative employee’s job, and vice versa.

(3) **ACCOUNTABILITY**. All staff—both managers and employees—are responsible for following District policies and meeting the expectations of their jobs. Going forward, all staff will be held accountable for failing to comply with their responsibilities.

Critical Work Rules: The District is in the process of reaffirming critical work rules, nearly all of which are already in the employee manual. All employees and managers will be held accountable for their job responsibilities and for complying with all District policies, including the critical work rules.

(4) **COOPERATION**. The District cannot effectively operate without all employees, management, and Board members working together. We all have the same goal in mind: to provide the excellent service to our customers. We need to start working together as a team, instead of as separate individuals to achieve this goal. Our customers are counting on us.

As discussed above, the Board appreciates all of the thoughts and concerns you have shared with Judy. The Board also wants to hear any additional suggestions you may have. **Please submit any questions, comments, and ideas you may have to LB Lionne by November 1, 2016.** The Board will review and consider these questions and suggestions at the November meeting.

The Board has high hopes for the future and appreciates your commitment to working together to improve the District.

Sincerely,



Terry Gibson
Oak Lodge Sanitary District Board, President



OAK LODGE SANITARY DISTRICT STAFF REPORT

To: Board of Directors
From: Jason Rice, Interim General Manager
Agenda Item: Assigning All Assets and Obligations to Oak Lodge Water Services
Item No.: 4
Date: December 7, 2016

Action Requested:

Consider approval of a Resolution assigning all assets and obligations to the Oak Lodge Water Services effective December 31st, 2016 at 11:59pm.

Background:

On May 17, 2016, pursuant to ORS 198.890(3), electors within the Oak Lodge Sanitary District boundaries approved measure 3-474, which approved consolidation of the Oak Lodge Sanitary District and Oak Lodge Water District into a new, successor District, now called the Oak Lodge Water Services District.

Since this date, many advancements have been made in pursuit of accomplishing the consolidation by January 1, 2017; this Resolution is the final step in doing so.

Fiscal Impact:

There is no direct cost to approving this Resolution. However; indirectly the consolidation has been studied and is expected to save the rate payers approximately \$450,000 each year after the initial 2 year startup. Approving this Resolution is the final step the Oak Lodge Sanitary District needs to make in order to move forward as Oak Lodge Water Services District.

Recommendation

Staff recommends approving the attached Resolution.

Sample Motion:

1. I move to approve Resolution 16-12 dissolving the Oak Lodge Sanitary District on December 31st, 2016 at 11:59pm, thus assigning all assets and obligations to the Oak Lodge Water Services.

OAK LODGE SANITARY DISTRICT

RESOLUTION 16-12

A RESOLUTION OF THE OAK LODGE SANITARY DISTRICT BOARD OF DIRECTORS ASSIGNING ALL ASSETS AND OBLIGATIONS TO THE OAK LODGE WATER SERVICES DISTRICT

WHEREAS, on May 17, 2016, pursuant to ORS 198.890(3), electors within the Oak Lodge Sanitary District boundaries approved measure 3-474, which consolidated the Oak Lodge Sanitary District and Oak Lodge Water District into a new, successor District, now called the Oak Lodge Water Services District; and

WHEREAS, ORS 198.890(3) provides that, if the consolidation is approved, upon the effective date of the consolidation the district designated as the successor district shall have all powers held by the consolidating districts under the principal Acts of both of the districts, to wit: ORS Chapter 264 and ORS Chapter 450, respectively; and

WHEREAS, ORS 198.990(2) provides that, upon the effective date of the consolidation the successor district shall succeed to all the property, contracts, rights and powers of the consolidating districts, and shall constitute and be a regularly organized district as if originally organized in the manner provided by the principal Act and ORS 198.705 to 198.955, and uncollected taxes, assessments or charges levied by the consolidating districts shall become the property of the successor district and upon collection shall be credited to the account of the successor district; and

NOW, THEREFORE, BE IT RESOLVED by the Oak Lodge Sanitary District Board of Directors as follows: That all assets and obligations of the Oak Lodge Sanitary District are formally assigned to the Oak Lodge Water Services District effective December 31, 2016 at 11:59 p.m.

Duly adopted this 13th day of December, 2016

Terry Gibson, Chair

Attest this 13th day of December, 2016

Jason Rice, Interim General Manager



OAK LODGE SANITARY DISTRICT STAFF REPORT

To: Board of Directors
From: Jason Rice, Interim General Manager
Agenda Item: Consent Agenda
Item No.: 5
Date: December 6, 2016

Background:

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

The Consent Agenda includes:

- Minutes from October 2016 Board Meeting
- Minute from the November 2016 Board Meeting
- October 2016 Monthly Expenses
- Department Highlights

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

Options for Consideration:

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

Recommendation:

Approve the items listed under the Consent Agenda.

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

Approved _____	Date _____
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OAK LODGE SANITARY DISTRICT
Minutes
Board of Directors Meeting
Oct 11, 2016

Board of Directors - Members Present:

Terry Gibson,	President
Kevin Williams,	Director
Susan Keil,	Director

Board of Directors - Members Absent:

Lynn Fisher,	Vice President
Ginny Van Loo,	Director

Oak Lodge Sanitary District (OLSD) Staff Present:

Jason Rice,	Interim General Manager
LB Lionne,	Interim Administrative Services Manager
Clark Balfour,	District Counsel

Oak Lodge Water District (OLWD) Staff Present:

Dan Bradley,	General Manager
Kelly Stacey,	Finance Manager

Visitors Present:

Bev Carlson	
Jim Martin	District Boards, OLWD and OLWS
John Krogstad	Staff, OLSD
Rhonda Krogstad	
Randy Leniger	Staff, OLSD
Ron Kriens	
Thelma Haggenmiller	

REGULAR MEETING

1. Call to Order / Pledge of Allegiance

President Gibson called the Regular Meeting of the Board of Directors to order at 6:00pm PDT and Interim General Manager Rice led the flag salute.

2. Call for Public Testimony

3. Asset Management Program Presentation

Asset Maintenance Manager, Rich Ludlow, announced that he wished to recognize two staff members, one of whom was present, for saving the District approximately \$11,000 by installing a pump at the plant themselves. A certificate of recognition was presented to Staff Member, John Krogstad. Afterward, Asset Maintenance Manager Ludlow gave a presentation.

4. On-Call Contract with HDR Engineering

Interim General Manager Rice reminded us that there is a void to fill at the plant due to the resignation of Operations Manager, Mark Walter. Both HDR and Brown and Caldwell were interviewed, and HDR was a better fit, in addition to coming in at a lower cost per hour spent with staff. With Operations Manager Walter making the decision to move on, we're presented with an opportunity to perform any reorganization the District needs going forward into the consolidation.

Director Keil inquired about being in the loop on HDR's work, and Interim General Rice offered to provide regular reports to the Board regarding ongoing progress of HDR Engineering at the plant.

*Moved to Approve On-call contract with HDR Engineering: Director Keil

*Seconded the Motion: Director Williams

*Ayes: 3

*Nays: 0

*Motion carried 3-0

5. Consent Agenda

a. Consent Agenda from August Board Meeting

Director Gibson commented that invoice history is getting more detailed. Director Williams noted that the District has poured a lot of money into one of the trucks. Asset Maintenance Manager Ludlow explained that this particular expense was for tires.

*Moved to Approve consent agenda: Director Keil

*Ayes: 3

*Nays: 0

*Motion carried 3-0

b. Sep 13, 2016 Minutes

c. July 2016 Monthly Expenses

d. Department Highlights

General Manager Reports: Interim GM Rice noted that this report provides a snapshot to the Board.

Planning & Engineering Report: President Gibson reported that there was a Boardman Wetlands Meeting last week and he felt it went well. Interim General Manager Rice agreed and explained there was a lot of give and take; people want it to be a good quality, but are moving away from building permanent facilities and services there. They very much appreciate us pursuing the project and working on it. The meeting had excellent attendance. Interim GM Rice said the plan is to go to construction next summer.

Operations Report: Nothing additional to relay outside of the report.

Administration Report: Nothing additional to relay outside of the report.

6. Correspondence Review

No correspondence received.

7. Public Comment Period

No public comments.

8. Action Items / Parking Lot

Issue No. 23 - Update IGA with Gladstone: Interim GM Rice received an offer via email to participate in a meeting with Gladstone to restart this conversation. President Gibson noted that this is quite an accomplishment.

9. Board of Director Reports

President Gibson: Nothing to add to his reports.
Director Keil: No reports.

10. Old Business

President Gibson said that two meetings together we brought together something about the negative arbitrage opportunity; an investment buyout (a financial presentation). Director Keil thought that this topic was going to be revisited by the Board in January or February 2017. Interim GM Rice said he would arrange that.

Counsel Balfour spoke about the upcoming consolidation. The County will have its hearing on Nov 3, 2016. Hopefully they make their decision then; however, they could choose to wait a week or so and bring it to another meeting. Once they make their decision of yes, new boundaries will be sent to Salem. Then it goes to Metro and their maps are changed to reflect the new boundaries. He still believes we are back to a January 1, 2017 date for consolidation. Oak Lodge Sanitary District and Oak Lodge Water District will make a joint presentation and Board members from both entities should attend the County Hearing. Counsel Balfour said we will need a Special Board Meeting of the group sometime this month to prepare for our presentation at Clackamas County Hearing on Nov 3rd.

11. New Business

No new business.

President Gibson thanked everyone for coming and adjourned meeting in order to begin the **Executive Session**.

Respectfully submitted,

Jason L. Rice
Interim General Manager

Terry Gibson
President, Board of Directors

Date: _____

Date: _____



OAK LODGE SANITARY DISTRICT
Minutes
Board of Directors Meeting
Nov 8, 2016

Board of Directors - Members Present:

Terry Gibson,	President
Lynn Fisher,	Vice President
Kevin Williams,	Director
Ginny Van Loo,	Director

Board of Directors - Members Absent:

Susan Keil,	Director
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Oak Lodge Sanitary District (OLSD) Staff Present:

Jason Rice,	Interim General Manager
Rich Ludlow,	Interim Operations Manager
LB Lionne,	Interim Administrative Services Manager
Clark Balfour,	District Counsel

Oak Lodge Water District (OLWD) Staff Present:

Dan Bradley,	General Manager
Kelly Stacey,	Finance Manager

Visitors Present:

Paul Savas,	Clackamas County Commissioner
Melissa Erlbaum	Clackamas Women's Services
Jim Martin,	District Boards, OLWD and OLWS
Randy Leniger,	Staff, OLSD
Marty Guenther,	Staff, OLSD
Doug Woods,	Staff, OLSD

REGULAR MEETING

1. Call to Order / Pledge of Allegiance

President Gibson called the Regular Meeting of the Board of Directors to order at 6:00pm PDT and Commissioner Paul Savas led the flag salute.

2. Call for Public Testimony

No public testimony.

3. Request to Waive Specific Fees for Clackamas Women's Services

Interim General Manager Rice introduced the request to wave SDC and permit fees for a women's shelter as requested by County Commissioner Paul Savas. Commissioner Savas provided background on the project (including changing the use of the property away from a Single Family Residence and it needing additional System Development Charges). Then he introduced Melissa Erlbaum, CEO for Clackamas Women's Services (CWS). Ms. Erlbaum shared information about CWS, as well as the deep base of support for rebuilding the shelter.

After Attorney Balfour shared concerns regarding waiving fees, and provided criteria for policy development around “non-profit shelter facilities,” the Board of Directors asked about the following - -

- Target date (May 2017),
- Size of facility (34 beds),
- Total cost of project (\$1.2 million; specifically \$500,000 for construction), and
- Relationship between organization and Clackamas County (Sheriff, District Attorney, Department of Health and Human Services all support CWS with various services).

Director Fisher asked if OLSD can wait until January 1, 2017 and allow the new entity, Oak Lodge Water Services District (OLWSD), to set criteria for policy. There was further discussion about setting precedent now and in the future.

*Moved to Approve: Request waiving fees associated with development (including refunding the Erosion Control Permit Fee already paid), with the caveat that the criteria will be set in the near future: Director Fisher

*Seconded the Motion: Director Williams

*Ayes: 4

*Nays: 0

*Motion carried 4-0

4. Request to Approve Expenditure - Financial System Software

Interim General Manager Rice provided information on the costs of purchasing Accela Financial Software Suite with Oak Lodge Water District (OLWD), and the staff recommendation that OLWSD move ahead with the purchase/conversion of the financial system to Accela. OLSD and OLWD will be splitting the cost of the financial software and \$60,000 was requested toward the project. Director Fisher suggested \$80,000 in order to cover any possible unforeseen increase.

*Moved to Approve: Authorize Oak Lodge Sanitary District to share equally in the costs of Accela Financial Software Suite with Oak Lodge Water District in an amount not to exceed \$80,000: Director Fisher

*Seconded the Motion: Director Van Loo

*Ayes: 4

*Nays: 0

*Motion carried 4-0

5. Consent Agenda

a. Consent Agenda from October Board Meeting

*Moved to Approve: Consent Agenda with the exception of the October 2016 Meeting Minutes: Director Van Loo

*Seconded the Motion: Director Williams

*Ayes: 4

*Nays: 0

*Motion carried 4-0

b. October 11, 2016 Minutes

Directors Van Loo and Fisher were not at the October Board Meeting, so the Board will abstain from approving the Minutes until the November Board Meeting, when there will be a quorum.

c. August 2016 Monthly Expenses

Director Van Loo inquired about the “on account” refund and “Open Edge merchant fees” (staff will report back by email). Director Fisher asked about “delinquent charges for OLSD” listed (for the Account Certification Process), “Net Asset Corporation-electronic lien documentation process” (staff will report back by email), and “Express Employment” charges (field operations temporary workers).

d. Department Highlights

General Manager Reports: Interim GM Rice noted that this report provides a snapshot to the Board.

Planning & Engineering Report: Interim GM Rice reported that Boardman Wetland Project is moving along and there will be follow-up after the next meeting in mid-December. He shared information about the Briar Ridge property issues and described next steps for that portion of the project.

Operations Report: Topics added by Interim Operations Manager Rich Ludlow - -

- DEQ inspections at the end of October were favorable with some pointers on the permit renewal process.
- OLSD will be moving to a monthly electronic reporting system for DEQ reporting starting in December.

Director Williams asked about camera inspection target monthly metrics and regular goals (goal to stay on track monthly to meet annual goal).

Administration Report: LB Lionne added that she has been in contact with SDAO to request that they carry the 6% “Best Practices” discount forward to OLWSD. She will update the Board with SDAO’s response at the December Board Meeting.

6. Correspondence Review

No correspondence received.

7. Public Comment Period

No public comments.

8. Action Items / Parking Lot

Issue 23: Interim GM Rice has not yet set up a meeting with Gladstone.

Issue 33: Attorney Balfour sent the Board a Draft IGA with Clackamas County for review. He will bring a final draft for approval to the December Board Meeting.

9. Board of Director Reports

President Gibson: His reports are complete and he will update on Metro Policy Advisory Committee next time.

Director Fisher: No Water Reclamation Meeting. The Oak Grove Community Council Meeting took place at Friendship Hall Rose Villa. Terry Gibson represented the Watershed Council for the local group update. Director Van Loo attended the North Clackamas Chamber Meeting featuring the Director of WES as the speaker, who shared information about researching different system upgrades for their sewer system. She recommended contacting Gladstone now.

Director Williams: No reports.

10. Old Business

President Gibson requested information about updating portions of the employee handbook and getting Union approval. Interim GM Rice reported that OLSD gave an extension of review in order to allow time for our new Union representative, Jamaal Anthony, to look it over. A discussion occurred about what the immediate changes were and how often future HR Trainings will occur at the future District.

President Gibson informed the Board that he distributed the district action plan to staff.

11. New Business

No new business.

President Gibson thanked everyone for coming and adjourned meeting at 7 p.m.

Respectfully submitted,

Jason L. Rice
Interim General Manager

Terry Gibson
President, Board of Directors

Date: _____

Date: _____



OAK LODGE SANITARY DISTRICT STAFF REPORT

To: Board of Directors
From: Jason Rice, Interim General Manager
Agenda Item: Consent Agenda - Monthly Expenses for September 2016
Item No.: 5c
Date: December 6, 2016

Background:

The Oak Lodge Sanitary District expends financial resources each month for operational and capital purposes. The Board of Directors has final responsibility for approval of these expenses. The Board is provided each month with a Cash Disbursement Activity Summary and a detailed Check History Listing which provides detail for all expenditures made during the month ending two months prior to the Board meeting at which the approval is made.

The Board of Directors reviews the information provided in the summary and listing, asks questions of staff about any items which need clarification, and then moves to approve the monthly expenses.

Recommendation:

Approve monthly expenses from the month of October 2016.

