

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS



MAY 21, 2024



**PUBLIC MEETING
OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
MAY 21, 2024 at 6:00 p.m.**

1. Call to Order
2. Call for Public Comment
3. Consent Agenda
 - a. March 2024 Financial Report
 - b. Approval of April 16, 2024 Board Meeting Minutes
4. Public Hearing: FY 2025 Approved Budget
5. Consideration of Resolution No. 2024-0027 Adopting the Budget for Fiscal Year 2024-2025 and Making Appropriations
6. Consideration of Agreement for Government Affairs Services with Thorn Run Partners
7. Presentation of Quarterly Capital Projects Report
8. Consideration of Resolution No. 2024-0028 Approving a FY 2024 Budget Transfer
9. Business from the Board
10. Department Reports
 - a. Administration
 - b. Finance
 - c. Public Works
 - d. Plant Operations
11. Recess to Executive Session

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

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



AGENDA ITEM

Title	Call to Order
Item No.	1

Summary

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

The Chair may request participation in a nonpartisan acknowledgement of their choosing.

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



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	May 21, 2024

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 Brad Albert, Interim General Manager
Title Consent Agenda
Item No. 3
Date May 21, 2024

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. **March 2024 Financial Report**
- b. **Approval of April 16, 2024 Board Meeting Minutes**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	March 2024 Financial Reports
Item No.	3a
Date	May 21, 2024

Reports

- March 2024 Monthly Overview
- March 2024 Budget to Actual Report
- March 2024 Budget Account Roll Up Report

**Oak Lodge Water Services
Monthly Financial Overview
FY 2023-24 March 2024**

This report summarizes the revenues and expenditures for March 2024. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

Cash and Investments

Account Balances As of:		
March 31, 2024	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552		\$ 233,839
Wells Fargo Bank Checking-9966		1,663,813
LGIP	5.20%	12,696,006
Total		\$ 14,593,658

The OLWS’ checks, electronic withdrawals, and bank drafts total \$ 1.2 million for March 2024. There were no voided checks.

Services Revenue

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 5,469,000	\$ 361,353	\$ 4,021,146	73.5%
20-00-4212	Wastewater charges	11,913,000	860,680	8,562,367	71.9%
30-00-4213	Watershed protection	1,751,000	141,472	1,295,593	74.0%
Subtotal		\$ 19,133,000	\$ 1,363,505	\$ 13,879,107	72.5%

With respect to revenues, water, wastewater, and watershed protection services’ revenues are below budget. Total variance through March is negative (\$470,000) or (2.5%).

Expenses by Budget Category

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

Expense Category	FY 2024	BUDGET Year-to-Date	ACTUALS Year-to-Date	% Spent
	Adopted Budget	March 2024	March 2024	
Personnel Services	\$ 5,776,000	\$ 4,332,000	\$ 4,134,640	95%
Materials & Services	5,905,600	4,429,200	3,603,294	81%
Capital Outlay	9,085,000	6,813,750	3,763,848	55%
		\$ 15,574,950	\$ 11,501,772	74%

With respect to expenditures, at the end of March expenditures are overall 60.1% of budget, excluding Contingencies, with 75.0% of the fiscal year completed.

Review of expenditure lines that are above 80% of budget:

1. **6530 – Small Tools & Equipment** is 83.0% of budget. Several pieces of equipment needed replacement, for both Drinking Water Operations and Wastewater Treatment. These accounts are included in the Q3 Budget Transfers request.

Financial Assistance Utility Rate Relief Program Overview

Reporting for this program has been moved to the Finance Staff Report to provide information through the most current billing cycle.

General Ledger
Budget to Actual



User: gail@olwsd.org
Printed: 5/8/2024 5:56:08 PM
Period 09 - 09
Fiscal Year 2024

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund Balance	1,469,892.00	0.00	-128,956.90	0.00	-8.77
	<i>Beginning Fund Balance</i>	<i>1,469,892.00</i>	<i>0.00</i>	<i>-128,956.90</i>	<i>0.00</i>	<i>-8.77</i>
	NonDivisional	1,469,892.00	0.00	-128,956.90	0.00	-8.77
	Fund Balance	1,469,892.00	0.00	-128,956.90	0.00	-8.77
	NonDivisional					
	<i>Revenue</i>					
05-00-4227	System	0.00	320.00	6,332.00	0.00	0.00
	Development-Compliance					
05-00-4230	Contracted Services	57,400.00	4,000.00	41,400.00	0.00	72.13
	Revenue					
05-00-4610	Investment Revenue	10,000.00	3,880.08	43,134.48	0.00	431.34
05-00-4630	Miscellaneous Revenues	10,000.00	1,605.65	11,613.35	0.00	116.13
	<i>Revenue</i>	<i>77,400.00</i>	<i>9,805.73</i>	<i>102,479.83</i>	<i>0.00</i>	<i>132.40</i>
	NonDivisional	77,400.00	9,805.73	102,479.83	0.00	132.40
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer In from Fund 10	1,069,000.00	89,083.00	801,747.00	0.00	75.00
05-29-4920	Transfer In from Fund 20	2,030,000.00	169,167.00	1,522,503.00	0.00	75.00
05-29-4930	Transfer In from Fund 30	1,069,000.00	89,083.00	801,747.00	0.00	75.00
	<i>Revenue</i>	<i>4,168,000.00</i>	<i>347,333.00</i>	<i>3,125,997.00</i>	<i>0.00</i>	<i>75.00</i>
	Transfers & Contingencies	4,168,000.00	347,333.00	3,125,997.00	0.00	75.00
	Revenue	4,245,400.00	357,138.73	3,228,476.83	0.00	76.05
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular Employees	812,000.00	104,880.29	672,056.60	0.00	82.77
05-01-5130	Overtime	12,500.00	111.65	9,237.73	0.00	73.90
05-01-5210	HealthDental Insurance	142,000.00	10,751.44	96,762.96	0.00	68.14
05-01-5230	Social Security	63,000.00	7,870.55	49,204.83	0.00	78.10
05-01-5240	Retirement	162,000.00	21,374.74	129,075.15	0.00	79.68
05-01-5250	TrimetWBFPaid Leave OR	23,000.00	1,286.80	7,914.63	0.00	34.41
05-01-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers Compensation	1,000.00	65.20	620.45	0.00	62.05
05-01-5290	Other Employee Benefits	0.00	25.45	25.45	0.00	0.00
	<i>Personnel Services</i>	<i>1,220,500.00</i>	<i>146,366.12</i>	<i>964,897.80</i>	<i>0.00</i>	<i>79.06</i>
	<i>Materials & Services</i>					
05-01-6110	Legal Services	300,000.00	48,942.60	135,541.45	0.00	45.18
05-01-6120	Accounting and Audit	76,000.00	0.00	525.00	21,665.00	0.69
	Services					
05-01-6155	Contracted Services	200,000.00	25,987.87	103,207.29	75,190.45	51.60
05-01-6180	Dues and Subscriptions	42,000.00	4,000.80	31,967.18	0.00	76.11
05-01-6220	Electricity	16,000.00	1,528.76	12,416.79	3,990.00	77.60
05-01-6240	Natural Gas	5,000.00	482.96	3,642.36	1,486.63	72.85

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other Utilities	5,000.00	221.62	3,425.96	664.86	68.52
05-01-6310	Janitorial Services	20,000.00	1,769.79	15,129.71	19,467.69	75.65
05-01-6320	Buildings & Ground Maintenance	37,000.00	1,100.01	18,743.55	18,034.99	50.66
05-01-6410	Mileage	1,000.00	0.00	283.15	0.00	28.32
05-01-6420	Staff Training	10,000.00	499.00	7,477.52	0.00	74.78
05-01-6510	Office Supplies	35,000.00	3,134.20	21,620.02	2,100.00	61.77
05-01-6730	Communications	1,000.00	8.05	8.05	0.00	0.81
05-01-6760	Equipment Rental	3,000.00	296.19	1,724.49	574.80	57.48
05-01-6770	Bank Charges	165,000.00	14,565.57	130,631.56	49,600.10	79.17
05-01-6780	Taxes, Fees, Permits <i>Materials & Services</i>	1,000.00 917,000.00	25.00 102,562.42	1,848.95 488,193.03	0.00 192,774.52	184.90 53.24
	AdminFinance	2,137,500.00	248,928.54	1,453,090.83	192,774.52	67.98
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular Employees	304,000.00	17,115.54	171,610.84	0.00	56.45
05-02-5120	Temporary/Seasonal Employees	0.00	2,071.43	10,987.50	0.00	0.00
05-02-5130	Overtime	5,000.00	0.00	946.96	0.00	18.94
05-02-5210	HealthDental Insurance	41,000.00	1,770.98	21,979.52	0.00	53.61
05-02-5230	Social Security	24,000.00	1,431.70	13,522.17	0.00	56.34
05-02-5240	Retirement	57,000.00	2,300.60	37,181.00	0.00	65.23
05-02-5250	Trimet/WBFPaid Leave OR	4,000.00	219.65	2,071.10	0.00	51.78
05-02-5270	Workers Compensation	1,000.00	24.90	226.67	0.00	22.67
05-02-5290	Other Employee Benefits <i>Personnel Services</i>	15,000.00 451,000.00	2,564.25 27,499.05	10,743.45 269,269.21	1,685.00 1,685.00	71.62 59.70
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	134,500.00	8,642.05	110,691.90	41,934.25	82.30
05-02-6175	Records Management	8,500.00	210.29	4,266.69	0.00	50.20
05-02-6230	Telephone	59,700.00	9,676.64	42,840.43	9,728.23	71.76
05-02-6410	Mileage	1,000.00	0.00	103.48	0.00	10.35
05-02-6420	Staff Training	15,000.00	6,250.00	11,786.39	0.00	78.58
05-02-6440	Board Expense	5,000.00	24.00	1,534.80	0.00	30.70
05-02-6510	Office Supplies	1,000.00	300.00	938.98	0.00	93.90
05-02-6540	Safety Supplies	2,000.00	-76.25	417.74	0.00	20.89
05-02-6560	Uniforms	42,000.00	1,590.97	28,660.75	0.00	68.24
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6620	Election Costs	500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	210,000.00	21,641.46	151,838.48	0.00	72.30
05-02-6730	Communications	38,000.00	418.04	9,347.28	6,977.00	24.60
05-02-6740	Advertising <i>Materials & Services</i>	7,000.00 526,700.00	0.00 48,677.20	1,347.00 363,773.92	0.00 58,639.48	19.24 69.07
	Human Resources	977,700.00	76,176.25	633,043.13	60,324.48	64.75
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular Employees	617,000.00	58,134.72	436,366.65	0.00	70.72
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	HealthDental Insurance	135,000.00	8,142.12	67,166.75	0.00	49.75
05-03-5230	Social Security	48,000.00	4,369.73	32,482.69	0.00	67.67
05-03-5240	Retirement	119,000.00	10,875.08	83,320.93	0.00	70.02
05-03-5250	Trimet/WBFPaid Leave OR	8,000.00	715.32	5,143.29	0.00	64.29
05-03-5270	Workers Compensation	1,000.00	49.54	479.50	0.00	47.95
05-03-5290	Other Employee Benefits <i>Personnel Services</i>	0.00 933,000.00	0.00 82,286.51	0.00 624,959.81	0.00 0.00	0.00 66.98
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	442,000.00	36,472.12	179,773.58	147,768.97	40.67
05-03-6350	Computer Maintenance	434,500.00	27,976.36	305,897.68	22,841.43	70.40
05-03-6410	Mileage	1,000.00	11.63	26.63	0.00	2.66
05-03-6420	Staff Training	15,000.00	921.96	2,176.45	0.00	14.51
05-03-6430	Certifications	1,000.00	0.00	355.00	0.00	35.50
05-03-6530	Small Tools & Equipment	1,000.00	116.00	116.00	0.00	11.60

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6540	Safety Supplies	5,000.00	345.23	4,254.29	1,488.19	85.09
05-03-6550	Operational Supplies	3,000.00	40.00	75.98	0.00	2.53
	<i>Materials & Services</i>	<i>902,500.00</i>	<i>65,883.30</i>	<i>492,675.61</i>	<i>172,098.59</i>	<i>54.59</i>
	Technical Services	1,835,500.00	148,169.81	1,117,635.42	172,098.59	60.89
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicle Equipment	80,000.00	3,950.60	46,011.28	4,040.00	57.51
	Maintenance					
05-04-6520	Fuels & Oils	50,000.00	2,923.17	27,307.26	0.00	54.61
	<i>Materials & Services</i>	<i>130,000.00</i>	<i>6,873.77</i>	<i>73,318.54</i>	<i>4,040.00</i>	<i>56.40</i>
	Vehicle Services	130,000.00	6,873.77	73,318.54	4,040.00	56.40
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	634,592.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>634,592.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	634,592.00	0.00	0.00	0.00	0.00
05	Expense	5,715,292.00	480,148.37	3,277,087.92	429,237.59	57.34
	Administrative Services	0.00	-123,009.64	-177,567.99	-429,237.59	0.00
10	Drinking Water					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund Balance	608,759.00	0.00	-31,403.51	0.00	-5.16
	<i>Beginning Fund Balance</i>	<i>608,759.00</i>	<i>0.00</i>	<i>-31,403.51</i>	<i>0.00</i>	<i>-5.16</i>
	NonDivisional	608,759.00	0.00	-31,403.51	0.00	-5.16
	Fund Balance	608,759.00	0.00	-31,403.51	0.00	-5.16
	NonDivisional					
	<i>Revenue</i>					
10-00-4210	Wholesale Water Sales	30,000.00	2,262.61	34,152.65	0.00	113.84
10-00-4211	Drinking Water Charges	5,469,000.00	361,353.11	4,021,146.20	0.00	73.53
10-00-4215	Penalties & Late Charges	15,000.00	1,258.65	11,319.69	0.00	75.46
10-00-4240	Service Installations	10,000.00	3,180.00	49,561.00	0.00	495.61
10-00-4280	Rents & Leases	180,000.00	16,772.64	150,318.10	0.00	83.51
10-00-4290	Other Charges for Services	10,000.00	7,443.81	22,410.41	0.00	224.10
10-00-4610	Investment Revenue	3,000.00	3,772.38	24,788.22	0.00	826.27
10-00-4630	Miscellaneous Revenues	25,000.00	-100.00	35,218.61	0.00	140.87
	<i>Revenue</i>	<i>5,742,000.00</i>	<i>395,943.20</i>	<i>4,348,914.88</i>	<i>0.00</i>	<i>75.74</i>
	NonDivisional	5,742,000.00	395,943.20	4,348,914.88	0.00	75.74
	Revenue	5,742,000.00	395,943.20	4,348,914.88	0.00	75.74
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular Employees	707,000.00	57,310.00	488,755.16	0.00	69.13
10-20-5130	Overtime	37,000.00	1,003.21	22,756.18	0.00	61.50
10-20-5210	HealthDental Insurance	132,000.00	8,978.76	71,222.69	0.00	53.96
10-20-5230	Social Security	55,000.00	4,414.47	38,761.51	0.00	70.48
10-20-5240	Retirement	136,000.00	11,169.58	98,097.04	0.00	72.13
10-20-5250	TrimetWBFPAid Leave OR	9,000.00	719.32	6,088.29	0.00	67.65
10-20-5270	Workers Compensation	20,000.00	1,007.86	9,340.40	0.00	46.70
10-20-5290	Other Employee Benefits	0.00	-72.00	140.85	0.00	0.00
	<i>Personnel Services</i>	<i>1,096,000.00</i>	<i>84,531.20</i>	<i>735,162.12</i>	<i>0.00</i>	<i>67.08</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	248,400.00	9,263.35	116,515.43	50,940.84	46.91
10-20-6220	Electricity	41,000.00	3,060.78	27,814.58	10,230.00	67.84

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6240	Natural Gas	3,000.00	199.83	1,799.34	700.41	59.98
10-20-6290	Other Utilities	5,000.00	307.80	3,627.72	3,360.00	72.55
10-20-6320	Buildings & Grounds	7,000.00	0.00	228.99	0.00	3.27
10-20-6340	System Maintenance	200,000.00	34,129.30	109,706.51	17,849.26	54.85
10-20-6410	Mileage	500.00	0.00	279.63	0.00	55.93
10-20-6420	Staff Training	12,500.00	642.36	8,209.42	0.00	65.68
10-20-6430	Certifications	2,000.00	414.00	2,494.00	0.00	124.70
10-20-6530	Small Tools & Equipment	10,000.00	680.53	12,414.42	0.00	124.14
10-20-6540	Safety Supplies	20,000.00	602.13	16,887.13	1,243.00	84.44
10-20-6550	Operational Supplies	10,000.00	1,447.25	5,374.75	0.00	53.75
10-20-6710	Purchased Water	1,200,000.00	67,198.92	844,723.86	355,276.14	70.39
10-20-6715	Water Quality Program	34,000.00	3,140.95	18,125.58	12,825.00	53.31
10-20-6760	Equipment Rental	8,000.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes, Fees, Permits	18,000.00	375.00	14,778.49	2,600.00	82.10
	<i>Materials & Services</i>	<i>1,819,400.00</i>	<i>121,462.20</i>	<i>1,182,979.85</i>	<i>455,024.65</i>	<i>65.02</i>
	Drinking Water	2,915,400.00	205,993.40	1,918,141.97	455,024.65	65.79
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank Loan-Principal	193,000.00	0.00	193,000.00	0.00	100.00
10-24-6825	Zions Bank Loan-Interest	16,100.00	0.00	16,005.50	0.00	99.41
	<i>Materials & Services</i>	<i>209,100.00</i>	<i>0.00</i>	<i>209,005.50</i>	<i>0.00</i>	<i>99.95</i>
	Debt Service	209,100.00	0.00	209,005.50	0.00	99.95
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers Out to Fund 05	1,069,000.00	89,083.00	801,747.00	0.00	75.00
10-29-8171	Transfers Out to Fund 71	1,500,000.00	125,000.00	1,125,000.00	0.00	75.00
10-29-9000	Contingency	657,259.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,226,259.00</i>	<i>214,083.00</i>	<i>1,926,747.00</i>	<i>0.00</i>	<i>59.72</i>
	Transfers & Contingencies	3,226,259.00	214,083.00	1,926,747.00	0.00	59.72
10	Expense	6,350,759.00	420,076.40	4,053,894.47	455,024.65	63.83
	Drinking Water	0.00	-24,133.20	263,616.90	-455,024.65	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund Balance	507,588.00	0.00	-606,749.02	0.00	-119.54
	<i>Beginning Fund Balance</i>	<i>507,588.00</i>	<i>0.00</i>	<i>-606,749.02</i>	<i>0.00</i>	<i>-119.54</i>
	NonDivisional	507,588.00	0.00	-606,749.02	0.00	-119.54
	Fund Balance	507,588.00	0.00	-606,749.02	0.00	-119.54
	NonDivisional Revenue					
20-00-4212	Wastewater Charges	11,913,000.00	860,680.00	8,562,367.33	0.00	71.87
20-00-4215	Penalties & Late Charges	7,000.00	814.76	6,956.05	0.00	99.37
20-00-4290	Other Charges for Services	10,000.00	7,218.81	12,104.66	0.00	121.05
20-00-4610	Investment Revenue	1,000.00	255.15	2,046.82	0.00	204.68
20-00-4630	Miscellaneous Revenues	2,000.00	0.00	2,209.22	0.00	110.46
	<i>Revenue</i>	<i>11,933,000.00</i>	<i>868,968.72</i>	<i>8,585,684.08</i>	<i>0.00</i>	<i>71.95</i>
	NonDivisional	11,933,000.00	868,968.72	8,585,684.08	0.00	71.95
	Transfers & Contingencies					
	<i>Revenue</i>					
20-29-4930	Transfer In from Fund 30	154,600.00	12,883.00	115,947.00	0.00	75.00
	<i>Revenue</i>	<i>154,600.00</i>	<i>12,883.00</i>	<i>115,947.00</i>	<i>0.00</i>	<i>75.00</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies	154,600.00	12,883.00	115,947.00	0.00	75.00
	Revenue	12,087,600.00	881,851.72	8,701,631.08	0.00	71.99
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular Employees	655,000.00	61,413.57	501,535.33	0.00	76.57
20-21-5130	Overtime	50,000.00	1,533.32	40,184.56	0.00	80.37
20-21-5210	HealthDental Insurance	209,000.00	13,278.07	112,484.38	0.00	53.82
20-21-5230	Social Security	51,000.00	4,732.81	40,735.43	0.00	79.87
20-21-5240	Retirement	123,000.00	10,572.96	93,984.93	0.00	76.41
20-21-5250	TrimetWBFPAid Leave OR	9,000.00	776.77	6,493.71	0.00	72.15
20-21-5260	Unemployment	0.00	0.00	3,686.43	0.00	0.00
20-21-5270	Workers Compensation	13,000.00	1,096.79	10,347.26	0.00	79.59
20-21-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,110,000.00</i>	<i>93,404.29</i>	<i>809,452.03</i>	<i>0.00</i>	<i>72.92</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	216,500.00	18,979.17	123,083.43	104,706.06	56.85
20-21-6220	Electricity	325,000.00	27,660.81	225,671.32	81,000.00	69.44
20-21-6240	Natural Gas	1,000.00	248.18	1,286.61	114.63	128.66
20-21-6250	Solid Waste Disposal	44,000.00	3,515.43	21,934.99	18,593.77	49.85
20-21-6290	Other Utilities	1,500.00	180.00	1,620.00	60.00	108.00
20-21-6310	Janitorial Services	14,000.00	1,170.14	9,863.82	12,871.54	70.46
20-21-6320	Buildings & Grounds	63,000.00	4,651.96	45,048.61	51,664.76	71.51
20-21-6342	WRF System Maintenance	185,000.00	22,060.70	114,390.42	12,830.00	61.83
20-21-6410	Mileage	1,000.00	0.00	187.34	0.00	18.73
20-21-6420	Staff training	10,000.00	0.00	1,483.50	0.00	14.84
20-21-6430	Certifications	2,000.00	171.00	341.23	0.00	17.06
20-21-6525	Chemicals	77,000.00	905.00	35,182.28	41,916.70	45.69
20-21-6530	Small Tools & Equipment	8,000.00	1,124.55	6,912.80	0.00	86.41
20-21-6540	Safety Supplies	20,000.00	901.28	19,789.35	450.00	98.95
20-21-6550	Operational Supplies	5,000.00	1,976.71	4,133.38	1,303.00	82.67
20-21-6760	Equipment Rental	30,000.00	0.00	28,496.71	0.00	94.99
20-21-6780	Taxes, Fees, Permits	74,000.00	2,959.82	48,125.57	26,113.47	65.03
	<i>Materials & Services</i>	<i>1,077,000.00</i>	<i>86,504.75</i>	<i>687,551.36</i>	<i>351,623.93</i>	<i>63.84</i>
	Wastewater-Plant	2,187,000.00	179,909.04	1,497,003.39	351,623.93	68.45
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular Employees	503,000.00	41,003.33	374,721.69	0.00	74.50
20-22-5130	Overtime	28,500.00	1,658.07	30,621.94	0.00	107.45
20-22-5210	HealthDental Insurance	117,000.00	7,855.52	71,390.93	0.00	61.02
20-22-5230	Social Security	39,000.00	3,171.87	29,800.82	0.00	76.41
20-22-5240	Retirement	73,000.00	7,986.22	74,822.87	0.00	102.50
20-22-5250	TrimetWBFPAid Leave OR	7,000.00	526.41	4,740.38	0.00	67.72
20-22-5270	Workers Compensation	12,000.00	842.27	7,934.92	0.00	66.12
20-22-5290	Other Employee Benefits	0.00	0.00	7.99	0.00	0.00
	<i>Personnel Services</i>	<i>779,500.00</i>	<i>63,043.69</i>	<i>594,041.54</i>	<i>0.00</i>	<i>76.21</i>
	<i>Materials & Services</i>					
20-22-6155	Contracted Services	58,600.00	0.00	20,413.39	10,100.00	34.84
20-22-6220	Electricity	53,000.00	6,068.95	42,859.34	13,230.00	80.87
20-22-6290	Other Utilities	2,000.00	43.17	378.57	150.00	18.93
20-22-6320	Buildings & Grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection System Maint.	35,000.00	1,307.66	28,629.74	0.00	81.80
20-22-6410	Mileage	1,000.00	0.00	42.20	0.00	4.22
20-22-6420	Staff Training	18,000.00	0.00	4,628.59	0.00	25.71
20-22-6430	Certifications	2,000.00	0.00	1,214.52	0.00	60.73
20-22-6530	Small Tools & Equipment	25,000.00	5,346.19	17,895.09	2,130.00	71.58
20-22-6540	Safety Supplies	12,000.00	0.00	4,275.34	0.00	35.63
20-22-6550	Operational Supplies	5,000.00	421.81	1,258.33	0.00	25.17
20-22-6780	Taxes, Fees, Permits	24,000.00	766.08	21,809.42	8,698.24	90.87
	<i>Materials & Services</i>	<i>236,600.00</i>	<i>13,953.86</i>	<i>143,404.53</i>	<i>34,308.24</i>	<i>60.61</i>
	Wastewater-Collections	1,016,100.00	76,997.55	737,446.07	34,308.24	72.58

