

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS

REGULAR MEETING



May 19, 2020

“Enhancing Our Community’s Water Environment”



REMOTE MEETING

Board Attendance by Zoom Video/Telephone

Public Attendance by Telephone Only

May 19, 2020 at 6:00 p.m.

1. Call to Order and Meeting Facilitation Protocols

2. Call for Public Comment

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

3. Consent Agenda

- a. April 2020 Financial Report
- b. April 21, 2020 Board Regular Meeting Minutes
- c. May 6, 2020 Board Special Meeting Minutes
- d. Belt Filter Press Installation Project Contract Approval
- e. SE Old Orchard Court and SE Jade Court Sewer and Water Repair Construction Contract Approval
- f. Extension of the March 17, 2020 Declaration of State of Emergency

4. Public Hearing for FY 2020-2021 Budget

5. Resolution 2020-05 Adopting the Oak Lodge Water Services District Budget for Fiscal Year 2020-2021 and Making Appropriations

6. Presentation of Proposed Rates, Fees, and Other Charges Schedule for FY 2021

7. Resolution 2020-06 Establishing a Temporary Emergency Customer Assistance Program (ECAP) for Customers Experiencing Economic Hardship Due to COVID-19

8. Department Reports

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

9. Call for Public Comment

10. Business from the Board

11. Recess to Executive Session

Convene executive session under ORS 192.660(2)(f) to consider information exempt from public disclosure.

12. Adjourn Executive Session

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

13. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	May 19, 2020

Summary

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

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

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



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 3
Date May 19, 2020

Summary

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

The Consent Agenda includes:

- a. **April 2020 Financial Reports**
- b. **April 21, 2020 Board Regular Meeting Minutes**
- c. **May 6, 2020 Board Special Meeting Minutes**
- d. **Belt Filter Press #2 Construction Contract Approval**
- e. **SE Old Orchard Court and SE Jade Court Sewer and Water Repair Construction Contract Approval**
- f. **Extension of the March 17, 2020 Declaration of State of Emergency**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

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



MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Rob Moody, Consultant
Title	April 2020 Financial Reports
Item No.	3a
Date	May 19, 2020

Reports

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

**Oak Lodge Water Services
Monthly Overview
April 2020**

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

The District’s liquid cash and investment assets equal \$14.83 million as of the end of April 2020; consisting of \$2.55 million in checking, and \$12.28 million in the State Local Government Investment Pool (LGIP).

The District’s checks, electronic withdrawals, and bank drafts total \$715 thousand for April 2020.

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4210	Water sales-CRW	\$ 32,000	\$ -	\$ 22,986	71.83%
10-00-4211	Water sales	4,265,000	312,691	3,311,131	77.63%
20-00-4212	Wastewater charges	8,200,000	738,453	6,825,180	83.23%
30-00-4213	Watershed protection	1,530,000	130,517	1,291,104	84.39%
	Subtotal	\$ 14,027,000	\$ 1,181,661	\$11,450,401	81.63%

The percentage of budget is calculated by taking the ending balance and dividing it by the budget. With respect to revenues above, the percentage of budget is affected by seasonal variations. The expectation is that the District would recognize a greater percentage of revenue in the first half of the fiscal year than in the second half.

As previously noted, the numbers above indicate a shortfall in water sales revenue versus budget for the current fiscal year. The shortfall appears to result from several factors in combination:

- Budget projections for 2019-20 appear to have been optimistic.
- Non-revenue water considerations identified were unknown at the time the budget was adopted for 2019-20.
- We are still unable to quantify the exact impacts of COVID-19 on water sales. We are beginning to note higher residential consumption and sales and a decline in non-residential consumption and sales.

With respect to expenditures, at the end of April, the percentage of budget expended should be around 83.33%. Certain line items are spent all at once, such as Worker’s Compensation, which we pay once a year in July.

Low-Income Rate Relief Program Overview

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

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

Total Number of Accounts	Discount	Budget	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
139	Low Income Rate Relief	\$ 70,135	\$ 5,575	\$ 53,564	76.37%

Customer Time Payment Agreements (TPA)

The District extends TPA's to customers with delinquent balances to bring accounts current over time. Negotiation of a TPA is often the first step in working with a customer that may have trouble paying their utility bills. Staff will provide information going forward on TPA activity month over month.

<u>Beginning of month</u>	<u>TPA Issued</u>	<u>TPA completed</u>	<u>End of month</u>
---------------------------	-------------------	----------------------	---------------------

99

Emergency Customer Assistance Program (ECAP)

The District has funded an ECAP program with \$115 thousand dollars through June 30, 2020. These monies are earmarked as direct assistance to District customers experiencing acute financial troubles and that don't necessarily qualify for the District's Low-Income Rate Relief Program. Staff will provide monthly information going forward on the use of these monies to benefit District customers.

<u>Beginning of month</u>	<u>Expended</u>	<u>End of month</u>
\$115,000	\$0	\$115,000

Oak Lodge Water Services District

Account Balances As of:		
April 30, 2020	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552	0.25%	\$ 2,555,315.11
LGIP	1.76%	\$ 12,276,866.01
Total		\$ 14,832,181.12

General Ledger
Budget to Actual



User: jeff
Printed: 5/12/2020 5:17:46 PM
Period 10 - 10
Fiscal Year 2020

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional Revenue					
05-00-4610	Investment revenue	0.00	544.37	3,767.22	0.00	0.00
05-00-4630	Miscellaneous revenues	2,500.00	450.00	788.20	0.00	31.53
05-00-4640	Proceeds - sale of cap assets	0.00	0.00	2,042.00	0.00	0.00
	<i>Revenue</i>	<i>2,500.00</i>	<i>994.37</i>	<i>6,597.42</i>	<i>0.00</i>	<i>263.90</i>
	NonDivisional	2,500.00	994.37	6,597.42	0.00	263.90
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,444,000.00	120,333.33	1,203,333.30	0.00	83.33
05-29-4920	Transfer in from Fund 20	2,028,000.00	169,000.00	1,690,000.00	0.00	83.33
05-29-4930	Transfer in from Fund 30	1,029,000.00	85,750.00	857,500.00	0.00	83.33
	<i>Revenue</i>	<i>4,501,000.00</i>	<i>375,083.33</i>	<i>3,750,833.30</i>	<i>0.00</i>	<i>83.33</i>
	Transfers & Contingencies	4,501,000.00	375,083.33	3,750,833.30	0.00	83.33
	Revenue	4,503,500.00	376,077.70	3,757,430.72	0.00	83.43
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	638,000.00	37,858.46	503,597.70	0.00	78.93
05-01-5120	Temporary seasonal employees	10,000.00	1,425.20	11,237.93	0.00	112.38
05-01-5130	Overtime	5,000.00	812.20	6,567.74	0.00	131.35
05-01-5210	Health dental insurance	94,000.00	5,366.60	67,811.03	0.00	72.14
05-01-5230	Social security	50,000.00	2,894.77	35,604.70	0.00	71.21
05-01-5240	Retirement	134,000.00	7,334.69	99,862.57	0.00	74.52
05-01-5250	TrimetWBF	6,000.00	302.10	3,929.11	0.00	65.49
05-01-5260	Unemployment	6,000.00	6,480.00	6,480.00	0.00	108.00
05-01-5270	Workers compensation	9,000.00	0.00	7,698.20	0.00	85.54
05-01-5290	Other employee benefits	4,000.00	39.35	118.05	0.00	2.95
	<i>Personnel Services</i>	<i>956,000.00</i>	<i>62,513.37</i>	<i>742,907.03</i>	<i>0.00</i>	<i>77.71</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	400,000.00	38,563.50	210,525.34	0.00	52.63
05-01-6120	Accounting and audit services	40,000.00	0.00	105,273.14	0.00	263.18
05-01-6155	Contracted services	150,000.00	53,936.21	243,132.37	24,488.75	162.09
05-01-6180	Dues and subscriptions	38,000.00	1,900.00	30,917.07	0.00	81.36
05-01-6220	Electricity	8,000.00	1,028.12	7,696.96	0.00	96.21
05-01-6240	Natural gas	2,000.00	0.00	1,300.59	0.00	65.03
05-01-6290	Other utilities	16,000.00	645.68	12,767.93	0.00	79.80
05-01-6310	Janitorial services	25,000.00	1,283.87	10,914.23	0.00	43.66
05-01-6320	Buildings and grounds maint	6,000.00	384.70	8,157.80	0.00	135.96
05-01-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	23,000.00	-1,950.00	13,000.35	0.00	56.52
05-01-6440	Board expense	5,000.00	942.00	4,072.88	0.00	81.46

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6510	Office supplies	15,000.00	864.34	16,736.63	0.00	111.58
05-01-6530	Small tools and equipment	1,000.00	0.00	287.37	14.50	28.74
05-01-6560	Uniforms	1,000.00	627.62	673.30	0.00	67.33
05-01-6610	Board compensation	1,000.00	150.00	700.00	0.00	70.00
05-01-6730	Communications	5,000.00	0.00	492.60	0.00	9.85
05-01-6740	Advertising	1,000.00	551.47	887.22	0.00	88.72
05-01-6760	Equipment rental	3,000.00	220.00	3,217.51	0.00	107.25
05-01-6770	Bank charges	125,000.00	9,063.09	109,326.85	0.00	87.46
05-01-6780	Taxes, fees, and other charges	1,000.00	0.00	558.00	0.00	55.80
05-01-6900	Miscellaneous expense	1,000.00	0.00	327.10	0.00	32.71
	<i>Materials & Services</i>	<i>869,000.00</i>	<i>108,210.60</i>	<i>780,965.24</i>	<i>24,503.25</i>	<i>89.87</i>
	AdminFinance	1,825,000.00	170,723.97	1,523,872.27	24,503.25	83.50
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	154,000.00	12,289.56	97,344.40	0.00	63.21
05-02-5130	Overtime	0.00	617.63	617.63	0.00	0.00
05-02-5210	Health dental insurance	35,000.00	1,564.88	5,147.47	0.00	14.71
05-02-5230	Social security	12,000.00	971.54	7,420.57	0.00	61.84
05-02-5240	Retirement	31,000.00	2,185.12	16,992.18	0.00	54.81
05-02-5250	TrimetWBF	2,000.00	101.86	769.95	0.00	38.50
05-02-5260	Unemployment	2,000.00	0.00	0.00	0.00	0.00
05-02-5270	Workers compensation	3,000.00	0.00	2,581.43	0.00	86.05
05-02-5290	Other employee benefits	2,000.00	0.00	303.40	0.00	15.17
	<i>Personnel Services</i>	<i>241,000.00</i>	<i>17,730.59</i>	<i>131,177.03</i>	<i>0.00</i>	<i>54.43</i>
	<i>Materials & Services</i>					
05-02-6155	Contract Services	0.00	15,227.60	17,557.60	0.00	0.00
05-02-6180	Dues and subscriptions	1,000.00	208.00	627.00	0.00	62.70
05-02-6230	Telephone	56,100.00	6,889.19	46,790.98	0.00	83.41
05-02-6410	Mileage	1,000.00	0.00	494.73	0.00	49.47
05-02-6420	Staff training	14,000.00	0.00	14,213.16	0.00	101.52
05-02-6510	Office supplies	1,000.00	0.00	1,481.50	0.00	148.15
05-02-6720	Insurance-General	173,000.00	64,874.00	225,253.58	0.00	130.20
05-02-6740	Advertising	5,000.00	0.00	2,645.25	0.00	52.91
	<i>Materials & Services</i>	<i>251,100.00</i>	<i>87,198.79</i>	<i>309,063.80</i>	<i>0.00</i>	<i>123.08</i>
	Human Resources	492,100.00	104,929.38	440,240.83	0.00	89.46
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	583,000.00	41,037.37	408,214.61	0.00	70.02
05-03-5130	Overtime	5,000.00	0.00	906.56	0.00	18.13
05-03-5210	Health dental Insurance	119,000.00	7,255.77	74,615.64	0.00	62.70
05-03-5230	Social security	45,000.00	3,080.23	29,483.69	0.00	65.52
05-03-5240	Retirement	115,000.00	7,377.28	75,616.79	0.00	65.75
05-03-5250	TrimetWBF	5,000.00	320.94	3,166.89	0.00	63.34
05-03-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
05-03-5270	Workers compensation	9,000.00	0.00	7,698.20	0.00	85.54
05-03-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>891,000.00</i>	<i>59,071.59</i>	<i>599,702.38</i>	<i>0.00</i>	<i>67.31</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted services	212,000.00	11,045.60	100,850.18	93,490.31	47.57
05-03-6180	Dues and subscriptions	3,000.00	0.00	6,576.00	0.00	219.20
05-03-6350	Computer maintenance	291,300.00	4,667.00	212,337.89	8,900.00	72.89
05-03-6390	Other repairs and maintenance	4,000.00	0.00	245.00	0.00	6.13
05-03-6410	Mileage	1,000.00	0.00	313.72	0.00	31.37
05-03-6420	Staff training	16,000.00	0.00	5,912.18	0.00	36.95
05-03-6430	Certifications	500.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	13,000.00	0.00	4,657.16	0.00	35.82
05-03-6540	Safety supplies	1,000.00	0.00	1,137.64	0.00	113.76
05-03-6560	Uniforms	500.00	198.46	198.46	0.00	39.69

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6730	Communications	117,100.00	-2,429.33	28,053.59	9,512.50	23.96
	<i>Materials & Services</i>	<i>659,400.00</i>	<i>13,481.73</i>	<i>360,281.82</i>	<i>111,902.81</i>	<i>54.64</i>
	Technical Services	1,550,400.00	72,553.32	959,984.20	111,902.81	61.92
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicleequipment maintenance	61,500.00	2,159.00	33,032.78	4,219.68	53.71
05-04-6520	Fuels and oils	70,800.00	3,832.18	36,799.93	0.00	51.98
	<i>Materials & Services</i>	<i>132,300.00</i>	<i>5,991.18</i>	<i>69,832.71</i>	<i>4,219.68</i>	<i>52.78</i>
	Vehicle Services	132,300.00	5,991.18	69,832.71	4,219.68	52.78
	Special Payments					
	<i>Special Payments</i>					
05-25-6990	Special Payments - PERS	300,000.00	0.00	300,000.00	0.00	100.00
	<i>Special Payments</i>	<i>300,000.00</i>	<i>0.00</i>	<i>300,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Special Payments	300,000.00	0.00	300,000.00	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	203,700.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>203,700.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	203,700.00	0.00	0.00	0.00	0.00
05	Expense Administrative Services	4,503,500.00	354,197.85	3,293,930.01	140,625.74	73.14
		0.00	21,879.85	463,500.71	-140,625.74	0.00
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	-1,801,651.00	0.00	-2,430,386.60	0.00	134.90
	<i>Beginning Fund Balance</i>	<i>-1,801,651.00</i>	<i>0.00</i>	<i>-2,430,386.60</i>	<i>0.00</i>	<i>134.90</i>
	NonDivisional	-1,801,651.00	0.00	-2,430,386.60	0.00	134.90
	Fund Balance NonDivisional					
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	32,000.00	0.00	22,986.17	0.00	71.83
10-00-4211	Water sales	4,265,000.00	312,690.98	3,311,131.04	0.00	77.63
10-00-4215	Penalties and late charges	25,000.00	-0.54	14,388.05	0.00	57.55
10-00-4220	System development charges	100,000.00	0.00	321,650.00	0.00	321.65
10-00-4230	Contract services	53,000.00	4,000.00	36,000.00	0.00	67.92
10-00-4240	Service installations	15,000.00	0.00	19,090.19	0.00	127.27
10-00-4280	Rents & leases	160,000.00	6,863.53	153,745.50	0.00	96.09
10-00-4290	Other charges for services	20,000.00	0.00	6,030.00	0.00	30.15
10-00-4610	Investment revenue	500.00	968.85	13,036.96	0.00	2,607.39
10-00-4630	Miscellaneous revenues	15,000.00	470.40	52,606.37	0.00	350.71
	<i>Revenue</i>	<i>4,685,500.00</i>	<i>324,993.22</i>	<i>3,950,664.28</i>	<i>0.00</i>	<i>84.32</i>
	NonDivisional	4,685,500.00	324,993.22	3,950,664.28	0.00	84.32
	Revenue	4,685,500.00	324,993.22	3,950,664.28	0.00	84.32

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
Drinking Water						
<i>Personnel Services</i>						
10-20-5110	Regular employees	599,000.00	52,423.30	490,849.72	0.00	81.94
10-20-5120	Temporary seasonal employees	30,000.00	0.00	0.00	0.00	0.00
10-20-5130	Overtime	42,000.00	2,958.08	19,926.28	0.00	47.44
10-20-5210	Health dental insurance	147,000.00	10,324.27	93,918.14	0.00	63.89
10-20-5230	Social Security	52,000.00	4,150.76	46,547.12	0.00	89.51
10-20-5240	Retirement	144,000.00	10,176.02	101,512.77	0.00	70.49
10-20-5250	TrimetWBF	6,000.00	433.81	3,962.68	0.00	66.04
10-20-5260	Unemployment	8,000.00	0.00	5,141.76	0.00	64.27
10-20-5270	Workers compensation	11,000.00	0.00	9,403.78	0.00	85.49
10-20-5290	Other employee benefits	5,000.00	0.00	160.70	0.00	3.21
	<i>Personnel Services</i>	1,044,000.00	80,466.24	771,422.95	0.00	73.89
<i>Materials & Services</i>						
10-20-6110	Legal services	0.00	0.00	0.00	0.00	0.00
10-20-6155	Contracted Services	0.00	0.00	155.00	0.00	0.00
10-20-6180	Dues & subscriptions	0.00	-193.25	0.00	0.00	0.00
10-20-6220	Electricity	40,000.00	2,193.70	20,866.45	0.00	52.17
10-20-6230	Telephone	4,200.00	0.00	947.80	0.00	22.57
10-20-6240	Natural gas	2,000.00	0.00	3,188.94	0.00	159.45
10-20-6290	Other utilities	2,000.00	0.00	1,542.36	0.00	77.12
10-20-6310	Janitorial services	1,000.00	0.00	167.44	0.00	16.74
10-20-6320	Buildings & grounds	10,000.00	0.00	7,816.43	0.00	78.16
10-20-6340	Distribution system maint	220,000.00	14,788.32	172,987.23	16,347.30	78.63
10-20-6350	Computer maintenance	0.00	0.00	0.00	0.00	0.00
10-20-6390	Other repairs & maintenance	50,000.00	566.84	31,605.72	5,126.00	63.21
10-20-6410	Mileage	1,000.00	0.00	111.94	0.00	11.19
10-20-6420	Staff training	8,000.00	90.00	6,291.84	0.00	78.65
10-20-6430	Certifications	1,000.00	0.00	1,405.00	0.00	140.50
10-20-6510	Office supplies	0.00	0.00	522.71	0.00	0.00
10-20-6520	Fuel & oils	0.00	0.00	0.00	0.00	0.00
10-20-6530	Small tools & equipment	22,000.00	0.00	1,312.02	0.00	5.96
10-20-6540	Safety supplies	16,000.00	1,297.65	6,955.68	0.00	43.47
10-20-6550	Operational Supplies	2,000.00	321.60	1,439.66	0.00	71.98
10-20-6560	Uniforms	0.00	70.32	1,353.28	0.00	0.00
10-20-6710	Purchased water	1,150,000.00	70,248.62	807,026.73	0.00	70.18
10-20-6715	Water quality program	0.00	0.00	10,561.00	465.58	0.00
10-20-6730	Communications	0.00	0.00	38.35	0.00	0.00
10-20-6740	Advertising	0.00	0.00	0.00	0.00	0.00
10-20-6760	Equipment Rental	5,000.00	0.00	0.00	0.00	0.00
10-20-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes & fees	20,000.00	0.00	15,513.42	0.00	77.57
10-20-6900	Miscellaneous expense	1,000.00	18.25	18.25	0.00	1.83
	<i>Materials & Services</i>	1,555,200.00	89,402.05	1,091,827.25	21,938.88	70.20
	Drinking Water	2,599,200.00	169,868.29	1,863,250.20	21,938.88	71.69
Debt Service						
<i>Materials & Services</i>						
10-24-6815	Zions Bank loan-principal	175,000.00	0.00	175,000.00	0.00	100.00
10-24-6825	Zions Bank loan-interest	34,522.00	0.00	34,521.66	0.00	100.00
	<i>Materials & Services</i>	209,522.00	0.00	209,521.66	0.00	100.00
	Debt Service	209,522.00	0.00	209,521.66	0.00	100.00
Transfers & Contingencies						
<i>Transfers & Contingencies</i>						
10-29-8105	Transfer out - Fund 05	1,444,000.00	120,333.33	1,203,333.30	0.00	83.33
10-29-8171	Transfers out to Fund 71	1,675,000.00	152,272.73	1,627,272.73	0.00	97.15
10-29-9000	Contingency	559,429.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Transfers & Contingencies</i>	3,678,429.00	272,606.06	2,830,606.03	0.00	76.95
	Transfers & Contingencies	3,678,429.00	272,606.06	2,830,606.03	0.00	76.95
10	Expense Drinking Water	6,487,151.00 0.00	442,474.35 -117,481.13	4,903,377.89 1,477,672.99	21,938.88 -21,938.88	75.59 0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	-789,178.00	0.00	-1,315,554.60	0.00	166.70
	<i>Beginning Fund Balance</i>	-789,178.00	0.00	-1,315,554.60	0.00	166.70
	NonDivisional	-789,178.00	0.00	-1,315,554.60	0.00	166.70
	Fund Balance	-789,178.00	0.00	-1,315,554.60	0.00	166.70
	NonDivisional Revenue					
20-00-4212	Wastewater charges	8,200,000.00	738,453.13	6,825,179.86	0.00	83.23
20-00-4215	Penalties & late charges	25,000.00	-1.42	6,817.17	0.00	27.27
20-00-4220	System development charges	125,000.00	0.00	406,322.60	0.00	325.06
20-00-4240	Service installations	40,000.00	0.00	12,105.75	0.00	30.26
20-00-4290	Other charges for services	15,000.00	0.00	8,080.00	0.00	53.87
20-00-4610	Investment revenue	0.00	403.41	7,531.56	0.00	0.00
20-00-4630	Miscellaneous revenues	15,000.00	1,083.23	13,707.14	0.00	91.38
	<i>Revenue</i>	8,420,000.00	739,938.35	7,279,744.08	0.00	86.46
	NonDivisional	8,420,000.00	739,938.35	7,279,744.08	0.00	86.46
	Revenue	8,420,000.00	739,938.35	7,279,744.08	0.00	86.46
	Wastewater-Plant Personnel Services					
20-21-5110	Regular employees	622,000.00	47,151.11	526,729.58	0.00	84.68
20-21-5120	Temporary seasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	49,000.00	4,168.22	52,747.97	0.00	107.65
20-21-5210	Health dental insurance	155,000.00	11,122.10	117,347.07	0.00	75.71
20-21-5230	Social security	54,000.00	3,821.32	43,270.23	0.00	80.13
20-21-5240	Retirement	134,000.00	8,688.39	105,452.20	0.00	78.70
20-21-5250	TrimetWBF	6,000.00	399.66	4,482.44	0.00	74.71
20-21-5260	Unemployment	9,000.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	12,000.00	0.00	10,233.53	0.00	85.28
20-21-5290	Other employee benefits	4,000.00	0.00	39.55	0.00	0.99
	<i>Personnel Services</i>	1,080,000.00	75,350.80	860,302.57	0.00	79.66
	<i>Materials & Services</i>					
20-21-6155	Contracted services	5,000.00	3,338.04	49,630.22	0.00	992.60
20-21-6180	Dues & subscriptions	15,000.00	0.00	285.00	0.00	1.90
20-21-6220	Electricity	250,000.00	21,552.97	170,859.12	0.00	68.34
20-21-6230	Telephone	2,400.00	0.00	225.12	0.00	9.38
20-21-6240	Natural gas	1,000.00	0.00	792.45	0.00	79.25
20-21-6250	Solid waste disposal	75,000.00	7,464.70	83,974.99	3,031.14	111.97
20-21-6290	Other utilities	1,000.00	0.00	940.09	0.00	94.01
20-21-6310	Janitorial services	10,000.00	891.29	6,698.41	0.00	66.98
20-21-6320	Buildings & grounds	20,000.00	9,965.30	38,264.94	4,778.03	191.32
20-21-6342	WRF system maintenance	240,000.00	6,678.64	173,774.00	28,942.14	72.41
20-21-6350	Computer maintenance	0.00	0.00	79.99	0.00	0.00
20-21-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	7,000.00	0.00	5,589.64	0.00	79.85
20-21-6430	Certifications	3,000.00	0.00	100.00	0.00	3.33
20-21-6510	Office supplies	3,000.00	0.00	643.38	0.00	21.45

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-6520	Fuel & oils	0.00	-730.47	0.00	0.00	0.00
20-21-6525	Chemicals	25,000.00	558.00	13,754.03	8,741.90	55.02
20-21-6530	Small tools & equipment	20,200.00	123.61	8,080.69	641.43	40.00
20-21-6540	Safety supplies	20,100.00	208.34	9,044.01	149.88	45.00
20-21-6550	Operational supplies	20,000.00	2,912.04	8,703.92	364.78	43.52
20-21-6560	Uniforms	15,000.00	3,122.66	18,752.00	1.00	125.01
20-21-6590	Other supplies	20,000.00	2,186.05	7,213.16	260.00	36.07
20-21-6720	Insurance	0.00	0.00	0.00	0.00	0.00
20-21-6730	Communications	0.00	2,500.00	0.00	0.00	0.00
20-21-6750	Other purchased services	15,000.00	-40.71	9,940.52	0.00	66.27
20-21-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes & fees	71,000.00	0.00	38,415.64	0.00	54.11
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>841,700.00</i>	<i>60,730.46</i>	<i>645,761.32</i>	<i>46,910.30</i>	<i>76.72</i>
	Wastewater-Plant	1,921,700.00	136,081.26	1,506,063.89	46,910.30	78.37
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	427,000.00	43,069.04	381,666.71	0.00	89.38
20-22-5120	Temporary seasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-22-5130	Overtime	49,000.00	801.01	7,916.19	0.00	16.16
20-22-5210	Health dental insurance	110,000.00	7,156.27	70,817.43	0.00	64.38
20-22-5230	Social security	40,000.00	3,350.15	29,751.71	0.00	74.38
20-22-5240	Retirement	112,000.00	7,356.34	69,767.86	0.00	62.29
20-22-5250	TrimetWBF	5,000.00	350.94	3,093.10	0.00	61.86
20-22-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	8,000.00	0.00	6,822.35	0.00	85.28
20-22-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>796,000.00</i>	<i>62,083.75</i>	<i>569,835.35</i>	<i>0.00</i>	<i>71.59</i>
	<i>Materials & Services</i>					
20-22-6180	Dues & subscriptions	0.00	-965.00	0.00	0.00	0.00
20-22-6230	Telephone	10,000.00	0.00	155.18	0.00	1.55
20-22-6240	Natural gas	0.00	0.00	0.00	0.00	0.00
20-22-6290	Other utilities	0.00	0.00	67.78	0.00	0.00
20-22-6310	Janitorial services	2,000.00	0.00	0.00	0.00	0.00
20-22-6320	Buildings & grounds	3,000.00	0.00	548.94	0.00	18.30
20-22-6342	Collection system maint.	50,000.00	4,450.00	24,917.86	1,950.00	49.84
20-22-6390	Other repairs & maintenance	6,000.00	6,830.21	7,747.96	2.14	129.13
20-22-6410	Mileage	2,000.00	0.00	465.75	0.00	23.29
20-22-6420	Staff training	4,000.00	0.00	4,086.00	0.00	102.15
20-22-6430	Certifications	1,000.00	0.00	480.00	0.00	48.00
20-22-6510	Office supplies	6,000.00	0.00	1,001.87	0.00	16.70
20-22-6530	Small tools & equipment	28,000.00	0.00	5,011.06	1,081.45	17.90
20-22-6540	Safety supplies	4,000.00	503.31	2,862.88	0.00	71.57
20-22-6550	Operational supplies	6,000.00	178.00	1,303.07	0.00	21.72
20-22-6560	Uniforms	8,000.00	39.00	4,078.89	0.00	50.99
20-22-6590	Other supplies	0.00	0.00	90.00	0.00	0.00
20-22-6750	Other purchased services	4,000.00	-9.42	2,263.77	0.00	56.59
20-22-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
20-22-6780	Taxes & fees	6,000.00	0.00	3,656.98	0.00	60.95
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>141,000.00</i>	<i>11,026.10</i>	<i>58,737.99</i>	<i>3,033.59</i>	<i>41.66</i>
	Wastewater-Collections	937,000.00	73,109.85	628,573.34	3,033.59	67.08
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	2,028,000.00	169,000.00	1,690,000.00	0.00	83.33
20-29-8140	Transfers out to Fund 40	1,350,500.00	0.00	667,447.40	0.00	49.42
20-29-8150	Transfers out to Fund 50	1,100,000.00	0.00	489,662.50	0.00	44.51
20-29-8172	Transfers out to Fund 72	1,300,000.00	108,333.33	1,083,333.31	0.00	83.33

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-29-9000	Contingency	571,978.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>6,350,478.00</i>	<i>277,333.33</i>	<i>3,930,443.21</i>	<i>0.00</i>	<i>61.89</i>
	Transfers & Contingencies	6,350,478.00	277,333.33	3,930,443.21	0.00	61.89
20	Expense	9,209,178.00	486,524.44	6,065,080.44	49,943.89	65.86
	Wastewater Reclam.	0.00	253,413.91	2,530,218.24	-49,943.89	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	-307,986.00	0.00	-465,068.02	0.00	151.00
	<i>Beginning Fund Balance</i>	<i>-307,986.00</i>	<i>0.00</i>	<i>-465,068.02</i>	<i>0.00</i>	<i>151.00</i>
	NonDivisional	-307,986.00	0.00	-465,068.02	0.00	151.00
	Fund Balance	-307,986.00	0.00	-465,068.02	0.00	151.00
	NonDivisional Revenue					
30-00-4213	Watershed protection fees	1,530,000.00	130,517.30	1,291,104.30	0.00	84.39
30-00-4215	Penalties & late charges	2,000.00	-1.17	1,848.44	0.00	92.42
30-00-4240	Service installations	20,000.00	0.00	24,684.05	0.00	123.42
30-00-4290	Other charges for services	5,000.00	510.00	16,220.00	0.00	324.40
30-00-4610	Investment revenue	0.00	14.99	620.27	0.00	0.00
30-00-4630	Miscellaneous revenues	2,000.00	196.37	1,479.16	0.00	73.96
	<i>Revenue</i>	<i>1,559,000.00</i>	<i>131,237.49</i>	<i>1,335,956.22</i>	<i>0.00</i>	<i>85.69</i>
	NonDivisional	1,559,000.00	131,237.49	1,335,956.22	0.00	85.69
	Revenue	1,559,000.00	131,237.49	1,335,956.22	0.00	85.69
	Watershed Protection Personnel Services					
30-23-5110	Regular employees	108,000.00	1,840.45	29,853.43	0.00	27.64
30-23-5210	Health dental insurance	30,000.00	266.59	3,778.16	0.00	12.59
30-23-5230	Social Security	9,000.00	135.54	2,283.78	0.00	25.38
30-23-5240	Retirement	26,000.00	311.60	3,905.80	0.00	15.02
30-23-5250	TrimetWBF	1,000.00	14.27	234.23	0.00	23.42
30-23-5260	Unemployment	1,000.00	0.00	0.00	0.00	0.00
30-23-5270	Workers compensation	2,000.00	0.00	1,659.49	0.00	82.97
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>178,000.00</i>	<i>2,568.45</i>	<i>41,714.89</i>	<i>0.00</i>	<i>23.44</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	40,000.00	0.00	14,061.50	0.00	35.15
30-23-6180	Dues & subscriptions	0.00	-660.00	0.00	0.00	0.00
30-23-6230	Telephone	0.00	0.00	73.18	0.00	0.00
30-23-6320	Buildings & grounds	0.00	0.00	0.00	0.00	0.00
30-23-6340	System maintenance	0.00	0.00	0.00	0.00	0.00
30-23-6390	Other repairs & maintenance	0.00	0.00	0.00	0.00	0.00
30-23-6410	Mileage	0.00	0.00	0.00	0.00	0.00
30-23-6420	Staff training	1,000.00	0.00	2,367.05	0.00	236.71
30-23-6510	Office supplies	0.00	0.00	104.74	0.00	0.00
30-23-6540	Safety supplies	0.00	0.00	569.34	0.00	0.00
30-23-6560	Uniforms	500.00	0.00	1,081.83	0.00	216.37
30-23-6730	Communications	42,000.00	0.00	12,882.95	0.00	30.67
30-23-6750	Other purchased services	0.00	-14.35	0.00	0.00	0.00
30-23-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
30-23-6780	Taxes & fees	0.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>83,500.00</i>	<i>-674.35</i>	<i>31,140.59</i>	<i>0.00</i>	<i>37.29</i>
	Watershed Protection	261,500.00	1,894.10	72,855.48	0.00	27.86

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	52,308.00	0.00	52,308.38	0.00	100.00
30-24-6824	Interest Paid-KS Statebank	10,249.00	0.00	10,249.23	0.00	100.00
	<i>Materials & Services</i>	<i>62,557.00</i>	<i>0.00</i>	<i>62,557.61</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	62,557.00	0.00	62,557.61	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers out to Fund 05	1,029,000.00	85,750.00	857,500.00	0.00	83.33
30-29-8173	Transfers out to Fund 73	430,000.00	35,833.33	358,333.31	0.00	83.33
30-29-9000	Contingency	83,928.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,542,928.00</i>	<i>121,583.33</i>	<i>1,215,833.31</i>	<i>0.00</i>	<i>78.80</i>
	Transfers & Contingencies	1,542,928.00	121,583.33	1,215,833.31	0.00	78.80
30	Expense Watershed Protection	1,866,985.00 1.00	123,477.43 7,760.06	1,351,246.40 449,777.84	0.00 0.00	72.38 44,977,784.00
40	WW GO Debt Service NonDivisional					
	<i>Beginning Fund Balance</i>					
40-00-3500	Fund balance	-644,112.00	0.00	-660,960.09	0.00	102.62
	<i>Beginning Fund Balance</i>	<i>-644,112.00</i>	<i>0.00</i>	<i>-660,960.09</i>	<i>0.00</i>	<i>102.62</i>
	NonDivisional	-644,112.00	0.00	-660,960.09	0.00	102.62
	Fund Balance	-644,112.00	0.00	-660,960.09	0.00	102.62
	NonDivisional Revenue					
40-00-4610	Investment revenue	8,500.00	1,140.57	14,230.12	0.00	167.41
40-00-4701	Interest Subsidy	115,000.00	0.00	117,300.48	0.00	102.00
	<i>Revenue</i>	<i>123,500.00</i>	<i>1,140.57</i>	<i>131,530.60</i>	<i>0.00</i>	<i>106.50</i>
	NonDivisional	123,500.00	1,140.57	131,530.60	0.00	106.50
	Transfers & Contingencies Revenue					
40-29-4920	Transfers in from Fund 20	1,350,500.00	0.00	667,447.40	0.00	49.42
	<i>Revenue</i>	<i>1,350,500.00</i>	<i>0.00</i>	<i>667,447.40</i>	<i>0.00</i>	<i>49.42</i>
	Transfers & Contingencies	1,350,500.00	0.00	667,447.40	0.00	49.42
	Revenue	1,474,000.00	1,140.57	798,978.00	0.00	54.20
	Debt Service					
	<i>Materials & Services</i>					
40-24-6811	2010 IFA Loan Principal	368,036.00	0.00	368,036.00	0.00	100.00
40-24-6812	2010 GO Bond Principal	1,120,000.00	0.00	0.00	0.00	0.00
40-24-6821	2010 GO Bond Interest	44,800.00	0.00	22,400.00	0.00	50.00
40-24-6822	2010 IFA Loan Interest	277,012.00	0.00	277,011.40	0.00	100.00
	<i>Materials & Services</i>	<i>1,809,848.00</i>	<i>0.00</i>	<i>667,447.40</i>	<i>0.00</i>	<i>36.88</i>
	Debt Service	1,809,848.00	0.00	667,447.40	0.00	36.88
	Expense	1,809,848.00	0.00	667,447.40	0.00	36.88

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
40	WW GO Debt Service	308,264.00	1,140.57	792,490.69	0.00	257.08
50	WW Revenue Bond Debt Service NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	-1,354,323.00	0.00	-1,374,166.52	0.00	101.47
	<i>Beginning Fund Balance</i>	<i>-1,354,323.00</i>	<i>0.00</i>	<i>-1,374,166.52</i>	<i>0.00</i>	<i>101.47</i>
	NonDivisional	-1,354,323.00	0.00	-1,374,166.52	0.00	101.47
	Fund Balance	-1,354,323.00	0.00	-1,374,166.52	0.00	101.47
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment revenue	16,300.00	642.36	15,162.12	0.00	93.02
	<i>Revenue</i>	<i>16,300.00</i>	<i>642.36</i>	<i>15,162.12</i>	<i>0.00</i>	<i>93.02</i>
	NonDivisional	16,300.00	642.36	15,162.12	0.00	93.02
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	1,100,000.00	0.00	489,662.50	0.00	44.51
	<i>Revenue</i>	<i>1,100,000.00</i>	<i>0.00</i>	<i>489,662.50</i>	<i>0.00</i>	<i>44.51</i>
	Transfers & Contingencies	1,100,000.00	0.00	489,662.50	0.00	44.51
	<i>Revenue</i>					
	Revenue	1,116,300.00	642.36	504,824.62	0.00	45.22
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan	893,387.00	0.00	893,387.00	0.00	100.00
	Principal					
50-24-6813	JPM Bank Loan	190,000.00	0.00	0.00	0.00	0.00
	Principal					
50-24-6820	2010 SRF Loan Interest	349,630.00	0.00	349,630.00	0.00	100.00
50-24-6823	JPM Bank Loan Interest	379,326.00	0.00	189,662.50	0.00	50.00
	<i>Materials & Services</i>	<i>1,812,343.00</i>	<i>0.00</i>	<i>1,432,679.50</i>	<i>0.00</i>	<i>79.05</i>
	Debt Service	1,812,343.00	0.00	1,432,679.50	0.00	79.05
	Expense	1,812,343.00	0.00	1,432,679.50	0.00	79.05
50	WW Revenue Bond Debt Service	658,280.00	642.36	446,311.64	0.00	67.80
71	Drinking Water Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	-2,703,013.00	0.00	-3,236,047.66	0.00	119.72
	<i>Beginning Fund Balance</i>	<i>-2,703,013.00</i>	<i>0.00</i>	<i>-3,236,047.66</i>	<i>0.00</i>	<i>119.72</i>
	NonDivisional	-2,703,013.00	0.00	-3,236,047.66	0.00	119.72
	Fund Balance	-2,703,013.00	0.00	-3,236,047.66	0.00	119.72
	NonDivisional					
	<i>Revenue</i>					
71-00-4610	Investment revenue	50,000.00	6,253.15	83,955.13	0.00	167.91
	<i>Revenue</i>	<i>50,000.00</i>	<i>6,253.15</i>	<i>83,955.13</i>	<i>0.00</i>	<i>167.91</i>
	NonDivisional	50,000.00	6,253.15	83,955.13	0.00	167.91
	Transfers & Contingencies					
	<i>Revenue</i>					
71-29-4910	Transfer in from Fund 10	1,675,000.00	152,272.73	1,627,272.73	0.00	97.15

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Revenue	1,675,000.00	152,272.73	1,627,272.73	0.00	97.15
	Transfers & Contingencies	1,675,000.00	152,272.73	1,627,272.73	0.00	97.15
	Revenue	1,725,000.00	158,525.88	1,711,227.86	0.00	99.20
	Drinking Water					
	Capital Outlay					
71-20-7200	Infrastructure	0.00	0.00	259,066.50	0.00	0.00
71-20-7300	Buildings & improvements	330,000.00	0.00	6,958.30	0.00	2.11
71-20-7600	Capital Improvement Projects	4,098,013.00	0.00	336,685.55	0.00	8.22
	Capital Outlay	4,428,013.00	0.00	602,710.35	0.00	13.61
	Drinking Water	4,428,013.00	0.00	602,710.35	0.00	13.61
71	Expense	4,428,013.00	0.00	602,710.35	0.00	13.61
	Drinking Water Capital	0.00	158,525.88	4,344,565.17	0.00	0.00
72	Wastewater Reclamation Capital NonDivisional					
	Beginning Fund Balance					
72-00-3500	Fund balance	-3,754,027.00	0.00	-4,220,098.11	0.00	112.42
	Beginning Fund Balance	-3,754,027.00	0.00	-4,220,098.11	0.00	112.42
	NonDivisional	-3,754,027.00	0.00	-4,220,098.11	0.00	112.42
	Fund Balance	-3,754,027.00	0.00	-4,220,098.11	0.00	112.42
	NonDivisional					
	Revenue					
72-00-4610	Investment revenue	75,000.00	6,739.36	87,295.38	0.00	116.39
	Revenue	75,000.00	6,739.36	87,295.38	0.00	116.39
	NonDivisional	75,000.00	6,739.36	87,295.38	0.00	116.39
	Transfers & Contingencies					
	Revenue					
72-29-4920	Transfer in from Fund 20	1,300,000.00	108,333.33	1,083,333.31	0.00	83.33
	Revenue	1,300,000.00	108,333.33	1,083,333.31	0.00	83.33
	Transfers & Contingencies	1,300,000.00	108,333.33	1,083,333.31	0.00	83.33
	Revenue	1,375,000.00	115,072.69	1,170,628.69	0.00	85.14
	Wastewater-Plant					
	Capital Outlay					
72-21-7300	Buildings & improvements	75,000.00	0.00	27,906.33	0.00	37.21
72-21-7520	Equipment	60,000.00	19,594.60	50,550.76	0.00	84.25
72-21-7600	Capital Improvement Projects	4,784,027.00	23,267.93	498,304.75	110,973.64	10.42
	Capital Outlay	4,919,027.00	42,862.53	576,761.84	110,973.64	11.73
	Wastewater-Plant	4,919,027.00	42,862.53	576,761.84	110,973.64	11.73
	Wastewater-Collections					
	Capital Outlay					
72-22-7300	Buildings and improvements	210,000.00	0.00	2,971.86	0.00	1.42
72-22-7600	Capital Improvement Projects	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	210,000.00	0.00	2,971.86	0.00	1.42

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Wastewater-Collections	210,000.00	0.00	2,971.86	0.00	1.42
72	Expense	5,129,027.00	42,862.53	579,733.70	110,973.64	11.30
	Wastewater Reclamation Capital	0.00	72,210.16	4,810,993.10	-110,973.64	0.00
73	Watershed Protection Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	-1,681,715.00	0.00	-1,816,319.98	0.00	108.00
	<i>Beginning Fund Balance</i>	<i>-1,681,715.00</i>	<i>0.00</i>	<i>-1,816,319.98</i>	<i>0.00</i>	<i>108.00</i>
	NonDivisional	-1,681,715.00	0.00	-1,816,319.98	0.00	108.00
	Fund Balance	-1,681,715.00	0.00	-1,816,319.98	0.00	108.00
	NonDivisional Revenue					
73-00-4610	Investment revenue	40,000.00	2,066.46	32,991.83	0.00	82.48
	<i>Revenue</i>	<i>40,000.00</i>	<i>2,066.46</i>	<i>32,991.83</i>	<i>0.00</i>	<i>82.48</i>
	NonDivisional	40,000.00	2,066.46	32,991.83	0.00	82.48
	Transfers & Contingencies Revenue					
73-29-4930	Transfer in from Fund 30	430,000.00	35,833.33	358,333.31	0.00	83.33
	<i>Revenue</i>	<i>430,000.00</i>	<i>35,833.33</i>	<i>358,333.31</i>	<i>0.00</i>	<i>83.33</i>
	Transfers & Contingencies	430,000.00	35,833.33	358,333.31	0.00	83.33
	Revenue	470,000.00	37,899.79	391,325.14	0.00	83.26
	Watershed Protection Capital Outlay					
73-23-7300	Buildings & improvements	135,000.00	0.00	4,630.70	0.00	3.43
73-23-7540	Vehicles	30,000.00	0.00	0.00	0.00	0.00
73-23-7600	Capital Improvement Projects	1,986,715.00	0.00	767,274.94	0.00	38.62
	<i>Capital Outlay</i>	<i>2,151,715.00</i>	<i>0.00</i>	<i>771,905.64</i>	<i>0.00</i>	<i>35.87</i>
	Watershed Protection	2,151,715.00	0.00	771,905.64	0.00	35.87
73	Expense	2,151,715.00	0.00	771,905.64	0.00	35.87
	Watershed Protection Capital	0.00	37,899.79	1,435,739.48	0.00	0.00
	Revenue Total	25,328,300.00	1,885,528.05	20,900,779.61	0.00	0.8252
	Expense Total	37,397,760.00	1,449,536.60	19,668,111.33	323,482.15	0.5259