Sample motion: *"I move to approve expenses in the amount of \$469,300.60 for the month of October 2016."*

OAK LODGE SANITARY DISTRICT
Board of Directors' Cash Disbursement Approval Report
For the Month of October 2016

CASH DISBURSEMENT ACTIVITY SUMMARY	
Expenditures:	
Capital Items	2,388.25
Materials & Services	193,735.41
Subtotal	196,123.66
Personnel Services	273,176.94
Debt Service	-
Total Expenditures	469,300.60
Other:	
Transfers & Investments	12,128.71
Certified Collections Transferred to Clackamas County	-
Unclaimed Property	-
Customer Refunds	6,419.06
Customer Returned Items	569.04
Total Cash Disbursements	488,417.41
Checkbook Register Control	488,417.41
Variance	(0.00)

ACCOUNTS PAYABLE CASH DISBURSEMENT ACTIVITY RECONCILIATION

Grand Total A/P Cash Disbursements Per A/P Check History Listing	220,334.24
Less:	
Customer Refunds	(6,305.17)
Payroll Expenses Processed through Accounts Payable	(9,739.01)
Temp Hires Processed through Accounts Payable	(8,166.40)
Adjusted Grand Total A/P Cash Disbursements	196,123.66
Cash Disbursement Activity Summary Control	196,123.66
Variance	-

PERSONNEL SERVICES CASH DISBURSEMENT ACTIVITY RECONCILIATION

Employees' Net Salaries	117,132.90
Board of Director's Net Stipend Compensation	958.61
Temporary Staffing Net Salaries	8,166.40
Federal & State Payroll Taxes	70,044.48
Medical, Dental, & Life Insurance	41,975.85
Public Employee Retirement System (P.E.R.S.)	26,788.68
Credit Union	100.00
Deferred Compensation	4,497.81
Uniforms & Safety Footwear	1,283.19
Physicals/Drug Testing/Background Checks	52.00
Employee Meeting Meal Expenses	158.25
Summer Picnic	778.59
Afscme Union Dues	1,240.18
Less:	
Car Allowances Processed through Payroll	-
Cell Phone Allowances Processed through Payroll	-
Total Personnel Services Cash Disbursements	273,176.94
Cash Disbursement Activity Summary Control	273,176.94
Variance	-

Invoice History Browse
Oak Lodge Sanitary District

Fiscal Year	Vendor #	Vendor Name ▲	Invoice Date	Invoice #	Check Transfer Date	Check Transfer #	Description	Total Amount
2017	000090	ALFA LAVAL INC.	9/6/2016	276047959	10/5/2016	116979	BELT FILTER PRESS WASH BOX PARTS	822.65
2017	002760	AMERICAN PLANNING ASSOCIATION	9/27/2016	105288	10/12/2016	974	APS OREGON CHAPTER 2016 CONFERENCE	275.00
2017	000046	AMERICAN SECURITY ALARMS, INC.	9/26/2016	89802	10/5/2016	116980	SECURITY CAMERA TROUBLESHOOTING	95.00
2017	000046	AMERICAN SECURITY ALARMS, INC.	10/1/2016	88816	10/14/2016	117038	24 Hour Alarm Service	149.85
2017	000046	AMERICAN SECURITY ALARMS, INC.	10/1/2016	88817	10/14/2016	117038	24 Hour Alarm Service	149.85
2017	002279	APEX LABS	10/7/2016	16J0289	10/14/2016	117039	NPDES LAB TESTING	3,300.00
2017	000087	ASSURED TECHNOLOGY SOLUTIONS	10/1/2016	SJ21199	10/5/2016	116981	NETWORK ADMIN & IT SERVICE AGREEMENT	3,495.00
2017	000087	ASSURED TECHNOLOGY SOLUTIONS	10/1/2016	SK21498	10/24/2016	117064	PCI-DSS SECURITY COMPLIANCE SERVICES	1,995.00
2017	000087	ASSURED TECHNOLOGY SOLUTIONS	11/1/2016	SK21500	10/24/2016	117064	PCI-DSS SECURITY COMPLIANCE SERVICES	495.00
2017	000096	AT&T	9/13/2016	030 477 5253 001	10/5/2016	116982	TELEPHONE SERVICE 030 477 5253 001	288.49
2017	002687	AUTHORIZE.NET	10/31/2016	2016-10-31 ANEC	10/31/2016	977	WELLS FARGO E-CHECK WEB FEE	123.95
2017	000112	BAXTER AUTO PARTS, INC.	9/21/2016	W4-112522	10/5/2016	116983	AQUA TECH BEACON SWITCH	10.83
2017	002187	BUFFALO WELDING	9/15/2016	482946	10/5/2016	116984	DISHCHARGE PIPE PS#6	325.00
2017	000187	BUSTER'S TEXAS STYLE BARBECUE	10/6/2016	2016-10-06-OLSD	10/12/2016	974	BUSTER'S BBQ - CATERED FOOD FOR OLSD PICNIC	312.00
2017	000202	CABLE HUSTON BENEDICT ET AL	9/16/2016	371238	10/5/2016	116985	LEGAL SERVICES - MERGER	2,875.00
2017	000202	CABLE HUSTON BENEDICT ET AL	9/16/2016	371236	10/5/2016	116985	LEGAL SERVICES - GENERAL	1,374.82
2017	000202	CABLE HUSTON BENEDICT ET AL	9/19/2016	371237	10/5/2016	116985	LEGAL SERVICES - BOARDMAN CREEK PROJECT	700.00
2017	000202	CABLE HUSTON BENEDICT ET AL	9/16/2016	371239	10/5/2016	116985	LEGAL SERVICES - RIVER FORESET LAKE HOA	100.00

Count: 187

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Invoice History Browse
Oak Lodge Sanitary District

Fiscal Year	Vendor #	Vendor Name ▲	Invoice Date	Invoice #	Check Transfer Date	Check Transfer #	Description	Total Amount
2017	001319	CENTURY LINK	9/17/2016	503-T02-0800 883B	10/5/2016	116986	COMMUNICATION SERVICES 503-T02-0800 883B	333.39
2017	001319	CENTURY LINK	9/14/2016	503-653-1654 664B	10/5/2016	116986	FAX LINE (ADMIN) 503-653-1654 664B	208.60
2017	001319	CENTURY LINK	9/13/2016	503-654-1356 965B	10/5/2016	116986	SCADA ALARM LINE 503-654-1356-965B	103.00
2017	001319	CENTURY LINK	9/13/2016	503-353-4200 410B	10/5/2016	116986	COMMUNICATION SERVICES 503-353-4200 410B	87.72
2017	001319	CENTURY LINK	9/13/2016	503-654-8169 760B	10/5/2016	116986	FAX LINE (OPS) 503-654-8169 760B	49.00
2017	001691	CH2M HILL, INC.	9/8/2016	381077820	10/5/2016	116988	TASK ORDER #3 SOLIDS HANDLING MODIFICATIONS	537.66
2017	001691	CH2M HILL, INC.	9/2/2016	381077808	10/5/2016	116987	TASK ORDER #6 OUTFALL MIXING ZONE STUDY	34,352.75
2017	001691	CH2M HILL, INC.	10/12/2016	381081733	10/18/2016	117061	TASK ORDER #6 OUTFALL MIXING ZONE STUDY	23,688.74
2017	000219	CHEVRON U.S.A. INC.	10/6/2016	48633163	10/11/2016	971	FUEL FOR VEHICLES	335.43
2017	002861	CHRISTENSEN, LARA	10/6/2016	2016-09 Chrstensen	10/11/2016	117025	BUSINESS MILEAGE EXPENSE REIMBURSEMENT	12.42
2016	000800	CITY OF MILWAUKIE	5/31/2016	201607016489	10/5/2016	116989	WRF SWEEPING SERVICE	400.00
2016	000800	CITY OF MILWAUKIE	8/31/2016	201608046548	10/5/2016	116989	WRF SWEEPING SERVICE	400.00
2017	000800	CITY OF MILWAUKIE	8/4/2016	201608046549	10/5/2016	116989	WRF SWEEPING SERVICE	400.00
2017	000800	CITY OF MILWAUKIE	8/4/2016	201608046550	10/5/2016	116989	WRF SWEEPING SERVICE	400.00
2017	000800	CITY OF MILWAUKIE	9/30/2016	32-1210-00	10/14/2016	117040	SERVICE CHARGES TO OTHERS	1,322.25
2017	000257	CLACKAMAS COUNTY	8/31/2016	31294/E24208	10/5/2016	116990	VEH18 1993 VOLVO VACTOR MAINTENANCE	1,355.61
2017	000257	CLACKAMAS COUNTY	8/31/2016	31295/E24229	10/5/2016	116990	VEH19 2008 CHEVROLET TV VAN MAINTENANCE	166.94
2016	000260	CLACKAMAS COUNTY CLERK	5/20/2016	2016-032922	10/11/2016	117028	SWM AGREEMENT RECORDING EXPENSE REIMBURSEMENT	146.00
2017	000260	CLACKAMAS COUNTY CLERK	10/14/2016	008662	10/19/2016	117063	REGISTERED AGENT RESOLUTIONS FILING FEE	10.00
2017	001631	COASTAL FARM & HOME SUPPLY	9/22/2016	017275	10/11/2016	117026	SAFETY BOOTS (MELLINGER)	275.98

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2017	002782	COASTWIDE LABORATORIES	9/30/2016	N2914135	10/11/2016	117027	JANITORIAL SUPPLIES	692.04
2017	002782	COASTWIDE LABORATORIES	9/30/2016	G2914135	10/11/2016	117027	JANITORIAL SUPPLIES	123.19
2017	002782	COASTWIDE LABORATORIES	10/5/2016	G2914135-1	10/11/2016	117027	JANITORIAL SUPPLIES	45.82
2017	001854	COMCAST CABLE	9/9/2016	8778 10 899 0000634	10/5/2016	116991	DATA LINES (INTERNET)	714.10
2017	001854	COMCAST CABLE	10/8/2016	8778 10 8990000634	10/12/2016	974	DATA LINES (INTERNET)	714.10
2017	002847	CRYSTAL GREENS LANDSCAPE, INC.	9/25/2016	67944	10/5/2016	116992	ADMIN LANDSCAPING	342.00
2017	000374	DEPT. OF CONSUMER & BUS. SERV.	8/1/2016	5307PI	10/5/2016	116993	OREGON PLUMBING INSPECTOR CERTIFICATION	125.00
2017	002106	DOLLAR TREE	9/20/2016	163338	10/5/2016	116999	FOOD STORAGE CONTAINERS FOR BOARD MEETINGS	2.00
2017	002106	DOLLAR TREE	10/1/2016	793301843033332 73813	10/11/2016	117031	EMPLOYEE PICNIC SUPPLIES	9.00
2017	000408	E C POWER SYSTEMS OF OREGON	9/9/2016	181715	10/5/2016	116994	PUMP STATION AND ADMIN GENERATOR MAINTENANCE	1,154.59
2017	000408	E C POWER SYSTEMS OF OREGON	9/9/2016	181714	10/5/2016	116994	PUMP STATION AND ADMIN GENERATOR MAINTENANCE	1,138.94
2017	000408	E C POWER SYSTEMS OF OREGON	9/9/2016	181716	10/5/2016	116994	PUMP STATION AND ADMIN GENERATOR MAINTENANCE	1,006.76
2017	000408	E C POWER SYSTEMS OF OREGON	9/9/2016	181713	10/5/2016	116994	PUMP STATION AND ADMIN GENERATOR MAINTENANCE	774.07
2017	000408	E C POWER SYSTEMS OF OREGON	9/13/2016	182163	10/5/2016	116994	TROUBLESHOOT AND REPAIR PORTABLE GEN NO START	509.16
2017	002147	EXPRESS EMPLOYMENT	9/7/2016	17816012-3	10/5/2016	116995	OPERATOR SUPPORT	2,552.00
2017	002147	EXPRESS EMPLOYMENT	9/14/2016	17838420-2	10/5/2016	116995	OPERATOR SUPPORT	2,552.00
2017	002147	EXPRESS EMPLOYMENT	9/21/2016	17868837-0	10/5/2016	116995	OPERATOR SUPPORT	1,786.40
2017	002147	EXPRESS EMPLOYMENT	9/28/2016	17900913-9	10/14/2016	117041	OPERATOR SUPPORT	1,276.00
2017	002919	FRANZ FAMILY BAKERY	10/4/2016	12774	10/11/2016	117031	EMPLOYEE PICNIC SUPPLIES	34.87
2016	002328	GIBSON, TERRY	6/24/2016	2016-06-24 Gibson	10/11/2016	117029	C4 RETREAT MILEAGE EXPENSE	38.88
2017	001346	GRAINGER, INC.	9/22/2016	9232312117	10/11/2016	117030	PARTS AND SUPPLIES	206.54

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2017	001346	GRAINGER, INC.	9/27/2016	9236935335	10/11/2016	117030	8CV78 BRIGHT DYES DYE TRACER, POWDER,	131.81
2017	001346	GRAINGER, INC.	9/22/2016	9232660325	10/11/2016	117030	PARTS AND SUPPLIES	37.31
2017	001346	GRAINGER, INC.	9/22/2016	9232312109	10/11/2016	117030	PARTS AND SUPPLIES	5.94
2017	001346	GRAINGER, INC.	9/20/2016	9230430341	10/5/2016	116996	TAPE FOR MOUNTING SIGNS	19.19
2017	001346	GRAINGER, INC.	9/20/2016	9230407349	10/5/2016	116996	TAPE FOR MOUNTING SIGNS	6.21
2017	000561	HACH COMPANY	9/14/2016	10106645	10/5/2016	116997	LAB SUPPLIES	48.15
2017	000561	HACH COMPANY	10/12/2016	10146881	10/24/2016	117065	ORP PROBE	644.67
2017	002358	IMAGE PRESSWORKS	9/8/2016	457219-4	10/5/2016	116998	STORM DRAIN CLEANING DISCOUNT POSTCARD	368.06
2017	000693	KRAMERS METRO MAILING SERVICE	10/4/2016	945586A	10/24/2016	117066	BILLING STATEMENT PREP & DELIVERY TO USPS	363.76
2017	001852	LEVEL 3 COMMUNICATIONS LLC	9/24/2016	47032184	10/14/2016	117042	DATA LINE (T-1)	334.14
2017	002528	LUDLOW, RICH	9/16/2016	2016-09-16	10/5/2016	117000	LUCITY CONFERENCE MEAL EXPENSE (LUDLOW)	34.46
2017	002069	MADISON BIOSOLIDS, INC.	9/26/2016	0000362-IN	10/14/2016	117043	Biosolid Spreading - Over Land	2,829.81
2017	000765	MAVERICK WELDING SUPPLIES INC	9/19/2016	00936609	10/5/2016	117001	WELDING SUPPLIES	21.03
2017	000776	MCFARLANE'S BARK, INC.	9/27/2016	136083	10/5/2016	117002	NAEF RD CULVERT DEBRI DISPOSAL FEE	10.00
2017	000776	MCFARLANE'S BARK, INC.	9/16/2016	81529	10/5/2016	117002	BEAVER DAM DEBRI DISPOSAL FEE	10.00
2017	000776	MCFARLANE'S BARK, INC.	9/30/2016	136758	10/11/2016	117032	BEAVER DEBRIS REMOVAL NAEF RD CULVERT	10.00
2017	001998	MEASURE-TECH	8/17/2016	15098	10/5/2016	117003	ANNUAL CALIBRATIONS	4,352.52
2017	002708	MICHAELS STORE #9805	10/2/2016	071733	10/11/2016	117031	EMPLOYEE PICNIC SUPPLIES	8.57
2017	001618	MILWAUKIE LUMBER	8/29/2016	2171182	10/5/2016	117004	LUMBER	54.13
2017	001618	MILWAUKIE LUMBER	9/27/2016	2304895	10/5/2016	117004	MATERIALS & SUPPLIES	33.59
2017	002664	MISSION COMMUNICATIONS, LLC	9/9/2016	1004222	10/5/2016	117005	PUMP STATION AND MANHOLE MONITORING SERVICES	910.80
2017	002053	MR. ROOTER	9/19/2016	OR38964	10/5/2016	117006	SEWER REPAIR 18501 SE ADDIE	1,745.15

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2017	002744	NET ASSETS CORPORATION	10/10/2016	86-201609	10/18/2016	117057	ELECTRONIC LIEN DOCKET REPORTING SERVICE	536.00
2017	002394	NORTHSTAR CHEMICAL, INC.	9/27/2016	92616	10/5/2016	117007	SODIUM HYPOCHLORITE	1,338.00
2017	000868	NORTHWEST NATURAL	9/27/2016	47365-2	10/14/2016	117044	ADMIN NATURAL GAS SERVICE 47365-2	16.42
2017	000868	NORTHWEST NATURAL	9/27/2016	48898-1	10/14/2016	117044	PLANT NATURAL GAS SERVICE 48898-1	12.74
2017	000895	OAK LODGE WATER DISTRICT	10/15/2016	101516-01/114	10/24/2016	117068	AHA CONSULTING INVOICE 114~	1,375.00
2017	000895	OAK LODGE WATER DISTRICT	10/15/2016	101516-01/2016-138	10/24/2016	117068	OLWSD BUILDING REMODEL PROFESSIONAL SERVICES	1,300.59
2017	000895	OAK LODGE WATER DISTRICT	10/15/2016	101516-01/2016-110	10/24/2016	117068	OLWSD BUILDING REMODEL PROFESSIONAL	550.00
2017	000895	OAK LODGE WATER DISTRICT	9/30/2016	99-00997-000	10/18/2016	117058	PLANT WATER SERVICE 99-00997-000	245.49
2017	000895	OAK LODGE WATER DISTRICT	9/30/2016	99-00063-002	10/18/2016	117058	PLANT/SRVC BLDG WATER SERVICE 99-00063-002	222.69
2017	000895	OAK LODGE WATER DISTRICT	9/30/2016	99-00079-000	10/18/2016	117058	PLANT FIRE LINE SERVICE 99-00079-000	201.30
2017	000895	OAK LODGE WATER DISTRICT	9/30/2016	99-00061-001	10/18/2016	117058	HYDRO WATER SERVICE 99-00061-001	141.36
2017	000895	OAK LODGE WATER DISTRICT	9/30/2016	99-00060-001	10/18/2016	117058	FIRE LINE WATER SERVICE 99-00060-001	107.87
2017	000895	OAK LODGE WATER DISTRICT	9/30/2016	99-00071-001	10/18/2016	117058	ADMIN WATER SERVICE 99-00071-001	90.96
2017	000895	OAK LODGE WATER DISTRICT	9/30/2016	36-00610-001	10/18/2016	117058	PS #5 WATER SERVICE 36-00610-001 BASE	30.83
2017	000895	OAK LODGE WATER DISTRICT	9/30/2016	55-00844-001	10/18/2016	117058	PS #6 WATER SERVICE 55-00844-01 BASE	30.83
2017	000895	OAK LODGE WATER DISTRICT	9/30/2016	99-00062-001	10/18/2016	117058	VECTOR WATER SERVICE 99-00062-001	15.20
2017	002548	OCD AUTOMATION, INC.	9/16/2016	1701	10/5/2016	117008	REPLACEMENT PLC FOR NEUROS BLOWER	3,404.62