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers Out to Fund 05	2,030,000.00	169,167.00	1,522,503.00	0.00	75.00
20-29-8150	Transfers Out to Fund 50	3,482,000.00	0.00	1,866,000.00	0.00	53.59
20-29-8172	Transfers Out to Fund 72	3,200,000.00	266,667.00	2,400,003.00	0.00	75.00
20-29-9000	Contingency	665,088.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>9,377,088.00</i>	<i>435,834.00</i>	<i>5,788,506.00</i>	<i>0.00</i>	<i>61.73</i>
	Transfers & Contingencies	9,377,088.00	435,834.00	5,788,506.00	0.00	61.73
	Expense	12,580,188.00	692,740.59	8,022,955.46	385,932.17	63.77
20	Wastewater Reclam.	15,000.00	189,111.13	71,926.60	-385,932.17	479.51
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund Balance	50,874.00	0.00	6,453.68	0.00	12.69
	<i>Beginning Fund Balance</i>	<i>50,874.00</i>	<i>0.00</i>	<i>6,453.68</i>	<i>0.00</i>	<i>12.69</i>
	NonDivisional	50,874.00	0.00	6,453.68	0.00	12.69
	Fund Balance	50,874.00	0.00	6,453.68	0.00	12.69
	NonDivisional Revenue					
30-00-4213	Watershed Protection Charges	1,751,000.00	141,472.20	1,295,593.14	0.00	73.99
30-00-4215	Penalties & Late charges	1,000.00	245.73	1,926.67	0.00	192.67
30-00-4290	Other Charges for Services	25,000.00	14,835.00	27,370.96	0.00	109.48
30-00-4610	Investment Revenue	2,000.00	23.55	189.04	0.00	9.45
	<i>Revenue</i>	<i>1,779,000.00</i>	<i>156,576.48</i>	<i>1,325,079.81</i>	<i>0.00</i>	<i>74.48</i>
	NonDivisional	1,779,000.00	156,576.48	1,325,079.81	0.00	74.48
	Revenue	1,779,000.00	156,576.48	1,325,079.81	0.00	74.48
	Watershed Protection Personnel Services					
30-23-5110	Regular Employees	113,000.00	9,538.62	86,509.23	0.00	76.56
30-23-5130	Overtime	1,000.00	35.52	35.52	0.00	3.55
30-23-5210	HealthDental Insurance	38,000.00	2,811.44	24,967.85	0.00	65.70
30-23-5230	Social Security	9,000.00	717.32	6,450.76	0.00	71.68
30-23-5240	Retirement	22,000.00	1,792.27	16,107.57	0.00	73.22
30-23-5250	TrimetWBFPaid Leave OR	2,000.00	117.58	1,016.20	0.00	50.81
30-23-5270	Workers Compensation	1,000.00	189.22	1,770.10	0.00	177.01
30-23-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>186,000.00</i>	<i>15,201.97</i>	<i>136,857.23</i>	<i>0.00</i>	<i>73.58</i>
	Materials & Services					
30-23-6155	Contracted Services	163,000.00	37,986.04	117,242.92	73,582.64	71.93
30-23-6340	System Maintenance	45,000.00	0.00	0.00	30,600.00	0.00
30-23-6420	Staff Training	3,000.00	0.00	1,249.00	0.00	41.63
30-23-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
30-23-6530	Small Tools & Equipment	1,000.00	0.00	0.00	0.00	0.00
30-23-6540	Safety Supplies	1,000.00	0.00	0.00	0.00	0.00
30-23-6550	Operational Supplies	7,000.00	480.00	3,494.98	0.00	49.93
30-23-6730	Communications	55,000.00	5,675.00	35,709.86	24,933.87	64.93
30-23-6780	Taxes, Fees, Permits	4,400.00	0.00	4,224.00	0.00	96.00
	<i>Materials & Services</i>	<i>280,400.00</i>	<i>44,141.04</i>	<i>161,920.76</i>	<i>129,116.51</i>	<i>57.75</i>
	Watershed Protection	466,400.00	59,343.01	298,777.99	129,116.51	64.06
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-29-8105	Transfers Out to Fund 05	1,069,000.00	89,083.00	801,747.00	0.00	75.00
30-29-8120	Transfers Out to Fund 20	154,600.00	12,883.00	115,947.00	0.00	75.00
30-29-9000	Contingency	138,874.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,362,474.00</i>	<i>101,966.00</i>	<i>917,694.00</i>	<i>0.00</i>	<i>67.35</i>
	Transfers & Contingencies	1,362,474.00	101,966.00	917,694.00	0.00	67.35
	Expense	1,828,874.00	161,309.01	1,216,471.99	129,116.51	66.51
30	Watershed Protection	1,000.00	-4,732.53	115,061.50	-129,116.51	11,506.15
50	WW Revenue Bond Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund Balance	527,978.00	0.00	7,340.70	0.00	1.39
	<i>Beginning Fund Balance</i>	<i>527,978.00</i>	<i>0.00</i>	<i>7,340.70</i>	<i>0.00</i>	<i>1.39</i>
	NonDivisional	527,978.00	0.00	7,340.70	0.00	1.39
	Fund Balance	527,978.00	0.00	7,340.70	0.00	1.39
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment Revenue	3,000.00	0.00	1,733.79	0.00	57.79
	<i>Revenue</i>	<i>3,000.00</i>	<i>0.00</i>	<i>1,733.79</i>	<i>0.00</i>	<i>57.79</i>
	NonDivisional	3,000.00	0.00	1,733.79	0.00	57.79
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer In from Fund 20	3,482,000.00	0.00	1,866,000.00	0.00	53.59
	<i>Revenue</i>	<i>3,482,000.00</i>	<i>0.00</i>	<i>1,866,000.00</i>	<i>0.00</i>	<i>53.59</i>
	Transfers & Contingencies	3,482,000.00	0.00	1,866,000.00	0.00	53.59
	Revenue					
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	965,000.00	0.00	964,834.00	0.00	99.98
50-24-6811	2021 IFA Loan Principal	323,000.00	0.00	322,781.15	0.00	99.93
50-24-6813	JPM Bank Loan Principal	1,450,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	260,000.00	0.00	259,614.00	0.00	99.85
50-24-6822	2021 IFA Loan Interest	154,000.00	0.00	153,337.93	0.00	99.57
50-24-6823	JPM Bank Loan Interest	271,000.00	0.00	135,275.00	0.00	49.92
	<i>Materials & Services</i>	<i>3,423,000.00</i>	<i>0.00</i>	<i>1,835,842.08</i>	<i>0.00</i>	<i>53.63</i>
	Debt Service	3,423,000.00	0.00	1,835,842.08	0.00	53.63
	Expense	3,423,000.00	0.00	1,835,842.08	0.00	53.63
50	WW Revenue Bond Debt Service	589,978.00	0.00	39,232.41	0.00	6.65
71	Drinking Water Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund Balance	3,487,371.00	0.00	62,793.23	0.00	1.80
	<i>Beginning Fund Balance</i>	<i>3,487,371.00</i>	<i>0.00</i>	<i>62,793.23</i>	<i>0.00</i>	<i>1.80</i>
	NonDivisional	3,487,371.00	0.00	62,793.23	0.00	1.80
	Fund Balance	3,487,371.00	0.00	62,793.23	0.00	1.80
	NonDivisional					
	<i>Revenue</i>					
71-00-4221	System	50,000.00	12,792.00	251,635.00	0.00	503.27

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-00-4225	Development-Reimburse System	50,000.00	11,880.00	234,201.00	0.00	468.40
71-00-4610	Development-Improvement Investment Revenue	50,000.00	20,307.46	151,985.01	0.00	303.97
	<i>Revenue</i>	<i>150,000.00</i>	<i>44,979.46</i>	<i>637,821.01</i>	<i>0.00</i>	<i>425.21</i>
	NonDivisional	150,000.00	44,979.46	637,821.01	0.00	425.21
	Transfers & Contingencies					
71-29-4910	Transfer In from Fund 10 Revenue	1,500,000.00	125,000.00	1,125,000.00	0.00	75.00
	<i>Revenue</i>	<i>1,500,000.00</i>	<i>125,000.00</i>	<i>1,125,000.00</i>	<i>0.00</i>	<i>75.00</i>
	Transfers & Contingencies	1,500,000.00	125,000.00	1,125,000.00	0.00	75.00
	Revenue	1,650,000.00	169,979.46	1,762,821.01	0.00	106.84
	Drinking Water					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	500,000.00	89,760.79	275,379.85	68,912.04	55.08
71-20-7300	Buildings & Improvements	25,000.00	1,871.25	1,871.25	0.00	7.49
71-20-7400	Improvement Other than Bldgs	0.00	0.00	9,000.00	0.00	0.00
71-20-7520	Equipment	200,000.00	0.00	15,666.42	145,658.55	7.83
71-20-7530	Information Technology	75,000.00	0.00	0.00	6,788.44	0.00
71-20-7600	Capital Improvement Projects	2,400,000.00	265,961.22	818,925.42	788,058.44	34.12
	<i>Capital Outlay</i>	<i>3,200,000.00</i>	<i>357,593.26</i>	<i>1,120,842.94</i>	<i>1,009,417.47</i>	<i>35.03</i>
	Drinking Water	3,200,000.00	357,593.26	1,120,842.94	1,009,417.47	35.03
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
71-29-9000	Contingency	370,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>370,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	370,000.00	0.00	0.00	0.00	0.00
71	Expense	3,570,000.00	357,593.26	1,120,842.94	1,009,417.47	31.40
	Drinking Water Capital	1,567,371.00	-187,613.80	704,771.30	-1,009,417.47	44.97
72	Wastewater Reclamation Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund Balance	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	<i>Beginning Fund Balance</i>	<i>2,557,963.00</i>	<i>0.00</i>	<i>-1,011,212.03</i>	<i>0.00</i>	<i>-39.53</i>
	NonDivisional	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	Fund Balance	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	NonDivisional					
	<i>Revenue</i>					
72-00-4220	System Development Charges	100,000.00	20,660.00	134,290.00	0.00	134.29
72-00-4610	Investment Revenue	30,000.00	17,245.24	138,376.06	0.00	461.25
72-00-4630	Miscellaneous Revenues	0.00	0.00	105,000.00	0.00	0.00
72-00-4650	Proceeds From Borrowing Revenue	1,500,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,630,000.00</i>	<i>37,905.24</i>	<i>377,666.06</i>	<i>0.00</i>	<i>23.17</i>
	NonDivisional	1,630,000.00	37,905.24	377,666.06	0.00	23.17
	Transfers &					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Contingencies					
	<i>Revenue</i>					
72-29-4920	Transfer In from Fund 20	3,200,000.00	266,667.00	2,400,003.00	0.00	75.00
	<i>Revenue</i>	<i>3,200,000.00</i>	<i>266,667.00</i>	<i>2,400,003.00</i>	<i>0.00</i>	<i>75.00</i>
	Transfers & Contingencies	3,200,000.00	266,667.00	2,400,003.00	0.00	75.00
	<i>Revenue</i>	4,830,000.00	304,572.24	2,777,669.06	0.00	57.51
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7200	Infrastructure	0.00	0.00	0.00	0.00	0.00
72-21-7300	Buildings & Improvements	60,000.00	2,930.00	55,885.86	12,770.00	93.14
72-21-7520	Equipment	655,000.00	126,346.00	273,249.49	378,633.00	41.72
72-21-7530	Information Technology	115,000.00	0.00	91,225.54	6,788.43	79.33
72-21-7600	Capital Improvement Projects	900,000.00	126,217.99	711,921.14	207,770.61	79.10
	<i>Capital Outlay</i>	<i>1,730,000.00</i>	<i>255,493.99</i>	<i>1,132,282.03</i>	<i>605,962.04</i>	<i>65.45</i>
	Wastewater-Plant	1,730,000.00	255,493.99	1,132,282.03	605,962.04	65.45
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	225,000.00	4,820.00	102,101.45	7,300.00	45.38
72-22-7520	Equipment	30,000.00	5,491.58	5,491.58	0.00	18.31
72-22-7600	Capital Improvement Projects	3,600,000.00	84,372.80	1,403,129.76	943,157.34	38.98
	<i>Capital Outlay</i>	<i>3,855,000.00</i>	<i>94,684.38</i>	<i>1,510,722.79</i>	<i>950,457.34</i>	<i>39.19</i>
	Wastewater-Collections	3,855,000.00	94,684.38	1,510,722.79	950,457.34	39.19
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	653,800.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>653,800.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	653,800.00	0.00	0.00	0.00	0.00
72	Expense	6,238,800.00	350,178.37	2,643,004.82	1,556,419.38	42.36
	Wastewater Reclamation Capital	1,149,163.00	-45,606.13	-876,547.79	-1,556,419.38	-76.28
73	Watershed Protection Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund Balance	2,613,105.00	0.00	30,571.09	0.00	1.17
	<i>Beginning Fund Balance</i>	<i>2,613,105.00</i>	<i>0.00</i>	<i>30,571.09</i>	<i>0.00</i>	<i>1.17</i>
	NonDivisional	2,613,105.00	0.00	30,571.09	0.00	1.17
	Fund Balance	2,613,105.00	0.00	30,571.09	0.00	1.17
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment Revenue	20,000.00	10,188.66	81,754.06	0.00	408.77
	<i>Revenue</i>	<i>20,000.00</i>	<i>10,188.66</i>	<i>81,754.06</i>	<i>0.00</i>	<i>408.77</i>
	NonDivisional	20,000.00	10,188.66	81,754.06	0.00	408.77
	Revenue	20,000.00	10,188.66	81,754.06	0.00	408.77
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7600	Capital Improvement Projects	300,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Capital Outlay</i>	300,000.00	0.00	0.00	0.00	0.00
	Watershed Protection	300,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					
73-29-9000	<i>Transfers & Contingencies</i>					
	Contingency	50,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	50,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	50,000.00	0.00	0.00	0.00	0.00
	Expense	350,000.00	0.00	0.00	0.00	0.00
73	Watershed Protection	2,283,105.00	10,188.66	112,325.15	0.00	4.92
	Capital					
Revenue Total		33,839,000.00	2,276,250.49	24,094,080.52	0.00	71.2021
Expense Total		40,056,913.00	2,462,046.00	22,170,099.68	3,965,147.77	55.3465

General Ledger
Account Roll up



User: gail@olwsd.org
Printed: 5/8/2024 5:57:12 PM
Period 09 - 09
Fiscal Year 2024

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
Revenue	Revenue				
4210	Water Sales - CRW	\$ 30,000.00	\$ 2,262.61	\$ 34,152.65	113.8%
4211	Water sales	\$ 5,469,000.00	\$ 361,353.11	\$ 4,021,146.20	73.5%
4212	Wastewater Charges	\$ 11,913,000.00	\$ 860,680.00	\$ 8,562,367.33	71.9%
4213	Watershed protection fees	\$ 1,751,000.00	\$ 141,472.20	\$ 1,295,593.14	74.0%
4215	Penalties & late charges	\$ 23,000.00	\$ 2,319.14	\$ 20,202.41	87.8%
4220	System Development Charges	\$ 100,000.00	\$ 20,660.00	\$ 134,290.00	134.3%
4221	System Development-Reimburse	\$ 50,000.00	\$ 12,792.00	\$ 251,635.00	503.3%
4225	System Development-Improvement	\$ 50,000.00	\$ 11,880.00	\$ 234,201.00	468.4%
4227	System Development-Compliance	\$ -	\$ 320.00	\$ 6,332.00	0.0%
4230	Contract services	\$ 57,400.00	\$ 4,000.00	\$ 41,400.00	72.1%
4240	Service installations	\$ 10,000.00	\$ 3,180.00	\$ 49,561.00	495.6%
4280	Rents & leases	\$ 180,000.00	\$ 16,772.64	\$ 150,318.10	83.5%
4290	Other charges for services	\$ 45,000.00	\$ 29,497.62	\$ 61,886.03	137.5%
4610	Investment revenue	\$ 119,000.00	\$ 55,672.52	\$ 444,007.48	373.1%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 1,505.65	\$ 154,041.18	416.3%
4650	Proceeds from borrowing	\$ 1,500,000.00	\$ -	\$ -	0.0%
		\$ 21,334,400.00	\$ 1,524,367.49	\$ 15,461,133.52	72.5%
4910	Transfer in from Fund 10	\$ 2,569,000.00	\$ 214,083.00	\$ 1,926,747.00	75.0%
4920	Transfer in from Fund 20	\$ 8,712,000.00	\$ 435,834.00	\$ 5,788,506.00	66.4%
4930	Transfer in from Fund 30	\$ 1,223,600.00	\$ 101,966.00	\$ 917,694.00	75.0%
Revenue	Revenue	\$ 33,839,000.00	\$ 2,276,250.49	\$ 24,094,080.52	71.2%
Expense	Expense				
Personnel Services					
5110	Regular employees	\$ 3,711,000.00	\$ 349,396.07	\$ 2,731,555.50	73.6%
5120	Temporary/Seasonal employees	\$ -	\$ 2,071.43	\$ 10,987.50	0.0%
5130	Overtime	\$ 139,000.00	\$ 4,341.77	\$ 103,782.89	74.7%
5210	Employee Ins	\$ 814,000.00	\$ 53,588.33	\$ 465,975.08	57.3%
5230	Social Security	\$ 289,000.00	\$ 26,708.45	\$ 210,958.21	73.0%
5240	Retirement	\$ 692,000.00	\$ 66,071.45	\$ 532,589.49	77.0%
5250	Trimet	\$ 62,000.00	\$ 4,361.85	\$ 33,467.60	54.0%
5260	Unemployment	\$ 5,000.00	\$ -	\$ 3,686.43	73.7%
5270	Workers compensation	\$ 49,000.00	\$ 3,275.78	\$ 30,719.30	62.7%
5290	Other employee benefits	\$ 15,000.00	\$ 2,517.70	\$ 10,917.74	72.8%
		\$ 5,776,000.00	\$ 512,332.83	\$ 4,134,639.74	71.6%
Materials & Services					
6110	Legal services	\$ 300,000.00	\$ 48,942.60	\$ 135,541.45	45.2%
6120	Accounting & audit services	\$ 76,000.00	\$ -	\$ 525.00	0.7%
6155	Contracted Services	\$ 1,463,000.00	\$ 137,330.60	\$ 770,927.94	52.7%
6175	Records Management	\$ 8,500.00	\$ 210.29	\$ 4,266.69	50.2%
6180	Dues & subscriptions	\$ 42,000.00	\$ 4,000.80	\$ 31,967.18	76.1%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
6220	Electricity	\$ 435,000.00	\$ 38,319.30	\$ 308,762.03	71.0%
6230	Telephone	\$ 59,700.00	\$ 9,676.64	\$ 42,840.43	71.8%
6240	Natural gas	\$ 9,000.00	\$ 930.97	\$ 6,728.31	74.8%
6250	Solid waste disposal	\$ 44,000.00	\$ 3,515.43	\$ 21,934.99	49.9%
6290	Other utilities	\$ 13,500.00	\$ 752.59	\$ 9,052.25	67.1%
6310	Janitorial services	\$ 34,000.00	\$ 2,939.93	\$ 24,993.53	73.5%
6320	Buildings & grounds	\$ 108,000.00	\$ 5,751.97	\$ 64,021.15	59.3%
6330	Vehicle & equipment maint.	\$ 80,000.00	\$ 3,950.60	\$ 46,011.28	57.5%
6340	Distribution system maint	\$ 245,000.00	\$ 34,129.30	\$ 109,706.51	44.8%
6342	Collection system maint.	\$ 220,000.00	\$ 23,368.36	\$ 143,020.16	65.0%
6350	Computer maintenance	\$ 434,500.00	\$ 27,976.36	\$ 305,897.68	70.4%
6410	Mileage	\$ 5,500.00	\$ 11.63	\$ 922.43	16.8%
6420	Staff training	\$ 83,500.00	\$ 8,313.32	\$ 37,010.87	44.3%
6430	Certifications	\$ 8,000.00	\$ 585.00	\$ 4,404.75	55.1%
6440	Board travel & training	\$ 5,000.00	\$ 24.00	\$ 1,534.80	30.7%
6510	Office supplies	\$ 36,000.00	\$ 3,434.20	\$ 22,559.00	62.7%
6520	Fuel & oils	\$ 50,000.00	\$ 2,923.17	\$ 27,307.26	54.6%
6525	Chemicals	\$ 77,000.00	\$ 905.00	\$ 35,182.28	45.7%
6530	Small tools & equipment	\$ 45,000.00	\$ 7,267.27	\$ 37,338.31	83.0%
6540	Safety supplies	\$ 60,000.00	\$ 1,772.39	\$ 45,623.85	76.0%
6550	Operational Supplies	\$ 30,000.00	\$ 4,365.77	\$ 14,337.42	47.8%
6560	Uniforms	\$ 42,000.00	\$ 1,590.97	\$ 28,660.75	68.2%
6570	In-House Laboratory Services	\$ 15,000.00	\$ 603.20	\$ 9,363.91	62.4%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.0%
6620	Election Costs	\$ 500.00	\$ -	\$ -	0.0%
6710	Purchased water	\$ 1,200,000.00	\$ 67,198.92	\$ 844,723.86	70.4%
6715	Water quality program	\$ 34,000.00	\$ 3,140.95	\$ 18,125.58	53.3%
6720	Insurance	\$ 210,000.00	\$ 21,641.46	\$ 151,838.48	72.3%
6730	Communications	\$ 94,000.00	\$ 6,101.09	\$ 45,065.19	47.9%
6740	Advertising	\$ 7,000.00	\$ -	\$ 1,347.00	19.2%
6760	Equipment Rental	\$ 41,000.00	\$ 296.19	\$ 30,221.20	73.7%
6770	Bank charges	\$ 165,000.00	\$ 14,565.57	\$ 130,631.56	79.2%
6780	Taxes, Fees & Permits	\$ 121,400.00	\$ 4,125.90	\$ 90,786.43	74.8%
6790	Miscellaneous Expense	\$ 1,000.00	\$ (4.00)	\$ 102.89	10.3%
		\$ 5,905,600.00	\$ 490,657.74	\$ 3,603,284.40	61.0%
<u>Debt Service and Special Payments</u>					
6810	2010 SRF Loan Principal	\$ 965,000.00	\$ -	\$ 964,834.00	100.0%
6811	2010 IFA Loan Principal	\$ 323,000.00	\$ -	\$ 322,781.15	99.9%
6813	JPM Bank Loan Principal	\$ 1,450,000.00	\$ -	\$ -	0.0%
6815	Zions Bank loan-principal	\$ 193,000.00	\$ -	\$ 193,000.00	100.0%
6820	2010 SRF Loan Interest	\$ 260,000.00	\$ -	\$ 259,614.00	99.9%
6822	2010 IFA Loan Interest	\$ 154,000.00	\$ -	\$ 153,337.93	99.6%
6823	JPM Bank Loan Interest	\$ 271,000.00	\$ -	\$ 135,275.00	49.9%
6825	Zions Bank loan-interest	\$ 16,100.00	\$ -	\$ 16,005.50	99.4%
		\$ 3,632,100.00	\$ -	\$ 2,044,847.58	56.3%
<u>Capital Outlay</u>					
7200	Infrastructure	\$ 725,000.00	\$ 94,580.79	\$ 377,481.30	52.1%
7300	Buildings & Improvements	\$ 85,000.00	\$ 4,801.25	\$ 57,757.11	68.0%
7400	Improvement other than Bldgs	\$ -	\$ -	\$ 9,000.00	0.0%
7520	Equipment	\$ 885,000.00	\$ 131,837.58	\$ 294,407.49	33.3%
7530	Information Technology	\$ 190,000.00	\$ -	\$ 91,225.54	48.0%
7600	Capital Improvement Projects	\$ 7,200,000.00	\$ 476,552.01	\$ 2,933,976.32	40.8%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
		\$ 9,085,000.00	\$ 707,771.63	\$ 3,763,847.76	41.4%
<u>Transfers</u>					
8105	Transfers out to Fund 05	\$ 4,168,000.00	\$ 347,333.00	\$ 3,125,997.00	75.0%
8120	Transfers out to Fund 20	\$ 154,600.00	\$ 12,883.00	\$ 115,947.00	75.0%
8150	Transfers out to Fund 50	\$ 3,482,000.00	\$ -	\$ 1,866,000.00	53.6%
8171	Transfers out to Fund 71	\$ 1,500,000.00	\$ 125,000.00	\$ 1,125,000.00	75.0%
8172	Transfers out to Fund 72	\$ 3,200,000.00	\$ 266,667.00	\$ 2,400,003.00	75.0%
		\$ 12,504,600.00	\$ 751,883.00	\$ 8,632,947.00	69.0%
		\$ 36,903,300.00	\$ 2,462,645.20	\$ 22,179,566.48	60.1%
9000	Contingency	\$ 3,169,613.00	\$ -	\$ -	0.0%
Expense	Expense	\$ 40,072,913.00	\$ 2,462,645.20	\$ 22,179,566.48	55.3%
Revenue Total		\$ 33,839,000.00	\$ 2,276,250.49	\$ 24,094,080.52	71.2%
Expense Total		\$ 40,072,913.00	\$ 2,462,645.20	\$ 22,179,566.48	55.3%
Grand Total		\$ (6,233,913.00)	\$ (186,394.71)	\$ 1,914,514.04	-30.7%



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	3b
Date	May 21, 2024

Summary of Minutes for Approval

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

Attachments

1. April 16, 2024 Meeting Minutes



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
APRIL 16, 2024**

Board of Directors

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

Oak Lodge Water Services Staff

Brad Albert	Interim General Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Lindsey Kangiser	HR/Payroll Manager
Laural Casey	District Recorder

Consultants & Organizational Representatives

Laura Westmeyer	Cable Huston
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1. Call to Order

Vice Chair Williams called the meeting to order at 6:00 p.m. and facilitated the flag salute.

2. Call for Public Comment

Vice Chair Williams acknowledged one written public comment and there were questions regarding the public right of way and good neighbor efforts made by staff.

3. Consent Agenda

Items on the Consent Agenda included:

- The February 2024 Financial Report,
- March 19, 2024 Board Meeting Minutes, and
- Approval of Contract for Paving Services with Brix Paving Northwest Inc.

Director Van Loo moved to approve the Consent Agenda. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

4. Consideration of Resolution No. 2024-0026 Establishing a Date, Time, and Location of Regular Board Meetings

Interim General Manager Albert overviewed the proposed changes to the regular public meeting date and time.

The Board made comments and asked questions regarding creating a hardship on staff and providing notice to customers.

An amendment was discussed, and the Board consensus was to implement this change in July 2024.

Director Bullock moved to adopt Resolution No. 2024-0026 establishing a new date and time for the Board's regular meetings with an amendment to start in July 2024. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

5. Business from the Board

Vice Chair Williams acknowledged the written reports. There was no discussion.

6. Department Reports

Interim General Manager Albert provided an update on work with the Oregon Governor's Office on the proposed line-item vetoes that would impact the grant funds allocated to OLWS, including submitting letters of support from various partner agencies.

The Board asked about the implications of a gubernatorial veto on the OLWS budget process and asked Interim General Manager Albert to invite congressional delegates and electoral candidates to visit the Wastewater Treatment Plant.

The Management Team provided highlights from their written reports.

The Board asked questions about monthly billing, banking and card use costs, non-revenue water tracking, and the search for a new external laboratory.

7. Adjourn Meeting

Clackamas River Water Liaison, Sherry French, inquired about the budget process.

Vice Chair Williams adjourned the meeting at 6:24 p.m.

Respectfully submitted,

Susan Keil
Chair, Board of Directors

Kevin Williams
Vice Chair, Board of Directors

Date: _____

Date: _____



AGENDA ITEM

Title	Public Hearing: FY 2025 Approved Budget
Item No.	4
Date	May 21, 2024

Summary

Members of the public are invited to comment or provide testimony related to the FY 2024-2025 Approved Budget.

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 Gail Stevens, Finance Director
Title Consideration of Resolution No. 2024-0027 Adopting the Fiscal Year 2024-25 Budget
Item No. 5
Date May 21, 2024

Summary

Oregon Revised Statutes (ORS) Chapter 294 requires Oak Lodge Water Services 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.

Background

The Oak Lodge Water Services Budget Committee met in April to discuss the fiscal year 2024-25 proposed budget. The Budget Committee unanimously approved the budget as proposed on April 4, 2024.

Recommendation

It is recommended the Board approves Resolution No. 2024-0027 Adopting the Fiscal Year 2024-25 Budget.

Suggested Board Motion

"I move to approve Resolution No. 2024-0027 adopting the fiscal year 2024-25 Approved Budget and make appropriations."

Attachments

1. Resolution No. 2024-0027 with Schedule A
2. Approved Budget for Fiscal Year 2024-25 with Capital Improvement Plan 2025-2030

OAK LODGE WATER SERVICES

RESOLUTION NO. 2024-0027

A RESOLUTION ADOPTING THE OAK LODGE WATER SERVICES AUTHORITY BUDGET FOR FISCAL YEAR 2024-25 AND MAKING APPROPRIATIONS.

WHEREAS, under the direction of the duly appointed Budget Officer for the Oak Lodge Water Services Authority (“OLWS”), a budget for fiscal year 2024-25 was prepared for the OLWS’ annual fiscal year commencing July 1, 2024; and

WHEREAS, the OLWS Budget Committee held public meetings on April 2, and April 4, 2024, 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 OLWS Administration Building located at 14496 SE River Road, Oak Grove, OR 97267 and on OLWS’ website; and

WHEREAS, pursuant to ORS 294.456, the OLWS Board of Directors desires to adopt the budget and make appropriations for fiscal year 2024-25 before the close of the current fiscal year to provide for ongoing OLWS 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 Authority for the fiscal year beginning July 1, 2024 and ending June 30, 2025 as approved by the Budget Committee is hereby adopted in the total amount of \$57,505,723. This budget is currently on file at the OLWS Administration Building and is available online on OLWS’ website.

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, 2024.

INTRODUCED AND ADOPTED THIS 21st DAY OF MAY 2024.

OAK LODGE WATER SERVICES

By _____ By _____
Susan Keil, Chair Kevin Williams, Vice Chair

Appropriation Resolution - Schedule A

<u>Administrative Services Fund</u>			
Personal Services	\$	2,877,500	
Material & Services		2,376,500	
Contingency		<u>436,778</u>	
	Total \$		5,690,778
 <u>Drinking Water Fund</u>			
Personal Services	\$	1,118,000	
Material & Services		1,917,500	
Debt Service		209,000	
Transfers		3,300,000	
Contingency		<u>835,561</u>	
	Total \$		7,380,061
 <u>Wastewater Reclamation</u>			
Personal Services	\$	2,044,000	
Material & Services		1,388,000	
Transfers		9,667,000	
Contingency		<u>609,404</u>	
	Total \$		13,708,404
 <u>Watershed Protection</u>			
Personal Services	\$	198,500	
Material & Services		293,900	
Transfers		1,514,500	
Contingency		<u>122,726</u>	
	Total \$		2,129,626
 <u>Wastewater Revenue Bond Debt Service</u>			
Debt Service	\$	<u>3,419,000</u>	
	Total \$		3,419,000
Reserve For Future	\$	717,920	
 <u>Drinking Water Capital Fund</u>			
Capital Outlay	\$	3,044,000	
Contingency		<u>400,000</u>	
	Total \$		3,444,000
Reserve For Future	\$	2,560,753	
 <u>Wastewater Reclamation Capital Fund</u>			
Capital Outlay	\$	12,383,000	
Contingency		<u>1,238,300</u>	
	Total \$		13,621,300
Reserve For Future	\$	1,719,644	
 <u>Watershed Protection Capital Fund</u>			
Capital Outlay	\$	300,000	
Contingency		<u>50,000</u>	
	Total \$		<u>350,000</u>
Reserve For Future	\$	2,764,237	
 Total Appropriations (All Funds)			\$ 49,743,169
 Total Unappropriated and Reserve Amounts (All Funds)			\$ <u>7,762,554</u>
 Total Adopted Budget			\$ <u><u>57,505,723</u></u>



Approved Budget

2024-2025

OAK  **LODGE**
WATER SERVICES

14496 SE River Road, Oak Grove, Oregon 97267

(503) 654-7765

@OakLodgeWater

OakLodgeWaterServices.org



About Us

The Oak Lodge Water Services (OLWS) is committed to creating a clean water environment and a healthy community. OLWS provides reliable drinking water, wastewater, and watershed protection services to nearly 29,000 people in Oak Grove, Jennings Lodge, and portions of Milwaukie and Gladstone.