General Ledger
Account Roll up



User: jeff
Printed: 5/12/2020 5:18:09 PM
Period 10 - 10
Fiscal Year 2020

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue				
4210	Water Sales - CRW	32,000.00	0.00	22,986.17	71.83
4211	Water sales	4,265,000.00	312,690.98	3,311,131.04	77.63
4212	Wastewater Charges	8,200,000.00	738,453.13	6,825,179.86	83.23
4213	Watershed protection fees	1,530,000.00	130,517.30	1,291,104.30	84.39
4215	Penalties & late charges	52,000.00	-3.13	23,053.66	44.33
4220	System development charges	225,000.00	0.00	727,972.60	323.54
4230	Contract services	53,000.00	4,000.00	36,000.00	67.92
4240	Service installations	75,000.00	0.00	55,879.99	74.51
4280	Rents & leases	160,000.00	6,863.53	153,745.50	96.09
4290	Other charges for services	40,000.00	510.00	30,330.00	75.83
4610	Investment revenue	190,300.00	18,773.52	258,590.59	135.89
4630	Miscellaneous revenues	34,500.00	2,200.00	68,580.87	198.79
4640	Proceeds from sale of capital	0.00	0.00	2,042.00	0.00
4701	Interest Subsidy	115,000.00	0.00	117,300.48	102.00
4910	Transfer in from Fund 10	3,119,000.00	272,606.06	2,830,606.03	90.75
4920	Transfer in from Fund 20	5,778,500.00	277,333.33	3,930,443.21	68.02
4930	Transfer in from Fund 30	1,459,000.00	121,583.33	1,215,833.31	83.33
Revenue	Revenue	25,328,300.00	1,885,528.05	20,900,779.61	82.52
Expense	Expense				
5110	Regular employees	3,131,000.00	235,669.29	2,438,256.15	77.87
5120	Temporary/Seasonal employees	110,000.00	1,425.20	11,237.93	10.22
5130	Overtime	150,000.00	9,357.14	88,682.37	59.12
5210	Employee Ins	690,000.00	43,056.48	433,434.94	62.82
5230	Social Security	262,000.00	18,404.31	194,361.80	74.18
5240	Retirement	696,000.00	43,429.44	473,110.17	67.98
5250	Trimet	31,000.00	1,923.58	19,638.40	63.35
5260	Unemployment	38,000.00	6,480.00	11,621.76	30.58
5270	Workers compensation	54,000.00	0.00	46,096.98	85.36
5290	Other employee benefits	24,000.00	39.35	621.70	2.59
6110	Legal services	400,000.00	38,563.50	210,525.34	52.63
6120	Accounting & audit services	40,000.00	0.00	105,273.14	263.18
6155	Contracted Services	407,000.00	83,547.45	425,386.87	104.52
6180	Dues & subscriptions	57,000.00	289.75	38,405.07	67.38
6220	Electricity	298,000.00	24,774.79	199,422.53	66.92
6230	Telephone	72,700.00	6,889.19	48,192.26	66.29
6240	Natural gas	5,000.00	0.00	5,281.98	105.64
6250	Solid waste disposal	75,000.00	7,464.70	83,974.99	111.97
6290	Other utilities	19,000.00	645.68	15,318.16	80.62
6310	Janitorial services	38,000.00	2,175.16	17,780.08	46.79
6320	Buildings & grounds	39,000.00	10,350.00	54,788.11	140.48
6330	Vehicle & equipment maint.	61,500.00	2,159.00	33,032.78	53.71
6340	Distribution system maint	220,000.00	14,788.32	172,987.23	78.63
6342	Collection system maint.	290,000.00	11,128.64	198,691.86	68.51
6350	Computer maintenance	291,300.00	4,667.00	212,417.88	72.92
6390	Other repairs & maintenance	60,000.00	7,397.05	39,598.68	66.00
6410	Mileage	9,000.00	0.00	1,386.14	15.40
6420	Staff training	73,000.00	-1,860.00	51,460.22	70.49
6430	Certifications	5,500.00	0.00	1,985.00	36.09
6440	Board travel & training	5,000.00	942.00	4,072.88	81.46
6510	Office supplies	38,000.00	864.34	25,147.99	66.18
6520	Fuel & oils	70,800.00	3,101.71	36,799.93	51.98

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6525	Chemicals	25,000.00	558.00	13,754.03	55.02
6530	Small tools & equipment	71,200.00	123.61	14,691.14	20.63
6540	Safety supplies	41,100.00	2,009.30	20,569.55	50.05
6550	Operational Supplies	28,000.00	3,411.64	11,446.65	40.88
6560	Uniforms	25,000.00	4,058.06	26,137.76	104.55
6590	Other supplies	20,000.00	2,186.05	7,303.16	36.52
6610	Board compensation	1,000.00	150.00	700.00	70.00
6710	Purchased water	1,150,000.00	70,248.62	807,026.73	70.18
6715	Water quality program	0.00	0.00	10,561.00	0.00
6720	Insurance	173,000.00	64,874.00	225,253.58	130.20
6730	Communications	164,100.00	70.67	41,467.49	25.27
6740	Advertising	6,000.00	551.47	3,532.47	58.87
6750	Other purchased services	19,000.00	-64.48	12,204.29	64.23
6760	Equipment Rental	8,000.00	220.00	3,217.51	40.22
6770	Bank charges	125,000.00	9,063.09	109,326.85	87.46
6780	Taxes & fees	98,000.00	0.00	58,144.04	59.33
6810	2010 SRF Loan Principal	893,387.00	0.00	893,387.00	100.00
6811	2010 IFA Loan Principal	368,036.00	0.00	368,036.00	100.00
6812	2010 GO Bond Principal	1,120,000.00	0.00	0.00	0.00
6813	JPM Bank Loan Principal	190,000.00	0.00	0.00	0.00
6814	Principal Payment-KS Statebank	52,308.00	0.00	52,308.38	100.00
6815	Zions Bank loan-principal	175,000.00	0.00	175,000.00	100.00
6820	2010 SRF Loan Interest	349,630.00	0.00	349,630.00	100.00
6821	2010 GO Bond Interest	44,800.00	0.00	22,400.00	50.00
6822	2010 IFA Loan Interest	277,012.00	0.00	277,011.40	100.00
6823	JPM Bank Loan Interest	379,326.00	0.00	189,662.50	50.00
6824	Interest Paid-KS Statebank	10,249.00	0.00	10,249.23	100.00
6825	Zions Bank loan-interest	34,522.00	0.00	34,521.66	100.00
6900	Miscellaneous expense	4,000.00	18.25	345.35	8.63
6910	Cash overshort	0.00	0.00	-0.51	0.00
6990	Special Payments	300,000.00	0.00	300,000.00	100.00
7200	Infrastructure	0.00	0.00	259,066.50	0.00
7300	Buildings & improvements	750,000.00	0.00	42,467.19	5.66
7520	Equipment	60,000.00	19,594.60	50,550.76	84.25
7540	Vehicles	30,000.00	0.00	0.00	0.00
7600	Capital Improvement Projects	10,868,755.00	23,267.93	1,602,265.24	14.74
8105	Transfers out to Fund 05	4,501,000.00	375,083.33	3,750,833.30	83.33
8140	Transfers out - Fund 40	1,350,500.00	0.00	667,447.40	49.42
8150	Transfers out - Fund 50	1,100,000.00	0.00	489,662.50	44.51
8171	Transfers out - Fund 71	1,675,000.00	152,272.73	1,627,272.73	97.15
8172	Transfers out - Fund 72	1,300,000.00	108,333.33	1,083,333.31	83.33
8173	Transfers out - Fund 73	430,000.00	35,833.33	358,333.31	83.33
9000	Contingency	1,419,035.00	0.00	0.00	0.00
Expense	Expense	37,397,760.00	1,449,536.60	19,668,110.82	52.59
Grand Total		-12,069,460.00	435,991.45	1,232,668.79	-0.1021
Fund Balance		0.00	0.00	0.00	0
Total					
Revenue Total		25,328,300.00	1,885,528.05	20,900,779.61	0.8252
Expense Total		37,397,760.00	1,449,536.60	19,668,110.82	0.5259



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
APRIL 21, 2020**

Board of Directors – Members Present via Zoom:

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

Oak Lodge Water Services Staff – Present via Zoom:

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

Visitors and Consultants – Present via Zoom:

Rob Moody	Merina & Company, LLP
Tommy Brooks	Cable Huston, LLP
Laura Westmeyer	Cable Huston, LLP
Chris Duckworth	CDR Labor Law, LLC
Tory Wagoner	Cavanaugh & Associates, P.A.
Scott Duren	Water Systems Consulting, Inc.

1. Call to Order & Meeting Facilitation Protocols

President Williams called the meeting to order at 6:02 p.m.

General Manager Chaplen welcomed everyone and asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Board members, staff, and consultants; confirming a Board quorum.

General Manager Chaplen overviewed the general protocols of a virtual meeting due to the current COVID-19 pandemic.

2. Call for Public Comment

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed that there were and asked if any members of the public would like to speak.

Neil Schulman, Executive Director for the North Clackamas Watershed Council introduced himself but did not have any comments to make.

There were other members of the public in attendance that did not identify themselves.

President Williams reserved the right for members of the public to speak at the end of the meeting.

3. Consent Agenda

- March 2020 Financial Report
- March 17, 2020 Board Regular Meeting Minutes
- March 26, 2020 Board Regular Meeting Minutes

Secretary/Vice President Gornick moved to accept the Consent Agenda with changes. Treasurer Knudson seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

Secretary/Vice President Gornick commented that most of the funds in the Monthly Financial Report seem to be below seventy-five percent noting that it was good.

Director Keil noted that overtime was overbudget on the Monthly Financial Report. Financial Consultant Moody explained that the administrative assistant staff have been accruing overtime due to the need for more COVID-19 related customer support.

Director Keil inquired about Wastewater Reclamation Department (Wastewater Plant) Contracted Services. Financial Consultant Moody identified this line as one that was grossly underbudgeted. Director Keil asked if the line was being used for contract assistance. Plant Operations Manager Mendenhall explained that the line covered laboratory testing, as well as instrumentation and calibration services. Financial Consultant Moody added that these expenses had been previously accounted for under Materials and Services but are now correctly placed under Contracted Services.

Director Keil asked what Miscellaneous Revenues were in the Monthly Financial Roll-Up. Financial Consultant Moody explained the various situations that revenue would not be accounted for in one of the other lines, noting that he would need to do some research before providing the actual sources. Director Keil inquired where cell phone tower revenue is in Revenue. Financial Consultant Moody replied that it is accounted for in Rents and Leases.

Director Van Loo inquired as to the tracking of new customers in the Low-Income Program during the COVID-19 pandemic. Financial Consultant Moody confirmed that detailed records are kept on program applicants and that a Customer Emergency Assistance Program would be presented later in the meeting to aid customers who do not qualify for the Low-Income Program.

Director Keil noted a change to the March 26, 2020 minutes stating that the sentence on page three should read, "Director Keil commented that *the absence of* split control is what results in process inaccuracy." District Recorder Casey noted the change.

4. Non-Revenue Water Audit Update – Phase III & IV

General Manager Chaplen overviewed the various reports that would be discussed regarding the Non-Revenue Water Audit and introduced Consultant Tory Wagoner.

Consultant Wagoner overviewed the various aspects of non-revenue water and the importance of a water balance.

Secretary/Vice President Gornick inquired if the water storage accounted for any of the apparent water loss. Consultant Wagoner confirmed and explained "ready for consumption water" and ways the apparent water loss is accounted for.

Consultant Wagoner overviewed the Management of Non-Revenue Water Program noting that the goal is not to save every drop of water, but instead optimize the system volumes and values to allow the fairest rates to the ratepayer.

Director Keil asked if the water loss profile had been completed. Consultant Wagoner confirmed that the profile had been created and explained the natural movement currently occurring between the volumes of water loss.

Consultant Wagoner detailed the Economic Gap Analysis and explained intervention recommendations noting how they shape the path toward the economic target. Consultant Wagoner stated that the highest volume of water will be saved in the Real Loss Category.

Treasurer Knudson noted the assumptions that must be made to achieve progress. Consultant Wagoner confirmed and spoke to the successful data collection and testing thus far in the process.

Director Keil inquired if the testing had found whether water loss had been found in the billing system. Consultant Wagoner outlined the continued evaluation of the water meters and how that data is filtered into the billing system before being calculated. He noted recoverable volume in the billing system. Director Keil asked if there was an inability to accurately calculate the water volume registered by the meter. Consultant Wagoner and Director Keil discussed that while the meters are not accurate one hundred percent of the time, if the correct meter size and rate code are in the billing software, then the majority of customers are being billed correctly. Financial Consultant Moody confirmed billing verification efforts are under way.

Consultant Wagoner overviewed volumes and values of the existing water loss and the economic target. He detailed the operational performance indicators noting the District is three times the unavoidable level of water loss and the economic target is to be about 1.2 percent above.

Secretary/Vice President Gornick asked what percent of revenue is based on commercial

customers versus residential customers. Financial Consultant Moody answered that the range is about thirty-five percent commercial and sixty-five percent residential. Secretary/Vice President Gornick verified the numbers to be percentage of revenue versus number of customers. Financial Consultant Moody confirmed.

Consultant Wagoner overviewed program components that have been completed and are in progress, commending staff on completing so much work. He discussed the unbilled authorized consumption tracking through billing and metering awareness. Consultant Wagoner also spoke to real loss management and boundary integrity as well as long term awareness, zoning, and pressure management. He overviewed the implementation plan noting staff ability, District resources, and infrastructure age as elements to account for.

Secretary/Vice President Gornick inquired if the pressure management issues were related to the infrastructure in the lower areas of the District where higher pressure may result in greater leakage. Consultant Wagoner spoke to case studies concluding the reduction of pressure directly correlated to a reduction of water loss in volume and through breaks. Consultant Wagoner discussed zoning options for newer infrastructure.

Secretary/Vice President Gornick asked about District Metered Areas (DMA). Consultant Wagoner confirmed the primary deterrent to creating redundancy for flow is actual value gained noting that each system is different and takes a specialized approach. Secretary/Vice President Gornick inquired whether a DMA is considered more accurate than acoustic leak detection. Consultant Wagoner replied that both are leak awareness tools and noted that a DMA provides a more immediate alert to water loss.

Treasurer Knudson noted the value in building baseline awareness of testing results while the meters are new. Consultant Wagoner agreed and outlined the options for starting early testing.

Treasurer Knudson inquired how theft or unauthorized consumption is identified if it is not blatant. Consultant Wagoner agreed that it is difficult and overviewed best practices noting that the best deterrent is to prosecute upon discovery.

Director Keil asked why testing of the easily testable meters would not start immediately. Consultant Wagoner outlined the resources needed and the prioritization of projects that has occurred.

Director Keil inquired if the District was currently acoustic testing. Field Operations Manager Knapp confirmed that the process is completed every few years by District staff. Director Keil asked why it is not currently being used to find areas of non-revenue water. General Manager Chaplen explained that the current focus has been on matching meter data with the billing system and that Consultant Wagoner has indicated leak detection is the next area to focus staff efforts once verification has been completed.

President Williams noted the amount of money that could be recovered from non-revenue water could dedicate an entire full-time employee to cost recovery testing. Consultant Wagoner cautioned against using the value of the non-revenue water as an economic value and

overviewed the general process of identifying leakage and its natural progression to maintenance.

Director Keil inquired if acoustic testing can detect the difference between large and small leaks. Field Operations Manager Knapp confirmed. Consultant Wagoner added that using the leak detection equipment is an art and having staff who know how to use the equipment is an asset to the District. Director Keil asked how large of an area is tested when using the acoustic equipment. Field Operations Manager Knapp stated the entire system was completed about three years ago in just over a year.

Consultant Wagoner concluded his presentation and invited further questions via email.

5. Consideration of Declaration of State of Emergency Extension

General Manager Chaplen overviewed past board action and discussion regarding the current State of Emergency and recommended extending the effective end date of the Declaration of State of Emergency.

President Williams noted the State of Oregon's plan to reopen in late May. Secretary/Vice President Gornick commented that the Board of Directors meeting in June is on the 16th and extending the Declaration for two months would only be about two weeks after the projected State plan. Treasurer Knudson believed that the District would be better served by the extending the effective end date to the May Board meeting because a further extension is possible at that time. Director Keil agreed. Director Van Loo stated that the Declaration should be extended until June.

President Williams invited a motion. Director Keil moved to extend the Declaration of State of Emergency to the next board meeting and consider at that time to further extend it if needed. Secretary/Vice President clarified that the motion is to approve the Addendum No. 1 to the Declaration and that the Board meeting in May is set for May 19th. Director Keil accepted the friendly amendment. Treasurer Knudson seconded and noted the likely extension into June at the next meeting. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams, Secretary/Vice President Gornick, Treasurer Knudson, and Director Keil. Voting Nay: Director Van Loo.

MOTION CARRIED

6. Consideration of Resolution 2020-04 Approving a Line of Succession of Authority Among Directors of the Board in the Event of a Director's Unavailability

General Manager Chaplen discussed the proposed resolution and overviewed past Board discussion and actions.

President Williams invited a motion. Director Van Loo moved to adopt Resolution 2020-04 Approving a Line of Succession of Authority Among Directors of the Board in the Event of a Director's Unavailability. Director Keil seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President

Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

7. Consideration of Risk and Resiliency Assessment and Emergency Response Plan Contract

District Engineer Rice introduced Consultant Duren and overviewed the federal requirements for the timely completion of a Risk and Resiliency Assessment and Emergency Response Plan. District Engineer Rice stated that due to Consultant Duren's work on the Water Master Plan, some of the base work for the new Assessment and Plan had been completed. He asked for Board approval of the contract with Water Systems Consulting, Inc.

Secretary/Vice President Gornick asked if there would be a new contract or an amendment to the contract for the Water Master Plan. District Engineer Rice confirmed that a new contract would be executed separate from the Water Master Plan.

Director Keil inquired how long the Assessment and Plan would take to complete. District Engineer Rice noted that the budget for the project is in the 2020/2021 fiscal year.

Director Van Loo asked if any other firms had the opportunity to bid on the project. District Engineer replied that no formal RFP had been created and overviewed the options available to the District. General Manager Chaplen noted the federal fines for non-compliance with the new requirements and the possibility of a bidding war as the due date draws nearer. Director Van Loo observed the prudent nature of receiving multiple bids when time allows. General Manager Chaplen and Treasurer Knudson agreed. Treasurer Knudson stated his comfort with contracting out to a company with knowledge of the District's system. Director Keil agreed due to the efficiency of knowledge.

President Williams invited a motion. Treasurer Knudson moved to authorize the General Manager to sign a contract with Water Systems Consulting to prepare a Risk and Resiliency Assessment and Emergency Response Plan for the District in the amount of \$98,080. Director Keil seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

8. COVID-19 Temporary Emergency Rate Relief Program

District Engineer Rice overviewed the current Low-Income Program and the impact of providing a new program for short-term rate relief. He detailed various options available to the District including in-house payment plans and contracted services with a third-party assistance provider to bundle services. General Manager Chaplen added that the proposed program would not be combined with the Low-Income Program at first but could be merged in the future. She also noted the ability to accept donations from other customers as a possibility.

Secretary/Vice President Gornick commented on previous discussions regarding outsourcing the Low-Income Program and asked about any issues the District might face in finding a third-party to manage the new program. General Manager Chaplen reviewed the options available for contracting with a third-party. District Engineer Rice outlined the county programs and non-profits currently assisting other entities with customer assistance programs.

Secretary/Vice President Gornick asked what the current Low-Income program was subsidizing. Financial Consultant Moody believed that fifty percent of the base charge is subsidized.

Treasurer Knudson expressed favor in using a third-party to manage the program due to record confidentiality, consistency, and standardization. He also believes the third-party would provide extra support to the customers. Treasurer Knudson asked rhetorically who would pay for the administrative charges of the third-party noting it would be a question for the Board to answer as the program is developed. He voiced support in partnering with another agency to start the program in short order and working to find the best value as the resources are found.

Director Keil expressed support for moving the **Low-Income Program** to third-party management and asked if staff would be able to manage the new program. General Manager Chaplen detailed the determinations that would need to be in place before a COVID-19 relief program could begin stating that a consultant or third-party would help shape policy and program direction. Director Keil stated that the financial state of customers is largely a deferred income issue. General Manager Chaplen discussed the possible customer progression from payment plans to the new program. Director Keil stated preference for deferral or payment plans at the discretion of staff. President Williams commented that most of the non-ability to pay will be based on customers temporarily losing their employment stating that they will eventually go back to work and that payment deferral followed by a payment plan is a good gesture from the District. Treasurer Knudson noted that customers could potentially be going back to a job with less income and may still be unable to pay their bills. He noted the cost associated with forgiving customer bills and stated tracking of this program will be important in the event of State or Federal assistance.

Director Van Loo believed the newest Governor's Executive Order would grant money for customer assistance programs. She expressed concern for the customers with no jobs and the inability to obtain unemployment and stated the current situation calls for a program with a discount, deferral of payment for at least sixty days after reopening, and payment plans. Director Van Loo asked how long the District could operate without revenue stating her belief of the crisis will result in deferral of revenue.

General Manager Chaplen overviewed the various Board suggestions and asked to meet with the Finance Subcommittee before calling a special meeting of the Board to approve the new program. Financial Consultant Moody discussed the \$140,000 allocated to the program spanning the current fiscal year and the Proposed Budget for FY 2021. He noted that the expenditure would have the same impact as forgoing revenue and outlined the use of using a consultant to monitor and track the program. To answer Director Van Loo's question of if the District could operate without revenue for a few months, Financial Consultant Moody explained the decision would be at the discretion of the Board of Directors noting at a minimum the District

must cover its fixed costs.

Director Keil asked if the money allocated for the program included the money allocated to the Low-Income Program. Financial Consultant Moody explained the money is a separate amount allocated only to the emergency program.

Director Keil asked for an estimate of how many customers would use the new program. Financial Consultant Moody and General Manager Chaplen agreed the number is unknown. Director Keil stated the program should be administered by the District due to the number of unknowns and for customer discretion.

President Williams commented that the money allocated to the program could cover the full bill of approximately 958 customers for a two-month billing period and asked if that amount of customers were expected to be enrolled in the program. General Manager Chaplen explained the estimation of program costs and noted the number of customers assisted will depend on a Board decision to aid commercial customers as well. Director Keil stated that commercial customers should be given payment deferrals and a payment plan unless the customer were to go out of business. President Williams, Treasurer Knudson, and Director Van Loo agreed. Financial Consultant Moody noted that if a commercial customer were to go out of business the money owed would become a write-off. Treasurer Knudson noted the emergency program is for the long-term customer who has no way to pay at this time.

There was Board discussion surrounding the next steps in creating the program without delay.

Secretary/Vice President Gornick asked how many residential customers have asked for assistance. General Manager Chaplen replied that currently only payment plans have been offered to customers. District Engineer Rice stated he has not heard of any calls from residential customers. Financial Consultant Moody agreed indicating there is currently no program for the customers to be enrolled in and the next round of billing will provide more data to assess the situation. Secretary/Vice President Gornick noted the owner/tenant responsibility of multi-family housing bills that may be masking some areas of need.

District legal counsel Brooks clarified that a special meeting would be needed to adopt a resolution formally memorializing the program created by the Finance Sub-Committee. He noted Oregon Law regarding the use of public money for private use and the best practice of a formal action to tie the two together.

Director Keil inquired what makes this program different from staff's current authority to negotiate payment plans. General Manager Chaplen explained the difference could potentially be customers who are unable to pay at all. Director Keil inquired about the laws surrounding providing service for free. Treasurer Knudson confirmed stating the program would be tied to the cost of service and commented on the program's ability to assist long-term customers without incurring debt.

Treasurer Knudson agreed with District legal counsel Brooks direction for the Finance Sub-Committee to present a program plan to the Board. He also noted the importance of framing the

communication and messaging regarding the program.

District Engineer Rice mentioned the ability to defer the program's effect until the economy has reopened and the District is able to identify how much of the debt is able to be forgiven. Treasurer Knudson noted the commitment to cover the cost of service and that the messaging needs to reflect the values of the District.

President Williams directed staff to work with the Finance Sub-Committee before returning to the Board to memorialize the outcome.

9. Department Reports

• Human Resources/Payroll Report

Human Resources and Payroll Manager Binkowski-Burk overviewed efforts to keep up with Governor Brown's Executive Orders and thanked District Recorder Casey for her virtual meeting management and flexibility. She outlined tracking of staff time to aid in pandemic reporting. President Williams noted the possibility of FEMA reimbursements. Human Resources and Payroll Manager Binkowski-Burk confirmed the future possibility. Director Van Loo and President Williams commented on staff's ability to anticipate events as a testament of good staff. Human Resources and Payroll Manager Binkowski-Burk agreed and noted the gratefulness of staff for a consistent and stable District.

• Finance Report

Financial Consultant Moody covered the progress on the financial audit findings and efforts being made in accordance with the corrective action plan. He highlighted Bailie Foxworthy's work on large meter and billing system verification which has corrected inaccuracies and found about \$25,000 of non-revenue water.

Treasurer Knudson inquired about check 43786 on the Check Register. District Engineer Rice replied that the Olsen Brothers are the contractors installing the new water meters.

• Plant Operations Report

Plant Operations Manager Mendenhall noted the Coliform exceedance in the report. Treasurer Knudson inquired if the Department of Environmental Quality (DEQ) has responded after filing the report. Plant Operations Manager Mendenhall stated the only communication was that DEQ would not be conducting on-site inspections until further notice and that the District may have earned a written warning.

• Technical Services Report

District Engineer Rice highlighted the work completed by Lara Christensen on the 1200Z permit and the ongoing cost savings it will provide the District. He detailed continuing efforts to locate non-revenue water and overviewed the new graph which will be included in his monthly reports. District Engineer Rice summarized the current projects collecting bids and noted that the

awards and contract approvals would be ready by the next Board meeting.

- **Field Operations Report**

Field Operations Manager Knapp overviewed the Field Operations Report and graphs noting new crew schedules to mitigate the spread of COVID-19. He detailed the work completed by the water and collections teams during March.

10. Call for Public Comment

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed there were.

Neil Schulman, Executive Director for the North Clackamas Watershed Council, stated he was still on the call and had no comments.

The other members of the public in attendance did not identify themselves.

11. Business from the Board

President Williams discussed the Clackamas Soil and Water Conservation District budget cuts affecting some of the partnership programs and the letter of support for the North Clackamas Watershed Council (NCWC). General Manager Chaplen overviewed the District's partnership with NCWC and how the anticipated loss of funding would affect the program. Mr. Schulman thanked the board for the intervention and detailed the Clackamas County Watershed Councils funding and work. General Manager Chaplen outlined the purpose of a letter of support for NCWC. Director Keil asked how much funding is being cut. General Manager Chaplen noted the amount of \$20,000. Mr. Schulman clarified NCWC receives \$20,000 and there are ten councils, a couple of farmers markets, and the Backyard Habitat Certification Program (a program Portland Land Trust and Portland Audubon) which all receive funding from the same budget. Director Keil asked if Clackamas Soil and Water Conservation District's funding came from a tax base. Mr. Schulman confirmed. Director Van Loo asked if NCWC had worked with the Northwest Steelheaders or asked them for funding. Mr. Schulman confirmed joint projects and that the operation is mostly volunteer based. Director Van Loo stated as a former president, that she has knowledge of grant funding available for conservation efforts. General Manager Chaplen asked the Board for approval of the letter of support. Treasurer Knudson asked staff to remove the word "all" from the sentence, "threatens to undo *all* that growth" and supported the letter. Director Keil and President Williams agreed.

Secretary/Vice President Gornick reported on the Sunrise Water Authority meeting on March 25, 2020 including granting General Manager Hathhorn the ability to create an employee leave policy specific to COVID-19. He asked if the District had discussed a similar policy. Human Resources and Payroll Manager Binkowski-Burk confirmed.

Treasurer Knudson reported on the Regional Water Providers Consortium Executive Committee meeting on April 8, 2020 including his desire to continue to serve on the Consortium's Executive

Committee and asked for any Board objections. There were none.

Treasurer Knudson reported on the Oregon Infrastructure Finance Authority Board meeting held April 9, 2020 noting the discovery that business continuity insurance does not cover the pandemic.

Treasurer Knudson reported on the Water Research Foundation webinar highlighting COVID-19 detection in sewage and stating that existing personal protective equipment has been deemed as adequate protection for collections crews.

Treasurer Knudson informed the Board that he had accepted a part-time position with Carollo Engineers and noted the need to recuse himself if related contracts were to be presented to the Board.

Director Keil reported on North Clackamas Chamber efforts to educate members on available financial aid.

Director Van Loo reported on work with Senator Arnie Roblan, Co-Chair of the Oregon COVID-19 Task Force, as well as other representatives working to aid local organizations and special districts.

Plant Operations Manager Mendenhall thanked Treasurer Knudson for his report on the Water Research Foundation webinar and asked to circulate the information and materials to staff. Treasurer Knudson agreed and placed preference on circulating the webinar materials over his personal notes.

Financial Consultant Moody answered Director Keil's previous question regarding miscellaneous revenues stating that it is comprised of late fees and adjustments primarily from utilities.

12. Recess to Executive Session

President Williams recessed to Executive Session at 9:29 p.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Human Resources/Payroll Manager Aleah Binkowski-Burk summarized the current status of union negotiations and suggested next steps in light of the COVID-19 pandemic. District legal counsel Chris Duckworth advised on the District's recommended bargaining strategy in response to AFSCME's proposals.

13. Adjourned Executive Session

President Williams adjourned the Executive Session at 10:31 p.m.

President Williams asked District Recorder Casey if there were any members of the public waiting for the adjournment of the Executive Session. There were none.

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

14. Adjourn Regular Board Meeting

President Williams adjourned the meeting at 10:32 p.m.

Respectfully submitted,

Kevin Williams
President, Board of Directors

Paul Gornick
Secretary/Vice President, Board of Directors

Date: _____

Date: _____



**BOARD OF DIRECTORS
[REMOTE] SPECIAL MEETING MINUTES – 9:00 A.M.
MAY 6, 2020**

Board of Directors – Members Present via Zoom:

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

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Laural Casey	District Recorder
Jason Rice	District Engineer
Aleah Binkowski-Burk	Human Resources and Payroll Manager

Visitors and Consultants – Present via Zoom:

Rob Moody	Merina & Company, LLP
Tommy Brooks	Cable Huston, LLP
Laura Westmeyer	Cable Huston, LLP

1. Call to Order & Meeting Facilitation Protocols

President Williams called the meeting to order at 9:02 a.m.

General Manager Chaplen welcomed everyone and asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Board members, staff, and consultants.

General Manager Chaplen overviewed the general protocols of a virtual meeting due to the current COVID-19 pandemic.

2. Call for Public Comment

President Williams asked District Recorder Casey if any written comments had been submitted. There were none.

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed that there were.

Chris Hawes, Chair of the Sunrise Water Authority, introduced himself but did not have any comments to make.

3. Consideration of Proposed Emergency Customer Assistance Program

General Manager Chaplen introduced staff and their roles in the creation of the program and overviewed the purpose of the meeting.

Financial Consultant Moody overviewed the program objective to provide emergency assistance for District customers. He detailed the approved funding for the customer acute need and summarized the current payment plan agreement process stating that a process to implement written agreements is underway. Financial Consultant Moody overviewed the approach and detailed the categorization of District customers.

Director Van Loo asked how the District will determine if a customer can pay but will not. Financial Consultant Moody agreed on the importance of that question and offered to explain the reasoning throughout the presentation. Financial Consultant Moody noted that determining the category of a customer is subjective and a decision which would need to be made by the Finance Director.

Treasurer Knudson asked how the determinations would be made if the District chose a third-party to manage the program. Financial Consultant Moody explained the District would need to provide base criteria but the third-party is trained to make such determinations. Director Van Loo asked if the organizations being discussed are collection companies. General Manager Chaplen replied that they were social service providers and non-profits like Saint Vincent de Paul. Director Van Loo asked if the services have a cost. Financial Consultant Moody confirmed the potential cost.

General Manager Chaplen mentioned the third-party would also be able to facilitate tax deductible donations from other customers.

Financial Consultant Moody detailed the criteria for determining the movement of customers through the outlined categories.

Director Van Loo asked how many customers are anticipated to fall into the outlined categories. Financial Consultant Moody stated every customer would fit into one of the categories but there is no estimate for how many are in each. Director Van Loo noted concern about third-party management of the program due to logistics and the long-standing relationships between staff and customers.

Director Keil expressed the same concern over the seamless referral of customers to a third-party organization noting staff could be given direction and trained to manage what may be a relatively small number of customers in the program. Financial Consultant Moody noted that much of the creation of the program will be a learning process and the approach is to manage most customers in-house using payment agreements. He noted the challenge for staff would be to make eligibility determinations which is a reason why a customer would be referred to a third-party for assistance. General Manager Chaplen added customers could benefit from a third-party offering to bundle assistance and add in other services. She noted the difficulty forecasting customer need and the potential additional resources available to a District customer by contracting with a third-party.

Treasurer Knudson asked if the budgeted \$25,000 was allocated for contracted services. General Manager Chaplen confirmed stating that the amount has been added to the proposed dedicated half percent rate increase. Treasurer Knudson noted contracting with a third-party would incur administrative fees that would be taken from the program budget of \$97,000. Vice President Gornick believed the program funded by Sunrise Water Authority had a one-time administrative cost of \$2,500 and \$25 per application. Chris Hawes confirmed. Director Keil asked if the costs were in perpetuity. Mr. Hawes believed the \$25 per customer was an annual cost of the program. Treasurer Knudson noted the cost to be about five percent of the current program funding and spoke on experience at Tualatin Valley Water District where the administrative costs of a similar program were paid directly by the District. Director Keil asked if the \$2,500 was an annual cost as well. General Manager Chaplen replied that confirmation would be needed on the specifics of the costs noting the alternative to the third-party overhead costs would entail needing to calculate District staff time and customer resources lost.

Treasurer Knudson expressed interest in how the emergency program unites with the existing Low-Income Program noting that some customers utilizing the emergency program may end up in the Low-Income Program. He supported consideration of a third-party administrator of both programs to provide seamless integration. Treasurer Knudson also voiced support of a third-party administrator due to the offering of additional services and resources, verified success with other organizations, and the protection of sensitive records. He noted the amount of work needed during the creation of the program to outline future success.

Secretary/Vice President Gornick voiced support of working with a third-party and asked if there was any District liability of unequal treatment if the program funds were to be used more rapidly than anticipated. District legal counsel Brooks replied that if the availability and criteria are non-discriminatory there would be no grounds for liability.

Secretary/Vice President Gornick asked how the staff suggestion of forgiving the last ten percent of a customer payment agreement would be determined. Financial Consultant Moody noted the specifics would need to be considered by the Board. General Manager Chaplen mentioned the idea came from the creation of customer incentive to pay their bill during the State of Emergency declaring no water shut offs.

Secretary/Vice President Gornick inquired about the calculation of the current Low-Income Program bills. General Manager Chaplen replied that the discount is applied to the base charge every month for an entire calendar year. Secretary/Vice President Gornick asked if the customers in the Low-Income Program are on payment plans. District Engineer Rice explained that to remain eligible for the program customers must stay current with their District bills.

Secretary/Vice President Gornick asked if staff have reached out to a third-party administrator for more information. District Engineer Rice detailed staff's effort. He noted the increase of residential consumption and decrease in commercial consumption during the State's Stay at Home Order and discussed how the increased residential usage would affect the Low-Income

Program bills. Treasurer Knudson remarked that the data confirms the residential nature of the District.

President Williams commented based on the District's current financial situation and project balance that outsourcing to a third-party administrator is a good idea. He noted ongoing training for staff to develop the needed skills to administer a program in-house and that the costs associated with administering the program did not seem high. President Williams voiced support of the expanded use of payment agreements and addressing water shut offs as the pandemic slows.

Financial Consultant Moody overviewed the approach to commercial customer categorization.

Secretary/Vice President Gornick offered reasoning for why the District may not want to advertise the ten percent bill forgiveness on the outset and save it as a bonus at the end of a payment plan.

Financial Consultant Moody detailed the need for increased authority to collect the amount due and the continuing categorization of customers outside of the declared emergency. President Williams asked if the requirement to cease utility shut offs will cease when the Executive Order expires. District legal counsel Brooks noted the structure of the Governor's Executive Orders and the possibility that some of the independent authorities could linger after the State of Emergency is over. General Manager Chaplen added that while the District may regain the authority to shut off water, the community may not yet endure it.

Director Keil commented on the difficult nature of figuring out if a customer is included in category three. General Manager Chaplen and Financial Consultant Moody agreed on the rarity of a category three customer and noted the value in retaining the category for if the situation arose. Financial Consultant Moody stated there is no way to know if a customer can pay unless it is directly conveyed from the customer noting the subjective nature of all the categories.

Director Van Loo asked if the past due amounts could be placed on the county property tax bills. Financial Consultant Moody noted that it is only available for sanitary customers and that the District is not currently using that tool. General Manager Chaplen stated that as a combined District the practice has been to shut off water for non-payment.

Director Van Loo noted that after businesses reopen time will be needed to catch up on past due bills. Treasurer Knudson added the categories allow the flexibility for staff to converse with customers regarding need. Director Keil asked if the categories applied to residential only. Treasurer Knudson explained it as a decision for the Board.

Financial Consultant Moody outlined the change in progression between categories three and four noting that customer reluctance to work with the District may indicate category three as the final option.

General Manager Chaplen asked if discounts to bills under the Emergency Customer Assistance Program had been accounted for in the \$97,000. Financial Consultant Moody stated the discount was initially viewed as lost revenue but could be accounted for within the program funding.

Financial Consultant Moody noted the proposed differences between the progression through categories by commercial and residential customers.

Director Keil asked if third-party administrators would assist commercial customers. Financial Consultant Moody verified that some could assist businesses.

Director Van Loo asked if there would be reimbursement money for creating a customer assistance program. Financial Consultant Moody and Human Resources Manager Binkowski-Burk confirmed there were currently no funding opportunities. General Manager Chaplen stated that careful tracking of all time and resources will take place if federal reimbursement is possible. Director Keil noted prior emergency reimbursement experiences during her previous work given for the institution of preventative measures.

District legal counsel Brooks detailed the District's ability to collect tax-deductible donations from customers and overviewed the current moratorium on utility shut offs as a socially imposed directive rather than one currently enforced by the State. Treasurer Knudson asked if debt forgiveness was tax-deductible for the homeowners. District legal counsel Brooks explained that it may be a tax-detriment to the homeowner and stated that he would conduct more research. Director Van Loo noted that not all donations have to be tax deductible.

Financial Consultant Moody facilitated the Board determination of program criteria. There was positive Board consensus on creating payment plan agreements with customers self-identified as needing assistance.

The Board voiced various concerns regarding how to split the program funding between residential and commercial customers. After deliberation, a consensus was reached. Commercial customers seeking financial assistance would receive up to a six-month deferral of payment followed by a timed payment agreement. If additional assistance by a commercial customer were requested, they would be handled in-house under the Emergency Customer Assistance Program and receive a \$500 one-time, once-a-year payment assistance on consumption after March 13, 2020. Commercial customers are not eligible to receive a ten percent discount at the end of the payment plan.

There was discussion regarding splitting program funding between commercial and residential customers. The Board favored not setting a limit and maintaining the flexibility to make an adjustment after the actual need has been assessed.

Financial Consultant Moody outlined the legal requirement to assist customers on a first-come, first-served basis.

After discussing possible program criteria for residential customers, Board consensus was reached. Residential customers seeking financial assistance would receive up to a six-month deferral of payment followed by a time payment agreement for consumption after March 13, 2020 and based on historical use. A ten percent discount will be given to residential customers who have stayed current during the time payment agreement. Referrals to the Emergency Customer Assistance Program would be made on a first-come, first-served basis and would include a fifty percent discount for two billing cycles or four months. Residential customers would be allowed to immediately reapply subject to the availability of funds.

Discussion regarding payment delinquency as a criterion for referral to the Emergency Customer Assistance Program was removed to encourage proactive customers to enroll.

Director Van Loo stressed the importance of maintaining separation between the Emergency Customer Assistance Program and the Low-Income Program.

Director Keil expressed concern on how long it would take to establish a working relationship with a third-party noting that the program may need to be implemented in-house before transitioning to a third-party administrator. There was discussion regarding how to streamline the process in contracting with a third-party. Board consensus was to give authority to General Manager Chaplen to contract with a third-party administrator for the program while keeping the Board apprised of the process.

Treasurer Knudson noted the hidden benefit of a third-party administrator being the ability to receive tax-deductible donations noting that tax-deductions are not required but certainly incentivizes donations. He expressed interest in the District receiving donations and researching the possibility to make them tax-deductible as well.

District legal counsel Westmeyer asked for clarification on the definitions of non-residential or commercial customers and residential customers. Financial Consultant Moody verified the program's use of non-residential and residential to remain consistent with the District billing software regardless of meter size.

4. Call for Public Comment

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed.

Chris Hawes thanked the Board for a great discussion regarding an important issue.

5. Adjourn Special Board Meeting

President Williams adjourned the meeting at 11:22 a.m.

Respectfully submitted,

Kevin Williams
President, Board of Directors

Date: _____

Paul Gornick
Secretary/Vice President, Board of Directors

Date: _____

STAFF REPORT

To Board of Directors
From Haakon Ogbeide, Civil Engineer
Title Belt Filter Press Installation Project – Contract Award
Item No. 3d
Date May 19, 2020

Summary

The Belt Filter Press Installation Project is a Capital Improvement Project that will install Belt Filter Press 2 (BFP 2) as a backup to Belt Filter Press 1 (BFP 1). The project will rebuild both presses and provide a new computer control panel.

District Staff have publicly solicited bids from Contractors to perform this work. The lowest responsive and responsible bid at the May 5, 2020 Bid Opening came in at \$328,775, slightly below the engineer's estimate of \$330,000. This agenda item seeks approval from the Board to award the Contract to that low bidder, R. L. Reimers Company at their bid amount.

Background

The final step in removing biosolids from the water reclamation facility is dewatering. At the Oak Lodge Water Reclamation Facility, dewatering is achieved by squeezing the water out of the solids across Belt Filter Press 1, leaving lumps of solid particles to fall out as biosolids.

BFP 1 is the only device currently able to perform this task and has been in operation for nearly 20 years. To provide redundancy to BFP 1, the District purchased a used Belt Filter Press (BFP 2) to serve as an emergency backup, allowing BFP 1 to be taken offline to be rebuilt.

During FY's 2019 and 2020, the Engineering Firm Brown and Caldwell identified, designed, and specified the technical requirements needed to bring BFP 2 online and rebuild BFP 1.

The FY 2020 budget describes two capital improvement projects that have been combined into this Belt Filter Press Installation Project, at a significant reduction in cost. The reconditioning and installation of BFP 2, along with the installation of a new control panel, are described in the FY 2020 budget at \$400,000. Rebuilding BFP 1 was forecasted in that same Budget to be performed in FY 2021 at a cost of \$150,000.

Oak Lodge Staff published the Invitation to Bid for this project on April 17 and April 20, 2020 on the District's website and in the Daily Journal of Commerce. Prospective bidders were required to attend a Pre-bid Meeting to personally inspect both BFP's on April 30. Four companies pre-qualified themselves to bid by attending this meeting, and two of those submitted bids to do the work. Bid Opening was held at 2:00pm on May 5. Two bids were received by the 2:00pm deadline and opened by Haakon Ogbeide with one other person in attendance, a representative from Clackamas Construction. These are the bid results:

R. L. Reimers Company	\$328,775
Clackamas Construction Incorporated	\$360,976

The low bidder, R. L. Reimers Company, is a Contractor based in Albany, OR. They were first registered as a Contractor in 1989 and are free of unpaid debt, complaints, disciplinary history, and administrative suspensions with the Oregon Construction Contractor's Board for the 10-year period of record.

Past Board Actions

August 24, 2017 The Board approved bidding to purchase the BFP 2 up to \$35,000.

June 18, 2019 The Board approved the fiscal year 2019/2020 Budget, which describes the *Belt Filter Press #2 Retrofit* project at \$400,000 for FY 2020, and the *Belt Filter Press #1 Rebuild* project at \$150,000 for FY 2021.

Concurrence

Technical Services staff coordinated with the following groups during the development of this project:

District General Manager

Plant Superintendent

Brown and Caldwell (Engineering Design)

Recommendation

Staff recommends the Board move to approve our General Manager to sign a contract with R. L. Reimers Company for the work of rebuilding and installing two Belt Filter Presses for their bid amount of \$328,775.

Suggested Board Motion

"I move to approve the General Manager to sign a contract with R. L. Reimers Company for the work of rebuilding and installing two Belt Filter Presses for their bid amount of \$328,775."

STAFF REPORT

To Board of Directors
From Jason Rice, District Engineer
Title SE Old Orchard Court and SE Jade Court Sewer and Water Repair Construction Contract Approval
Item No. 3e
Date May 7, 2020 for May 19, 2020 Regular Board Meeting

Summary

Staff seeks authorization from the Board to approve our General Manager to sign a contract with Emery and Sons in the amount of \$433,617, for the construction of the SE Old Orchard Court and SE Jade Court Sewer and Water Repair Project.

Background

Contained within this project are a few projects listed in the 2020-2026 Capital Improvement Plan. First is the Jade Court Sewer Line Sag Adjustment, second is the Lateral Repair Program and the (Wastewater) Mainline Repair Program. The goal of the Mainline Repair Program is to systematically repair and replace the highest ranked deficiencies contained within the District's Asset Management System (Lucity). After identifying the mainline in SE Old Orchard Court as the lowest rated pipe with the most inflow and infiltration (I&I), staff worked with AKS Engineering to develop a plan set for bidding and permitting.

Early in the design phase of this sewer project, Field Operations Manager Todd Knapp suggested replacing an undersized 4" water main in SE Old Orchard Court since we will be working within the roadway already. This portion of the work was first estimated then incorporated into the water budget for FY20 and FY21.

The SE Old Orchard Court and Jade Court Sewer and Water Repair Project went through a competitive bid process in accordance with the District's Public Contracting Rules. The project was advertised in the Daily Journal of Commerce (DJC) on April 22nd and 24th of 2020. Staff received four bids before the May 6, 2020 2:00pm deadline. The following table is a summary of those bids along with the engineer's estimate:

Emery and Sons	\$433,617
K&R Plumbing	\$459,668
Beam Excavating	\$479,723
Landis and Landis	\$536,388
Engineer's Estimate	\$462,848

Emery and Sons was the lowest responsive and responsible bidder meeting all the requirements set forth in the Bid Documents. They have been in business since 1967 working primarily on underground utilities and are free of unpaid debt, complaints, disciplinary history, and administrative suspensions with the Oregon Construction Contractor's Board for the running 10-year period of record.

Past Board Actions

June 2019 The Board approved by Resolution 19-03 the FY20 Budget which included funds for the construction of this project.

Concurrence

Technical Services staff coordinated with the following groups during the development of the project design:

- OLWSD Field Operations for prioritization
- AKS Engineering in design

Recommendation

Staff recommends this contract be awarded as it was planned for in the Capital Improvement Plan and a qualified bid was received for less than the amount budgeted for in the FY20 Budget.

Suggested Board Motion

"I move to approve our General Manager to sign a contract with Emery and Sons in the amount of \$433,617, for the construction of the SE Old Orchard Court and SE Jade Court Sewer and Water Repair Project."

STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consideration of Declaration of State of Emergency Extension
Relating to COVID-19
Item No. 3f
Date May 19, 2020

Summary

The Board of Directors holds the authority to declare and extend states of emergency for the Oak Lodge Water Services District, and to delegate certain powers to the General Manager during such an emergency.

Background

In response to the global pandemic and regional outbreak of COVID-19, the Oak Lodge Water Services District Board of Directors declared a State of Emergency relating to COVID-19 on March 17, 2020, to ensure that the District could perform all of its obligations and continue operating its systems.

The District initiated physical distancing measures in March 2020. The goal of physical distancing is to limit the number of interactions between people to reduce transmission of COVID-19. With or without such a reduction, the number of cases of COVID-19 is expected to dramatically increase. A significant number of cases could drastically limit the District's ability to maintain an adequate workforce and could even prevent the Board from fully performing its typical activities.

The District's Declaration, as extended by Addendum No. 1 on April 21, 2020, currently ends the State of Emergency on May 19, 2020. At the times of the declaration and addendum, the District's timeline was consistent with Governor Brown's executive orders addressing the COVID-19 pandemic. Since then the Governor issued an additional executive order that more comprehensively addresses the state's response to the pandemic and that encourages other units of local government to adhere to the executive order as much as possible. The Governor's new order will be in place indefinitely and until it is rescinded.

The prior declaration also grants certain authorities to the General Manager in the event the Board is unable to meet. Those authorities include waiving the right to shut off water services to all properties in the District and restoring water services to properties that had water services shut off within 30 days prior to the original declaration. Staff believes it was the Board's intent for the General Manager to cease shut offs and to restore

services as set forth in the declaration. However, the Board took no such formal action. Addendum No. 2 will clarify the Board's intent to maintain service to all customers during the emergency.

Past Board Actions

On March 17, 2020 the Board of Directors approved Resolution 2020-03 authorizing declarations of a state of emergency and certain actions during a state of emergency.

The Board of Directors subsequently declared a State of Emergency relating to COVID-19 with the intent to revisit the effective end date at the next regularly scheduled meeting on April 21, 2020.

On April 21, 2020, the Board of Directors approved Addendum No. 1 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to May 19, 2020.

Concurrence

The General Manager and the District's legal counsel are prepared to explain the approach other entities have taken while declaring states of emergency and how the District would be affected by an extension of the Declaration.

Recommendation

Staff recommends the Board extend the Declaration of State of Emergency until the conclusion of the next Board meetings on June 16, 2020.

Alternatives to Recommendation

The Board can decline to extend the Declaration of State of Emergency.

Suggested Board Motion

"I move to approve Addendum No. 2 to the Board's March 17, 2020 Declaration of State of Emergency and extend the effective end date to _____, 2020."

Attachments

1. Addendum No. 2 to the Oak Lodge Water Services District March 17, 2020 Declaration of State of Emergency

OAK LODGE WATER SERVICES DISTRICT

ADDENDUM NO. 2 TO THE MARCH 17, 2020 DECLARATION OF STATE OF EMERGENCY

WHEREAS, the Board of Directors (“Board”) of the Oak Lodge Water Services District (“District”) on March 17, 2020 declared a state of emergency due to the public health and financial threats posed by the highly infectious virus COVID-19 and authorized certain actions that may be taken during the emergency; and

WHEREAS, the March 17, 2020 *Declaration of State of Emergency* included an expiration date of April 21, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the April 21, 2020 *Addendum No. 1 to the Declaration of State of Emergency* extended the expiration date to May 19, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the facts set forth in the March 17, 2020 declaration that gave rise to the state of emergency continue to exist and continue to constitute an emergency.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE OAK LODGE WATER SERVICES DISTRICT DECLARES:

Section 1. Continued State of Emergency. The Board finds that the facts set forth in the March 17, 2020 *Declaration of State of Emergency* as modified by the April 21st *Addendum No. 1* (“Emergency Declaration”) continue to exist and continue to constitute an emergency and the Board hereby declares the District to be in a continued state of emergency.

Section 2. Effective Date. The expiration date of the Emergency Declaration is hereby extended to _____, unless superseded or earlier terminated.

Section 3. Continuity of Service. The Board finds that the General Manager should continue to waive the right to shut off water services to all properties within the District and should restore water services to properties that had water services shut off within 30 days prior to the date of the Emergency Declaration, if any exist.

Section 4. Effect on Declaration. This Addendum No. 2 modifies Section 5 of the Emergency Declaration, replacing the date of April 21, 2020 with the date identified in Section 2 of this Addendum No. 2. This Addendum No. 2 also revises Section 3 of the Emergency Declaration by instructing the General Manager to waive the right to shut off water services to all properties within the District and hereby ratifies any decision by the General Manager to restore service, both without further action by the Board. All other terms of the Emergency Declaration remain the same.

INTRODUCED AND ADOPTED THIS 19th DAY OF MAY 2020, EFFECTIVE AS OF THE DATE OF ADOPTION.

OAK LODGE WATER SERVICES DISTRICT

By _____ By _____
Kevin Williams, President Paul Gornick, Secretary/Vice President



AGENDA ITEM

Title	Public Hearing for FY 2020-2021 Budget
Item No.	4
Date	May 19, 2020

Summary

Members of the public are invited to comment or provide testimony related to the Budget for FY 2020-2021.

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

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

STAFF REPORT

To Board of Directors
From Rob Moody, Financial Consultant
Title Resolution 2020-05 Adopting the Oak Lodge Water Services District Budget for Fiscal Year 2020-2021 and Making Appropriations
Item No. 5
Date May 19, 2020

Background

Oregon Revised Statutes (ORS) Chapter 294, requires the District to develop and adopt a budget prior to the end of the current fiscal year. ORS Chapter 294 prescribes the requirements for budget development and adoption including publication and notice requirements.

The Oak Lodge Water Services District Budget Committee met in April and early May to discuss the fiscal year 2020-2021 proposed budget. The Budget Committee unanimously approved the budget as proposed on May 5, 2020.

The Board of Directors can make changes to the approved budget as long as the budget remains in balance. The Board can reduce the budget by any amount or increase it by a maximum of 10% or \$5,000 (whichever is greater) in any fund without reconvening the Budget Committee.

Recommendations

It is recommended the Board approve Resolution No. 2020-05 adopting the 2020-2021 Budget and making appropriations.

Suggested Motion

"I move to adopt the District's budget as stated in Resolution No. 2020-05 for fiscal year beginning July 1, 2020 in the total amount of \$40,902,084, and appropriate funds as outlined in the attached Schedule of Appropriations."

Attachments

1. Approved Budget for FY 2020-2021
2. Resolution No. 2020-05
3. Attachment A - Schedule of Appropriations



Oak Lodge Water Services District
APPROVED BUDGET
Fiscal Year 2020 - 2021





**OAK LODGE WATER SERVICES
FISCAL YEAR 2020-2021
APPROVED BUDGET**

BUDGET COMMITTEE

APPOINTED OFFICIALS

John W. Klum, Chair

Amanda Gresen, Secretary/Vice Chair

Robert Weber, Member

Ron Weigel, Member

Joseph Healy, Member

ELECTED BOARD OF DIRECTORS

Kevin Williams, President

Paul Gornick, Secretary/Vice President

Mark Knudson, Treasurer

Susan Keil, Director

Ginny Van Loo, Director

BUDGET OFFICER

Sarah Jo Chaplen, General Manager

Oak Lodge Water Services
2020-2021 Budget

Table of Contents

GENERAL BUDGET INFORMATION	Page
Budget Calendar	i
Organization Chart	ii
Budget Message	1
Budget Summary	5
Resources Summary	8
Requirements Summary	9
Funds	
Administrative Services Fund	10
Drinking Water Fund	15
Wastewater Reclamation Fund	18
Watershed Protection Fund	22
Wastewater GO Debt Service Fund	25
Wastewater Revenue Bond Debt Service	26
Fund Drinking Water Capital Fund	27
Wastewater Reclamation Capital Fund	28
Watershed Protection Capital Fund	29
Descriptions	
Budget Line Item Detail - Appropriations	30
Appendixes	
A) Capital Improvement Plan	

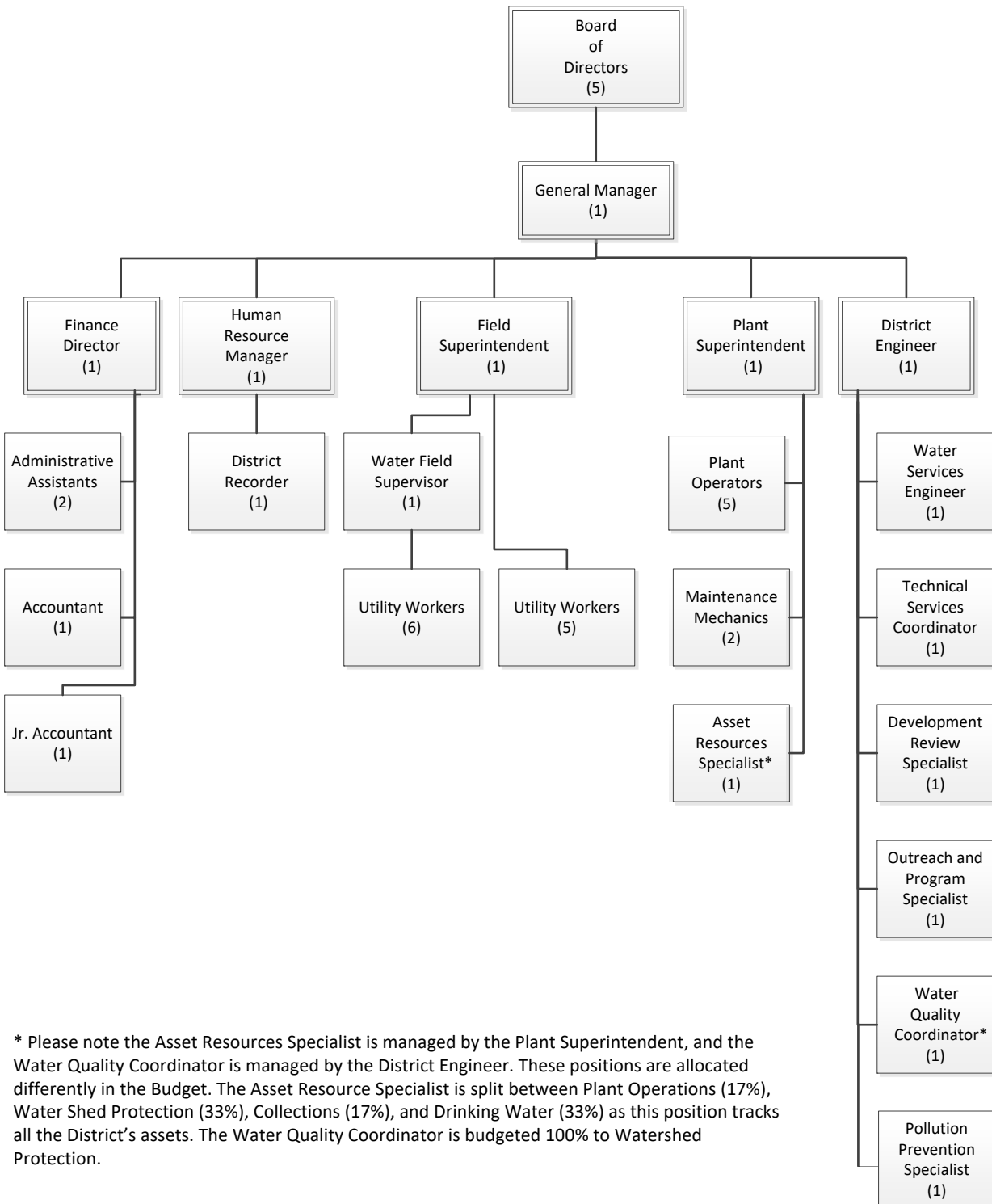


2020/2021 FISCAL YEAR BUDGET CALENDAR

- | | |
|--------------------------|--|
| Tuesday, March 31, 2020 | Budget Committee Meeting <ul style="list-style-type: none">• Orientation, Introduction and Overview• State of the District Presentation |
| Tuesday, April 28, 2020 | Budget Committee Meeting <ul style="list-style-type: none">• Proposed Budget given to Budget Committee• Department Budget Presentations |
| Thursday, April 30, 2020 | Budget Committee Meeting <ul style="list-style-type: none">• Capital Projects Presentation• Public Comment Taken |
| Tuesday, May 5, 2020 | Budget Committee Meeting <ul style="list-style-type: none">• Public Comment Taken |
| Tuesday, May 19, 2020 | Regular Board of Directors Meeting <ul style="list-style-type: none">• Public Comment Taken• Budget Adoption |

All meetings held in the Oak Lodge Water Services Boardroom
beginning at 6:00 p.m. unless otherwise stated

Organization Chart



* Please note the Asset Resources Specialist is managed by the Plant Superintendent, and the Water Quality Coordinator is managed by the District Engineer. These positions are allocated differently in the Budget. The Asset Resource Specialist is split between Plant Operations (17%), Water Shed Protection (33%), Collections (17%), and Drinking Water (33%) as this position tracks all the District's assets. The Water Quality Coordinator is budgeted 100% to Watershed Protection.



Budget Message

Members of the Oak Lodge Water Services District Board, Citizen Members of the Budget Committee, and Residents of our District---submitted for your information is the 2020-2021 budget. The following pages highlight aspects of the District's budget based on current state and as influenced by prior periods as well as our vision of the coming year and beyond.

State of the District

Physics tells us for every action there is an equal and opposite reaction. Life shows us that for every challenge there is an opportunity. Oak Lodge Water Services District (District) is positioning to address our challenges straight up in the coming year, and take full advantage of opportunities for our customers, team members, and our community. The budget for fiscal year 2020-21 is an illustration of that position and our commitment to success.

Since the beginning of the District, we have implemented the goals of our Board of Directors and adjusted to priorities dictated by changes in the business environment and the local and national economies. We have continued to provide a high level of service to our customers in the form of water quality, reliable wastewater collection and treatment, watershed protection, and exceptional customer service. While faced with the recent and unprecedented reality of COVID-19, we have continued to meet the needs and wants of our customers and protect our team members to the best of our abilities.

The 2020-2021 Budget

The 2020-21 budget reflects the current policy direction of our Board of Directors. That direction is clear in providing high-quality, reliable service at a reasonable cost to rate payers. The budget reflects a stable level of service in the coming fiscal year without significant changes in operations. Our capital plans and initiatives drive spending in each of the next few years (see the Capital Improvement Plan section of the budget) as we continue to address the needs of an aging collections and distribution infrastructure. Personnel services and materials and services costs are relatively consistent with the prior year's budget and estimated actual expenditures through June 30, 2020.

The budget is a comprehensive document containing detailed revenues and expenditures for all funds operated by the District. The operating and capital budgets contained within this document have been prepared in accordance with Oregon Local Budget Law, per Oregon Revised Statutes (ORS) 294.305 to 294.565, the State Rules for (ORS) Chapter 264 Water Districts, (ORS) Chapter 450 Sanitary Districts, and (ORS) Chapter 198 Special Districts. The budget represents a prudent and fiscally responsible financial plan for District operations and capital improvements during the next fiscal year and establishes a base for several years beyond.

Summary Overview

This budget has had extensive analysis and scrutiny and will continue to position the District as a solid, forward-thinking, fiscally responsible organization within our community. The following summary highlights specific items contained in the 2020-2021 budget, and estimated effects on rates.

Financial Policies

The District's suite of financial policies approved by the Board have been applied to the 2020-21 budget. The District places emphasis on our maintenance of appropriate fund balances and reserves in operating funds (Administrative Services, Drinking Water, Wastewater, and Watershed Protection Funds). Operating funds have budgeted contingencies for unexpected and unknown items, as well as transfers to cover debt service, and to capital funds for current and future construction, major maintenance, or replacement of infrastructure. While the District does not budget for full cost recovery related to depreciation of District assets, we have provided for consideration of vehicles and equipment replacement in future years.

When considering the overall resources of the District, fund balances and reserves combine to provide one leg of a three-legged approach; with the other two legs being rates and financing. When managed together, they provide a stable strategy for operations and the acquisition and replacement of capital assets. The District is now actively managing fund balances and reserves while projecting costs and rates well into the future. The result of this foresight is a smoothing of rate impacts to our community and a proactive, thoughtful approach to managing our systems.

Personnel Services Estimates

The District is currently in negotiations with the AFSCME bargaining unit representing the administrative and operations team members on a contract to begin July 1, 2020. Therefore, the budget for the 2020-21 fiscal year as presented here does not reflect a cost of living adjustment (COLA) or other costs that may result from those negotiations.

The rates identified in this budget for the Public Employees Retirement System (PERS) are consistent with the prior year as rates are established and set on a biennial basis, and the 2020-21 fiscal year is the second year of the biennium. There is no certainty in rates beyond this biennium, though we expect substantial changes in the future based on current economic conditions.

The current economic downturn (some are already calling it a recession) resulting from our country's response to the COVID-19 pandemic will undoubtedly affect PERS rates here in Oregon in the next biennium. With the lag in establishing rates inherent in a biennial process, current changes in the market and investments of PERS that fund benefits drive change in the unfunded actuarial liabilities of individual members. As investment values of drop, the gap between those investments and the future benefit costs (the unfunded actuarial liability) grows. Historically, the only real approach to closing that gap is with employer rates, which we expect to increase going into the 2021-22 fiscal year. The amount of increase is unknown as PERS is currently in a valuation cycle.

During the 2019-20 fiscal year the District made a lump sum contribution of \$300,000 to "buy down" our unfunded actuarial liability. The 2020-21 budget includes an additional \$900,000 contribution to PERS for the same purpose. The total \$1.2M contribution was initially identified

to maximize the District's leverage to receive funding from a State-funded program to reduce the unfunded actuarial liabilities of public employers. To date the District has not received funding under the program but believes the reduction in rates resulting from these contributions is a key strategy and in the best financial interest of the District over the long run.

Consolidation of Buildings

The District's fiscal year 2020-21 budget defers consolidation of the District's facilities. If opportunities present which might be explored, discussion will be raised with the Facilities Subcommittee and the Board of Directors.

Capital Planning

The fiscal year 2020-21 budget accomplishes the first year of a long-term capital plan for each of the water, wastewater, and watershed protection utilities. We anticipate the completion of the water master plan in the fall of 2020 and have provided for the anticipated level of capital we believe is necessary to meet that plan's requirements. The District will begin work on the Sanitary Master Plan in the 2020-2021 fiscal year. That work will update capital plans in the wastewater collections system and plant for the following fiscal years. The fiscal year 2020-21 budget includes some funding for capital projects related to the wastewater collections system and plant, pending completion of master planning, and for watershed protection infrastructure. Details of these projects can be found in the Capital Improvement Plan section of this budget document.

Capital expenditures are made from the capital funds. Resources to the capital funds are in the form of transfers from the respective operating funds (i.e. Drinking Water Fund to Water Capital Fund). Transfers are in turn funded through rates. As we look forward in the capital plans of the District, there may be opportunities to employ other financing strategies in the form of debt financing or partnerships with other governmental entities to accomplish specific capital projects.

Rate Impacts

Each of the items discussed above and typical inflationary increases lead us to propose rate increases in two of the three utilities. The management team has been meeting over the last several weeks to submit to the Budget Committee a complete, fiscally prudent, and accurate Budget. As mentioned previously, this budget reflects priorities in accordance with the goals of the Board of Directors.

Stable, predictable rates are preferred by customers and promote the growth of the local economy. The fiscal year 2020-21 budget incorporates anticipated rate increases in two of the three operating funds:

- Drinking Water with a 3.5% increase, an average of \$1.96 per two-month billing cycle; and
- Wastewater with a 3.25% increase, an average of \$3.48 per two-month billing cycle.

For illustration purposes, the District identifies an "average residential customer" as a single-family residence with a 5/8-inch meter and average water consumption for a two-month billing period of eight (8) CCF. As a result of the proposed rates, the average estimated two-month bill for this average residential customer will increase a total of 3% or \$5.43 to \$187.13 from the current \$181.70. Included in the total rate increase is .5% to fund an Emergency Customer Assistance Program.

Budget Assumptions

The 2020-2021 budget incorporates the following assumptions:

Revenue Assumptions

- Increase in rates for Water and Wastewater utilities.
 - Drinking water rates assume a 1% drop in consumption as a result of increased conservation messaging, anticipated effects of the COVID-19 pandemic, and current trends in customer usage.
- Non-payment of bills by customers at 2% (based on history).

Expenditure Assumptions

- 2% inflationary increase in materials and services.
- Medical and Dental estimated increased rates of 15%.
- PERS employer contribution rate for fiscal 2020-21 consistent – second year of biennial rates.
- Step increases for eligible employees.
- No cost of living (COLA) adjustment.

Overall Strategies for the 2020-2021 Budget and Beyond

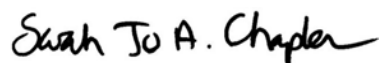
- Continue to manage rates in the context of stable operations and planned infrastructure maintenance and replacement.
- Continue to maintain prudent fund balances and reserves.
- Complete master plan for wastewater utility.
- Complete comprehensive rate study covering all three utilities.

Acknowledgements

This budget was developed by the District's Leadership Team with assistance from District staff. The members of the Leadership Team come from various backgrounds and perspectives to represent the interests of the District. I want to acknowledge their hard-work, efforts, and engagement and extend the District's appreciation.

Like other local governments, the District will need to be nimble, able to respond to changes resulting from the pandemic for our customers or changing requirements from State or Federal regulators. Oak Lodge Water Services needs to be able to consistently deliver our services - services that are key to our customers' health, every day without any interruption. Our customers depend upon us.

Respectfully submitted,



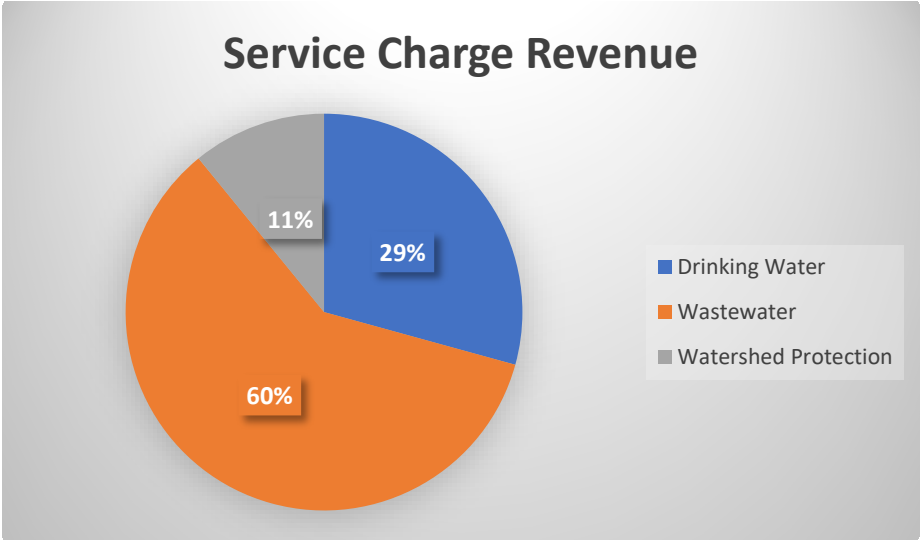
Sarah Jo Chaplen
General Manager and Budget Officer

Summary Budget Highlights

The fiscal year 2020-21 budget for the District totals \$41 million (total resources and total uses) and can be summarized as follows: \$5.2 million for Administrative Services, \$6.1 million for Drinking Water, \$10.5 million for Wastewater, \$2.0 million for Watershed Protection, \$4.8 million for Debt Service, and \$12.2 million in capital.

Resources

Service charges revenue is the primary resource to each of the utility operating funds. Service charges combine with interest income, system development charges (SDC) other miscellaneous revenues, and beginning fund balance in each of the funds to comprise total resources. Relative revenue from service charges across the operating funds (Drinking Water Fund, Wastewater Reclamation Fund and Watershed Protection Fund) is illustrated in the chart below:



Resources within each fund support the operations and capital requirements associated with each utility’s respective functions. Personnel services and materials and services are accounted for within each operating fund. Support services, debt requirements, and capital costs are budgeted and recorded in separate funds to which each utility operating fund makes transfers.

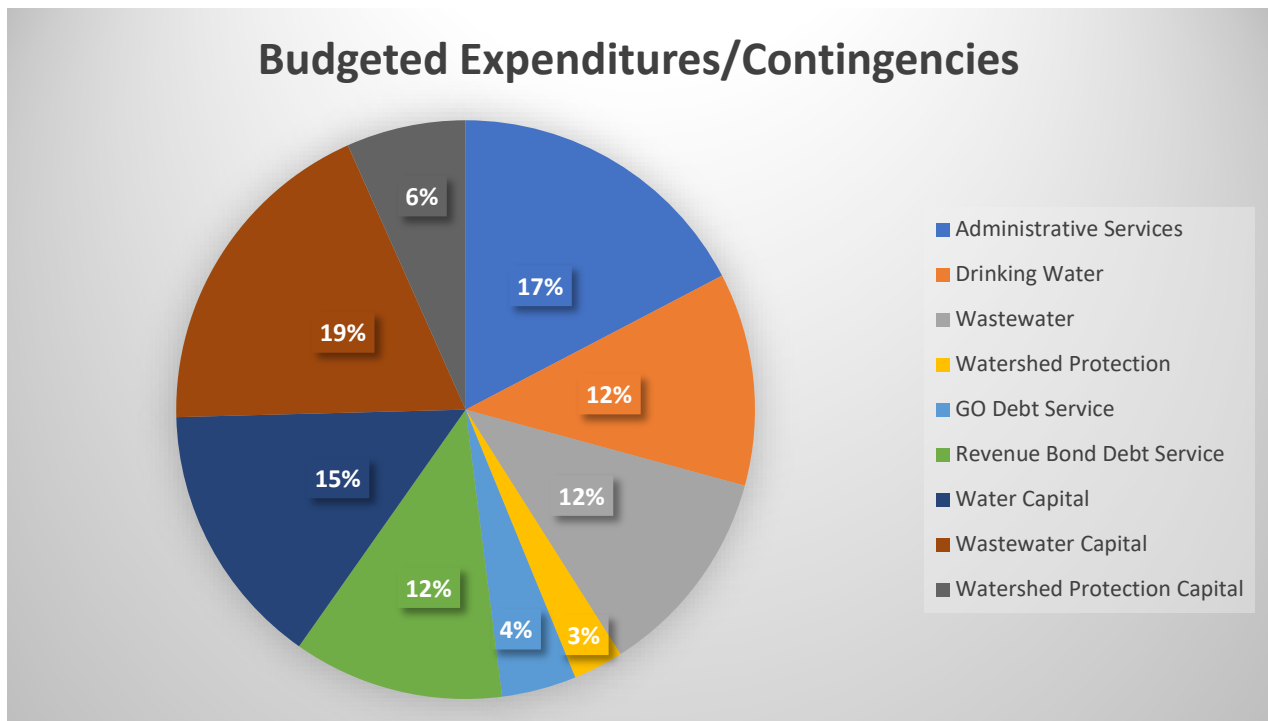
Fees are set in June each year with a July 1 effective date. Fees are set based on estimated requirements for each fund as a whole and in consideration of future operations and capital plans as projected.

The fiscal year 2020-21 budget anticipates a rate increase in the Drinking Water and Wastewater Reclamation Funds of 3.5 and 3.25%, respectively. There is no anticipated increase in the budget for the Watershed Protection rates. The resulting increase in the average, residential bimonthly bill is estimated at \$5.43, an increase of 3% in the overall bill when compared to fiscal year 2019-20. Included in the overall 3% increase is .5% to fund an Emergency Customer Assistance Program.

Uses

Operating expenditures are budgeted by division within the Administrative Services Fund, and by category within each of the other funds. Personnel services and capital make up the majority of budgeted expenditures of the District for fiscal year 2020-21. Personnel services comprise 15.9% of the District's budgeted expenditures (excluding transfers) and capital spending makes up another 14.1%. The remaining budgeted requirements of the District include materials and services (17%), debt service (12.8%), special payments to PERS (3%), and contingencies and reserves (37.2%).

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



Personnel Services

The District budget includes 37 full-time regular (FTE) positions consistent with the prior year. There are no new positions put forward in the fiscal year 2020-21 budget. Benefit costs reflect increases in health insurance and quoted rates from providers. Employee insurance rates, which includes medical, dental, life, short-term disability, and long-term disability reflect a 15% increase.

PERS contributions are the other largest component of employee benefit costs and rates remain at the same level as fiscal year 2019-20. Fiscal year 2020-21 is the second year of the biennial rates established by PERS, set at 23.22% for Tier 1 and 2 members, and 17.65% for OPSRP members. The District contributed \$300,000 to PERS to establish a side account during fiscal year 2019-20 and has budgeted an additional \$900,000 in fiscal year 2020-21 to mitigate anticipated future rate increases.

Materials and Services

This category represents operational expenditures for goods and services supporting the District. Legal, audit and accounting, and other contractual services are budgeted within this category, as are utilities, repairs and maintenance, and supplies. The increases budgeted for fiscal year 2020-21 result primarily from stepping up maintenance efforts related to the water and wastewater systems and anticipated inflationary increases in goods and services costs from vendors.

Capital Expenditures

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

The fiscal year 2020-21 budget provides for capital spending in the Drinking Water Capital Fund of \$1.6 million, the Wastewater Reclamation Capital Fund of \$2.3 million, and the Watershed Protection Capital Fund of \$465 thousand. Each of the capital funds budgets for contingency to allow for flexibility in management of planned projects, funding for future year capital plans, and consideration for future replacement of equipment and vehicles.

OAK LODGE WATER SERVICES DISTRICT
 RESOURCES SUMMARY – BY PROGRAM
 FISCAL YEAR 2020-2021

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Fund	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
Administrative Services						
\$ -	\$ -	\$ -	Fund Balance	\$ 335,000	\$ 335,000	\$ -
\$ -	\$ -	\$ 2,500	Other revenue	\$ 1,000	\$ 1,000	\$ -
\$ -	\$ -	\$ 1,444,000	Transfer In - Fund 10	\$ 2,029,000	\$ 2,029,000	\$ -
\$ -	\$ -	\$ 2,028,000	Transfer In - Fund 20	\$ 2,253,000	\$ 2,253,000	\$ -
\$ -	\$ -	\$ 1,029,000	Transfer In - Fund 30	\$ 635,000	\$ 635,000	\$ -
\$ -	\$ -	\$ 4,503,500	Subtotal Resources	\$ 5,253,000	\$ 5,253,000	\$ -
Drinking Water						
\$ 3,052,745	\$ 3,632,780	\$ 1,801,651	Fund Balance	\$ 1,527,000	\$ 1,527,000	\$ -
\$ 3,456,630	\$ 3,877,075	\$ 4,265,000	Water Sales	\$ 4,159,000	\$ 4,159,000	\$ -
\$ 217,590	\$ 399,785	\$ 100,000	SDCs	\$ 100,000	\$ 100,000	\$ -
\$ 433,643	\$ 328,790	\$ 320,500	Leases & Other	\$ 348,000	\$ 348,000	\$ -
\$ 7,160,608	\$ 8,238,430	\$ 6,487,151	Subtotal Resources	\$ 6,134,000	\$ 6,134,000	\$ -
Wastewater Reclamation						
\$ 5,031,990	\$ 5,393,413	\$ 789,178	Fund Balance	\$ 1,842,000	\$ 1,842,000	\$ -
\$ 7,489,404	\$ 7,656,925	\$ 8,200,000	Wastewater Charges	\$ 8,497,000	\$ 8,497,000	\$ -
\$ 336,016	\$ 315,502	\$ 125,000	SDCs	\$ 125,000	\$ 125,000	\$ -
\$ 239,089	\$ 110,343	\$ 95,000	Other revenue	\$ 40,000	\$ 40,000	\$ -
\$ -	\$ -	\$ -	Sale of Capital Assets	\$ -	\$ -	\$ -
\$ 13,096,499	\$ 13,476,183	\$ 9,209,178	Subtotal Resources	\$ 10,504,000	\$ 10,504,000	\$ -
Watershed Protection						
\$ 2,377,233	\$ 2,999,484	\$ 307,986	Fund Balance	\$ 410,000	\$ 410,000	\$ -
\$ 1,379,805	\$ 1,470,770	\$ 1,530,000	Watershed Charges	\$ 1,548,000	\$ 1,548,000	\$ -
\$ 478,187	\$ 420,024	\$ 29,000	Other Revenue	\$ 28,000	\$ 28,000	\$ -
\$ 4,235,225	\$ 4,890,278	\$ 1,866,986	Subtotal Resources	\$ 1,986,000	\$ 1,986,000	\$ -
Wastewater GO Debt Service						
\$ 785,271	\$ 783,053	\$ 644,112	Fund Balance	\$ 333,000	\$ 333,000	\$ -
\$ 18,830	\$ 26,552	\$ 8,500	Interest Revenue	\$ 7,000	\$ 7,000	\$ -
\$ 127,559	\$ 122,729	\$ 115,000	Interest Subsidy	\$ 111,000	\$ 111,000	\$ -
\$ 1,949,103	\$ 1,548,123	\$ 1,350,500	Transfers In	\$ 812,000	\$ 812,000	\$ -
\$ 2,880,763	\$ 2,480,457	\$ 2,118,112	Subtotal Resources	\$ 1,263,000	\$ 1,263,000	\$ -
Wastewater Revenue Bond Debt Service						
\$ 1,226,946	\$ 1,215,131	\$ 1,354,323	Fund Balance	\$ 682,000	\$ 682,000	\$ -
\$ 17,973	\$ 29,991	\$ 16,300	Interest Revenue	\$ 16,084	\$ 16,084	\$ -
\$ 1,360,028	\$ 1,755,812	\$ 1,100,000	Transfers In	\$ 2,871,000	\$ 2,871,000	\$ -
\$ 2,604,947	\$ 3,000,934	\$ 2,470,623	Subtotal Resources	\$ 3,569,084	\$ 3,569,084	\$ -
Water Capital						
\$ -	\$ -	\$ 2,703,013	Fund Balance	\$ 3,942,000	\$ 3,942,000	\$ -
\$ -	\$ 1,394,267	\$ 50,000	Other	\$ 50,000	\$ 50,000	\$ -
\$ -	\$ 2,700,000	\$ 1,675,000	Transfers In	\$ 500,000	\$ 500,000	\$ -
\$ -	\$ 4,094,267	\$ 4,428,013	Subtotal Resources	\$ 4,492,000	\$ 4,492,000	\$ -
Wastewater Capital						
\$ -	\$ -	\$ 3,754,027	Fund Balance	\$ 4,605,000	\$ 4,605,000	\$ -
\$ -	\$ 489,124	\$ 75,000	Other Revenue	\$ 75,000	\$ 75,000	\$ -
\$ -	\$ 5,000,000	\$ 1,300,000	Transfers In	\$ 1,000,000	\$ 1,000,000	\$ -
\$ -	\$ 5,489,124	\$ 5,129,027	Subtotal Resources	\$ 5,680,000	\$ 5,680,000	\$ -
Watershed Protection Capital						
\$ -	\$ -	\$ 1,681,715	Fund Balance	\$ 1,481,000	\$ 1,481,000	\$ -
\$ -	\$ 252,675	\$ 40,000	Other Revenue	\$ 40,000	\$ 40,000	\$ -
\$ -	\$ 3,537,000	\$ 430,000	Transfers In	\$ 500,000	\$ 500,000	\$ -
\$ -	\$ 3,789,675	\$ 2,151,715	Subtotal Resources	\$ 2,021,000	\$ 2,021,000	\$ -
\$ 29,978,042	\$ 45,459,348	\$ 38,364,305	TOTAL RESOURCES	\$ 40,902,084	\$ 40,902,084	\$ -

OAK LODGE WATER SERVICES DISTRICT
 REQUIREMENTS SUMMARY – BY PROGRAM
 FISCAL YEAR 2020-2021

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Fund	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			Administrative Services			
\$ -	\$ -	\$ 2,088,000	Personnel Services	\$ 1,977,000	\$ 1,977,000	\$ -
-	-	1,974,800	Materials & Services	2,237,000	2,237,000	-
-	-	300,000	Special Payments	900,000	900,000	-
-	-	140,700	Contingency	139,000	139,000	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,503,500</u>	Total	<u>\$ 5,253,000</u>	<u>\$ 5,253,000</u>	<u>\$ -</u>
			Drinking Water			
\$ 1,203,445	\$ 1,262,739	\$ 1,044,000	Personnel Services	\$ 989,000	\$ 989,000	\$ -
1,378,313	1,845,303	1,555,200	Materials & Services	1,443,500	1,443,500	-
946,070	-	-	Capital Outlay	-	-	-
-	-	209,522	Debt Service	209,801	209,801	-
-	2,700,000	3,119,000	Transfers	2,529,000	2,529,000	-
-	-	559,429	Contingency	962,699	962,699	-
3,632,780	2,430,388	0	Unappropriated fund balance	-	-	-
<u>\$ 7,160,608</u>	<u>\$ 8,238,430</u>	<u>\$ 6,487,151</u>	Total	<u>\$ 6,134,000</u>	<u>\$ 6,134,000</u>	<u>\$ -</u>
			Wastewater			
			<i>Treatment</i>			
\$ 1,429,257	\$ 1,362,672	\$ 1,080,000	Personnel Services	\$ 1,078,000	\$ 1,078,000	\$ -
1,364,325	1,194,605	839,700	Materials & Services	936,000	936,000	-
189,447	-	-	Capital Outlay	-	-	-
			<i>Collections</i>			
982,033	986,601	796,000	Personnel Services	643,000	643,000	-
396,472	312,815	141,000	Materials & Services	110,000	110,000	-
32,421	-	-	Capital Outlay	-	-	-
-	-	-	Debt Service	-	-	-
3,309,131	8,303,935	5,778,500	Transfers	6,936,000	6,936,000	-
-	-	573,978	Contingency	801,000	801,000	-
5,393,413	1,315,555	-	Unappropriated fund balance	-	-	-
<u>\$ 13,096,499</u>	<u>\$ 13,476,183</u>	<u>\$ 9,209,178</u>	Total	<u>\$ 10,504,000</u>	<u>\$ 10,504,000</u>	<u>\$ -</u>
			Watershed Protection			
\$ 463,992	\$ 504,517	\$ 178,000	Personnel Services	\$ 134,000	\$ 134,000	\$ -
293,141	321,135	83,500	Materials & Services	105,000	105,000	-
478,608	-	-	Capital Outlay	-	-	-
-	62,558	62,558	Debt Service	62,558	62,558	-
-	3,537,000	1,459,000	Transfers	1,135,000	1,135,000	-
-	-	83,928	Contingency	549,442	549,442	-
2,999,484	465,068	0	Unappropriated fund balance	-	-	-
<u>\$ 4,235,225</u>	<u>\$ 4,890,278</u>	<u>\$ 1,866,986</u>	Total	<u>\$ 1,986,000</u>	<u>\$ 1,986,000</u>	<u>\$ -</u>
			Wastewater GO Debt Service			
\$ 2,097,710	\$ 1,819,497	\$ 1,809,848	Debt Service	\$ 638,101	\$ 638,101	\$ -
783,053	660,960	308,264	Reserve for future expenditure	624,899	624,899	-
<u>\$ 2,880,763</u>	<u>\$ 2,480,457</u>	<u>\$ 2,118,112</u>	Total	<u>\$ 1,263,000</u>	<u>\$ 1,263,000</u>	<u>\$ -</u>
			Wastewater Revenue Bond Debt Service			
\$ 1,389,816	\$ 1,626,767	\$ 1,812,342	Debt Service	\$ 2,969,084	\$ 2,969,084	\$ -
1,215,131	1,374,167	658,281	Reserve for future expenditure	600,000	600,000	-
<u>\$ 2,604,947</u>	<u>\$ 3,000,934</u>	<u>\$ 2,470,623</u>	Total	<u>\$ 3,569,084</u>	<u>\$ 3,569,084</u>	<u>\$ -</u>
			Water Capital			
\$ -	\$ 858,220	\$ 4,428,013	Capital Outlay	\$ 1,515,000	\$ 1,515,000	\$ -
-	-	-	Contingency	2,977,000	2,977,000	-
-	3,236,048	0	Reserve for future expenditure	-	-	-
<u>\$ -</u>	<u>\$ 4,094,267</u>	<u>\$ 4,428,013</u>	Total	<u>\$ 4,492,000</u>	<u>\$ 4,492,000</u>	<u>\$ -</u>
			Wastewater Capital			
\$ -	\$ 1,269,027	\$ 5,129,027	Capital Outlay	\$ 2,450,000	\$ 2,450,000	\$ -
-	-	-	Contingency	3,230,000	3,230,000	-
-	4,220,097	(0)	Reserve for future expenditure	-	-	-
<u>\$ -</u>	<u>\$ 5,489,124</u>	<u>\$ 5,129,027</u>	Total	<u>\$ 5,680,000</u>	<u>\$ 5,680,000</u>	<u>\$ -</u>
			Watershed Protection Capital			
\$ -	\$ 1,973,355	\$ 2,151,715	Capital Outlay	\$ 465,000	\$ 465,000	\$ -
-	-	-	Contingency	1,556,000	1,556,000	-
-	1,816,320	(0)	Reserve for future expenditure	-	-	-
<u>\$ -</u>	<u>\$ 3,789,675</u>	<u>\$ 2,151,715</u>	Total	<u>\$ 2,021,000</u>	<u>\$ 2,021,000</u>	<u>\$ -</u>
<u>\$ 29,978,042</u>	<u>\$ 45,459,348</u>	<u>\$ 38,364,305</u>	TOTAL REQUIREMENTS	<u>\$ 40,902,084</u>	<u>\$ 40,902,084</u>	<u>\$ -</u>

**Administrative Services Fund
Fund 05**

Purpose: The Administrative Services Fund centralizes the accounting and reporting for support services within the District – General Administration and Finance, Human Resources, Technical Services, and Vehicle Maintenance. Each of these support services are funded through transfers from the District’s operating funds on a predetermined basis of allocation.

Goals: The goal of the Administrative Services Fund is to provide an efficient and fair means to capture and allocate support services costs

Full Time Employees (FTE): 14

Major Funding Source(s): Operating transfers from the Drinking Water, Wastewater Reclamation, and Watershed Protection Funds.

The following provides a brief description of support services accounted for in the Administrative Services Fund.

Administration & Finance – Division 01

The Administration & Finance Division accounts for activities related to the District’s general administration, finance and management. There are six (6) full time employees within the Division comprised of the General Manager, Finance Director, Sr. Accountant, Jr. Accounting Specialist, Administrative Specialist I, and Administrative Specialist II.

Under the direct control of the District General Manager, this Division accounts for legal, audit, and other professional relationships and costs of the District. Office supplies and other central services costs related to administration of the District are budgeted in Division 01 as well – including janitorial, building maintenance, and utilities.

Under the direction of the Finance Director, activities and functions related to accounting, budgeting and financial reporting are accounted for in Division 01. Activities supporting the District’s general ledger accounting, accounts payable and receivable, and utility billing and collections are all budgeted within the Administration & Finance Division.

Human Resources – Division 02

The Human Resources Division consists of two full-time employees, the Human Resources (HR) and Payroll Manager and the District Recorder. The HR and Payroll Manager is responsible for the oversight of personnel management, District payroll, recruitment and hiring, staff training, on-boarding, employment law and labor contract compliance as well as the District’s insurance, including employee benefits, property, casualty, and worker’s compensation.

The District Recorder is responsible for managing the District’s records, public meetings, notices, Board packets, and minutes and serves as an executive assistant to both the General Manager and the HR and Payroll Manager. In managing the District’s records, the District Recorder ensures the District meets retention and destruction requirements for all records.

Board expense has been moved to the Division 2 budget with the fiscal year 2020-21 budget cycle to coincide with the District Recorder’s duties. The total of the District’s property, casualty and cyber security insurance are budgeted in this Division to reflect the HR Manager’s oversight

insurance and claims. Finally, all telephone and cell services are budgeted in Division 02 with oversight by the HR and Payroll Manager.

Technical Services – Division 03

Organizationally and for reporting purposes, the Technical Services Division is home to seven (7) full-time employees; the District Engineer, Water Services Engineer, Technical Services Coordinator, Development Review Specialist, an Outreach and Program Specialist, a Pollution Prevention Specialist, and a Water Quality Coordinator. The Water Quality Coordinator position is budgeted in the Watershed Protection Fund. Together, these positions provide direct support to the operating funds with respect to State issued permits, development review and permit issuance; project inspections; engineering; capital project management, information technology for the District, education, and outreach.

The District’s information technology costs including hardware, software, and support services are budgeted within Division 03. Communications and outreach costs of the District are also budgeted within Technical Services.

Vehicle Maintenance – Division 04

The Vehicle Maintenance Division budgets and accounts for all maintenance and fuel costs related to the District’s vehicles. The Division has no directly assigned FTE.