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2017	002548	OCD AUTOMATION, INC.	9/1/2016	1688	10/5/2016	117008	REPLACEMENT PLC FOR NEUROS BLOWER	1,440.00
2017	002548	OCD AUTOMATION, INC.	10/1/2016	1711	10/11/2016	117033	SCADA SERVICES	1,080.00
2017	000150	OFFICEMAX INCORPORATED	8/31/2016	8396	10/11/2016	117028	MICROSOFT WIRELESS COMFORT 5050 DESKTOP KEYBOARD	69.99
2017	000150	OFFICEMAX INCORPORATED	9/22/2016	062887	10/14/2016	117045	CUBICLE FILE SYSTEM (6)	97.12
2017	000150	OFFICEMAX INCORPORATED	9/22/2016	061293	10/14/2016	117045	JANITORIAL SUPPLIES (ADMIN)	55.98
2017	000150	OFFICEMAX INCORPORATED	9/22/2016	061395	10/14/2016	117045	JANITORIAL SUPPLIES (ADMIN)	14.52
2017	000150	OFFICEMAX INCORPORATED	9/15/2016	997233	10/5/2016	117009	OFFICE SUPPLIES (ADMINISTRATION)	208.58
2017	000150	OFFICEMAX INCORPORATED	9/15/2016	006437	10/5/2016	117009	COPIER PAPER	68.92
2017	000150	OFFICEMAX INCORPORATED	9/19/2016	031517	10/24/2016	117069	OLSD BOARD MEETINGS AND STAFF PICNIC	80.98
2017	000150	OFFICEMAX INCORPORATED	9/16/2016	018092/008628	10/24/2016	117069	OLSD BOARD AND STAFF	76.29
2017	000150	OFFICEMAX INCORPORATED	9/19/2016	018092/008627	10/24/2016	117069	COFFEE, SODA, AND OTHER SUPPLIES	66.20
2017	000150	OFFICEMAX INCORPORATED	9/30/2016	181914	10/24/2016	117069	OFFICE SUPPLIES	63.64
2017	000150	OFFICEMAX INCORPORATED	9/15/2016	997292	10/24/2016	117069	OFFICE EQUIPMENT (ADMINISTRATION)	41.60
2017	000150	OFFICEMAX INCORPORATED	10/11/2016	188030	10/24/2016	117069	OFFICE SUPPLIES (ADMIN)	38.87
2017	000150	OFFICEMAX INCORPORATED	9/19/2016	020313	10/24/2016	117069	OLSD EMPLOYEE PICNIC	37.98
2017	000150	OFFICEMAX INCORPORATED	9/16/2016	018810	10/24/2016	117069	OLSD OFFICE SUPPLIES	24.76
2017	000150	OFFICEMAX INCORPORATED	10/3/2016	128910	10/24/2016	117069	OFFICE EQUIPMENT (ADMIN)	21.41
2017	000150	OFFICEMAX INCORPORATED	10/3/2016	128410	10/24/2016	117069	OLSD OFFICE SUPPLIES	15.76
2017	000150	OFFICEMAX INCORPORATED	10/4/2016	8538	10/11/2016	117031	EMPLOYEE PICNIC SUPPLIES	5.99
2017	000150	OFFICEMAX INCORPORATED	9/23/2016	037781	10/24/2016	117069	OLSD BOARD EXPENSE AND EMPLOYEE PICNIC	12.12
2017	000150	OFFICEMAX INCORPORATED	9/16/2016	048337	10/24/2016	117069	OLSD BOARD EXPENSE AND STAFF PICNIC	21.42
2017	000150	OFFICEMAX INCORPORATED	9/27/2016	2935	10/12/2016	974	FEDEX NEXT DAY AIR EARLY MORNING SAMPLE DELIVERY	112.30

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2017	000914	OLSON BROS. SERVICE, INC.	9/30/2016	2016-09-30	10/14/2016	117046	FUEL FOR VEHICLES	846.24
2017	002686	OPENEDGE	9/30/2016	2016-09-30 OE	10/3/2016	970	OPENEDGE MERCHANT FEES	792.03
2017	000923	OREGON DEPARTMENT OF REVENUE	9/30/2016	2016-09-30	10/20/2016	976	STATE QUARTERLY PAYROLL TAXES	7,466.98
2017	000356	OREGON DEQ	9/19/2016	AQCDP17-0689	10/5/2016	117010	AIR CONTAMINENT DISCHARGE PERMIT FEE	1,555.00
2017	000930	OREGONIAN PUBLISHING COMPANY	9/29/2016	8302778	10/14/2016	117047	OREGONIAN - 8 WEEK SUBSCRIPTION -	17.60
2017	000130	OWEN EQUIPMENT	8/31/2016	00174396	10/5/2016	117011	REPLACEMENT PARTS FOR VACTOR	1,108.58
2017	000130	OWEN EQUIPMENT	9/26/2016	00174760	10/5/2016	117011	VACTOR PARTS	204.96
2017	002874	PAMPLIN MEDIA GROUP	9/9/2016	270631	10/5/2016	117012	PUBLIC NOTICE - OLS& OLWSD BOARD MEETINGS	212.86
2017	002874	PAMPLIN MEDIA GROUP	9/30/2016	270631	10/18/2016	117059	PUBLIC NOTICE - OLS& OLWSD BOARD MEETINGS	35.55
2017	002915	PAPA HAYDN	9/22/2016	8	10/5/2016	116999	BIRTHDAY CAKE EXPENSE (KEIL)	48.50
2017	001616	POLYDYNE, INC.	10/4/2016	1081727	10/11/2016	117034	POLYMER	3,828.00
2017	001039	PORTLAND GENERAL ELECTRIC	9/26/2016	0008 45162-908025 7	10/14/2016	117048	PLANT ELECTRICITY SERVICE 45162-908025-7	19,236.05
2017	001039	PORTLAND GENERAL ELECTRIC	9/25/2016	0008 41581-346975 5	10/14/2016	117048	PS #3 ELECTRIC SERVICE 41581-346975-5	942.49
2017	001039	PORTLAND GENERAL ELECTRIC	9/26/2016	0004 24643-43400 1	10/14/2016	117048	PS #2 ELECTRIC SERVICE 24643-43400-1	880.80
2017	001039	PORTLAND GENERAL ELECTRIC	9/27/2016	0008 45162-641007 7	10/14/2016	117048	ADMIN ELECTRICITY SERVICE 45162-641007-7	572.38
2017	001039	PORTLAND GENERAL ELECTRIC	9/27/2016	0008 45162-174425 6	10/14/2016	117048	PS #5 ELECTRIC SERVICE 45162-174425-6	196.68
2017	001039	PORTLAND GENERAL ELECTRIC	9/22/2016	0008 45162-283746 3	10/14/2016	117048	PS #6 ELECTRIC SERVICE 45162-283746-3	107.65
2017	001039	PORTLAND GENERAL ELECTRIC	9/27/2016	0008 45162-173445 5	10/14/2016	117048	PS #4 ELECTRIC SERVICE 45162-173445-5	41.79
2017	001875	PORTLAND HABILITATION CENTER	9/30/2016	91435	10/14/2016	117049	JANITORIAL SERVICES	1,079.08

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2017	001875	PORTLAND HABILITATION CENTER	9/23/2016	068490	10/14/2016	117049	DOCUMENT STORAGE/ARCHIVE	356.75
2017	001875	PORTLAND HABILITATION CENTER	8/31/2016	91310	10/5/2016	117013	PLANT & PUMP STATION LANDSCAPING	2,375.40
2017	001875	PORTLAND HABILITATION CENTER	8/31/2016	91309	10/5/2016	117013	IRRIGATION VALVE REPAIR	184.54
2017	001480	PROVIDENCE OCCUPATIONAL HEALTH	8/9/2016	800010287115	10/5/2016	117014	HEPB VACCINE	52.00
2017	001459	PUMPTech INC.	9/9/2016	0109437-IN	10/5/2016	117015	PUMP STATION 3 PUMP PARTS	1,440.93
2017	002916	QFC	9/26/2016	2018-09-18	10/5/2016	116999	COFFEE FOR BOARD MEETINGS	23.96
2017	001095	QUALITY CONTROL SERVICES	8/12/2016	45879	10/5/2016	117016	LAB CALIBRATION	800.00
2017	001095	QUALITY CONTROL SERVICES	8/19/2016	45900	10/5/2016	117016	LAB CALIBRATION	121.50
2017	001112	REECE, REBECCA	9/30/2016	Reece 09/30/2016	10/11/2016	117035	BUSINESS MILEAGE EXPENSE REIMBURSEMENT	14.58
2017	002103	RICOH AMERICAS CORPORATION	9/15/2016	5044537032	10/5/2016	117017	RICOH AFICIO MP C6501SP NETWORK COPIER SUPPLIES	492.81
2017	001896	SAFEWAY	9/20/2016	50001195307	10/5/2016	116999	SUGAR AND SWEET 'N LOW FOR BOARD MEETINGS	5.23
2017	002518	SANTANA CRANE, INC	9/14/2016	10283	10/5/2016	117018	CRANE RENTAL SML PUMP REMOVAL	320.00
2017	000193	SEATTLE ACE, LLC	9/12/2016	011061/m	10/5/2016	117019	MATERIALS & SUPPLIES	60.43
2017	000193	SEATTLE ACE, LLC	9/15/2016	011077/m	10/5/2016	117019	TOOLS & SUPPLIES	40.00
2017	000193	SEATTLE ACE, LLC	9/13/2016	011067/m	10/5/2016	117019	SHOP SUPPLIES	39.04
2017	000193	SEATTLE ACE, LLC	9/18/2016	011088/m	10/5/2016	117019	TOOL & SUPPLIES	29.09
2017	000193	SEATTLE ACE, LLC	9/20/2016	011098/m	10/5/2016	117019	MATERIALS & SUPPLIES FOR HYPO INJECTION INSTALLATION	28.87
2017	000193	SEATTLE ACE, LLC	9/17/2016	011085/m	10/5/2016	117019	TOOLS	9.00
2017	000193	SEATTLE ACE, LLC	9/29/2016	011134/m	10/11/2016	117036	MATERIALS & SUPPLIES	83.92
2017	002161	SOIL SOLUTIONS	10/10/2016	40229	10/24/2016	117067	LONG TERM RADON TEST KIT - 3 KITS	120.00
2017	002921	STAFFORD DEVELOPMENT COMPANY	10/18/2016	Ref000054225	10/18/2016	117060	PM ON-ACCOUNT BALANCE REFUND	6,305.17

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2017	001536	STARBUCKS	10/1/2016	728932	10/11/2016	117031	EMPLOYEE PICNIC SUPPLIES - GAME GIFT CARD PRIZES	45.00
2017	001235	STATE OF OREGON	9/9/2016	ARQ16211	10/14/2016	117050	ORCPP MEMBERSHIP RENEWAL	200.00
2017	001164	STATE OF OREGON	10/18/2016	470675	10/18/2016	117062	NOTARY DUES RENEWAL (REECE)	40.00
2017	001218	STEIN OIL CO INC	9/30/2016	CL18108	10/12/2016	974	DEISEL FUEL FOR VEHICLES	677.53
2017	002135	THE PARTY PLACE	10/10/2016	193679-1	10/12/2016	974	OLSD PICNIC - RENTAL TABLES (9), CHAIRS (40), LINENS (9)	253.50
2017	002884	TURBOWIN AMERICA, INC.	9/30/2016	TWA-INV-20160930	10/14/2016	117051	AERATION TURBO BLOWER REPAIR	9,896.00
2017	001327	U.S. CRANE & HOIST, INC	9/6/2016	22817	10/5/2016	117020	ANNUAL CRANE AND HOIST INSPECTION	517.50
2017	001504	UNIFIRST CORPORATION	10/3/2016	335 2414020	10/14/2016	117052	UNIFORMS & JANITORIAL SERVICES	408.22
2017	001504	UNIFIRST CORPORATION	10/3/2016	335 2414020	10/14/2016	117052	JANITORIAL SERVICES (ADMIN)	54.65
2017	001504	UNIFIRST CORPORATION	9/26/2016	335 2411900	10/5/2016	117021	UNIFORMS & JANITORIAL SERVICES	503.10
2017	001504	UNIFIRST CORPORATION	9/19/2016	335 2409819	10/5/2016	117021	UNIFORMS & JANITORIAL SERVICES	352.06
2017	001504	UNIFIRST CORPORATION	9/19/2016	335 2409824	10/5/2016	117021	JANITORIAL SERVICES (ADMIN)	53.12
2017	001318	UNITED STATES POSTAL SERVICE	10/4/2016	o665748534	10/12/2016	974	PERSONALIZED RETURN ADDRESS ENVELOPES	550.25
2017	001332	UTILITY SUPPLY OF AMERICA	9/15/2016	2161	10/5/2016	117022	PORTABLE SLUDGE INTERFACE DETECTOR	954.23
2017	002882	UV DOCTOR SYSTEMS, LLC	7/13/2016	392	10/14/2016	117053	UV SYSTEM LAMPS	11,260.00
2017	002882	UV DOCTOR SYSTEMS, LLC	9/29/2016	525	10/14/2016	117053	REPLACEMENT LAMPS AND CRYSTALS FOR UV BANK	10,432.00
2017	002374	VERIZON WIRELESS	9/15/2016	9772090362	10/5/2016	117023	CELLULAR TELEPHONE SERVICES	877.46
2017	002507	WASTE MANAGEMENT OF OREGON	10/1/2016	8569056-1574-1	10/14/2016	117054	SOLID WASTE DISPOSAL 582-1026756-1574-8	1,401.28
2017	002507	WASTE MANAGEMENT OF OREGON	10/1/2016	8576060-1574-4	10/14/2016	117054	SOLID WASTE DISPOSAL PLANT 582-1026150-1574	124.97

Count: 187

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Invoice History Browse
Oak Lodge Sanitary District

Fiscal Year	Vendor #	Vendor Name ▲	Invoice Date	Invoice #	Check Transfer Date	Check Transfer #	Description	Total Amount
2017	002507	WASTE MANAGEMENT OF OREGON	10/1/2016	8576059-1574-6	10/14/2016	117054	ADMIN SOLID WASTE DISPOSAL 582-1026491-1574-2	39.80
2017	000261	WATER ENVIRONMENT SERVICES	9/27/2016	03-08238-01	10/14/2016	117055	SERVICE CHARGES TO OTHERS	135.00
2017	002277	WELLS FARGO BANK	9/30/2016	2016-09-30 WFWeb	10/11/2016	972	WEB PAYMENT MERCHANT VOLUME FEES	5,031.22
2017	002277	WELLS FARGO BANK	9/30/2016	2016-09-30 WFOnsite	10/11/2016	973	ON-SITE PAYMENT MERCHANT VOLUME FEES	145.75
2017	002276	WELLS FARGO BANK, N.A. (182)	9/30/2016	2016-09-30 WFCCA	10/12/2016	975	COMMERCIAL CHECKING ANALYSIS SERVICE FEE	1,221.61
2017	002600	WILCOX & FLEGEL	9/26/2016	0073078-IN	10/11/2016	117037	MOBILITH SHC220 GREASE, 10-PACK	61.45
2017	002910	WM LAMPTRACKER	8/26/2016	0716475	10/5/2016	117024	UV LAMP RECYCLING BOXES	479.80
2017	001400	XEROX CORPORATION	10/1/2016	086471512	10/14/2016	117056	PRINTER COPIES	61.12

Count: 187

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OAK LODGE SANITARY DISTRICT

STAFF REPORT

To: Board of Directors
From: Jason Rice, Interim General Manager
Agenda Item: General Manager Reports
Item No.: 8c.i FY 2017 Budget Status
Date: December 6, 2016

Background:

The Board has requested a status report on the OLSD FY 2017 budget.

Revenue:

As of October 31, 2016, Sanitary Sewer General Fund year-to-date rate revenue was at 32.87% of the budgeted amount; Surface Water Management rate revenue was 32.89%; SDC revenue was 80.00%. Total overall revenue, which includes rate revenue, sundry revenues; transfers from the capital funds; interest on investments; IFA interest subsidy; transfers from the SDC fund; and transfers from the General Fund to the capital funds stood at 32.10%. October 31 represented 33.33% of the year completed.

Expenditures:

General Fund:

As of October 31, 2016, 34.68% of the District's General Fund was expended or encumbered. However, when Operational Contingencies and Debt Service and CIF Transfers are removed from the calculation, 43.14% of the budget was expended or encumbered. This adjustment is appropriate since it is the District's intent to not use any contingency and transfers and debt service are not linear in terms of time. October 31 represented 33.33% of the year completed.

Capital Fund:

Sanitary Sewer System Capital Improvement Fund

As of October 31, 2016, the Expenditure Status Report shows that 1.45% of the OLSD SSS Capital Improvement Fund (CIF) was expended or encumbered. YTD expenditure was \$9,059 which is 0.74% of the Budget appropriation. The remainder is encumbered but unspent. October 31 represented 33.33% of the year completed.

Surface Water Management Capital Improvement Fund

As of September 30, 2016, 58.73% of the OLSD SWM CIF was expended or encumbered. This figure includes encumbrances that are on the books for project expenses. Actual YTD was \$9,985 which is 1.06% of the appropriation. The remainder is encumbered but unspent. October 31 represented 33.33% of the year completed.

Recommendation: This is an informational item. No Board action is required at this time.

OAK LODGE SANITARY DISTRICT
Program Cash & Investment Summary
October 2016

Sanitary Sewer Service Program:		
Capital Improvement Fund:		
1 Financial Institution: Local Government Investment Pool	Average Daily Investment:	\$2,201,788.96
Type of Instrument: Various	Average Daily Earnings:	\$61.63
Initial Investment Date: October 1, 2016	Average Rate of Return:	1.00764%
Investment Maturity Date: Daily	Total Earnings this Report:	\$1,910.47
	Month End Book Balance:	\$2,204,069.93
System Development Charge Fund:		
1 Financial Institution: Local Government Investment Pool	Average Daily Investment:	\$223,759.19
Type of Instrument: Various	Average Daily Earnings:	\$5.97
Initial Investment Date: October 1, 2016	Average Rate of Return:	0.96117%
Investment Maturity Date: Daily	Total Earnings this Report:	\$185.20
	Month End Book Balance:	\$223,944.39
Debt Service Fund(s):		
1 Financial Institution: Local Government Investment Pool	Average Daily Investment:	\$1,615,898.79
Type of Instrument: Various	Average Daily Earnings:	\$45.15
Initial Investment Date: October 1, 2016	Average Rate of Return:	1.00593%
Investment Maturity Date: Daily	Total Earnings this Report:	\$1,399.72
	Month End Book Balance:	\$1,617,298.51
2 Financial Institution: Local Government Investment Pool	Average Daily Investment:	\$859,492.31
Type of Instrument: Various	Average Daily Earnings:	\$23.87
Initial Investment Date: October 1, 2016	Average Rate of Return:	0.99960%
Investment Maturity Date: Daily	Total Earnings this Report:	\$739.82
	Month End Book Balance:	\$860,232.13

Average Daily Investment:	\$4,900,939.25
Average Daily Earnings:	\$136.62
Average Rate of Return:	1.00354%
Total Earnings this Month:	\$4,235.21
Month End Book Balance:	\$4,905,544.96

Surface Water Management Program:		
Capital Improvement Fund Investment Summary		
1 Financial Institution: Local Government Investment Pool	Average Daily Investment:	\$1,894,475.43
Type of Instrument: Various	Average Daily Earnings:	\$52.99
Initial Investment Date: October 1, 2016	Average Rate of Return:	1.00699%
Investment Maturity Date: Daily	Total Earnings this Report:	\$1,642.75
	Month End Book Balance:	\$1,896,118.18

Average Daily Investment:	\$1,894,475.43
Average Daily Earnings:	\$52.99
Average Rate of Return:	1.00699%
Total Earnings this Month:	\$1,642.75
Month End Book Balance:	\$1,896,118.18

Note: Monies are not actually earned until maturity.