Drinking Water Services

OLWS provides customers with safe, reliable drinking water from the Clackamas River. Customer rates fund essential services, including purchasing clean water and maintaining daily operations, and investments in infrastructure.

Wastewater Services

OLWS collects wastewater from homes and businesses so the water can be cleaned and safely returned to the Willamette River. Customer rates fund essential services, including wastewater treatment, maintaining daily operation, and investments in treatment plant and infrastructure.

Watershed Protection Services

OLWS helps protect the environment by monitoring water quality in local waterways and helping to keep the Clackamas County-owned stormwater system clean, Customer rates fund watershed protection activities necessary to comply with state and federal water quality permit requirements.

Walta Vista Creek



**FY 2024-2025
APPROVED BUDGET**

BUDGET COMMITTEE

APPOINTED OFFICIALS

Robert Weber, Position 1

Mark Elliott, Position 2

Ron Weigel, Position 3

Lewis Wardrip, Position 4

Ron Nichelini, Position 5

ELECTED BOARD OF DIRECTORS

Susan Keil, President

Kevin Williams, Vice President/Secretary

Paul Gornick, Treasurer

Ginny Van Loo, Director

Heidi Bullock, Director

BUDGET OFFICER

Gail Stevens, Finance Director



**FY 2024-25
APPROVED BUDGET**

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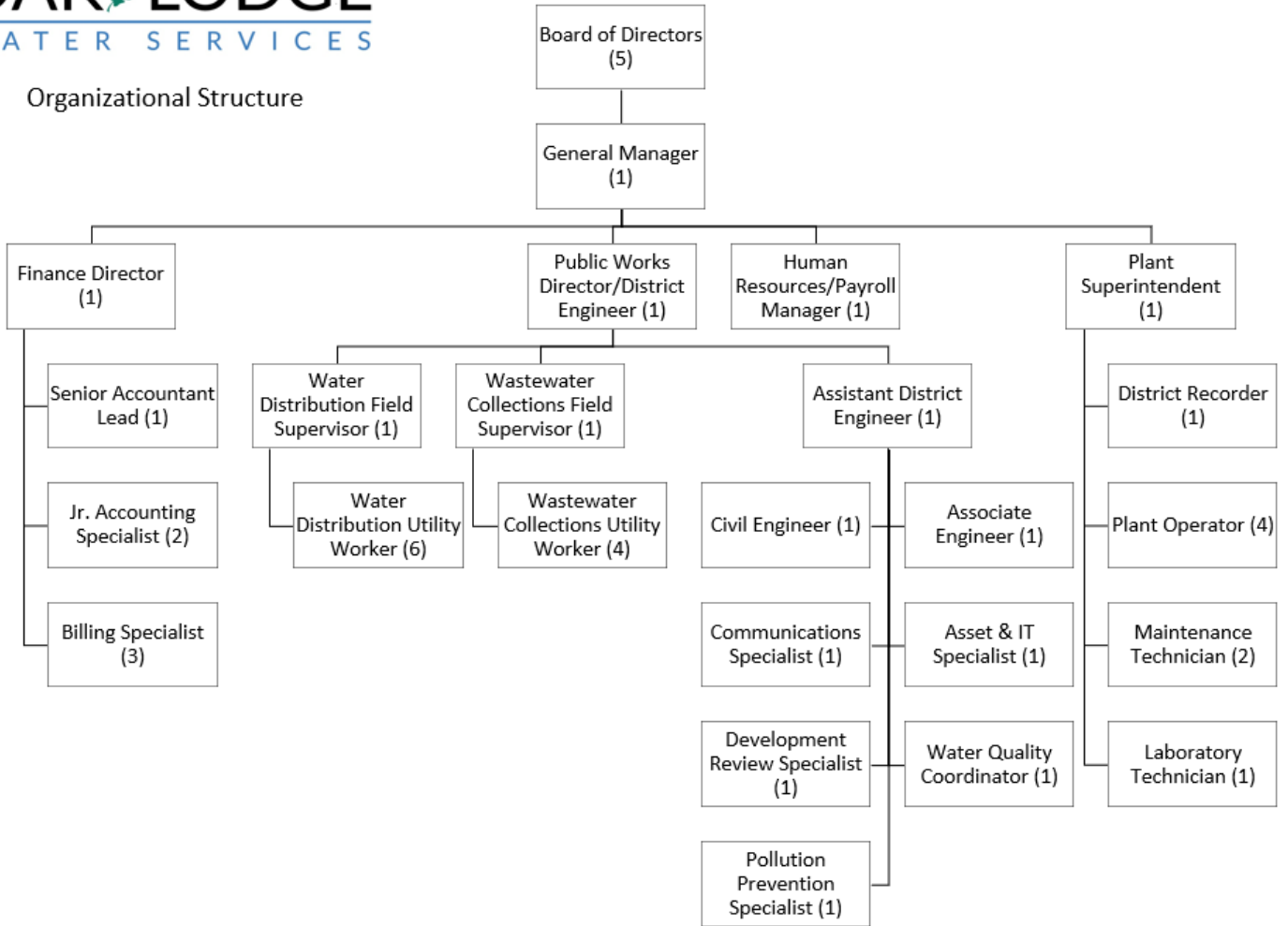
FY 2024-2025 BUDGET CALENDAR

Tuesday, April 2, 2024	Budget Committee Meeting
Thursday, April 4, 2024	Budget Committee Meeting
Tuesday, April 9, 2024	Budget Committee Meeting
Tuesday, May 21, 2024	Board of Directors Meeting

All meetings are hybrid. The public may attend through Zoom video conference or in-person at:

14496 SE River Rd.
Oak Grove, Oregon

Organizational Structure



BUDGET MESSAGE

Members of the Oak Lodge Water Services Authority Budget Committee, we are pleased to present the OLWS Fiscal Year (FY) 2024-25 Approved Budget.

STATE OF OLWS

OLWS provides public health services to customers in the form of drinking water quality, reliable wastewater collection and treatment, watershed protection, and exceptional customer service for nearly 29,000 people.

The OLWS infrastructure, owned and paid for by OLWS customers, is used to deliver all our services. Information about the condition of those assets, as well as preferred maintenance and replacement, is essential information that enables the planning of future work and financial forecasting. The Master Plans for each service area aid in the prioritization of work and the identification of areas where capital investments are needed to ensure OLWS infrastructure continues to work.

A Capital Improvement Plan (CIP) is a planning and management tool used to create a longer-term plan for all the capital projects outlined in the Master Plans. OLWS prepares a 6-year CIP updated annually to include anticipated timing and costs for recommended projects within the water distribution system, collection and treatment systems, and the surface water system. Each CIP project is assigned a capital prioritization score based on weighted criteria identified by OLWS. Criteria include asset criticality and condition, customer criticality, regulatory mandates, relationship to other projects, ability to leverage outside funding, level of service, alignment with OLWS Board goals and adopted plans, public interest, and operations and maintenance effectiveness and efficiency. Several reasons can cause the need to re-prioritize projects which include regulatory requirements, condition assessments, adjacent capital project timeline changes, and changes in field conditions. The recommended CIP takes prioritization scoring into account and strives to level spending which contributes to lessening rate spikes over the years for OLWS customers. Quarterly reports are made to the OLWS Board regarding progress on the CIP projects. This enables the Board and OLWS customers to track both the progress being made with the identified key capital projects and the resources expended on these projects.

OLWS has an adopted Water Master Plan (WMP) and Wastewater Master Plan (WWMP). The 20-year WMP was adopted by the Board on October 20, 2020. The 30-year WWMP, adopted March 21, 2023, significantly added to the information needed to plan for the aged infrastructure at the wastewater treatment plant and for the collection system out in the field. For the first time in over 30 years the collection system was assessed as a whole. The analysis highlighted OLWS has significant inflow and infiltration (I & I) issues which must be addressed to reduce impacts to the system while increasing service life of the infrastructure.

BUDGET MESSAGE

Master Plans can also aid in identifying current and future potential regulatory changes for OLWS which impact service delivery methods and materials. A National Pollutant Discharge Elimination System (NPDES) permit (#100986) from the Department of Environmental Quality (DEQ) has been in effect as of April 2022. The OLWS wastewater treatment system must comply with Federal, State, and County regulations associated with publicly owned wastewater systems. During the preparation of the WWMP, the new DEQ permit modified some of the waste discharge parameters for the disposal of treated wastewater into the Willamette River. The permit has a number of significant budgetary implications in the years ahead for OLWS both for infrastructure and operations. In order to consistently meet permit, Tertiary Treatment (a third level of treatment) is needed to treat wastewater to a higher degree to meet DEQ's standards.

Prudent planning for infrastructure renewal requires credible, analysis-based estimates of where, when, and how much pipe replacement or expansion for growth is required. There will be "demographic echoes" in which waves of infrastructure reinvestment are driven by a combination of the original patterns of pipe investment, the pipe materials used, and local operating environments (such as how acidic the soil is in parts of the OLWS service area.)

A large proportion of OLWS water and wastewater pipes are approaching the end of their useful life. The majority of the water and wastewater systems were constructed in the early 1960's and have a service life of approximately 75 years. Our objective is to make these infrastructure investments at the optimal time for maintaining current service levels and to avoid replacing pipes while the repairs are still cost-effective. Ideally, pipe replacement occurs at the end of a pipe's "service life"; that is, the point in time when replacement or rehabilitation becomes less expensive than the costs of numerous unscheduled breaks and emergency repairs. Ultimately, overlooking or postponing infrastructure renewal investments in the near term will only add to the scale of the challenge the community's infrastructure faces in the future.

Delaying infrastructure investment can result in degrading water and wastewater services, increasing service disruptions, increasing sanitary sewer overflows (SSOs) and increasing expenditures for emergency repairs. Much like when a roof begins to fail on a house, the potential damage to the rest of the house increases if repairs and replacements are delayed. Moreover, as regulatory changes occur (whether at the Federal or State level) additional infrastructure investments will be needed to continue to deliver the essential services of water, wastewater, and surface water.

OLWS has been intensively engaged in pursuing additional funding partnerships for its tertiary treatment facility and implementing its inflow and infiltration remedy plan. Thorn Run Partners was hired to help OLWS extensively survey federal and state funding opportunities in 2023 and continues to regularly search for newly emergent opportunities. Most funding opportunities are cyclical in nature and the earliest potential federal assistance would arrive in the spring of

BUDGET MESSAGE

2025 and the earliest state grant assistance would arrive is in mid to late 2024. Thorn Run Partners worked with OLWS to develop and implement a strategy to secure funding assistance.

Thorn Run Partners is working with the Oregon federal delegation to secure an authorization in the Water Resources Development Act for the projects, as well as funding through the Fiscal Year 2025 Appropriations process. The earliest funding from these pathways would be Spring of 2026 and Spring of 2025 respectively. At the state level, OLWS' state delegation is pursuing infrastructure funding in the 2024 legislative session. That pursuit has paid off for OLWS in the amount of \$3 million allocated by the state for the tertiary treatment facility. The earliest this funding would be available to OLWS would be mid- to late 2024.

Resilience

The work of the Master Plans assists in the identification of projects which build on past infrastructure investments to increase resiliency. One such example is drinking water inertie projects with the City of Milwaukie and Clackamas River Water, which would be used should an earthquake or some other harm to the Clackamas River occur. Resiliency for our customers is also increased through the intergovernmental relationships OLWS has with other partners in the region (e.g., for additional trucks or pumping equipment) and through emergency management planning, as well as exercises. Financial resiliency is also an important part of the consideration for the Board and the Budget Committee. The inflationary cost increases and delays currently being experienced in OLWS supply chains have been anticipated and planned for in the Approved Budget. However, new ones may arise. Part of a resilient strategy will be the need to have an above average stock of supplies on hand. One example OLWS has continued to deal with this past year is delays in variable frequency drive (VFD) controllers for our automated systems like pumps and process blowers. The current wait time for these devices is one year from the order date. The supply chain has been getting better, but we are still not at a level that was seen pre-pandemic.

Security

This has become an increased area of focus over the past year. OLWS continues to examine how best to protect OLWS' current physical assets. Cyber security planning updates have been implemented to protect both OLWS' data and physical assets from hacking. There are a variety of projects on the water and wastewater Supervisory Control and Data Acquisition (SCADA) systems to strengthen OLWS' ability to quickly respond to alarms on OLWS infrastructure to fix issues to either prevent emergencies or enable OLWS to get through the emergency. The SCADA system allows staff to monitor processes remotely in real time to aid in making corrections rather than have staff on-site 24-hours a day.

THE FY 2024-25 BUDGET

The FY 2024-25 Budget reflects the current policy direction of the OLWS Board. That direction is to provide high-quality, reliable service at a reasonable cost of service to customers. The Budget reflects a continued level of service in the coming fiscal year with increases specifically for changed regulatory requirements in operational expenditures, and with necessary increased investment in capital expenditures to address both the aged infrastructure and system improvements due to changed regulatory requirements because of the OLWS DEQ permit.

Capital plans and initiatives for OLWS drive spending in each of the next few years (see the Capital Improvement Plan section of the Budget) as OLWS continues to address the needs of the aged wastewater treatment plant, wastewater collection system, drinking water distribution infrastructure, and surface water systems. Moreover, changes by the NPDES permit for the wastewater treatment plant will require significant additional infrastructure investments such as tertiary filtration.

Utility costs have seen a large increase this past year. Electricity is the main driver at approximately a 30% increase. Other utilities have had smaller but significant increases. Material costs and personnel services costs are experiencing a more modest increase due to inflation. However, OLWS continues to mitigate cost increases with process improvements, efficiencies, and re-investment in system inspections and maintenance.

The Budget is a comprehensive document containing detailed revenues and expenditures for all funds operated by OLWS. 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 requires the input of the OLWS Budget Committee to examine different options for funding required capital projects, particularly in the wastewater area.

SUMMARY OVERVIEW

The following summary highlights specific items contained in the 2024-25 budget, and estimated effects on rates.

Personnel Services Estimates

In the next Budget FY 2024-25 OLWS will be in the second year of a 3-year bargained contract with the AFSCME represented administrative and operations team members. The bargained contract has set parameters for cost-of-living increases for the represented team members. This

BUDGET MESSAGE

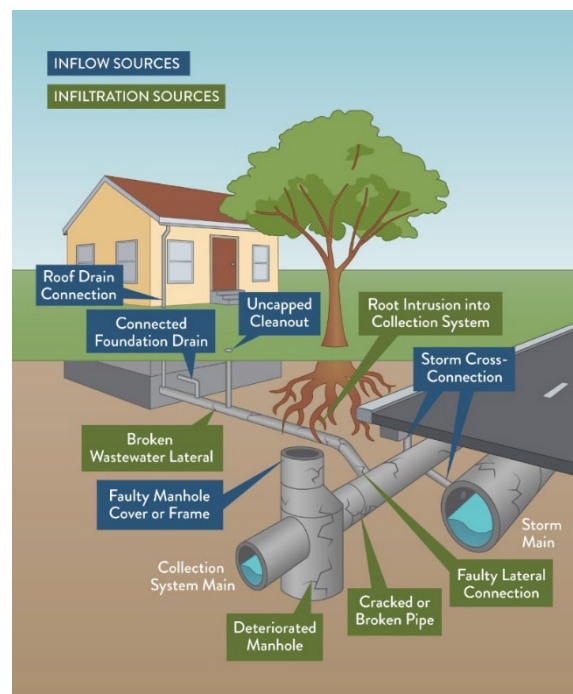
allows OLWS to forecast the increase in personnel services year over year more accurately. The current three-year contract expires July 1, 2026.

The rates identified in this budget for the Public Employees Retirement System (PERS) continue to be positively impacted by past Side Account Contributions to reduce OLWS' Unfunded PERS Liability. During the 2019-20, 2020-21, and 2021-22 fiscal years OLWS made a lump sum contribution of \$300,000, \$552,000, and \$550,000 respectively to "buy down" unfunded actuarial liability. Due to higher funding needs for required capital projects, the FY 2024-25 Budget does not include any new contribution to PERS for the same purpose. Continued contributions will resume in future budgets as this is a key strategy and is in the best financial interest of OLWS over the long run.

Capital Planning

OLWS' six-year Capital Improvement Plan (CIP) provides a blueprint for sustaining and improving the community's water, wastewater, and stormwater systems. It details individual projects and provides strategies for funding and financing. The CIP is reviewed and updated annually to reflect evolving needs, priorities, and funding opportunities.

The CIP for the FY 2024-25 budget is heavily impacted by regulatory changes under which OLWS operates. The existing Wastewater Treatment Plant cannot reliably meet updated discharge requirements to the Willamette River that have been set by DEQ, resulting in potential fines and reduced water quality. Construction of a tertiary treatment facility is needed to treat wastewater to a higher degree to meet requirements. In addition to the Wastewater Treatment Plant, condition assessments of the collection system show that approximately 15% of the system is at the end of service life which allows inflow and infiltration (see graphic). Inflow and infiltration is a condition where surface and ground water enter the collection pipeline system, particularly during strong storm events. The additional water causes added pressure on the collection system, the pumping stations, and the treatment plant, occasionally leading to sanitary sewer overflows, for which OLWS can be fined by DEQ.



BUDGET MESSAGE

In addition, as in prior fiscal years, a long-term capital plan for each of the water, wastewater, and watershed protection services are included.

The WMP offers a long-term outlook of the community's water resources, including available water supply, current and future demands, and emerging water quality considerations. It evaluates the condition of water infrastructure (pipelines, pump stations, tanks, etc.) and provides recommendations for replacement and repairs. Additionally, the WMP explores the system's ability to withstand unexpected emergencies such as fires, floods, or earthquakes. OLWS adopted its WMP in 2020 to ensure adequate water supply and reliable services for decades to come.

The WWMP is a long-term planning tool that evaluates the wastewater system's current condition, capacity, constraints, and recommendations for improvement. The 30-year plan evaluates OLWS' ability to comply with state and federal regulations, withstand climate uncertainty, and continue to provide reliable services. The 2023 WWMP identified substantial upgrades needed to handle stronger storm events, meet regulations, reduce the risk of sanitary sewer overflows, and promote healthy local waterways.

FY 2024-25 Budget includes funding for capital projects related to projects identified in the WMP, the WWMP and for watershed protection. All construction costs in the Master Plans have been cost indexed for construction cost increases in our geographic area, this ensures OLWS is utilizing the most accurate data at the time of budget development. Details of these projects can be found in the Capital Improvement Plan section of this Budget.

Capital expenditures are made from 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), which are funded through rates.

BUDGET ASSUMPTIONS

The FY 2024-25 Approved Budget incorporates the following assumptions:

Revenue Assumptions

- Annual population growth of 0%.
- Increase in rates for Water, Wastewater, and Watershed Protection.
- Maintained conservative base units for revenue forecasting.
- Non-payment of bills by customers at 2% (based on history).

Expenditure Assumptions

- Medical and Dental estimates an increase in rates of 11%.

BUDGET MESSAGE

- Annual COLA of 3.58%.
- Step increases for eligible employees.
- Increased funding of the on-going Financial Assistance Utility Rate Relief Program (income based).

Overall Strategies for the FY 2024-25 Budget and Beyond

- Project, plan and re-prioritize capital needs while ensuring compliance with federal and state permit requirements.
- Manage rates for each utility independently to limit funding needs while right sizing each operation and maintenance system needs.
- Continue to maintain prudent fund balances and reserves to provide a stable financial structure for available funding opportunities.
- Continue to pursue Federal and State funding opportunities to assist with lessening rate increases.

CONCLUDING THOUGHTS

Intermittent supply chain issues are impacting OLWS in three ways: the length of time needed to receive key supplies, the costs of those supplies, and the amount of prudent inventory needing to be kept on hand.

OLWS continues to focus on long-range planning and building a strong asset management program for all the infrastructure and equipment needed to deliver services. The permits from DEQ continue to have an impact on OLWS. The Municipal Separate Storm Sewer Systems (MS4) permit includes standards for water quality and testing protocols. These permits bring added costs, but also improve the quality of our natural resources and in turn improve the quality of our community's quality of life.

The information from the WMP and the WWMP, as well as the certainty around the requirements from DEQ enables OLWS to better plan and anticipate the infrastructure projects and costs required to continue to best serve customers. This future planning is essential to stabilize rates, potential borrowings, and grants to provide financial resources at the time needed for the funding equation to match the capital demands.

Investments in local infrastructure support the health, sustainability, and prosperity of our community. OLWS is taking steps to update its aged water distribution system, wastewater collection system, the Wastewater Treatment Plant, and surface water system to continue to provide customers with safe and reliable service today and for years to come. This well planned and timely work provides greater reliability and resiliency to ensure our infrastructure is properly maintained.

BUDGET MESSAGE

Addressing these issues now will allow OLWS to comply with current wastewater regulations, avoid fines, and continue to provide high-quality reliable service to its customers. It will also position OLWS to better handle stronger storm events caused by increased heavy rains; meet future, more stringent regulatory requirements; and reduce the risk of future sanitary sewer overflows.

Businesses, residences, and schools all depend upon essential and consistent delivery of water services to our community. Without these essential services, our community members would not be able to live, work, and play in this great area. OLWS services are delivered 24 hours a day and strives to do this with an emphasis on cost-effective operations balancing both the short- and long-term maintenance, replacement, resiliency, and expansion needs of the utility infrastructure owned by all OLWS' customers.

ACKNOWLEDGMENTS

The OLWS FY 2024-25 Budget was developed by the OLWS Leadership Team with assistance from OLWS staff. The members of the Leadership Team come from various backgrounds and perspectives to represent the interests of OLWS. We want to acknowledge their hard-work, efforts, and engagement. We greatly appreciate the OLWS staff. We also want to thank the Budget Committee and the Board of Directors for all their hard work to ensure the FY 2024-25 Budget addresses what is needed for service delivery to customers now and into the future. OLWS is always ready to respond to service emergencies 24 hours a day, 7 days a week, 365 days a year. Our customers depend upon us. Like other local governments, OLWS must continue to be nimble to address our ever-changing environment, which includes protecting public health, caring for the environment, responding to emergencies as well as addressing the changes required by State and/or Federal regulators.

We hereby respectfully submit the OLWS Approved Budget for FY 2024-25.



Brad Albert
Acting General Manager



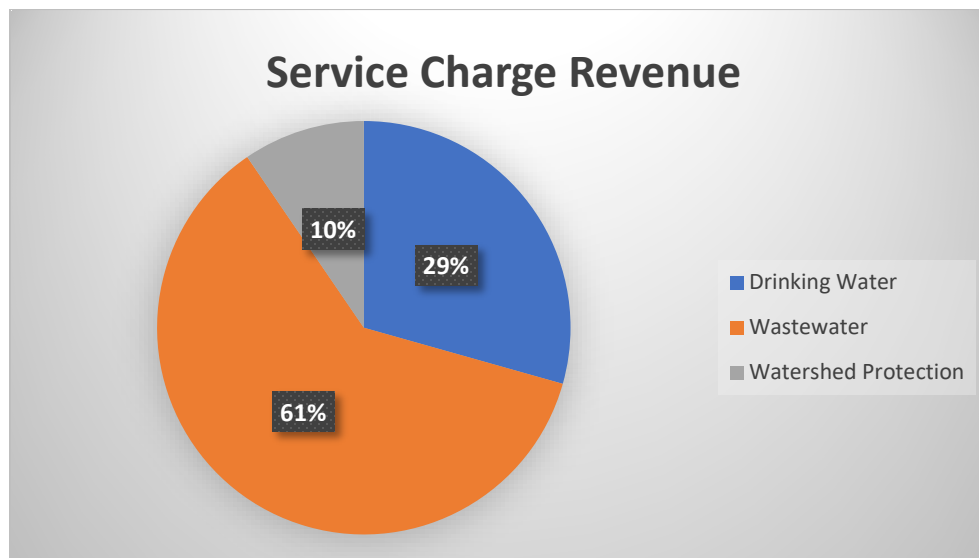
Gail Stevens
Finance Director and Budget Officer

SUMMARY BUDGET HIGHLIGHTS

The FY 2024-25 Approved Budget for the OLWS totals \$57.1 million (total resources and total requirements (uses)) and can be summarized as follows: \$5.7 million for Administrative Services, \$7.4 million for Drinking Water, \$13.7 million for Wastewater, \$2.1 million for Watershed Protection, \$4.1 million for Debt Service, and \$24.5 million in capital.

Resources

Service charges revenue is the primary resource to each of the operating funds. Service charges combined with interest income, system development charges (SDC), other miscellaneous revenues, and beginning fund balance in each of the funds comprise total resources. 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 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.

OAK LODGE

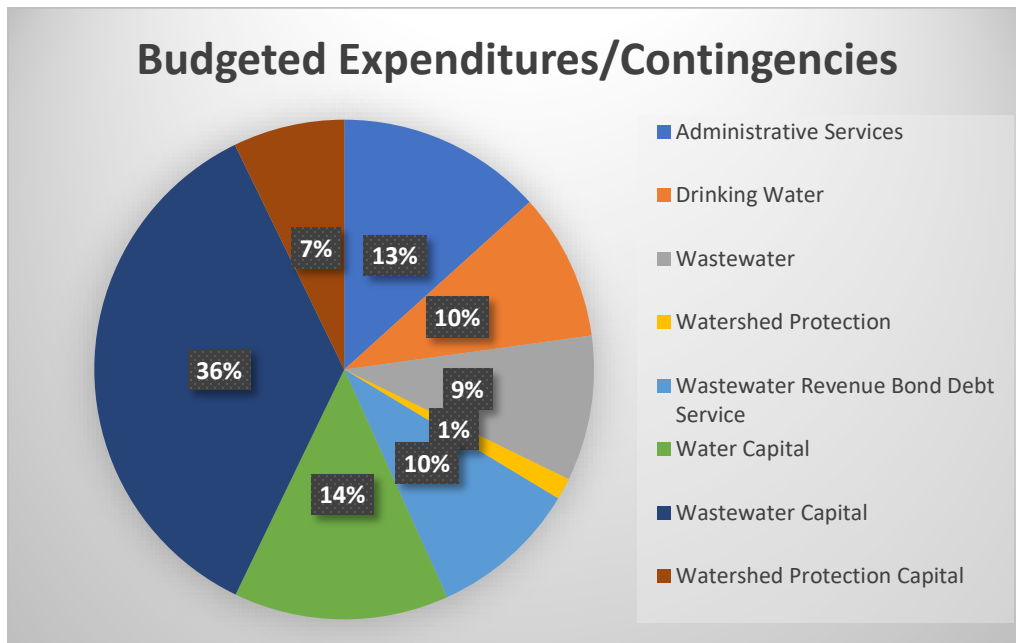
WATER SERVICES

SUMMARY BUDGET HIGHLIGHTS

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 OLWS for FY 2024-25. Personnel services comprise 14.5% of OLWS' budgeted expenditures (excluding transfers) and capital spending makes up another 36.5%. The remaining budgeted requirements of OLWS include materials and services at 13.9%, debt service at 8.4%, and contingencies and reserves at 26.6%.

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



Personnel Services

OLWS budget includes 39 full-time regular (FTE) positions. Benefit costs reflect increases in health insurance and quoted rates from providers. Employee insurance rates, which include medical, dental, life, short-term disability, and long-term disability reflect an 11.0% increase.

PERS contributions are the other largest component of employee benefits. PERS rates on a biennial basis, and the scheduled rates for FY 2023-24 and 2024-25 were set at 24.37% for Tier 1 and 2 members, and 21.19% for OPSRP members. OLWS has contributed \$300,000 in FY 2019-20, \$552,000 in FY 2020-21, and \$550,000 in FY 2022-23. These contributions have resulted in



SUMMARY BUDGET HIGHLIGHTS

rates of 21.90% for Tier 1 and 2 members, and 18.72% for OPSRP members. Currently, 10% of OLWS payroll is Tier 1 and 2, and 90% is OPSRP.

Materials and Services

This category represents operational expenditures for goods and services supporting OLWS. 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 FY 2024-25 result primarily from stepping up maintenance efforts related to the water and wastewater systems and anticipated inflationary increases in utilities, goods, and services costs from vendors.