Fund 05 - Administrative Services Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
				05-00- Resources				
\$ -	\$ -	\$ -	\$ -	3500	Beginning Fund Balance	\$ 335,000	\$ 335,000	
-	-	2,500	500	4630	Miscellaneous Revenues	1,000	1,000	
				05-29- Transfers In				
-	-	1,444,000	1,444,000	4910	Transfer In from Fund 10	2,029,000	2,029,000	
-	-	2,028,000	2,028,000	4920	Transfer In from Fund 20	2,253,000	2,253,000	
-	-	1,029,000	1,029,000	4930	Transfer In from Fund 30	635,000	635,000	
\$ -	\$ -	\$ 4,503,500	\$ 4,501,500	Total Resources		\$ 5,253,000	\$ 5,253,000	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

Fund 05 - Administrative Services Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
Division 01 - Finance/Administration								
05-01- Personnel Services - 6 FTE								
\$ -	\$ -	\$ 638,000	\$ 629,000	5110	Regular employees	\$ 563,000	\$ 563,000	
-	-	10,000	-	5120	Temporary/Seasonal	5,000	5,000	
-	-	5,000	5,500	5130	Overtime	5,000	5,000	
-	-	94,000	90,000	5210	Health/Dental insurance	115,000	115,000	
-	-	50,000	41,000	5230	Social Security	43,000	43,000	
-	-	134,000	136,000	5240	Retirement	124,000	124,000	
-	-	6,000	4,700	5250	Trimet/WBF	4,000	4,000	
-	-	6,000	-	5260	Unemployment	5,000	5,000	
-	-	9,000	7,700	5270	Workers compensation	8,000	8,000	
-	-	4,000	-	5290	Other employee benefits	5,000	5,000	
\$ -	\$ -	\$ 956,000	\$ 913,900		Total Personnel Services	\$ 877,000	\$ 877,000	\$ -
05-01- Materials and Services								
\$ -	\$ -	\$ 400,000	\$ 400,000	6110	Legal services	\$ 375,000	\$ 375,000	
-	-	40,000	75,000	6120	Accounting and audit services	45,000	45,000	
-	-	150,000	150,000	6155	Contracted Services	345,000	345,000	
-	-	38,000	32,000	6180	Dues and subscriptions	35,000	35,000	
-	-	8,000	9,000	6220	Electricity	9,000	9,000	
-	-	2,000	1,000	6240	Natural gas	1,000	1,000	
-	-	16,000	19,600	6290	Other utilities	20,000	20,000	
-	-	25,000	20,000	6310	Janitorial services	25,000	25,000	
-	-	6,000	12,500	6320	Buildings and grounds	18,000	18,000	
-	-	2,000	1,000	6410	Mileage	1,000	1,000	
-	-	23,000	15,000	6420	Staff training	12,000	12,000	
-	-	5,000	5,000	6440	Board expense	-	-	
-	-	15,000	20,400	6510	Office supplies	25,000	25,000	
-	-	1,000	500	6530	Small tools and equipment	2,000	2,000	
-	-	1,000	250	6560	Uniforms	500	500	
-	-	1,000	700	6610	Board Compensation	-	-	
-	-	5,000	1,000	6730	Communications	2,000	2,000	
-	-	1,000	500	6740	Advertising	1,000	1,000	
-	-	3,000	500	6760	Equipment rental	1,000	1,000	
-	-	125,000	118,000	6770	Bank charges	125,000	125,000	
-	-	1,000	500	6780	Taxes, Fees, and other charges	1,000	1,000	
-	-	1,000	-	6900	Miscellaneous expense	1,000	1,000	
\$ -	\$ -	\$ 869,000	\$ 882,450		Total Materials and Services	\$ 1,044,500	\$ 1,044,500	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

Fund 05 - Administrative Services Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
Division 02 - Human Resources								
05-02- Personnel Services - 2 FTE								
\$ -	\$ -	\$ 154,000	\$ 170,000	5110	Regular employees	\$ 152,000	\$ 152,000	
-	-	-	1,500	5130	Overtime	5,000	5,000	
-	-	35,000	12,000	5210	Health/Dental insurance	26,000	26,000	
-	-	12,000	13,000	5230	Social Security	12,000	12,000	
-	-	31,000	25,000	5240	Retirement	27,000	27,000	
-	-	2,000	800	5250	Trime/WBF	1,000	1,000	
-	-	2,000	-	5260	Unemployment	-	-	
-	-	3,000	2,600	5270	Workers compensation	2,000	2,000	
-	-	2,000	7,000	5290	Other employee benefits	2,000	2,000	
\$ -	\$ -	\$ 241,000	\$ 231,900	Total Personnel Services		\$ 227,000	\$ 227,000	\$ -
05-02- Materials and Services								
\$ -	\$ -	\$ -	\$ -	6175	Records management	\$ 5,000	\$ 5,000	
-	-	1,000	1,000	6180	Dues and subscriptions	1,000	1,000	
-	-	56,100	52,000	6230	Telephone	57,000	57,000	
-	-	1,000	500	6410	Mileage	1,000	1,000	
-	-	14,000	5,000	6420	Staff training	22,000	22,000	
-	-	-	-	6440	Board travel and training	7,000	7,000	
-	-	1,000	1,300	6510	Office supplies	1,000	1,000	
-	-	-	-	6540	Safety supplies	1,000	1,000	
-	-	-	-	6610	Board Compensation	2,500	2,500	
-	-	-	-	6620	Elections Costs	5,000	5,000	
-	-	236,000	217,000	6720	Insurance	240,000	240,000	
-	-	-	-	6730	Communications	6,000	6,000	
-	-	5,000	5,000	6740	Advertising	5,000	5,000	
-	-	-	-	6900	Miscellaneous expense	-	-	
\$ -	\$ -	\$ 314,100	\$ 281,800	Total Materials and Services		\$ 353,500	\$ 353,500	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

Fund 05 - Administrative Services Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
Division 03 - Technical Services								
05-03- Personnel Services - 6 FTE								
\$ -	\$ -	\$ 583,000	\$ 500,000	5110	Regular employees	\$ 577,000	\$ 577,000	
-	-	5,000	2,000	5130	Overtime	5,000	5,000	
-	-	119,000	92,000	5210	Health/Dental Insurance	112,000	112,000	
-	-	45,000	34,000	5230	Social Security	44,000	44,000	
-	-	115,000	92,000	5240	Retirement	112,000	112,000	
-	-	5,000	2,600	5250	Trimet/WBF	4,000	4,000	
-	-	6,000	-	5260	Unemployment	5,000	5,000	
-	-	9,000	7,700	5270	Workers compensation	9,000	9,000	
-	-	4,000	1,000	5290	Other employee benefits	5,000	5,000	
\$ -	\$ -	\$ 891,000	\$ 731,300	Total Personnel Services		\$ 873,000	\$ 873,000	\$ -
05-03- Materials and Services								
\$ -	\$ -	\$ 212,000	\$ 225,000	6155	Contracted Services	\$ 291,000	\$ 291,000	
-	-	3,000	3,000	6180	Dues and subscriptions	10,000	10,000	
-	-	291,300	291,300	6350	Computer maintenance	237,000	237,000	
-	-	4,000	1,000	6390	Other repairs and maintenance	-	-	
-	-	1,000	1,000	6410	Mileage	3,000	3,000	
-	-	16,000	10,000	6420	Staff training	16,000	16,000	
-	-	500	500	6430	Certifications	1,000	1,000	
-	-	13,000	13,000	6510	Office supplies	3,000	3,000	
-	-	1,000	1,500	6540	Safety Supplies	8,000	8,000	
-	-	500	-	6560	Uniforms	-	-	
-	-	117,100	117,100	6730	Communications	149,000	149,000	
\$ -	\$ -	\$ 659,400	\$ 663,400	Total Materials and Services		\$ 718,000	\$ 718,000	\$ -
Division 04 - Vehicle Services								
05-04- Materials and Services								
\$ -	\$ -	\$ 61,500	\$ 50,000	6330	Vehicle/equipment maintenance	\$ 50,000	\$ 50,000	
-	-	70,800	60,000	6520	Fuel and oils	71,000	71,000	
\$ -	\$ -	\$ 132,300	\$ 110,000	Total Materials and Services		\$ 121,000	\$ 121,000	\$ -
05-25- Special Payments								
\$ -	\$ -	\$ 300,000	\$ 300,000	6990	Special Payments - PERS	\$ 900,000	\$ 900,000	
\$ -	\$ -	\$ 300,000	\$ 300,000	Total Special Payments		\$ 900,000	\$ 900,000	\$ -
Non-divisional								
05-29- Contingency								
\$ -	\$ -	\$ 140,700		9000	Contingency	\$ 139,000	\$ 139,000	
\$ -	\$ -	\$ 140,700	\$ -	Total Contingency		\$ 139,000	\$ 139,000	\$ -
\$ -	\$ -	\$ 4,503,500	\$ 4,114,750	Total Appropriations		\$ 5,253,000	\$ 5,253,000	\$ -
\$ -	\$ -	\$ -	\$ 386,750	Unappropriated ending fund balance		\$ -	\$ -	\$ -
\$ -	\$ -	\$ 4,503,500	\$ 4,501,500	Total Requirements		\$ 5,253,000	\$ 5,253,000	\$ -

**Water Fund
 Fund 10**

Purpose: The purpose of the Drinking Water Fund is to manage and direct operations related to distribution of potable drinking water to the District’s residents and customers.

The District maintains and operates a water transmission and distribution system to deliver water purchased directly from the North Clackamas County Water Commission (NCCWC). NCCWC takes water from the Clackamas River, treats it, and wholesales to customers including the District. The District is also part owner of the treatment plant operated by the NCCWC.

Goals: The following details the goals of the Drinking Water Fund:

- Educate residents, developers, contractors, businesses, industries, and youth about watershed protection.
- Efficiently meet the drinking water collection, transmission, and distribution needs of the community through uninterrupted service delivery.
- Provide fire protection.
- Protect community health.
- Provide safe drinking water to the community.

Full Time Employees (FTE): 7.83

Major Funding Source(s): Water service charges billed to District customers.

The Drinking Water Fund budgets and accounts for the cost of purchased water and all associated costs of delivering safe drinking water to District customers including system maintenance, and a share of the support costs attributable to the water operations via transfers to the Administrative Services Fund. The Drinking Water Fund also makes transfers to a capital fund for capital projects related to the distribution system.

The Field Superintendent splits his time between water distribution and wastewater collections activities, and directly supervises a water field supervisor and six (6) water field utility workers within the Drinking Water Fund. One third (.33) of an FTE is allocated to the Drinking Water Fund for the Asset Resource Specialist.

Fund 10 - Drinking Water Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
10-00- Resources								
\$ 3,052,745	\$ 3,632,780	\$ 1,801,651	\$ 2,430,000	3500	Beginning Fund Balance	\$ 1,527,000	\$ 1,527,000	
3,456,630	3,877,075	4,265,000	4,000,000	4211	Water sales	4,159,000	4,159,000	
30,003	26,960	32,000	25,000	4212	Water sales - CRW	32,000	32,000	
13,082	16,391	25,000	20,000	4215	Penalties and late charges	20,000	20,000	
217,590	399,785	100,000	300,000	4220	System development charges	100,000	100,000	
32,971	41,349	53,000	55,000	4230	Contract services	40,000	40,000	
22,055	31,905	15,000	30,000	4240	Service installations	10,000	10,000	
264,260	161,748	160,000	200,000	4280	Rents and leases	200,000	200,000	
6,774	24,722	20,000	10,000	4290	Other charges for services	10,000	10,000	
34,533	5,470	500	10,000	4610	Investment revenue	10,000	10,000	
29,965	20,245	15,000	45,000	4630	Miscellaneous revenues	26,000	26,000	
\$ 7,160,608	\$ 8,238,430	\$ 6,487,151	\$ 7,125,000	Total Resources		\$ 6,134,000	\$ 6,134,000	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

Fund 10 - Drinking Water Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
Division 20 - Drinking Water Operations								
10-20- Personnel Services - 7.83 FTE*								
\$ 804,044	\$ 851,067	\$ 599,000	\$ 580,000	5110	Regular employees	\$ 607,000	\$ 607,000	
15,950	4,660	30,000	-	5120	Temporary/Seasonal employees	-	-	
11,400	21,300	42,000	15,000	5130	Overtime	35,000	35,000	
133,045	140,215	147,000	112,000	5210	Health/Dental insurance	140,000	140,000	
62,784	64,786	52,000	60,000	5230	Social Security	47,000	47,000	
160,412	149,329	144,000	125,000	5240	Retirement	132,000	132,000	
6,991	6,674	6,000	5,000	5250	Trimet/WBF	5,000	5,000	
-	11,232	8,000	5,000	5260	Unemployment	8,000	8,000	
7,850	13,373	11,000	9,404	5270	Workers compensation	9,000	9,000	
969	103	5,000	1,000	5290	Other employee benefits	6,000	6,000	
\$ 1,203,445	\$ 1,262,739	\$ 1,044,000	\$ 912,404	Total Personnel Services		\$ 989,000	\$ 989,000	\$ -

* Administrative personnel services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

10-20- Materials and Services **								
Professional and technical services								
\$ 78,249	\$ 84,624	\$ -	\$ -	6110	Legal services	\$ -	\$ -	
13,108	4,163	-	-	6120	Accounting and audit services	-	-	
85,784	97,119	-	-	6155	Contracted Services	20,000	20,000	
25,884	22,569	-	-	6180	Dues and subscriptions	-	-	
Utilities								
-	-	-	-	6210	Water/sewer	-	-	
39,647	38,197	40,000	25,000	6220	Electricity	27,000	27,000	
22,118	17,154	4,200	500	6230	Telephone	-	-	
4,458	2,984	2,000	3,000	6240	Natural gas	3,000	3,000	
-	-	-	-	6250	Solid waste disposal	-	-	
5,204	3,866	2,000	1,700	6290	Other utilities	-	-	
Repairs and maintenance								
13,559	6,708	1,000	89	6310	Janitorial services	-	-	
5,209	9,190	10,000	5,000	6320	Buildings and grounds	5,000	5,000	
26,042	25,220	-	-	6330	Vehicle/equipment maintenance	-	-	
148,735	212,148	220,000	200,000	6340	Distribution system maintenance	200,000	200,000	
83,456	58,628	-	-	6350	Computer maintenance	-	-	
25,466	35,863	50,000	30,000	6390	Other repairs and maintenance	35,000	35,000	
Travel and Training								
-	882	1,000	-	6410	Mileage	-	-	
14,449	12,246	8,000	8,000	6420	Staff training	10,000	10,000	
1,372	820	1,000	1,200	6430	Certifications	2,000	2,000	
1,148	1,794	-	-	6440	Board travel and training	-	-	
Supplies								
14,252	10,414	-	-	6510	Office supplies	-	-	
15,051	19,377	-	-	6520	Fuel and oils	-	-	
-	-	-	-	6525	Chemicals	-	-	
438	25,522	22,000	4,500	6530	Small tools and equipment	9,000	9,000	
12,621	11,991	16,000	13,000	6540	Safety Supplies	15,000	15,000	
476	2,685	2,000	1,500	6550	Operational Supplies	2,000	2,000	
5,011	236	-	1,500	6560	Uniforms	2,000	2,000	
-	416	-	-	6590	Other supplies	-	-	
958	468	-	-	6610	Board compensation	-	-	
657,214	1,030,578	1,150,000	1,030,000	6710	Purchased water	1,084,000	1,084,000	
2,254	5,321	-	10,000	6715	Water quality program	5,000	5,000	
28,786	54,464	-	-	6720	Insurance	-	-	
1,087	6,391	-	-	6730	Communications	-	-	
97	189	-	-	6740	Advertising	-	-	
-	720	5,000	2,000	6760	Equipment rental	3,500	3,500	
30,491	34,203	-	-	6770	Bank charges	-	-	
13,622	8,213	20,000	20,000	6780	Taxes, Fees, and other charges	20,000	20,000	
872	282	1,000	250	6900	Miscellaneous expense	1,000	1,000	
316	19	-	-	6910	Cash over/short	-	-	
\$ 1,378,313	\$ 1,845,303	\$ 1,555,200	\$ 1,357,239	Total Materials and Services		\$ 1,443,500	\$ 1,443,500	\$ -

** Administrative materials and services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

Fund 10 - Drinking Water Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
10-20- Capital Outlay ***								
\$ 201,257	\$ -	\$ -	\$ -	7200	Infrastructure	\$ -	\$ -	
2,978	-	-	-	7300	Buildings & Improvements	-	-	
13,015	-	-	-	7520	Equipment	-	-	
36,311	-	-	-	7530	Capital Software Purchase	-	-	
692,509	-	-	-	7600	Capital Improvements Projects	-	-	
<u>\$ 946,070</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Total Capital Outlay		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
10-24- Debt Service								
Principal payments								
\$ -	\$ -	\$ 175,000	\$ 175,000	6815	2019 Zions Bank Loan - Due 02/01/2020	\$ 179,000	\$ 179,000	
Interest payments								
-	-	16,768	16,768	6825	2019 Zions Bank Loan - Due 08/01/2020	15,400	15,400	
-	-	17,754	17,754	6825	2019 Zions Bank Loan - Due 02/01/2021	15,401	15,401	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 209,522</u>	<u>\$ 209,522</u>	Total Debt Service		<u>\$ 209,801</u>	<u>\$ 209,801</u>	<u>\$ -</u>
Non-divisional								
10-29- Transfers Out								
\$ -	\$ -	\$ 1,444,000	\$ 1,444,000	8105	Transfer Out to Fund 05	\$ 2,029,000	\$ 2,029,000	
-	2,700,000	1,675,000	1,675,000	8171	Transfer Out to Fund 71	500,000	500,000	
<u>\$ -</u>	<u>\$ 2,700,000</u>	<u>\$ 3,119,000</u>	<u>\$ 3,119,000</u>	Total Transfers		<u>\$ 2,529,000</u>	<u>\$ 2,529,000</u>	<u>\$ -</u>
10-29- Contingency								
-	-	559,429	1,526,835	9000	Contingency	\$ 962,699	\$ 962,699	\$ -
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 559,429</u>	<u>\$ 1,526,835</u>	Total Contingency		<u>\$ 962,699</u>	<u>\$ 962,699</u>	<u>\$ -</u>
<u>\$ 3,527,828</u>	<u>\$ 5,808,042</u>	<u>\$ 6,487,151</u>	<u>\$ 7,125,000</u>	Total Appropriations		<u>\$ 6,134,000</u>	<u>\$ 6,134,000</u>	<u>\$ -</u>
\$ 3,632,780	\$ 2,430,388	\$ 0	\$ 0	Unappropriated ending fund balance		\$ -	\$ -	\$ -
<u>\$ 7,160,608</u>	<u>\$ 8,238,430</u>	<u>\$ 6,487,151</u>	<u>\$ 7,125,000</u>	Total Requirements		<u>\$ 6,134,000</u>	<u>\$ 6,134,000</u>	<u>\$ -</u>

*** Drinking water capital expenditures are budgeted in Fund 71 beginning with Fiscal Year 18-19.

Wastewater Reclamation Fund Fund 20

Purpose: The purpose of the Wastewater Reclamation Fund is to manage operating and capital requirements related to activities of the wastewater reclamation program.

Wastewater reclamation activities comprise managing a wastewater collection system totaling 100 miles in length, five strategically located wastewater pumping stations, and a facility that reclaims an average of 4 million gallons of wastewater per day. In a given fiscal year the District collects, treats, and reclaims more than 1.4 billion gallons of wastewater.

The District holds a National Pollutant Discharge Elimination System (NPDES) Permit issued by the State of Oregon Department of Environmental Quality (DEQ) that allows the District to be responsible for the management of the wastewater reclamation program in its service area. The NPDES Permit establishes mandatory water quality standards for the discharge of reclaimed water into the watershed. The main outfall point is located at the reclamation facility and discharge goes directly into the Willamette River.

Goals: The following details the goals of the Wastewater Reclamation Fund:

- Educate residents, developers, contractors, businesses, industries, and youth about watershed protection.
- Efficiently meet the wastewater collection, transmission, and reclamation needs of the community through uninterrupted service delivery.
- Provide environmental protection for the Willamette River.
- Protect community health.

Full Time Employees (FTE): 13.84; 8.17 FTE in Wastewater Treatment (Division 21) and 5.67 FTE in Wastewater Collections (Division 22)

Major Funding Source(s): Wastewater service charges billed to District customers.

The Wastewater Reclamation Fund is divided between two divisions: treatment and collections. The Collections Division is charged with maintenance of the system that brings wastewater to the plant. The Treatment Division budgets and accounts for direct costs of treatment including chemicals, electricity, hauling of spoils, and other costs. The Fund also pays a share of support services costs to the Administrative Services Fund via operating transfers based on an analysis of relative support received. The Fund also makes transfers to support capital projects and to cover debt service requirements related to the improvements and expansion at the treatment plant.

Staffing within the Wastewater Reclamation Fund is divided functionally between collection and treatment responsibilities. The collections team is comprised of one-half of the Field Superintendent position and five (5) sewer field utility workers. The Plant Superintendent directly oversees the treatment operations and directs the five (5) plant operators, two (2) mechanics, and the asset resource specialist position. The Asset Resource Specialist is allocated .17 FTE each to the Treatment and Collections Divisions, respectively.

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

Fund 20 - Wastewater Reclamation Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
20-00- Resources								
\$ 5,031,990	\$ 5,393,413	\$ 789,178	\$ 1,315,555	3500	Beginning Fund Balance	\$ 1,842,000	\$ 1,842,000	
7,489,404	7,656,925	8,200,000	8,191,000	4212	Wastewater charges	8,497,000	8,497,000	
18,795	8,134	25,000	12,000	4215	Penalties and late charges	10,000	10,000	
336,016	315,502	125,000	650,000	4220	System development charges	125,000	125,000	
34,429	44,433	40,000	20,000	4240	Service installations	10,000	10,000	
15,087	14,304	15,000	10,000	4290	Other charges for services	10,000	10,000	
65,011	1	-	5,000	4610	Investment revenue	5,000	5,000	
105,767	43,471	15,000	15,000	4630	Miscellaneous revenues	5,000	5,000	
\$ 13,096,499	\$ 13,476,183	\$ 9,209,178	\$ 10,218,555		Total Resources	\$ 10,504,000	\$ 10,504,000	\$ -

Division 21 - Wastewater Treatment Operations

20-21- Personnel Services - 8.17 FTE *								
\$ 982,263	\$ 927,171	\$ 622,000	\$ 650,000	5110	Regular employees	\$ 608,000	\$ 608,000	
24,092	21,693	35,000	-	5120	Temporary/Seasonal	35,000	35,000	
23,116	44,910	49,000	60,000	5130	Overtime	45,000	45,000	
128,462	147,120	155,000	145,000	5210	Health/Dental insurance	179,000	179,000	
77,347	73,798	54,000	54,000	5230	Social Security	55,000	55,000	
166,857	136,227	134,000	134,000	5240	Retirement	131,000	131,000	
7,587	7,673	6,000	5,000	5250	Trimet/WBF	5,000	5,000	
-	-	9,000	-	5260	Unemployment	5,000	5,000	
17,551	3,973	12,000	10,500	5270	Workers compensation	9,000	9,000	
1,981	107	4,000	1,000	5290	Other employee benefits	6,000	6,000	
\$ 1,429,257	\$ 1,362,672	\$ 1,080,000	\$ 1,059,500		Total Personnel Services - Treatment	\$ 1,078,000	\$ 1,078,000	\$ -

20-21- Materials and Services **

Professional and technical services								
\$ 147,725	\$ 48,691	\$ -	\$ -	6110	Legal services	\$ -	\$ -	
2,461	5,828	-	-	6120	Accounting and audit services	-	-	
75,450	113,449	5,000	70,000	6155	Contracted Services	133,000	133,000	
66,863	-	-	-	6160	Bond issue costs	-	-	
7,860	8,527	15,000	-	6180	Dues and subscriptions	6,000	6,000	
Utilities								
267,641	283,259	250,000	250,000	6220	Electricity	260,000	260,000	
22,420	22,352	2,400	-	6230	Telephone	-	-	
739	958	1,000	1,000	6240	Natural gas	1,000	1,000	
65,670	78,654	75,000	82,000	6250	Solid Waste Disposal	81,000	81,000	
5,805	6,282	1,000	1,000	6290	Other utilities	1,000	1,000	
Repairs and maintenance								
24,396	8,645	10,000	8,000	6310	Janitorial services	10,000	10,000	
19,788	42,726	20,000	44,000	6320	Buildings and grounds	57,000	57,000	
26,956	23,227	-	-	6330	Vehicle and equipment maintenance	-	-	
180,081	70,648	240,000	240,000	6342	WRF system maintenance	270,000	270,000	
84,051	72,683	-	-	6350	Computer maintenance	-	-	
15,082	-	-	-	6390	Other repairs and maintenance	-	-	
Travel and Training								
949	551	2,000	1,000	6410	Mileage	1,000	1,000	
(1,448)	16,613	7,000	7,000	6420	Staff training	9,000	9,000	
1,920	363	3,000	250	6430	Certifications	2,000	2,000	
468	925	-	-	6440	Board travel and training	-	-	
Supplies								
12,799	11,206	3,000	1,800	6510	Office supplies	-	-	
37,298	33,725	-	-	6520	Fuel and oils	-	-	
-	9,676	25,000	25,000	6525	Chemicals	26,000	26,000	
13,705	14,754	20,200	7,000	6530	Small tools and equipment	10,000	10,000	
4,332	27,054	20,100	20,000	6540	Safety supplies	20,000	20,000	
35,116	22,800	20,000	14,000	6550	Operational supplies	14,000	14,000	
12,913	15,569	15,000	18,000	6560	Uniforms	9,000	9,000	
10,647	10,788	20,000	8,200	6590	Other supplies	10,000	10,000	
493	263	-	-	6610	Board Compensation	-	-	
100,586	116,777	-	-	6720	Insurance	-	-	
3,682	648	-	-	6730	Communications	-	-	
-	195	-	-	6740	Advertising	-	-	
44,156	14,921	15,000	15,000	6750	Other purchased services	15,000	15,000	
32,912	53,167	-	-	6770	Bank charges	-	-	
40,340	51,134	69,000	-	6780	Taxes, Fees, and other charges	-	-	
469	7,547	1,000	-	6900	Miscellaneous expense	1,000	1,000	
-	-	-	-	6910	Cash over/short	-	-	
\$ 1,364,325	\$ 1,194,605	\$ 839,700	\$ 813,250		Total Materials and Services - Treatment	\$ 936,000	\$ 936,000	\$ -

* Administrative personnel services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

** Administrative materials and services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

Fund 20 - Wastewater Reclamation Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
Division 22 - Wastewater Collections Operations								
20-22- Personnel Services - 5.67 FTE *								
\$ 696,175	\$ 691,413	\$ 427,000	\$ 435,000	5110	Regular employees	\$ 401,000	\$ 401,000	
5,604	2,059	35,000	-	5120	Temporary/Seasonal employees	-	-	
5,525	9,620	49,000	8,000	5130	Overtime	11,000	11,000	
120,309	109,958	110,000	83,000	5210	Health/Dental Insurance	110,000	110,000	
53,511	52,384	40,000	32,000	5230	Social Security	32,000	32,000	
88,308	101,306	112,000	80,000	5240	Retirement	70,000	70,000	
5,363	5,472	5,000	3,000	5250	Trimet/WBF	3,000	3,000	
-	-	6,000	5,000	5260	Unemployment	5,000	5,000	
6,592	14,343	8,000	7,000	5270	Workers compensation	7,000	7,000	
646	46	4,000	1,000	5290	Other employee benefits	4,000	4,000	
\$ 982,033	\$ 986,601	\$ 796,000	\$ 654,000		Total Personnel Services - Collections	\$ 643,000	\$ 643,000	\$ -

20-22- Materials and Services - Collections **								
Professional and technical services								
\$ 56,681	\$ 26,549	\$ -	\$ -	6110	Legal services	\$ -	\$ -	
2,681	2,520	-	-	6120	Accounting and audit services	-	-	
25,616	37,532	-	-	6155	Contracted Services	-	-	
2,312	4,152	-	-	6180	Dues and subscriptions	-	-	
Utilities								
33,464	1,196	-	-	6220	Electricity	-	-	
16,681	12,377	10,000	-	6230	Telephone	-	-	
711	972	-	-	6240	Natural gas	-	-	
8,836	8,390	-	-	6290	Other utilities	-	-	
Repairs and maintenance								
7,422	3,663	2,000	-	6310	Janitorial services	-	-	
2,534	4,644	3,000	-	6320	Buildings and grounds	1,000	1,000	
5,845	11,893	-	-	6330	Vehicle and equipment maintenance	-	-	
66,504	45,123	50,000	50,000	6342	Collection system maintenance	50,000	50,000	
34,754	46,978	-	-	6350	Computer maintenance	-	-	
30,560	7,782	6,000	-	6390	Other repairs and maintenance	5,000	5,000	
Travel and Training								
381	498	2,000	-	6410	Mileage	-	-	
2,805	5,082	4,000	5,000	6420	Staff training	8,000	8,000	
1,879	1,585	1,000	1,500	6430	Certifications	2,000	2,000	
217	925	-	-	6440	Board travel and training	-	-	
Supplies								
4,660	5,083	6,000	-	6510	Office supplies	-	-	
6,134	5,960	-	-	6520	Fuel and oils	-	-	
-	-	-	-	6525	Chemicals	-	-	
4,065	13,404	28,000	28,000	6530	Small tools and equipment	25,000	25,000	
1,450	3,918	4,000	4,000	6540	Safety Supplies	4,000	4,000	
4,024	2,054	6,000	2,500	6550	Operational Supplies	5,000	5,000	
5,372	6,284	8,000	-	6560	Uniforms	9,000	9,000	
176	-	-	-	6590	Other supplies	-	-	
493	238	-	-	6610	Board Compensation	-	-	
22,294	22,986	-	-	6720	Insurance	-	-	
3,011	695	-	-	6730	Communications	-	-	
-	130	-	-	6740	Advertising	-	-	
18,908	3,532	4,000	-	6750	Other purchased services	-	-	
20,421	13,622	-	-	6770	Bank charges	-	-	
5,456	5,498	6,000	-	6780	Taxes, Fees, and other charges	-	-	
124	7,550	1,000	500	6900	Miscellaneous expense	1,000	1,000	
\$ 396,472	\$ 312,815	\$ 141,000	\$ 91,500		Total Materials and Services - Collections	\$ 110,000	\$ 110,000	\$ -

* Administrative personnel services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

** Administrative materials and services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

20-21- Capital Outlay - Treatment ***								
\$ 8,558	\$ -	\$ -	\$ -	7300	Buildings and improvements	\$ -	\$ -	
46,293	-	-	-	7520	Equipment	-	-	
34,842	-	-	-	7540	Capital Software Purchases	-	-	
99,754	-	-	-	7600	Capital Improvements	-	-	
\$ 189,447	\$ -	\$ -	\$ -		Total Capital Outlay - Treatment	\$ -	\$ -	\$ -

20-22- Capital Outlay - Collections ***								
\$ 2,939	\$ -	\$ -	\$ -	7300	Buildings & improvements	\$ -	\$ -	
9,580	-	-	-	7520	Equipment	-	-	
19,902	-	-	-	7530	Software	-	-	
\$ 32,421	\$ -	\$ -	\$ -		Total Capital Outlay - Collections	\$ -	\$ -	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

Fund 20 - Wastewater Reclamation Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
Non-divisional								
20-29- Transfers Out								
\$ -	\$ -	\$ 2,028,000	\$ 2,028,000	8105	Transfer Out to Fund 05	\$ 2,253,000	\$ 2,253,000	
1,949,103	1,548,123	1,350,500	1,350,500	8140	Transfer Out to Fund 40	812,000	812,000	
1,360,028	1,755,812	1,100,000	1,100,000	8150	Transfer Out to Fund 50	2,871,000	2,871,000	
-	5,000,000	1,300,000	1,300,000	8172	Transfer Out to Fund 72	1,000,000	1,000,000	
\$ 3,309,131	\$ 8,303,935	\$ 5,778,500	\$ 5,778,500	Total Transfers		\$ 6,936,000	\$ 6,936,000	\$ -
20-29- Contingency								
\$ -	\$ -	\$ 573,978	\$ -	9000	Contingency	\$ 801,000	\$ 801,000	\$ -
\$ -	\$ -	\$ 573,978	\$ -	Total Contingency		\$ 801,000	\$ 801,000	\$ -
\$ 7,703,086	\$ 12,160,628	\$ 9,209,178	\$ 8,396,750	Total Appropriations		\$ 10,504,000	\$ 10,504,000	\$ -
\$ 5,393,413	\$ 1,315,555	\$ -	\$ 1,821,805	Unappropriated ending fund balance		\$ -	\$ -	\$ -
\$ 13,096,499	\$ 13,476,183	\$ 9,209,178	\$ 10,218,555	Total Requirements		\$ 10,504,000	\$ 10,504,000	\$ -

*** Wastewater capital expenditures are budgeted in Fund 72 beginning with Fiscal Year 18-19.

**Watershed Protection Fund
Fund 30**

Purpose: The purpose of the Watershed Protection Fund is to manage operating and capital requirements related to activities of the watershed protection program.

Watershed protection activities comprise managing a surface water management collection system totaling 84 miles in length. The District is a joint holder of a National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit issued by the State of Oregon Department of Environmental Quality (DEQ) that allows the District to be jointly responsible for the management of watershed protection activities in its service area. The NPDES Permit establishes mandatory water quality standards for the discharge of un-reclaimed water into watersheds. Watersheds within the District service area include Boardman Creek and River Forest Creek; but discharge also occurs into Kellogg Creek and Rinearson Creek. All watersheds, or portions of watersheds, ultimately discharge to the Willamette River.

Goals: The following details the goals of the Wastewater Reclamation Fund:

- Educate residents, developers, contractors, businesses, industries, and youth about watershed protection.
- Protect local watersheds through planning, permits, and regulations.
- Minimize, or eliminate pollutants that may impair the proper functioning ecological condition of the area rivers, lakes, and streams.
- Operate, maintain, control, and regulate the negative impacts of surface water and storm water runoff to protect the community's health and safety.
- Where feasible, mitigate storm water impacts on public and private property during normal conditions.

Full Time Employees (FTE): 1.33

Major Funding Source(s): Watershed protection surcharges billed to District customers.

The primary costs budgeted and accounted for in the Watershed Protection Fund relate to system maintenance and communications and outreach related to surface water management and programs. Transfers are made to fund capital projects as well as to the Administrative Services Fund to cover support services provided.

There is one (1) full-time Water Quality Coordinator specialist position budgeted within the Watershed Protection Fund. Organizationally, this position reports to the District Engineer. One-third (.33 FTE) of the Asset Resource Specialist is allocated to the Watershed Protection Fund.

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

Fund 30 - Watershed Protection

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
30-00- Resources								
\$ 2,377,233	\$ 2,999,484	\$ 307,986	\$ 465,068	3500	Beginning Fund Balance	\$ 410,000	\$ 410,000	
1,379,805	1,470,770	1,530,000	1,548,000	4213	Watershed protection charges	1,548,000	1,548,000	
3,221	1,813	2,000	3,300	4215	Penalties and late charges	2,000	2,000	
38,923	68,927	20,000	35,000	4240	Service Installations	20,000	20,000	
(3,653)	-	5,000	10,000	4290	Other charges for services	5,000	5,000	
60,503	346,369	-	-	4300	Grant Revenue	-	-	
38,931	-	-	324	4610	Investment revenue	-	-	
4,105	2,915	2,000	1,800	4630	Miscellaneous revenues	1,000	1,000	
336,156	-	-	-	4650	Proceeds from borrowing	-	-	
\$ 4,235,225	\$ 4,890,278	\$ 1,866,986	\$ 2,063,492	Total Resources		\$ 1,986,000	\$ 1,986,000	\$ -

30-23- Personnel Services - 1.33 FTE *								
\$ 312,873	\$ 346,383	\$ 108,000	\$ 50,000	5110	Regular employees	\$ 92,000	\$ 92,000	
10,200	3,136	-	-	5120	Temporary/Seasonal employees	2,000	2,000	
1,551	749	-	-	5130	Overtime	1,000	1,000	
55,256	66,670	30,000	4,000	5210	Health / Dental insurance	8,000	8,000	
24,021	25,754	9,000	3,825	5230	Social Security	7,000	7,000	
50,891	55,292	26,000	3,500	5240	Retirement	20,000	20,000	
2,399	2,663	1,000	400	5250	Trimet	1,000	1,000	
-	-	1,000	-	5260	Unemployment	1,000	1,000	
6,473	3,799	2,000	1,659	5270	Workers compensation	1,000	1,000	
328	71	1,000	-	5290	Other employee benefits	1,000	1,000	
\$ 463,992	\$ 504,517	\$ 178,000	\$ 63,384	Total Personnel Services		\$ 134,000	\$ 134,000	\$ -

* Administrative personnel services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

30-23- Materials and Services **								
Professional and technical services								
\$ 36,107	\$ 50,714	\$ -	\$ -	6110	Legal services	\$ -	\$ -	
5,713	3,465	-	-	6120	Accounting and audit services	-	-	
38,708	66,517	40,000	60,000	6155	Contracted Services	40,000	40,000	
3,181	5,225	-	-	6180	Dues and subscriptions	-	-	
Utilities								
1,261	1,589	-	-	6220	Electricity	-	-	
8,110	5,994	-	-	6230	Telephone	-	-	
483	869	-	-	6240	Natural gas	-	-	
2,485	586	-	-	6290	Other utilities	-	-	
Repairs and maintenance								
8,385	4,883	-	-	6310	Janitorial services	-	-	
3,372	11,824	-	-	6320	Buildings and grounds	-	-	
126	2,989	-	-	6330	Vehicle and equipment maintenance	-	-	
23,068	600	-	-	6340	System maintenance	50,000	50,000	
42,347	41,307	-	-	6350	Computer maintenance	-	-	
1,655	2,866	-	-	6390	Other repairs and maintenance	-	-	
Travel and Training								
1,085	1,089	-	-	6410	Mileage	-	-	
3,976	8,100	1,000	2,400	6420	Staff training	3,000	3,000	
4,197	405	-	-	6430	Certifications	-	-	
350	1,794	-	-	6440	Board Travel and Training	-	-	
Supplies								
9,464	6,900	-	-	6510	Office supplies	-	-	
3,210	2,839	-	-	6520	Fuel and oils	-	-	
518	-	-	-	6530	Small tools and equipment	-	-	
1,307	2,224	-	550	6540	Safety Supplies	500	500	
1,182	1,682	-	-	6550	Operational Supplies	-	-	
1,440	1,186	500	1,100	6560	Uniforms	1,500	1,500	
63	-	-	-	6570	Other supplies	-	-	
958	455	-	-	6610	Board Compensation	-	-	
12,677	8,728	-	-	6720	Insurance	-	-	
55,580	74,720	42,000	4,500	6730	Communications	10,000	10,000	
-	77	-	-	6740	Advertising	-	-	
9,989	2,071	-	-	6750	Other purchased services	-	-	
11,928	9,235	-	-	6770	Bank charges	-	-	
26	50	-	-	6780	Taxes, Fees, and other charges	-	-	
191	152	-	-	6900	Miscellaneous expense	-	-	
-	-	-	-	6910	Cash over/short	-	-	
\$ 293,141	\$ 321,135	\$ 83,500	\$ 68,550	Total Materials and Services		\$ 105,000	\$ 105,000	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

Fund 30 - Watershed Protection

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
30-23- Capital Outlay ***								
\$ 609	\$ -	\$ -	\$ -	7300	Buildings & improvements	\$ -	\$ -	
27,039	-	-	-	7530	Capital Software Purchase	-	-	
450,960	-	-	-	7600	Capital Improvement Projects	-	-	
\$ 478,608	\$ -	\$ -	\$ -		Total Capital Outlay	\$ -	\$ -	\$ -
** Administrative materials and services are budgeted in Fund 05 beginning with Fiscal Year 19-20.								
*** Watershed protection capital expenditures are budgeted in Fund 73 beginning with Fiscal Year 18-19.								
30-24- Debt Service								
Principal payments								
\$ -	\$ 57,644	\$ 52,308	\$ 52,308	6814	2018 KS Statebank - Due 09/22/2020	\$ 54,233	\$ 54,233	
Interest payments								
-	4,914	10,249	10,249	6824	2018 KS Statebank - Due 09/22/2020	8,325	8,325	
\$ -	\$ 62,558	\$ 62,558	\$ 62,557		Total Debt Service	\$ 62,558	\$ 62,558	\$ -
Non-divisional								
30-29- Transfers Out								
\$ -	\$ -	\$ 1,029,000	\$ 1,029,000	8105	Transfer Out to Fund 05	\$ 635,000	\$ 635,000	
-	3,537,000	430,000	430,000	8173	Transfer Out to Fund 73	500,000	500,000	
\$ -	\$ 3,537,000	\$ 1,459,000	\$ 1,459,000		Total Transfers	\$ 1,135,000	\$ 1,135,000	\$ -
30-29- Contingency								
\$ -	\$ -	\$ 83,928	\$ -	9000	Contingency	\$ 549,442	\$ 549,442	\$ -
\$ -	\$ -	\$ 83,928	\$ -		Total Contingency	\$ 549,442	\$ 549,442	\$ -
\$ 1,235,741	\$ 4,425,210	\$ 1,866,986	\$ 1,653,491		Total Appropriations	\$ 1,986,000	\$ 1,986,000	\$ -
\$ 2,999,484	\$ 465,068	\$ 0	\$ 410,001		Unappropriated ending fund balance	\$ -	\$ -	\$ -
\$ 4,235,225	\$ 4,890,278	\$ 1,866,986	\$ 2,063,492		Total Requirements	\$ 1,986,000	\$ 1,986,000	\$ -

**Wastewater General Obligation Debt Service Fund
 Fund 40**

Purpose: To account for principal and interest payments related to the District’s debt associated with the wastewater treatment plant.

General Obligation Bonds

On May 13, 2010, the District issued \$24,000,000 in General Obligations (GO) Bonds. The bonds were on a twenty-year term to maturity with coupon rates ranging from 2% to 4%. On December 20, 2017 the District defeased \$14,310,000 of the callable portion which had a 4% coupon; and replaced them with a bank loan that has an interest rate of 2.5% to save approximately \$915K in total debt service through fiscal year 2030. The remaining portion of the original 4% bonds was retired in fiscal year 2019-20.

State of Oregon Infrastructure Finance Authority Loans

On August 31, 2010, the State of Oregon Infrastructure Finance Authority (IFA) loaned the District \$8,000,000 which originated from the State’s issuance of Recovery Zone Economic Development Bonds. These are also known as United States Build America Bonds. The bonds will be repaid over a twenty-year term to maturity and the range of interest rates associated with the bond series is 2% to 2.84%. Of the amount borrowed 87% of the debt qualifies for a 45% interest subsidy from the United States Treasury. The net interest cost of the bond series to maturity is 2.71%.

Major Funding Source(s): Operating transfers from the Wastewater Reclamation Fund.

This fund budgets for scheduled principal and interest payments on the above-described debt.

Fund 40 WW GO Debt Service

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
40-00- Resources								
\$ 785,271	\$ 783,053	\$ 644,112	\$ 660,960	3500	Beginning Fund Balance	\$ 333,000	\$ 333,000	
18,830	26,552	8,500	14,000	4610	Investment revenue	7,000	7,000	
127,559	122,729	115,000	117,300	4701	Interest Subsidy	111,000	111,000	
40-29- Transfers In								
1,949,103	1,548,123	1,350,500	1,350,500	4920	Transfer In from Fund 20	812,000	812,000	
<u>\$ 2,880,763</u>	<u>\$ 2,480,457</u>	<u>\$ 2,118,112</u>	<u>\$ 2,142,760</u>	Total Resources		<u>\$ 1,263,000</u>	<u>\$ 1,263,000</u>	<u>\$ -</u>
40-24- Debt Service								
Principal payments								
\$ 353,965	\$ 360,936	\$ 368,036	\$ 368,036	6811	2010 IFA Loan Principal - Due 12/01/2020	\$ 375,273	\$ 375,273	
1,035,000	1,080,000	1,120,000	1,120,000	6812	2010 GO Bond Principal - Due 05/01/2021	-	-	
Interest payments								
345,725	44,000	22,400	22,400	6821	2010 GO Bond Interest - Due 11/01/2020	-	-	
303,495	290,561	277,012	277,012	6822	2010 IFA Loan Interest - Due 12/01/2020	262,828	262,828	
59,525	44,000	22,400	22,400	6821	2010 GO Bond Interest - Due 05/01/2021	-	-	
<u>\$ 2,097,710</u>	<u>\$ 1,819,497</u>	<u>\$ 1,809,848</u>	<u>\$ 1,809,848</u>	Total Debt Service		<u>\$ 638,101</u>	<u>\$ 638,101</u>	<u>\$ -</u>
<u>\$ 2,097,710</u>	<u>\$ 1,819,497</u>	<u>\$ 1,809,848</u>	<u>\$ 1,809,848</u>	Total Appropriations		<u>\$ 638,101</u>	<u>\$ 638,101</u>	<u>\$ -</u>
\$ 783,053	\$ 660,960	\$ 308,264	\$ 332,912	Reserve for future expenditures		\$ 624,899	\$ 624,899	\$ -
<u>\$ 2,880,763</u>	<u>\$ 2,480,457</u>	<u>\$ 2,118,112</u>	<u>\$ 2,142,760</u>	Total Requirements		<u>\$ 1,263,000</u>	<u>\$ 1,263,000</u>	<u>\$ -</u>

**Wastewater General Obligation Debt Service Fund
 Fund 50**

Purpose: To account for principal and interest payments related to the District's non-property tax backed debt.

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

In fiscal year 2011, the District received \$19,000,000 in loans from the State of Oregon Department of Environmental Quality Clean Water State Revolving Fund (SRF) Loan Program for Intended-Use Plans. Of the amount borrowed, \$12,573,566 or 66% of the funds comprised federal capitalization grant funds, whereas the remaining \$6,426,434 or 34% of the funds comprised state funds. The loans will be repaid over a twenty-year term to maturity and the range of interest rates associated with the loan series is 0% to 2.65% plus an annual administrative fee of 0.50% of the principal balance. The loans have a legal loan reserve requirement in which the District must place in reserve an amount equal to one-half the average annual debt service; as a result, the District has established a legal reserve amount of \$590,483. The program also has debt service coverage requirements in which the District must maintain wastewater rates in connection with the operation of the facility that are adequate to generate net operating revenues in each fiscal year sufficient to pay all revenue backed debt service requirements plus 5% of the loan's annual debt service expenditures.

JP Morgan Bank Loan

On December 20, 2017 the District borrowed \$15,173,000 from JP Morgan Bank in order to defease \$14,310,000 in General Obligation Bonds that were callable and had a 4% coupon rate. The loan will be repaid over a thirteen-year term to maturity and the interest rate is 2.50%. The advance refunding will save the District approximately \$915K in total debt service through fiscal year 2030. The loan has a debt service coverage requirement in which the District must charge rates and fees adequate to generate revenues that are at least equal to 20% of parity bond debt service and 100% of combined parity and subordinate obligation debt service.

Major Funding Source(s): Operating transfers from the Wastewater Reclamation Fund.