**OAK LODGE SANITARY DISTRICT
ALL FUNDS
FUND BALANCE STATUS REPORT - BUDGET TO ACTUAL
October 2016**

Fund	Budgeted Ending Fund Balance	Current Actual Fund Balance	\$ Difference	% Year-to-Date	\$ Remaining	% Remaining
General Fund	\$ 1,483,697	\$ 1,907,140	\$ 423,443	128.54%	\$ 0	0.00%
Sanitary Sewer						
Capital Improvement Fund	2,118,638	2,193,601	74,964	103.54%	0	0.00%
System Development Charge Fund	140,651	177,484	36,833	126.19%	0	0.00%
Debt Service Fund - State Loans	1,563,633	1,617,299	53,665	103.43%	0	0.00%
Debt Service Fund - GO Bonds	431,613	860,232	428,620	199.31%	0	0.00%
Surface Water Management						
Capital Improvement Fund	898,379	1,303,027	404,648	145.04%	0	0.00%
Subtotal	\$ 6,636,610	\$ 8,058,783	\$ 1,422,174	121.43%	\$ 0	0.00%

- * The Current Actual Fund Balance reflects current working capital resources.
- * The \$ Difference reflects the difference between Budgeted Ending Fund Balance and Current Actual Fund Balance.
- * The \$ Remaining reflects amounts remaining between Current Actual Fund Balance and the estimated Budgeted Ending Fund Balance.
- * The amounts will change throughout the year as the District earns additional revenue and incurs on-going expenditures.

Oak Lodge Sanitary District Current Fund Balance Summary & Detail Information As of September 30, 2016							
Financial Position	GF	SSS CIF	SSS SDCF	SSS SL DSF	SSS GO DSF	SWM CIF	Subtotal
Assets							
Cash and cash equivalents*	\$ 1,376,973	\$ 2,204,070	\$ 161,964	\$ 1,026,816	\$ 860,232	\$ 1,896,118	\$ 7,526,173
Cash and cash equivalents - restricted*	-	-	-	590,483	-	-	\$ 590,483
Accounts Receivable	1,352,961	-	15,520	-	-	-	\$ 1,368,480
Accrued Receivables	362,654	-	-	-	-	-	\$ 362,654
Liabilities							
Accounts Payable	224,808	1,595	-	-	-	9,122	\$ 235,525
Accrued Payroll Liabilities	198,272	-	-	-	-	-	\$ 198,272
Encumbrances	762,367	8,874	-	-	-	583,969	\$ 1,355,209
Debt Service	-	-	-	-	-	-	\$ -
Fund Balance/Net Working Capital	\$ 1,907,140	\$ 2,193,601	\$ 177,484	\$ 1,617,299	\$ 860,232	\$ 1,303,027	\$ 8,058,783

*Cash and cash equivalents comprise funds in bank accounts at financial institutions and deposits in the State of Oregon Local Government Investment Pool. Restricted amounts reflect actual dollar reserve requirements stated within debt covenants and/or loan agreements.

**OAK LODGE SANITARY DISTRICT
GENERAL FUND
BUDGET STATUS REPORT SUMMARY - BUDGET TO ACTUAL
September 2016**

	Original Budget	Final Budget	Year-to-Date	% Year-to-Date	\$ Remaining	% Remaining
Revenue						
Service charges	\$ 8,931,355	\$ 8,931,355	\$ 2,928,228	32.79%	\$ 6,003,126	67.21%
Sundry income	43,730	43,730	26,583	60.79%	17,146	39.21%
Rental income	0	0	5,000	n/a	0	0.00%
Insurance Proceeds	0	0	5,000	n/a	0	0.00%
Surplus property disposal	3,000	3,000	653	21.77%	2,347	78.23%
Interest	1,250	1,250	741	59.25%	509	40.75%
Subtotal revenues	8,979,334	8,979,334	2,966,206	33.03%	6,013,129	66.97%
Expenditure						
Personnel services*	3,248,109	3,248,109	991,009	30.51%	2,257,100	69.49%
Materials & services*	2,093,548	2,093,548	1,313,211	62.73%	780,337	37.27%
Subtotal expenditure	5,341,657	5,341,657	2,304,219	43.14%	3,037,438	56.86%
Operating contingencies*	267,083	267,083	0	0.00%	267,083	100.00%
Other financing sources						
Transfers in	0	0	0	n/a	0	0.00%
Other financing uses						
Transfers out*	3,882,335	3,882,335	987,050	25.42%	2,895,285	74.58%
Net change in fund balance	(511,741)	(511,741)	(325,064)	63.52%	0	36.48%
Beginning working capital	1,995,438	1,995,438	2,232,204	111.87%	0	0.00%
Ending fund balance	\$ 1,483,697	\$ 1,483,697	\$ 1,907,140	128.54%	\$ 0	0.00%

*Legally adopted appropriation level

Ending fund balance detail:	Amount
Assets	
Cash and cash equivalents	\$ 1,376,973
Cash and cash equivalents - restricted	0
Accounts receivable	1,352,961
Accrued receivable	362,654
Subtotal assets	\$ 3,092,587
Liabilities	
Accounts payable	\$ 224,808
Accrued payroll liabilities	198,272
Encumbrances	762,367
Debt service	0
Subtotal liabilities	\$ 1,185,447
Net position	\$ 1,907,140

Operating Reserve Information:	Percentage	Basis	Reserve
Contingency Reserve	5.00%	5,341,657	267,083
Rate Stabilization / Countercyclical Reserve	10.00%	5,341,657	534,166
Subtotal Reserve Requirement			801,249
Fund Balance - General Fund			1,907,140
Difference - Resources Available/(Required)			1,105,892

OAK LODGE SANITARY DISTRICT
SANITARY SEWER SERVICE CAPITAL IMPROVEMENT FUND
BUDGET STATUS REPORT SUMMARY - BUDGET TO ACTUAL
September 2016

	Original Budget	Final Budget	Year-to-Date	% Year-to-Date	\$ Remaining	% Remaining
Revenue						
Interest	\$ 9,712	\$ 9,712	\$ 6,815	70.18%	\$ 2,897	29.82%
Miscellaneous	0	0	0	n/a	0	0.00%
Subtotal	9,712	9,712	6,815	70.18%	2,897	29.82%
Expenditure						
Capital Outlay*	1,232,500	586,375	17,933	3.06%	568,442	96.94%
Other financing sources						
Debt Proceeds	0	0	0	n/a	0	0.00%
Transfers in	475,550	475,550	127,962	26.91%	347,588	73.09%
Subtotal	475,550	475,550	127,962	26.91%	347,588	73.09%
Other financing uses						
Transfers out*	0	0	0	n/a	0	0.00%
Net change in fund balance	(747,238)	(101,113)	116,844	-115.56%	0	215.56%
Beginning working capital	1,942,344	2,219,751	2,076,757	93.56%	(142,994)	6.44%
Ending fund balance	\$ 1,195,106	\$ 2,118,638	\$ 2,193,601	103.54%	\$ 0	0.00%

*Legally adopted appropriation level

Ending fund balance detail:	Amount
Assets	
Cash and cash equivalents	\$ 2,204,070
Cash and cash equivalents - restricted	0
Accounts receivable	0
Accrued receivable	0
Subtotal assets	\$ 2,204,070
Liabilities	
Accounts payable	\$ 1,595
Construction retainage payable	0
Accrued payroll liabilities	0
Encumbrances	8,874
Debt service	0
Subtotal liabilities	\$ 10,469
Net position	\$ 2,193,601

Capital Reserve Information:	Percentage	Basis	Reserve
Renewal & Replacement Reserve	2.50%	61,000,000	1,525,000
Capital Funding Reserve	5.00%	20,000,000	1,000,000
Subtotal Reserve Requirement			2,525,000
Fund Balance - Sanitary Sewer Service Capital Improvement Fund			2,193,601
Fund Balance - Surface Water Management Capital Improvement Fund			1,303,027
Subtotal			3,496,628
Difference - Resources Available/(Required)			971,628

OAK LODGE SANITARY DISTRICT
SANITARY SEWER SERVICE SYSTEM DEVELOPMENT CHARGE FUND
BUDGET STATUS REPORT SUMMARY - BUDGET TO ACTUAL
September 2016

	Original Budget	Final Budget	Year-to-Date	% Year-to-Date	\$ Remaining	% Remaining
Revenue						
System Development Fees	\$ 77,475	\$ 77,475	\$ 61,980	80.00%	\$ 15,495	20.00%
SDC Penalties	0	0	0	n/a	\$ 0	0.00%
Interest	314	314	616	196.02%	0	0.00%
Subtotal revenues	77,789	77,789	62,596	80.47%	15,193	19.53%
Other financing uses						
Transfers out*	250,000	250,000	250,000	100.00%	0	0.00%
Net change in fund balance	(172,211)	(172,211)	(187,404)	108.82%	15,193	0.00%
Beginning working capital	312,861	312,861	364,888	116.63%	0	0.00%
Ending fund balance	\$ 140,651	\$ 140,651	\$ 177,484	126.19%	\$ 0	0.00%

*Legally adopted appropriation level

Ending fund balance detail:	Amount
Assets	
Cash and cash equivalents	\$ 161,964
Cash and cash equivalents - restricted	0
Accounts receivable	15,520
Accrued receivable	0
Subtotal assets	\$ 177,484
Liabilities	
Accounts payable	\$ 0
Construction retainage payable	0
Accrued payroll liabilities	0
Encumbrances	0
Debt service	0
Subtotal liabilities	\$ 0
Net position	\$ 177,484

Capital Reserve Information:	Percentage	Basis	Reserve
Ratepayer Protection Reserve			
Non-GO Debt Service	100.00%	1,786,657	1,786,657
(FY2016 Debt Service for CWSRF and IFA Loans Minus Subsidy)			
Fund Balance - Sanitary Sewer System Development Charge Fund			161,964
Fund Balance - Sanitary Sewer State Loans Debt Service Fund			1,617,299
Fund Balance - Sanitary Sewer General Obligation Bond Debt Service Fund			860,232
Subtotal			2,639,495
Difference - Resources Available/(Required)			852,838

OAK LODGE SANITARY DISTRICT
SANITARY SEWER SERVICE DEBT SERVICE FUND FOR STATE LOANS
BUDGET STATUS REPORT SUMMARY - BUDGET TO ACTUAL
September 2016

	Original Budget	Final Budget	Year-to-Date	% Year-to-Date	\$ Remaining	% Remaining
Revenue						
Interest	\$ 6,309	\$ 6,309	\$ 4,734	75.04%	\$ 1,575	24.96%
Subsidy	131,191	131,191	0	0.00%	131,191	100.00%
Subtotal revenue	137,500	137,500	4,734	3.44%	132,766	96.56%
Expenditure						
Principal	1,191,837	1,191,837	420,308	35.27%	771,529	64.73%
Interest	726,011	726,011	166,690	22.96%	559,321	77.04%
Subtotal expenditure*	1,917,848	1,917,848	586,998	30.61%	1,330,850	69.39%
Other financing sources						
Transfers in	1,776,925	1,776,925	631,731	35.55%	1,145,193	64.45%
Other financing uses						
Transfers out*	0	0	0	n/a	0	0.00%
Net change in fund balance	(3,424)	(3,424)	49,467	-1444.86%	0	1544.86%
Beginning working capital	1,567,057	1,567,057	1,567,832	100.05%	0	0.00%
Ending fund balance	\$ 1,563,633	\$ 1,563,633	\$ 1,617,299	103.43%	\$ 0	0.00%

*Legally adopted appropriation level

Ending fund balance detail:	Amount
Assets	
Cash and cash equivalents	\$ 1,026,816
Cash and cash equivalents - restricted	590,483
Accounts receivable	0
Accrued receivable	0
Subtotal assets	\$ 1,617,299
Liabilities	
Accounts payable	\$ 0
Construction retainage payable	0
Accrued payroll liabilities	0
Encumbrances	0
Debt service	0
Subtotal liabilities	\$ 0
Net position	\$ 1,617,299

Capital Reserve Information:	Percentage	Basis	Reserve
Ratepayer Protection Reserve			
Non-GO Debt Service (FY2016 Debt Service for CWSRF and IFA Loans Minus Subsidy)	100.00%	1,786,657	1,786,657
Fund Balance - Sanitary Sewer System Development Charge Fund			161,964
Fund Balance - Sanitary Sewer State Loans Debt Service Fund			1,617,299
Fund Balance - Sanitary Sewer General Obligation Bond Debt Service Fund			860,232
Subtotal			2,639,495
Difference - Resources Available/(Required)			852,838

OAK LODGE SANITARY DISTRICT
SANITARY SEWER SERVICE DEBT SERVICE FUND FOR GENERAL OBLIGATION BONDS
BUDGET STATUS REPORT SUMMARY - BUDGET TO ACTUAL
September 2016

	Original Budget	Final Budget	Year-to-Date	% Year-to-Date	\$ Remaining	% Remaining
Revenue						
Interest	\$ 3,804	\$ 3,804	\$ 2,066	54.30%	\$ 1,738	45.70%
Expenditure						
Principal	995,000	995,000	0	0.00%	995,000	100.00%
Interest	721,300	721,300	0	0.00%	721,300	100.00%
Subtotal expenditure*	1,716,300	1,716,300	0	0.00%	1,716,300	100.00%
Other financing sources						
Transfers in	1,714,885	1,714,885	428,721	25.00%	1,286,164	75.00%
Other financing uses						
Transfers out*	0	0	0	n/a	0	0.00%
Net change in fund balance	2,388	2,388	430,787	18036.84%	0	0.00%
Beginning working capital	429,224	429,224	429,445	100.05%	0	0.00%
Ending fund balance	\$ 431,613	\$ 431,613	\$ 860,232	199.31%	\$ 0	0.00%

*Legally adopted appropriation level

Ending fund balance detail:	Amount
Assets	
Cash and cash equivalents	\$ 860,232
Cash and cash equivalents - restricted	0
Accounts receivable	0
Accrued receivable	0
Subtotal assets	\$ 860,232
Liabilities	
Accounts payable	\$ 0
Construction retainage payable	0
Accrued payroll liabilities	0
Encumbrances	0
Debt service	0
Subtotal liabilities	\$ 0
Net position	\$ 860,232

<u>Capital Reserve Information:</u>	<u>Percentage</u>	<u>Basis</u>	<u>Reserve</u>
Ratepayer Protection Reserve			
Non-GO Debt Service	100.00%	1,786,657	1,786,657
(FY2016 Debt Service for CWSRF and IFA Loans Minus Subsidy)			
Fund Balance - Sanitary Sewer System Development Charge Fund			161,964
Fund Balance - Sanitary Sewer State Loans Debt Service Fund			1,617,299
Fund Balance - Sanitary Sewer General Obligation Bond Debt Service Fund			860,232
Subtotal			2,639,495
Difference - Resources Available/(Required)			852,838

OAK LODGE SANITARY DISTRICT
SURFACE WATER MANAGEMENT CAPITAL IMPROVEMENT FUND
BUDGET STATUS REPORT SUMMARY - BUDGET TO ACTUAL
September 2016

	Original Budget	Final Budget	Year-to-Date	% Year-to-Date	\$ Remaining	% Remaining
Revenue						
Interest	\$ 8,338	\$ 8,338	\$ 5,906	70.83%	\$ 2,432	29.17%
Miscellaneous	0	0	0	n/a	0	0.00%
Subtotal	8,338	8,338	5,906	70.83%	2,432	29.17%
Expenditure						
Capital Outlay*	942,500	942,500	593,954	63.02%	348,546	36.98%
Deficiency of Revenues						
Other financing sources						
Debt Proceeds	0	0	0	n/a	0	0.00%
Transfers in	164,975	164,975	48,636	29.48%	116,340	70.52%
Subtotal	164,975	164,975	48,636	29.48%	116,340	70.52%
Other financing uses						
Transfers out*	0	0	0	n/a	0	0.00%
Net change in fund balance	(769,187)	(769,187)	(539,412)	70.13%	0	29.87%
Beginning working capital	1,667,565	1,667,565	1,842,439	110.49%	0	0.00%
Ending fund balance	\$ 898,379	\$ 898,379	\$ 1,303,027	145.04%	\$ 0	0.00%

*Legally adopted appropriation level

Ending fund balance detail:	Amount
Assets	
Cash and cash equivalents	\$ 1,896,118
Cash and cash equivalents - restricted	0
Accounts receivable	0
Accrued receivable	0
Subtotal assets	\$ 1,896,118
Liabilities	
Accounts payable	\$ 9,122
Construction retainage payable	0
Accrued payroll liabilities	0
Encumbrances	583,969
Debt service	0
Subtotal liabilities	\$ 593,091
Net position	\$ 1,303,027

Capital Reserve Information:	Percentage	Basis	Reserve
Renewal & Replacement Reserve	2.50%	61,000,000	1,525,000
Capital Funding Reserve	5.00%	20,000,000	1,000,000
Subtotal Reserve Requirement			2,525,000
Fund Balance - Sanitary Sewer Service Capital Improvement Fund			2,193,601
Fund Balance - Surface Water Management Capital Improvement Fund			1,303,027
Subtotal			3,496,628
Difference - Resources Available/(Required)			971,628