Capital Expenditures

A consistent and thoughtful approach to asset management, major maintenance, and replacement allows OLWS 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 OLWS' strategies for funding capital needs: the others being rates and debt financing. Separate capital funds are established to account for capital expenditure and ensure funding for future needs. Transfers from the operating fund provide resources to the capital funds and are complemented by interest earnings.

The 2024-25 budget provides for capital spending in the Drinking Water Capital Fund of \$3.0 million, the Wastewater Capital Fund of \$12.3 million, and the Watershed Protection Capital Fund of \$300 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 AUTHORITY
RESOURCES SUMMARY – BY PROGRAM
FY 2024-25

ACTUAL 21-22	ACTUAL 22-23	BUDGET 23-24	Fund	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25
Administrative Services						
\$ -	\$ 1,495,179	\$ 1,469,892	Fund Balance	\$ 1,209,778	\$ 1,209,778	\$ -
-	125,806	77,400	Other revenue	81,000	81,000	-
-	1,008,000	1,069,000	Transfer In - Fund 10	1,100,000	1,100,000	-
-	1,920,000	2,030,000	Transfer In - Fund 20	2,200,000	2,200,000	-
-	1,008,000	1,069,000	Transfer In - Fund 30	1,100,000	1,100,000	-
\$ -	\$ 5,556,985	\$ 5,715,292	Total	\$ 5,690,778	\$ 5,690,778	\$ -
Drinking Water						
\$ -	\$ 931,881	\$ 608,759	Fund Balance	\$ 950,061	\$ 950,061	\$ -
-	4,226,417	5,469,000	Water Charges	6,146,000	6,146,000	-
-	365,635	273,000	Leases & Other Revenue	284,000	284,000	-
\$ -	\$ 5,523,933	\$ 6,350,759	Total	\$ 7,380,061	\$ 7,380,061	\$ -
Wastewater						
\$ -	\$ 1,427,095	\$ 507,588	Fund Balance	\$ 742,904	\$ 742,904	\$ -
-	8,948,942	11,913,000	Wastewater Charges	12,781,000	12,781,000	-
-	108,465	-	System Development Charges	-	-	-
-	28,785	20,000	Other revenue	20,000	20,000	-
-	-	154,600	Transfer In - Fund 30	164,500	164,500	-
\$ -	\$ 10,513,287	\$ 12,595,188	Total	\$ 13,708,404	\$ 13,708,404	\$ -
Watershed Protection						
\$ -	\$ 126,167	\$ 50,874	Fund Balance	\$ 123,126	\$ 123,126	\$ -
-	1,572,393	1,751,000	Watershed Charges	1,995,000	1,995,000	-
-	29,484	28,000	Other Revenue	11,500	11,500	-
\$ -	\$ 1,728,044	\$ 1,829,874	Total	\$ 2,129,626	\$ 2,129,626	\$ -
Wastewater Revenue Bond Debt Service						
\$ -	\$ 591,231	\$ 527,978	Fund Balance	\$ 666,920	\$ 666,920	\$ -
-	12,833	3,000	Other Revenue	3,000	3,000	-
-	3,435,000	3,482,000	Transfers In	3,467,000	3,467,000	-
\$ -	\$ 4,039,064	\$ 4,012,978	Total	\$ 4,136,920	\$ 4,136,920	\$ -
Drinking Water Capital						
\$ -	\$ 4,540,054	\$ 3,487,371	Fund Balance	\$ 3,654,753	\$ 3,654,753	\$ -
-	315,323	100,000	System Development Charges	100,000	100,000	-
-	124,915	50,000	Other Revenue	50,000	50,000	-
-	928,000	1,500,000	Transfers In	2,200,000	2,200,000	-
\$ -	\$ 5,908,292	\$ 5,137,371	Total	\$ 6,004,753	\$ 6,004,753	\$ -
Wastewater Capital						
\$ -	\$ 4,008,462	\$ 2,557,963	Fund Balance	\$ 2,595,944	\$ 2,595,944	\$ -
-	-	100,000	System Development Charges	100,000	100,000	-
-	-	-	State Grant Revenue	3,000,000	3,000,000	-
-	-	1,500,000	Proceeds from Borrowing	5,615,000	5,615,000	-
-	149,646	30,000	Other Revenue	30,000	30,000	-
-	1,500,000	3,200,000	Transfers In	4,000,000	4,000,000	-
\$ -	\$ 5,658,108	\$ 7,387,963	Total	\$ 15,340,944	\$ 15,340,944	\$ -
Watershed Protection Capital						
\$ -	\$ 2,656,731	\$ 2,613,105	Fund Balance	\$ 2,844,237	\$ 2,844,237	\$ -
-	61,883	20,000	Other Revenue	20,000	20,000	-
-	125,000	-	Transfers In	250,000	250,000	-
\$ -	\$ 2,843,614	\$ 2,633,105	Total	\$ 3,114,237	\$ 3,114,237	\$ -
\$ -	\$ 41,771,327	\$ 45,662,530	TOTAL RESOURCES	\$ 57,505,723	\$ 57,505,723	\$ -

**OAK LODGE WATER SERVICES AUTHORITY
REQUIREMENTS SUMMARY – BY PROGRAM
FY 2024-25**

ACTUALS 21-22	ACTUALS 22-23	BUDGET 23-24	Fund	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25
			Administrative Services			
\$ -	\$ 2,133,136	\$ 2,602,000	Personnel Services	\$ 2,877,500	\$ 2,877,500	\$ -
-	1,821,971	2,436,200	Materials & Services	2,376,500	2,376,500	-
-	-	677,092	Contingency	436,778	436,778	-
-	1,601,878	-	Unappropriated Fund Balance	-	-	-
<u>\$ -</u>	<u>\$ 5,556,985</u>	<u>\$ 5,715,292</u>	Total	<u>\$ 5,690,778</u>	<u>\$ 5,690,778</u>	<u>\$ -</u>
			Drinking Water			
\$ -	\$ 982,700	\$ 1,096,000	Personnel Services	\$ 1,118,000	\$ 1,118,000	\$ -
-	1,621,509	1,819,400	Materials & Services	1,917,500	1,917,500	-
-	209,063	209,100	Debt Service	209,000	209,000	-
-	1,936,000	2,569,000	Transfers	3,300,000	3,300,000	-
-	-	657,259	Contingency	835,561	835,561	-
-	774,661	-	Unappropriated Fund Balance	-	-	-
<u>\$ -</u>	<u>\$ 5,523,933</u>	<u>\$ 6,350,759</u>	Total	<u>\$ 7,380,061</u>	<u>\$ 7,380,061</u>	<u>\$ -</u>
			Wastewater			
\$ -	\$ 1,642,543	\$ 1,876,000	Personnel Services	\$ 2,044,000	\$ 2,044,000	\$ -
-	1,166,240	1,313,600	Materials & Services	1,388,000	1,388,000	-
-	6,855,000	8,712,000	Transfers	9,667,000	9,667,000	-
-	-	693,588	Contingency	609,404	609,404	-
-	849,504	-	Unappropriated Fund Balance	-	-	-
<u>\$ -</u>	<u>\$ 10,513,287</u>	<u>\$ 12,595,188</u>	Total	<u>\$ 13,708,404</u>	<u>\$ 13,708,404</u>	<u>\$ -</u>
			Watershed Protection			
\$ -	\$ 154,639	\$ 186,000	Personnel Services	\$ 198,500	\$ 198,500	\$ -
-	244,179	281,400	Materials & Services	293,900	293,900	-
-	120,000	-	Debt Service	-	-	-
-	1,133,000	1,223,600	Transfers	1,514,500	1,514,500	-
-	-	138,874	Contingency	122,726	122,726	-
-	76,226	-	Unappropriated Fund Balance	-	-	-
<u>\$ -</u>	<u>\$ 1,728,044</u>	<u>\$ 1,829,874</u>	Total	<u>\$ 2,129,626</u>	<u>\$ 2,129,626</u>	<u>\$ -</u>
			Wastewater Revenue Bond Debt Service			
\$ -	\$ 3,434,144	\$ 3,423,000	Debt Service	\$ 3,419,000	\$ 3,419,000	\$ -
-	604,920	589,978	Reserve for future expenditure	717,920	717,920	-
<u>\$ -</u>	<u>\$ 4,039,064</u>	<u>\$ 4,012,978</u>	Total	<u>\$ 4,136,920</u>	<u>\$ 4,136,920</u>	<u>\$ -</u>
			Drinking Water Capital			
\$ -	\$ 2,070,539	\$ 3,200,000	Capital Outlay	\$ 3,044,000	\$ 3,044,000	\$ -
-	-	370,000	Contingency	400,000	400,000	-
-	3,837,753	1,567,371	Reserve for future expenditure	2,560,753	2,560,753	-
<u>\$ -</u>	<u>\$ 5,908,292</u>	<u>\$ 5,137,371</u>	Total	<u>\$ 6,004,753</u>	<u>\$ 6,004,753</u>	<u>\$ -</u>
			Wastewater Capital			
\$ -	\$ 2,619,164	\$ 5,585,000	Capital Outlay	\$ 12,383,000	\$ 12,383,000	\$ -
-	-	653,800	Contingency	1,238,300	1,238,300	-
-	3,038,944	1,149,163	Reserve for future expenditure	1,719,644	1,719,644	-
<u>\$ -</u>	<u>\$ 5,658,108</u>	<u>\$ 7,387,963</u>	Total	<u>\$ 15,340,944</u>	<u>\$ 15,340,944</u>	<u>\$ -</u>
			Watershed Protection Capital			
\$ -	\$ 21,377	\$ 300,000	Capital Outlay	\$ 300,000	\$ 300,000	\$ -
-	-	50,000	Contingency	50,000	50,000	-
-	2,822,237	2,283,105	Reserve for future expenditure	2,764,237	2,764,237	-
<u>\$ -</u>	<u>\$ 2,843,614</u>	<u>\$ 2,633,105</u>	Total	<u>\$ 3,114,237</u>	<u>\$ 3,114,237</u>	<u>\$ -</u>
<u>\$ -</u>	<u>\$ 41,771,327</u>	<u>\$ 45,662,530</u>	TOTAL REQUIREMENTS	<u>\$ 57,505,723</u>	<u>\$ 57,505,723</u>	<u>\$ -</u>

Administrative Services Fund

Fund 05

Purpose: The Administrative Services Fund centralizes the support services within OLWS to provide an efficient and fair means to capture and allocate support service costs. Divisions of this fund include Administration & Finance, Human Resources, Technical Services, and Vehicle Maintenance. Each of these support services are funded through transfers from the Drinking Water, Wastewater Reclamation, and Watershed Protection operating funds on a predetermined basis of allocation.

FTE: The Administrative Services Fund is comprised of 17.3 full-time employees (FTE). Positions are outlined in the division descriptions below.

Administration & Finance – Division 01

The Administration & Finance Division is comprised of 8.0 full-time employees:

- General Manager
- Finance Director
- Senior Accounting Specialist
- Junior Accounting Specialist (2)
- Billing/Administrative Specialist (3)

Human Resources – Division 02

The Human Resources Division is comprised of 2.0 full-time employees:

- Human Resources Manager
- District Recorder

Technical Services – Division 03

The Technical Services Division is comprised of 7.3 full-time employees:

- Assistant District Engineer
- Civil Engineer
- Associate Engineer
- IT and Asset Specialist
- Development Review Specialist
- Pollution Prevention Specialist
- Outreach and Communication Specialist

The Public Works Director/District Engineer allocates 0.3 FTE to the Administrative Services Fund.

Vehicle Maintenance – Division 04

The Vehicle Maintenance Division is not directly assigned FTE.

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

Fund 05 - Administrative Services Fund

ACTUAL 21-22	ACTUAL 22-23	BUDGET 23-24	Object Code	Item	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25	
05-00- Resources								
\$	-	\$ 1,495,179	\$ 1,469,892	3500	Beginning Fund Balance	\$ 1,209,778	\$ 1,209,778	
	-	4,234	-	4227	System Devel. - Compliance	1,000	1,000	
	-	53,400	57,400	4230	Contract Services Revenue	60,000	60,000	
	-	39,212	10,000	4610	Investment Revenue	10,000	10,000	
	-	28,960	10,000	4630	Miscellaneous Revenues	10,000	10,000	
05-29- Transfers In								
\$	-	\$ 1,008,000	\$ 1,069,000	4910	Transfer In from Fund 10	\$ 1,100,000	\$ 1,100,000	
	-	1,920,000	2,030,000	4920	Transfer In from Fund 20	2,200,000	2,200,000	
	-	1,008,000	1,069,000	4930	Transfer In from Fund 30	1,100,000	1,100,000	
\$	-	\$ 5,556,985	\$ 5,715,292	Total Resources		\$ 5,690,778	\$ 5,690,778	\$ -

Division 01 - Finance/Administration

05-01- Personnel Services - 8 FTE								
\$	-	\$ 726,859	\$ 812,000	5110	Regular employees	\$ 897,000	\$ 897,000	
	-	20,004	10,000	5130	Overtime	10,000	10,000	
	-	123,990	142,000	5210	Health/Dental insurance	149,000	149,000	
	-	53,213	63,000	5230	Social Security	70,000	70,000	
	-	142,638	162,000	5240	Retirement	178,000	178,000	
	-	7,359	23,000	5250	Trimet/WBF/Paid Leave OR	24,000	24,000	
	-	16,126	5,000	5260	Unemployment	-	-	
	-	299	1,000	5270	Workers compensation	1,000	1,000	
	-	2,422	-	5290	Other employee benefits	-	-	
\$	-	\$ 1,092,910	\$ 1,218,000	Total Personnel Services		\$ 1,329,000	\$ 1,329,000	\$ -

05-01- Materials and Services								
Professional and technical services								
\$	-	\$ 313,558	\$ 300,000	6110	Legal services	\$ 300,000	\$ 300,000	
	-	12,810	76,000	6120	Accounting and audit services	75,000	75,000	
	-	242,626	200,000	6155	Contracted Services	232,000	232,000	
	-	39,013	42,000	6180	Dues and subscriptions	46,000	46,000	
Utilities								
	-	16,419	16,000	6220	Electricity	22,000	22,000	
	-	4,424	5,000	6240	Natural gas	5,500	5,500	
	-	4,033	5,000	6290	Other utilities	5,500	5,500	
Repairs and maintenance								
	-	16,949	20,000	6310	Janitorial services	25,000	25,000	
	-	23,180	37,000	6320	Buildings and grounds	40,000	40,000	
Travel and Training								
	-	1,864	1,000	6410	Mileage	1,000	1,000	
	-	9,645	10,000	6420	Staff training	16,000	16,000	
Supplies								
	-	37,316	35,000	6510	Office supplies	35,000	35,000	
	-	49	1,000	6730	Communications	1,000	1,000	
	-	2,630	3,000	6760	Equipment rental	3,000	3,000	
	-	136,777	165,000	6770	Bank charges	200,000	200,000	
	-	818	1,000	6780	Taxes, Fees, Permits	2,000	2,000	
	-	100	-	6790	Miscellaneous expense	-	-	
\$	-	\$ 862,211	\$ 917,000	Total Materials and Services		\$ 1,009,000	\$ 1,009,000	\$ -

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

Fund 05 - Administrative Services Fund

ACTUAL 21-22	ACTUAL 22-23	BUDGET 23-24	Object Code	Item	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25
Division 02 - Human Resources							
05-02- Personnel Services - 2 FTE							
\$ -	\$ 280,051	\$ 304,000	5110	Regular employees	\$ 227,000	\$ 227,000	\$ -
-	-	-	5120	Temporary / Seasonal	-	-	-
-	1,814	5,000	5130	Overtime	5,000	5,000	-
-	32,531	41,000	5210	Health/Dental insurance	31,000	31,000	-
-	21,184	24,000	5230	Social Security	18,000	18,000	-
-	50,556	57,000	5240	Retirement	43,000	43,000	-
-	2,795	4,000	5250	Trimet/WBF/Paid Leave OR	3,000	3,000	-
-	-	-	5260	Unemployment	5,000	5,000	-
-	124	1,000	5270	Workers compensation	500	500	-
-	1,078	15,000	5290	Other employee benefits	15,000	15,000	-
\$ -	\$ 390,133	\$ 451,000	Total Personnel Services		\$ 347,500	\$ 347,500.0	\$ -
05-02- Materials and Services							
Professional and technical services							
\$ -	\$ 44,839	\$ 64,500	6155	Contracted Services	\$ 45,500	\$ 45,500	\$ -
-	7,666	8,500	6175	Records Management	4,000	4,000	-
Utilities							
-	55,628	59,700	6230	Telephone	60,000	60,000	-
Travel and Training							
-	1,423	1,000	6410	Mileage	1,000	1,000	-
-	31,327	20,000	6420	Staff Training	20,000	20,000	-
-	2,490	5,000	6440	Board Expense	5,000	5,000	-
Supplies							
-	950	1,000	6510	Office supplies	1,000	1,000	-
-	103	2,000	6540	Safety Supplies	2,000	2,000	-
-	33,858	42,000	6560	Uniforms	10,500	10,500	-
-	-	2,500	6610	Board Compensation	2,500	2,500	-
-	36,711	500	6620	Elections Costs	5,000	5,000	-
-	200,531	235,000	6720	Insurance	247,000	247,000	-
-	52,230	38,000	6730	Communications	2,500	2,500	-
-	5,008	7,000	6740	Advertising	7,000	7,000	-
-	27	-	6790	Miscellaneous Expense	-	-	-
\$ -	\$ 472,791	\$ 486,700	Total Materials and Services		\$ 413,000	\$ 413,000	\$ -

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

Fund 05 - Administrative Services Fund

ACTUAL 21-22	ACTUAL 22-23	BUDGET 23-24	Object Code	Item	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25
Division 03 - Technical Services							
05-03- Personnel Services - 7.3 FTE							
\$ -	\$ 451,297	\$ 617,000	5110	Regular employees	\$ 814,000	\$ 814,000	\$ -
-	-	5,000	5130	Overtime	5,000	5,000	-
-	74,479	135,000	5210	Health/Dental insurance	150,000	150,000	-
-	33,903	48,000	5230	Social Security	64,000	64,000	-
-	84,961	119,000	5240	Retirement	156,000	156,000	-
-	4,444	8,000	5250	Trimet/WBF/Paid Leave OR	11,000	11,000	-
-	233	1,000	5270	Workers compensation	1,000	1,000	-
-	776	-	5290	Other employee benefits	-	-	-
\$ -	\$ 650,093	\$ 933,000	Total Personnel Services		\$ 1,201,000	\$ 1,201,000	\$ -
05-03- Materials and Services							
Professional and technical services							
\$ -	\$ 45,993	\$ 442,000	6155	Contracted Services	\$ 335,000	\$ 335,000	\$ -
Utilities							
-	314,905	434,500	6350	Computer Maintenance	418,000	418,000	-
Travel and Training							
-	526	1,000	6410	Mileage	500	500	-
-	7,280	15,000	6420	Staff Training	10,000	10,000	-
-	1,505	1,000	6430	Certifications	2,000	2,000	-
Supplies							
-	384	1,000	6530	Small Tools and Equipment	1,000	1,000	-
-	3,621	5,000	6540	Safety Supplies	3,000	3,000	-
-	88	3,000	6550	Operational Supplies	3,000	3,000	-
-	-	-	6730	Communication	52,000	52,000	-
\$ -	\$ 374,302	\$ 902,500	Total Materials and Services		\$ 824,500	\$ 824,500	\$ -
Division 04 - Vehicle Services							
05-04- Materials and Services							
\$ -	\$ 71,683	\$ 80,000	6330	Vehicle/equipment maintenance	\$ 80,000	\$ 80,000	-
-	40,984	50,000	6520	Fuel and oils	50,000	50,000	-
\$ -	\$ 112,667	\$ 130,000	Total Materials and Services		\$ 130,000	\$ 130,000	\$ -
05-29- Contingency							
\$ -	\$ -	\$ 677,092	9000	Contingency	\$ 436,778	\$ 436,778	-
\$ -	\$ -	\$ 677,092	Total Contingency		\$ 436,778	\$ 436,778	\$ -
\$ -	\$ 3,955,107	\$ 5,715,292	Total Appropriations		\$ 5,690,778	\$ 5,690,778	\$ -
\$ -	\$ 1,601,878	\$ -	Unappropriated ending fund balance		\$ -	\$ -	\$ -
\$ -	\$ 5,556,985	\$ 5,715,292	Total Requirements		\$ 5,690,778	\$ 5,690,778	\$ -

**Drinking Water Fund
 Fund 10**

Purpose: The Drinking Water Fund maintains and operates a drinking water distribution system to efficiently meet the needs of the community through uninterrupted service delivery. The cost of purchased water, protection of community health, and reduction of non-revenue water are funded through water service charges billed to customers.

The Drinking Water Fund provides transfers to the Administrative Services Fund and Drinking Water Capital Fund for services related to the operation and maintenance of the distribution system.

FTE: The Drinking Water Fund is comprised of 7.3 full-time employees.

- Water Distribution Supervisor
- Water Distribution Utility Worker (6)

The Public Works Director/District Engineer allocates 0.3 FTE to the Drinking Water Fund.

Fund 10 - Drinking Water Fund

ACTUAL 21-22	ACTUAL 22-23	BUDGET 23-24	Object Code	Item	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25
			10-00-	Resources			
\$ -	\$ 931,881	\$ 608,759	3500	Beginning Fund Balance	\$ 950,061	\$ 950,061	
-	40,382	30,000	4210	Wholesale Water Charges	40,000	40,000	
-	4,226,417	5,469,000	4211	Water Charges	6,146,000	6,146,000	
-	16,302	15,000	4215	Penalties and late charges	14,000	14,000	
-	45,999	10,000	4240	Service installations	10,000	10,000	
-	203,350	180,000	4280	Rents and leases	180,000	180,000	
-	13,506	10,000	4290	Other charges for services	10,000	10,000	
-	9,753	3,000	4610	Investment revenue	5,000	5,000	
-	36,343	25,000	4630	Miscellaneous revenues	25,000	25,000	
\$ -	\$ 5,523,933	\$ 6,350,759	Total Resources		\$ 7,380,061	\$ 7,380,061	\$ -

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

Fund 10 - Drinking Water Fund

ACTUAL 21-22	ACTUAL 22-23	BUDGET 23-24	Object Code	Item	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25
Division 20 - Drinking Water Operations							
10-20- Personnel Services - 7.3 FTE							
\$ -	\$ 656,559	\$ 707,000	5110	Regular employees	\$ 723,000	\$ 723,000	
-	28,574	37,000	5130	Overtime	42,000	42,000	
-	100,045	132,000	5210	Health/Dental insurance	133,000	133,000	
-	51,676	55,000	5230	Social Security	57,000	57,000	
-	130,559	136,000	5240	Retirement	139,000	139,000	
-	6,661	9,000	5250	Trimet/WBF/Paid Leave OR	9,000	9,000	
-	6,443	20,000	5270	Workers compensation	15,000	15,000	
-	2,183	-	5290	Other employee benefits	-	-	
\$ -	\$ 982,700	\$ 1,096,000		Total Personnel Services	\$ 1,118,000	\$ 1,118,000	\$ -
10-20- Materials and Services							
Professional and technical services							
\$ -	\$ 205,022	\$ 258,900	6155	Contracted Services	\$ 292,000	\$ 292,000	
Utilities							
-	38,859	41,000	6220	Electricity	51,000	51,000	
-	2,407	3,000	6240	Natural Gas	3,000	3,000	
-	5,588	5,000	6290	Other Utilities	6,000	6,000	
Repairs and Maintenance							
-	3,833	7,000	6320	Buildings and Grounds	5,000	5,000	
-	188,150	200,000	6340	Distribution System Maintenance	200,000	200,000	
Travel and Training							
-	559	500	6410	Mileage	500	500	
-	13,569	12,500	6420	Staff Training	10,000	10,000	
-	1,944	2,000	6430	Certifications	2,000	2,000	
Supplies							
-	17,344	10,000	6530	Small Tools and Equipment	10,000	10,000	
-	13,137	15,000	6540	Safety Supplies	15,000	15,000	
-	9,118	10,000	6550	Operational Supplies	10,000	10,000	
-	1,091,878	1,200,000	6710	Purchased Water	1,250,000	1,250,000	
-	7,868	28,500	6715	Water Quality Program	35,000	35,000	
-	5,318	8,000	6760	Equipment Rental	8,000	8,000	
-	16,586	18,000	6780	Taxes, Fees, Permits	20,000	20,000	
-	329	-	6790	Miscellaneous Expense	-	-	
\$ -	\$ 1,621,509	\$ 1,819,400		Total Materials and Services	\$ 1,917,500	\$ 1,917,500	\$ -
10-24- Debt Service							
Principal Payments							
\$ -	\$ 188,000	\$ 193,000	6815	2019 Zions Bank Loan - Due 2/1	\$ 198,000	\$ 198,000	
Interest Payments							
-	21,063	16,100	6825	2019 Zions Bank Loan - Due 8/1 & 2/1	11,000	11,000	
\$ -	\$ 209,063	\$ 209,100		Total Debt Service	\$ 209,000	\$ 209,000	\$ -
10-29- Transfers Out							
\$ -	\$ 1,008,000	\$ 1,069,000	8105	Transfer Out to Fund 05	\$ 1,100,000	\$ 1,100,000	
-	928,000	1,500,000	8171	Transfer Out to Fund 71	2,200,000	2,200,000	
\$ -	\$ 1,936,000	\$ 2,569,000		Total Transfers	\$ 3,300,000	\$ 3,300,000	\$ -
10-29- Contingency							
\$ -	\$ -	\$ 657,259	9000	Contingency	\$ 835,561	\$ 835,561	
\$ -	\$ -	\$ 657,259		Total Contingency	\$ 835,561	\$ 835,561	\$ -
\$ -	\$ 4,749,272	\$ 6,350,759		Total Appropriations	\$ 7,380,061	\$ 7,380,061	
\$ -	\$ 774,661	\$ -		Unappropriated ending fund balance	\$ -	\$ -	\$ -
\$ -	\$ 5,523,933	\$ 6,350,759		Total Requirements	\$ 7,380,061	\$ 7,380,061	\$ -

**Wastewater Fund
Fund 20**

Purpose: The Wastewater Reclamation Fund maintains and operates a wastewater collection system and wastewater treatment plant. Divisions include Wastewater Treatment and Wastewater Collections. The cost of meeting regulatory requirements, providing uninterrupted service, and protecting the environment and community health are funded through wastewater service charges billed to customers.

The Wastewater Fund provides transfers to the Administrative Services Fund and Wastewater Capital Fund for services related to the operation and maintenance of the wastewater collection system and wastewater treatment plant. The Wastewater Fund also provides transfers to the Wastewater General Obligation Debt Service Fund and Wastewater Revenue Bond Debt Service Funds for payment of debt.

FTE: The Wastewater Reclamation Fund is comprised of 13.3 full-time employees. Positions are outlined in the division descriptions below.

Wastewater Treatment – Division 21

The Wastewater Treatment Division is comprised of 8.0 full-time employees:

- Plant Superintendent
- Plant Operator (4)
- Lab Specialist
- Maintenance Mechanic (2)

Wastewater Collections – Division 22

The Wastewater Collections Division is comprised of 5.3 full-time employees:

- Wastewater Collections Supervisor
- Wastewater Collections Utility Worker (4)

The Public Works Director/District Engineer allocates 0.3 FTE to the Wastewater Reclamation Fund, specifically to the Wastewater Collections Division.