Fund 50 - WW Revenue Bond Debt Service									
ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21	
				50-00-	Resources				
\$ 1,226,946	\$ 1,215,131	\$ 1,354,323	\$ 1,374,167	3500	Beginning Fund Balance	\$ 682,000	\$ 682,000		
17,973	29,991	16,300	20,000	4610	Investment revenue	16,084	16,084		
				50-29-	Transfers In				
1,360,028	1,755,812	1,100,000	1,100,000	4920	Transfer In from Fund 20	2,871,000	2,871,000		
\$ 2,604,947	\$ 3,000,934	\$ 2,470,623	\$ 2,494,167		Total Resources	\$ 3,569,084	\$ 3,569,084	\$ -	
				50-24-	Debt Service				
					Principal payments				
\$ 428,185	\$ 436,273	\$ 444,576	\$ 444,576	6810	2010 SRF Loan - Due 08/01/2020	\$ 453,101	\$ 453,101		
432,203	440,397	448,811	448,811	6810	2010 SRF Loan - Due 02/01/2021	457,449	457,449		
-	-	190,000	190,000	6813	2017 JPM Bank Loan - Due 05/01/2021	1,356,000	1,356,000		
					Interest payments				
158,813	150,725	142,422	142,422	6820	2010 SRF Loan - Due 08/01/2020	133,897	133,897		
-	189,663	189,663	189,663	6823	2017 JPM Bank Loan - Due 11/01/2020	187,288	187,288		
232,583	220,047	207,208	207,208	6820	2010 SRF Loan - Due 02/01/2021	194,061	194,061		
138,032	189,663	189,663	189,663	6823	2017 JPM Bank Loan - Due 05/01/2021	187,288	187,288		
\$ 1,389,816	\$ 1,626,767	\$ 1,812,342	\$ 1,812,342		Total Debt Service	\$ 2,969,084	\$ 2,969,084	\$ -	
\$ 1,389,816	\$ 1,626,767	\$ 1,812,342	\$ 1,812,342		Total Appropriations	\$ 2,969,084	\$ 2,969,084	\$ -	
\$ 1,215,131	\$ 1,374,167	\$ 658,281	\$ 681,825		Reserve for future expenditures	\$ 600,000	\$ 600,000	\$ -	
\$ 2,604,947	\$ 3,000,934	\$ 2,470,623	\$ 2,494,167		Total Requirements	\$ 3,569,084	\$ 3,569,084	\$ -	

**Drinking Water Capital Fund
 Fund 71**

Purpose: To account for debt proceeds, capital expenditures, contingencies and reserves associated with the District’s capital improvement planning as relates to drinking water.

The District’s water distribution system is primarily comprised of 6-inch and 8-inch cast and ductile iron pipe. The District has concentrated on eliminating sections of 2-inch pipe and looping dead-ends wherever practical.

The District has more than sufficient water storage to supply the system; water storage includes two 5 million-gallon reservoirs at the Valley View site and two 2.8 million-gallon reservoirs at the View Acres site. The Valley View Reservoirs are also used as the storage source to serve the Sunrise Water Authority.

Soon the District will adopt a Master Plan which will influence rates charged for water base and consumption charges and system development charges (SDC). The District now has an up-to-date hydraulic model to help staff identify and focus efforts within the capital improvement program (CIP).

Oak Lodge Water Services District owns the North Clackamas County Water Commission treatment plant in partnership with Sunrise Water Authority and the City of Gladstone which provides the daily water needs for the District.

Major Funding Source(s): Operating transfers from the Drinking Water Fund.

Refer to the Capital Improvement Plan for detailed information on planned capital projects.

Fund 71 - Drinking Water Capital Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
71-00- Resources								
\$ -	\$ -	\$ 2,703,013	\$ 3,236,000	3500	Beginning Fund Balance	\$ 3,942,000	\$ 3,942,000	
-	74,267	50,000	85,000	4610	Investment revenue	50,000	50,000	
-	1,320,000	-	-	4650	Proceeds from borrowing	-	-	
71-29- Transfers In								
-	2,700,000	1,675,000	1,675,000	4910	Transfer In from Fund 10	500,000	500,000	
Total Resources						\$ 4,492,000	\$ 4,492,000	\$ -
71-20- Capital Outlay								
\$ -	\$ 683,972	\$ -	\$ 260,000	7200	Infrastructure	\$ -	\$ -	
-	-	330,000	16,958	7300	Buildings and improvements	-	-	
-	6,419	-	-	7530	Capital Software Purchase	-	-	
-	34,113	-	-	7540	Vehicles	35,000	35,000	
-	133,715	4,098,013	777,000	7600	Capital improvement projects	1,480,000	1,480,000	
Total Capital Outlay						\$ 1,515,000	\$ 1,515,000	\$ -
71-29- Transfers and Contingency								
\$ -	\$ -	\$ -	\$ -	9000	Contingency	\$ 2,977,000	\$ 2,977,000	
Total Transfers and Contingency						\$ 2,977,000	\$ 2,977,000	\$ -
Total Appropriations						\$ 4,492,000	\$ 4,492,000	\$ -
\$ -	\$ 3,236,048	\$ 0	\$ 3,942,042	Reserve for future expenditures				\$ -
Total Requirements						\$ 4,492,000	\$ 4,492,000	\$ -

**Wastewater Reclamation Capital Fund
 Fund 72**

Purpose: To account for debt proceeds, capital expenditures, contingencies and reserves associated with the District’s capital improvement planning as relates to wastewater reclamation.

The District charges customers a monthly fee for sanitary sewer service that covers both base and consumption-related costs. Amounts are transferred to the Wastewater Capital Fund based on identified capital needs per the CIP and any current master planning.

This budget as proposed allows the District to wrap up treatment plant modifications to create redundancies and improve our solids process efficiency. A sanitary sewer master plan has also been proposed to help staff identify where to invest the next 30 years of capital expenses.

Major Funding Source(s): Operating transfers from the Wastewater Reclamation Fund. For more detailed information about each proposed project, please refer to the Capital Improvement Plan for detailed information on planned capital projects.

Fund 72 - Wastewater Reclamation Capital Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
72-00 Resources								
\$ -	\$ -	\$ 3,754,027	\$ 4,220,000	3500	Beginning Fund Balance	\$ 4,605,000	\$ 4,605,000	
-	116,965	75,000	85,000	4610	Investment revenue	75,000	75,000	
-	372,159	-	-	4630	Miscellaneous revenues	-	-	
72-29- Transfers In								
-	5,000,000	1,300,000	1,300,000	4920	Transfer In from Fund 20	1,000,000	1,000,000	
\$ -	\$ 5,489,124	\$ 5,129,027	\$ 5,605,000	Total Resources		\$ 5,680,000	\$ 5,680,000	\$ -
72-21- Capital Outlay - Treatment								
\$ -	\$ 70,204	\$ 75,000	\$ -	7300	Buildings and improvements	\$ -	\$ -	
-	-	60,000	-	7520	Equipment	100,000	100,000	
-	4,356	-	-	7530	Capital software purchase	-	-	
-	5,370	-	-	7540	Vehicles	20,000	20,000	
-	998,432	4,784,027	1,000,000	7600	Capital improvement projects	2,330,000	2,330,000	
72-22- Capital Outlay - Collections								
-	-	210,000	-	7300	Buildings and improvements	-	-	
-	54,984	-	-	7520	Equipment	-	-	
-	3,375	-	-	7530	Capital software purchase	-	-	
-	27,680	-	-	7540	Vehicles	-	-	
-	104,626	-	-	7600	Capital improvement projects	-	-	
\$ -	\$ 1,269,027	\$ 5,129,027	\$ 1,000,000	Total Capital Outlay		\$ 2,450,000	\$ 2,450,000	\$ -
72-29- Transfers and Contingency								
\$ -	\$ -	\$ -	\$ -	9000	Contingency	\$ 3,230,000	\$ 3,230,000	
\$ -	\$ -	\$ -	\$ -	Total Transfers and Contingency		\$ 3,230,000	\$ 3,230,000	\$ -
\$ -	\$ 1,269,027	\$ 5,129,027	\$ 1,000,000	Total Appropriations		\$ 5,680,000	\$ 5,680,000	\$ -
\$ -	\$ 4,220,097	\$ (0)	\$ 4,605,000	Reserve for future expenditures		\$ -	\$ -	\$ -
\$ -	\$ 5,489,124	\$ 5,129,027	\$ 5,605,000	Total Requirements		\$ 5,680,000	\$ 5,680,000	\$ -

**Watershed Protection Capital Fund
 Fund 73**

Purpose: To account for debt proceeds, capital expenditures, contingencies and reserves associated with the District’s capital improvement planning as relates to watershed protection.

The Oak Lodge Water Services District is responsible for water quality improvement projects within the communities of Oak Grove and Jennings Lodge. Although not formal cities, this portion of unincorporated Clackamas County is heavily urbanized with residential, commercial, and industrial development. Less than 5 years ago, an analysis of the District revealed that the total impervious area for the District is 80% -- that’s about 2800 acres of surface that does not infiltrate water, all of which contributes to increased water velocity and scour in local streams, and the majority of which contributes pollutants into the surface water system, including streams and rivers.

Major Funding Source(s): Operating transfers from the Watershed Protection Fund. For more detailed information about each proposed project, please refer to the Capital Improvement Plan for detailed information on planned capital projects.

Fund 73 - Watershed Protection Capital Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	ESTIMATE 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
73-00- Resources								
\$ -	\$ -	\$ 1,681,715	\$ 1,816,000	3500	Beginning Fund Balance	\$ 1,481,000	\$ 1,481,000	
-	52,675	40,000	48,000	4610	Investment revenue	40,000	40,000	
-	200,000	-	-	4920	Proceeds from sale of capital asse	-	-	
73-29- Transfers In								
-	3,537,000	430,000	430,000	4930	Transfer In from Fund 30	500,000	500,000	
Total Resources						\$ 2,021,000	\$ 2,021,000	\$ -
73-23- Capital Outlay								
\$ -	\$ -	\$ 135,000	\$ 24,631	7300	Buildings and improvements	\$ -	\$ -	
-	4,995	-	-	7530	Capital software purchase	-	-	
-	-	30,000	30,000	7540	Vehicles	-	-	
-	1,968,361	1,986,715	758,568	7600	Capital improvement projects	465,000	465,000	
Total Capital Outlay						\$ 465,000	\$ 465,000	\$ -
73-29- Transfers and Contingency								
\$ -	\$ -	\$ -	\$ -	9000	Contingency	\$ 1,556,000	\$ 1,556,000	
Total Transfer and Contingency						\$ 1,556,000	\$ 1,556,000	\$ -
Total Appropriations						\$ 2,021,000	\$ 2,021,000	\$ -
\$ -	\$ 1,816,320	\$ (0)	\$ 1,480,801	Reserve for future expenditures		\$ -	\$ -	\$ -
Total Requirements						\$ 2,021,000	\$ 2,021,000	\$ -

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6110	Legal Services The purpose of Legal Services line item is to provide the necessary funding for legal expenses associated with District operations.	\$ 375,000
6120	Accounting and Audit Services The purpose of the Accounting and Audit Services line item is to provide funding for required annual financial audit services which are necessary to comply with the state's statutory requirements for public agency audits.	\$ 45,000
6155	Contracted Services The purpose of the Contracted Services line item is to provide the necessary resources to fund various services which are more cost-effectively provided through outsourcing. Engineering services Administrative services Meter reading Laboratory services Other professional and technical services Technical Services (Convergence) Printing and mailing services (BMS) Net Assets Online billing services	\$ 829,000
6175	Records Management The purpose of the Records Management line item is to provide for office supplies related to the archiving of District records and records management facilitation, document storage, retrieval, and destruction.	\$ 5,000
6180	Dues and subscriptions The purpose of the Dues and Subscriptions line item is to provide the necessary resources to fund memberships and publications, which leverage the District's limited resources in a manner that promotes cost-effectiveness, promotes ongoing employee education and training, and provides supporting services to the District. Association of Clean Water Agencies (ACWA) American Payroll Association and Portland Chapter American Water Works Association (AWWA) American Water Works Association (AWWA) Northwest Sub-Section Government Finance Officers Association Local Government Personnel Institute Metro: Mapping National Association of Clean Water Agencies (NACWA) North Clackamas County Chamber of Commerce Oregon Association of Municipal Recorders Oregon Association of Water Utilities Oregon City/County Manager's Association (OCCMA) Oregon Ethics Commission Oregon Government Finance Officers Association Oregon Water Utilities Council Oregonian Newspaper Other Subscriptions and Dues Portland Human Resources Management Association (PHRMA) Public Employee Retirement System Regional Water Providers Consortium Society for Human Resources Management (SHRM) Special Districts Association of Oregon (SDAO) State Purchasing Program Tri-County Water Association Urban & Regional Information Systems Water Environment Federation	\$ 52,000
6220	Electricity The purpose of the Electricity line item is to provide funding for electricity at buildings and structures.	\$ 296,000
6230	Telephone The purpose of the Telephone line item is to fund telecommunications services which enable convenient and effective communication links with District stakeholders (customers, vendors, elected officials, community volunteers, other agencies and organizations, and employees).	\$ 57,000

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6240	Natural Gas The purpose of the Natural Gas line item is to provide funding for natural gas at buildings and structures.	\$ 5,000
6250	Solid Waste Disposal The purpose of the Solid Waste Disposal line item is to provide funding for the disposal of headworks screenings, biosolids dumping, and other solid waste disposal activities.	\$ 81,000
6290	Other Utilities The purpose of the Other Utilities line item is to provide funding for other utilities at buildings and structures.	\$ 21,000
6310	Janitorial services The purpose of the Janitorial Services line item is to provide funding for janitorial services at buildings and structures.	\$ 35,000
6320	Buildings and grounds The purpose of the Buildings and Grounds line item is to provide funding for landscaping supplies as well as the repair and maintenance services for buildings and structures.	\$ 81,000
6330	Vehicle and equipment maintenance The purpose of the Vehicle and Equipment Maintenance line item is to provide funding for repair and maintenance services to vehicles and related equipment.	\$ 50,000
6340	System maintenance The purpose of the System Maintenance line item is to provide funding for repair and maintenance services to infrastructure of the drinking water distribution system and watershed protection system.	\$ 250,000
6342	System maintenance The purpose of the System Maintenance line item is to provide funding for repair and maintenance services to infrastructure of the wastewater reclamation collection and treatment systems.	\$ 320,000
6350	Computer maintenance The purpose of the Computer Maintenance line item is to provide funds for appropriate maintenance activities that will ensure the efficient operation, reliability, and prolonged life of District office machines, software systems, and the Supervisory Control and Data Acquisition (SCADA) systems.	\$ 237,000
6390	Other Repairs and maintenance The purpose of the Other Repairs and Maintenance line item is to provide funding for other repair and maintenance services.	\$ 40,000
6410	Mileage The purpose of the Mileage line item is to provide funding for costs associated with the operation, maintenance, repair, and insurance of personal vehicles used in conducting District business. The District does not include vehicles for administration use in its fleet and therefore relies on the personal vehicles of administration staff members.	\$ 6,000
6420	Staff training The purpose of the Training line item is to allocate resources necessary and desirable for the ongoing education and training of the District's staff.	\$ 80,000
	Water Environment Federation / National Association of Clean Water Agencies (NACWA) Conference	
	National Association of Clean Water Agencies (NACWA) Conference	
	Software Conference	
	Special Districts Association of Conference	
	American Water Works Association (AWWA) Pacific Northwest Conference	
	American Water Works Association (AWWA) Annual Conference	
	Pipe Standards	
	Government Finance Officers Association (GFOA) Annual Conference	
	Oregon Government Finance Officers Institute	
	Oregon Government Finance Officers Spring Conference	
	Distribution Symposium	
	Confined Spaces Classes	
	Oregon Association of Water Utilities (OAWU) Conference	
	Pacific Northwest Clean Water Agencies (PNCWA) Conference	
	Lucity Conference	
	Storm Water Management Conference	
	Team Building	
	Employee Tuition Reimbursement	
	Other Required Trainings	

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6430	Certifications The purpose of the Certifications line item is to provide funding for required tests and certifications that document the knowledge and competency of the operators which oversee the District's utility systems. Backflow Short School OHD Certification Test Fees Other Fees	\$ 7,000
6440	Board travel and training The purpose of the Board Travel and Training line item is to provide funding for the education and training of the Board. Special Districts Association Conference American Water Works Association (AWWA) Annual Conference Meeting Meals and Supplies Miscellaneous Mileage	\$ 7,000
6510	Office supplies The purpose of the Office Materials & Supplies line item is to provide funding for purchasing a wide variety of materials, supplies, and services related to the efficient operation of the administrative office.	\$ 29,000
6520	Fuels and oils The purpose of the Fuels and Oils line item is to provide funding for fuel and oil for vehicles and equipment.	\$ 71,000
6525	Chemicals The purpose of the Chemicals line item is to provide funding for chemicals required in program operations.	\$ 26,000
6530	Small tools and equipment The purpose of the Small Tools and Equipment line item is to provide funding for small tools and equipment.	\$ 46,000
6540	Safety supplies The purpose of the Safety Supplies line item is to provide funding for safety supplies. Safety Mats Metro First Aid & Safety Cintas Staff Safety Protection: \$300/Field & OPS Staff (Footwear) Other Safety Supplies	\$ 48,500
6550	Operational supplies The purpose of the Operational Supplies line item is to provide funding for operating supplies.	\$ 21,000
6560	Uniforms The purpose of the Uniforms line item is to provide funding for uniforms.	\$ 22,000
6590	Other supplies The purpose of the Other Supplies line item is to provide funding for miscellaneous supplies not included in other categories.	\$ 10,000
6610	Board compensation The purpose of the Board Compensation line item is to provide funding for the compensation of the board.	\$ 2,500
6710	Purchased water The purpose of the Purchased Water line item is to provide funding for the purchase of water that is resold to customers.	\$ 1,084,000
6715	Water Quality Program The purpose of the Water Quality Program line item is to provide funding for the purchase of supplies and services necessary to test drinking water that is resold to customers.	\$ 5,000
6720	Insurance The purpose of the Insurance line item is to provide the necessary resources to fund acquisition of property, casualty, liability, earthquake, flood, and auto insurance coverage for District equipment and facilities.	\$ 240,000

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt # Description	Budget
<p>6730 Communications The purpose of the Communications line item is to fund public information, education, and involvement activities which promote greater understanding of District services, improve environmental awareness, disseminate public notices and other information about District operations, support volunteer activities, and encourage citizen involvement.</p> <p>Public Notices: Board Meetings, Budget Committee Meetings, Other Meetings Informational Brochures School Education Programs Watershed Protection Public Involvement Clean Water Coalition Regional Ad Campaign SOLV Environmental Outreach North Clackamas Urban Watershed Council (NCUWC) Miscellaneous Meeting Expenses</p>	<p>\$ 167,000</p>
<p>6740 Advertising The purpose of the Advertising line item is to provide funding for advertisements.</p>	<p>\$ 6,000</p>
<p>6750 Other purchased services The purpose of the Other Purchased Services line item is to provide funding for various outsourced services not included in other line items.</p>	<p>\$ 15,000</p>
<p>6760 Equipment rental The purpose of the Rental Costs line item is to provide funding for equipment rental costs.</p>	<p>\$ 4,500</p>
<p>6770 Bank charges The purpose of the Bank Charges line item is to provide resources for payment of service charges to the District's banking institutions for services rendered to the District. Service charges are based on the number and dollar amount of transactions.</p>	<p>\$ 125,000</p>
<p>6780 Taxes, fees, and other charges The purpose of the Government Taxes and Fees line item is to provide the necessary resources associated with regulatory compliance fees mandated by State and Federal government agencies as well as right-of-way fees mandated by city governments.</p> <p>Clackamas County Tax Collector: Property Tax on Leased Properties Public Employee Retirement System (PERS): Processing Fees Ethics Commission Oregon Health Authority (OHA) System Survey Social Security Administration Fee State of Oregon Secretary of State Filing Fee State of Oregon DEQ National Pollutant Discharge Elimination System (NPDES) Permit Fee State of Oregon DEQ Air Contaminant Discharge Permit Fee State of Oregon DEQ Pressure Vessels Fee State of Oregon DEQ Hazardous Materials Report Fee Municipal Separate Storm Sewer System (MS4) Permit City of Gladstone's 5% Right-of-Way Franchise Fee City of Milwaukie (sewer processing fee) Water Environment Services (sewer processing fee)</p>	<p>\$ 21,000</p>
<p>6900 Miscellaneous expense The purpose of the Miscellaneous Expense line item is to provide funding for miscellaneous expenses.</p>	<p>\$ 4,000</p>
<p>Materials and Services Expenditures Total</p>	<p><u>\$ 4,826,500</u></p>

SPECIAL PAYMENTS EXPENDITURES

<p>6990 Special Payments - PERS The purpose of the Special Payments - PERS line item is to provide funding for an employee retirement pension plan side account that will stabilize future employer contribution rate requirements.</p>	<p>\$ 900,000</p>
<p>Special Payments Expenditures Total</p>	<p><u>\$ 900,000</u></p>

OAK LODGE WATER SERVICES DISTRICT
 APPROVED BUDGET – FISCAL YEAR 2020-2021

LINE ITEM DESCRIPTIONS

CAPITAL OUTLAY EXPENDITURES

Acnt#	Description	Budget
7100	Land The purpose of the Land line item is to account for land and easement acquisitions.	\$ -
7200	Infrastructure The purpose of the Infrastructure line item is to account for the acquisition, improvement, replacement, and capacity expansion of infrastructure.	\$ -
7300	Buildings and improvements The purpose of the Buildings and Improvements line item is to account for acquisition, improvement, replacement, and capacity expansions of buildings and structures.	\$ -
7400	Improvements other than buildings The purpose of the Improvements Other than Buildings line item is to account for improvements other than to buildings.	\$ -
7510	Furniture and fixtures The purpose of the Furniture and Fixtures line item is to account for the acquisition of furniture and fixtures.	\$ -
7520	Equipment The purpose of the Equipment line item is to account for the acquisition of equipment.	\$ 100,000
7530	Software The purpose of the Software line item is to account for the acquisition of software.	\$ -
7540	Vehicles The purpose of the Vehicles line item is to account for the acquisition of vehicles.	\$ 55,000
7600	Capital improvements The purpose of the Capital Improvements line item is to account for improvements identified in the capital improvement plan(s).	\$ 4,275,000
	Capital Outlay Total	\$ 4,430,000

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

LINE ITEM DESCRIPTIONS		
DEBT SERVICE EXPENDITURES		
Acnt#	Description	Budget
6810	Principal Payments - 2010 SRF Loan Principal The purpose of the 2010 SRF Loan Principal line item is to account for principal payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Loan.	\$ 910,550
6811	Principal Payments - 2010 IFA Loan Principal The purpose of the 2010 IFA Loan Principal line item is to account for principal payments related to a State of Oregon Infrastructure Finance Authority (IFA) Loan.	\$ 375,273
6812	Principal Payments - 2010 GO Bond Principal The purpose of the 2010 GO Bond Principal line item is to account for principal payments related to a District issued General Obligation (GO) Bond.	\$ -
6813	Principal Payments - 2017 JPM Bank Loan Principal The purpose of the 2017 JPM Bank Loan Principal line item is to account for principal payments related to a JP Morgan Bank Loan.	\$ 1,356,000
6814	Principal Payments - 2018 KS Statebank Principal The purpose of the 2018 KS Statebank Principal line item is to account for principal payments related to a KS Statebank Bank Loan.	\$ 54,233
6815	Principal Payments - 2019 Zions Bank Loan Principal The purpose of the 2019 Zions Bank Principal line item is to account for principal payments related to a Zions Bank Loan.	\$ 179,000
6820	Interest Payments - 2010 SRF Loan Interest The purpose of the 2010 SRF Loan Interest line item is to account for interest payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Loan.	\$ 327,958
6821	Interest Payments - 2010 GO Bond Interest The purpose of the 2010 GO Bond Interest line item is to account for interest payments related to a District issued General Obligation (GO) Bond.	\$ -
6822	Interest Payments - 2010 IFA Loan Interest The purpose of the 2010 IFA Loan Interest line item is to account for interest payments related to a State of Oregon Infrastructure Finance Authority (IFA) Loan.	\$ 262,828
6823	Interest Payments - 2017 JPM Bank Loan Interest The purpose of the 2017 JPM Bank Loan Interest line item is to account for interest payments related to a JP Morgan Bank Loan.	\$ 374,576
6824	Interest Payments - 2018 KS Statebank Interest The purpose of the 2018 KS Statebank Interest line item is to account for interest payments related to a KS Statebank Bank Loan.	\$ 8,325
6825	Interest Payments - 2019 Zions Bank Loan Interest The purpose of the 2019 Zions Bank Interest line item is to account for interest payments related to a Zions Bank Loan.	\$ 30,801
Debt Service Expenditures Total		<u>\$ 3,879,544</u>

OAK LODGE WATER SERVICES DISTRICT
APPROVED BUDGET – FISCAL YEAR 2020-2021

LINE ITEM DESCRIPTIONS		Budget
TRANSFERS OUT		
Acct# Description		Budget
8105 Transfer to Fund 05		\$ 4,917,000
	The purpose of the Transfer to Fund 05 line item is to account for the transfer of resources to the Administrative Services Fund.	
8140 Transfer to Fund 40		\$ 812,000
	The purpose of the Transfer to Fund 40 line item is to account for the transfer of wastewater reclamation funds to the Wastewater Reclamation General Obligation Bond Debt Service Fund.	
8150 Transfer to Fund 50		\$ 2,871,000
	The purpose of the Transfer to Fund 50 line item is to account for the transfer of wastewater reclamation funds to the Wastewater Reclamation Revenue Bond Debt Service Fund.	
8171 Transfer to Fund 71		\$ 500,000
	The purpose of the Transfer to Fund 71 line item is to account for the transfer of resources to the Drinking Water Capital Fund.	
8172 Transfer to Fund 72		\$ 1,000,000
	The purpose of the Transfer to Fund 72 line item is to account for the transfer of resources to the Wastewater Reclamation Capital Fund.	
8173 Transfer to Fund 73		\$ 500,000
	The purpose of the Transfer to Fund 73 line item is to account for the transfer of resources to the Wastewater Protection Capital Fund.	
Transfers Out Total		\$ 10,600,000

LINE ITEM DESCRIPTIONS		Budget
CONTINGENCIES		
Acct # Description		Budget
9000 Contingency		\$ 10,215,141
	The purpose of the Contingency line item is to provide a contingency in the event actual expenditures exceed budgeted appropriations or actual revenues are less than anticipated.	
Contingencies Total		\$ 10,215,141



Oak Lodge Water Services District
CAPITAL IMPROVEMENT PLAN
Fiscal Years 2021 - 2026

Table of Contents

<u>CIP Message</u>	3
<u>Document Guide</u>	4
<u>CIP Overview</u>	5
<u>Summary Information</u>	6
<u>Multi-Document Transparency</u>	8
<u>CIP Process</u>	9
<u>Surface Water Project Section</u>	10
<u>Wastewater Project Section</u>	14
<u>Vehicle Replacement Schedule</u>	26
<u>Water Project Section</u>	32
<u>Contact Information</u>	Back Cover

Message from the Technical Services Manager

Resource management is such an important function for any service provider and Oak Lodge Water Services District (OLWSD) is no different in this regard. Finding a balance between exemplary customer service and the cost to provide that service is key to the success of public organizations. In order to achieve this balance, one tool we use is a Capital Improvement Plan (CIP) because our service is heavily dependent upon physical infrastructure such as pipes. This document monetarily prepares for the expansion and maintenance of your Wastewater and Water systems as well as the provision of Watershed Protection services.

As fiscal year 2020 draws to a close, the District finds itself in a new era. With the modernization of the Water Reclamation Facility achieved, video inspection of the sanitary mainline collection system completed and completion of a majority of the existing Water Master Plan projects, we must now assess and plan where resources will soon need to be allocated. The next logical step will be to update all of the District's Master Plans. With up-to-date inspections of the collection and distribution systems, this information will feed into models that can help Staff predict failures before they occur. Then by strategically maintaining and/or replacing our systems, we become proactive rather than reactive. This proactive approach will not only save our rate payers money, but will enhance services due to time savings. On a house waiting for a roof failure creates more damage to the house and costs more to repair, the same holds true for the District's investment in your infrastructure.

Looking forward, the next few fiscal years will likely bring the District new permits from the Oregon Department of Environmental Quality (DEQ). An updated National Pollutant Discharge Elimination System (NPDES) permit for the Water Reclamation Facility will mean renewed land application of biosolids and an updated MS4 permit may bring with it new standards for water quality and/or requirements for environmental studies. While these permits generally bring added costs, they also improve the quality of our natural resources and in-turn improve our community's quality of life.

We at the District, hope that this document provides clear, concise and transparent information to you as our rate payer. As a result of reading this document, we hope you gain a better understanding of how the investment of revenue from your rates ensure your Water, Wastewater and surface water systems remain functioning well into the future. If you have any questions about this document, I encourage you to contact me at (503) 353-4202 or jason@olwsd.org.

Sincerely,

Jason Rice, PE

How to Use This Document

This six-year Capital Improvement Plan document provides detailed descriptions about projects organized by fund. Each fund section begins with a summary overview of the function of the fund followed by funding and project information. Summary tables and graphs highlight the capital projects within each fund. Following the summary section are detailed breakdowns of each project, along with project schedules, cost estimates, and operating budget impacts.

Summary information of all capital projects sorted by fund, and funding source are included as appendices to this document.

The project title and description explains the details and need for each project.



Aeration Basin Baffle Wall

The Aeration Basin Baffle Wall Project would conserve electricity and reduce greenhouse gas emissions by enabling plant operators to switch off parts of the aeration basin. The District has normally run all four of its Aeration Basin trains. Hydraulic modeling as part of an Aeration Study in FY 2019 shows that only two trains are needed for this task if the first train is divide it in two by a baffle wall. This project would install that barrier.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund	150,000						150,000

Operating Budget Impact

This project will reduce on-going maintenance and cause for b... permit compliance.

The outcome of the project on the operating budget of each fund is described in this area.

This section indicates whether the project is funded or unfunded, the funding source, and the cost for each scheduled project year.

Capital Improvement Plan Overview

The six-year Capital Improvement Plan (CIP) establishes guidance and planning for the District's investments in capital infrastructure. At the foundation of the CIP are the District's Surface Water, Wastewater and Water Master Plan documents. These master plans illustrate the long-term needs and goals of each department as defined by community input, advisory groups, expert consultants, and District Staff., and District Board goals, operational (i.e. service delivery) needs, and regulatory requirements further refine and shape the CIP.

Projects within the CIP are prioritized and matched with projections of future revenues. Inclusion of a project within this document does not necessarily reflect a budgeted spending commitment, but is the anticipated priority at this snapshot in time based on estimated future revenues. Current revenues are not enough to keep up with all the capital needs of the District. Additionally, there are restrictions on many revenue sources in relation to where the funds may be spent.

As compared to Capital Outlay line in the Budget, which may include purchases as low as \$2,500 and have a useful life of at least one year. A capital "project" contained within this document is defined by complexity of the work.

The CIP is intended as a method of communication with citizens, businesses, advisory groups, and the Board of Directors. It gives the public the opportunity to see the District's proposed plans for the future and provide feedback to the Board and Staff.

The goal of this Capital Improvement Plan is to provide the maximum sustainable level of priority capital investments to deliver outcomes that are of the highest importance to our citizens and provide for a healthy, safe, active, efficient, and optimized community with excellent livability

Factors in Evaluating CIP Projects

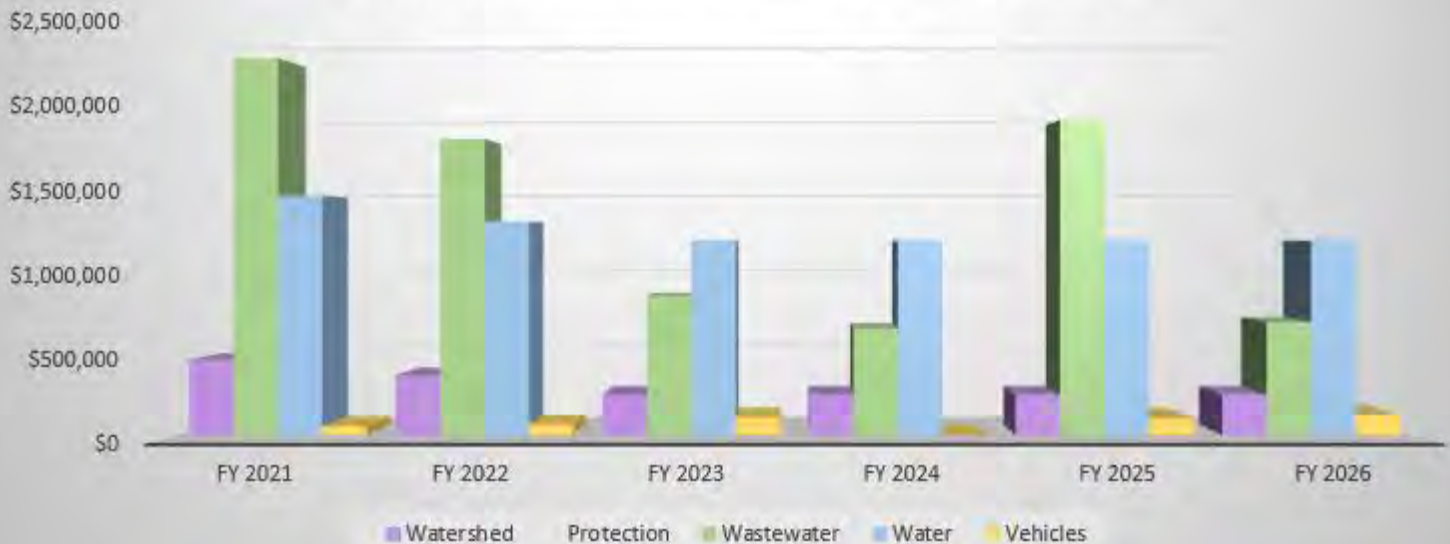
- Master planning documents
- Board goals
- Operational needs
- Regulatory requirements
- Fiscal Impacts
- Health, safety, and environmental effects
- Community economic effects
- Feasibility, including public support and disruption
- Implications of deferring the project
- Coordination and advantages of joint projects

Summary Information

Funding Summary

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Watershed Protection	\$465,000	\$370,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,835,000
Wastewater	\$2,330,000	\$1,830,000	\$860,000	\$660,000	\$1,950,000	\$700,000	\$8,330,000
Water	\$1,480,000	\$1,320,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$7,600,000
Vehicles	\$55,000	\$67,000	\$110,000	\$0	\$105,000	\$127,000	\$464,000
Total Capital Improvement Program	\$4,330,000	\$3,587,000	\$2,420,000	\$2,110,000	\$3,505,000	\$2,277,000	\$18,229,000

Capital Improvement Program Spending



Funding for capital projects comes from four distinct sources

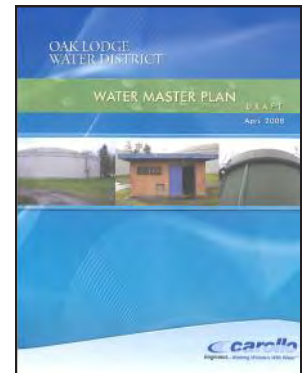
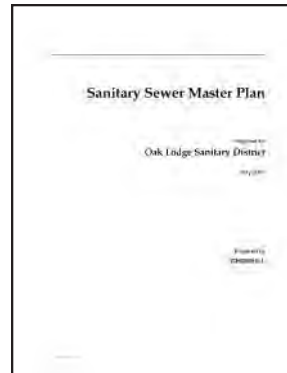
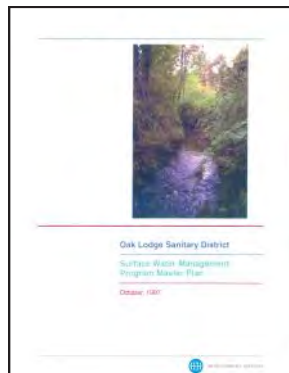
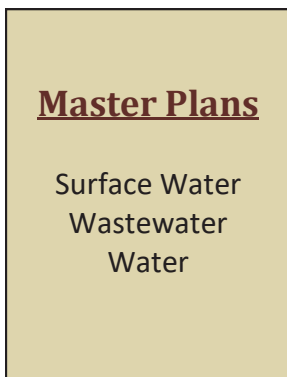
- (1) Utility User Fees
- (2) Bonds
- (3) Grants come from outside agencies such as ODOT, Metro, DEQ, Oregon Parks, and the Oregon Marine Board
- (4) Systems Development Charges (SDCs): from new development



Multi-Document Transparency

The District recognizes that the projects included in the Six-Year Capital Improvement Plan represent a significant amount of public monies and it is the District's intention is to present this information across several documents to ensure that projects are clearly understood and accounted for in financial forecasts, budgets, capital improvement plans and master plans.

Multi-document transparency means that a capital project necessitated by a master plan will be included in the CIP document and then planned for in the forecast document. Funding for the project will then be included in the budget document and the expense will be recorded in quarterly and annual financial reports.



OAK LODGE WATER SERVICES PROPOSED BUDGET FISCAL YEAR 2018-2019									
Watershed Protection Capital Fund Resources: Fund 73									
ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19	
-	-	-	-	73-00-3500	Beginning Fund Balance	-	-	-	
-	-	-	-	73-00-4610	Investment revenue	5,000	5,000	5,000	
-	-	-	-	73-00-4920	Proceeds from sale of capital assets	300,000	300,000	300,000	
-	-	-	-	73-29-4913	Transfers in from Fund 30	3,600,000	3,600,000	3,600,000	
\$ -	\$ -	\$ -	\$ -		Total Resources	\$ 3,905,000	\$ 3,905,000	\$ 3,905,000	
Watershed Protection Capital Fund Requirements: Fund 73									
ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19	
-	-	-	-	73-23-7400	Capital Outlay	10,000	10,000	10,000	
-	-	-	-	73-23-7520	Improvements other than buildings	71,000	71,000	71,000	
-	-	-	-	73-23-7600	Equipment	1,920,000	1,920,000	1,920,000	
\$ -	\$ -	\$ -	\$ -		Capital Improvement Projects				
\$ -	\$ -	\$ -	\$ -		Total Capital Outlay - Watershed Protection	\$ 2,001,000	\$ 2,001,000	\$ 2,001,000	
-	-	-	-	73-29-9000	Transfers and Contingency	500,000	500,000	500,000	
\$ -	\$ -	\$ -	\$ -		Contingency				
\$ -	\$ -	\$ -	\$ -		Total Transfer and Contingency	\$ 500,000	\$ 500,000	\$ 500,000	
\$ -	\$ -	\$ -	\$ -		Total Requirements	\$ 2,501,000	\$ 2,501,000	\$ 2,501,000	
\$ -	\$ -	\$ -	\$ -		Total Resources	\$ 3,905,000	\$ 3,905,000	\$ 3,905,000	
\$ -	\$ -	\$ -	\$ -		Reserve for Fund 30: future capital expenditures	\$ 1,404,000	\$ 1,404,000	\$ 1,404,000	

Financial Reporting

“Capital Outlay” is reported in financial forecasts, budgets, quarterly reports, and annual reports. This line item corresponds with the annual funded totals shown in this Six-Year Capital Improvement Plan (CIP).

The adoption of this CIP document provides the baseline for the capital outlay that will be included in future budget documents for the Budget Committee to review, consider and approve, and for the Board to formally adopt.

The Process of a CIP Project

Question:

How does a project get placed on the Capital Improvement Plan?

Answer:

Rate Payer involvement is the cornerstone of the Six-Year Capital Improvement Plan. Projects are vetted through a multi-step process (see below) that includes public comment at several stages to ensure that projects meet the community's needs, in addition to expert analyses during plan development. Funding is not available for projects to begin until it is approved and adopted into the District's budget.

Project Start

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

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

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

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

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

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

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

Project Completion

Watershed Protection

Overview

The Oak Lodge Water Services District is responsible for water quality improvement projects within the communities of Oak Grove and Jennings Lodge, Oregon. Although not formal cities, this portion of unincorporated Clackamas County is heavily urbanized with residential, commercial, and industrial development. Less than 10 years ago, an analysis of the District revealed that the Total Impervious Area for OLWSD's is 80% -- that's about 2800 acres of surface that does not infiltrate water, all of which contributes to increased water velocity and scour in local streams, and the majority of which contributes pollutants into the surface water system, including streams and rivers.

Oak Lodge Water Services District charges customers a monthly surface water fee, which covers all surface water program operations. Annual revenue changes slightly (based on the number of customers), but is approximately \$1.5M annually.

Projects within the Surface Water Capital Improvement Program include new regional stormwater treatment facilities, retrofits of existing facilities, installation of roadside facilities, such as "rain gardens", upgrades of existing storm lines and catch basins, and natural resource restoration projects.

This year, a Stormwater Master Plan is being recommended for funding. The purpose of this document is to create a comprehensive plan that accounts for the replacement of existing infrastructure as well as predict through computer modelling where additional infrastructure should be built to account for growth.

Watershed Protection Capital Improvement Projects

Page	Project Name	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Totals
12	Stormwater Master Plan	215,000						\$ 215,000
12	Localized Enhancement Program	250,000	250,000	250,000	250,000	250,000	250,000	\$ 1,500,000
13	Decant Facility		120,000					\$ 120,000
Total Watershed Protection Capi-		\$ 465,000	\$ 370,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,835,000



Watershed Protection



Stormwater Master Plan

This project will accomplish two goals of the District. The first, will be to identify the desires of our public as it relates to the level of services this District provides through its Watershed Protection rate. This will be done through multiple public meetings and a strong outreach process.

Once the data is collected and shared with the Board, this project will create a Master Plan for Stormwater that meets those expectations and helps set future rates to do so.

<u>Funding Source</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Surface Water Capital Fund	22,000	215,000					237,000

Operating Budget Impact

This project has the potential to identify costs that may directly impact rates (with Board Approval).



Localized Enhancement Program

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

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Surface Water Capital Fund	250,000	250,000	250,000	250,000	250,000	250,000	1,500,000

Operating Budget Impact

These projects have the potential to both decrease Staff's time reporting to localized flooding and increase maintenance of District owned facilities.

Capital Projects



WRF Decant Expansion

Decant facilities are used to remove water from excavated material so that hauling and disposal costs can be minimized.

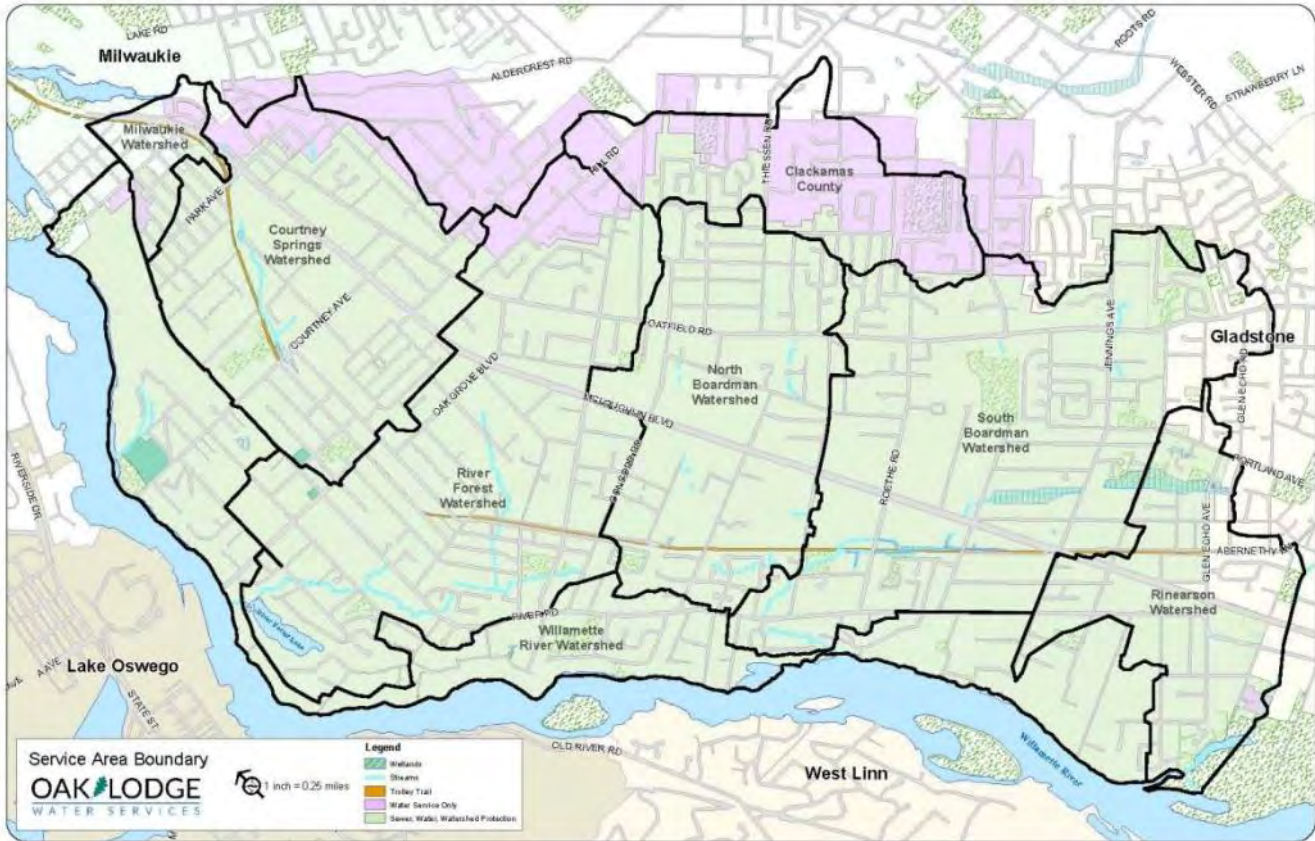
The goal of this project is to provide enough capacity for all three utilities to utilize after removing the decant facility at the Administrative Office (14496 SE River Road).

The payment for this project will be split evenly across all three utilities.

Funding Source	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Surface Water Capital Fund	10,000			120,000			130,000

Operating Budget Impact

Completion of this project will allow for draining of water from wet soils, thus reducing hauling and disposal costs of soils. It will also allow for temporary storage when hauling isn't available, thus enabling staff to continue working on projects with little delay.



Overview

Oak Lodge Water Services District charges customers a monthly fee for sanitary sewer service. Annual revenue changes slightly based on the number and types of customers, but comes in at approximately \$8.2M annually. Of this revenue, approximately 16% is budgeted to be used on capital improvements. The majority of sanitary sewer revenue is used for payment of the debt service to address the various loans associated with the Treatment Plant Expansion project.