Expenditure Status Report

Oak Lodge Sanitary District
 10/1/2016 through 10/31/2016

100 GENERAL FUND

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
100-100 ADMINISTRATION						
100-100-5101 BOARD OF DIRECTORS EXPENSE	30,000.00	293.15	1,402.61	0.00	28,597.39	4.68
100-100-5102 ADMINISTRATIVE SALARIES	574,354.00	30,351.20	140,838.49	0.00	433,515.51	24.52
100-100-5103 EMPLOYEE BENEFITS	194,992.00	9,180.57	43,769.02	0.00	151,222.98	22.45
100-100-5104 PAYROLL TAXES & INSURANCE	59,293.00	2,706.18	11,626.28	0.00	47,666.72	19.61
100-100-5105 PC&L INSURANCE	5,593.00	0.00	0.00	5,326.50	266.50	95.24
100-100-5201 LEGAL AND AUDIT	81,500.00	0.00	24,040.90	10,725.00	46,734.10	42.66
100-100-5202 ENGINEERING/PROFESSIONAL FEES	70,000.00	0.00	6,335.22	8,643.69	55,021.09	21.40
100-100-5203 GOVERNMENT TAXES & FEES	300.00	10.00	10.00	300.00	-10.00	103.33
100-100-5204 BOARD ELECTION EXPENSE	3,150.00	0.00	0.00	0.00	3,150.00	0.00
100-100-5301 MATERIALS AND SUPPLIES	51,000.00	1,132.04	8,507.14	28,167.23	14,325.63	71.91
100-100-5302 DUES AND PUBLICATIONS	6,366.00	-15.00	5,269.85	343.80	752.35	88.18
100-100-5303 PUBLIC INFORMATION/PUBLIC RELATIONS	27,011.00	1,387.35	2,393.66	6,010.74	18,606.60	31.11
100-100-5304 CONFERENCE AND TRAINING	23,547.00	0.00	1,053.86	1,431.00	21,062.14	10.55
100-100-5305 BANKING SERVICES	60,108.00	3,156.11	18,103.60	25,031.88	16,972.52	71.76
100-100-5306 TELECOMMUNICATION SERVICES	21,332.00	1,593.62	6,722.75	11,809.59	2,799.66	86.88
100-100-5307 OFFICE SYSTEMS MAINTENANCE	93,428.00	3,018.75	12,188.44	77,192.08	4,047.48	95.67
100-100-5502 ADMINISTRATION VEHICLE EXPENSE	7,000.00	96.12	789.09	0.00	6,210.91	11.27
100-100-6504 UTILITIES	11,500.00	786.03	3,569.65	6,547.03	1,383.32	87.97
100-100-6505 SMALL TOOLS/EQUIPMENT	12,200.00	285.52	641.85	899.79	10,658.36	12.64
100-100-6506 REPAIR AND MAINTENANCE	25,792.00	1,535.76	3,710.47	9,810.49	12,271.04	52.42
100-100-6509 CONTRACTUAL SERVICES	14,671.00	363.76	4,961.76	11,723.71	-2,014.47	113.73
100-100-6799 OPERATING CONTINGENCIES	68,657.00	0.00	0.00	0.00	68,657.00	0.00
Total ADMINISTRATION	1,441,794.00	55,881.16	295,934.64	203,962.53	941,896.83	34.67
100-200 SANITARY SEWER SERVICE OPERATIONS						
100-200-5102 OPERATIONS SALARIES	1,198,488.00	108,270.28	415,375.66	0.00	783,112.34	34.66
100-200-5103 EMPLOYEE BENEFITS	398,622.00	28,423.96	119,191.53	7,756.91	271,673.56	31.85
100-200-5104 PAYROLL TAXES & INSURANCE	138,571.00	11,464.26	43,785.96	0.00	94,785.04	31.60
100-200-5105 PC&L INSURANCE	105,124.00	0.00	0.00	103,862.31	1,261.69	98.80
100-200-5201 LEGAL & AUDIT SERVICES	15,000.00	0.00	188.56	0.00	14,811.44	1.26
100-200-5202 ENGINEERING/PROFESSIONAL FEES	175,000.00	25,708.65	60,061.40	40,121.16	74,817.44	57.25

Expenditure Status Report

Oak Lodge Sanitary District
 10/1/2016 through 10/31/2016

100 GENERAL FUND

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
100-200-5203 GOVERNMENT TAXES & FEES	16,430.00	14,884.00	17,419.00	0.00	-989.00	106.02
100-200-5301 MATERIALS AND SUPPLIES	62,000.00	9,044.86	25,073.45	17,731.93	19,194.62	69.04
100-200-5302 DUES AND PUBLICATIONS	8,676.00	173.20	1,269.23	39.60	7,367.17	15.09
100-200-5303 PUBLIC INFORMATION/PUBLIC RELATIONS	3,200.00	6.41	90.79	0.00	3,109.21	2.84
100-200-5304 CONFERENCE AND TRAINING	50,375.00	1,786.57	6,885.65	13.40	43,475.95	13.70
100-200-5306 TELECOMMUNICATION SERVICES	26,200.00	1,449.84	7,281.27	11,361.06	7,557.67	71.15
100-200-5307 OFFICE SYSTEMS MAINTENANCE	58,225.00	1,965.94	18,823.76	11,431.87	27,969.37	51.96
100-200-5310 SERVICE CHARGES TO OTHERS	17,094.00	1,457.25	5,829.00	11,658.00	-393.00	102.30
100-200-5502 VEHICLE OPERATIONS	25,320.00	236.57	4,125.18	0.00	21,194.82	16.29
100-200-6503 BIOSOLIDS HANDLING EXPENSE	83,500.00	2,605.78	34,982.10	3,009.50	45,508.40	45.50
100-200-6504 UTILITIES	301,300.00	26,001.72	102,091.64	191,134.20	8,074.16	97.32
100-200-6505 SMALL TOOLS/EQUIPMENT	9,000.00	2,439.18	8,166.00	24.99	809.01	91.01
100-200-6506 REPAIR AND MAINTENANCE	109,500.00	2,949.53	82,734.46	34,250.79	-7,485.25	106.84
100-200-6507 COLLECTION SYSTEM CORRECTION	55,000.00	0.00	1,745.15	0.00	53,254.85	3.17
100-200-6508 CONTRACTUAL LAB SERVICES	28,000.00	0.00	11,877.00	13,853.00	2,270.00	91.89
100-200-6509 CONTRACTUAL SERVICES	137,800.00	2,004.81	47,088.94	37,887.93	52,823.13	61.67
100-200-6799 OPERATING CONTINGENCIES	151,121.00	0.00	0.00	0.00	151,121.00	0.00
100-200-6800 GF TRANSFER TO SSS CIF	475,550.00	2,601.22	127,961.58	0.00	347,588.42	26.91
100-200-6901 TRANSFER TO GO BOND DEBT SERVICE FUND	1,714,885.00	0.00	428,721.24	0.00	1,286,163.76	25.00
100-200-6902 TRANSFER TO STATE LOAN DEBT SERVICE FUND	1,526,925.00	0.00	381,731.25	0.00	1,145,193.75	25.00
Total SANITARY SEWER SERVICE OPERATIONS	6,890,906.00	243,474.03	1,952,499.80	484,136.65	4,454,269.55	35.36
100-300 SURFACE WATER MANAGEMENT OPERATIONS						
100-300-5102 OPERATIONS SALARIES	455,283.00	44,666.79	148,287.13	0.00	306,995.87	32.57
100-300-5103 EMPLOYEE BENEFITS	144,701.00	8,447.90	40,618.87	1,569.48	102,512.65	29.16
100-300-5104 PAYROLL TAXES & INSURANCE	53,805.00	4,611.73	16,786.64	0.00	37,018.36	31.20
100-300-5105 PC&L INSURANCE	14,796.00	0.00	0.00	14,608.45	187.55	98.73
100-300-5201 LEGAL & AUDIT SERVICES	10,000.00	0.00	2,374.86	0.00	7,625.14	23.75
100-300-5202 ENGINEERING/PROFESSIONAL FEES	74,500.00	0.00	2,056.72	23,637.79	48,805.49	34.49
100-300-5203 GOVERNMENT TAXES & FEES	479.00	0.00	0.00	478.88	0.12	99.97
100-300-5301 MATERIALS & SUPPLIES	12,750.00	112.92	1,629.20	831.65	10,289.15	19.30
100-300-5302 DUES AND PUBLICATIONS	1,284.00	4.40	310.57	13.20	960.23	25.22
100-300-5303 PUBLIC INFORMATION/PUBLIC RELATIONS	32,000.00	2.15	398.33	368.06	31,233.61	2.39
100-300-5304 CONFERENCE AND TRAINING	7,525.00	955.05	3,033.74	0.00	4,491.26	40.32

Expenditure Status Report

Oak Lodge Sanitary District
 10/1/2016 through 10/31/2016

100 GENERAL FUND

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
100-300-5306 TELECOMMUNICATION SERVICES	5,207.00	214.91	800.68	1,525.79	2,880.53	44.68
100-300-5307 OFFICE SYSTEMS MAINTENANCE	12,685.00	655.31	5,136.23	3,810.63	3,738.14	70.53
100-300-5502 VEHICLE OPERATION	7,180.00	105.35	3,021.69	0.00	4,158.31	42.08
100-300-6504 UTILITIES	10,000.00	533.59	2,116.55	3,759.92	4,123.53	58.76
100-300-6505 SMALL TOOLS/EQUIPMENT	5,500.00	3,928.53	3,928.53	0.00	1,571.47	71.43
100-300-6506 REPAIR & MAINTENANCE	3,700.00	0.00	0.00	0.00	3,700.00	0.00
100-300-6507 SYSTEM CORRECTION	61,500.00	0.00	0.00	0.00	61,500.00	0.00
100-300-6508 CONTRACT LABORATORY SVCS	25,000.00	0.00	1,332.00	23,664.00	4.00	99.98
100-300-6509 CONTRACTUAL SERVICES	8,200.00	0.00	0.00	0.00	8,200.00	0.00
100-300-6799 OPERATING CONTINGENCIES	47,305.00	0.00	0.00	0.00	47,305.00	0.00
100-300-6800 GF TRANSFER TO SWM CIF	164,975.00	462.65	48,635.92	0.00	116,339.08	29.48
Total SURFACE WATER MANAGEMENT OPERATIONS	1,158,375.00	64,701.28	280,467.66	74,267.85	803,639.49	30.62
Total GENERAL FUND	9,491,075.00	364,056.47	2,528,902.10	762,367.03	6,199,805.87	34.68

Expenditure Status Report

Oak Lodge Sanitary District
 10/1/2016 through 10/31/2016

200 SSS CAPITAL IMPROVEMENT FUND

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
200-100 ADMINISTRATION						
200-100-6520 OFFICE EQUIPMENT	165,000.00	0.00	0.00	0.00	165,000.00	0.00
200-100-6533 FACILITY IMPROVEMENT	112,500.00	975.44	1,387.94	0.00	111,112.06	1.23
Total ADMINISTRATION	277,500.00	975.44	1,387.94	0.00	276,112.06	0.50
200-200 SANITARY SEWER SERVICE OPERATIONS						
200-200-6532 SSS FACILITY EQUIPMENT	75,000.00	0.00	6,018.54	0.00	68,981.46	8.02
200-200-6533 SSS FACILITY IMPROVEMENT	30,000.00	0.00	537.66	9.93	29,452.41	1.83
200-200-6534 SSS FACILITY MODIFICATION/EXPANSION	485,000.00	1,115.00	1,115.00	8,863.77	475,021.23	2.06
200-200-6540 SSS LINE EXTENSION/REPLACEMENT	365,000.00	0.00	0.00	0.00	365,000.00	0.00
Total SANITARY SEWER SERVICE OPERATIONS	955,000.00	1,115.00	7,671.20	8,873.70	938,455.10	1.73
Total SSS CAPITAL IMPROVEMENT FUND	1,232,500.00	2,090.44	9,059.14	8,873.70	1,214,567.16	1.45

Expenditure Status Report

Oak Lodge Sanitary District
 10/1/2016 through 10/31/2016

201 SYSTEM DEVELOPMENT CHARGE FUND (SSS)

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
201-200 SANITARY SEWER SERVICE OPERATIONS						
201-200-6800 TRANSFER TO SSS DSF STATE LOANS	250,000.00	0.00	250,000.00	0.00	0.00	100.00
Total SYSTEM DEVELOPMENT CHARGE FUND (SSS)	250,000.00	0.00	250,000.00	0.00	0.00	100.00

Expenditure Status Report

Oak Lodge Sanitary District
 10/1/2016 through 10/31/2016

202 STATE LOANS DEBT SERVICE FUND (SSS)

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
202-200 SANITARY SEWER SERVICE OPERATIONS						
202-200-8000 PRINCIPAL PAYMENTS - SRF LOAN	844,529.00	0.00	420,308.00	0.00	424,221.00	49.77
202-200-8025 PRINCIPAL PAYMENTS - IFA LOAN	347,308.00	0.00	0.00	0.00	347,308.00	0.00
202-200-9000 INTEREST PAYMENTS - SRF LOAN	411,517.00	0.00	166,690.00	0.00	244,827.00	40.51
202-200-9025 INTEREST PAYMENTS - IFA LOAN	314,494.00	0.00	0.00	0.00	314,494.00	0.00
Total STATE LOANS DEBT SERVICE FUND (SSS)	1,917,848.00	0.00	586,998.00	0.00	1,330,850.00	30.61

Expenditure Status Report

Oak Lodge Sanitary District
 10/1/2016 through 10/31/2016

203 GO BOND DEBT SERVICE FUND (SSS)

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
203-200 SANITARY SEWER SERVICE OPERATIONS						
203-200-8050 PRINCIPAL PAYMENTS - GO BONDS	995,000.00	0.00	0.00	0.00	995,000.00	0.00
203-200-9050 INTEREST PAYMENTS - GO BONDS	721,300.00	0.00	0.00	0.00	721,300.00	0.00
Total GO BOND DEBT SERVICE FUND (SSS)	1,716,300.00	0.00	0.00	0.00	1,716,300.00	0.00

Expenditure Status Report

Oak Lodge Sanitary District
 10/1/2016 through 10/31/2016

300 SWM CAPITAL IMPROVEMENT FUND

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
300-100 ADMINISTRATION						
300-100-6520 OFFICE EQUIPMENT	55,000.00	0.00	0.00	0.00	55,000.00	0.00
300-100-6533 FACILITY IMPROVEMENT	37,500.00	325.15	462.65	0.00	37,037.35	1.23
Total ADMINISTRATION	92,500.00	325.15	462.65	0.00	92,037.35	0.50
300-300 SURFACE WATER MANAGEMENT OPERATIONS						
300-300-6540 SWM LINE EXTENSION/REPLACEMENT	850,000.00	0.00	9,522.36	583,968.64	256,509.00	69.82
Total SURFACE WATER MANAGEMENT OPERATIONS	850,000.00	0.00	9,522.36	583,968.64	256,509.00	69.82
Total SWM CAPITAL IMPROVEMENT FUND	942,500.00	325.15	9,985.01	583,968.64	348,546.35	63.02
Grand Total	15,550,223.00	366,472.06	3,384,944.25	1,355,209.37	10,810,069.38	30.48

Revenue Status Report

Oak Lodge Sanitary District
 10/1/2016 through 10/31/2016

100 GENERAL FUND

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
100-100 ADMINISTRATION					
100-100-4002 ADMIN MONTHLY SERVICE CHARGES	29,175.00	375.00	2,075.00	27,100.00	7.11
100-100-4003 INTEREST ON DEPOSITS & EARNINGS CREDITS	1,250.00	0.00	740.58	509.42	59.25
100-100-4004 INSURANCE PROCEEDS	0.00	5,000.00	5,000.00	-5,000.00	0.00
100-100-4005 SUNDRY REVENUES	16,900.00	1,500.00	5,425.00	11,475.00	32.10
100-100-4020 SURPLUS PROPERTY DISPOSAL	3,000.00	653.18	653.18	2,346.82	21.77
Total ADMINISTRATION	50,325.00	7,528.18	13,893.76	36,431.24	27.61
100-200 SANITARY SEWER SERVICE OPERATIONS					
100-200-4002 SSS MONTHLY SERVICE CHARGES	7,603,265.00	607,465.85	2,498,950.22	5,104,314.78	32.87
100-200-4005 SSS SUNDRY REVENUES	10,830.00	2,002.80	14,682.37	-3,852.37	135.57
Total SANITARY SEWER SERVICE OPERATIONS	7,614,095.00	609,468.65	2,513,632.59	5,100,462.41	33.01
100-300 SURFACE WATER MANAGEMENT OPERATIONS					
100-300-4002 SWM MONTHLY SERVICE CHARGES	1,298,914.00	98,464.60	427,203.25	871,710.75	32.89
100-300-4005 SWM SUNDRY REVENUES	16,000.00	1,145.40	6,475.90	9,524.10	40.47
100-300-4019 RENTAL INCOME	0.00	1,000.00	5,000.00	-5,000.00	0.00
Total SURFACE WATER MANAGEMENT OPERATIONS	1,314,914.00	100,610.00	438,679.15	876,234.85	33.36
Total GENERAL FUND	8,979,334.00	717,606.83	2,966,205.50	6,013,128.50	33.03

Revenue Status Report

Oak Lodge Sanitary District
 10/1/2016 through 10/31/2016

200 SSS CAPITAL IMPROVEMENT FUND

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
200-200 SANITARY SEWER SERVICE OPERATIONS					
200-200-4003 INTEREST ON INVESTMENTS	9,712.00	1,910.47	6,815.46	2,896.54	70.18
200-200-4140 TRANSFER FROM GENERAL FUND	475,550.00	2,601.22	127,961.58	347,588.42	26.91
Total SSS CAPITAL IMPROVEMENT FUND	485,262.00	4,511.69	134,777.04	350,484.96	27.77

Revenue Status Report

Oak Lodge Sanitary District
 10/1/2016 through 10/31/2016

201 SYSTEM DEVELOPMENT CHARGE FUND (SSS)

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
201-200 SANITARY SEWER SERVICE OPERATIONS					
201-200-4003 INTEREST ON INVESTMENTS	314.00	185.20	616.09	-302.09	196.21
201-200-4012 SYSTEM DEVELOPMENT CHARGES	77,475.00	5,165.00	61,980.00	15,495.00	80.00
Total SYSTEM DEVELOPMENT CHARGE FUND (SSS)	77,789.00	5,350.20	62,596.09	15,192.91	80.47

Revenue Status Report

Oak Lodge Sanitary District
 10/1/2016 through 10/31/2016

202 STATE LOANS DEBT SERVICE FUND (SSS)

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
202-200 SANITARY SEWER SERVICE OPERATIONS					
202-200-4003 INTEREST ON INVESTMENTS	6,309.00	1,399.72	4,733.64	1,575.36	75.03
202-200-4025 IFA INTEREST FEDERAL SUBSIDY	131,191.00	0.00	0.00	131,191.00	0.00
202-200-4150 TRANSFER FROM GENERAL FUND	1,526,925.00	0.00	381,731.25	1,145,193.75	25.00
202-200-4151 TRANSFER FROM SDC FUND	250,000.00	0.00	250,000.00	0.00	100.00
Total STATE LOANS DEBT SERVICE FUND (SSS)	1,914,425.00	1,399.72	636,464.89	1,277,960.11	33.25

Revenue Status Report

Oak Lodge Sanitary District
 10/1/2016 through 10/31/2016

203 GO BOND DEBT SERVICE FUND (SSS)

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
203-200 SANITARY SEWER SERVICE OPERATIONS					
203-200-4003 INTEREST ON INVESTMENTS	3,804.00	739.82	2,065.50	1,738.50	54.30
203-200-4150 TRANSFER FROM GENERAL FUND	1,714,885.00	0.00	428,721.24	1,286,163.76	25.00
Total GO BOND DEBT SERVICE FUND (SSS)	1,718,689.00	739.82	430,786.74	1,287,902.26	25.06

Revenue Status Report

Oak Lodge Sanitary District
 10/1/2016 through 10/31/2016

300 SWM CAPITAL IMPROVEMENT FUND

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
300-300 SURFACE WATER MANAGEMENT OPERATIONS					
300-300-4003 INTEREST ON INVESTMENTS	8,338.00	1,642.75	5,905.69	2,432.31	70.83
300-300-4140 TRANSFER FROM GENERAL FUND	164,975.00	462.65	48,635.92	116,339.08	29.48
Total SWM CAPITAL IMPROVEMENT FUND	173,313.00	2,105.40	54,541.61	118,771.39	31.47
 Grand Total	 13,348,812.00	 731,713.66	 4,285,371.87	 9,063,440.13	 32.10



OAK LODGE SANITARY DISTRICT STAFF REPORT

To: Board of Directors
From: Jason Rice, Interim General Manager
Agenda Item: Planning & Engineering Report
Item No.: 5c.ii
Date: December 6, 2016

Below is an update of various efforts for the Planning and Engineering Program.