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

Fund 20 - Wastewater Fund

ACTUAL 21-22	ACTUAL 22-23	BUDGET 23-24	Object Code	Item	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25
20-00- Resources							
\$ -	\$ 1,427,095	\$ 507,588	3500	Beginning Fund Balance	\$ 742,904	\$ 742,904	
-	8,948,942	11,913,000	4212	Wastewater Charges	12,781,000	12,781,000	
-	8,730	7,000	4215	Penalties and Late Charges	7,000	7,000	
-	108,465	-	4220	System Development Charges	-	-	
-	16,859	10,000	4290	Other Charges for Services	10,000	10,000	
-	1,660	1,000	4610	Investment Revenue	1,000	1,000	
-	1,536	2,000	4630	Miscellaneous Revenues	2,000	2,000	
20-29- Transfers In							
-	-	154,600	4930	Transfer In - Fund 30	164,500	164,500	
\$ -	\$ 10,513,287	\$ 12,595,188	Total Resources		\$ 13,708,404	\$ 13,708,404	\$ -

Division 21 - Wastewater Treatment Operations

20-21- Personnel Services - 8 FTE							
\$ -	\$ 571,686	\$ 655,000	5110	Regular employees	\$ 754,000	\$ 754,000	
-	3,588	-	5120	Temporary / Seasonal	-	-	
-	50,606	43,000	5130	Overtime	53,000	53,000	
-	145,322	209,000	5210	Health/Dental insurance	177,000	177,000	
-	47,045	51,000	5230	Social Security	59,000	59,000	
-	108,685	123,000	5240	Retirement	142,000	142,000	
-	6,190	9,000	5250	Trimet/WBF/Paid Leave OR	10,000	10,000	
-	1,138	-	5260	Unemployment	-	-	
-	6,516	13,000	5270	Workers compensation	15,000	15,000	
-	1,792	-	5290	Other employee benefits	-	-	
\$ -	\$ 942,568	\$ 1,103,000	Total Personnel Services		\$ 1,210,000	\$ 1,210,000	\$ -

20-21- Materials and Services							
Professional and technical services							
\$ -	\$ 204,399	\$ 221,500	6155	Contracted Services	\$ 191,000	\$ 191,000	
-	112	-	6180	Dues and Subscriptions	-	-	
Utilities							
-	273,558	325,000	6220	Electricity	383,000	383,000	
-	358	1,000	6240	Natural gas	2,000	2,000	
-	28,688	44,000	6250	Solid Waste Disposal	49,000	49,000	
-	1,800	1,500	6290	Other utilities	-	-	
Repairs and maintenance							
-	11,607	14,000	6310	Janitorial services	17,000	17,000	
-	59,276	63,000	6320	Buildings and grounds	68,000	68,000	
-	167,157	185,000	6340	System Maintenance	200,000	200,000	
Travel and Training							
-	379	1,000	6410	Mileage	500	500	
-	7,527	10,000	6420	Staff training	10,000	10,000	
-	1,130	2,000	6430	Certifications	2,000	2,000	
Supplies							
-	59,858	77,000	6525	Chemicals	77,000	77,000	
-	9,214	8,000	6530	Small Tools and Equipment	18,000	18,000	
-	39,720	20,000	6540	Safety Supplies	10,000	10,000	
-	10,539	5,000	6550	Operational Supplies	5,000	5,000	
-	-	-	6560	Uniforms	18,000	18,000	
-	-	15,000	6570	In-House Laboratory Supplies	15,000	15,000	
-	535	-	6590	Other Supplies	-	-	
-	41,095	10,000	6760	Equipment rental	10,000	10,000	
-	73,870	74,000	6780	Taxes, Fees, Permits	81,000	81,000	
\$ -	\$ 990,822	\$ 1,077,000	Total Materials and Services		\$ 1,156,500	\$ 1,156,500	\$ -

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

Fund 20 - Wastewater Fund

ACTUAL 21-22	ACTUAL 22-23	BUDGET 23-24	Object Code	Item	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25
Division 22 - Wastewater Collections Operations							
20-22- Personnel Services - 5.3 FTE							
\$ -	\$ 446,112	\$ 503,000	5110	Regular employees	\$ 526,000	\$ 526,000	
-	32,610	22,000	5130	Overtime	30,000	30,000	
-	97,540	117,000	5210	Health/Dental insurance	119,000	119,000	
-	36,302	39,000	5230	Social Security	41,000	41,000	
-	76,339	73,000	5240	Retirement	99,000	99,000	
-	4,776	7,000	5250	Trimet/WBF/Paid Leave OR	7,000	7,000	
-	112	-	5260	Unemployment	-	-	
-	4,851	12,000	5270	Workers compensation	12,000	12,000	
-	1,333	-	5290	Other employee benefits	-	-	
<u>\$ -</u>	<u>\$ 699,975</u>	<u>\$ 773,000</u>	Total Personnel Services		<u>\$ 834,000</u>	<u>\$ 834,000</u>	<u>\$ -</u>
20-22- Materials and Services							
Professional and technical services							
\$ -	\$ 21,079	\$ 58,600	6155	Contracted Services	\$ 49,000	\$ 49,000	
Utilities							
-	51,267	53,000	6220	Electricity	62,000	62,000	
-	877	2,000	6290	Other Utilities	1,000	1,000	
Repairs and Maintenance							
-	116	1,000	6320	Buildings and Grounds	-	-	
-	31,873	35,000	6340	System Maintenance	35,000	35,000	
Travel and Training							
-	481	1,000	6410	Mileage	500	500	
-	16,855	18,000	6420	Staff Training	10,000	10,000	
-	2,268	2,000	6430	Certifications	2,000	2,000	
Supplies							
-	15,319	25,000	6530	Small Tools and Equipment	15,000	15,000	
-	8,493	12,000	6540	Safety Supplies	12,000	12,000	
-	4,919	5,000	6550	Operational Supplies	5,000	5,000	
-	834	-	6560	Uniforms	10,000	10,000	
-	20,903	24,000	6780	Taxes, Fees, Permits	30,000	30,000	
-	134	-	6790	Miscellaneous Expense	-	-	
<u>\$ -</u>	<u>\$ 175,418</u>	<u>\$ 236,600</u>	Total Materials and Services		<u>\$ 231,500</u>	<u>\$ 231,500</u>	<u>\$ -</u>
20-29- Transfers Out							
\$ -	\$ 1,920,000	\$ 2,030,000	8105	Transfer Out to Fund 05	\$ 2,200,000	\$ 2,200,000	
-	3,435,000	3,482,000	8150	Transfer Out to Fund 50	3,467,000	3,467,000	
-	1,500,000	3,200,000	8172	Transfer Out to Fund 72	4,000,000	4,000,000	
<u>\$ -</u>	<u>\$ 6,855,000</u>	<u>\$ 8,712,000</u>	Total Transfers		<u>\$ 9,667,000</u>	<u>\$ 9,667,000</u>	<u>\$ -</u>
20-29- Contingency							
\$ -	\$ -	\$ 693,588	9000	Contingency	\$ 609,404	\$ 609,404	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 693,588</u>	Total Contingency		<u>\$ 609,404</u>	<u>\$ 609,404</u>	<u>\$ -</u>
<u>\$ -</u>	<u>\$ 9,663,783</u>	<u>\$ 12,595,188</u>	Total Appropriations		<u>\$ 13,708,404</u>	<u>\$ 13,708,404</u>	<u>\$ -</u>
\$ -	\$ 849,504	\$ -	Unappropriated ending fund balance		\$ -	\$ -	\$ -
<u>\$ -</u>	<u>\$ 10,513,287</u>	<u>\$ 12,595,188</u>	Total Requirements		<u>\$ 13,708,404</u>	<u>\$ 13,708,404</u>	<u>\$ -</u>

**Watershed Protection Fund
 Fund 30**

Purpose: The Watershed Protection Fund manages and operates the Watershed Protection Program. Watershed education and protection are funded through watershed protection charges billed to customers.

The Watershed Protection Fund provides transfers to the Administrative Services Fund and Watershed Protection Capital Fund for services related to the management and operation of the Watershed Protection Program.

FTE: The Watershed Protection Fund is comprised of 1.1 full-time employees.

- Water Quality Coordinator

The Public Works Director/District Engineer allocates 0.1 FTE to the Watershed Protection Fund and directly manages the Water Quality Coordinator.

Fund 30 - Watershed Protection Fund

ACTUAL 21-22	ACTUAL 22-23	BUDGET 23-24	Object Code	Item	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25
			30-00-	Resources			
\$ -	\$ 126,167	\$ 50,874	3500	Beginning Fund Balance	\$ 123,126	\$ 123,126	
-	1,572,393	1,751,000	4213	Watershed Protection Charges	1,995,000	1,995,000	
-	2,630	1,000	4215	Penalties and late charges	1,000	1,000	
-	24,395	25,000	4290	Other charges for services	10,000	10,000	
-	2,459	2,000	4610	Investment revenue	500	500	
\$ -	\$ 1,728,044	\$ 1,829,874		Total Resources	\$ 2,129,626	\$ 2,129,626	\$ -

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

Fund 30 - Watershed Protection Fund

ACTUAL 21-22	ACTUAL 22-23	BUDGET 23-24	Object Code	Item	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25
Division 23 - Watershed Protection Operations							
30-23- Personnel Services - 1.1 FTE							
\$ -	\$ 96,136	\$ 113,000	5110	Regular employees	\$ 120,000	\$ 120,000	
-	-	1,000	5130	Overtime	1,000	1,000	
-	32,018	38,000	5210	Health/Dental insurance	41,000	41,000	
-	7,183	9,000	5230	Social Security	10,000	10,000	
-	17,243	22,000	5240	Retirement	23,000	23,000	
-	947	2,000	5250	Trimet/WBF/Paid Leave OR	2,000	2,000	
-	918	1,000	5270	Workers compensation	1,500	1,500	
-	194	-	5290	Other employee benefits	-	-	
\$ -	\$ 154,639	\$ 186,000	Total Personnel Services		\$ 198,500	\$ 198,500	\$ -
30-23- Materials and Services							
Professional and technical services							
\$ -	\$ 140,883	\$ 163,000	6155	Contracted Services	\$ 174,000	\$ 174,000	
Repairs and Maintenance							
-	35,667	45,000	6340	System Maintenance	45,000	45,000	
Travel and Training							
-	1,579	3,000	6420	Staff Training	2,000	2,000	
-	-	1,000	6430	Certifications	400	400	
Supplies							
-	3,544	1,000	6530	Small Tools and Equipment	1,000	1,000	
-	104	1,000	6540	Safety Supplies	1,000	1,000	
-	925	7,000	6550	Operational Supplies	5,000	5,000	
-	57,352	55,000	6730	Communications	-	-	
-	-	-	6735	Public Outreach & Education	61,000	61,000	
-	4,125	4,400	6780	Taxes, Fees, Permits	4,500	4,500	
-	-	1,000	6790	Miscellaneous Expense	-	-	
\$ -	\$ 244,179	\$ 281,400	Total Materials and Services		\$ 293,900	\$ 293,900	\$ -
30-24- Debt Service							
Principal Payments							
\$ -	\$ 115,741	\$ -	6814	2018 KS Statebank	\$ -	\$ -	
Interest Payments							
-	4,259	-	6824	2018 KS Statebank	-	-	
\$ -	\$ 120,000	\$ -	Total Debt Service		\$ -	\$ -	\$ -
30-29- Transfers Out							
\$ -	\$ 1,008,000	\$ 1,069,000	8105	Transfer Out to Fund 05	\$ 1,100,000	\$ 1,100,000	
-	-	154,600	8120	Transfer Out to Fund 20	164,500	164,500	
-	125,000	-	8172	Transfer Out to Fund 72	250,000	250,000	
\$ -	\$ 1,133,000	\$ 1,223,600	Total Transfers		\$ 1,514,500	\$ 1,514,500	\$ -
30-29- Contingency							
\$ -	\$ -	\$ 138,874	9000	Contingency	\$ 122,726	\$ 122,726	
\$ -	\$ -	\$ 138,874	Total Contingency		\$ 122,726	\$ 122,726	\$ -
\$ -	\$ 1,651,818	\$ 1,829,874	Total Appropriations		\$ 2,129,626	\$ 2,129,626	\$ -
\$ -	\$ 76,226	\$ -	Unappropriated ending fund balance		\$ -	\$ -	\$ -
\$ -	\$ 1,728,044	\$ 1,829,874	Total Requirements		\$ 2,129,626	\$ 2,129,626	\$ -

**Wastewater Revenue Bond Debt Service Fund
Fund 50**

Purpose: The Wastewater Revenue Bond Debt Service Fund accounts for non-property tax backed debt payments funded by transfers from the Wastewater Reclamation Fund.

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

In 2011 the State of Oregon Department of Environmental Quality Clean Water State Revolving Fund (SRF) Loan Program for Intended Use Plans loaned \$19M to OLWS; 66 percent of federal capitalization grant funds and 34 percent state funds. The Loan has a twenty-year maturity term and range of 0-2.65 percent interest rate, plus an annual .5 percent administrative fee of the principal balance.

The loan requires a legal loan reserve in which OLWS must place an amount equal to one-half the average annual debt service in reserve. The loan program also requires debt service coverage in which OLWS 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 five percent of the loan's annual debt service expenditures.

JP Morgan Bank Loan

On December 20, 2017 OLWS borrowed \$15,173,000 from JP Morgan Bank to defease \$14,310,000 in General Obligation (GO) Bonds issued on May 13, 2010. The loan has a thirteen-year maturity term at a 2.5 percent interest rate. The advance refunding of the 2010 GO Bonds will save OLWS approximately \$915K in total debt service through fiscal year 2030.

The loan requires debt service coverage in which OLWS must charge rates and fees adequate to generate revenues that are at least equal to twenty percent of parity bond debt service and one-hundred percent combined parity and subordinate obligation debt service.

State of Oregon Infrastructure Finance Authority Loans

On August 31, 2010 the State of Oregon Infrastructure Finance Authority (IFA) loaned OLWS \$8M of Recovery Zone Economic Development Bonds, also known as United States Build America Bonds, on a twenty-year maturity term with rates ranging from 2-2.84 percent.

On February 18, 2021 OLWS participated in a bond refunding to amend the loan agreement with the State of Oregon Business Oregon, who refunded the bonds that funded the IFA loan. The amended agreement for \$3,684,197.37 is secured with a pledge of wastewater net revenue and will continue for the remaining ten-years of the original loan, retaining the maturity date of December 1, 2020 with an all-in true interest cost of 1.323 percent.

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

Fund 50 - Wastewater Revenue Bond Debt Service

ACTUAL 21-22	ACTUAL 22-23	BUDGET 23-24	Object Code	Item	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25
50-00- Resources							
\$ -	\$ 591,231	\$ 527,978	3500	Fund Balance	\$ 666,920	\$ 666,920	
-	12,833	3,000	4610	Investment Revenue	3,000	3,000	
50-29- Transfers In							
-	3,435,000	3,482,000	4920	Transfer In - Fund 20	3,467,000	3,467,000	
\$ -	\$ 4,039,064	\$ 4,012,978	Total Resources		\$ 4,136,920	\$ 4,136,920	\$ -
50-24- Debt Service							
Principal Payments							
\$ -	\$ 946,261	\$ 965,000	6810	2010 SRF Loan - Due 8/1 & 2/1	\$ 984,000	\$ 984,000	
	\$ 310,030	323,000	6811	2021 IFA Loan - Due 12/1	336,000	336,000	
	\$ 1,420,000	1,450,000	6813	2017 JPM Bank Loan - Due 5/1	1,490,000	1,490,000	
Interest Payments							
	282,964	260,000	6820	2010 SRF Loan - Due 8/1 & 2/1	236,000	236,000	
	168,839	154,000	6822	2021 IFA Loan - Due 12/1	138,000	138,000	
-	306,050	271,000	6823	2017 JPM Bank Loan - Due 11/1 & 5/1	235,000	235,000	
\$ -	\$ 3,434,144	\$ 3,423,000	Total Debt Service		\$ 3,419,000	\$ 3,419,000	\$ -
\$ -	\$ 3,434,144	\$ 3,423,000	Total Appropriations		\$ 3,419,000	\$ 3,419,000	\$ -
\$ -	\$ 604,920	\$ 589,978	Reserve for Future Expenditures		\$ 717,920	\$ 717,920	\$ -
\$ -	\$ 4,039,064	\$ 4,012,978	Total Requirements		\$ 4,136,920	\$ 4,136,920	\$ -

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

**Drinking Water Capital Fund
Fund 71**

Purpose: The Drinking Water Capital Fund accounts for debt proceeds, capital expenditures, contingencies, and reserves associated with drinking water capital improvement planning through transfers from the Drinking Water Fund. Refer to the Capital Improvement Plan for detailed information.

Fund 71 - Drinking Water Capital Fund

ACTUAL 21-22	ACTUAL 22-23	BUDGET 23-24	Object Code	Item	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25
71-00- Resources							
\$ -	\$ 4,540,054	\$ 3,487,371	3500	Fund Balance	\$ 3,654,753	\$ 3,654,753	
-	164,515	50,000	4221	System Devel. - Reimbursement	50,000	50,000	
-	150,808	50,000	4225	System Devel. - Improvement	50,000	50,000	
-	111,315	50,000	4610	Investment Revenue	50,000	50,000	
-	13,600	-	4640	Proceeds from Sale of Capital Assets	-	-	
71-29- Transfers In							
-	928,000	1,500,000	4910	Transfer In - Fund 10	2,200,000	2,200,000	
<u>\$ -</u>	<u>\$ 5,908,292</u>	<u>\$ 5,137,371</u>	Total Resources		<u>\$ 6,004,753</u>	<u>\$ 6,004,753</u>	<u>\$ -</u>
71-20- Capital Outlay							
\$ -	\$ 394,930	\$ 500,000	7200	Infrastructure	\$ 316,000	\$ 316,000	
-	-	25,000	7300	Building and Improvements	210,000	210,000	
-	-	-	7400	Improvements other than Building	30,000	30,000	
-	44,870	200,000	7520	Equipment	346,000	346,000	
-	16,100	75,000	7530	Information Technology	50,000	50,000	
-	-	-	7540	Vehicles	67,000	67,000	
-	1,614,639	2,400,000	7600	Capital Improvement Projects	2,025,000	2,025,000	
<u>\$ -</u>	<u>\$ 2,070,539</u>	<u>\$ 3,200,000</u>	Total Capital Outlay		<u>\$ 3,044,000</u>	<u>\$ 3,044,000</u>	<u>\$ -</u>
71-29- Transfers and Contingency							
\$ -	\$ -	\$ 370,000	9000	Contingency	\$ 400,000	\$ 400,000	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 370,000</u>	Total Transfers and Contingency		<u>\$ 400,000</u>	<u>\$ 400,000</u>	<u>\$ -</u>
<u>\$ -</u>	<u>\$ 2,070,539</u>	<u>\$ 3,570,000</u>	Total Appropriations		<u>\$ 3,444,000</u>	<u>\$ 3,044,000</u>	<u>\$ -</u>
\$ -	\$ 3,837,753	\$ 1,567,371	Reserve for Future Expenditures		\$ 2,560,753	\$ 2,960,753	\$ -
<u>\$ -</u>	<u>\$ 5,908,292</u>	<u>\$ 5,137,371</u>	Total Requirements		<u>\$ 6,004,753</u>	<u>\$ 6,004,753</u>	<u>\$ -</u>

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

**Wastewater Capital Fund
Fund 72**

Purpose: The Wastewater Capital Fund accounts for debt proceeds, capital expenditures, contingencies, and reserves associated with Wastewater Treatment Plant and wastewater collections system capital improvement planning through transfers from the Wastewater Fund. Refer to the Capital Improvement Plan for detailed information.

Fund 72 - Wastewater Capital Fund

ACTUAL 21-22	ACTUAL 22-23	BUDGET 23-24	Object Code	Item	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25
72-00- Resources							
\$ -	\$ 4,008,462	\$ 2,557,963	3500	Fund Balance	\$ 2,595,944	\$ 2,595,944	
-	-	100,000	4221	System Devel. - Reimbursement	100,000	100,000	
-	-	-	4320	State Grant Revenue	3,000,000	3,000,000	
-	115,746	30,000	4610	Investment Revenue	30,000	30,000	
-	-	-	4630	Miscellaneous Revenues	-	-	
-	33,900	-	4640	Proceeds from Sale of Capital Assets	-	-	
-	-	1,500,000	4650	Proceeds from Borrowing	5,615,000	5,615,000	
72-29- Transfers In							
-	1,500,000	3,200,000	4920	Transfer In - Fund 20	4,000,000	4,000,000	
<u>\$ -</u>	<u>\$ 5,658,108</u>	<u>\$ 7,387,963</u>	Total Resources		<u>\$ 15,340,944</u>	<u>\$ 15,340,944</u>	<u>\$ -</u>
72-21- Capital Outlay - Treatment Plant							
\$ -	\$ 28,817	\$ 25,000	7300	Building and Improvements	\$ 40,000	\$ 40,000	
-	44,810	-	7400	Improvements other than Buildings	30,000	30,000	
-	556,895	690,000	7520	Equipment	343,000	343,000	
-	80,692	115,000	7530	Information Technology	60,000	60,000	
-	525,369	900,000	7600	Capital Improvement Projects	6,615,000	6,615,000	
72-22- Capital Outlay - Collections							
\$ -	\$ 173,903	\$ 225,000	7200	Infrastructure	\$ 300,000	\$ 300,000	
-	48,677	30,000	7520	Equipment	30,000	30,000	
-	205,533	-	7530	Information Technology	-	-	
-	-	-	7540	Vehicles	67,000	67,000	
-	954,468	3,600,000	7600	Capital Improvement Projects	4,898,000	4,898,000	
<u>\$ -</u>	<u>\$ 2,619,164</u>	<u>\$ 5,585,000</u>	Total Capital Outlay		<u>\$ 12,383,000</u>	<u>\$ 12,383,000</u>	<u>\$ -</u>
72-29- Transfers and Contingency							
\$ -	\$ -	\$ 653,800	9000	Contingency	\$ 1,238,300	\$ 1,238,300	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 653,800</u>	Total Transfers and Contingency		<u>\$ 1,238,300</u>	<u>\$ 1,238,300</u>	<u>\$ -</u>
Total Appropriations							
<u>\$ -</u>	<u>\$ 2,619,164</u>	<u>\$ 6,238,800</u>	Total Appropriations		<u>\$ 13,621,300</u>	<u>\$ 13,621,300</u>	<u>\$ -</u>
Reserve for Future Expenditures							
\$ -	\$ 3,038,944	\$ 1,149,163	Reserve for Future Expenditures		\$ 1,719,644	\$ 1,719,644	\$ -
<u>\$ -</u>	<u>\$ 5,658,108</u>	<u>\$ 7,387,963</u>	Total Requirements		<u>\$ 15,340,944</u>	<u>\$ 15,340,944</u>	<u>\$ -</u>

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

**Watershed Protection Capital Fund
Fund 73**

Purpose: The Watershed Protection Capital Fund accounts for debt proceeds, capital expenditures, contingencies, and reserves associated with watershed protection capital improvement planning through transfers from the Watershed Protection Fund. Refer to the Capital Improvement Plan for detailed information.

Fund 73 - Watershed Protection Capital Fund

ACTUAL 21-22	ACTUAL 22-23	BUDGET 23-24	Object Code	Item	PROPOSED 24-25	APPROVED 24-25	ADOPTED 24-25
73-00- Resources							
\$ -	\$ 2,656,731	\$ 2,613,105	3500	Fund Balance	\$ 2,844,237	\$ 2,844,237	
-	61,883	20,000	4610	Investment Revenue	20,000	20,000	
73-29- Transfers In							
-	125,000	-	4930	Transfer In - Fund 30	250,000	250,000	
<u>\$ -</u>	<u>\$ 2,843,614</u>	<u>\$ 2,633,105</u>	Total Resources		<u>\$ 3,114,237</u>	<u>\$ 3,114,237</u>	<u>\$ -</u>
73-23- Capital Outlay							
\$ -	\$ 18,647	\$ -	7520	Equipment	\$ -	\$ -	
-	-	-	7540	Vehicles	-	-	
-	2,730	300,000	7600	Capital Improvement Projects	300,000	300,000	
<u>\$ -</u>	<u>\$ 21,377</u>	<u>\$ 300,000</u>	Total Capital Outlay		<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>
73-29- Transfers and Contingency							
\$ -	\$ -	\$ 50,000	9000	Contingency	\$ 50,000	\$ 50,000	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	Total Transfers and Contingency		<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ -</u>
<u>\$ -</u>	<u>\$ 21,377</u>	<u>\$ 350,000</u>	Total Appropriations		<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ -</u>
\$ -	\$ 2,822,237	\$ 2,283,105	Reserve for Future Expenditures		\$ 2,764,237	\$ 2,764,237	\$ -
<u>\$ -</u>	<u>\$ 2,843,614</u>	<u>\$ 2,633,105</u>	Total Requirements		<u>\$ 3,114,237</u>	<u>\$ 3,114,237</u>	<u>\$ -</u>

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acct #	Description	Budget
6110	Legal Services Charges for services provided by outside counsel; including bond, legal and personnel.	\$ 300,000
6120	Accounting and Audit Services Costs associated with required annual financial audit services.	\$ 75,000
6155	Contracted Services Charges for services contracted for administrative services, operations and management. Engineering services Administrative services Laboratory services Other professional and technical services Printing and mailing services Lien Services Online billing services	\$ 1,318,500
6175	Records Management Cost of archiving of District records and records management facilitation, document storage, retrieval, and destruction.	\$ 4,000
6180	Dues and Subscriptions Cost of 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 Public Works Association (APWA) American Water Works Association (AWWA) American Water Works Association (AWWA) Northwest Sub-Section Clackamas Review Engaging Local Government Leaders Government Finance Officers Association Local Government Personnel Institute National Association of Clean Water Agencies (NACWA) National Association of State Agencies for Surplus Property North Clackamas County Chamber of Commerce Oregon Association of Municipal Recordors Oregon Association of Water Utilities Oregon Ethics Commission Oregon Government Finance Officers Association Oregon Water Utilities Council Other Subscriptions and Dues Portland Human Resources Management Association (PHRMA) Regional Water Providers Consortium Rotary Club of Milwaukie Society for Human Resources Management (SHRM)	\$ 46,000

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acct #	Description	Budget
	Dues and Subscriptions (cont.) Special Districts Association of Oregon (SDAO) Urban & Regional Information Systems Water Environment Federation	
6220	Electricity Electric utility costs associated with production, operations and facilities.	\$ 518,000
6230	Telephone Record cost associated with voice equipment and telecommunication services whether wired or wireless.	\$ 60,000
6240	Natural Gas Natural gas utility costs associated with production, operations, and facilities.	\$ 10,500
6250	Solid Waste Disposal Costs associated with the disposal of headworks screenings, biosolids dumping, and other solid waste disposal activities.	\$ 49,000
6290	Other Utilities Cost of utilities, other than electricity or natural gas, associated with production, operations and facilities.	\$ 12,500
6310	Janitorial services Cost for janitorial services at buildings and structures.	\$ 42,000
6320	Buildings and grounds Cost of maintaining buildings and grounds, including landscaping services, wiring, plumbing, carpentry, painting, etc.	\$ 113,000
6330	Vehicle and equipment maintenance Cost of maintaining vehicles and equipment including, repairs, tires, oil and other cost to maintain in good working order.	\$ 80,000
6340/6342	System maintenance Cost of repair and maintenance services to infrastructure of the drinking water distribution system, wastewater reclamation collection treatment systems, and watershed protection system.	\$ 480,000
6350	Computer maintenance Cost associated with computer technology including hardware, software, licensing, associated peripherals and accessories. Includes outsources computer technology support.	\$ 418,000
6410	Mileage Reimbursement for the cost of private mileage incurred by an employee when traveling for business purposes.	\$ 4,000
6420	Staff training Costs associated with employee continuing education and training to maintain certification requirements. Includes related travel expenditure. Membership costs are accounted for in 6180 Dues and Subscriptions. Water Environment Federation / National Association of Clean Water Agencies (NACWA) Conference National Association of Clean Water Agencies (NACWA) Conference	\$ 78,000

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acct #	Description	Budget
	Staff training (cont.)	
	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	
6430	Certifications	\$ 8,400
	Cost associated with maintaining certifications as requirement for employee's position.	
	Cross Connections Certification	
	Backflow Management Certification	
	Oregon Health Association Drinking Water Certification	
	Department of Environmental Quality Wastewater Certifications	
	Other Required Certifications	
6440	Board expense	\$ 5,000
	Cost associated with board meetings, board members attendance for the education, related travel expenditures and training.	
	Special Districts Association Conference	
	American Water Works Association (AWWA) Annual Conference	
	Meeting Meals and Supplies	
	Miscellaneous Mileage	
6510	Office supplies	\$ 36,000
	Cost of office materials, supplies, and services related to administration and operations.	
6520	Fuels and oils	\$ 50,000
	Cost of fuel and oil for vehicles and equipment.	
6525	Chemicals	\$ 77,000
	Cost of chemicals required in program operations.	
6530	Small tools and equipment	\$ 45,000
	Cost of small tools and equipment with a replacement value of less than \$5,000 per item necessary for the performance of work.	