Projects within the Sewer Capital Improvement list include finishing a conversion of the District's last anaerobic digester to meet permit requirements for land application of solids, projects to replace pipe deficiencies and trouble spots in the collection system and Water Reclamation Facility enhancements to the elements of the plant that were not reconstructed with the plant expansion project.



Capital Projects

Wastewater Capital Improvement Projects

Page	Project Name	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Totals
16	Belt Filter Press #2 Retrofit	340,000						\$ 340,000
16	Solids Piping Project	420,000						\$ 420,000
17	Hillside Sewer line - 2B Trunk Sag Adjust-	400,000						\$ 400,000
17	2A010-343 Line Replacement	60,000						\$ 60,000
18	Sanitary Sewer Master Plan (Plant+Field)	400,000						\$ 400,000
18	Aeration Basin Baffle Wall	150,000						\$ 150,000
19	WTP Blower Rehab	150,000						\$ 150,000
19	Lateral Repair Program	60,000	60,000	60,000	60,000	100,000	100,000	\$ 440,000
20	Pump Station Rebuild Program	350,000	50,000	300,000	50,000	300,000	50,000	\$ 1,100,000
20	Mainline Repair Program		250,000		500,000	500,000	500,000	\$ 1,750,000
21	Decant Facility		120,000					\$ 120,000
21	Secondary Clarifier 1 and 2 Refurbishment		1,000,000					\$ 1,000,000
22	Ultra-Violet Channel Refurbishment		300,000					\$ 300,000
22	Aeration Basin Diffuser Replacement		50,000					\$ 50,000
23	Return Activated Sludge Monitor Control Center Replacement			500,000				\$ 500,000
23	Manhole Repair Program				50,000	50,000	50,000	\$ 150,000
24	Influent Pump Station Reconstruction					1,000,000		\$ 1,000,000
Total Wastewater Capital Expenses		\$ 2,330,000	\$ 1,830,000	\$860,000	\$ 660,000	\$1,950,000	\$ 700,000	\$ 8,330,000



Wastewater



Belt Filter Press #2 Retrofit

This project is intended to facilitate refurbishment and improvements of the 16 year old Solids Handling Facility. Project is expected to include improvements to the control systems, environmental controls (HVAC), and equipment refurbishments and piping replacement.

<u>Funding Source</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>Total</u>
Wastewater Capital Fund	85,000		115,000	340,000			540,000

Operating Budget Impact

None. Completion of this project is expected to maintain existing system performance and increase reliability.



Solids Piping Project

Creates a new pipeline connection between the two Aerobic Digesters and the two Interchange Bioreactors (IBRs) that together process wasted sludge into biosolids. These tanks were not initially built to operate together, but a minor piping modifications since the construction of the IBRs has connected the four tanks sufficiently to avert an overload of solids in the plant. The Solids Piping Project turns that patch into a fix that brings with it a wide range of benefits.

<u>Funding Source</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>Total</u>
Wastewater Capital Fund	160,000	420,000					580,000

Operating Budget Impact

Reduces electricity and operator time needed to run the currently cumbersome sludge treatment process. Increases the plant's capacity to store wasted sludge. Makes the IBR's maintainable by allowing them to be drained. Enables tanks to operate in isolation and sludge to be thickened and wasted continuously. Adds corrosion protection by better controlling acidity and alkalinity.

POSITIVE SLOPE (CORRECT)



NO SLOPE



NEGATIVE SLOPE (LOW AREA)



**Hillside Sewer Line—
2B Trunk Sag Adjustment**

This project includes replacing 638 feet of 12-inch diameter pipe that has settled. This settlement causes sediment, grease and fats to accumulate in the line which causes field staff to maintain this line more often than it should be.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 20245	FY 2026	Total
Wastewater Capital Fund	400,000						400,000

Operating Budget Impact

Replacement of this section will reduce the operating budget due to less frequent maintenance on this section.



2A010-343 Line Replacement

This project replaces via pipe bursting 160 feet of 8-inch main that has deteriorated. This settlement causes sediment, grease and fats to accumulate in the line which causes field staff to maintain this line more often than it should be.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund	60,000						60,000

Operating Budget Impact

Replacement of this section will reduce the operating budget due to less frequent maintenance on this section.



Sanitary Sewer Master Plan

The District’s current Sanitary Master Plan was partially written upon historical knowledge of Staff. By the time this project is let, Staff will have collected and logged condition ratings via TV inspections that will inform an updated Master Plan which in turn will help staff prioritize the replacement of our aging infrastructure.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund	400,000						400,000

Operating Budget Impact

This project has the potential to identify costs that may directly impact rates (with Board Approval).



Aeration Basin Baffle Wall

The Aeration Basin Baffle Wall Project would conserve electricity and reduce greenhouse gas emissions by enabling plant operators to switch off parts of the aeration basin. The District has normally run all four of its Aeration Basin trains. Hydraulic modeling as part of an Aeration Study in FY 2019 shows that only two trains are needed for this task if the first train is divide it in two by a baffle wall. This project would install that barrier.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund	150,000						150,000

Operating Budget Impact

This project will reduce on-going maintenance and cause for better permit compliance.

WTP Blower Rehab

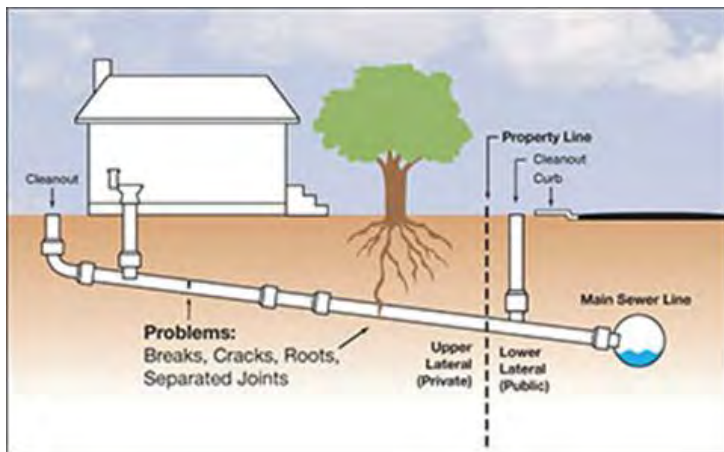


When the Water Reclamation Facility was built, the Interchange Bio-Reactors were designed with independent blowers. During a value engineering phase, one of the four Aeration Blowers was repurposed to supply air to the IBRs. Due to piping limitations, only that blower can be used for aerating the IBRs. Three years later, that blower catastrophically failed. Analysis of the failure indicated the potential for the blower not operating within its design parameters. One of the other Aeration Blowers was moved into that enclosure and the failed blower was replaced.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund	150,000						150,000

Operating Budget Impact

This is an optimization project focused on improving reliability improvements. Additional blowers will end up consuming more power



Lateral Repair Program

The focus of this program is to repair and replace the public portion (the portion in the right-of-way) of wastewater laterals. Priority will be given to laterals allowing stormwater inflow and infiltration through breaks and cause the greatest impacts to the operating budget.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund	60,000	60,000	60,000	60,000	100,000	100,000	440,000

Operating Budget Impact

This project will decrease operating expenditures by reducing the total amount of inflow and infiltration into the wastewater system.



Pump Station Rebuild Program

Oak Lodge Water Services has five sanitary sewer pumping stations that convey sewage from low lying areas to areas that can gravity flow to the WRF. Several of these pump stations are critical for meeting the District goal of collecting and treating 100% of our customers' used water. The three most critical stations in descending order are Pump Station #3 located at 2704 SE Park Ave., Pump Station #2, located at 1716 SE Oak Shore Lane, and Pump Station #5 located at 17560 SE Walta Vista Drive.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund	350,000	50,000	300,000	50,000	300,000	50,000	1,100,000

Operating Budget Impact

This project will reduce the amount of emergency repairs and as a result, emergency overflows.



Mainline Repair Program

Projects under this program generally consist of spot repairs where structural or inadequate flow conditions exist. Projects are identified based on routine system monitoring and/or maintenance done by the Field Crews and projects identified in a Sanitary Sewer Master Plan.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund		250,000		500,000	500,000	500,000	1,750,000

Operating Budget Impact

This project will decrease operating expenditures by reducing the total amount of inflow and infiltration into the wastewater system.



WRF Decant Expansion

Decant facilities are used to remove water from excavated material so that hauling and disposal costs can be minimized.

The goal of this project is to provide enough capacity for all three utilities to utilize after removing the decant facility at the Administrative Office (14496 SE River Road).

The payment for this project will be split evenly across all three utilities.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund	10,000			120,000			130,000

Operating Budget Impact

Completion of this project will allow for draining of water from wet soils, thus reducing hauling and disposal costs of soils. It will also allow for temporary storage when hauling isn't available, thus enabling staff to continue working on projects with little delay.



Secondary Clarifiers 1 and 2 Refurbishment

Replaces the internal mechanisms of secondary clarifiers 1 and 2, which are reaching the end of their lifespan.

Completely demolishes ageing steel and fiberglass components, and drive mechanism. Replaces these with new stainless steel and aluminum components to protect against corrosion.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund		1,000,000					1,000,000

Operating Budget Impact

Reduces the risk of critical down time by replacing steel components deteriorating from rust. Provides long-term value by reinstalling mechanisms with corrosion-resistant materials. Enhances clarifier performance. Reduces need for mechanical repairs.

Wastewater



Ultra-Violet Channel Refurbishment

This project is intended to replace complex gate maneuvering and level control with a passive level control system, replace the effluent flow meters, replace the influent gates with simple actuated slide gates, and inspect and modernize the UV bulb control system itself.

The intent of the rebuild is to have a more reliable, redundant UV disinfection system which is vital to permit compliance.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund		300,000					300,000

Operating Budget Impact

This project will reduce on-going maintenance and cause for better permit compliance.



Aeration Basin Diffuser Replacement

“Diffusers” are what air is pushed through in order to aerate the sludge before entering the secondary clarifiers. They have a useful life of 8-10 years and are in need of replacement.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund		300,000					300,000

Operating Budget Impact

This project will reduce on-going maintenance and cause for better permit compliance.



Return Activated Sludge Monitor Control Center Replacement

This motor control center did not get replaced in the plant expansion. It controls the Return Activated Sludge pumps among other equipment in that building. The system is now out-of-date and code. In order to do lock out/tag out you have to open the panel doors and then you are exposed to a live system. The panel replacement would use standard breakers and new instrumentation which will shrink the foot print of the MCC. There will be electrical efficiencies gained with more up to date wiring and controls. The new panel would have to be installed and wired up in parallel before disconnecting the old panel.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund			500,000				500,000

Operating Budget Impact

This project will reduce the overall energy needs at the plant and will cause for monthly power bills to decrease.



Manhole Repair Program

This program was created to ensure the replacement of all manholes within the Wastewater network over a 150-year period. In the case of a manhole having satisfactory structural integrity, manhole rehabilitation (i.e., manhole lining or grouting) will be done in lieu of full manhole replacement. Manholes to be replaced or rehabilitated will be identified by staff on an annual basis.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund				50,000	50,000	50,000	Ongoing

Operating Budget Impact

This project will not increase operating expenditures. These projects will replace or repair manholes one-for-one and will not increase the number of wastewater assets system-wide.

Wastewater



Influent Pump Station Reconstruction

This project completely reconfigures the pump station wet well from a box with corners that trap debris and sediment to one with tapered sides and sloped floors. This shape aids in self cleaning and takes full advantage of the non-clog pumps we have installed. This will vastly reduce and hopefully eliminate the cleaning projects that now have to be done each year.

Safety and security enhancements will also be made to the electrical and switch components by enclosing them in lockable structures. The end result is increased reliability, reduced maintenance, and increased safety and security.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund					1,000,000		1,000,000

Operating Budget Impact

Addition of the crane at this location would eliminate crane rentals.





Vehicle

Oak Lodge Water Services District has 35 pieces of rolling stock. 15 primarily used for the water, 16 for sewer and 3 for storm and 1 for Technical Services inspections. This program aims to systematically set aside funds at a predictable rate, that not only gives the Board a snapshot of the current fleet, but it also allows staff to show the Board in a single document the intended replacement schedule of each piece of equipment.

With regular and scheduled replacement of vehicles, the cost for major repairs should be kept to a minimum. In addition, the timing for replacements can occur in a planned, efficient and effective fashion thus evening out costs.

For the first couple of years the District would need to catch up to meet the scheduled replacements because the newly created Capital Fund has no pre-existing reserves built up.

Vehicle Capital Purchases

Page	ID#	Program	Vehicle Description	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Totals
27	NEW	Wastewater	Plant Operations	20,000						\$ 20,000
27	58	Water	Field Operations Van	35,000						\$ 35,000
28	2	Wastewater	Plant Operations Truck		32,000					\$ 32,000
28	8	Technical	Inspection Truck		35,000					\$ 35,000
29	30	Water	Operations Dump Truck			110,000				\$ 110,000
29	64	Water	Field Operations Truck					35,000		\$ 35,000
30	55	Water	Field Operations Truck					35,000		\$ 35,000
30	68	Water	Field Operations Truck					35,000		\$ 35,000
31	15	Wastewater	Plant Operations Truck						37,000	\$ 37,000
31	16	Wastewater	Plant Operations Truck						90,000	\$ 90,000
Total Vehicle Capital Expenses				\$ 55,000	\$ 67,000	\$ 110,000	\$ -	\$ 105,000	\$ 127,000	\$ 464,000

Capital Replacement



Plant Operations Motorized Cart

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund	20,000						20,000

Operating Budget Impact

This purchase will add one more fleet vehicle to the District’s inventory. It will be put on a replacement schedule and budgeted for accordingly.



Replacement of Vehicle #58

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund	35,000						35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

Vehicle



Replacement of Vehicle #2

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund			32,000				32,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



Replacement of Vehicle #8

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund			35,000				35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

Capital Replacement



Replacement of Vehicle #30

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund			110,000				110,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



Replacement of Vehicle #64

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund					35,000		35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

Vehicle



Replacement of Vehicle #55

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund					35,000		35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



Replacement of Vehicle #68

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund					35,000		35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

Capital Replacement



Replacement of Vehicle #15

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund						37,000	37,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



Replacement of Vehicle #16

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Wastewater Capital Fund						90,000	90,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

Overview

The District’s water distribution system is primarily comprised of 6-inch and 8-inch cast and ductile iron pipe. The District has concentrated on eliminating many sections of 2-inch pipe and looping dead-ends wherever practical. In the past the District had spent on average \$500,000 annually on water capital, however beginning this year this number has been increased to over \$1,000,000 to keep up with water capital needs.

OLWSD has more than sufficient storage with two 5 million gallon reservoirs at the Valley View site and two 2.8 million gallon reservoirs at the View Acres site to supply the system. However, the Valley View Reservoirs are also used as the storage source to serve the Sunrise Water Authority. This update will include an analysis to determine that fire flows for Oak Lodge Water Services District can continue to be met under this operational scenario.

This year, along with the completion of a Master Plan, the Board will help staff prioritize which capital projects to focus on first.

Water Capital Improvement Projects

Page	Project Name	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Totals
33	Water Resiliency Plan	100,000						\$ 100,000
33	Intertie Project Design	100,000						\$ 100,000
34	Partridge Circle Main Replacement	325,000						\$ 325,000
34	Capital Project Place Holder #1	955,000						\$ 955,000
35	Decant Facility		120,000					\$ 120,000
35	Capital Project Place Holder #2		1,200,000					\$ 1,200,000
36	Capital Project Place Holder #3			1,200,000				\$ 1,200,000
36	Capital Project Place Holder #4				1,200,000			\$ 1,200,000
37	Capital Project Place Holder #5					1,200,000		\$ 1,200,000
37	Capital Project Place Holder #6						1,200,000	\$ 1,200,000
Total Water Capital Expenses		\$ 1,480,000	\$ 1,320,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 7,600,000

Water Resiliency Plan

On October 23, 2018, America’s Water Infrastructure Act (AWIA) was passed, tasking the United States Environmental Protection Agency (EPA) with enforcing community water systems serving more than 3,300 people to conduct Risk and Resiliency Assessments and to develop an Emergency Response Plan. The District’s compliance deadline for completing the AWIA Risk and Resilience Assessment is June 30, 2021.



<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund	100,000						100,000

Operating Budget Impact

The creation of document itself will not add or subtract to operational budget. However, it will likely identify needs for the District that will be discussed in future budgets.

Intertie Project Design

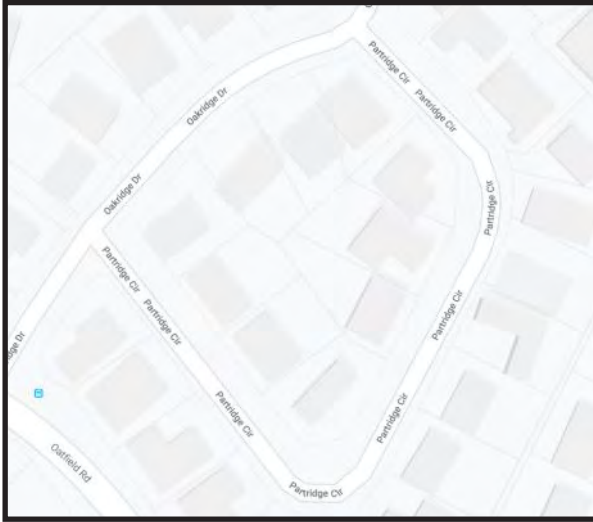
Currently, Oak Lodge Water Services relies solely on the Clackamas River for its water needs. During the Water Master Plan process, Staff discussed with the Board the need to create additional options in the event that the Clackamas River is not available. An example of this could be low summer flows or a toxic algal bloom.



<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund	100,000						100,000

Operating Budget Impact

Once constructed, this project will add infrastructure to the Oak Lodge Water Services District inventory and thus increase overall maintenance in the Operating Budget.



Partridge Circle Main Replacement

In the past, field staff had concerns with this main because the earth around the main has continued to move (or slide). But in more recent past, Partridge Circle was found to be prematurely wearing as a result of electrolysis. It was the combination of these two issues that caused staff to change this project to high priority.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund	325,000						325,000

Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.



Capital Project Placeholder #1

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this “project” is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund	955,000						955,000

Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.



WRF Decant Expansion

Decant facilities are used to remove water from excavated material so that hauling and disposal costs can be minimized.

The goal of this project is to provide enough capacity for all three utilities to utilize after removing the decant facility at the Administrative Office (14496 SE River Road).

The payment for this project will be split evenly across all three utilities.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Water Capital Fund	10,000			120,000			130,000

Operating Budget Impact

Completion of this project will allow for draining of water from wet soils, thus reducing hauling and disposal costs of soils. It will also allow for temporary storage when hauling isn't available, thus enabling staff to continue working on projects with little delay.



Capital Project Placeholder #2

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this "project" is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund		1,200,000					1,200,000

Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.



Capital Project Placeholder #3

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this “project” is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund			1,200,000				1,200,000

Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.



Capital Project Placeholder #4

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this “project” is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund				1,200,000			1,200,000

Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.



Capital Project Placeholder #5

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this “project” is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund					1,200,000		1,200,000

Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.



Capital Project Placeholder #5

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this “project” is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

<u>Funding Source</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>Total</u>
Water Capital Fund						1,200,000	1,200,000

Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.



14611 SE River Road
Oak Grove, OR 97267
(503) 353-4202

Contact Us

Technical Services:

Technical Services Manager | Jason Rice PE, jason@olwsd.org
Project Manager | Haakon Ogbeide PE, haakon@olwsd.org

Operations:

Field Superintendent | Todd Knapp, todd@olwsd.org
Plant Superintendent | David Mendenhall, davidm@olwsd.org

OAK LODGE WATER SERVICES

RESOLUTION NO. 2020-05

A RESOLUTION ADOPTING THE OAK LODGE WATER SERVICES DISTRICT BUDGET FOR FISCAL YEAR 2020-2021 AND MAKING APPROPRIATIONS.

WHEREAS, under the direction of the duly appointed Budget Officer for the Oak Lodge Water Services District (the "District"), a budget for Fiscal Year 2020-21 was prepared for the District's annual fiscal year commencing July 1, 2020; and

WHEREAS, the District Budget Committee held public meetings on April 28, 2020, April 30, 2020, and May 5, 2020, whereby the Budget Committee invited public comment, deliberated, and approved the budget; and

WHEREAS, in accordance with Oregon Local Budget Law, the budget and financial summary were properly noticed and published, and the budget is on file and available for public inspection at the District Administration Building located at 14496 SE River Road, Oak Grove, OR 97267 and on the District website; and

WHEREAS, pursuant to ORS 294.456, the District Board of Directors desires to adopt the budget and make appropriations for Fiscal Year 2020-21 before the close of the current fiscal year to provide for ongoing District operations.

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

Section 1. The budget for the Oak Lodge Water Services District for the fiscal year beginning July 1, 2020 and ending June 30, 2021 as approved by the Budget Committee is hereby adopted in the total amount of \$40,902,084. This budget is currently on file at the District Administration Building and is available online on the District's website.

BE IT FURTHER RESOLVED BY THE OAK LODGE WATER SERVICES BOARD OF DIRECTORS:

Section 2. The amounts set forth in **Exhibit A**, attached hereto and incorporated herein by this reference, are appropriated for the purposes stated for the fiscal year beginning July 1, 2020.

INTRODUCED AND ADOPTED THIS 19th DAY OF MAY 2020.

OAK LODGE WATER SERVICES DISTRICT

By _____ By _____
Kevin Williams, President Paul Gornick, Secretary/Vice President

Oak Lodge Water Services District
Exhibit A - Schedule of Appropriations

Administrative Services Fund

Administration and Finance	\$ 1,921,500
Human Resources	580,500
Technical Services	1,591,000
Vehicle Services	121,000
Special Payments	900,000
Contingency	139,000

Drinking Water Fund

Personal Services	989,000
Materials and Services	1,443,500
Debt Service	209,801
Transfers	2,529,000
Contingency	962,699

Wastewater Reclamation Fund

Wastewater Treatment Division	
Personal Services	1,078,000
Materials and Services	936,000
Wastewater Collections Division	
Personal Services	643,000
Materials and Services	110,000
Non-Divisional	
Transfers	6,936,000
Contingency	801,000

Watershed Protection Fund

Personal Services	134,000
Materials and Services	105,000
Debt Service	62,558
Transfers	1,135,000
Contingency	549,442

Wastewater GO Debt Service Fund

Debt Service	638,101
Reserve for Future Expenditure	624,899

Wastewater Revenue Bond Debt Service Fund

Debt Service	2,969,084
Reserve for Future Expenditure	600,000

Drinking Water Capital Fund

Capital Outlay	1,515,000
Contingency	2,977,000

Wastewater Reclamation Capital Fund

Capital Outlay	2,450,000
Contingency	3,230,000

Watershed Protection Capital Fund

Capital Outlay	465,000
Contingency	1,556,000

Total Appropriations	<u><u>\$ 40,902,084</u></u>
-----------------------------	-----------------------------

STAFF REPORT

To Board of Directors
From Rob Moody, Financial Consultant
Title Presentation of Proposed Rates, Fees, and Other Charges
Schedule for FY 2021
Item No. 6
Date May 19, 2020

Summary

The District maintains a Schedule of Rates, Fees, and Other Charges that summarizes amounts charged to District customers for various services. The Schedule is updated each year in conjunction with the District's budget process.

Background

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

An increase in utility rates for water and wastewater were incorporated into the District's Proposed, now Approved Budget for the 2020-2021 fiscal year. Rate increases of 3.5% and 3.25% in water and wastewater, respectively, result in an overall increase of 3% to the average residential customer of the District. As recommended by the Budget Committee, .5% of the overall rate increase will fund the newly developed Emergency Customer Assistance Program

Those increases are reflected in the Schedule of Rates, Fees, and Other Charges as presented for consideration by the Board.

Notably, System Development Charges (SDC) for water are indexed per the District's previous Resolution No. 18-04 to the Engineering News Record Construction Cost Index for the Seattle area for May prior to the rate change. This has resulted in a 1% increase in water SDC's charged effective July 1, 2020. The adjusted water SDC's are also incorporated into the Schedule.

Other fees and charges per the Schedule have remained consistent with the prior year with two exceptions except for increases to meter set fees and tapping fees. These adjustments reflect the increased costs of labor and equipment, as well as specific parts associated with these services.

Attachments

1. Proposed Rates, Fees, and Other Charges Schedule - Effective July 1, 2020
2. Draft Resolution – For Informational Purposes Only

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

Effective July 1, 2020

	Effective 11/20/2019	Effective 7/1/2020
A. Rates/Service Charges		
1. Water Service		
a. Residential Service		
i. Rate per hundred cubic feet of water (CCF) per billing cycle (2 months)		
Block 1 (Lifeline)	1-10 CCF \$ 1.17	\$ 1.22
Block 2 (Main)	11-50 CCF \$ 1.58	\$ 1.65
Block 3 (Conservation)	51+ CCF \$ 1.86	\$ 1.94
ii. Fixed rate per meter size per billing cycle (2 months)		
20 gallons per minute (GPM)	5/8" x 3/4" \$ 35.54	\$ 37.14
30 gallons per minute (GPM)	Full 3/4" \$ 53.30	\$ 55.70
b. Large Residential, Commercial, and Industrial Service		
i. Rate per hundred cubic feet of water (CCF) per month		
All services	All usage \$ 1.65	\$ 1.72
ii. Fixed rate per meter size per month		
	Meter Size	Rate
	1"	\$ 31.27
	1.5"	\$ 53.87
	2"	\$ 79.75
	3"	\$ 150.87
	4"	\$ 237.09
	6"	\$ 452.62
	8"	\$ 732.80
	10"	\$ 1,034.52
c. Fire Line Service		
i. Fixed rate per meter size per month		
	Meter Size	Rate
	3/4"	\$ 17.77
	1"	\$ 24.78
	1.5"	\$ 35.54
	2"	\$ 49.54
	3"	\$ 85.15
	4"	\$ 129.33
	6"	\$ 241.35
	8"	\$ 366.40
	10"	\$ 525.89
ii. Rate per hundred cubic feet of water (CCF)		
Block A	1 CCF Fixed rate/meter	Fixed rate/meter
Block B	2+ CCF \$ 1.65	\$ 1.72
d. Water Service Voluntary Backflow Assembly Testing Program		
i. Fixed rate per device per year		
	Device Size	Rate
	.5" - 1.5"	\$ 22.00
	2"-6"	\$ 32.00
	8"-12"	\$ 42.00
ii. Confined Space Entry Charge per Vault (applies to devices in vaults)		
	\$ 25.00	\$ 25.00
iii. Confined Space Pumping Charge per Minute (applies to vaults filled with water)		
	\$ 0.84	\$ 0.84
iv. Repairs and/or Replacements performed by District's Contractor		
Labor rate per hour	\$ 135.00	\$ 135.00
Parts and materials per device	Actual cost	Actual cost
2. Wastewater Collection and Treatment		
a. Fixed rate per Equivalent Dwelling Unit (EDU) per month	\$ 39.89	\$ 40.97
b. Rate per hundred cubic feet (CCF) of average winter water consumption per month	\$ 2.27	\$ 2.37
3. Watershed Protection		
a. Fixed rate per Equivalent Service Unit (ESU) per month	\$ 9.51	\$ 9.51
b. Stormwater Facility Maintenance Surcharge per ESU per month	\$ 4.75	\$ 4.75
4. Administration		
a. Interest penalty on delinquent utility billing service charges	12.00%	12.00%
b. NSF check/payment fee	\$ 25.00	\$ 25.00
c. Water service disconnect notification (Red Tag) fee	\$ 7.00	\$ 7.00
d. Water service disconnect fee (for nonpayment)	\$ 25.00	\$ 25.00
e. After Hours turn on fee	\$ 100.00	\$ 100.00

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

Effective July 1, 2020

	Effective 11/20/2019	Effective 7/1/2020
f. Hydrant meter deposit Water usage will be billed against the meter deposit and any remaining balance will be returned to the user	\$ 3,000.00	\$ 3,000.00
g. Hydrant use permit	\$ 50.00	\$ 50.00
h. Title search fee	\$ 25.00	\$ 25.00
i. Lock replacement fee - if lock is cut on meter	\$ 125.00	\$ 125.00
j. Public Record Requests		
i. Photocopies per page/side	\$ 0.10	VARIOUS
Letter (8.5x11)		
- Black and White Copies	N/A	\$ 0.25
- Color Copies	N/A	\$ 0.50
Legal (8.5x14)		
- Black and White Copies	N/A	\$ 0.35
- Color Copies	N/A	\$ 1.00
Tabloid (11x17)		
- Black and White Copies	N/A	\$ 0.50
- Color Copies	N/A	\$ 1.50
Large Format (Larger than 11x17)	N/A	Based on Size and Complexity
ii. Electronic Copies		
Flash Drive (up to 32 GB)	N/A	\$ 10.00
iii. Archive Retrieval Fees		
Base Charge per Trip	\$ 75.00	\$ 75.00
Charge per Box	\$ 3.50	\$ 5.00
iv. Record Research & Processing		
Staff time up to 30 minutes	N/A	No Cost
Staff time over 30 minutes in half hour increments	Actual cost	Labor Rate
 B. <u>Fats, Oils, Grease Program Fees</u>		
1. Wastewater Collection System Line Maintenance Fees		
a. Utility Worker Labor Rate per Hour	\$ 94.00	\$ 94.00
b. Utility Truck Rate per Truck per Hour	\$ 30.00	\$ 30.00
c. Hydro Cleaner Rate per Truck per Hour	\$ 85.00	\$ 85.00
d. Vactor Rate per Truck per Hour	\$ 120.00	\$ 120.00
e. CCTV Van Rate per Truck per Hour	\$ 200.00	\$ 200.00
 C. <u>Industrial Wastewater Pretreatment Program Fees</u>		
1. Wastewater Discharge Permit Application and Review Fee		
a. Upon issuance	\$ 1,500.00	\$ 1,500.00
b. Upon each anniversary date of permit issuance	\$ 1,500.00	\$ 1,500.00
2. Significant Industrial User Fee (DEQ Pass-through)		
a. Upon issuance	\$ 537.00	\$ 537.00
b. Upon each anniversary date of permit issuance	\$ 537.00	\$ 537.00
3. Monitoring and Inspection Fee	\$ 150.00	\$ 150.00
a. Laboratory costs	Actual cost	Actual cost
4. Accidental Discharge Fee	\$ 850.00	\$ 850.00
5. Industrial Pretreatment Permit Appeal Fee	\$ 2,000.00	\$ 2,000.00
 D. <u>Permit and Development Review Fees</u>		
1. Utility Connection Permit		
a. Plan Review (per EDU or ESU)	\$ 200.00	\$ 200.00
b. Initial Inspection - water and sewer only	\$ 310.00	\$ 310.00
c. Additional Inspections - water and sewer only	Per Section E	Per Section E
2. Site Development Permit		
a. Plan Review - greater of	\$ 955.00	\$ 955.00
or	2.5% of Engineer's Estimate	2.5% of Engineer's Estimate
or	\$200 per EDU or ESU	\$200 per EDU or ESU

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

Effective July 1, 2020

		Effective 11/20/2019	Effective 7/1/2020
b. Initial Inspection - Water and Wastewater - greater of	minimum	\$ 500.00	\$ 500.00
or		2.5% of Engineer's Estimate	2.5% of Engineer's Estimate
c. Additional Inspections - Water and Wastewater		Per Section E	Per Section E
d. Initial Inspection - Surface Water - greater of	minimum	\$ 500.00	\$ 500.00
or		2.5% of Engineer's Estimate	2.5% of Engineer's Estimate
e. Additional Inspections - Surface Water		Per Section E	Per Section E
3. Post-Approval Plan Review and/or Design Review (Modifications to Approved Plans)			
a. Plan Review (minimum)		50% of original plan review fee	50% of original plan review fee
4. Erosion Prevention and Sediment Control (less than one acre)			
a. Plan Review		\$ 200.00	\$ 200.00
b. Surface Water Inspection (one initial, one monthly, and one final)			
i. 1200 CN (lots or projects with disturbance areas 1-5 acres)		\$ 310.00	\$ 310.00
ii. Plan Review Minimum Base Fee for 1 acre		\$ 460.00	\$ 460.00
iii. Additional fee per acre		\$ 310.00	\$ 310.00
c. Initial Inspection - other		\$ 310.00	\$ 310.00
d. Additional Inspection - other		Per Section E	Per Section E
E. Additional and After-Hours Inspections			
1. Additional Inspection Fee Rate per Hour		\$ 138.00	\$ 138.00
Minimum two hour charge		\$ 275.00	\$ 275.00
2. Additional Inspection Fee Rate per Hour - After Hours		\$ 170.00	\$ 170.00
Minimum two hour charge		\$ 340.00	\$ 340.00
F. Connection/Hook-up/Meter Set Fees			
1. Wastewater Connection Fee/Hook-up Fee (Municipal Customers Only)		\$ 5,165.00	\$ 5,165.00
2. Water Meter Set Fee			
	Meter Size	Meter Set Fee	Meter Set Fee
	5/8"x3/4"	\$ 312.00	\$ 454.00
	Full 3/4"	\$ 355.00	\$ 454.00
	1"	\$ 448.00	\$ 569.00
	1.5"	\$ 744.00	\$ 1,016.00
	2"	\$ 803.00	\$ 1,116.00
	3"-10"	Actual cost	Actual cost
3. Tapping Fee			
	Tap Size	Tapping Fee	Tapping Fee
	3/4"	\$ 218.00	\$ 320.00
	1"	\$ 228.00	\$ 340.00
	1.5" and 2"	\$ 654.00	\$ 810.00
	3" - 10"	Approved Contractor	Approved Contractor
4. Request for Meter Relocations		Two times Meter Set Fee	Two times Meter Set Fee
G. System Development Charges (SDC)			
1. Watershed Protection SDC per ESU		\$ -	\$ -
2. Wastewater SDC per EDU		\$ 5,165.00	\$ 5,165.00
3. Water Distribution SDC per water meter			
	Meter Size	SDC	SDC
	5/8"x3/4"	\$ 4,320.00	\$ 4,363.20
	Full 3/4"	\$ 6,480.00	\$ 6,544.80
	1"	\$ 10,800.00	\$ 10,908.00
	1.5"	\$ 21,595.00	\$ 21,810.95
	2"	\$ 34,555.00	\$ 34,900.55
	3"	\$ 69,110.00	\$ 69,801.10
	4"	\$ 107,985.00	\$ 109,064.85

Oak Lodge Water Services District
Schedule of Rates, Fees, and Other Charges
 Effective July 1, 2020

4. Requests for meter size upgrades

	<u>Effective 11/20/2019</u>	<u>Effective 7/1/2020</u>
6"	\$ 215,970.00	\$ 218,129.70
8"	\$ 345,550.00	\$ 349,005.50
10"	\$ 496,730.00	\$ 501,697.30
	Diff in SDC's as listed	Diff in SDC's as listed

OAK LODGE WATER SERVICES

RESOLUTION NO. 2020-XX

A RESOLUTION ADOPTING RATES, FEES, AND OTHER CHARGES FOR THE OAK LODGE WATER SERVICES DISTRICT WITH AN EFFECTIVE DATE OF JULY 1, 2020.

WHEREAS, the Board of Directors for the Oak Lodge Water Services District (the "District") establishes and adopts rates, fees, and other charges for the District, for use of the District's water distribution system, sanitary sewer system, surface water management, and other services provided by the District; and

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

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

WHEREAS, pursuant to ORS 264.312 and ORS 297.160, a public hearing for the Board of Directors to consider increasing water rates and other fees and charges was duly noticed and held on July 16, 2020, at which hearing the public was invited and provided an opportunity to comment on the proposed increases; and

WHEREAS, the Board of Directors now wishes to adopt the rates, fees, and other charges as set forth in this Resolution to take effect beginning July 1, 2020.

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

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

Section 2. The Rates, Fees, and Other Charges Schedule shall take effect beginning on July 1, 2020. Until such date the District's most recently adopted rates, fees, and other charges shall remain in full force and effect.

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

INTRODUCED AND ADOPTED THIS 16th DAY OF JUNE 2020.

OAK LODGE WATER SERVICES DISTRICT

By _____
Kevin Williams, President

By _____
Paul Gornick, Secretary/Vice President

DRAFT

STAFF REPORT

To Board of Directors
From Rob Moody, Financial Consultant
Title Resolution 2020-06 Establishing a Temporary Emergency Customer Assistance Program (ECAP) for Customers Experiencing Economic Hardship Due to COVID-19
Item No. 7
Date May 19, 2020

Summary

The Board of Directors has been considering a range of options for providing temporary economic relief to customers experiencing financial pressures due to the COVID-19 pandemic. The Board has evaluated those options with the perspective of ensuring that the District remains fiscally responsible and accountable to all customers, while allowing flexibility for those customers who have been most affected by the widespread curtailing of economic activities during this time. Staff are bringing forward a specific proposal for consideration. If approved, the temporary Emergency Customer Assistance Program (ECAP) would be implemented immediately and would be funded through the 2020-2021 fiscal year. The Board retains the discretion to continue the ECAP or any similar program beyond that time.

Background

As an initial response to the global pandemic and regional outbreak of COVID-19, the Oak Lodge Water Services District declared a State of Emergency relating to COVID-19 on March 17, 2020 to ensure the District could perform all of its obligations and continue operating its systems. The Board declared the State of Emergency, in part, based on its assessment of the financial impact the pandemic is likely to have on the District and its customers.

At the outset of the State of Emergency, members of the Board expressed a high level of interest in finding ways to assist customers who may be experiencing financial difficulties because of the pandemic. As Clackamas County and the State begin to explore options for “re-opening,” it is possible that the Board will lift the State of Emergency in the near future. The financial impacts of the pandemic, however, are likely to endure for a longer period.

The District already has a Low-Income Rate Relief Program in place. That program, by design, provides utility payment assistance to customers who require long-term financial assistance. The Board requested staff to consider ways to augment the Low-Income program in order to provide immediate relief, as well as to capture those customers

experiencing short-term hardship that perhaps do not qualify for the District's existing long-term financial assistance program.

The attached Emergency Customer Assistance Program details staff's recommendation for providing temporary flexibility in utility payments for customers.

Past Board Actions

On March 17, 2020, the Board of Directors declared a State of Emergency.

On April 21, 2020, the Board of Directors extended the State of Emergency through May 19, 2020.

On April 21, 2020, the Board considered temporary measures to provide additional relief to customers. At that time, the Board asked the Finance Sub-Committee of Director Keil and Director Knudson to work with staff to identify specific proposals for the Board's consideration.

On May 6, 2020, the Board held an additional workshop during a special meeting to consider various options for temporary customer assistance policies and directed staff to return with a final proposal for its consideration.

Concurrence

The District's legal counsel team has participated in this effort and will be available to answer questions from the Board.

Recommendation

Staff recommends the Board adopt Resolution No. 2020-06 and establish the temporary Emergency Customer Assistance Program.

Alternatives to Recommendation

The Board can modify the Emergency Customer Assistance Program as desired.

The Board can decline to approve the new program.

Suggested Board Motion

"I move to establish the temporary Emergency Customer Assistance Program as set forth in the documents presented by staff" [or as modified by discussion].

Attachments

1. Resolution No. 2020-06
2. Exhibit A - Draft Emergency Customer Assistance Program

OAK LODGE WATER SERVICES

RESOLUTION NO. 2020-06

A RESOLUTION ESTABLISHING A TEMPORARY EMERGENCY CUSTOMER ASSISTANCE PROGRAM (“ECAP”) FOR CUSTOMERS EXPERIENCING ECONOMIC HARDSHIP DUE TO COVID-19.

WHEREAS, on March 8, 2020, through Executive Order 20-03, Governor Brown declared a state of emergency due to the public health and safety threats caused by the infectious coronavirus COVID-19, which state of emergency was extended through Executive Order 20-24 and is currently still in effect; and

WHEREAS, throughout the state of emergency, Governor Brown has issued a series of executive orders to help slow the spread of the virus throughout the state, which orders have affected individual and business activities within the state, including, inter alia, prohibiting large gatherings (Executive Order 20-05); prohibiting gatherings of more than twenty-five people (Executive Order 20-07); prohibiting on-premises consumption of food or drink (Executive Order 20-07); ordering Oregonians to stay home, and closing certain retail businesses (Executive Order 20-12); and

WHEREAS, the loss of health and life due to COVID-19, and the curtailing of certain business activities and limiting of certain individual conduct to address the public health concerns and emergency conditions caused by COVID-19, has significantly affected many people and communities, including Oak Lodge Water Services District (the “District”) customers and local businesses; and

WHEREAS, such effects have included adverse economic impacts to the District’s residential customers, including loss of income, loss of employment, layoffs, unpaid furloughs, and reduced work hours for a significant number of people; and

WHEREAS, such effects have included adverse economic impacts to the District’s non-residential customers, including loss of revenues, reduced foot traffic, temporary closures, and financial hardship; and

WHEREAS, the District Board of Directors (the “Board”) wishes to assist those in its community who are experiencing sudden economic hardship by providing flexible payment options and financial assistance to customers who have been adversely affected by the widespread curtailing of economic activities during this emergency state; and

WHEREAS, the Board has carefully considered a variety of options for assistance and evaluated those options with the goal of ensuring that the District remains fiscally responsible and accountable to all customers while meeting the immediate need for flexibility in payment options that residential and non-residential customers who may struggle to pay their bills on time during this emergency may require; and

WHEREAS, the District operates fee-based water, sanitary sewer, and stormwater systems and is committed to maintaining cost of service principles notwithstanding any assistance that may be made available through the emergency customer assistance program; and

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

Section 1. A temporary Emergency Customer Assistance Program (“ECAP”) is hereby established and shall be made available according to the terms of the program to all qualified residential and non-residential customers who are experiencing economic hardship and are in need of assistance due to COVID-19.

Section 2. The assistance available through the ECAP shall include flexible payment options for customers, an opportunity to defer payments for a period of time, the availability of time payment agreements, and limited financial assistance.

Section 3. The General Manager is directed and hereby authorized to finalize and administer the ECAP as substantively outlined in the attached **Exhibit A** (*Emergency Customer Assistance Program (ECAP) May 19, 2020 Proposal*) and as modified through discussion of the Board.

Section 4. The ECAP shall be funded in the following amounts: \$115,000 for the 2019-20 Fiscal Year, and \$95,000 for the 2020-21 Fiscal Year. Staff is hereby ordered to produce regular reports on the activities and financial status of the ECAP as requested by the Board.

Section 5. The ECAP program shall be made available until terminated, superseded, modified, or replaced by future action of the Board.

INTRODUCED AND ADOPTED THIS 19th DAY OF MAY 2020.

OAK LODGE WATER SERVICES DISTRICT

By _____ By _____
Kevin Williams, President Paul Gornick, Secretary/Vice President

EXHIBIT A

Emergency Customer Assistance Program (ECAP)

May 19, 2020 Proposal

Objective

Provide short-term and intermediate flexibility in utility payments for District customers experiencing economic hardship as a result of the COVID-19 pandemic.

Background

The District provides utility payment assistance to eligible, low-income customers through a program of rate reduction. This low-income program addresses a specific need in the District and targets those customers below a specific income threshold based on a 12-month look back at personal income. The program is capped at a percentage of budgeted revenues (approximately \$70,000 for fiscal year 2019-20) and the fiscal impact is estimated as the number of participants multiplied by the difference between full rates and the reduced rates applied to their bi-monthly billings. The low-income program does not provide assistance in acute or emergency situations that temporarily affect customers' ability to pay their utility bills in full, and it does not provide assistance to non-residential customers.

The purpose of the Emergency Customer Assistance Program (ECAP) is to provide a temporary mechanism, in addition to the low-income program, for assisting customers experiencing financial difficulties and who might otherwise not be able to pay their entire bill when due, for services that the District provides. The ECAP is being implemented in direct response to the COVID-19 pandemic and associated economic downturn and will be in place for the remainder of the current 2019-20 Fiscal Year and for the new fiscal year that begins July 1, 2020. The Board will re-visit the need for short-term and intermediate assistance during the 2020-21 Fiscal Year and beyond.

Funding

In conjunction with the budget development for Fiscal Year 2020-21, the District will provide ECAP funding for residential and non-residential customers, while maintaining the low-income program as it currently exists.

1. \$115,000 will be available in the current 2019-20 Fiscal Year through a reduction in contingency funds within the Administrative Services Fund.
2. \$95,000 will be available for the 2020-21 Fiscal Year, funded through a reduction of reserves of \$25,000 and the remainder through a cost component added to the District's rates paid by all customers.

The assistance provided through the ECAP will be available only until the designated funding runs out.

Assistance

There are two types of assistance available through the ECAP – **Residential Assistance** and **Non-Residential Assistance**. Residential Assistance is available to any qualified Owner or User that receives residential service from the District for domestic or irrigation purposes in a residential area and that is not considered non-residential service. Non-Residential Assistance is available to any qualified Owner or

User that receives non-residential service from the District. Non-residential service is service used in the promotion of a business or business product that is a source of revenue or income to the customer or others using the premises. For purposes of the ECAP, service to a multi-family dwelling where there is not an individual meter for each residence shall be deemed non-residential service. The District's General Manager or their designee shall make a final determination of whether a customer is receiving residential or non-residential service for purposes of the ECAP.

Residential Assistance

1. Residential Assistance applies only to customers receiving residential service.
2. Customers who qualify for the District's Low-Income program will be allowed to apply for assistance under that program but will not be eligible for further assistance through the ECAP. All other customers stating a need for short-term assistance due to COVID-19 will have the option to qualify for Residential Assistance.
3. To qualify for Residential Assistance under the ECAP, Customers must certify that the assistance is necessary to address a personal economic hardship caused by the COVID-19 pandemic.
4. Customers will first be offered a Time Payment Agreement ("TPA") consistent with the District's policy for such agreements.
 - a. As part of the TPA, ECAP customers will be provided with an option to defer all payments to the District for up to six (6) months ("Deferral Period").
 - b. Through the TPA, the District will waive any interest or late fees on amounts accrued after March 13, 2020 and through the end of the Deferral Period.
 - c. A customer that makes all required payments under the TPA will be entitled to a ten percent (10%) reduction in the total amount owing to the District under the TPA, not to exceed \$250.00 per customer, and such amount shall be an express part of the executed TPA.
5. Customers who are unable or who do not wish to enter into a TPA through the ECAP may request assistance in the form of a temporary rate reduction.
 - a. The rate reduction will be in the form of a fifty percent (50%) reduction in the customer's total bill for two billing cycles (four (4) months) ("Rate Reduction Period").
 - b. A customer receiving the temporary rate reduction will be responsible for making timely payments, consistent with the District's rules and regulations, subject to any fees or charges for late payments or non-payment. Further, such customers will be subject to then-applicable District rules or policies governing disconnections for non-payment.
 - c. Customers receiving the temporary rate reduction may apply for further Residential Assistance after the conclusion of the Rate Reduction Period, subject to available funding.