Capital Improvement Program:

Anaerobic Digester Conversion

This project has been postponed due to the temporary conversion of the two interchange bioreactors to aerobic digesters. (See Treatment Plant Process project below)

Boardman Wetland Complex

Design continues to progress along with permitting for in-water work next summer.

There is a Boardman Watershed Community Committee meeting scheduled for Wednesday December 14th at 5pm to update that group with what materials have advanced since the last meeting in October.

Gamajet Project (Treatment Plant)

The newly purchased gamajet was received and installed in place of an existing gamajet at the influent pump station (IPS). The old gamajet that was removed was sent off for rebuilding and has been received back. The newly refurbished gamajet should be installed soon, thus finishing the project with both chambers of the IPS better handling grease entering the treatment plant.

Flow Meters (Treatment Plant)

Staff is considering alternatives to installation of the flow meters that may end up saving the District money. One of the major concerns is that two of the four meters would need to be installed 15 feet underground near the aeration basin; something that was not anticipated during the FY17 Budget process.

Other Projects:

Treatment Plant Process

On December 5th, a presentation was made to the Community Advisory Committee (CAC) at the Water Reclamation Facility. During this presentation, staff recounted the operations of the new plant since the opening. This conversation ultimately built up to an explanation of why the decision was made to postpone further use of the cannibal side stream process. Staff proposed that data be collected and shared with the CAC every four months for the next year

to determine that the plant was being run as efficiently and environmentally responsibly as possible. Over the next year, these check-ins will help determine how the plant moves forward with processing solids into the foreseeable future.

One major point of feedback was that the group would have felt better if they (or the general public) had been communicated with more frequently. They used the mailer that goes out with the bills, as an example of how they feel they the ratepayers would more appreciate being informed of major changes in the District.

All in all, staff felt great about the meeting, its feedback and the direction plant operations was moving.

Oak Lodge Water Services Website

The website is nearing completion and is expected to be live by January 1, 2017.

Attachments

1. "Development Review Status" tracker

Action Required: None

Project Status	Address	Type of Development	Notes	Last Updated
Complete	13505 SE RIVER RD	Rose Villa	Inspections Complete (SS and SWM). Awaiting Asbuilts	7/18/2016
Complete	15810 SE McLoughlin Blvd. (Starbucks at Holly Farm)	Z0164-14	Tenant Improvements.	11/1/2016
Complete	320 Beverly Ln./Amonson Ct. (City of Gladstone)	5-lot Subdivision (4 new homes)	Sanitary sewer install complete. Homes under construction. No EPSC	8/18/2016
Complete	15415 SE River Rd.	3-parcel Partition (2 new homes)	Project complete. Awaiting asbuilts	8/20/2015
Under Construction	3127 SE Concord Rd. (Concord Oaks, formerly Concord Vineyards II)	6-acre development (32 residential lots.)	Inspections complete. Awaiting building permits	8/18/2016
Under Construction	17624 SE Rose St.	2-parcel Partition	Erosion Control inspections ongoing. Awaiting sanitary sewer permits for additional/rear SFD	7/6/2015
Under Construction	14400 SE Lee Ave.	Duplex on existing lot. (SFR previously	Erosion Control inspections ongoing. Sanitary Sewer installed.	3/2/2016
Under Construction	2009 SE Courtney Ave.	3-parcel Partition (1 new home & 1 new duplex. Existing home is on the Historical Register as a	Erosion Control inspections ongoing. Sanitary Sewer installed.	5/2/2016
Under Construction	15448 SE East Ave. (Zetterberg Estates)	18-Unit Multi-Family	SS Inspections complete. EPSC inspetions ontinuing	11/1/2016
Under Construction	2721 SE Swain Ave.	2-parcel Partition (2 new homes)	SS Inspections complete. EPSC inspetions ontinuing	11/1/2016
Under Construction	5210 SE Roethe Rd.	6-lot Subdivision (5 new homes)	Public infrastructure installed and approved. In 11-month warranty period. SFDs under construction.	11/1/2016
Under Construction	14620 SE McLoughlin Blvd. (Fred Meyer)	Demo bottle return facility and construct pick-up delivery area.	Construction plans approved. Erosion control inspections ongoing.	9/30/2016
Under Construction	Lot east of 18390 SE Woodcock Ave.	2-parcel partition	Plans approved. Inspections ongoing (EPSC) SS inspections complete	9/30/2016
Under Construction	16323 & 16251 SE McLoughlin Blvd.	Design review to demolish existing buildings and construct a 25,000 square feet Goodwill center.	Plans Approved. SS inspections complete. Ongoing storm sewer inspections.	11/1/2016
Approved for Construction	17722 SE Rose St., 17832 SE Rose St.	Two 2-parcel partitions (2 new homes, 2 replacement homes)	Awaiting utility construction plans (sanitary sewer connection / erosion control).	5/2/2016
Approved for Construction	19416 SE River Rd.	2-parcel partition, 2 new duplexes, Existing SFR to be demolished	Plans approved. Awaiting construction commencement	5/2/2016
Approved for Construction	14824 SE Laurie Ave. (14830 SE Laurie Ave.)	2-parcel Partition, 14830 SE Laurie Ave. is the new address.	Awaiting construction plan submittal.	5/2/2016
Approved for Construction	4519 SE Naef Rd.	3-parcel Partition (2 new homes)	Plans approved. Awaiting construction commencement	5/2/2016
Approved for Construction	15026 SE Linden Ln.	3-parcel Partition	Engineering plans submitted paper and pdf. OLSD to review and submit comments to engineer.	7/20/2016
Plan Review	4150 SE ROETHE RD	Commercial Structures Relocation	Land use decision Received. Awaiting plans from customer.	9/1/2016
Plan Review	14119 SE Mcloughlin Blvd	Z0260-16 Nonconforming Use - Alteration/Verification	Design Review Plans Submitted. OLSD Submitted Comments. Pre-treatment analysis.	6/27/2016
Plan Review	13409 SE McLoughlin Blvd	3 New Slips Mobile Home Park	Awaiting information from customer/owner. District determined no promissory note available for outstanding sanitary sewer service charges.	5/2/2016
Plan Review	14911 SE McLoughlin	Lew's Dairy Freeze Remodel to MOD Pizza	Engineering plans submitted paper and pdf. OLSD reviewed and submitted comments to County.	12/5/2016
Plan Review	13012 SE Oatfield	Proposed subdivision; 9 potential lots.	Land use decision Received. Awaiting plans from customer.	9/27/2016
Plan Review	18122 SE McLoughlin Blvd	Commercial Design Review: Fuel Island	Land Use Decision received. Awaiting engineering plans.	11/29/2016
Plan Review	5790 SE McNary Rd.	2-parcel Partition. Z0312-15-M; Godfrey Partition	OLSD reviewing preliminary engineering plans.	12/5/2016
Plan Review	2312 SE Risley Ave	3-lot partition	Land Use Decision received. Awaiting engineering plans.	11/29/2016
Plan Review	3816 SE Hill Rd	8-lot subdivision	Decision notice received.	11/29/2016
Plan Review	14335 SE WAGNER LN	Carport and wall. Floodplain. Will. River Greenway	Land Use Decision received. Awaiting engineering plans.	11/29/2016
Plan Review	6460 Glen Echo Avenue	Subdivision	Z0461-16_Gladstone_Glen_Echo. (OLSD Service area / out of OLSD Boundary). Coordinate with Gladstone for review and inspection.	12/5/2016

Project Status	Address	Type of Development	Notes	Last Updated
Pre-Application	4422 SE River Dr.	Minor Subdivision	Pre-app Comment sent to County. Awaiting land use application	5/2/2016
Pre-Application	14220 SE Schroeder Ln.	Two-parcel partition (1 existing and 1 new home site)	Pre-app Comment sent to County. Awaiting land use application	3/2/2016
Pre-Application	3208 SE Westview Ave.	4-lot minor subdivision (3-duplexes, 1-triplex)	Pre-app Comment sent to County. Awaiting land use application	3/2/2016
Pre-Application	4715 SE River Dr.	4-lot subdivision	Pre-app Comment sent to County. Awaiting land use application	4/20/2016
Pre-Application	4207 SE Hull Ave	3-5 lot subdivision	Pre-app Comment sent to County. Awaiting land use application	8/31/2016
Pre-Application	13809 SE Linden Ln.	Replace existing home with duplex.	Pre-app Comments Sent to CC. Awaiting land use application	3/2/2016
Pre-Application	15510 SE Wallace Rd.	Robin Place Subdivision (12 lots)	Pre-app Comments Sent to CC. Awaiting land use application	3/2/2016
Pre-Application	Parcel on SW Corner of SE Courtney Ave. and SE Rupert Dr.	3 Story, 10-Unit Apartment Complex	Pre-app Comments Sent to CC. Awaiting land use application	3/2/2016
Pre-Application	17624 SE River Rd.	5 - 8 lot subdivision	Pre-app comments sent. OLSD awaiting subdivision application.	4/21/2016
Pre-Application	14107 SE Lee Ave.	2-parcel Partition (1 new home)	Pre-app comments sent. OLSD awaiting subdivision application.	4/21/2016
Pre-Application	16811 SE Thomas Smith Road	3-Parcel partition for one existing home and two new home sites.	Pre-app Comment sent to County. Awaiting land use application	8/18/2015
Pre-Application	16417 SE McLoughlin Blvd Road	Design review to re-develop a MH park into a warehouse and showroom of approximately 46,500 sf	Pre-app Comment sent to County. Awaiting land use application	5/31/2016
Pre-Application	4281 SE MANEWAL LN	ZPAC0144-15 A four-lot single family residential minor subdivision. Alternatively, the applicant is considering two partitions	pre-application comments sent. Awaiting land use / subdivision application.	9/30/2016
Pre-Application	3303 se concord	two-parcel partition	Pre-app Comment sent to County. Awaiting land use application	6/13/2016
Pre-Application	15505 SE River Rd	3-lot partition	Pre-app Comment sent to County. Awaiting land use application	5/31/2016
Pre-Application	4833 SE Glen Echo Ave	Partition	Pre-app Comment sent to County. Awaiting land use application	5/2/2016
Pre-Application	4700 SE Ina Avenue	Tri-plex	Pre-app held. OLSD communicating with customer re: conditions.	5/2/2016
Pre-Application	18121 SE River Rd. (Jennings Lodge Estates)	62-lot Subdivision (Zone Change R-10 to R-8.5 not approved by CC. (Applicant has filed an appeal with the Land Use Board of Appeals)	Pre-app Comments Sent to CC. Received LU Application. Sent LU Comments to CC March 3. Awaiting owner to select density option and submit engineering plans.	5/2/2016
Pre-Application	15870 SE MCLOUGHLIN BLVD	ZPACOOS0-16 Design review for an existing McDonald's restaurant to reconfigure existing drive thru and add second order lane	Pre-app Comments Sent to CC. Awaiting land use application	7/12/2016
Pre-Application	13715 SE River Road	ZPAC0136-16_Rose_Villa Redevelopment Phase II	Pre-app comments submitted	11/1/2016
Pre-Application	3905 SE WILLAMETTE DR	ZPAC0134-16_Willamette_Dr_Partition	Pre-app comments submitted	11/1/2016
Pre-Application	17908 and 17900 SE Addie Street.	ZPAC0130-16_Boardman_Wetland	Pre-app comments submitted	11/1/2016
Pre-Application	3901 SE NAEF RD	ZPAC0124-16 A Partition application to divide the subject property into two parcels; one of approximately 5.73 ac. and one of approximately 4.97 ac. Each parcel will contain one of two large existing light industrial buildings.	Pre-application comments sent. Awaiting land use / subdivision application.	9/30/2016
Pre-Application	13323 SE Linden Lane	ZPAC0037-16. A conditional Use permit for a duplex.	Pre-app comments sent. Awaiting land use application	7/25/2016



OAK LODGE SANITARY DISTRICT STAFF REPORT

To: Board of Directors
From: Rich Ludlow, Interim Operations Manager
Agenda Item: Operations Report
Item No.: 5d.iii
Date: December 6, 2016

Background

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

Administration

Rich Ludlow continues in the role of Interim Operations Manager and management of treatment plant processes pending posting of permanent position. Temporary position for WRF admin support has been terminated. Program support functions will be provided upon request by Administration staff with support functions reduced to minimum (purchasing and regulatory reporting) until after consolidation. Records retention and other program and file management functions will need review.

Jason Rice and Rich Ludlow presented to the Sanitary Sewer Master Planning Community Advisory Committee (MPCAC) to communicate the rationale and strategy for changing plant operations away from the Cannibal process in favor of a traditional activated sludge configuration. The strategy is to collect data on process operations in this configuration for a one year period to compare efficiencies with data collected operating as a Cannibal plant.

Consulting services from HDR Engineering continue with evaluation of plant process control strategies and optimization recommendations for future efficiency.

Treatment Plant Operations:

All NPDES effluent permit limits were met for the month of November 2016.

Conversion of plant operations to traditional activated sludge configuration have stabilized with improvements in solids reduction in the digestion process. Operational parameter targets have been established with the expectation of minor adjustments for fine tuning ongoing. Preliminary results look promising with extended aeration and digestion performing well for solids reduction. WRF Operators continue to make adjustments to optimize treatment and solids reduction within the plant.

Field Operations Line Crew Maintenance Summary

November Staff Availability:

Working Hours in Month	Leave/Training/Paid Breaks	Actual Attendance/Available Hours (working hours minus leave/training)
640	199	441

Accomplishments:

	Goal	Actual	% Goal Met	Field Crew Hours
Sewer Cleaning (linear feet) *	9450	0	0	0
TV Inspections (linear feet)	9450	9,895	105%	109.25
Grease Line Cleaning		10,129	100%	61.25
Sewer Line/Manhole Repair/Inspect/Install				0
Utility Locates				63.75
SWM Work by Line Maintenance Techs				33
Fleet Support Work				11.5
Plant/PS Equipment Work Orders				0.75
Customer Service/Investigations				11.25
Program Support				74
			Total Work Order Hours	364.75
			Staff Time Utilized on Work Orders	83%

*Regular sewer line cleaning not performed this month due to high flows in the lines and TV work backlog from previous months taking priority.

Details not captured on work orders:

Total staff hours

Field Ops/All Ops Meetings/Lucity Training

15.5 staff hours

WRF Maintenance Summary

- Performed electrical preventive maintenance on switchgear and Automatic Transfer Switches throughout the WRF and Pump Stations
- Installed chain actuators on pump discharge valves at PS6
- Troubleshoot and repaired East RAS Pump #2
- Troubleshoot and resolved HVAC and outdoor lighting problems at Admin Building
- Troubleshoot and resolved K-Turbo blower alarms
- Serviced UV and Headworks hoists, Thickened Waste Activated Sludge pumps, Screw Press, Screenings Compactors
- Resolved Vibration Alarm Issue at PS2
- Replaced Mechanical Seal West RAS pump #2
- Replaced Wear Rings on PS3 Pump #2
- Unplugged several pumps at various pump stations

November Staff Availability:

Working Hours in Month	Leave and Paid Breaks	Actual Attendance/Available Hours (working hours minus leave/breaks)
330	26.5	303.5

	Count	
Number of Preventive Work Orders Completed	32	
Number of Repair Work Orders Completed	35	
		Hours charged in Month
Time Charged to Preventive Works Order Count/Time		87.55
Time Charged to Repair Work Orders Count/Time		107.25
	Hours charged to Work Orders in month	194.80
	Staff Time Utilized on W/O	64%
	Utilization Toward PM Work	29%

Meeting/training summary:

Staff Hours

Maintenance and Staff Meetings/Lucity Training

13 hours



OAK LODGE SANITARY DISTRICT STAFF REPORT

Agenda Item: Staff Reports
Item No.: 5d.iv
Presenters: LB Lionne, Interim Administrative Services Manager
Date: December 13, 2016

Background

This information is provided each month to keep the Board apprised of the activities and projects of the Administration Group.

Public Outreach/Education

The District's public outreach and education staff spent several afternoons out in the field with students and non-profit partners in November, restoring areas in Rinearson Creek watershed. Both elementary and high school aged students learned about native and invasive plants, riparian areas, macroinvertebrates, and stream health.