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acct #	Description	Budget
6540	Safety supplies Costs associated for safety supplies and services, including required protective footwear. Cintas First Aid & Safety Staff Safety Footwear Protection Other Safety Supplies	\$ 43,000
6550	Operational supplies Cost of supplies necessary for the operations of the District.	\$ 28,000
6560	Uniforms Cost of uniforms provided to employees, except footwear which is categorized as safety.	\$ 38,500
6570	In-House Laboratory Supplies Cost of other miscellaneous supplies not included in other categories.	\$ 15,000
6610	Board compensation Cost of compensation of the board.	\$ 2,500
6620	Elections Costs The Purpose of the Board Election Costs is to provide funding for the cost related to the public elections of its officers.	\$ 5,000
6710	Purchased water Cost of water purchased that is resold to customers.	\$ 1,250,000
6715	Water Quality Program Cost of supplies and services necessary to test drinking water that is resold to customers.	\$ 35,000
6720	Insurance Cost of property, casualty, liability, earthquake, flood, and auto insurance coverage for equipment and facilities.	\$ 247,000
6730	Communications Cost associated with communicating to and involvement activities within the community. Public Notices: Board Meetings, Budget Committee Meetings, Other Meetings Informational Brochures Community Communications Community Event Sponsorship Emergency Preparedness	\$ 55,500
6735	Public Outreach & Communications Cost associated with public outreach, school education and adult education programs. School Education Programs Watershed Protection Public Involvement Clean Water Coalition Regional Ad Campaign	\$ 61,000
6740	Advertising Cost of advertisements, as required for meetings, procurement, budgets, and recruiting.	\$ 7,000

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acct #	Description	Budget
6740	Equipment Rental Cost of rental or lease of equipment for office and operations.	\$ 21,000
6770	Bank Charges Cost of banking fees charges for payments received and banking services rendered.	\$ 200,000
6780	Taxes, Fees, Permits Cost of property taxes regulatory compliance fees, annual required permits, right-of-way fees.	\$ 137,500
	Clackamas County Tax Collector: Property Tax	
	Clackamas County - Ordinance Filing Fees	
	Public Employee Retirement System (PERS): Administrative Fee	
	State of Oregon DAS Ethics Commission Assessment Fee	
	State of Oregon Secretary of State Filing Fee	
	State of Oregon DEQ Wastewater System Operator Annual Support 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 Cleaner Air Oregon Fee	
	State of Oregon DEQ Hazardous Materials Report Fee	
	State of Oregon DEQ Municipal Separate Storm Sewer System (MS4) Permit	
	State of Oregon OHA Cross Connection Annual Fee	
	City of Gladstone's 5% Right-of-Way Franchise Fee	
	City of Milwaukie (sewer processing fee)	
	Union Pacific Right-of-Way Tax	
	Other Taxes, Fees, Permits	
	Materials and Services Expenditures Total	\$ 5,975,900

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

LINE ITEM DESCRIPTIONS

CAPITAL OUTLAY EXPENDITURES

Acct #	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.	\$ 616,000
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.	\$ 250,000
7400	Improvements other than buildings The purpose of the Improvements Other than Buildings line item is to account for improvements other than to buildings.	\$ 60,000
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.	\$ 719,000
7530	Software The purpose of the Software line item is to account for the acquisition of software.	\$ 110,000
7540	Vehicles The purpose of the Vehicles line item is to account for the acquisition of vehicles.	\$ 134,000
7600	Capital improvements The purpose of the Capital Improvements line item is to account for improvements identified in the capital improvement plan(s).	\$ 13,838,000
	Capital Outlay Total	<u>\$ 15,727,000</u>

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

LINE ITEM DESCRIPTIONS		
DEBT SERVICE EXPENDITURES		
Acct#	Description	Budget
6810	Principal Payments - 2010 SRF Loan Principal Account for principal payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Loan.	\$ 984,000
6811	Principal Payments - 2021 IFA Loan Principal Account for principal payments related to a State of Oregon Infrastructure Finance Authority (IFA) Loan.	\$ 336,000
6813	Principal Payments - 2017 JPM Bank Loan Principal Account for principal payments related to a JP Morgan Bank Loan.	\$ 1,490,000
6815	Principal Payments - 2019 Zions Bank Loan Principal Account for principal payments related to a Zions Bank Loan.	\$ 198,000
6820	Interest Payments - 2010 SRF Loan Interest Account for interest payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Loan.	\$ 236,000
6822	Interest Payments - 2021 IFA Loan Interest Account for interest payments related to a State of Oregon Infrastructure Finance Authority (IFA) Loan.	\$ 138,000
6823	Interest Payments - 2017 JPM Bank Loan Interest Account for interest payments related to a JP Morgan Bank Loan.	\$ 235,000
6825	Interest Payments - 2019 Zions Bank Loan Interest Account for interest payments related to a Zions Bank Loan.	\$ 11,000
	Debt Service Expenditures Total	<u>\$ 3,628,000</u>

OAK LODGE WATER SERVICES AUTHORITY
APPROVED BUDGET – FY 2024-25

LINE ITEM DESCRIPTIONS

TRANSFERS OUT

Acct#	Description	Budget
8105	Transfer to Fund 05 Transfer of resources to the Administrative Services Fund.	\$ 4,400,000
8120	Transfer to Fund 20 Transfer of resources to the Wastewater Reclamation Operating Fund.	\$ 164,500
8150	Transfer to Fund 50 Transfer of resources to the Wastewater Reclamation Revenue Bond Debt Service Fund.	\$ 3,467,000
8171	Transfer to Fund 71 Transfer of resources to the Drinking Water Capital Fund.	\$ 2,200,000
8172	Transfer to Fund 72 Transfer of resources to the Wastewater Reclamation Capital Fund.	\$ 4,000,000
8173	Transfer to Fund 73 Transfer of resources to the Watershed Protection Capital Fund.	\$ 250,000
	Transfers Out Total	<u>\$ 14,481,500</u>

LINE ITEM DESCRIPTIONS

CONTINGENCIES

Acct #	Description	Budget
9000	Contingency Provide a contingency in the event actual expenditures exceed budgeted appropriations or actual revenues are less than anticipated.	\$ 3,692,769
	Contingencies Total	<u>\$ 3,692,769</u>

End of report



Capital Improvement Plan

FISCAL YEARS 2025 - 2030



Updated February 2024

A Welcome Message

FROM OLWS' PUBLIC WORKS DIRECTOR/DISTRICT ENGINEER

On behalf of Oak Lodge Water Services (OLWS), I am pleased to present our Fiscal Year 2025 – 2030 Capital Improvement Plan (CIP). OLWS' CIP is a foundational tool that enables us to provide customers with continued reliable and resilient services today and for generations. This document is a blueprint that ranks necessary capital improvement projects based on the most critical needs and then aligns those needs with available funding so we can effectively and efficiently meet our goals in the most fiscally responsible way. Finding a balance between exemplary customer service, compliance with shifting environmental policies, and rising costs is key to the continued success of public organizations like ours. As your Drinking Water, Wastewater, and Watershed Protection services provider, OLWS' leadership depends on our CIP to achieve this balance.

We hope this document gives you a better understanding of how your monetary investment is used to promote a healthy and vibrant community.

If you have any questions about this document, I encourage you to contact me at (503) 353-4202.

Sincerely,

Brad Albert

Brad Albert, PE

OAK LODGE WATER SERVICES

PUBLIC WORKS DIRECTOR/DISTRICT ENGINEER

“A CIP provides OLWS leadership with the information required to make strategic, sound decisions about infrastructure improvements that are backed by data.”

- Brad Albert, PE

Introduction

As a resource manager, OLWS is committed to sustaining and enhancing reliable water, wastewater, and watershed protection services while maintaining affordable rates for our customers. To realize this, planning ahead is vital. A CIP is a critical tool that assists leaders in making good short- and long-term planning decisions that sustain and improve our community's infrastructure. It is updated annually to reflect changing community needs, priorities, and funding opportunities.

OLWS CORE COMMITMENTS

- » *Protect Public Health*
- » *Provide Excellent Customer Service*
- » *Make Smart Investments and Work to Keep Rates Affordable*
- » *Keep Local Streams and Rivers Clean*



Overview

This CIP lays out the financing, location, and timing of specific capital improvements projects over six years. Through the CIP development process, projects are ranked based on critical need and then aligned with available funding. This allows OLWS to make fiscally responsible decisions that are backed by data. The list of projects included in this CIP are informed by the needs identified in OLWS’s Surface Water, Wastewater, and Water Master Plan documents.

Infrastructure refers to the structures, systems, and facilities that provide critical services to the community.

THE OLWS SYSTEMS

OLWS has two defined infrastructure systems—water and wastewater services—and additional water quality responsibilities:

Drinking Water

Safe, high-quality drinking water and a resilient system of delivery to every customer.

Wastewater

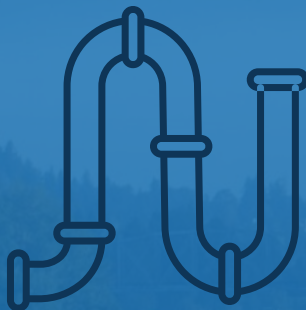
Protecting public health by collecting, treating, and cleaning approximately 1.1 billion gallons of wastewater a year.

Watershed Protection

Protecting local streams through managing the water quality of stormwater runoff from paved areas.

201

MILES OF WATER AND
WASTEWATER PIPES



773

FIRE HYDRANTS



5

WASTEWATER
LIFT STATIONS



1.1 BILLION

GALLONS OF WASTEWATER
TREATED ANNUALLY



5

DRINKING WATER
PUMP STATIONS



4

WATER RESERVOIRS

The Process of a CIP Project

PRIORITIZING AND BUDGETING

Rate payer involvement is the cornerstone of this six-year CIP. Projects are verified 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 adopted into OLWS'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 community meetings where citizens are invited to review the scope of the plan and the corresponding capital projects required to fulfill it.

The OLWS Board then reviews the Master Plan and adopts it. Once adopted, the Master Plan becomes the guiding document for that utility's 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. All projects will appear in the Board agenda for contract review and approval.

As projects commence, public outreach efforts focus on impacted neighbors to ensure that project work has a minimal impact on services and the community.

PROJECT COMPLETION



Where Funding Comes From

Funding that contributes to this CIP comes from various sources. Funding sources for the CIP include:

UTILITY FUNDS

Supported by the rates paid monthly by customers. This operates much like a separate small business.

- The monies charged to customers can only be used for the specific service that is provided.
- Utility funds are the primary funding source for CIP projects.

FEES FROM DEVELOPERS (SYSTEM DEVELOPMENT CHARGES OR SDCS)

- New development within OLWS pays for its share into existing systems.
- Fees can pay for community amenities, but they cannot be used for OLWS' daily operating expenses.
- Funding from SDCs is highly variable based on current rates of development in our service area.

GRANTS

- OLWS leverages grants to ensure it can build and maintain assets in an economically efficient way that eases the burden on customers' rates.
- Individual grant programs specify the requirements for use of the funds.
- Grants come from outside agencies such as ODOT, Metro, DEQ, Oregon Parks, and others.

BONDS

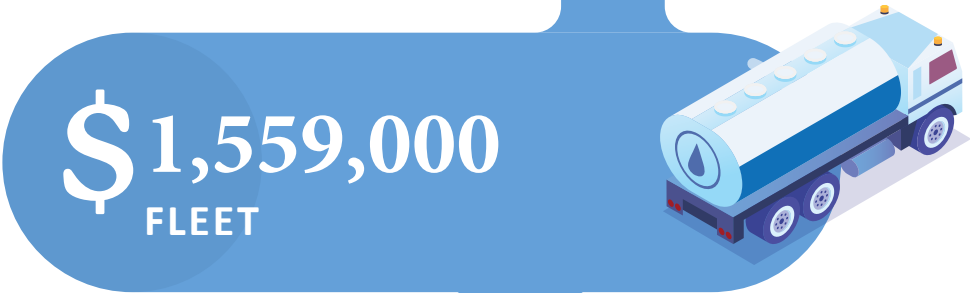
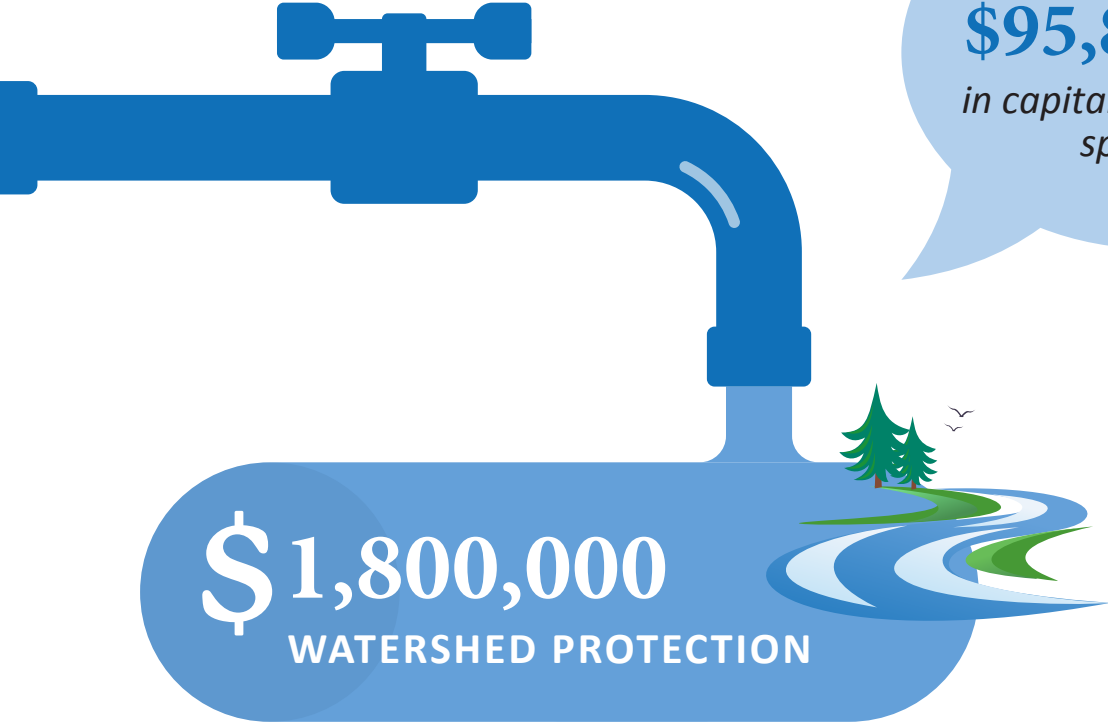
- These are issued by states and local governments to raise funds for public works and infrastructure improvements.
- Bonds are a common way to finance long-term public capital improvement projects statewide.



How We Utilize Our Investments

Over the next six years, OLWS will invest the following funds in our capital assets and programs:

TOTAL
\$95,807,000
in capital improvement spending



How to Use This Document

In this document we have included detailed descriptions about projects that are 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.





FLEET

OLWS' vehicle fleet and heavy equipment are key to supporting its drinking water, wastewater, and watershed protection services. OLWS has 25 vehicles to support its services. Sixteen vehicles are primarily used for drinking water services, eighteen for wastewater services, one for stormwater, and one for technical services inspections. OLWS monitors its fleet and equipment assets (equipment could include a generator or biosolids loader) regularly to determine when each needs to be replaced, and the timing at which replacements should occur, to promote continued, reliable service to the community. Through proactive planning of the maintenance and replacements of these assets, the cost for major repairs are reduced in the long-term.



16

VEHICLES FOR
DRINKING WATER



18

VEHICLES FOR
WASTEWATER



1

VEHICLE FOR
STORMWATER



1

VEHICLE FOR
TECHNICAL SERVICE
INSPECTIONS

Fleet Spotlight

25

Vehicles to support services

\$1,559,000

*Total Vehicle & Equipment
Investments over six years*

Priorities:

- Replacement backhoe for drinking water
- Replacement of vehicles for operations and inspections staff





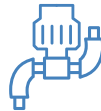
DRINKING WATER

OLWS provides safe and reliable drinking water services to approximately 29,000 residential and commercial customers. Raw water from the Clackamas River is drawn by the North Clackamas County Water Commission Water Treatment Plant, where it is treated, cleaned, and transformed into high-quality drinking water. OLWS operates and maintains a complex set of infrastructure responsible for storing and distributing drinking water to its customers.



1

WATER TREATMENT FACILITY



4

BOOSTER PUMP STATIONS



4

WATER STORAGE RESERVOIRS



108

MILES OF DISTRIBUTION PIPELINE FOR DRINKING WATER

Water Spotlight

22

Drinking Water Projects

\$24,563,000

Total Drinking Water Capital Investments over six years

Priorities:

- Replacing aging infrastructure
- Cross-agency intertie
- Required fire flow
- Seismic resiliency
- Service pressure





WASTEWATER

OLWS' wastewater system protects public health by collecting, treating, and cleaning approximately 1.1 billion gallons of wastewater a year. OLWS' Wastewater Treatment Plant operates 24 hours a day, seven days a week treating the community's wastewater before returning it to the Willamette River. The treatment plant is responsible for removing harmful pollutants in compliance with State and Federal regulations. OLWS is in the process of upgrading and repairing several critical components of its wastewater system based on findings from the Wastewater Master Plan completed in 2023.



1

WASTEWATER
TREATMENT FACILITY



846

MANHOLES



6

LIFT STATIONS



93

MILES OF COLLECTION
SYSTEM PIPELINES

Wastewater Spotlight

33

Wastewater Projects

\$67,885,000

Total Wastewater Capital
Investments over six years

Priorities:

- Prevention of sanitary sewer overflows
- Meeting new state discharge standards
- Building a new tertiary treatment facility on OWLS property

TAKE A TOUR OF THE
TREATMENT PLANT!





WATERSHED PROTECTION

Keeping our watersheds clean helps humans, animals, fish, and plants thrive. Runoff from storm water is the most significant source of water pollution in our state. OLWS' Surface Water Management Program strives to keep rivers clean and protect our local watershed from stormwater pollution. When rain washes over our streets, roofs, and lawns, pollutants such as trash, oil, bacteria, and pesticides wash into our waterways. OLWS cleans county-owned stormwater infrastructure within our boundary area, monitors water quality, and implements programs to reduce stormwater pollution.



3,177

CATCH BASINS



37

ACRES OF WETLANDS



195

CULVERTS



8

CREEKS

Watershed Protection Spotlight

2

Watershed Protection Projects

\$300,000

Total Watershed Protection Capital Investments over six years

Priorities:

- New regional stormwater treatment facilities
- Retrofits of existing facilities
- Installation of roadside facilities
- Natural resource restoration projects



CAPITAL IMPROVEMENT PLAN - FLEET

Vehicle No.	Vehicle/ Department	FY25	FY26	FY27	FY28	FY29	FY30	Total
-	Water : Field Operations Truck	67,000						67,000
12	Collections: Field Operations Vehicle		68,000					68,000
8	Technical Services: Inspection Truck	67,000						67,000
55	Water : Field Operations Truck		68,000					68,000
42	Water: Backhoe	170,000						170,000
15	Wastewater: Plant Operations Truck		45,000					45,000
16	Wastewater: Plant Operations Truck		90,000					90,000
23	Wastewater: Portable Generator			25,000				25,000
68	Water: Field Operations Truck			70,000				70,000
69	Water: Field Operations Truck			89,000				89,000
17	Wastewater: Hydrocleaner				300,000			300,000
19	Wastewater: TV Van					400,000		400,000
66	Water: Kamatsu Trackhoe						100,000	100,000
TOTAL		304,000	271,000	184,000	300,000	400,000	100,000	1,559,000

CAPITAL IMPROVEMENT PLAN - DRINKING WATER

Pr. No.	Project Name	FY25	FY26	FY27	FY28	FY29	FY30	Totals
C-2	Ranstad and Cinderella Courts		165,000					165,000
C-3	Marcia Court		200,000					200,000
C-4	Lisa Lane		340,000					340,000
C-5	Oatfield Road	1,500,000	2,700,000	3,200,000				7,400,000
C-7	Seal Coat on Valley View Reservoir Domes				200,000			200,000
C-8	View Acres Recoat Tank Exterior and Interior					225,000		225,000
C-11	SCADA System Upgrades	50,000	52,000	53,000	55,000	56,000	58,000	324,000
C-12	Radio Telemetry Activation Study			24,000				24,000
C-13	Pressure Reducing Valve Rebuild (Every 5 years)	25,000					25,000	50,000
C-14	Large Meter Testing and Replacement	57,000	59,000	61,000	63,000	65,000	67,000	372,000
C-15	Vault Meter Bypass Installations			129,000				129,000
C-16	Hydrant Capital Repair and Replacement	184,000						184,000
E-1	AWIA Risk and Resilience Assessment - Update		50,000					50,000
E-2	Water System Master Plan - Update	50,000	150,000					200,000
F-2	River Road			50,000	2,000,000	2,000,000		4,050,000
F-3	Vista Sunrise Court						125,000	125,000
F-4	Jennings, Colina Vista, Clayson Avenues, Emerald Drive, Colony Circle						1,525,000	1,525,000
R-2	Milwaukie-OLWSD Intertie Pump Station		100,000	4,000,000	4,000,000			8,100,000
R-3	Seismic Study of 24-inch Supply Line	225,000						225,000
W-1	Valley View Pole Storage Building	200,000						200,000
W-2	McLoughlin - Jennings to Arista	250,000						250,000
W-3	Water Pump Station at CRW Generator		225,000					225,000
TOTAL		2,541,000	4,041,000	7,517,000	6,318,000	2,346,000	1,800,000	24,563,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Pr. No.	Project Name	FY25	FY26	FY27	FY28	FY29	FY30	Totals
C-1	Lift Station 5 Basin RDII	2,000,000	2,050,000					4,050,000
C-2	Lift Station 2 Basin RDII	500,000	3,000,000	2,500,000				6,000,000
C-3	Lift Station 6 Basin RDII	83,000	500,000					583,000
C-4	Influent Lift Station Basin RDII	1,220,000	250,000	3,300,000	3,650,000			8,420,000
C-5	Lift Station 4 Basin RDII		50,000	192,000				242,000
C-8	Trunk Main A Upsizing				1,450,000	6,700,000	5,300,000	13,450,000
C-9	Trunk Main B Upsizing					1,286,000	4,664,000	5,950,000
C-10	Trunk Main 2A Upsizing						194,000	194,000
C-14	Lateral Repair Program	100,000	100,000	100,000	100,000	100,000	100,000	600,000
C-15	Boardman Sewer Line Replacement	630,000						630,000
C-16	LS3 Construction	50,000		300,000	1,000,000	1,000,000		2,350,000
C-17	Manhole Repair Program	100,000	100,000	100,000	100,000	100,000	100,000	600,000
C-18	Mainline Repair Program	100,000	100,000	100,000	100,000	100,000	100,000	600,000
T-1	Aeration Instrumentation & Controls				40,000	300,000		340,000
T-2	Chemical Feed Systems				20,000	140,000		160,000
T-3	Replace Aeration Blowers		325,000					325,000
T-4	Replace Aeration Basin Diffusers				20,000	150,000		170,000
T-5	Replace Mixers				140,000	1,160,000		1,300,000
T-6	Replace Internal Mixed Liquor Recycle Piping				80,000	320,000	320,000	720,000
T-7	Replace 3 Internal Mixed Liquor Recycle Pumps				30,000	210,000		240,000
T-8	Foam Management/ Wasting Facility				20,000	150,000		170,000
T-9	Secondary Clarifier 1 and 2 Refurbishment		2,000,000	2,000,000				4,000,000
T-11	Aeration Basin Baffle Walls		30,000	230,000				260,000
T-12	Tertiary Treatment at WWTP	6,615,000	5,680,000					12,295,000
T-14	UV Disinfection Rehabilitation		125,000	525,000	550,000			1,200,000
T-15	UV Disinfection Equipment Replacement	32,000	33,000	34,000	35,000	36,000	25,000	195,000
T-16	Influent Lift Station Reconstruction		125,000	527,000	542,000			1,194,000
T-23	Plant Air-line Inspection	89,000						89,000
T-24	GBT Refurbishment		250,000					250,000
T-25	TWAS Pump Replacement		75,000					75,000
T-29	Motor Control (VFD) Replacement	37,000	38,000	39,000	500,000	42,000		656,000
T-30	Plant Drain Pump Replacement		137,000					137,000
P-1	Wastewater Master Plan Update			440,000				440,000
TOTAL		11,556,000	14,968,000	10,387,000	8,377,000	11,794,000	10,803,000	67,885,000

CAPITAL IMPROVEMENT PLAN - WATERSHED PROTECTION

Project No.	Project Name	FY25	FY26	FY27	FY28	FY29	FY30	Totals
WP-1	Boardman and Arista Flooding	300,000						300,000
WP-02	Localized Enhancement Program		300,000	300,000	300,000	300,000	300,000	1,500,000
TOTAL		300,000	300,000	300,000	300,000	300,000	300,000	1,800,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: C-2
Project Name: Ranstad and Cinderella Courts

Project Description

This project replaces 760 feet of 4-inch cast iron pipe with 6-inch ductile iron pipe.

Project Justification

During the Water System Master Plan, Operations Staff identified and prioritized six pipeline projects based on age and condition. This project was prioritized by staff to be the single most important project to OLWS when trying to avoid main breaks.

Operations and Maintenance Impact

Completion of this project would lessen overall main breaks and thus lower operating costs.

Budget Information and Project Costs

Total Project Cost: \$ 165,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	165,000	-	-	-	-	165,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: C-3
Project Name: Marcia Court

Project Description

This project replaces 475 feet of 4-inch cast iron pipe with 6-inch ductile iron pipe.

Project Justification

During the Water System Master Plan, Operations Staff identified and prioritized six pipeline projects based on age and condition. This project was prioritized by staff to be the third most important project to OLWS when trying to avoid main breaks.

Operations and Maintenance Impact

Completion of this project would lessen overall main breaks and thus lower operating costs.

Budget Information and Project Costs

Total Project Cost: \$ 200,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	200,000	-	-	-	-	200,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: C-4
Project Name: Lisa Lane

Project Description

This project replaces 300 feet of 2-inch pipe with 6-inch ductile iron pipe.

Project Justification

During the Water System Master Plan, Operations Staff identified and prioritized six pipeline projects based on age and condition. This project was prioritized by staff to be the single most important project to OLWS when trying to avoid main breaks.

Operations and Maintenance Impact

Completion of this project would lessen overall main breaks and thus lower operating costs.

Budget Information and Project Costs

Total Project Cost: \$ 340,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	340,000	-	-	-	-	340,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: C-5
Project Name: Oatfield Road

Project Description

This project replaces 16,000 feet of 6 and 8-inch cast iron pipe with 8-inch ductile iron pipe over three years.

Project Justification

During the Water System Master Plan, Operations Staff identified and prioritized six pipeline projects based on age and condition. This project was prioritized by staff to be the fifth most important project to OLWS when trying to avoid main breaks. Oatfield Road and its ADA ramps were also identified by Clackamas County to be replaced before 2030. This has since been delayed, but the project is still a high priority for replacement. Therefore, getting ahead of the paving will help OLWS avoid substantial paving requirements.

Operations and Maintenance Impact

Completion of this project would lessen overall main breaks and thus lower operating costs.

Budget Information and Project Costs

Total Project Cost: \$ 7,400,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	1,500,000	2,700,000	3,200,000	-	-	-	7,400,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: C-7
Project Name: Seal Coat on Valley View Reservoir Domes

Project Description

The Valley View tanks are prestressed concrete tanks and require a seal coat on the domed roofs of the two tanks to protect small surface cracks in the concrete from further deterioration. Timing of a seal coat will depend on continued monitoring of the tank roof condition through periodic inspections. Application of a seal coat is anticipated to be necessary within the next 5 to 10 years unless observed crack propagation indicates a more immediate need.

Project Justification

Preservation of OLWS's water storage tanks is vital to providing safe drinking water to our customers. These tanks also provide water to Clackamas River Water, Gladstone and Sunrise Water Authority customers.

Operations and Maintenance Impact

This project will not change current operating costs.

Budget Information and Project Costs

Total Project Cost: \$ 200,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	-	200,000	-	-	200,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: C-8
Project Name: View Acres Recoat Tank Exterior and Interior

Project Description

The tall steel View Acres tanks require new coatings regularly to protect the steel structure from corrosion and deterioration. This project will coat both the outside of the tanks against weather-induced corrosion, and the inside of the tanks, which can corrode from the potable water and moist air within.

Project Justification

Application of fresh coatings is essential for the long-term maintenance of steel structures.

Operations and Maintenance Impact

Regular recoatings will be needed in the future as coatings wear off over time.

Budget Information and Project Costs

Total Project Cost: \$ 225,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	-	-	225,000	-	225,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: C-11
Project Name: SCADA System Upgrades

Project Description

The supervisory control and data acquisition (SCADA) system is a network of computers that control pumps, valves, and other water delivery infrastructure in real time. This project will update the programable logic controllers and other computer components.

Project Justification

Computerized controls regularly reach the end of their service life and need to be replaced.