Non-Residential Assistance

1. Non-Residential Assistance applies only to customers receiving non-residential service.
2. To qualify for Non-Residential Assistance under the ECAP, Customers must certify that the assistance is necessary to address a hardship caused by the COVID-19 pandemic.
3. Customers seeking Non-Residential Assistance must apply for the assistance within six (6) months of the effective date of the ECAP.

4. Customers will be offered a Time Payment Agreement (“TPA”) consistent with the District’s policy for such agreements.
 - a. As part of the TPA, ECAP customers will be provided with an option to defer all payments to the District for a defined period (“Deferral Period”).
 - b. The Deferral Period will not exceed six (6) months from the date the customer executes the TPA.
 - c. Through the TPA, the District will waive any interest or fees on amounts accrued after March 13, 2020 and through the end of the Deferral Period.
5. Whether or not a customer executes a TPA, a qualifying customer will receive assistance in the form of a one-time credit of \$500.00 to the customer’s account. To receive such a credit, the account must have existed on or before March 13, 2020.

Residential Assistance Administration

The District may administer Residential Assistance through a third-party administrator, or through in-house resources. In the event the District uses a third-party administrator, any fees incurred for such administration shall be paid for from the funding sources identified above.

Community Donations

The Board encourages members of its community who have the means to make donations to augment the ECAP. If the District utilizes a third-party administrator, it is anticipated that donations may be made to that entity and directed toward the ECAP. Whether a donation is made to the third party or to the District directly, the District will not provide anything of value to the donor in exchange for the donation, and donors are encouraged to consult a finance or tax professional to determine if the donation qualifies as a charitable contribution for tax purposes.

Tracking and Reporting

The District’s Finance team will develop a suite of statistics and reports to track, manage, and report out on the various programs identified above, as well as water consumption and cash receipts trends over time. This information will assist the District Board and Staff in managing the programs for low-income and emergency assistance to customers.

STAFF REPORT

To Board of Directors
From Rob Moody, Financial Consultant
Title Finance Department Monthly Report
Item No. 8a
Date April 13, 2020 for April 21, 2020

Summary

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

Highlights of the Month

- The District's fiscal year 2020-2021 budget was approved by the Budget Committee on May 5. Comes to the Board tonight for adoption.
- Staff continues to address audit findings with updated policies and procedures.
- Continuing to work on non-revenue water items to ensure accuracy of the billing system.
- Have completed the first round of interviews for the Finance Director position – finalists to interview with the General Manager.

Audit Findings

Staff has begun to implement policies and procedures in accordance with the Corrective Action Plan communicated to the Board previously. Evidence of all procedures is being retained in a central folder on the District's shared drive. Below is a summary of recent progress:

1. Staff is currently addressing item number 6 on the Corrective Action Plan Matrix. Staff has inquired of Springbrook to determine if a report can be made available of exceptions noted such that we can provide documentation that all exceptions have been resolved. Currently staff resolves exceptions prior to billing but there is no documentation to evidence that exceptions were appropriately cleared. Implementation of this documentation is delayed to the end of May.
2. With respect to items 7 and 9 on the Corrective Action Plan Matrix, staff will begin to outline the project and scope a resolution in the next couple of weeks. Staff will determine what detail needs to be captured, a methodology to do so, and documentation of the process. Resolution is on track to be completed by end of July as initially stated.

3. Staff has scheduled a meeting to detail the responsibilities, assignments, and timelines for reconciling capital asset records for the fiscal year ending June 30, 2020.
4. Staff is working to schedule a physical inventory of capital assets (item number 10) to be completed prior to finalization of the annual audit for the year ending June 30, 2020. Finance is coordinating scheduling and documentation for the inventory.
5. Staff is meeting the first part of June to coordinate materials inventory procedures and approach (item numbers 14-17). These items are still on track to be completed by the end of June.
6. In response to Corrective Action Plan item number 19, the Financial Consultant has scheduled a review with staff to finalize the documentation. This item will be complete the first week of June.
7. Corrective Action Plan item number 22 calls for review of IT access by District staff to ensure appropriate segregation of duties. The Financial Consultant has completed an initial review and is preparing recommendations for adjustments to staff rights within the Springbrook system.

Billing System Verification

All field testing of large meters has been completed and corrections have been made to the billing system as appropriate. It is estimated that the corrections will result in approximately \$25,000 additional revenue being appropriately billed and collected on an annual basis going forward.

Finance staff is beginning to test the accuracy of billing computations within the system for all Cycle 3 accounts. These are the larger meters that are read and billed monthly – primarily non-residential. We are recalculating each of the accounts as billed for the month of April and will note any discrepancies to be resolved.

Residential meters are being field tested on a sample basis. As the information comes in the Finance team is working to compare to the billing system and will make corrections as necessary. We will report back to the Board on the total corrections and impacts on revenues.

Recruiting

The Finance Director recruitment closed May 4 and initial interviews were completed the week of May 11. The General Manager will interview finalists the week of May 18.

Attachments

1. Corrective Action Plan Matrix
2. Checks by Date Report for April 2020

Oak Lodge Water Services District
 Corrective Action Plan - 2019 Audit
 2019 Audit recommendations

Identification							
Category	#	Audit Finding	Recommendation	Priority Level	Individual Responsible	Planned Action	Estimated Completion Date
Process	1	Review of new rates – During our current year control procedures over the revenue cycle, we noted no formal, documented process in place to evidence the review of rates input into the system. This is particularly important at the time of a Board-approved rate change to mitigate the risk that rates are input incorrectly or are not updated timely in accordance with the effective date of the new rates.	We recommend that a formal process be established to require someone other than the person responsible for making the rate changes to review those changes to verify the accuracy and timeliness.	B	Finance Director	Annually, when rates are entered to Springbrook, the Finance Director will print a report from the system, compare rates to the resolution adopted by the Board, and initial and date indicating their review and approval. The report will be retained until after audit.	July 2020, following the approval of new utility rates.
Process	2	Recalculation of customer bills – During our control procedures we noted no evidence of a recalculation of a sample of customer bills to determine if the bills were calculated accurately using appropriate rates. This is a key control that helps to mitigate the risk that bills are being calculated incorrectly or with incorrect rates, prior to the bills being sent to the customers.	We recommend that management implement controls to require a re-calculation of a sample of customer bills each billing cycle, with a minimum of one bill from each rate class. This procedure should be documented to support which bills were re-calculated, who performed the procedures, and to date when the procedures were completed.	A	Jr Accounting Specialist	Monthly after the bills are generated, the Jr. Accountant will obtain a billing register and recalculate a sample of customer bills to ensure accuracy of the bills. Review will occur prior to mailing of customer bills. Jr. Accountant will maintain a log of customer bills verified and retained until after audit.	Completed - Placed in effect with April 2020 billing. Junior Accountant performs testing and reviewed by Finance Director.
Process	3	Manual adjustments to customer accounts – During our procedures we noted that the District often makes manual adjustments to customer bills and consumption amounts.	We recommend that manual adjustments are reviewed and approved by someone other than the person recording the adjustments prior to the bill being sent to the customer. This approval should be documented either electronically through the billing system or in writing. In addition, we recommend that the District run monthly reports to detail the adjustments made during the month, and such a report should be reviewed by someone other than those responsible for recording adjustments, to help identify any unauthorized adjustments.	A	Finance Director	Monthly the Finance Director will run a "Transactions by Date" report from the system for adjustments and review for anomalies. The Finance Director will initial and date evidencing approval, and the report will be retained until after audit.	Completed - Placed in effect in early April. Finance Director ran report and reviewed. Documented review with initials and data and filed for reference.
Process	4	Customer refund approvals – During our inquiries, we noted that the District has a policy in place that requires any customer refunds should be approved by the Finance Director prior to being issued to the customer. However, during our testing we noted instances where the refunds were not approved by the Finance Director and had been issued to customers. We also noted that individuals other than the Finance Director had access to approve refunds in the system.	We recommend that the Finance Director reviews and approves all refunds prior to being issued, and that electronic access to approve refunds be limited to the Finance Director.	A	Finance Director	The Finance Director receives documentation supporting a customer refund which requires signature and date of approval. Documentation is retained as support for AP. Refund batches are committed (posted) in the system by the Finance Director. Access to approve refund batches has been limited to the Finance Director or the General Manager.	Control is currently in place and operating effectively.
Process	5	New customer setup – During our inquiries, we noted that no formal review control is in place to verify the accuracy of the new customer information input into the billing system. This is particularly important for new services to validate that the proper rate class was entered into the billing system.	We recommend that management establish a control to routinely review reports of new customers added and to verify that the customers were setup correctly with accurate billing attributes.	A	Jr Accounting Specialist	Monthly the Jr Accounting Specialist will run an "Account Master List" report indicating all accounts setup during the month and review for completeness and accuracy of information. All exceptions will be addressed and resolved immediately. The report will be initialed and dated evidencing the review, and will be retained until after audit. Upon setup of a new customer account, a service order will be generated for an initial read. Initial read and meter information on each account will be verified to the respective service order for initial read.	Completed - Control placed in effect April 2020 with review of customer account changes for March 2020. Review performed by Jr. Accounting Specialist and any exceptions reported to Finance Director (Financial Consultant) for direction of resolution. All documentation retained for reference.
Process	6	Exceptions – During our inquiries over the exception reporting process, we noted that the exceptions report is a live screen that populates all the variances identified by the system and clears them out as exceptions are cleared by staff. However, no evidence of the exceptions is maintained on file to support the variances that were identified, and the manner with which those exceptions were cleared. This also creates challenges with verifying whether all exceptions were cleared prior to issuing all the bills to customers.	We recommend that the District establish procedures to review the exceptions report prior to issuing customer bills each billing cycle to ensure all exceptions were cleared appropriately and timely. This review should be documented to note who performed the review and when it was completed.	B	Finance Director	The Finance Director will work with Springbrook to identify a report from the system that can evidence exceptions identified, resolution, and approval. That report will be run each month prior to bills being sent to customers and retained until after audit.	Working with Springbrook to determine if a specific report can be generated. Implementation delayed to end of May.

Process	7	Asset tracking system – We noted that the District does not currently utilize an asset tracking system to track and monitor costs by project throughout the year, and to document when projects were placed into commercial operation and should be moved to assets in service for financial reporting purposes.	We recommend that the District consistently utilize an electronic project tracking system to capture all the costs by project each year and to utilize reports from the system to monitor the costs by project to identify any significant variances from budget or estimate. The information in this system should also be reconciled to the general ledger on a monthly basis and any projects placed into service should be closed to assets in service on the general ledger.	C	Management Team	The Finance Director will work directly with other members of the management team to identify the objectives and requirements of a project tracking system, then evaluate options to best meet those needs. An approach will be selected and implemented to ensure project cost information is complete and accurate on a go-forward basis.	Project will begin with scoping in May 2020 and be fully implemented in July 2020.
Process	8	Capital asset reconciliation to the general ledger – We noted that the District does not currently have a control in place to reconcile certain key, full-accrual accounts on a monthly basis, specifically capital assets.	To improve the accuracy of the monthly financial reports and to reduce the burden of the year end closing process, we recommend that the activity per the asset tracking system be routinely reconciled to the capital outlay accounts on a monthly basis. This reconciliation should be formally documented and reviewed by someone other than the person performing the reconciliation as part of the District's monthly close process.	C	Jr Accounting Specialist	The Jr Accounting Specialist will reconcile capital asset records to asset additions, and other changes in capital assets for fiscal year end June 30, 2020 in preparation for the annual audit. Reconciliations will be reviewed and approved by the Finance Director. Beginning with the 20-21 fiscal year, staff will reconcile capital assets activity quarterly.	Capital assets activity will be reconciled for the June 30, 2020 year end by the end of August 2020. Subsequent quarters will be reconciled by the end of the month following the quarter end.
Process	9	Labor and overhead costs – During our review of project costs, we noted that the District does not currently track and apply internal labor and overhead costs to projects.	With the implementation of an asset tracking system as noted in the previous comment, we recommend that the District begin to track these costs and apply them to the appropriate projects to help capture all costs that were incurred during the construction phase of each project.	C	Management Team	This will be a key component of the project as outlined in number 7 above	Project will begin with scoping in May 2020 and be fully implemented in July 2020.
Process	10	Physical inventory of capital assets – During the audit several assets were identified on the general ledger that were disposed of in previous periods, thus requiring a prior period adjustment for this error.	We recommend that the District establish controls to perform periodic physical inventories of capital assets to help identify assets that were disposed of, but have not been captured appropriately in the financial records of the District.	C	Jr Accounting Specialist	The Jr Accounting Specialist will develop and implement a plan for a physical inventory of the District's capital assets in accordance with best practices. That plan will include identification of all capital assets by location and incorporate property tagging as well as procedures for reporting acquisition, transfer and disposal of capital assets in support of accurate financial reporting.	Some inventory procedures have been undertaken at the treatment plant. A complete physical inventory of the District's capital assets will take place in late summer 2020, prior to finalization of the annual audit for FYE June 30, 2020.
Process	11	Useful lives of capital assets – As we were analyzing depreciation expense and useful lives assigned to assets, we noted that the ability to change useful lives is unrestricted and therefore unauthorized changes could occur and impact the calculation of depreciation expense.	We recommend that access to change useful lives be restricted to certain individuals.	C	Jr Accounting Specialist/Finance Director	System security will be updated to restrict edit authority for capital assets to the Jr Accounting Specialist, with review responsibilities by the Finance Director	March 31, 2020
Process	12	Journal entries – During our review of IT access, we noted that the Finance Director has the ability to both prepare and post journal entries without a secondary approval.	We recommend that any manual journal entry have a documented approval from someone other than the person responsible for posting the entry.	A	Sr Accountant/Finance Director	The District has a policy in place that journal entries be approved/committed by someone other than the initiator. The system captures information on who initiated the journal entry and who approved/committed it. Staff is currently working with Springbrook to identify a report/procedure for documenting review and approval of separation of duties re: journal entries.	April 15, 2020
Process	13	Review of reconciliations – During our testing, we noted no evidence to support that reconciliations are reviewed and approved timely by someone other than the person preparing the reconciliations. This includes bank reconciliations, accounts payable reconciliations, the daily cash summaries, as well as other monthly reconciliations.	We recommend that each reconciliation be reviewed monthly and that the review be documented electronically or in writing.	A	Finance Director	The Finance Director currently reviews all staff prepared reconciliations in a timely manner, and evidences that review with initials and date. Reconciliations are retained in accordance with records retention requirements.	Currently in place and operating effectively.
Process	14	Physical inventory of wastewater inventory – During our inquiries we determined that the District had not recorded materials and supplies inventory previously, which resulted in an audit adjustment of approximately \$116,000.	We recommend that the District record and track wastewater inventory consistently going forward and that physical inventories be performed on at least an annual basis to validate the accuracy of the amounts recorded.	B	Finance Director/Plant Superintendent/Collections Manager	The Finance Director will work directly with the Plant and Operations Managers to identify the required information in support of an effective and efficient materials inventory for Wastewater operations. That inventory will address quantities and costs in support of complete and accurate financial reporting.	Control will be in place by June 30, 2020 in support of annual audit.
Process	15	Inventory costs – We noted that the purchase of inventory items are not being input into the system timely, which has created instances where inventory items are identified during the year end physical inventory count and management may have to call the vendor to obtain the price.	We recommend that all inventory purchases be input into the inventory system on a timely basis to ensure the listing is updated, costs are accurate, and amounts charged to projects will be charged at accurate rates.	B	Finance Director/Plant Superintendent/Collections Manager	This will be a key component of the project as outlined in number 14 above	Control will be in place by June 30, 2020 in support of annual audit.
Process	16	Approval of inventory charged to projects – We noted that the District did not have controls established to require formal approval of inventory to be charged to projects.	We recommend that controls be established to require a formal charge-out approval for any inventory items to be taken from the warehouse and utilized on a project. These approvals should be compared to the actual inventory charged to each project to ensure only authorized costs were captured on the project.	B	Finance Director/Plant Superintendent/Collections Manager	This will be a key component of the project as outlined in number 14 above	Control will be in place by June 30, 2020 in support of annual audit.

Process	17	Obsolete inventory – We noted that the District did not have a process in place to regularly review its inventory listing to identify obsolete or unusable inventory items.	We recommend that as part of the physical inventory process, the District identify any obsolete items that should be expensed in the current year.	B	Finance Director/Plant Superintendent/Collections Manager	This will be a key component of the project as outlined in number 14 above	Control will be in place by June 30, 2020 in support of annual audit.
Process	18	Cutoff of expenditures – During our testing, we noted amounts where the service period per the invoice spanned over both fiscal year 2018 and 2019, but the total amount of the invoice was expensed in fiscal year 2019. In addition, we noted an expenditure for which receiving documentation was not retained for materials that were invoiced in the prior fiscal year, but were recorded as expenditures in the current fiscal year.	We recommend that the District establish controls to review year end cutoff to ensure that costs are recorded in the period in which the service was provided or the materials were received. We also recommend that the District retain all documentation related to purchases including any receiving documentation.	A	Finance Director	The Finance team will initiate communications regarding cutoff to District staff in advance of year end emphasizing cutoff issues. The Finance Director reviews all expenditure batches against supporting documentation prior to payment. One element of review is that expenditures are charged to the proper period. Review is documented with initials and date evidencing approval.	Control is currently in place and operating effectively.
Process	19	Duplicate payment – We noted one instance in our subsequent disbursement testing where an invoice was paid twice by the District and was not discovered during the District's approval process.	We recommend a formal review of all disbursements prior to issuing payment to ensure the amount to be paid matches the amount owed to the vendor for the products or services received and invoiced.	A	Finance Director	The Finance Director is currently working with the new Jr Accounting Specialist to tighten controls and processes over expenditures and utilize system functionality to reduce or eliminate the opportunity for duplicate payments.	Process documentation will be complete by March 31, 2020 Update - documentation in process. Will be reviewed and finalized first part of June.
Process	20	Review of NCCWC balance – During the audit of the North Clackamas County Water Commission (NCCWC), a prior period adjustment was identified and reported relating to the improper previous amortization of water rights. The restatement of the NCCWC's financial statements had a direct impact on the District's reporting of its investment in the NCCWC on the District's financial statements. The adjustment to the investment in NCCWC was not properly recorded as a restatement in the initial draft of the district's financial statements provided to us.	We recommend that the district provide for a review of the final, audited NCCWC financial statements prior to finalizing the District's financial statements to ensure proper reflection of the investment in NCCWC. The review should be documented as part of the District's year end closing process.	A	Finance Director	The Finance Director will perform a careful and detailed review of NCCWC accounting records and financial statements in conjunction with the audit of NCCWC. That review will translate to a timely update of relevant accounting records and financial statements of the District.	Control is currently in place and operating effectively.
Process	21	Listing of public procurement contracts – As part of our testing of compliance with state procurement requirements, we noted that the District does not maintain a centralized list of all contracts executed during the year.	We recommend that this process be centralized with one employee to help track all procurements and ensure all documentation required is maintained on file to support the District's compliance with the State's procurement requirements.	B	District Recorder	The District Recorder has assumed responsibility for centralizing the District's contracts and related information as well as compliance with State records requirements. The Finance Director will work directly with the District Recorder to ensure all information related to procurements is centralized in support of contracts with vendors.	Contract centralization is currently in process. It is expected that records will be complete and available by September 30, 2020.
Process	22	IT user access – We noted that the District does not regularly perform and document its review of user access to the various systems supporting the financial reporting function.	We recommend that the District perform routine reviews of user access, at least annually, to determine whether access to the systems are appropriately updated, terminated users have been removed timely, and any segregation of duties conflicts are identified.	A	Finance Director	The Finance Director will review system access quarterly and work with the appropriate staff to maintain appropriate segregation of duties.	Review and adjustments to system security will occur by March 31, 2020 Update - will be completed by Mid-May
Process	23	Pay rate and other employee master file changes – We noted during our payroll testing that once a pay rate is entered into the system, there is no formal review to verify that the rates were entered correctly.	We recommend that the District run reports of any changes made to the employee master file on a monthly basis to verify the accuracy and timeliness of the changes. Such review should be formally documented to evidence who performed the review and when it was completed.	A	Finance Director	System security will be updated to allow the Finance Director "view only" and "reporting" access to the HR module so that changes to employee master files can be reviewed for completeness and accuracy. All changes to employee master files will be supported by a personnel action form approved and dated by appropriate parties. The Finance Director will review these forms against the system as they are implemented.	Control is currently in place and operating effectively.
Process	24	Purchase orders – We noted that the District's current policy requires purchase orders to be utilized for any inventory items over \$500. However, non-inventory items do not have a similar requirement.	We recommend that the District update its policy to require purchase orders on non-inventory items over \$500 as well. The purchase orders should be reviewed and approved by someone other than the person requesting the purchase.	B	Finance Director	The District's procurement and related approval policy is currently in review. Once finalized and implemented the policy will allow for consistency across transactions and require training of appropriate District staff in the generation and approval of PO's, supporting documentation for payment, and records retention.	June 30, 2020

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 05/07/2020 - 1:19PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	4/2/2020	Pitney Bowes Global Financial Services LLC		AP		4/ 2/2020	50.00
0	4/2/2020	Check Commerce		AP		4/ 2/2020	176.25
0	4/7/2020	Pitney Bowes Global Financial Services LLC		AP		4/ 8/2020	300.00
0	4/8/2020	TSYS		AP		4/13/2020	8,522.17
0	4/8/2020	TSYS		AP		4/13/2020	24.15
14180410	4/10/2020	Public Employees	PERS Adjustment	BRX		4/10/2020	-0.06
0	4/13/2020	Wells Fargo Bank		AP		4/13/2020	1,832.70
0	4/15/2020	VALIC c/o JP Morgan Chase		AP		4/17/2020	3,629.00
0	4/15/2020	Nationwide Retirement Solutions		AP		4/17/2020	1,665.42
0	4/15/2020	IRS Dept of The Treasury		AP		4/17/2020	30,130.28
0	4/15/2020	OR Dept of Justice, Div of Child Support		AP		4/21/2020	640.80
0	4/15/2020	Oregon DOR - State Transit Tax		AP		4/20/2020	107.01
0	4/15/2020	Oregon Department Of Revenue		AP		4/20/2020	8,299.74
0	4/15/2020	Public Employees		AP		4/27/2020	28,507.26
0	4/15/2020	Payroll Direct Deposit	DD 00001.04.2020	PR		4/15/2020	72,675.63
14180427	4/27/2020	Public Employees	PERS Adjustment	BRX		4/27/2020	-0.07
0	4/27/2020	Wells Fargo Remittance Center		AP		4/27/2020	12,672.74
0	4/30/2020	Nationwide Retirement Solutions		AP		5/ 1/2020	1,644.03
0	4/30/2020	VALIC c/o JP Morgan Chase		AP		5/ 1/2020	3,638.21
0	4/30/2020	IRS Dept of The Treasury		AP		4/30/2020	30,429.44
0	4/30/2020	Public Employees		AP			28,677.30
0	4/30/2020	Oregon Department Of Revenue		AP		5/ 1/2020	8,522.60
0	4/30/2020	OR Dept of Justice, Div of Child Support		AP		5/ 4/2020	640.80
0	4/30/2020	Oregon DOR - State Transit Tax		AP		5/ 1/2020	109.23
0	4/30/2020	Payroll Direct Deposit	DD 00002.04.2020	PR		4/30/2020	74,451.52
ACH Disbursement Activity Subtotal							317,346.15
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							317,346.15

Paper Check Disbursement Activity

43801	3/16/2020	SwiftComply		AP	Void		250.00
43813	4/1/2020	Accountemps		AP		4/ 6/2020	1,353.94
43814	4/1/2020	AFLAC		AP		4/ 9/2020	920.32
43815	4/1/2020	AFSCME Council 75		AP		4/ 7/2020	850.96
43816	4/1/2020	Aks Engineering & Forestry		AP		4/ 6/2020	25,270.00
43817	4/1/2020	Alexin Analytical Laboratories, Inc.		AP		4/ 3/2020	510.00
43818	4/1/2020	Andritz Separation Inc.		AP		4/ 6/2020	1,855.42
43819	4/1/2020	Apex Labs		AP		4/ 6/2020	740.00
43820	4/1/2020	APG Neuros		AP		4/22/2020	325.00
43821	4/1/2020	Bullard Law		AP		4/ 7/2020	495.00
43822	4/1/2020	Century Link		AP		4/10/2020	625.12
43823	4/1/2020	Cintas Corporation - 463		AP		4/ 9/2020	3,437.33
43824	4/1/2020	City Of Gladstone		AP		4/ 3/2020	5,270.06
43825	4/1/2020	Clackamas County		AP		4/ 8/2020	4,649.84
43826	4/1/2020	Clackamas County Sheriff		AP		4/ 8/2020	100.00
43827	4/1/2020	Comcast		AP		4/ 6/2020	1,171.50
43828	4/1/2020	Consolidated Supply Co.		AP		4/ 3/2020	2,448.60
43829	4/1/2020	Convergence Networks		AP		4/ 3/2020	4,547.00
43830	4/1/2020	Ecology In Classrooms&Outdoors		AP		4/ 8/2020	9,012.50
43831	4/1/2020	Ferguson Enterprises, Inc.		AP		4/ 6/2020	350.33

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 05/07/2020 - 1:19PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
43832	4/1/2020	Ferguson Waterworks		AP		4/ 6/2020	128.45
43833	4/1/2020	Fine Line Concrete Cutting, Inc.		AP		4/ 6/2020	156.00
43834	4/1/2020	FLO-Analytics		AP		4/ 7/2020	2,660.75
43835	4/1/2020	Galco Industrial Electronics		AP		4/ 7/2020	10,069.86
43836	4/1/2020	George Brown College of Applied Arts & Technology		AP			1,700.00
43837	4/1/2020	Grainger, Inc.		AP		4/ 6/2020	619.33
43838	4/1/2020	H.D. Fowler Company		AP		4/ 3/2020	2,408.61
43839	4/1/2020	J. Thayer Company		AP		4/ 3/2020	1,856.24
43840	4/1/2020	JWC Environmental Inc		AP		4/ 8/2020	19,921.50
43841	4/1/2020	Board of Director Compensation		AP		4/ 3/2020	200.00
43842	4/1/2020	Linked In Learning		AP			8,050.00
43843	4/1/2020	Employee Reimbursement		AP		4/ 9/2020	129.90
43844	4/1/2020	Merina & Company, LLP		AP		4/ 6/2020	12,918.75
43845	4/1/2020	Northstar Chemical, Inc.		AP		4/ 3/2020	511.75
43846	4/1/2020	Northwest Natural		AP		4/ 7/2020	202.82
43847	4/1/2020	OCD Automation, Inc.		AP		4/ 6/2020	875.00
43848	4/1/2020	One Call Concepts, Inc.		AP		4/ 7/2020	696.51
43849	4/1/2020	Pacific Truck Colors, Inc.		AP		4/13/2020	424.88
43850	4/1/2020	Quadient Leasing USA, Inc.		AP		4/ 6/2020	599.43
43851	4/1/2020	Seattle Ace Hardware		AP		4/14/2020	10.58
43852	4/1/2020	Tice Electric Company		AP		4/ 8/2020	17,845.00
43853	4/1/2020	Tritech Software Systems		AP		4/ 7/2020	17,824.86
43854	4/1/2020	Unifirst Corporation		AP		4/ 7/2020	1,202.45
43855	4/1/2020	Verizon Wireless		AP		4/ 6/2020	1,821.66
43856	4/1/2020	Waste Management Of Oregon		AP		4/ 6/2020	180.34
43857	4/1/2020	Water Metrics West		AP		4/ 9/2020	115.00
43858	4/1/2020	Western Exterminator Company		AP		4/ 6/2020	282.65
43859	4/1/2020	Xerox Corporation		AP		4/ 6/2020	76.32
43860	4/6/2020	Cavanaugh & Associates. PA		AP		4/13/2020	11,750.00
43861	4/15/2020	Employee Paycheck		PR		4/29/2020	571.67
43862	4/15/2020	Employee Paycheck		PR		4/20/2020	1,180.14
43863	4/15/2020	Employee Paycheck		PR		4/17/2020	2,134.64
43864	4/16/2020	Customer Refund		AP		4/23/2020	43.08
43865	4/16/2020	USA Blue Book		AP		5/ 1/2020	2,350.97
43866	4/16/2020	Accountemps		AP		4/21/2020	16,652.80
43867	4/16/2020	AFLAC		AP		4/21/2020	920.32
43868	4/16/2020	AFSCME Council 75		AP		4/21/2020	871.09
43869	4/16/2020	AGB		AP		4/20/2020	2,576.00
43870	4/16/2020	AnswerNet		AP		4/21/2020	269.32
43871	4/16/2020	Apex Labs		AP		4/20/2020	2,471.00
43872	4/16/2020	Customer Refund		AP		4/20/2020	967.25
43873	4/16/2020	Customer Refund		AP		4/20/2020	103.38
43874	4/16/2020	Brown And Caldwell		AP		4/20/2020	2,831.00
43875	4/16/2020	Customer Refund		AP			86.79
43876	4/16/2020	Cable Huston LLP		AP		4/22/2020	9,555.00
43877	4/16/2020	CDR Labor Law, LLC		AP		4/24/2020	12,972.00
43878	4/16/2020	Century Link		AP		4/22/2020	334.50
43879	4/16/2020	Cintas Corporation - 463		AP		4/21/2020	78.47
43880	4/16/2020	Craig Blackman Trucking		AP		4/30/2020	1,675.00
43881	4/16/2020	Detemple Company, Inc.		AP		4/22/2020	2,828.20
43882	4/16/2020	Dr. Lance F. Harris D.C.		AP		4/21/2020	90.00
43883	4/16/2020	Ferguson Waterworks		AP		4/20/2020	335.10
43884	4/16/2020	Grainger, Inc.		AP		4/21/2020	1,087.82
43885	4/16/2020	HealthEquity		AP		4/21/2020	39.35
43886	4/16/2020	Industrial Hearing Service		AP			625.00

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 05/07/2020 - 1:19PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
43887	4/16/2020	IntelliCorp Records, Inc.		AP		4/27/2020	39.55
43888	4/16/2020	JARMER PROPERTIES LLC		AP		4/21/2020	40.22
43889	4/16/2020	Kaiser Permanente		AP		5/ 4/2020	11,472.57
43890	4/16/2020	Board of Director Compensation		AP		4/21/2020	150.00
43891	4/16/2020	Lou's Gloves		AP		4/21/2020	178.00
43892	4/16/2020	Macadam Aluminum & Bronze		AP		4/20/2020	942.00
43893	4/16/2020	Measure-Tech		AP		4/27/2020	522.69
43894	4/16/2020	Mr. Rooter		AP		4/21/2020	847.76
43895	4/16/2020	murraysmith		AP		4/20/2020	902.50
43896	4/16/2020	NCCWC		AP		4/17/2020	70,248.62
43897	4/16/2020	Net Assets Corporation		AP		4/21/2020	618.00
43898	4/16/2020	Northstar Chemical, Inc.		AP		4/20/2020	558.00
43899	4/16/2020	One Call Concepts, Inc.		AP		4/23/2020	858.48
43900	4/16/2020	Oregonian Media Group		AP		4/27/2020	306.55
43901	4/16/2020	Pape Machinery		AP		4/20/2020	1,051.97
43902	4/16/2020	Portland Engineering Inc		AP		4/23/2020	120.00
43903	4/16/2020	Portland General Electric		AP		4/20/2020	23,746.67
43904	4/16/2020	R & L Services Inc.		AP		4/21/2020	1,191.30
43905	4/16/2020	Red Wing Shoe Store		AP		4/20/2020	294.98
43906	4/16/2020	Reed Electric Company		AP		4/20/2020	2,472.00
43907	4/16/2020	Relay Resources		AP		4/24/2020	364.50
43908	4/16/2020	Sanitech LLC		AP		4/22/2020	4,450.00
43909	4/16/2020	Seattle Ace Hardware		AP		4/28/2020	14.58
43910	4/16/2020	SwiftComply		AP		4/22/2020	250.00
43911	4/16/2020	Traver's Cleaning Service Inc.		AP		4/27/2020	15.00
43912	4/16/2020	Customer Refund		AP			17.53
43913	4/16/2020	Unifirst Corporation		AP		4/22/2020	1,292.71
43914	4/16/2020	United Fire, Health, & Safety		AP		4/20/2020	2,557.52
43915	4/16/2020	US Bank Equipment Finance		AP		4/21/2020	220.00
43916	4/16/2020	Waste Management Of Oregon		AP		4/22/2020	4,827.25
43917	4/16/2020	Wilcox & Flegel		AP		4/21/2020	493.99
43918	4/16/2020	Xylem Water Solutions USA Inc		AP		4/20/2020	19,594.60
43919	4/20/2020	Customer Refund		AP		4/27/2020	316.00
43920	4/30/2020	Employee Paycheck		PR			598.74
43921	4/30/2020	Employee Paycheck		PR		4/30/2020	1,268.59
43922	4/30/2020	Employee Paycheck		PR		5/ 4/2020	2,134.64
Paper Check Disbursement Activity Subtotal							398,048.96
Voided Paper Check Disbursement Activity							250.00
Adjusted Paper Check Disbursement Activity Subtotal							397,798.96

Total Void Check Count:	1
Total Void Check Amount:	250.00
Total Valid Check Count:	134
Total Valid Check Amount:	715,145.11
Total Check Count:	135
Total Check Amount:	715,395.11

STAFF REPORT

To Board of Directors
From David Mendenhall, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 8b
Date May 19, 2020

Summary

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

Highlights of the Month

- Biosolids hauling
- Process challenges
- Work orders

Water Reclamation Facility Operations

I am pursuing a change to the way we haul our biosolids to Madison Farms for beneficial reuse. With the retirement of Randy Leniger, who did the majority of the driving, the reliance on drivers from other departments to drive now, and the need to replace both dump trucks, it is a good time to consider the option of contracting out the hauling of our biosolids. Working with Rob Moody, we did an analysis which considered the following options: 1) staying with the status quo, 2) contracting out just a tractor and driver and have them haul a new larger trailer, and 3) contracting out all the equipment and the hauling. It was apparent that we could save money with option 3 due to internal employee time and time away from their main job, and avoiding the capital lay out for new equipment. This then allows me to fill Randy's vacancy with an operator who will be full time in the core job of operations and allow for the return of employees from other departments to their core jobs. I submitted the analysis to the General Manager and received approval to head in that direction. I will issue a Request for Proposals for the hauling of our biosolids to Madison Farms. The tasks would include coming to the treatment plant once per week, loading the production from our entire week onto their trailers, and trucking it to Madison Farms. We would store our production for the week in the decant area. The contract with Madison Farms would not change. I will also consider alternative sites if is fully permitted with DEQ by the contractor. We have notified the union of our intent to contract out this function. I intend to have the RFP out later this week and have the contractor start hauling after the beginning of the new fiscal year.

On a different topic, operations has faced a very challenging month with the plant process. After the coliform exceedance of last month, we dug into trying to find a cause and fix it. While we have been unable to pinpoint a specific reason, it is clear that increased turbidity contributed to the problem. We have had high turbidities in the past but have not had the trouble disinfecting. The Ultraviolet (UV) system is all in working order and we put an extra bank on to make sure to keep the coliform results down. This action prevented another exceedance. But the turbidity remained high even with adjustments to wasting, air, return sludge return rates, and starting up the Mixed Liquor Return (MLR) process to start the summer permit related Denitrification. Our final step was to put another aeration basin online at the end of April. The thought was that even though the flow has been low, due to there being less than an inch of rain in the month, the loadings into the plant are up. Loadings are measured by suspended solids and Biochemical Oxygen Demand (BOD). Some of this is due to taking the drum screen offline because in addition to removing debris it removed solids and BOD attached to the debris. Some may be related to more people being home more of the time which could be increasing the loading, offsetting the closed business impact. Some of the turbidity is related to seasonal changes. Each spring and to a lesser effect in the fall, the water temperature change seems to cause enough of an impact on the biomass that we get more turbidity. This is not unusual in many plants. It happened in Las Vegas as well. The additional basin provides more contact time for the process to treat or adjust to whatever is causing the turbidity. I can now report the turbidities have improved with this move. The plant as a whole is running well and the numbers we monitor are in a good range. The higher numbers for our effluent results are certainly not what we like to see but they do meet the current permit.

We continue to waste more solids to keep up with the higher loadings and reduce the solids some as well. This increases the amount of solids being hauled to Madison Farms. This month 234 cubic yards were hauled versus 218 in March and 206 in February.

Amid all this, Operations started a new rounds process tied to Lucity. They developed a streamlined list of areas and items to inspect. Elaine Murray then arranged it in Lucity, so it comes out as a daily work order which then gets closed out when the rounds are completed for that day. It eliminates paper forms and has areas for notes that become part of the record. Work orders for repairs can then be generated if problems are found on the inspection. This is preventive maintenance work that has previously not been counted and is the reason for the increase in PM work orders. Operators have also started to do preventive maintenance and inspection work orders as assigned. We will be tweaking this all along the way, but we are off to a great start. (See Workorder Summary Graph 2020)

Water Reclamation Facility Maintenance

Maintenance has been going through work orders and responding to situations as they arise. John Krogstad has started clarifier oil changes with #2, using the new combined work order he and Elaine got into Lucity. He also did service on the screw press, cleaned it up and mothballed it (See Photos 1 and 2). This is equipment that we took offline related to the drum screen, but we want to make sure it works if we decided to use it again. As he has been doing work orders, he has also been doing pictures for Lock out Tag out updates that we will be doing in the future. An example is the lubrication and cleanup of odor control fans (See Photos 3 and 4). He also did filter changes on the air supply blowers as we anticipate the cottonwood season. He continues to do the extra cleaning to prevent COVID-19 spread.

Jayson Kahler has been helping the Brown and Caldwell team that did the 7-day sampling study which is needed to provide current data for the Industrial Waste Program project. This involved helping them locate and set up their samplers at the influent and effluent channels at the plant, and at Pump Station #2 and then getting them entry to Pump Station #2 for 7 straight days. Jayson worked on several problems in succession with the polymer system that feeds the belt press. These shut down the press for several hours, but he troubleshot the system and called on electricians to help. A faulty motor was replaced, a level detector float was bad and replaced, wiring was tightened, and a computer board program was rebooted to get rid of a glitch. This all happened over a couple of weeks, but all is working well now (See Photo 5). Photo 6 shows the solids not being dewatered without polymer) He finished the rebuild of the #1 grit pump and got that back in service (Photo 7) and, from our believe it or not file, while installing the sampler at PS#2 he discovered a shovel in the wet well which the grinder was doing its best to devour (See photo 8). During the nice weather he has started on moss killing and removal and power washing around the plant.

Elaine has been consistently making updates and improvements to Lucity reports and work orders. She is helping operators and maintenance personnel complete, upgrade, and refine work orders. We added a special projects item for the extra cleaning being done for COVID-19 and any work orders in the future that do not fit in the other categories well (See Workorder Summary Graph 2020). Moreover, she has also been helping Administration with the water meter project and data merging.

It has been a very busy and productive month under strange and new conditions. The Operations and Maintenance group have been on the job and keeping the plant running and serving the community while trying to keep their distance and wearing their masks. They have done an excellent job and I thank them.

Attachments

1. Photo Pages of April 2020 work
2. Rainfall vs Flow Data Correlation for October 2019-April 2020
3. Plant Performance BOD-SS Graph for October 2019-April 2020
4. Work Order Summary Graph 2020



1) Screw Press Drive Before



2) Screw Press Drive After



3) Air Flow Drive Lube



4) Air Flow Fan Shut Off



5) Polymer Supply Pump (Dead)



6) No Polymer, No Solids Dewatering



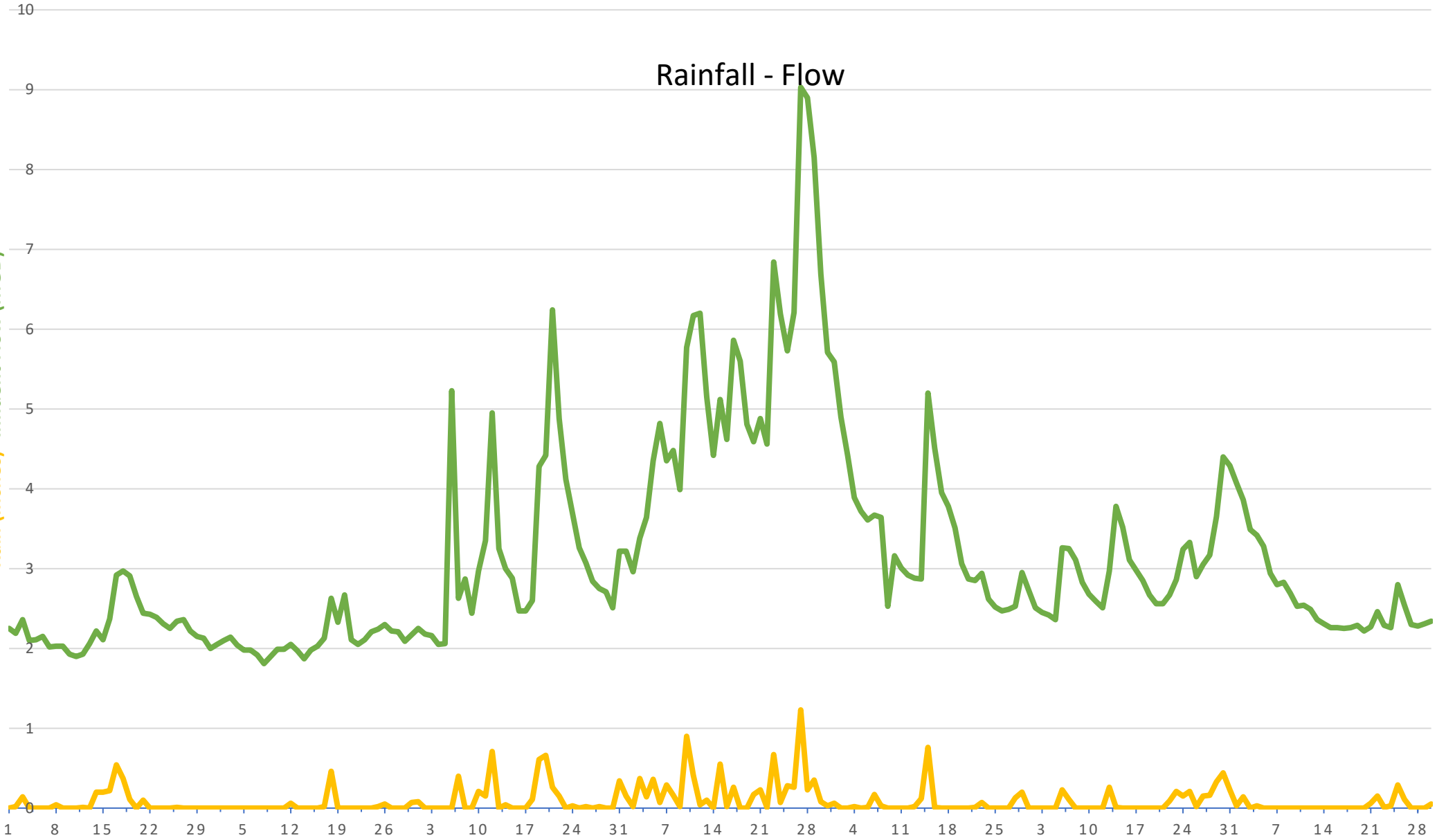
7) Grit Pump #1 Complete



8) Shovel from Pump Station #2

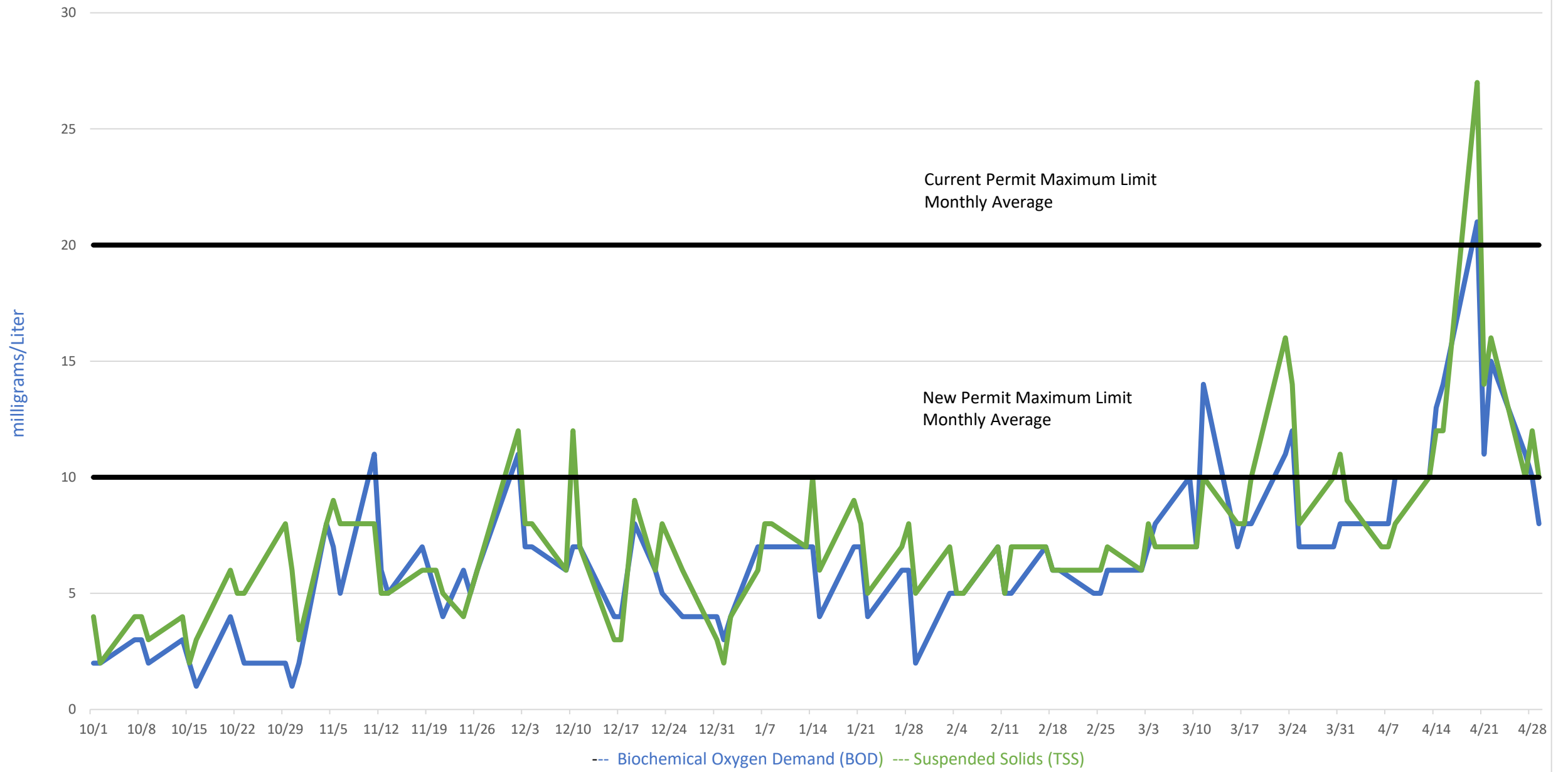
Rainfall - Flow

Rain (inches) - Inflow Flow (MGD)

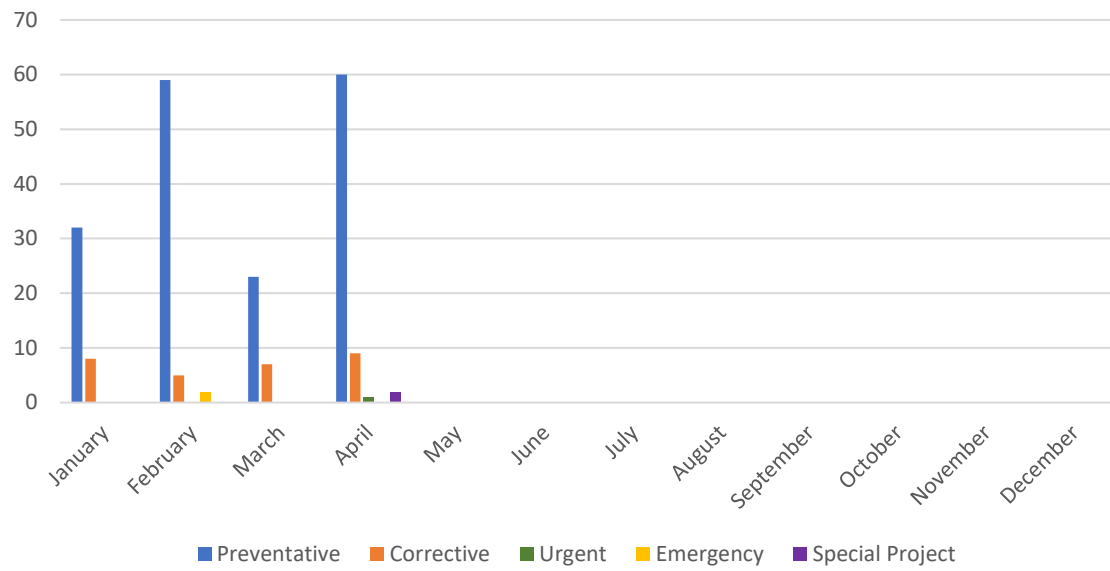


Oct through Apr

Effluent Water Quality



Treatment Plant Work Order Summary 2020



STAFF REPORT

To Board of Directors
From Todd Knapp, Field Operations Manager
Title Field Operations Monthly Report
Item No. 8c
Date May 19, 2020

Summary

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

Highlights of the Month

- Meters replaced, new services added, and leaks repaired (See chart)
- Water consumption for **April: 79,173,000 Gallons (5.62%** Above the 10-year average of 74,960,700 and up **3.90%** compared to last year) (See metered monthly consumption chart).
- Crews still split into alternating week groups.