Ratepayers who called to sign-up for the Stormdrain Cleaning Assistance Program (SCAP) were added to the waiting list for Spring 2017.

Staff represented the District at the Clackamas County Community College's (CCC) newly formed advisory committee for the Environmental Learning Center (ELC) on campus. The ELC is being restored in order to function as one of the key stormwater treatment areas of the college watershed and will support the college's Water and Environmental Technology (WET) program students, as well as other area school children. WET is one of the best local training programs for wastewater and stormwater operators, and OLSD regularly hosts interns from the program. The ELC committee will create a mission/vision for future education and training programming, and a business model for the center.

Title Inquiries Report

**OAK LODGE SANITARY DISTRICT
ADMINISTRATION
TITLE INQUIRY SUMMARY REPORT
October 2016**

	This Month	Last Month	Year to Date*	This Month Last Year	Last Year to Date
Title Inquiry Summary Information:					
Title Inquiries Processed	15	26	104	24	255
Note(s): * Figures are reported on a fiscal year basis.					

Low Income Rate Relief Program

Low Income Rate Relief for Sanitary Sewer/Surface Water fees: (bi-monthly)

Total No. of Renewals Awaiting Paperwork	18
Total No. of Active Accounts	95
Total CCF	801
Regular Rate	\$ 9,740.84
LIURR Rate	\$ 4,870.42
Annual Subsidy	\$ 29,222.52

Permitting

The permit process staff group consists of Jason, Gary, Marty, and Markus, and meets weekly to review current permits and inspections.

Oct 2016 Permit Fees	This Month	Last Month	Year to Date	This Month Last Year	Last Year to Date
Building Permits Review	3	11	14	-	-
Fees Recv'd	\$0.00	\$0.00	\$0.00	-	-
Erosion Control Permits	3	7	10	3	1
Fees Received	\$1,131.70	\$2,734.12	\$3,865.82	\$975.00	\$4,000.00
P/E Cost	\$1,000.69	\$883.90	\$1,884.59	-	-
Ops Cost	\$590.75	\$851.63	\$1,442.38	-	-
SS Connections (New EDUs)	0	4	4	2	12
SDC Fees Recv'd	\$0.00	\$20,660.00	\$20,660.00	\$10,330.00	\$61,980.00
SS Permits	1	8	9	5	23
Review Fees Recv'd	\$200.00	\$2,290.80	\$2,490.80	\$0.00	\$0.00
P/E Cost	\$1,683.65	\$1,265.30	\$2,948.95	-	-
SS Inspections		0	0	13	46
Resid.	7	26	33	-	-
Comm.	0	0	0	-	-
Main	1	1	2	-	-
Staff Cost (Inspections)	\$638.09	\$1,468.80	\$2,106.89	\$337.44	\$2,317.04
Development Review	0	1	1	-	-
Review Fees Recv'd	\$0.00	\$400.00	\$400.00	-	-
Ops Cost	\$122.90	\$94.50	\$217.40	-	-
P/E Cost	\$5,490.00	\$2,137.80	\$7,627.80	-	-
			Permit Fees Outstanding		17,517.70

Note: Service Request hourly information now migrated to Lucyty and out of EDEN. It is anticipated to be included next FY.

Note: Figures are reported on a fiscal year basis.

" - " indicates unavailable or not applicable data

Other

- For 2017, the District earned an 8% discount (out of a maximum of 10%) on our insurance costs for Best Practices. SDAO has agreed to "grandfather" in that discount for the new entity, Oak Lodge Water Services (OLWS).

Our annual premium in 2016 was \$102,354.00. Based on that figure, the 8% discount applied to OLWS insurance in 2017 will total \$8,188.32.

- The Employer-At-Injury Program (EAIP) encourages the early return to work of injured workers by helping lower an employer's early return-to-work costs and claim costs. The employer develops transitional (or light duty) work for the injured employee and receives back 45% of an injured employee's wages paid during this time. EAIP is funded by Workers' Compensation tax dollars and it is free money coming back to the employer. Over the summer, we had just such a case, and The District has received a check from EAIP in the amount of \$2,801.59.
- Human Resources Training will take place Dec 15 and 16.
Topics include: Employee Responsibilities, Productivity, Accountability, Hours of Work, Safety, Work Place Behavior, Harassment and Non-Discrimination, Use of District Resources, Violence, Alcohol and Controlled Substances, Weapons, and Duty to Report Unlawful or Improper Actions.



OAK LODGE SANITARY DISTRICT AGENDA ITEM

Agenda Item: Correspondence Review
Item No.: 6
Presenters: Staff
Date: December 6, 2016

Staff will review any correspondence received directed to or from the Board of Directors or the District, which is related to policy. Any such correspondence received is attached to this staff report and listed below.

Attached:

Letter to Board from Mr. Hedrick (3001 SE Concord Road)
Email to Jason from Karon Reese (17568 SE Paradise Drive)

November 26, 2016

To: Board of Directors Oak Lodge Sanitary District
14611 S.E. River Road
Oak Grove, OR 97222

RECEIVED

NOV 30 2016

Oak Lodge Sanitary District

Re: Letter of Appreciation

Dear Sirs,

It is with a deep sense of gratitude and appreciation that I write this letter. I would like to bring to your attention the exemplary professionalism, knowledge, care, thoroughness, work and follow up of the employees that answered my call for help. They responded in a timely fashion to address a difficult situation at my daughter's house on I5935 S.E. Arista Dr.

During the course of my career and life experiences, I have often been in the position of working with many different government agencies for building and remodeling projects, often with less than satisfactory interactions and results. In this case, however, I found your staff to far exceed any expectations or results that I might have had going forward to solve the dilemma my daughter's house presented.

I called Marty Guenther on Friday November 18th at 11:18am, I reached his voice mail to discover he was not working that day and left a message. He returned my call on Monday November 21st at 9:00am, along with several other calls during the day to discuss the evolving situation. Another returned call at 2:45pm, he informed me he had discussed the situation with some of his other colleagues, along with some further investigation and research and felt like he might have an answer to unravel the dilemma. But to confirm, he was going to go to the site to video the sewer and lateral lines from the street, which he did at 10:00am the next day with his crew Doug Woods and Larry Strong.

Their expertise, knowledge and thoroughness was impressive. I was also impressed with their interaction with my daughter and personal interaction with me. Their care, professionalism and attitudes were very calming to a very stressful situation on our part. Marty, Doug and Larry demonstrated their care for us and represented your organization in the most impressive way. I give them my highest praise, and gratitude!

Sincerely,



Frank Hedrick
3001 S.E. Concord Rd.
Milwaukie, OR 97267
503.939.4873

cc. Jason Rice General Manager
Mark Walter Operations Manager

Jason L. Rice

From: Karon Reese <karonlee12@gmail.com>
Sent: Wednesday, November 30, 2016 8:21 AM
To: Jason L. Rice
Subject: Beaver dam removal

Follow Up Flag: Follow up
Flag Status: Completed

Mr. Rice,

I live on Paradise Drive. Yesterday I spoke with Shane Abbott and he told me that OLSD had removed five beaver dams along Boardman Creek. THANK YOU!

This has made a huge difference in the drainage and in keeping Paradise Drive dry. Last winter was a disaster with Paradise Drive underwater for much of December. Many of us parked our cars on high ground and waded into our homes.

What a pleasure to come home in the middle of a rain storm and be able to drive into my neighborhood. And I am sure the houses on the creek side of Paradise Drive are very happy not to have to sandbag and worry about water.

Is there an on-going plan to manage the beavers?

Thank you so much for hearing our concerns and taking action.

Karon Reese
17568 SE Paradise Drive
503-819-7307



OAK LODGE SANITARY DISTRICT AGENDA ITEM

Agenda Item: Public Comment Period
Item No.: 7
Presenters: N/A

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



OAK LODGE SANITARY DISTRICT AGENDA ITEM

To: Board of Directors
From: Jason Rice, Interim General Manager
Agenda Item: Action Items & Parking Lot
Item No.: 8

Background:

During Oak Lodge Sanitary District Board meetings, the Board develops items which require future action or which are to be further considered at a later time.

The items requiring future action are placed on an Actions Items worksheet with status and responsibility information. The items which are to be further considered at a later time are placed into a Parking Lot from which they may be retrieved at subsequent meetings.

The Action Items worksheet and Parking Lot are attached to this staff report.

Recommendation:

The Board should review the status of the Action Item List to ascertain whether items are being pursued in accordance to the Board's wishes. Items on the Parking Lot should be considered for transfer to the Action Items worksheet

Action Items

Issue Number	Date Created	Issue	Assigned	Due Date	History/Status/Disposition
23	12/13/2011	Update IGA with Gladstone	Staff	TBD	10/5/16, Jason received an offer to setup a meeting with Gladstone to restart this conversation.
31	4/12/2016	District Culvert Cleaning Role	Staff	TBD	GM will work with OLSD and County staff to develop a process.
33	4/12/2016	County/District Ledger on Exchanging Services	Staff	TBD	GM will work with OLSD and County staff to develop a process.

Parking Lot

Issue Number	Item	Status
29	Healthy Rivers Newsletter	Topic for Advance
35	Develop a process to evaluate EDU/ESU consistency	Will perform when time allows.



OAK LODGE SANITARY DISTRICT AGENDA ITEM

Agenda Item: Director Reports
Item No.: 9
Presenters: Board Members

Background:

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

- President Gibson
 - Clackamas County Coordinating Committee (C-4)
 - Healthy Watersheds Committee
 - North Clackamas Urban Watersheds Council
 - MPAC Caucus
- Vice President Fisher
 - Oak Grove Community Council
 - Water Reclamation Committee
- Director Van Loo
 - Jennings Lodge Community Planning Organization
 - North Clackamas Chamber of Commerce
- Vice President Fisher and Director Keil
 - Oak Lodge Water District

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



OAK LODGE SANITARY DISTRICT AGENDA ITEM

Agenda Item: Old Business
Item No.: 10
Presenters: Directors and Staff

Background:

The Board of Directors addresses business items that are carried forward from previous meetings. The Board determines future status of these items.

Old Business Items:

Board Options:

1. Resolve items through discussion; or
2. Assign responsibility and schedule item for future Board agenda; or
3. Assign staff to evaluate issue and bring recommendations to a future Board meeting; or
4. Schedule a workshop.



OAK LODGE SANITARY DISTRICT AGENDA ITEM

Agenda Item: New Business
Item No.: 11.
Presenters: Directors and Staff

Background:

The Board of Directors or District staff bring forward new items of information or business either for information purposes or to take action as appropriate at this or future meetings

Oak Lodge Sanitary District
Regular Board Meeting November 8, 2016
Director's Report by Terry Gibson

William J. Wild Memorial Park

The plaque has been mounted on the boulder. The date for the unveiling/ planting event has yet to be set.

North Clackamas Urban Watersheds Council

I was unable to attend due to family issues. The draft minutes:
NCUWC Meeting Notes 10/19/2016

Attendees: Andrew Collins-Anderson, Chris Runyard, Steve Berliner, Joseph Edge, Paul Heimowitz, Marcus Mead, Dick Shook, Cecilia Seiter, Bob Bohannon, John Nagy, Devin Patterson (Clackamas County DOT), Nikkie West (Portland Audubon)

Approval of minutes: approved with no changes

Backyard habitat certification expansion to Clackamas County: Nikkie West, Portland Audubon.

Nikkie reviewed the importance and vulnerability of urban wildlife in the region, and noted that providing backyard habitat involves both positive benefits and challenges from certain species (e.g., coyotes). Bringing Nature Home by Douglas Tallamy - "the bible" of backyard habitat. Backyard Habitat program is led by Portland Audubon in partnership with other organizations - link to 40% of urban/suburban land that larger conservation programs don't reach. Launched in 2009 in Portland. Over 4,000 properties enrolled; goal is to enroll 600 yards annually. Want to expand into rest of Clackamas County in March 2017 (already in Lake Oswego). 5 certification criteria; 3 certification levels. Phase 1 of CC expansion is Milwaukie, West Linn, and Oak Grove/Jennings Lodge; Phase 2 will be remaining larger communities within UGB. Already over 100 on their Phase 1 wait list. Intent is to complement watershed council activities; can cover more of upland. Still seeking funding; program funding is becoming more fee-for-service with municipalities and other agencies. More info at backyardhabitats.org
NCUWC newsletter announcement timing would be best in early spring 2017.

Jurisdictional reports

Oak Lodge: MS4 Permit report is up for public comment for about 2 weeks; similar to last year's. Boardman Wetland Committee met and provided 3 recommendations including removing bathroom structures, and constructing a boardwalk instead of a trail; Steve Berliner is participating on the project advisory committee. Still targeting summer 2017 construction. Clackamas County Road staff will be prioritizing larger culvert at Roethe to alleviate Boardman slough flooding. Still evaluating beaver dam management role.

WES: Bids just received for variable control stormwater systems. Getting interest in storm drain cleaning service program; cost is \$45/catch basin. Landowner at Thiessen/Andresen Rd. vicinity claiming that beaver pond inundation is affecting her property and driveway project; she contacted WES and WES brought in NCUWC; there are permitting issues; State agencies also involved. Community meeting planned in early 2017 to discuss beaver management issues; may need to do some more research on what's happening with hydrology. Board discussion about cases where water issues/code violations with developed sites in wetlands/floodways lead to impacts on wildlife rather than resolving via development modification.

Clackamas County DOT: Devin is from Engineering Dept. and involved with in-water work. Their MS4 report is also

Oak Lodge Sanitary District

Regular Board Meeting November 8, 2016

out for comment, and are also developing TMDL reports. Have 9-10 in-water projects this summer, several potentially in NCUWC footprint. Hopes to be as involved as possible in Clackamas County watershed councils. NCUWC board unanimously approved to include Devin as a new jurisdictional ex-officio representative.

NCPRD: see email from Tonia.

River Forest Lake: County DOT has now decided to maintain the stormwater structure.

Restoration Committee minutes are in the meeting packet.

Upcoming Events:

- Tour of 3 Creeks on 10/21 at noon, targeting Network of Watershed Councils event participants
- See flyer from Andrew on Park District events for the coming year

Budget Update

- Quarter 1 invoices have gone out to OLSD and WES
- See Andrew notes for account status

Director Report

- Patagonia grant submitted for Free Kellogg Creek campaign; will learn results at end of the year
- As mentioned last meeting, \$28,000 grant from Metro for work on Rinearson Creek; contract being finalized.
- OLSD and New Urban High School outreach grant proposal to OWEB to be developed; will also provide support for Streamwide Stewards
- Wisdom of the Elders grant pursuit has been put on hold
- Clackamas SWCD did not fund request for \$8,000 design for fish weir at Kellogg Creek/Mt. Scott Creek confluence. John Runyon has offered to pursue OWEB technical assistance grant; Andrew is not sure current design path is well-suited for current NCUWC involvement.

New NCUWC website design

- Developed by Aaron (intern); Andrew presented current draft. No programming code involved; relatively easy to add content. Has streamlined content to reduce maintenance needs (e.g., current site has broken links). Functions well in phone format.

Meeting adjourned at 7:49

Joseph Edge, Vice Chair

The Issues & Opportunities Committee meets the second Thursday of the month at the Lake Road Fire Station from 6-7pm. The Communication Committee meets on the second Wednesday of the month from 6:30-7:30pm. The Restoration Committee continues to meet on the second Monday at 6:30-8pm usually at the Muddy Rudder in Sellwood.

The next regular Council meeting will be on November 16th at the OLSD administration conference room. For more information please visit the new website and sign up for the monthly newsletter: <https://ncurbanwatershed.wordpress.com/> .

River Network

Nothing new to report. Gayle Killam (gkillam@rivernetwork.org).

Boardman Wetland Initiative

Oak Lodge Sanitary District

Regular Board Meeting November 8, 2016

Nothing new to report. Please see the board book for more information.

Jennings Lodge CPO

The Jennings Lodge Community Planning Organization held their regular October 25th meeting at the Gladstone Nazarene Church. The main event was the District 40 candidates from the two major parties. Most of the questions from those few in attendance were focused on local issues that do not typically rise to the state house level so the answers were not inspiring.

Nothing new to report regarding development of the former evangelical retreat center.

Clackamas County Coordinating Committee (C-4)

The November 3 meeting was focused on the six transportation projects located in Clackamas County that made it to this year's application for the Regional Flexible Funds Allocation (RFFA) which is currently under review (27 projects total). The RFFA is a three-year cycle with \$25.81 million available this year,

The three projects that are in line to be funded in Clackamas County include a pedestrian bridge over I-5 in Wilsonville (ranked 3rd), a streetscape project on Molalla Ave in Oregon City (ranked 6), and an active transportation project on Monroe St in unincorporated Milwaukie (ranked 8). The three projects below the funding capacity include a Highway 43 multimodal project in West Linn (ranked 17), active transportation project in the incorporated Monroe Street and a continuation of the previous project (ranked 21), and a bike/ped trail along I-205 in West Linn (ranked 27). Under this scoring system there is an outstanding \$1,824,769 that could be allocated to other projects, such as the Jennings Ave. bike/ped project currently listed as "in-progress" from the previous cycle even though it was only half-funded through this method.

Metro metrics for scoring projects is different enough from the metric used by Clackamas County TAC such that the ranking came out quite differently: 1) the West Linn highway 43 multimodal project, 2) Oregon City, 3) Wilsonville, 4) Clackamas County Monroe St., 5) Milwaukie Monroe St., 6) West Linn bike/bed along I-205.

In the discussion following presentations on the six projects, it was suggested that if it was feasible, the C-4 representatives to MPAC/JPACT should propose swapping the Clackamas County Monroe St. project for the West Linn highway 43 multimodal project, even though it would require tapping about one third of the outstanding allocation, a fair portion to split among the three counties. This coordination of interests among usually contentious jurisdictions is a remarkable accomplishment for the C-4 body.

The MPAC representatives will develop a strategy to pursue this strategy with Metro at the regularly scheduled meeting tomorrow morning.

The C-4 Executive Committee will meet on Monday November 21 to review the November 3rd meeting and set the agenda for the December 1st meeting.

Oak Lodge Sanitary District

Regular Board Meeting November 8, 2016

Schoolyard Farms

The Fall Harvest Dinner was held at the Ace Hotel in Portland on October 4, 2016. The event raised \$3,200 from the silent auction + \$4,165 in ticket sales for a total of \$7,365, up \$2,245 from last year's dinner. These funds will go towards developing educational programming at New Urban High School.