Operations and Maintenance Impact

A well-functioning SCADA system saves countless hours of OLWS staff time by automating common tasks.

Budget Information and Project Costs

Total Project Cost: \$ 324,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	50,000	52,000	53,000	55,000	56,000	58,000	324,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: C-12
Project Name: Radio Telemetry Activation Study

Project Description

OLWS' Water System Master Plan identified a benefit to reactivating radio telemetry communications to serve as a backup communications system to the cellular modems. Radio telemetry units would be necessary at four OLWS facilities including Valley View, View Acres, the central operations shop, and the North Clackamas County Water Commission Water Treatment Plant.

Project Justification

Staff are constantly monitoring a number of variables that relate to serving safe drinking water. One example of this would be the level in a water reservoir. Radio telemetry allows staff to monitor this data remotely. During emergencies radio telemetry helps staff stay focused on fixing main breaks and fueling generators rather than making sure the tanks are at an appropriate level.

Operations and Maintenance Impact

Annual User License Fees would apply to the telemetry system.

Budget Information and Project Costs

Total Project Cost: \$ 24,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	24,000	-	-	-	24,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: C-13
Project Name: Pressure Reducing Valve Rebuild (Every 5 years)

Project Description

OLWS operates three pressure-reducing valves within the water distribution system. PRVs protect low-lying pipes and plumbing by reducing the pressure of potable water being delivered. OLWS has indicated that each of the PRVs should be rebuilt every five years. Typically this work is performed by an outside contractor.

Project Justification

Rebuilding these valves every 5 years ensures that OLWS can control operating pressures throughout the system. Failure of these valves could cause both private property damage as well as damage to the public infrastructure if pressure gets too high.

Operations and Maintenance Impact

These valves should be inspected at least once per year and rebuilt every 5 years to prevent failures.

Budget Information and Project Costs

Total Project Cost: \$ 50,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	25,000	-	-	-	-	25,000	50,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: C-14
Project Name: Large Meter Testing and Replacement

Project Description

This project aims to keep up with testing of large meters throughout the service area. Testing will be conducted to make sure the meter is reading within an acceptable range. If it is not, it will be repaired to ensure proper readings.

Project Justification

By testing and repairing meters, OLWS can ensure that it is collecting correct revenues for usage.

Operations and Maintenance Impact

This project is the operating cost for making sure correct revenues are collected.

Budget Information and Project Costs

Total Project Cost: \$ 372,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	57,000	59,000	61,000	63,000	65,000	67,000	372,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: C-15
Project Name: Vault Meter Bypass Installations

Project Description

During the creation of OLWS' Water System Master Plan, Staff raised awareness to the fact that some of OLWS' (older) larger meters do not have a bypass. Not having a bypass makes it difficult for staff to test and/or replace a customer's meter without putting them out of service.

Project Justification

This project would speed up the process of testing and/or larger meters throughout the service area. Accurate measurement of water consumed by each customer is vital to OLWS' ability to properly bill.

Operations and Maintenance Impact

This project would speed up the process of testing and/or larger meters throughout the service area. Accurate measurement of water consumed by each customer is vital to OLWS' ability to properly bill.

Budget Information and Project Costs

Total Project Cost: \$ 129,000

EXPENSES

FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
-	-	129,000	-	-	-	129,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: C-16
Project Name: Hydrant Capital Repair and Replacement

Project Description

Over the next 20- years OLWS plans to replace all 4 ½-inch hydrants to meet the current standard. Replacements are likely to occur in conjunction with condition based replacements as described in the previous section and with fire flow projects described in the previous chapter. There will still be a remaining number of hydrants outside of the scope of the condition and fire flow projects that will also need to be replaced within the next 20 years.

Project Justification

OLWS' current potable water system standards require each fire hydrant to use a 5 ¼-inch valve. Older hydrants exist throughout the distribution system that have a 4 ½-inch valve.

Operations and Maintenance Impact

This project will not increase operating costs.

Budget Information and Project Costs

Total Project Cost: \$ 184,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	184,000	-	-	-	-	-	184,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: E-1
Project Name: AWIA Risk and Resilience Assessment - Update

Project Description

In 2018 the AWIA was signed into law and requires OLWS to conduct a risk and resilience assessment (RRA) and a subsequent development of an emergency response plan (ERP) prior to June 30, 2021. The law also mandates that the that the RRA and ERP are updated every 5 years.

Project Justification

This project is required by Federal Law.

Operations and Maintenance Impact

This update may identify risks for OLWS which would then be contrasted with other water projects during a scheduled Water Master Plan Update.

Budget Information and Project Costs

Total Project Cost: \$ 50,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	50,000	-	-	-	-	50,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: E-2
Project Name: Water System Master Plan - Update

Project Description

This project would update OLWS' Water System Master Plan. Specific updates would be removing completed CIP's from the list, updating population demand forecasts and re-running the water model to make sure OLWS is staying ahead of growth and failures within the system.

Project Justification

Planning capital improvements beyond 5 years can be a challenge for water utilities; however, a targeted update to the master plan on a 5-year cycle can dramatically improve the utility of the WSMP.

Operations and Maintenance Impact

This project would identify projects to be completed, but has not direct impact on future operating costs.

Budget Information and Project Costs

Total Project Cost: \$ 200,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	50,000	150,000	-	-	-	-	200,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: F-2
Project Name: River Road

Project Description

This project designs the replacement of 6,805 feet of 4, 6, and 8-inch ductile iron pipe with 8 and 12-inch ductile iron pipe.

Project Justification

Identified by the Master Plan as a high priority backbone project that would help fire flows and meet future demand near River Road.

Operations and Maintenance Impact

Completion of this project would lessen the chance of main breaks which in turn would lower operating costs.

Budget Information and Project Costs

Total Project Cost: \$ 4,050,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	50,000	2,000,000	2,000,000	-	4,050,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: F-3
Project Name: Vista Sunrise Court

Project Description

Replace 400 feet of 6" pipe with 8" DI pipe along SE Vista Sunrise Court north of SE Oetkin Road.

Project Justification

Identified by the Master Plan as a high priority project that would help fire flows and meet future demand.

Operations and Maintenance Impact

This project will not increase operating costs.

Budget Information and Project Costs

Total Project Cost: \$ 125,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	-	-	-	125,000	125,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: F-4

Project Name: Jennings, Colina Vista, Clayson Avenues, Emerald Drive, Colony Circle

Project Description

Replace 4,415 feet of 6" pipe with 8" DI pipe along Jennings Avenue, Emerald Drive, Colina Vista Avenue, Clayson Avenue, and Colony Circle.

Project Justification

Identified by the Master Plan as a high priority project that would help fire flows and meet future demand.

Operations and Maintenance Impact

This project will not increase operating costs.

Budget Information and Project Costs

Total Project Cost: \$ 1,525,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	-	-	-	1,525,000	1,525,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: R-2
Project Name: Milwaukie-OLWSD Intertie Pump Station

Project Description

This project would include construction of a pump station and pipe connection between the Oak Lodge and Milwaukie's water distribution system.

Project Justification

With a single source of supply through the 24-inch pipeline from the NCCWC, the District is vulnerable to an outage caused by an unplanned pipe break. Portions of the pipeline closer to the Clackamas River are expected to have an increased risk of breakage due to lateral spreading and liquefaction-induced settlement.

Operations and Maintenance Impact

This emergency intertie would be an addition to the OLWS drinking water system. Pumps will need to be maintained, staff will need to be trained and power will be consumed when it is in use.

Budget Information and Project Costs

Total Project Cost: \$ 8,100,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	100,000	4,000,000	4,000,000	-	-	8,100,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: R-3
Project Name: Seismic Study of 24-inch Supply Line

Project Description

To improve the reliability of the District’s 24-inch water supply pipeline, a seismic study is recommended to assess the current condition and the potential site-specific ground deformations anticipated along the alignment based on geotechnical explorations. Identification of any excessive seismic risk and appropriate mitigation measures is a high priority for improving the overall system resilience.

Project Justification

Little is known about the District's 24" supply line from the Commission. This project would explore and identify any vulnerabilities the District should know about and plan for.

Operations and Maintenance Impact

This study would not have a direct impact of future operating costs.

Budget Information and Project Costs

Total Project Cost: \$ 225,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	225,000	-	-	-	-	-	225,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: W-1
Project Name: Valley View Pole Storage Building

Project Description

This project will construct a simple roofed pole barn at the Valley View Reservoirs site.

Project Justification

The pole barn will protect OLWS-owned materials and equipment from moisture damage and preventable corrosion.

Operations and Maintenance Impact

Equipment will last longer when properly stored and maintained, reducing operating costs.

Budget Information and Project Costs

Total Project Cost: \$ 200,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	200,000	-	-	-	-	-	200,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: W-2
Project Name: McLoughlin - Jennings to Arista

Project Description

This project replaces 180 feet of 8-inch cast iron pipe with 8-inch ductile iron pipe.

Project Justification

This section of water main had a break 3 years ago that was fixed. The section was closed on the north and south end with valves and was not put back in service. The paving requirement for digging up both ends of the line gives the opportunity to replace the pipe in full rather than flush an old line and put back in service. This section is part of a looped system in the area, which currently is not in service and therefore OLWS does not have a working looped piping system.

Operations and Maintenance Impact

This project will not increase operating costs.

Budget Information and Project Costs

Total Project Cost: \$ 250,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	250,000	-	-	-	-	-	250,000

CAPITAL IMPROVEMENT PLAN - WATER

Project Number: W-3
Project Name: Water Pump Station at CRW Generator

Project Description

This project provides a backup power source for the potable water pump station at Clackamas River Water (CRW) water treatment plant. In the even OLWS's primary water source, North Clackamas Country Water Commission (NCCWC), cannot deliver water as usual, the station at CRW can instead pump treated water from CRW up to OLWS's Valley View Reservoirs, as well as to reservoirs within Sunrise Water Authority.

Project Justification

Many of the events that can interrupt the delivery of treated drinking water to OLWS can be regional, such as grid-wide power failure following a storm. Resiliency to such events is upheld with redundant water sources and independent backup power. These measures keep fresh water flowing for drinking and fire suppression when the water supply may be needed the most.

Operations and Maintenance Impact

This generator will need to be inspected regularly and maintained annually.

Budget Information and Project Costs

Total Project Cost: \$ 225,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	225,000	-	-	-	-	225,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: C-1
Project Name: Lift Station 5 Basin RDII

Project Description

This project will enact the following measures to reduce RDII in the Lift Station 5 Basin:

Smoke testing 35,000 LF of pipe; flow metering at 5 locations (pre- and post-rehabilitation [rehab]); rehab of 173 LF of 6" pipe, 5,839 LF of 8" pipe, 2,556 LF of 10" pipe, and 215 LF of 12" pipe; rehab of 6 manholes (63 vertical feet [VF]); and rehab of 138 laterals from the main to the property connection.

Project Justification

Rainfall-derived Infiltration and Inflow (RDII) occurs after heavy rains when rainwater makes its way into the collections system and mixes with the wastewater. The full combined flow then needs to be transported and treated. By shoring up the collections system against RDII, all downstream conveyance and treatment infrastructure can be right-sized to treat customer's wastewater only without also conveying and treating rainwater.

Operations and Maintenance Impact

OLWS has commissioned past studies showing how the cost of RDII reductions is far less expensive than upgrading downstream infrastructure to handle combined flows.

Budget Information and Project Costs

Total Project Cost: \$ 4,050,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	2,000,000	2,050,000	-	-	-	-	4,050,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: C-2
Project Name: Lift Station 2 Basin RDII

Project Description

This project will enact the following measures to reduce RDII in the Lift Station 2 Basin:

Smoke testing 165,414 LF of pipe; flow metering at 17 locations (pre- and post-rehab); rehab of 11,145 LF of 8" pipe, 304 LF of 12" pipe, 4 LF of 14" pipe, 251 LF of 18" pipe, 752 LF of 20" pipe, and 338 LF of 21" pipe; rehab of 9 manholes (95 VF); and rehab of 198 laterals from the main to the property connection.

Project Justification

Rainfall-derived Infiltration and Inflow (RDII) occurs after heavy rains when rainwater makes its way into the collections system and mixes with the wastewater. The full combined flow then needs to be transported and treated. By shoring up the collections system against RDII, all downstream conveyance and treatment infrastructure can be right-sized to treat customer's wastewater only without also conveying and treating rainwater.

Operations and Maintenance Impact

OLWS has commissioned past studies showing how the cost of RDII reductions is far less expensive than upgrading downstream infrastructure to handle combined flows.

Budget Information and Project Costs

Total Project Cost: \$ 6,000,000

EXPENSES

							TOTAL
	FY25	FY26	FY27	FY28	FY29	FY30	(in CIP)
	500,000	3,000,000	2,500,000	-	-	-	6,000,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: C-3
Project Name: Lift Station 6 Basin RDII

Project Description

This project will enact the following measures to reduce RDII in the Lift Station 6 Basin:

Smoke testing 6,846 LF of pipe; flow metering at 2 locations (pre- and post-rehab); rehab of 171 LF of 8" pipe; rehabilitation of 1 manhole (11 VF); and rehab of 33 laterals from the main to the property connection. Scope is limited to OLWS-owned assets.

Project Justification

Rainfall-derived Infiltration and Inflow (RDII) occurs after heavy rains when rainwater makes its way into the collections system and mixes with the wastewater. The full combined flow then needs to be transported and treated. By shoring up the collections system against RDII, all downstream conveyance and treatment infrastructure can be right-sized to treat customer's wastewater only without also conveying and treating rainwater.

Operations and Maintenance Impact

OLWS has commissioned past studies showing how the cost of RDII reductions is far less expensive than upgrading downstream infrastructure to handle combined flows.

Budget Information and Project Costs

Total Project Cost: \$ 583,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	83,000	500,000	-	-	-	-	583,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: C-4
Project Name: Influent Lift Station Basin RDII

Project Description

This project will enact the following measures to reduce RDII in the Influent Lift Station Basin:

Smoke testing 207,931 LF of pipe; flow metering at 21 locations (pre- and post-rehab); rehab of 270 LF of 6" pipe, 12,724 LF of 8" pipe, 503 LF of 10" pipe, 250 LF of 12" pipe, 247 LF of 15" pipe, and 1,428 LF of 21" pipe; rehab of 17 manholes (179 VF); and rehab of 326 laterals from the main to the property connection.

Project Justification

Rainfall-derived Infiltration and Inflow (RDII) occurs after heavy rains when rainwater makes its way into the collections system and mixes with the wastewater. The full combined flow then needs to be transported and treated. By shoring up the collections system against RDII, all downstream conveyance and treatment infrastructure can be right-sized to treat customer's wastewater only without also conveying and treating rainwater.

Operations and Maintenance Impact

OLWS has commissioned past studies showing how the cost of RDII reductions is far less expensive than upgrading downstream infrastructure to handle combined flows.

Budget Information and Project Costs

Total Project Cost: \$ 8,420,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	1,220,000	250,000	3,300,000	3,650,000	-	-	8,420,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: C-5
Project Name: Lift Station 4 Basin RDII

Project Description

This project will enact the following measures to reduce RDII in the Lift Station 4 Basin:

Smoke testing 2,335 LF of pipe; flow metering at 1 location (pre- and post-rehab); rehab of 491 LF of 8" pipe; rehab of 1 manhole (11 VF); and rehab of 4 laterals from the main to the property connection.

Project Justification

Rainfall-derived Infiltration and Inflow (RDII) occurs after heavy rains when rainwater makes its way into the collections system and mixes with the wastewater. The full combined flow then needs to be transported and treated. By shoring up the collections system against RDII, all downstream conveyance and treatment infrastructure can be right-sized to treat customer's wastewater only without also conveying and treating rainwater.

Operations and Maintenance Impact

OLWS has commissioned past studies showing how the cost of RDII reductions is far less expensive than upgrading downstream infrastructure to handle combined flows.

Budget Information and Project Costs

Total Project Cost: \$ 242,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	50,000	192,000	-	-	-	242,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: C-8
Project Name: Trunk Main A Upsizing

Project Description

Trunk Main A conveys over half of all wastewater collected in OLWS from Lift Station 2 to the Wastewater Treatment Plant. This project includes the installation of 3,516 LF of 24", 240 LF of 27", and 3,202 LF of 30" gravity wastewater main. Depending on the effectiveness of RDII reductions, this scope may be reduced.

Project Justification

Trunk Main A is currently undersized to convey both normal wastewater flows and the surges of rainfall-derived inflow and infiltration (RDII) experienced after heavy rainfall.

Operations and Maintenance Impact

This project would reduce the likelihood of sanitary sewer overflow events at Lift Station 2.

Budget Information and Project Costs

Total Project Cost: \$ 13,450,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	-	1,450,000	6,700,000	5,300,000	13,450,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: C-9
Project Name: Trunk Main B Upsizing

Project Description

Trunk Main B conveys a majority of wastewater collected in the Influent Pump Station Basin. This project includes the installation of 362 LF of 15", 4,600 LF of 18", and 3,729 LF of 24" gravity wastewater main. Depending on the effectiveness of RDII reductions, this scope may be reduced.

Project Justification

Trunk Main B is currently undersized to convey both normal wastewater flows and the surges of rainfall-derived inflow and infiltration (RDII) experienced after heavy rainfall.

Operations and Maintenance Impact

This project will reduce the likelihood of sanitary sewer overflow events in the Influent Pump Station Basin.

Budget Information and Project Costs

Total Project Cost: \$ 5,950,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	-	-	1,286,000	4,664,000	5,950,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: C-10
Project Name: Trunk Main 2A Upsizing

Project Description

This project includes the installation of 322 LF of 15” and 1,698 LF of 18” gravity wastewater main. Depending on the effectiveness of RDII reductions, this scope may be reduced.

Project Justification

Trunk Main 2A is currently undersized to convey both normal wastewater flows and the surges of rainfall-derived inflow and infiltration (RDII) experienced after heavy rainfall.

Operations and Maintenance Impact

OLWS has commissioned past studies showing how the cost of RDII reductions is far less expensive than upgrading downstream infrastructure to handle combined flows.

Budget Information and Project Costs

Total Project Cost: \$ 194,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	-	-	-	194,000	194,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: C-14
Project Name: Lateral Repair Program

Project Description

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 which cause the greatest impacts to the operating budget.

Project Justification

OLWS is responsible for wastewater laterals from the mainline to the property line or easement boundary. Currently there are 7550 laterals in the service area and the replacement of each is averaging around \$10,000 per lateral. If each lateral were to be replaced once every 100 years, the cost would be \$755,000 per year on this program.

Operations and Maintenance Impact

This project will decrease operating expenditures by reducing the total amount of inflow and infiltration into the wastewater system. Replacement of these laterals also help minimize risk to OLWS before failures cause damage to private property.

Budget Information and Project Costs

Total Project Cost: \$ 600,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	100,000	100,000	100,000	100,000	100,000	100,000	600,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: C-15
Project Name: Boardman Sewer Line Replacement

Project Description

This project will replace a section of wastewater main near Boardman Ave and HWY 99.

Project Justification

This project is prioritized in the Wastewater Master Plan. Currently this section of wastewater main has a long sag and collects debris. It is also under a large wetland area and re-routing this section will remove a majority of it from the wetland area.

Operations and Maintenance Impact

Operational cost savings may be realized through reduced pipe maintenance.

Budget Information and Project Costs

Total Project Cost: \$ 630,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	630,000	-	-	-	-	-	630,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: C-16
Project Name: LS3 Construction

Project Description

This project will largely reconstruct Wastewater Lift Station 3. The mechanical and electrical components of the station will be completely overhauled. Several configurations for the wetwell are being considered, including refurbishing the existing wetwell or building a new one. Either way, the station will feature a submersible pump configuration that is safer and easier to maintain.

Project Justification

The pumps and other mechanics of this station are aged, difficult to maintain, and awkwardly located in multiple chambers below ground. Recent Tri-Met transportation improvements around Lift Station 3 have created an urban-style construction challenge as a light rail terminal, the Trolley Trail, and Park Avenue all intersect next to Lift Station 3.

Operations and Maintenance Impact

The rebuilt station will demand fewer resources to keep running smoothly, both in terms of OLWS staff time and vendor-provided services.

Budget Information and Project Costs

Total Project Cost: \$ 2,350,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	50,000	-	300,000	1,000,000	1,000,000	-	2,350,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: C-17
Project Name: Manhole Repair Program

Project Description

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.

Project Justification

While manholes are relatively low-maintenance and last quite some time, they are vital to conveying sewage and providing access for inspections of mainlines. Keeping good records in the District's asset management database, staff will stay ahead of failures by rehabilitating when needed rather than complete replacement.

Operations and Maintenance 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.

Budget Information and Project Costs

Total Project Cost: \$ 600,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	100,000	100,000	100,000	100,000	100,000	100,000	600,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: C-18
Project Name: Mainline Repair Program

Project Description

The focus of this program is to repair and replace wastewater main lines, 8-inch diameter or smaller. Priority will be given to broken mainlines at risk of collapse and allowing stormwater inflow and infiltration into the collection system.

Project Justification

Stormwater seeps into the ground and makes its way into collection system through cracks in buried sewer pipe. This unwelcomed stormwater overwhelms the system's capacity to transport domestic wastewater from homes and businesses.

Operations and Maintenance Impact

Avoids fines and penalties from DEQ resulting from non-compliance with permit.

Budget Information and Project Costs

Total Project Cost: \$ 600,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	100,000	100,000	100,000	100,000	100,000	100,000	600,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-1
Project Name: Aeration Instrumentation & Controls

Project Description

Instrumentation and controls for the aeration basins will need to be replaced or upgraded to meet the requirements for implementing and maintaining the proposed Simultaneous Nitrification Denitrification/Anaerobic-Anoxic-Oxic (SND/A2O) process in the aeration basins.

Project Justification

Modifications are required for secondary treatment of wastewater in consideration of future regulatory drivers, potential cost savings, and aging equipment. These modifications were identified and recommended in the 2022 Wastewater Master Plan.

Operations and Maintenance Impact

Implementation of the SND/A2O process will provide energy savings by reducing oxygen demand from the blowers. Additional instrumentation will require staff time for monitoring and replacement.

Budget Information and Project Costs

Total Project Cost: \$ 340,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	-	40,000	300,000	-	340,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-2
Project Name: Chemical Feed Systems

Project Description

Chemical feed systems for the aeration basins will likely need to be added to meet the requirements for implementing and maintaining the proposed Anaerobic-Anoxic-Oxic (SND/A2O) process in the aeration basins.

Project Justification

Modifications are required for secondary treatment of wastewater in consideration of future regulatory drivers, potential cost savings, and aging equipment. These modifications were identified and recommended in the 2022 Wastewater Master Plan.

Chemical feed systems may be required depending on effluent phosphorus levels and corresponding regulatory limits, and would only be considered for implementing the A2O process.

Operations and Maintenance Impact

Additional costs are expected for purchasing chemical additives. Additional staff time is required for monitoring and maintenance of equipment.

Budget Information and Project Costs

Total Project Cost: \$ 160,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	-	20,000	140,000	-	160,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-3
Project Name: Replace Aeration Blowers

Project Description

Four existing blowers in the Aeration Blowers Facility supply air to the treatment plant's Aeration Basins and Aerobic Digesters. Three of four have been replaced since 2022. This project will replace the final aeration blower.

Project Justification

The old turbo-style Aeration Blowers have experienced complicated mechanical flaws since they were installed. Troubleshooting and maintenance of these machines has been further hindered by the models being highly limited and no longer in production, making spare parts difficult to procure. The new positive-displacement-type blowers are simpler to maintain and crucially perform with greater flexibility to meet varying air demands at all times.

Operations and Maintenance Impact

The positive-displacement blowers are expected to run with greater energy efficiency than the turbo-style blowers they replace. Savings would be realized through reduced electricity usage and reduced staff time maintaining the machines and troubleshooting technical issues.

Budget Information and Project Costs

Total Project Cost: \$ 325,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	325,000	-	-	-	-	325,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-4
Project Name: Replace Aeration Basin Diffusers

Project Description

Aeration basin diffusers will need to be reconfigured to meet the requirements for implementing and maintaining the proposed Simultaneous Nitrification Denitrification/Anaerobic-Anoxic-Oxic (SND/A2O) process in the aeration basins.

Project Justification

Modifications are required for secondary treatment of wastewater in consideration of future regulatory drivers, potential cost savings, and aging equipment. These modifications were identified and recommended in the 2022 Wastewater Master Plan.

Operations and Maintenance Impact

Improvements to the diffusers will help maximize efficiency in the Aeration Basins, ultimately assisting in lowering blower operation speed.

Budget Information and Project Costs

Total Project Cost: \$ 170,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	-	20,000	150,000	-	170,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-5
Project Name: Replace Mixers

Project Description

Mixers will need to be replaced and/or added to meet the requirements for implementing and maintaining the proposed Simultaneous Nitrification Denitrification/Anaerobic-Anoxic-Oxic (SND/A2O) process in the aeration basins.

Project Justification

Modifications are required for secondary treatment of wastewater in consideration of future regulatory drivers, potential cost savings, and aging equipment. These modifications were identified and recommended in the 2022 Wastewater Master Plan.

Operations and Maintenance Impact

Additional equipment will inherently increase maintenance requirements.

Budget Information and Project Costs

Total Project Cost: \$ 1,300,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	-	140,000	1,160,000	-	1,300,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-6
Project Name: Replace Internal Mixed Liquor Recycle Piping

Project Description

Piping will need to be replaced and/or added to meet the requirements for implementing and maintaining the proposed Simultaneous Nitrification Denitrification/Anaerobic-Anoxic-Oxic (SND/A2O) process in the aeration basins.

Project Justification

Modifications are required for secondary treatment of wastewater in consideration of future regulatory drivers, potential cost savings, and aging equipment. These modifications were identified and recommended in the 2022 Wastewater Master Plan.

Operations and Maintenance Impact

There is no measurable impact to maintenance or operations.

Budget Information and Project Costs

Total Project Cost: \$ 720,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	-	80,000	320,000	320,000	720,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-7
Project Name: Replace 3 Internal Mixed Liquor Recycle Pumps

Project Description

Mixed Liquor Recycle pumps will need to be replaced and/or added to meet the requirements for implementing and maintaining the proposed Simultaneous Nitrification Denitrification/Anaerobic-Anoxic-Oxic (SND/A2O) process in the aeration basins.

Project Justification

Modifications are required for secondary treatment of wastewater in consideration of future regulatory drivers, potential cost savings, and aging equipment. These modifications were identified and recommended in the 2022 Wastewater Master Plan.

Operations and Maintenance Impact

There is no measurable impact to maintenance or operations.

Budget Information and Project Costs

Total Project Cost: \$ 240,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	-	30,000	210,000	-	240,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-8
Project Name: Foam Management/ Wasting Facility

Project Description

Installation of water sprays, a classifying selector, and a foam wasting station at the aeration basins to manage excess foaming.

Project Justification

Excess foaming often occurs at the aeration basins and has the potential to affect effluent quality. Adding a foam management system would further improve WTP performance.

Operations and Maintenance Impact

Additional equipment will inherently increase maintenance requirements.

Budget Information and Project Costs

Total Project Cost: \$ 170,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	-	20,000	150,000	-	170,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-9
Project Name: Secondary Clarifier 1 and 2 Refurbishment

Project Description

This project primarily replaces the internal mechanisms of secondary clarifiers 1 and 2, which are reaching the end of their lifespan. These two older clarifiers will be rebuilt to perform as well as secondary clarifiers 3 and 4, which came online in 2012. Additional improvements will be made to walkways, safety railings, power supply, plant drain system, and return activated sludge control equipment.

Project Justification

The steel and fiberglass components are losing their structural strength, drive mechanisms are breaking down, and the two old clarifiers perform poorly at their main task of clarifying water. These clarifiers pre-date the plant's rebuild around 2011.

Operations and Maintenance 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.

Budget Information and Project Costs

Total Project Cost: \$ 4,000,000

EXPENSES

							TOTAL
	FY25	FY26	FY27	FY28	FY29	FY30	(in CIP)
	-	2,000,000	2,000,000	-	-	-	4,000,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-11
Project Name: Aeration Basin Baffle Walls

Project Description

Baffle walls will need to be added between the aeration basins to separate anoxic and aerobic processes. This process change is necessary to meet the requirements for implementing and maintaining the proposed Simultaneous Nitrification Denitrification/Anaerobic-Anoxic-Oxic (SND/A2O) process in the aeration basins.

Project Justification

Modifications are required for secondary treatment of wastewater in consideration of future regulatory drivers, potential cost savings, and aging equipment. These modifications were identified and recommended in the 2022 Wastewater Master Plan.