Water Operations

Water staff have been busy with meter accuracy assessments: all large meter accounts (1" and above) have been verified for size, meter type, meter number, location along with other pertinent information; the data was then given to office staff members to verify against the Springbrook finance software's utility data base; discrepancies found were then corrected.

Water and Collections still are split into two groups each.

One of the projects worked on by the Water staff was a hydrant which was hit near the post office on Naef Road. Crews had to dig up and replace the entire hydrant (see attachment Hydrant Photos.)

Another water project was with a customer who had a leak and was very concerned about the bill. They wanted to know when the leak started. Staff was able to go into the meter's memory where over one hundred days' worth of data is stored and retrieve a snapshot. Here is a sample of the report (see attachment Meter Report.) This is just some of the capabilities of our new meters. You will also see a graph showing date and usage for each 24-hour period over the course of the leak. The capabilities of these new meters have been quite valuable in assisting and illustrating to our customers who want

to know why their bill was so high. This new data helps pinpoint for the customer the exact day the leak started and how severe the leak was or is. This additional information can often assist the customer in figuring out the source of the leak on their property which can save them money and potential damage to their property.

Collections Operations

The Collections crew has been pouring over the last 15 years of data collected on the sanitary collections system in order to help complete the work needed for the upcoming sewer master plan. It turns out there are several data bases from the oldest being VHS tapes, to Hanson software, to CUES XP to the latest Granite Net or G-Net and starting next year our newest will be Pipeline Assessment Certificate Program (PACP) enhanced, that is, rated using a standard national system which the team has recently been trained on.

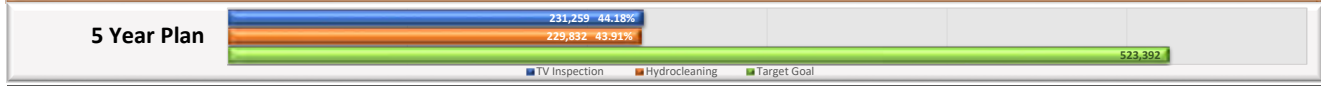
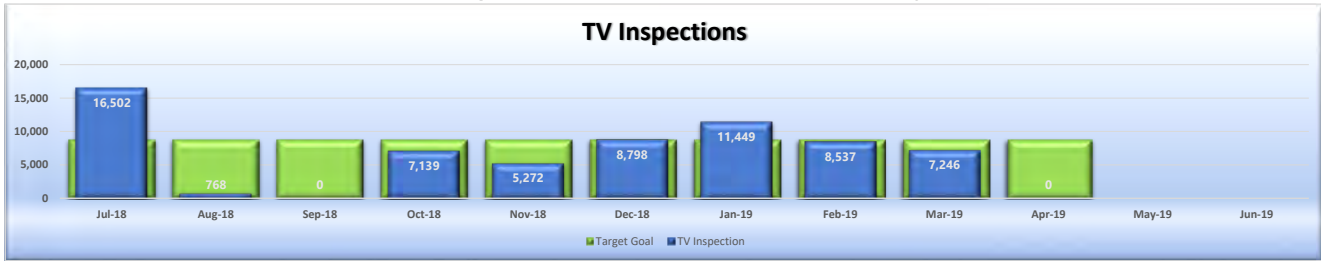
All this data collection work was then translated with the help of Gary Floyd from Technical Services, into our GIS data base. From that point a map could then be generated to aid staff in pinpointing the areas currently missing TV data.

Over the next few months, the missing collection pipe segments will be the focus of the collection team in order to have a completed data set to begin the District's Sanitary Master Plan in the next Fiscal year. This will be done along with other maintenance requirements.

Attachments

1. Sewer Collection Report
2. Water Stats Report
3. Master Meter Report
4. Hydrant Photos
5. Meter Report

Oak Lodge Water Services Collections Report



FY 2017-2018

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

FY 2018-2019

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

FY 2019-2020

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining	
TV Inspection	16,502	768	0	7,139	5,272	8,798	11,449	8,537	7,246	0				0.00%	65,711	62.77%	44.18%	292,133
Hydrocleaning	21,557	0	0	7,709	9,405	9,493	11,164	0	9,414	0				0.00%	68,742	65.67%	43.91%	293,560
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723				100.00%	87,230	83.33%	56.67%	226,805
Actual to Goal	10,306	-8,339	-8,723	-1,299	-1,385	423	2,584	-4,455	-393	-8,723				-20,004				
Grease Line	1,480	3,276	3,276	1,480	9,392	3,276	3,625	3,625	3,625	0				33,055				

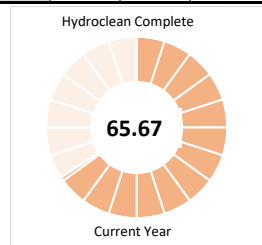
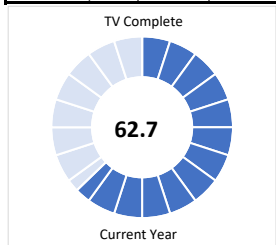
FY 2020-2021

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

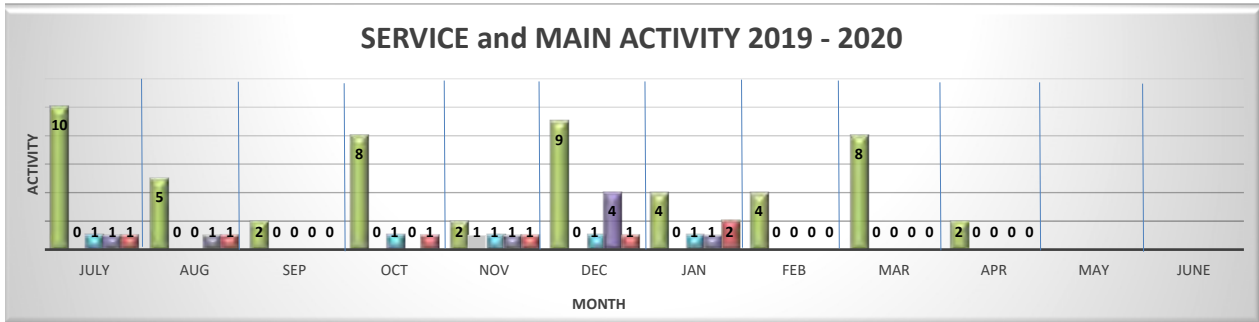
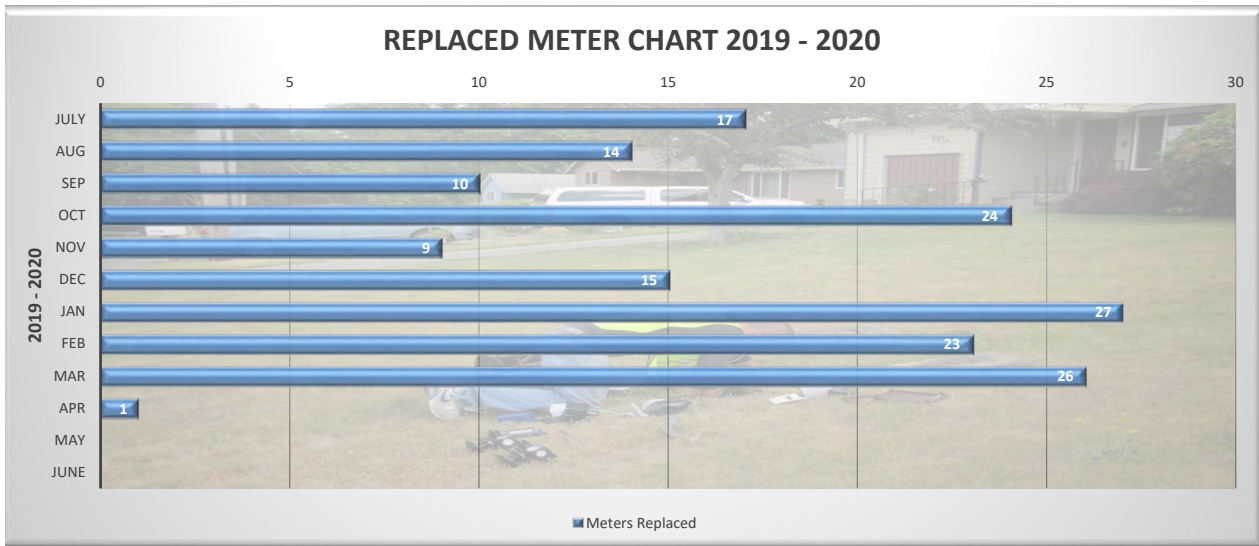
FY 2021-2022

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

	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	8,723	8,723			
Actual Per Year TV	78,372	87,176	65,711			292,133
Actual Per Year Hyd	78,697	82,393	68,742			293,560
Make up	-26,144	-19,894	-37,452			
Percent Completed	75%	81%	64%	0%	0%	44%



Oak Lodge Water Services Water Report



Fiscal Year 2019 - 2020	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2019	July	17	10	0	1	1	1
2019	Aug	14	5	0	0	1	1
2019	Sep	10	2	0	0	0	0
2019	Oct	24	8	0	1	0	1
2019	Nov	9	2	1	1	1	1
2019	Dec	15	9	0	1	4	1
2020	Jan	27	4	0	1	1	2
2020	Feb	23	4	0	0	0	0
2020	Mar	26	8	0	0	0	0
2020	Apr	1	2	0	0	0	0
2020	May						
2020	June						
Yearly Total		166	54	1	5	8	7

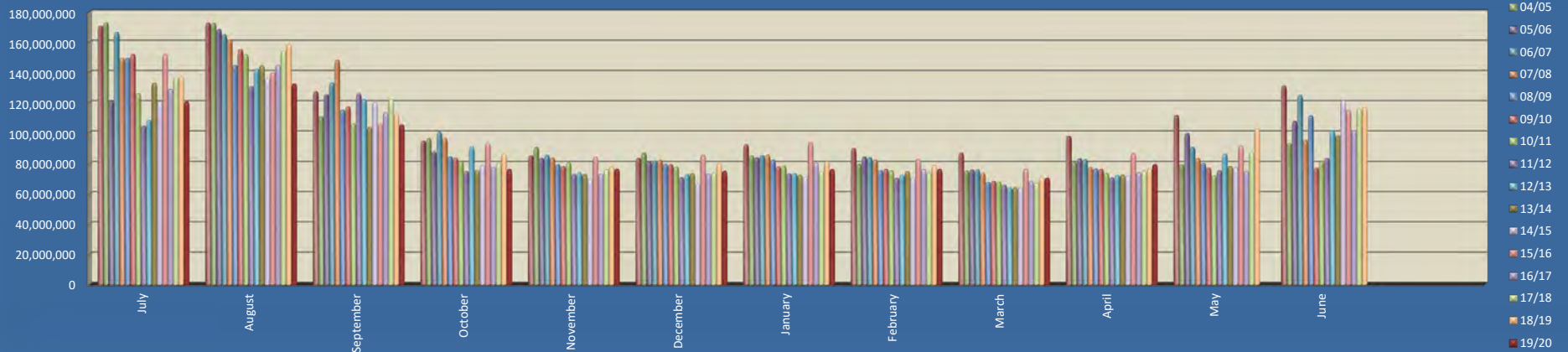
Backflow Program Update for the Month of April

Backflow Program Update for the Month of April						
Total						
1,325						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
636	3	0	3	0	0	13
48%						
List of Backflow Letters						
Letter 1	Notice of Non-Compliance			District made aware (30 days to respond)		
Letter 2	Notice of Violation			Customer has final 30 days to correct		
Letter 3	Notice of Termination of water service			Customer has 5 days til water shut off		

Water Purchased from NCCWC By Month and Year

Year	Fiscal 1st Half						Fiscal 2nd Half						Total Yearly Con	Average Daily Demand	10 Year % Ave	
	July	August	September	October	November	December	January	February	March	April	May	June				
03/04	170,652,000	172,726,000	127,198,000	94,416,000	85,037,000	83,285,000	91,933,000	89,441,000	86,755,000	97,665,000	111,392,000	130,863,000	1,341,363,000	3.67		
04/05	172,883,000	172,499,000	110,696,000	95,973,000	90,079,000	86,823,000	84,976,000	79,415,000	74,996,000	80,616,000	79,088,000	92,885,000	1,220,929,000	3.35		
05/06	120,871,000	168,248,000	125,172,000	87,512,000	83,230,500	80,773,500	83,697,000	84,098,667	75,580,333	83,028,000	99,436,000	107,501,000	1,199,148,000	3.29		
06/07	166,449,000	164,957,000	132,989,000	100,180,000	85,350,000	81,587,000	85,179,000	83,766,000	75,622,455	82,508,545	90,129,000	124,696,000	1,273,413,000	3.49		
07/08	149,207,000	161,512,000	147,980,000	96,159,000	83,445,000	81,921,000	85,466,000	82,200,000	73,405,000	77,221,722	83,162,278	94,885,000	1,216,564,000	3.33		
08/09	149,422,000	144,592,000	114,830,000	84,307,000	79,094,000	79,319,000	82,042,000	75,196,000	67,364,000	76,238,000	79,968,000	111,127,286	1,143,499,286	3.13		
09/10	151,804,000	155,069,000	117,099,000	83,457,000	77,782,000	79,107,000	77,735,000	75,975,000	67,986,000	75,943,000	76,903,000	76,720,000	1,115,580,000	3.06	101.42%	
10/11	125,996,000	151,590,000	105,880,000	81,052,000	80,389,000	77,515,000	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	1,069,220,000	2.93	97.21%	
11/12	104,328,000	130,684,000	125,733,000	74,646,000	72,657,000	70,555,000	73,041,000	70,104,000	65,501,000	70,380,000	75,148,000	83,256,000	1,016,033,000	2.78	92.37%	
12/13	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	1,077,374,000	2.95	97.95%	
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	1,060,157,000	2.90	96.38%	
14/15	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	1,064,685,000	2.92	96.79%	
15/16	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	1,203,157,667	3.30	109.38%	
16/17	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	1,083,093,333	2.97	98.47%	
17/18	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	1,133,503,000	3.11	103.05%	
18/19	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000	1,176,610,000	3.22	106.97%	
19/20	120,368,000	132,181,000	105,200,000	75,825,000	76,089,000	74,759,000	75,848,000	75,918,000	70,192,000	79,173,000						
20/21																
	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year ADD	Winter Ave
	126,577,533	143,291,600	113,476,900	81,144,100	75,518,400	75,049,214	77,248,086	74,825,700	67,650,700	74,960,700	82,009,700	100,983,067		3.01	75,707,667	
Last Year Compare	87.93%	83.43%	93.93%	88.11%	97.84%	93.81%	93.59%	96.60%	99.16%	103.90%						Summer Ave
10 year Average	95.09%	92.25%	92.71%	93.44%	100.76%	99.61%	98.19%	101.46%	103.76%	105.62%						127,782,011
	-3.31%	-4.91%	-7.75%	-7.29%	-6.56%	0.76%	-0.39%	-1.81%	1.46%	3.76%	5.62%					
	-24,189,933	-6,209,533	-11,110,600	-8,276,900	-5,319,100	570,600	-290,214	-1,400,086	1,092,300	2,541,300	4,212,300					

OLWSD'S Metered Monthly Purchase Graph



Naef Road Hydrant Replacement Photos



Picture showing broken hydrant after excavation.



Another Picture showing after the removal of the broken hydrant.



Hydrant after installation.



Report Generator: OLWSD\brad
Report Date & Time 05/05/2020 8:52:44AM
MeterID 1900018594

Total Consumption: 20,616 Cubic

<u>Reading Time</u>	<u>Reading Value</u>	<u>Reading Status</u>	<u>Consumption</u>
03/14/2020 12:02 AM	903	Good Read	18
03/15/2020 12:02 AM	910	Good Read	7
03/16/2020 12:02 AM	926	Good Read	16
03/17/2020 12:02 AM	931	Good Read	5
03/18/2020 12:02 AM	936	Good Read	5
03/19/2020 12:02 AM	948	Good Read	12
03/20/2020 12:02 AM	956	Good Read	8
03/21/2020 12:02 AM	978	Good Read	22
03/22/2020 12:02 AM	1,297	Good Read	319
03/23/2020 12:02 AM	1,938	Good Read	641
03/24/2020 12:02 AM	2,591	Good Read	653
03/25/2020 12:02 AM	3,249	Good Read	658
03/26/2020 12:02 AM	3,922	High Leak	673
03/27/2020 12:02 AM	4,603	High Leak	681
03/28/2020 12:02 AM	5,295	High Leak	692
03/29/2020 12:02 AM	6,022	High Leak	727
03/30/2020 12:02 AM	6,748	High Leak	726
03/31/2020 12:02 AM	7,461	High Leak	713
04/01/2020 12:02 AM	8,175	High Leak	714
04/02/2020 12:02 AM	8,883	High Leak	708
04/03/2020 12:02 AM	9,598	High Leak	715
04/04/2020 12:02 AM	10,312	High Leak	714
04/05/2020 12:02 AM	11,021	High Leak	709
04/06/2020 12:02 AM	11,735	High Leak	714
04/07/2020 12:02 AM	12,459	High Leak	724
04/08/2020 12:02 AM	13,179	High Leak	720
04/09/2020 12:02 AM	13,908	High Leak	729
04/10/2020 12:02 AM	14,629	High Leak	721
04/11/2020 12:02 AM	15,351	High Leak	722



Report Generator: OLWSD\brad
Report Date & Time 05/05/2020 8:52:44AM
MeterID 1900018594

Total Consumption: 20,616 Cubic

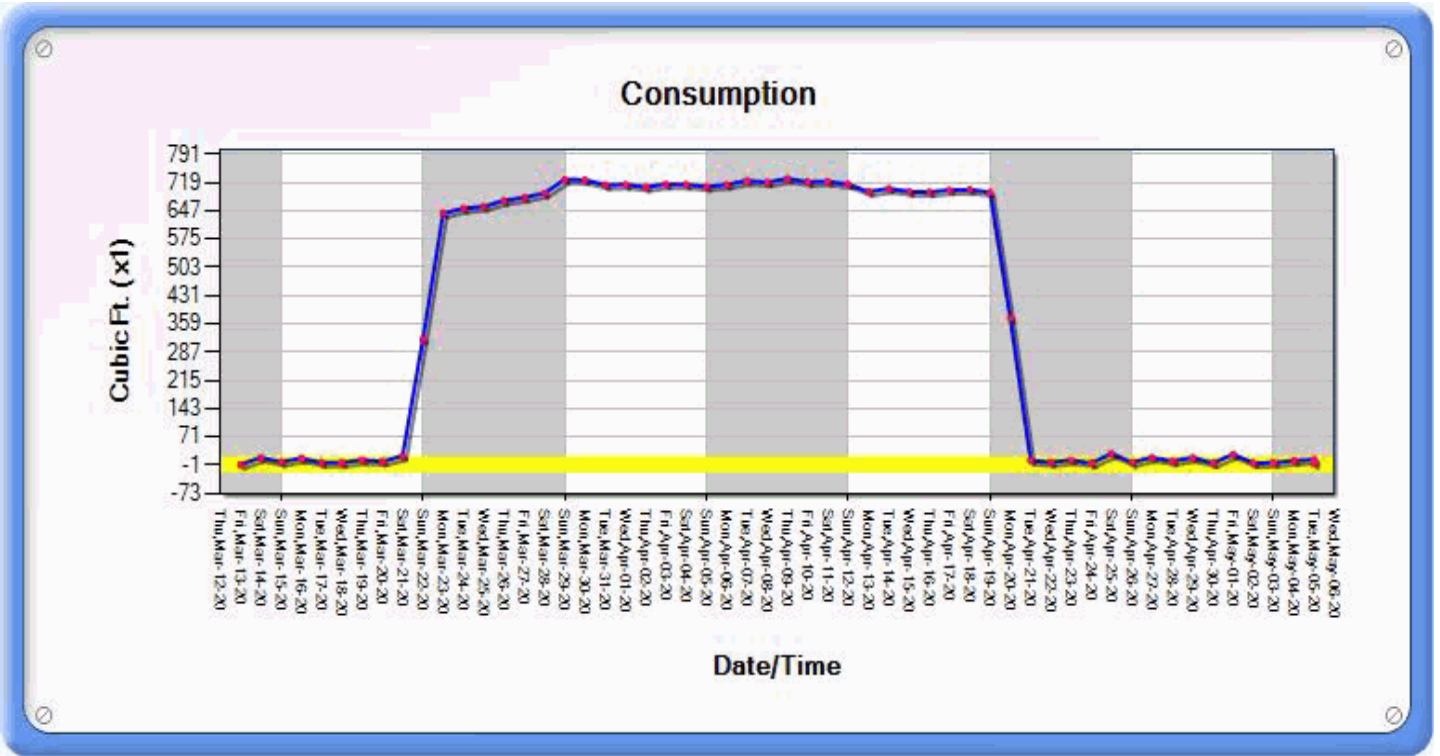
<u>Reading Time</u>	<u>Reading Value</u>	<u>Reading Status</u>	<u>Consumption</u>
04/12/2020 12:02 AM	16,066	High Leak	715
04/13/2020 12:02 AM	16,762	High Leak	696
04/14/2020 12:02 AM	17,466	High Leak	704
04/15/2020 12:02 AM	18,162	High Leak	696
04/16/2020 12:02 AM	18,857	High Leak	695
04/17/2020 12:02 AM	19,557	High Leak	700
04/18/2020 12:02 AM	20,258	High Leak	701
04/19/2020 12:02 AM	20,952	High Leak	694
04/20/2020 12:02 AM	21,325	Good Read	373
04/21/2020 12:02 AM	21,336	Good Read	11
04/22/2020 12:02 AM	21,342	Good Read	6
04/23/2020 12:02 AM	21,354	Good Read	12
04/24/2020 12:02 AM	21,358	Good Read	4
04/25/2020 12:02 AM	21,386	Good Read	28
04/26/2020 12:02 AM	21,392	Good Read	6
04/27/2020 12:02 AM	21,410	Good Read	18
04/28/2020 12:02 AM	21,419	Good Read	9
04/29/2020 12:02 AM	21,437	Good Read	18
04/30/2020 12:02 AM	21,441	Good Read	4
05/01/2020 12:02 AM	21,467	Good Read	26
05/02/2020 12:02 AM	21,471	Good Read	4
05/03/2020 12:02 AM	21,476	Good Read	5
05/04/2020 12:02 AM	21,486	Good Read	10
05/05/2020 12:02 AM	21,499	Good Read	13
05/05/2020 07:42 AM	21,501	Good Read	2



Report Generator: OLWSD\brad
Report Date & Time 05/05/2020 8:52:44AM
MeterID 1900018594

Total Consumption: 20,616 Cubic Ft.

Reading Time Reading Value Reading Status Consumption



STAFF REPORT

To Board of Directors
From Jason Rice, District Engineer
Title Technical Services Monthly Report
Item No. 8d
Date May 5, 2020 for May 19, 2020 Regular Meeting

Summary

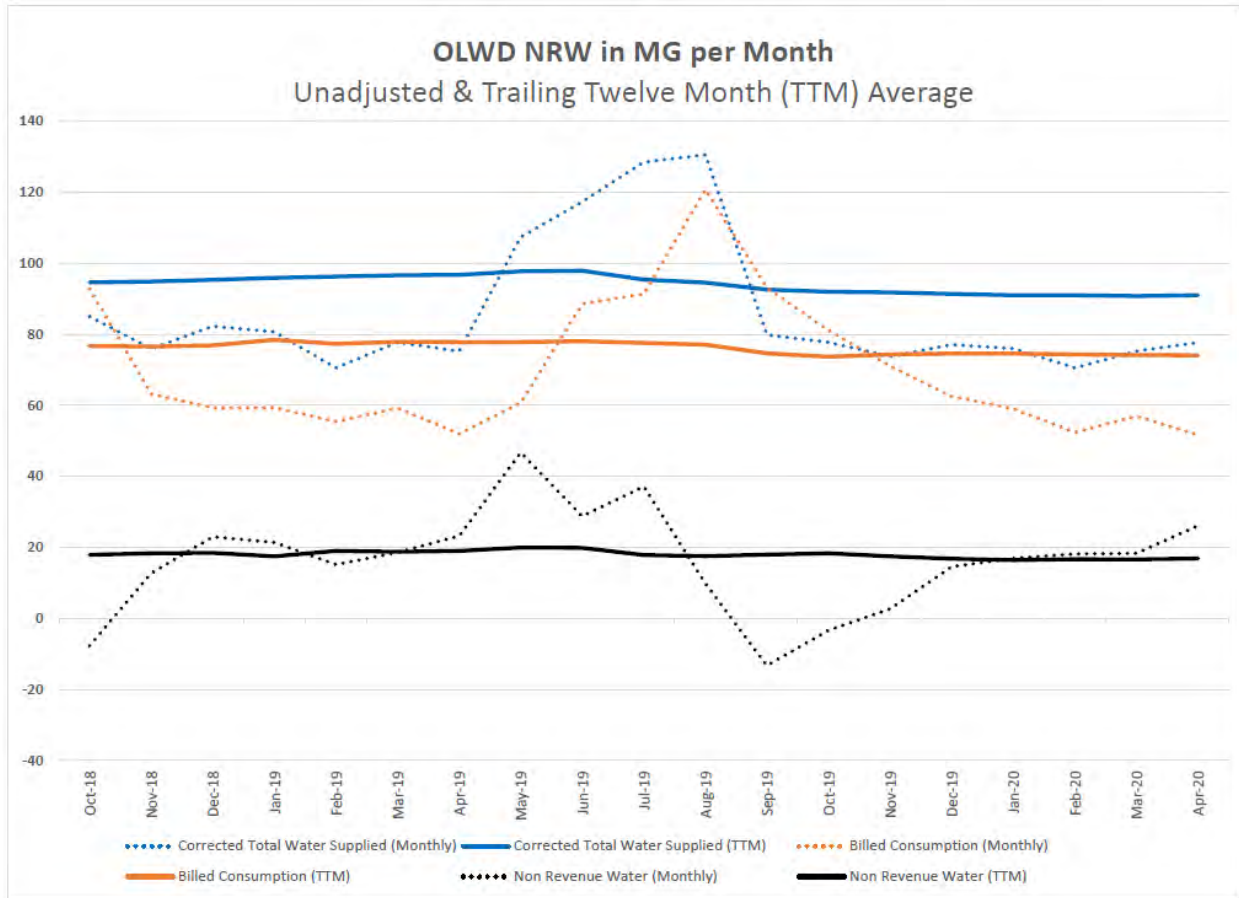
The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

Highlights of the Month

- Budget work was heavy this month.
- The Boardman Wetland Complex Project is working through punch list items.
- The Belt Filter Press Project for the Treatment Plant was put out to bid.
- The SE Old Orchard Court and Jade Court Sewer and Water repairs Project was put out to bid.
- Staff continues to work from home while still meeting the public expectations for our presence (such as inspections).

Non-Revenue Water Audit Efforts

- The Water Operations Team concluded its survey of all 528 large accounts.
 - a. Discrepancies between the field inspection and the District's Financial Database have all been corrected by Administrative and Asset Management Staff.
 - b. Meters that were found to be defective have either been replaced or ordered to be replaced.
- The Water Operations Team has moved onto collecting data on a subset of all "small" meters. Once this data is collected, it will be compared to the Financial Software to see if depending upon the accuracy of the results a larger sample should be inspected.



This month staff saw an uptick in water purchased from the Commission. While water consumption was down for commercial customers, residential water consumption more than made up for our loss of sales to commercial accounts. Since water systems are inherently leaky to some degree for each gallon produced and this month, we purchased more water than last, you will see an elevated value for Non-Revenue Water at the monthly scale. However, when looking to the trailing 12-month average, the value is down because staff has been able to account for more water usage over that year.

Education and Outreach

Outreach and Education continues to adapt to the social distancing challenges posed by the Covid-19 public health emergency. Staff have been attending a variety of types of best practice messaging trainings focused on how to get messages out during this time.

OLWS continues to offer its public multiple ways to connect with the District, pay their bills, and let us know if something needs attention. Luckily, technology offers staff and the public the ability to stay on top of all needs. The challenge is for those not used to a more virtual lifestyle, so OLWS staff has been working hard to get the word out about how to stay in touch.

The website has been updated multiple times a week with messages from multiple departments, including customer service messages, the permits department, and the finances department. Especially during the Budgeting process, staff has made sure we have public notices and web postings available for how the public can make their voice heard.

Four different public announcements have been planned or already sent out to all OLWS customers within the last month:

- A postcard announcing the Annual Water Quality Consumer Confidence Report.
- A postcard announcing the potential rate increase.
- A bill insert reminding customers to throw wipes in the trash – Don't Flush Wipes.
- The regular OLWS Newsletter for May/June.

In addition to the paper and electronic mailings for these items, OLWS staff works closely with local partners to push the same messages out on social media – Facebook and Twitter.

Besides those messages, as the seasons change and people are spending more time at home or in their gardens, OLWS is working with the Regional Water Providers Consortium to begin summer conservation messaging. The weekly watering number is one way local customers can stay on top of watering their gardens and keeping their bill rates lower through optimizing the amount of water they use each week through the Weekly Watering Number recommendation (based on local rainfall and plant needs).

As the District monitors a slow shift into more time in the public while respecting social distancing requirements, we will continue to alert customers to our basic functioning in support of their needs around all core services, including plant and field operations, permitting, addressing service interruptions, bill payment, and technical services.

Messages we hope to have the Board help to share include the following:

1. One current message for the Board to share with the OLWS public is that the water is safe and can be relied upon to help scrub away germs with soap and water.
2. Another message to continue is to throw "flushable wipes" into the trash can. One solution in the bathroom is to add a small trash can with a lid. Disinfection wipes used in the rest of the house can go there too or be put into the kitchen trash.

Remember the new website feature the Board can access, called "Important Messages". Please let staff know how this page works for you and what information you would like to see there.

- The link to “Important Messages” is under the main webpage under “Your District” and then under the “Board of Directors”.
- <https://www.oaklodgewaterservices.org/bc/page/important-messages>

OLWS outreach staff continue to revamp non-profit partnerships to optimize deliverables for the remainder of this fiscal year. Any large-scale changes in programming will be reported here. The main shift in programming is to get creative and figure out how to reach people where they are with needs dictated by the new public health situation.

April 2020 Permit Activity

	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	2	0	20	2	21
Hours Spent on Development Review	80	20	345	70	545
Hours spent on Utility Permits	40	20	545	25	320
Development Permits Issued	0	0	9	3	20
Utility Permits Issued	4	4	84	2	51
New Sewer Connections	0	4	87	0	37
New Water Services	0	4	69	0	-
Active Erosion Control Permits	63	63	700	31	398
Active Construction Permits	5	8	119	27	247
Sanitary SDC Fees Received	\$0	\$20,660	\$406,323	\$0	\$323,230
Water SDC Fees Received	\$0	\$17,280	\$321,650	\$26,070	\$319,170
Plan Review Fees Received	\$400	\$3,230	\$39,910	\$1,735	\$67,678
Inspection Fees Received	\$620	\$2,170	\$29,630	\$2,033	\$65,899

Attachments

1. Development Tracker
2. Capital Project Tracker

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Closed	22E07CA03003 (SE Allan Rd @ SE Worthington)	Residential subdivision: 2-lots	Oak Lodge warranty expires Feb. 2020. Inspection scheduled for Feb. 2020. Awaiting asbuilts	5/5/20
Warranty Period	3622 SE Pinehurst	Residential Subdivision; 7 lots	Warranty Period ends September 2020	5/5/20
Under Construction	4322 SE Pinehurst Ave	Residential Subdivision; 7 lots	Oak Lodge permits expire September 2020	5/5/20
Under Construction	14107 SE Lee Ave	Residential subdivision: 2 lots	Oak Lodge permits expire June 2020	5/5/20
Under Construction	16800 SE McLoughlin	Commercial Structural Alteration	Oak Lodge permits expire June 2020	5/5/20
Under Construction	4410 SE pinehurst	Residential Subdivision; 4 lots	Water utility only. Inspections Continuing	5/5/20
Under Construction	16518 SE River Rd.	Head Start School Additions	Oak Lodge Site Development Permit current review	5/5/20
Plan Review	17624 SE RIVER RD	Multi-family residential; three (3) 2-family_ dwelling units and two (2) three family dwelling units	Oak Lodge permits expire June 2020	5/5/20
Plan Review	13505 SE River Rd	Rose Villa Phase 4 Medical Building	Oak Lodge Site Development Permit current review	5/5/20
Plan Review	SE Kellogg @ SE Birch	Road Improvements / CC DTD CIP	Oak Lodge Site Development Permit current review	5/5/20
Plan Review	15099 SE McLoughlin Blvd	CORPORATE HEADQUARTERS CLACKAMAS FEDERAL CREDIT UNION	Application submitted to Oak Lodge. Oak Lodge permit expires Sept 2020	5/5/20
Plan Review	1901 SE Oak Grove Blvd	Alteration of a Nonconforming Use to replace a portion of existing New Urban HS facility	Oak Lodge Site Development Permit current review	5/5/20
Plan Review	15115 SE East Ave	Residential Subdivision	Application submitted to Oak Lodge. Oak Lodge permit expires January 2021	5/5/20
Plan Review	View Acres Elementary	Redevelopment: School	Oak Lodge Site Development Permit current review	5/5/20
Plan Review	19315 SE River Rd	Residential 2-lot partition	Land Use comments sent to CCDTD. County land use expiration timeline.	5/5/20
Plan Review	Riverside Elementary School	Redevelopment: School	Oak Lodge Site Development Permit current review	5/5/20
Plan Review	New Urban High School "Annex"	Redevelopment: School	Oak Lodge Site Development Permit current review	5/5/20

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Plan Review	Candy Lane School	Redevelopment: School	Oak Lodge Site Development Permit current review	5/5/20
Plan Review	Jennings Lodge School	Redevelopment: School	Oak Lodge Site Development Permit current review	5/5/20
Plan Review	14720 SE River Rd	Residential: Multifamily	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/5/20
Pre-Application	13822 SE Oatfield Rd	Residential zone change from R-10 to R-7 and a 10-lot minor subdivision.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/5/20
Pre-Application	15717 SE McLoughlin	Bank and Office	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/5/20
Pre-Application	2718 SE Risley	Zone change and 4 - 6 lot minor subdivision with conditional use for one three-family dwelling	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/5/20
Pre-Application	5722 SE OATFIELD RD	2 parcel partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/5/20
Pre-Application	14733 SE Rupert Ave	Residential tri-plex; no demo	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/5/20
Pre-Application	3421 SE Vineyard Rd	Zone Change To MR-1 and a three-parcel Partition for seven duplex and triplex units.	Scheduled for May 13	5/5/20



AGENDA ITEM

Title	Call for Public Comment
Item No.	9
Date	May 19, 2020

Summary

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

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

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

AGENDA ITEM

Title Business from the Board
Item No. 10
Date May 19, 2020

Summary

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

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

Business from The Board Items Include:

- a. Individual Board Member Reports**
- b. Parking Lot**

Date Added	Item	Work Update
6/18/2019	SDC and ADU Comparison to other Communities	Jason will be presenting this data at a future date when it suits the Board
8/13/2019	OLWSD/Gladstone IGA	OLWSD Staff is working to create the first full draft of the IGA for City of Gladstone review

Meetings Attended During the Past Month

1. April 21 – Oak Lodge Water Services Board meeting (virtual meeting)
2. April 22 – Oak Grove Community Council meeting (virtual meeting)
 - a. Mostly updates from members of the community
 - b. OGCC made charitable donation of \$250 to Good Roots Food Bank
 - c. MK & SK provided update from OLWS re COVID-19
 - i. Building closed but meetings open to public via written comments, phone and Zoom
 - ii. Modified staffing and disinfection to limit spread between staff
 - iii. Flushables aren't flushable
 - iv. Water is safe to drink
 - v. District is developing a customer assistance program – no details yet but stay tuned
 - d. Thelma – see CIA newsletter for links to candidate videos – virtual candidate forum
 - e. Several attendees provided helpful tips and suggestions on use of Zoom
 - f. Paul Savas
 - i. BCC will be considering options for parks that are currently closed
 - ii. Withdrawal of Happy Valley from NCPRD:
 1. This will result in significant financial impacts to NCPRD
 2. Unincorporated areas under-represented on NCPRD advisory board
 3. Need for strategy to increase parks in unincorporated areas
 - g. Martha Schrader
 - i. Anticipates impacts of COVID will continue for two years
3. April 24 – OLWSD Finance Committee meeting (virtual meeting)
 - a. Options and criteria for Emergency Customer Assistance Program
4. April 24 – AWWA Webinar: COVID-19 Implications on Operations
 - a. EPA – have taken several actions in response to COVID-19 impacts on water sector:
 - i. Water/wastewater workers designated as essential
 - ii. Chemical suppliers, vendors, contractors, consultants designated as essential
 - iii. Coordinating PPE availability
 - iv. Provided flexibility on compliance monitoring
 - v. Provided temporary policy on enforcement (not a 'free pass' on violations)
 - vi. Continued emphasis and commitment to safety of drinking water
 - b. FEMA & WRF have excellent templates for business continuity plans
 - c. Operator certification challenges
 - i. Testing centers closed
 - ii. CEU / training opportunities cancelled; considering on-line training
 - d. Organizations coordinating in response to possible worker shortages
5. April 27 – Business Oregon Audit Committee meeting (virtual meeting)
6. April 28 – OLWS Budget Committee meeting (virtual meeting)
7. April 30 – OLWS Budget Committee meeting (virtual meeting)
8. May 1 – AWWA Webinar: Facing the New Normal for Credit and Collections During COVID-19
 - a. Anticipate reduced ability of customers to pay and significant reductions in revenue
 - b. Consider range of options for customer assistance
 - i. No shutoffs, fee waivers
 - ii. Payment plans
 - iii. Emergency assistance
 - c. Need to plan for returning to 'new normal' – when to resume shutoffs & criteria for same
 - d. Communicate/communicate/communicate

9. May 5 – OLWS Budget Committee meeting (virtual meeting)
10. May 6 – OLWS Board, special meeting re: Emergency Customer Assistance Program (virtual meeting)
11. May 13 – Regional Water Providers Consortium Executive Committee meeting (virtual meeting) – arranged for alternate to attend

Meetings Scheduled for the Coming Month

1. May 27 – Oak Grove Community Council meeting (virtual meeting)
2. May 28 – USEPA webinar on America’s Water Infrastructure Act – lessons learned from risk & resilience planning to date
3. June 3 – RWPC Board Meeting (virtual meeting?)
4. June 5 – Oregon Infrastructure Finance Authority Board meeting (virtual meeting)
5. June 16 – OLWSD Board meeting

Sunrise Water Authority

April 22, 2020 Budget Committee Meeting and Board Meeting

Paul Gornick's Notes

- **Budget committee chair Chris Hawes opened the budget committee meeting, and was elected as Presiding Officer of the budget committee. Both the budget committee meeting and regular board meeting were held remotely using WebEx audio meeting platform.**
- **Committee approved the minutes of the 2019-2020 committee meeting, then Wade Hathhorn presented the 2020-2021 Proposed Budget. Discussion by the committee followed the presentation, a public comment period followed, then the committee voted to approve the 2020-2021 budget for future adoption by the SWA Board. Budget committee meeting was then adjourned.**
- **Board chair Chris Hawes called the regular board meeting to order. The board approved the consent agenda, a temporary construction easement for a Happy Valley pedestrian improvement at their current administration building, and the budget for the Clackamas Regional Water Supply Commission.**
- **GM Wade Hathhorn gave Manager's update - the Architectural/Engineering firm of FFA Architects was selected to begin design of the new SWA headquarters building on SE 172nd Ave; Happy Valley has expressed an interest in purchasing a portion of the larger parcel on 172nd, so SWA and HV agreed to exchange appraisals; Reservoir 11 winter construction shutdown is over and contractor has restarted final site construction; a landscape architect has begun work for site landscape design that will be performed in Fall 2020.**



Budget Committee Meeting
Wednesday, April 22, 2020 – 6:00 p.m.
10602 SE 129th Avenue, Happy Valley, Oregon 97086

Remote Meeting Access

Join online: <https://www.webex.com/login/attend-a-meeting>

meeting number: 190 556 232

--OR--

Join by phone: 1-415-655-0001

meeting number: 190 556 232

BUDGET COMMITTEE AGENDA

1. Open the Budget Committee Meeting (Chair, Sunrise Board)
2. Election of Presiding Officer
3. Approval of FY 2019-20 Budget Committee Meeting Minutes
4. FY 2020-21 Budget Presentation and Discussion
5. Open Committee Discussion & Public Comment
6. Motion to Approve Proposed FY 2020-21 Budget
7. Adjourn Budget Committee Meeting

POSTED FRIDAY, APRIL 17, 2019 PER REQUIREMENTS.

The meeting site is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired should be directed to Kim Anderson at 503-683-7383 or kanderson@sunrisewater.com at least 48-hours in advance.



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

Board of Commissioners: Regular Meeting & Executive Session
Wednesday, April 22, 2020

Immediately following the Budget Committee Meeting (Approx. 7:00 pm or before)

AGENDA

Remote Meeting Access

Join online: <https://www.webex.com/login/attend-a-meeting>
meeting number: 190 556 232

--OR--

Join by phone: 1-415-655-0001
Meeting number: 190 556 232

CALL REGULAR MEETING TO ORDER

Voice Roll Call
Approval of Agenda

1. CONSENT AGENDA

- 1.1 Approval of Minutes from March 25, 2020
- 1.2 Financial Statements

2. DISCUSSION ITEMS

- 2.1 Approval of Temporary Construction Easement for King Road Pedestrian Improvements
- 2.2 Approval of CRWSC Budget

3. STAFF REPORTS

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

4. BOARD BUSINESS

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

5. EXECUTIVE SESSION (CLOSED TO PUBLIC)

To conduct deliberations with persons designated by the governing body to negotiate real property transactions as per ORS 192.660(2)(e)

POSTED FRIDAY, APRIL 17, 2020 PER REQUIREMENTS.

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



AGENDA ITEM

Title	Recess to Executive Session
Item No.	11
Date	May 19, 2020

Summary

Convene Executive Session under ORS 192.660(2)(f) to consider information exempt from public disclosure.



AGENDA ITEM

Title	Adjourn Executive Session
Item No.	12
Date	May 19, 2020

Summary

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