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Respectfully submitted,  
Terry John Gibson  
President, Oak Lodge Sanitary District

## Veterans Day Program

Veterans or enlisted personnel from any branch of military service are invited to a special event in their honor at Gladstone High School, 18800 Portland Ave. on November 9th at 9:40 am with a reception in the cafeteria. Honored guests will be treated to performances by the GHS band & choir in a full school assembly. For info, call Ellen Peck at 503-655-2544.

## Veterans Day Musical Event

Tri-City Baptist Church, 18025 Webster Rd. will host a Veterans Day Musical Celebration on November 11th from 7-9 pm featuring the Cowboy Church Band. A free will offering will be accepted to benefit two military Christian ministries that help military families. For info, visit [www.tcbt.org](http://www.tcbt.org) or call 503-655-9326.

## Library Foundation (GPLF) News

\*Stop by the Library to pick up a book & candy on Halloween night from 5:30-7:30 pm!  
 \*Our school bus drivers tell us the children are enjoying the Books on Buses so well that we need to replenish some of 320 books that were installed on 13 buses only a few weeks ago!  
 \*We need your help! We've no place to store our books, CDs, DVDs, etc. for our annual book sale. If you know of someone or some place to reasonably rent, please call Lani at 503-260-4786.  
 \*Information on how to link your Fred Meyer Rewards card to the Gladstone Public Library Foundation can be found at [www.doyourshop@gmail.com](http://www.doyourshop@gmail.com). Forms also available at the library.  
 \*Interested in knowing more about our foundation? Attend one of our meetings held the first Monday of each month at Somerset Community Center, 6:30pm. Call 503-260-4786 for info.

## Election Ballot Drop Box

Clackamas County Elections has advised ballots will be mailed on October 19th. The County & City have installed an outdoor drop box at the corner of E. Dartmouth & Portland Ave (in front of City Hall). This will allow 24 hour accessibility. Voters will need to park and bring their ballot to the drop box.  
 \*An indoor drop box will be a Gladstone Library during regular business hours.

**Annual Bazaar**—October 29th, 9am-4pm, Gladstone High School Cafeteria. 70+ tables of crafts, gifts, food & more. Call 503-997-7068.

**CITY OF GLADSTONE**  
**525 PORTLAND AVENUE**  
**GLADSTONE, OR 97027**

City Hall—525 Portland Ave  
 Police Department—535 Portland Ave  
 Fire Department—555 Portland Ave  
 Public Works/City Shops—18595 Portland Ave  
 Senior Center—1050 Portland Ave  
 Library—135 E. Dartmouth St.

## LOCAL PHONE NUMBERS:

City Hall General Business Line 503-656-5225  
 Utility Billing/Water/Sewer Account Information 503-557-2771  
 (Water/Sewer Emergencies after 3:30 pm) 503-656-8211  
 Municipal Court/Traffic Citations 503-557-2772  
 Public Works/City Shops/Maintenance 503-656-7957  
 Police Department, M-F, 8:00 am to 5:00 pm 503-557-2776  
 Police and Fire, After-Hours 503-656-8211  
 Library 503-656-2411  
 Senior Center 503-655-7701  
 Recreation/Business License/Planning 503-557-2769  
 Nuisance Concerns/Code Compliance 503-479-8858  
 Gladstone Disposal 503-656-9426  
 Dept. of Motor Vehicles (DMV) 503-299-9999  
 Gladstone-School District 503-655-2777

Copies of City Planning Commission meeting packets at [www.ci.gladstone.or.us](http://www.ci.gladstone.or.us)

## Gladstone Public Works (GPW), 18595 Portland Ave 503-656-7957

► **Streets**—GPW has contracted with Capital Assessments & Planning Services for inspection and analysis of our street pavement distress level. Through the process, the City will be provided a Pavement Condition Index (PCI) of our streets. This data will allow us to forecast life expectancy of our roads & streets, allow us to best plan a budget & formulate scheduling strategies to provide the most cost effective maintenance, repair and rehabilitation of our streets. A consultant will be traveling the Gladstone streets over the next several weeks to inspect and measure segments of roadway.  
 ► **Stormwater**—The rains have arrived and with them, the risk of water damage and pollutants being washed into our rivers. The City appreciates residents help in keeping catch basins free of debris by removing material away from the catch basins. Everything washed into a catch basin ends up in our rivers or clogs the catch basin. A clogged catch basin will allow storm water to overflow into our streets and potentially flood homes and businesses.  
 ► **Street Sweeping**—Our stormwater permit requires regular maintenance of our stormwater conveyance system. As part of this permit requirements, GPW sweeps the streets regularly to limit pollutant outflow into our rivers. The street sweeper operates on an efficiency pattern to make the best use of personnel time, wear and tear on the sweeper and to position the sweeper for the next section to be swept without backtracking. If you see the street sweeper in your neighborhood and it seems to have missed your street, be patient, it will be back in a few days. The street sweeper does not typically sweep streets on garbage collection day, as maneuvering around trash cans poses a risk to the can and to the sweeper. The same is true for parked cars, basketball hoops, overhanging limbs, or anything that blocks the travel portion of the street. GPW asks you to use your yard debris receptacles for your yard clean up needs, except during leaf pick up season. Please refer to instructions for putting leaves into the street for this event. GPW appreciates the cooperation and assistance of our residents. If you see a catch basin that needs attention or have questions, please call 503-656-7957. M-F, 8:00 am—3:30 pm.  
 ► **Sand Bags**—In an effort to assist residents during heavy rains or storms, GPW will have a sand bag station set up outside the main gates.

## Senior Center Events—1050 Portland Ave

503-655-7701

► **Thanksgiving Fest**—Come join us for the annual Thanksgiving Fest on November 17th at 11:30 am. Enjoy a traditional Thanksgiving fare as we celebrate this annual event. Open to all, cost is \$4.00/person and reservations are required. Please call the center to reserve your spot!  
 ► **Clackamas County Assessor's Town Hall Meeting**—Nov. 1st from 2-3:30 pm to discuss tax statements.  
 ► **Upcoming TRAM Trips**—Nov. 3rd, *One Man One Gunner* at Lakewood Theater. This is a dress rehearsal play, an exciting chance to see a great play before everyone else does! Fare: \$5. Nov. 18th: NW Senior Theater—we will start our day with a stop at Al's Garden Center, then enjoy lunch at Red Lobster, followed by delightful entertainment at the Alpenrose Opera House and Senior entertainers. Leave: 9am, return: 5pm. Fare: \$20 (includes bus & show).

## Gladstone High School (GHS) 50 Year Celebration

In 1966, the newly built Gladstone High School opened, eliminating the need for Gladstone students to travel to West Linn for High School. This year the school plans a celebration of its first 50 years with a special homecoming event, *50 Years of Fabulous*. The celebration is planned the night of the Homecoming football game on Friday, October 21st. School tours & an Open House start at 5pm, followed by the game at 7pm. A student-led food drive will support the Gladstone Food Pantry and Backpack Buddies program, both housed at GHS. All attendees are encouraged to bring non-perishable canned or boxed food donations. "We invite alumni, past employees, and our community to join us in celebrating," said Principal Kevin Taylor. "Our strong traditions, close-knit community and opportunities draw students here from over 20 surrounding school districts.

**Follow the Star**—Early reservations for Follow the Star for Gladstone area only at [www.followthestar.com](http://www.followthestar.com). Act fast, general reservations open Nov. 1st at [www.followthestar.us](http://www.followthestar.us), where you can find additional info. The 15th Annual Follow the Star live nativity & holiday musical is Dec. 2, 3, 4 & 9, 10 & 11 at 19500 Catfield Rd.

RECEIVED

OCT 20 2015

PRE-SORT  
 STANDARD RATE  
 U.S. Postage  
 PAID  
 Gladstone, OR  
 Permit #28

Oak Lodge Sanitary Dist./Occupant Oak Lodge Sanitary District  
 14611 S.E. River Road  
 Milwaukie, OR 97267-1198



October

## Fall Carnival & AWANA

\*You're invited to Gladstone First Baptist Church, 6125 Caldwell Rd, for their Fall Carnival on Wednesday, October 26th from 6-8pm. Lots of fun games, candy for the kids & a raffle drawing for the adults. Bring kids in their friendly, non-scary costumes and have a great time. \*AWANA has just begun for fall, but not too late to sign up. It's held Wednesdays from 6:30-8:15 pm, visit [www.gfbccfamily.org](http://www.gfbccfamily.org) or call 503-654-7728 for additional information on either event.

## A Night of Fun!

Come join us for a night of fun and LOTS OF CANDY at the 3rd annual Gladstone Christian Church, 305 E. Dartmouth, Trunk or Treat on Monday, October 31st from 5-7:30 pm. Our parking lot will have lots of decorated vehicles with plenty of candy to give away. For info, call 503-656-3394. Hope to see

## Harvest Carnival

On October 31st, from 6-8pm, Tri-City Baptist Temple McCormick Family Center, 18025 Webster Rd, will host their annual Harvest Carnival. Admission is 2 cans of food per child which helps provide food during the holidays to our community. Blow ups, games, & fun for all! Visit [www.tcbt.org](http://www.tcbt.org).



**Employment Opportunity**—The City of Gladstone is taking applications for an Assistant City Administrator position. Application deadline is 5pm on Thursday, November 17, 2016. For additional information and details, visit the employment page on the city's website, [www.ci.gladstone.or.us](http://www.ci.gladstone.or.us).

## Local Meetings

► The next Gladstone Business Meeting is Wednesday, November 9th from 5:00-7:00 p.m. at US Bank, 19900 is looking for new members! For Mel Douglas Blvd. Questions? Contact additional info, check out their website, [www.gladstonehistoricalsociety.org](http://www.gladstonehistoricalsociety.org). Old photos of Gladstone are needed.  
 ► The Gladstone Historical Society



# GLADSTONE CITY NEWSLETTER

OCTOBER 17, 2016

For the latest information about our City, visit [www.ci.gladstone.or.us](http://www.ci.gladstone.or.us)

VOLUME 42, NO. 10


## Notice of General Election

For the General Election on Tuesday, November 8, 2016, there will be submitted to legal voters within the city limits of the City of Gladstone, Oregon, the following list of candidates for the City of Gladstone to vote for one:

|                                                                                                         |                                                                                                          |                                                                                                               |                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council Position #2:</b><br>Four year term: Jan. 1, 2017—Dec. 31, 2020<br>Linda Neace<br>Bill Osburn | <b>Council Position #4:</b><br>Four year term: Jan. 1, 2017—Dec. 31, 2020<br>Neal Reisner<br>Libby Wentz | <b>Council Position #6:</b><br>Four year term: Jan. 1, 2017—Dec. 31, 2020<br>Frank Hernandez<br>Tom Mersereau | <b>Council Position Mayor:</b><br>Four year term. Due to previously elected mayor's resignation, the election for the Mayor's position is only for the remainder of that term, which ends on Dec. 31, 2018.<br>Steve Johnson<br>Tammy Stempel |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

This election will be conducted by mail pursuant to state law. For more info, visit the city's website: <http://www.ci.gladstone.or.us/Gladstone-2016-elections>.

## Leaf Pick Up has Started



Public Works picks up leaves earlier than one day prior to pick up and (and only leaves) from October allow six inches of drainage space between leaves and the curb to avoid stormwater flooding. For smaller leaf city crews will be in your area as published in last month's newsletter debris container for pick up by the Glad (additional maps/schedules are available at City Hall and on the city's website, flooding, please help clean your catch [www.ci.gladstone.or.us](http://www.ci.gladstone.or.us)). Residents are basin grates whenever they become asked to put their leaves in the street no covered with leaves.

## Gladstone Police Department (GPD) News

**\*\$500 Reward Offered in Arson Cases**—GPD is seeking assistance from the community in identifying witnesses and suspects in several suspicious fires that have recently occurred within the City. Several homes were damaged by fire in the area of W. Adlington & E. Clackamas Blvd late Sunday night, September 4, 2016. Investigators, GPD, GFD, Clackamas County Fire Investigations Team, and Oregon State Police Arson Unit have determined the fires were intentionally set. GPD is offering a reward of up to \$500 for information leading to the arrest and conviction of the person or persons responsible for these fires. Anyone with information is asked to call GPD Detective Travis Hill at 503-557-2788, ext. 4038 or email [hillt@ci.gladstone.or.us](mailto:hillt@ci.gladstone.or.us). Thank you for your assistance!

**\*Vehicle Safety & Lind of Daylight Savings Time on Nov. 6th**—As we approach the fall time change (fall back an hour) it's a good time to check your car & make sure it's ready for winter driving—check your tires, your oil, windshield wiper fluid & antifreeze full; window scraper, gloves, warm clothing & tire chains in the trunk; headlamps & brake lights working; if you travel with a pet do you have an extra blanket, extra food, water & leash? Stay warm, safe and remember—no texting while driving.

## Gladstone Fire Dept. (GFD) News

**\*Halloween & Open House:** On October 31st from 5-8pm, Gladstone Fire & Police invite the community to bring their super heroes, ghosts & goblins (no seasonal costume required) to stop by the Fire Station, 555 Portland Ave, for a tour and a piece of candy. Several dedicated police and firefighters will be on hand to welcome you! Hope to see you for a trick or treat! If your trick or treaters are going door-to-door, please see that they: wear adults accompany them; wear light colored clothing short enough to prevent tripping; wear seat-through masks; avoid hard plastic or wooden props; add reflectors to costumes; carry a flashlight; only accept wrapped candy; stick to well lit streets & homes you know; and use the sidewalk! HAPPY HALLOWEEN!

**\*Fire Prevention Week:** Firefighters gave fire engine tours and taught fire safety to more than 200 children before and during fire prevention week. Remember this year's campaign: "Don't Wait—Check the Dandel Replace Smoke Alarms Every 10 Years." Smoke alarms are an inexpensive tool that provides so much lifesaving power. Discuss working smoke alarms with your landlord, or if you own a home and cannot afford a smoke alarm, the fire department can connect you with a program that may be able to install a new one for you at little to no cost.

**\*Firefighters Wanted:** GFD is currently recruiting for paid on-call firefighters. Being a Gladstone firefighter is a rewarding and valuable way to serve your community. It takes a high level of dedication and many hours of training to become a firefighter and emergency medical technician. Applications and complete details and requirements are available at Gladstone Fire Station, 555 Portland Ave, M-F, 8am-5pm. Deadline is Nov. 15, 2016. For more info, contact Jeff Smith, 503-557-2774 or [smith@ci.gladstone.or.us](mailto:smith@ci.gladstone.or.us).

## City Council Meeting Changes/City Closures

Please note the City Council meeting on November 8, 2016 has been rescheduled to November 9, 2016. City Council will NOT meet on November 22, 2016. City Hall & Senior Center will be closed on November 11th, November 24th & 25th, 2016.

**Disclaimer:** This Newsletter contains information provided by various community individuals/groups which are not affiliated with the City of Gladstone. The City does not necessarily endorse such information and provides it simply as an informational service to our community.

## Elections: Ballot Measure

The City of Gladstone has six Measures for citizens to vote on this November. They are:

- \*Measure #3-481—Shall Gladstone prohibit medical marijuana processors, medical marijuana dispensaries, recreational marijuana producers, processors, wholesalers and retailers in the City?
- \*Measure #3-492—Shall Gladstone impose a three percent tax on the sale of marijuana items by a retailer?
- \*Measure #3-506—Shall Gladstone amend its Charter to require voter approval to remove "park" designations for City-owned property?
- \*Measure #3-505—Shall Gladstone amend its Charter to require voter approval for the sale or lease of City-owned parks?
- \*Measure #3-511—Shall the City of Gladstone adopt a new home rule charter?
- \*Measure #3-512—Shall the City of Gladstone's Mayoral term be four years?

## Downtown Revitalization Open House

What does "Downtown Gladstone Revitalization" mean to you? How do you want Portland Ave to look 20 years from now? What is different? What is the same? The City is hosting an open house on Wednesday, October 26, 6-8pm in the Gladstone High School Cafeteria, 18800 Portland Ave, to hear your thoughts on the Portland Ave corridor—how it should look, feel, and function in the future. The evening will include a short presentation (6:30pm) that will provide an overview of existing conditions on the corridor, findings from a new market study, and examples from other communities with small but successful downtown commercial corridors. You will be asked to help identify specific areas where public policy, regulations, and/or investment could spur desired changes on Portland Ave. Please plan on attending the Open House to share your aspirations for the corridor and help define the vision for Downtown Gladstone! The City is also launching an online survey to gather information about how those who live, work, own property on, or visit Portland Ave use the corridor today, what people like about it, and what they hope will change. Visit the project website at <http://www.ci.gladstone.or.us/city-of-gladstone-downtown-revitalization/> and take 10-15 minutes to complete the survey. Survey also available at open house.

## Transportation System Plan (TSP)

Invitation to assist with the Gladstone TSP Update: The City received a Transportation Growth Management Grant from ODOT in the amount of \$129,800 to complete the Gladstone Transportation System Plan (TGTS) update. The City met with ODOT and the project consultants from Kittleson & Associates to establish a timeline and review the goals and objectives. The City is soliciting citizen participation to serve on the Policy Advisory Committee (PAC) to assist with the update. PAC members will meet four times through mid-March 2017. For an application or additional information, visit [www.gladstoneisp.com](http://www.gladstoneisp.com).

## City Board Applications

Several terms on city committees, boards and commissions will expire the end of 2016. At its December 13, 2016 meeting, the City Council will consider requests for appointments and re-appointments to two positions on the Planning Commission, three positions on the Budget Committee, two positions on the Library Board, three positions on the Traffic Safety Commission, three positions on the Park & Recreation Board and two positions on the Senior Center Advisory Board. To obtain an application and information about serving on a committee, board or commission, visit the city's website at [www.ci.gladstone.or.us](http://www.ci.gladstone.or.us), email [betz@ci.gladstone.or.us](mailto:betz@ci.gladstone.or.us), call 503-557-2766 or stop by City Hall. Applications must be returned by 5pm on Dec. 5, 2016.

## Coffee with a Councilor

Coffee with a Council member assists the Council to better communicate with the residents and businesses of our community. Bring ideas, concerns and solutions to make Gladstone a better community. Upcoming meeting dates at the Gladstone Library are: Nov. 14th, 10am and Nov. 28th, 6:30 pm. Please come and share your thoughts.