Operations and Maintenance Impact

There is no measurable impact to maintenance or operations.

Budget Information and Project Costs

Total Project Cost: \$ 260,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	30,000	230,000	-	-	-	260,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-12
Project Name: Tertiary Treatment at WWTP

Project Description

OLWS Wastewater Treatment Plant (WWTP) has primary and secondary treatment. This project will add a tertiary level of treatment to the first two. This third phase of water purification polishes clarified wastewater with filters, removing microscopic particles that would otherwise get released to the Willamette River. When the WWTP was redesigned around 2009, space was left open for a tertiary treatment facility.

Project Justification

Through the new NPDES Permit, the Environmental Protection Agency has set stricter limits for the purity of water leaving the plant. The addition of tertiary treatment helps meet the more stringent requirements all year round.

Operations and Maintenance Impact

This additional stage of wastewater treatment demands additional powered and maintenance. Although the power demand of tertiary filters is relatively low, maintenance time will be increased for OLWS staff, and new parts and materials will be needed to maintain the new filters.

Budget Information and Project Costs

Total Project Cost: \$ 12,295,000

EXPENSES

FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
6,615,000	5,680,000	-	-	-	-	12,295,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-14
Project Name: UV Disinfection Rehabilitation

Project Description

This project makes permanent improvements to the UV channels that disinfect treated wastewater before releasing it to the river. The project will replace effluent flow meters, complex gate maneuvering and level control with a new level control system, and influent gates with simple actuated slide gates. The project also inspects and modernizes the UV bulb control system itself.

Project Justification

The intent of the rebuild is to simplify maintenance, make level control more reliable, and increase the redundancy of the UV disinfection system, which is vital to permit compliance.

Operations and Maintenance Impact

This project will reduce the time needed by OLWS staff in maintaining the water level control system of the UV channels.

Budget Information and Project Costs

Total Project Cost: \$ 1,200,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	125,000	525,000	550,000	-	-	1,200,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-15
Project Name: UV Disinfection Equipment Replacement

Project Description

This project replaces ultraviolet (UV) disinfection equipment.

Project Justification

UV disinfection equipment is reaching the end of its service life. The UV disinfection bulbs are replaced every 4 years and OLWS replaces on quarter of them each year.

Operations and Maintenance Impact

This project imparts no material change to daily operations.

Budget Information and Project Costs

Total Project Cost: \$ 195,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	32,000	33,000	34,000	35,000	36,000	25,000	195,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-16
Project Name: Influent Lift Station Reconstruction

Project Description

This project will reconfigure the Wastewater Treatment Plant’s (WWTP’s) Influent Pump Station Wetwell. The existing wetwell has a sharp boxy shape that collects grit and debris. This project will reshape the well to direct influent wastewater directly to the pumps, add security enhancements, and provide tools for managing the surface of the wastewater.

Project Justification

During the construction of the WWTP, certain items at the Influent Pump Station were value engineered out. These items have caused for more maintenance on behalf of the treatment plant staff. Fixing these items will allow for staff to focus on other operational tasks.

Operations and Maintenance Impact

This project will reduce maintenance for the plant staff.

Budget Information and Project Costs

Total Project Cost: \$ 1,194,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	125,000	527,000	542,000	-	-	1,194,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-23
Project Name: Plant Air-line Inspection

Project Description

This project will inspect and identify corrosion and loose fittings in three lightly-pressurized air pipelines (Air Low Pressure, ALP) at the WWTP. A specialist will inspect the lines that transport the low-pressure air from blowers to the Aeration Basins and Aerobic Digesters.

Project Justification

Alternating cycles of high and low pressure, temperature, and humidity within the ALP pipelines generates wear and corrosion. Since the ALP pipelines are both critical to plant operations and at risk of corrosion, a special inspection is prudent.

Operations and Maintenance Impact

Inspection may reveal sections of ALP piping that need to be repaired and/or replaced.

Budget Information and Project Costs

Total Project Cost: \$ 89,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	89,000	-	-	-	-	-	89,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-24
Project Name: GBT Refurbishment

Project Description

The gravity belt thickener (GBT) thickens the sludge during the treatment process. This project would refurbish the existing GBT as a part of plant maintenance.

Project Justification

The GBT is reaching the end of its service life and will need to be refurbished to continue operating reliably.

Operations and Maintenance Impact

Refurbishing equipment will decrease staff maintenance time and increase plant efficiency.

Budget Information and Project Costs

Total Project Cost: \$ 250,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	250,000	-	-	-	-	250,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-25
Project Name: TWAS Pump Replacement

Project Description

Thickened waste activated sludge (TWAS) is pumped from the secondary clarifiers to the aerobic digesters. This project would replace these pumps.

Project Justification

The TWAS pumps are reaching the end of their service life and will need to be refurbished to continue operating reliably.

Operations and Maintenance Impact

Refurbishing equipment will decrease staff maintenance time and increase plant efficiency.

Budget Information and Project Costs

Total Project Cost: \$ 75,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	75,000	-	-	-	-	75,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-29
Project Name: Motor Control (VFD) Replacement

Project Description

This project replaces existing variable frequency drive (VFD) motor controllers. VFDs manipulate the shape of electrical power being supplied to large electric motors as a means to adjust the rotational speed of pumps, blower, and other powerful machines.

Project Justification

The existing VFDs are reaching the end of their service life.

Operations and Maintenance Impact

This project imparts no material change to daily operations.

Budget Information and Project Costs

Total Project Cost: \$ 656,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	37,000	38,000	39,000	500,000	42,000	-	656,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: T-30
Project Name: Plant Drain Pump Replacement

Project Description

Adds a third bar screen in the headworks. In the 2012 upgrade, engineers added a slot for a third bar screen for future expansion.

Project Justification

When originally designed, the operating plan for most equipment at the WWTP was sized to have a lead piece of equipment, which could operate under normal conditions, with a spare or redundant piece of equipment as backup in case of failure or maintenance. As the flows have increased at the WWTP, operations has seen more and more use of both of the bar screens, leaving no redundancy in the case of failure or maintenance. During these times if one of the two automated bar screens were to fail, one bar screen would not be able to handle the flows and catastrophic flooding may occur.

Operations and Maintenance Impact

Routine maintenance costs and electricity will go up slightly.

Budget Information and Project Costs

Total Project Cost: \$ 137,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	137,000	-	-	-	-	137,000

CAPITAL IMPROVEMENT PLAN - WASTEWATER

Project Number: P-1
Project Name: Wastewater Master Plan Update

Project Description

This project revisits the Wastewater Master Plan initially published in 2023 and provides an update to the big-picture direction of the entire wastewater collections and treatment system.

Project Justification

The Wastewater Master Plan is a continuously active plan that is most helpful when maintained and kept up to date.

Operations and Maintenance Impact

Master planning reduces operational costs in the long run by aiding prudent decision making.

Budget Information and Project Costs

Total Project Cost: \$ 440,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	-	440,000	-	-	-	440,000

CAPITAL IMPROVEMENT PLAN - WATERSHED PROTECTION

Project Number: WP-1
Project Name: Boardman and Arista Flooding

Project Description

Recognized as one of the OLWS's worst flooding spots, this site repeatedly floods the Trolley Trail, Boardman Avenue, Arista Drive and private property. Currently, it is suspected that beaver dams and flat grades cause a majority of the flooding. This project seeks first to identify alternatives that could ease the flooding or completely eliminate it. Once these alternatives are identified, they will be presented to the stakeholders and a project will be decided upon based on funding contributions.

Project Justification

By fixing flooding issues within the service area it improves environmental health, livability, and property values. These types of projects also help OLWS's MS4 Annual commitments to treating stormwater.

Operations and Maintenance Impact

This project will both decrease Staff's time reporting to localized flooding; however, depending on the solution it may increase maintenance of OLWS owned facilities.

Budget Information and Project Costs

Total Project Cost: \$ 300,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	300,000	-	-	-	-	-	300,000

CAPITAL IMPROVEMENT PLAN - WATERSHED PROTECTION

Project Number: WP-2
Project Name: Localized Enhancement Program

Project Description

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

Project Justification

The Board as well as staff often hear about issues throughout the service area related to flooding. By programming money to either solve these issues or participate in multi-jurisdictional projects, OLWS can start to alleviate these issues for our rate-payers.

Operations and Maintenance Impact

These projects will both decrease Staff's time reporting to localized flooding and increase maintenance of OLWS owned facilities.

Budget Information and Project Costs

Total Project Cost: \$ 1,500,000

EXPENSES

	FY25	FY26	FY27	FY28	FY29	FY30	TOTAL (in CIP)
	-	300,000	300,000	300,000	300,000	300,000	1,500,000

Contact Us

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PUBLIC WORKS DIRECTOR/DISTRICT ENGINEER





STAFF REPORT

To Board of Directors
From Brad Albert, Acting General Manager
Title Approval of Personal Services Agreement for Government Affairs Services with Thorn Run Partners, LLC.
Item No. 6
Date May 21, 2024

Summary

Staff are seeking approval for the General Manager to enter into a Personal Services Agreement for Government Affairs Services with Thorn Run Partners, LLC (TRP). The contract amount is \$120,000.

Background

The Capital Improvement Plan for the FY 2023-24 budget is heavily impacted by changes to the National Pollutant Discharge Elimination System (NPDES) permit issued by the Oregon Department of Environmental Quality (DEQ) to OLWS. The existing Wastewater Treatment Plant cannot reliably meet DEQ's updated discharge requirements to the Willamette River, resulting in potential fines and reduced water quality. Construction of a tertiary treatment facility is needed to treat wastewater to a higher degree to meet these requirements. In addition to the Wastewater Treatment Plant issues, studies show that some sites in the collection system have become vulnerable to inflow and infiltration. The additional water causes added pressure on the collection system, the pumping stations, and the treatment system, occasionally leading to sanitary sewer overflows, for which DEQ can fine OLWS. Experts who provide Government Affairs Services can assist with identifying and potentially obtaining funding options for capital projects. TRP has been working with OLWS during this current fiscal year to help acquire State and Federal grants and appropriations for the organization. TRP and OLWS was successful in securing a State appropriation in the amount of \$3 million for the Tertiary Treatment Project.

Past Board Actions

The Board approved a contract with TRP at the April 18, 2023 Board meeting.

Budget

Funding for this agreement comes from the Administrative Fund, Technical Services Division,

contracted services. Staff have also consulted with the Finance Director and the District's Legal Counsel. Currently, in the FY 2024-2025 Proposed Budget \$120,000 has been allocated for Government Affairs Services to assist with the obtaining of grants so OLWS can address required capital projects. The Board can decide to add more monies for these services as OLWS' needs evolve. OLWS can procure this contract via direct appointment since this contract of personal services requires a long-term relationship of knowledge and trust. As stated before, Thorn Run Partners have been actively working with OLWS on securing State and Federal grants and appropriations during the 2023-2024 fiscal year. It would not be feasible to change this personal service to another provider given the nature of the knowledge needed to perform this work. If further work is needed after this direct appointment, a new procurement would likely need to be completed.

Recommendation

Staff requests Board approval for the General Manager to sign a Personal Services Contract for Government Affairs Services with Thorn Run Partners, LLC. in the amount of \$120,000.

Suggested Board Motion

"I move to approve the General Manager to sign a Personal Services Agreement for Government Affairs Services with Thorn Run Partners, LLC. beginning July 1, 2024."

Attachments

1. Draft Personal Services Agreement for Government Affairs Services with Thorn Run Partners, LLC.



PERSONAL SERVICES AGREEMENT FOR GOVERNMENT AFFAIRS SERVICES

This Personal Services Agreement for Government Affairs Services (the "Agreement"), is made and entered into by and between Oak Lodge Water Services Authority, a joint water and sanitary authority organized under ORS Chapter 450 ("OLWS") and Thorn Run Partners, LLC, a District of Columbia limited liability company ("Contractor").

RECITALS

WHEREAS, OLWS desires to engage Contractor to provide government affairs services ("Services"); and

WHEREAS, Contractor is willing and qualified to perform the requested Services;

NOW, THEREFORE, in consideration of the promises and covenants contained herein, the Parties agree as follows:

1. Contractor's Scope of Services

Contractor shall perform Services in accordance with the terms and conditions set forth herein, and as provided in the Scope of Services, which is attached hereto as **Exhibit A** (the "Work" or the "Services") and by this reference is made a part of this Agreement. OLWS, through its General Manager, and Contractor, may revise the specific Work requested to achieve the purposes of this Agreement, provided that any changes to the Work shall be mutually agreed to in writing in advance of the undertaking.

2. Effective Date and Duration

This Agreement shall become effective as of July 1, 2024, and shall automatically expire on June 30, 2025, unless earlier terminated by OLWS or extended by mutual written agreement of both parties.

3. Contractor's Fee and Payment

A. Fees

OLWS shall pay Contractor for the Services performed under this Agreement at a flat rate of \$10,000 per month.

B. Payment Schedule

Payments shall be made upon receipt of invoices based upon the Work completed. Invoices shall be submitted by Contractor on a monthly basis. Payment by OLWS shall release OLWS from any further obligation for payment to Contractor for Services performed or expenses incurred as of the date of the invoice. Payment shall be made only for Work actually completed as of the date of invoice. Payment shall not be considered acceptance or approval by OLWS of any work or waiver of any defects therein.

D. Cost Records

Contractor shall furnish cost records for all invoices to substantiate all charges. For such purposes, the books of account of the Contractor shall be subject to audit by OLWS. Contractor shall complete work and cost records for all billings in accordance with generally accepted accounting principles.

E. Contractor Identification

Contractor shall furnish to OLWS its employer identification number, as designated by the Internal Revenue Service, or social security number, as OLWS deems applicable.

F. Payment – General

- 1)** Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. Contractor represents and warrants that Contractor has complied with, and will continue to comply with, all Oregon state and local tax laws before the execution of this Agreement, and throughout the term of this Agreement. Failure to comply with this provision is a breach and OLWS may terminate this Agreement for cause.
- 2)** Contractor shall pay employees at least time and a half pay for all overtime worked in excess of 40 hours in any one week, except for individuals who are excluded under ORS 653.010 to 653.261 or under 29 USC sections 201 to 209 from receiving overtime. Contractor shall comply with ORS 652.220 (prohibition on discriminatory wage rates). Compliance with such provision is a material element of this Agreement. Failure to comply with this provision is a breach and OLWS may terminate this Agreement for cause.
- 3)** Contractor shall promptly, as due, make payment to any person, co-partnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention incident to sickness or injury to the employees of Contractor or all sums which Contractor agrees to pay for such services and all moneys and sums which Contractor collected or deducted from the wages of employees pursuant to any law, contract, or agreement for the purpose of providing or paying for such service.
- 4)** Contractor shall make payments promptly, as due, to all persons supplying services or materials for work covered under this Agreement. Contractor shall not permit any lien or claim to be filed or prosecuted against OLWS on account of any Services or materials furnished.
- 5)** If Contractor fails, neglects, or refuses to make prompt payment of any claim for labor, materials, or services furnished to Contractor by any person as such claim becomes due, OLWS may pay such claim and charge the amount of the payment against funds due or to become due to the Contractor. The payment of the claim in this manner shall not relieve Contractor or its surety from obligation with respect to any unpaid claims.
- 6)** Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the Work provided under this Agreement, including, without limitation, ORS 279B.020 (labor hours), ORS 279B.220 (payment conditions), ORS 279B.230 (medical care and workers' compensation), ORS 279B.235 (labor hours and pay rates), ORS 279B.225 (salvaging of materials) and ORS 279B.045 (tax laws).
- 7)** Contractor shall maintain, at its own expense, worker's compensation insurance for all subject workers as required by ORS Chapter 656 and meeting the minimum requirements therein.

4. Ownership of Documents: Records

- A. OLWS shall be furnished, at no additional cost to OLWS, copies of all draft and final documents related to the Work. OLWS shall have unlimited authority to use final materials received from Contractor in any way OLWS deems necessary. Any use, re-use, or alteration of any materials other than as contemplated by the applicable Scope of Services shall be at OLWS's sole risk, unless written permission has been received from Contractor prior to any such use.
- B. Upon request by Contractor, OLWS shall make copies for the use of Contractor and without cost to Contractor, OLWS records pertinent to the Work to be performed by Contractor pursuant to this Agreement.
- C. OLWS shall own only those final documents related to the Work that Contractor provides to OLWS pursuant Section 4(A).

5. Assignment and Delegation

Neither party shall assign, subcontract, or transfer any interest in or duty under this Agreement without the prior written consent of the other party, and no assignment shall be of any force or effect whatsoever unless and until the other party has so consented, which consent shall be in the sole discretion of the non-assigning party. If OLWS agrees to assignment of tasks to a subcontract, Contractor shall remain fully responsible for the negligent acts or omissions of any subcontractors and of all persons employed by them, and neither the approval by OLWS of any subcontractor or assignment, nor anything contained herein shall be deemed to create any contractual relation between any subcontractor and OLWS.

6. Contractor is an Independent Contractor

- A. OLWS shall be entitled to provide input to Contractor with respect to the Work, but Contractor is not subject to the direction and control of OLWS. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 3 of this Agreement.
- B. Contractor is not an employee of OLWS. Contractor acknowledges Contractor's status as an independent contractor and acknowledges that Contractor is not an employee of OLWS for purposes of any law. All persons retained by Contractor to provide services under this Agreement are employees or agents of Contractor and not of OLWS. Contractor acknowledges that it is not entitled to benefits of any kind to which a OLWS employee is entitled, and that it shall be solely responsible for workers compensation coverage for its employees and all other payments and taxes required by law. Furthermore, in the event that Contractor is found by a court of law or an administrative agency to be an employee of OLWS for any purpose, OLWS shall be entitled to offset compensation due, or to demand repayment of any amounts paid to Contractor under the terms of the Agreement, to the full extent of any benefits or other remuneration Contractor receives (from OLWS or a third party) as a result of said finding, and to the full extent of any payments that OLWS is required to make (to Contractor or to a third party) as a result of said finding.
- C. Contractor hereby represents that no employee of OLWS or any partnership or corporation in which an OLWS employee has an interest, has or will receive any remuneration of any type from Contractor, either directly or indirectly, in connection with the performance of this Agreement, except as specifically declared in writing.

- D. Contractor and its employees, if any, are not active members of the Oregon Public Employees Retirement System, and are not employed for a total of 600 hours or more in the calendar year by any public employer participating in the Retirement System.
- E. Contractor certifies that it currently has an appropriate business license or will obtain one prior to delivering Services under this Agreement.
- F. Contractor is not an officer, employee, or agent of OLWS as those terms are used in ORS 30.265.

7. Indemnity

- A. OLWS has relied upon the professional ability and training of the Contractor as a material inducement to enter into this Agreement. Contractor represents to OLWS that the Services under this Agreement will be performed in accordance with the professional standards of skill and care ordinarily exercised by members of the Contractor's profession under similar conditions and circumstances, as well as the requirements of applicable federal, state, and local laws. Acceptance of Contractor's Work by OLWS shall not operate as a waiver or release of any right or remedy that may be available by OLWS under law. Acceptance of documents by OLWS does not relieve Contractor of any responsibility for negligent or wrongful design, replacement, and/or repair deficiencies, errors, or omissions.
- B. Contractor shall fully defend, indemnify, and hold harmless OLWS, its employees, board members, officers, volunteers, and agents, from any and all claims, lawsuits, demands, causes of action, liability, loss, damage, equitable relief, personal injury, and wrongful death, whether brought by an individual or any other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of the Contractor, its employees, board members, volunteers, or agents. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgements, awards, decrees, attorney's fees, and related costs and expenses, and any reimbursements to OLWS for any and all legal fees, expenses, and costs incurred by OLWS in connection therewith.

8. Insurance

Contractor and its subcontractors shall maintain insurance in amounts and coverage that are acceptable to OLWS in full force and effect throughout the term of this Agreement. Such insurance shall cover risks arising directly or indirectly out of Contractor's Services hereunder, including the operations of approved subcontractors. Such insurance shall include provisions that such insurance is primary insurance with respect to the interests of OLWS and that any other insurance maintained by OLWS is excess and not contributory insurance with the insurance required hereunder.

The policy or policies of insurance maintained by the Contractor and its subcontractors shall provide at least the following limits and coverages:

A. Commercial General Liability Insurance

Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this Agreement, Commercial General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form. This coverage shall include Contractual Liability insurance for the indemnity provided under this Agreement and Product and Completed Operations. Such insurance shall be primary and non-contributory. The following insurance will be carried: Coverage Limit General Aggregate: \$2,000,000 per occurrence and 3,000,000 in the Aggregate.

B. Commercial Automobile Insurance

Contractor shall also obtain, at Contractor's expense, and keep in effect during the term of this Agreement, Commercial Automobile Liability coverage on an "occurrence" form, including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$2,000,000.

C. Workers' Compensation Insurance the Contractor, its subcontractors, if any, and all employers providing work, labor, or materials under this Agreement who are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers.

Out of State Contractors must provide workers' compensation coverage for their workers that complies with ORS 656.126. This shall include Employer's Liability Insurance with coverage limits of not less than \$500,000 each accident.

D. Additional Insured Provision

The Commercial General Liability Insurance Policy and Automobile Policy shall name OLWS, its officers, directors, volunteers, and employees as additional insureds with respect to any liabilities that occur in connection with this Agreement.

E. Notice of Cancellation or Non-Renewal

Contractor is responsible to provide OLWS at least 30 days' written notice prior to any cancellation, material change, or intent to not renew insurance coverage. Any failure to comply with this provision will not affect the insurance coverage owed to OLWS under this Agreement. The 30 days' notice of cancellation provision shall be physically endorsed onto the policy.

F. Insurance Carrier Rating

Coverage provided by the Contractor must be underwritten by an insurance company or Pool deemed acceptable by OLWS. OLWS reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

G. Certificates of Insurance

As evidence of the insurance coverage required by the Agreement, the Contractor shall furnish a Certificate of Insurance to OLWS upon execution of this Agreement. No Services shall be performed until the required certificates have been received and approved by OLWS. A renewal certificate will be sent to the address below at least 30 days prior to coverage expiration.

Certificates of Insurance should read: "Insurance certificate pertaining to contract for Government Affairs Services." OLWS, its officers, directors, and employees shall be added as additional insureds with respect to this Agreement. Contractor shall request that its insurance provider include: "Contractor insurance coverage is primary" in the description portion of the certificate.

H. Primary Coverage Clarification

The parties agree that Contractor's coverage shall be primary to the extent permitted by law. The parties further agree that other insurance maintained by OLWS is excess and is not contributory insurance for any reason regarding the insurance required in this section.

I. Cross-Liability Clause

A cross-liability clause or separation of insureds clause will be included in general liability.

Contractor 's insurance policy shall contain provisions that such policies shall not be canceled or their limits of liability reduced without 30 days' prior notice to OLWS. A copy of each insurance policy, certified as a true copy by an authorized representative of the issuing insurance company, (or alternatively, at the discretion of OLWS, a certificate in a form satisfactory to OLWS) certifying to the issuance of such insurance shall be forwarded to:

Contract No. _____
OLWS Attn: Brad Albert
Business Phone: 503- 353-4202
14496 SE River Road
Oak Grove, Oregon 97267

Such policies or certificates must be delivered prior to commencement of the Work. Thirty days' cancellation notice shall be provided to OLWS by mail to the name at the address listed above in event of cancellation or non-renewal of the insurance.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, or loss to the extent caused by negligence or wrongful acts in the performance of the Services with this Agreement.

9. Termination Without Cause

At any time and without cause, OLWS shall have the right, in its sole discretion, to terminate this Agreement by giving 10 days' written notice to Contractor. If OLWS terminates the Agreement pursuant to this paragraph, it shall pay Contractor for Services rendered through the effective date of termination.

10. Breach and Remedy

Upon breach of this Agreement, the parties shall have all rights and remedies provided by law or under this Agreement. In addition, in the event of a breach of this Agreement by Contractor, OLWS may complete the work or remedy the issue either itself, by agreement with another contractor, or by a combination thereof. OLWS may deduct the cost of completing the work or remedying the issue identified in the notice of breach from the remaining unpaid balance of the fee(s) owed to Contractor under this or other Agreements, if any.

11. Non-Waiver

The failure of either party to insist upon or enforce strict performance by the other party of any of the terms of this Agreement, or to exercise any rights hereunder, shall not be construed as a waiver or relinquishment of its rights to assert or rely upon such terms or rights on a future occasion.

12. Method and Place of Giving Notice, Submitting Bills, and Making Payments

All notices, bills, and payments shall be made in writing and may be given by personal delivery, mail, or email. Payments may be made by personal delivery, mail, or electronic transfer. The following addresses shall be used to transmit notices, bills, payments, and other information:

OLWS	Contractor
Attn: Brad Albert	Attn: Dan Bates
14496 SE River Road	610 SW Alder
Oak Grove, Oregon 97267	Suite 1008

Portland, OR 97205

Phone: 503-353-4202

Phone: 503-927-2032

Email Address: brad.albert@olws.org

Email Address: dbates@thornrun.com

and when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid, or when emailed, shall be deemed given upon receipt by OLWS' servers. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills, and payments are to be given, by giving written notice pursuant to this paragraph.

13. Merger

This writing is intended both as a final expression of the Agreement between the parties with respect to the included terms, and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until it is made in writing and signed by both parties.

14. Force Majeure

Neither OLWS nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather, or delay of subcontractor or supplies due to such cause; provided that the parties so disabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligations under the Agreement.

15. Non-Discrimination

Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statues, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990, as amended, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws.

16. Errors

If requested by OLWS, Contractor shall perform such additional work as may be deemed necessary by OLWS, to correct errors in the Work required under this Agreement, without undue delays and without additional cost.

17. Governing Law

The provisions of this Agreement shall be construed in accordance with the provisions of the laws of the State of Oregon. Any action or suits involving any question arising under this Agreement must be brought in the appropriate court of the State of Oregon.

18. Conflict Between Terms

Should there be a conflict between the terms of this Agreement and any proposal submitted by Contractor in connection with this Agreement, the terms of this Agreement shall control and nothing herein shall be considered as an acceptance of the terms of any conflicting proposal.

19. Access to Records

OLWS shall have access to such books, documents, papers, and records of Contractor that are pertinent to this Agreement for the purpose of making an audit, examination, copies, excerpts, and transcripts.

20. Audit

Contractor shall maintain records to help ensure conformance with the terms and conditions of this Agreement, and to help ensure adequate performance and accurate expenditures within the contract period. Contractor agrees to permit OLWS, the State of Oregon, the federal government, and their duly authorized representatives, to audit all records pertaining to this Agreement for such purpose.

21. Severability

In the event any provision or portion of this Agreement is held to be unenforceable or invalid by a court of competent jurisdiction, the validity of the remaining terms and provisions of the Agreement shall not be affected, and the remaining terms and provisions of the Agreement shall be in full force and effect.

22. Complete Agreement

This Agreement and the attached exhibits constitute the entire Agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party, unless in writing and signed by both parties. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instances and for the specific purpose given. There are no other understandings, agreements, or representations, oral or written, regarding the subject matter of this Agreement. Contractor, by the signature of its authorized representative, hereby acknowledges that Contractor has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the undersigned duly authorized representatives of each party, effective as of the date first written above.

OAK LODGE WATER SERVICES AUTHORITY

THORN RUN PARTNERS, LLC

Signature

Signature

Print Name & Title

Print Name & Title

Date

Date

EXHIBIT A SCOPE OF WORK

THORN RUN PARTNERS SCOPE OF WORK FOR OAK LODGE WATER SERVICES

Federal Scope

- **Develop a Federal Agenda** – Thorn Run Partners (TRP) will work with Oak Lodge Water Services (OLWS) to develop a Federal Agenda. The Federal Agenda will describe pertinent Federal funding opportunities, outline legislative and policy issues, their potential impacts, and recommend OLWS positions.
- **Assist in the development and submission of Federal appropriations/authorization requests** – As appropriate, TRP will work with OLWS to develop and submit Congressionally directed spending requests and authorizations for applicable projects and programs.
- **Monitor and advise on federal grant opportunities** – TRP will provide OLWS with Federal grant opportunities and assist with developing grant applications. This includes discussing grant criteria and funding requirements with the issuing agency, providing appropriate counsel, and working with OLWS' Congressional delegation to support any grant applications.
- **Monitor proposed laws and recommend legislative positions** – TRP will closely monitor the progress of pertinent bills and legislation. We will assist in developing OLWS' stance and contact relevant members of Congress on your behalf to emphasize your position.
- **Monitor existing and proposed regulations** – TRP will closely monitor the development and introduction of proposed rules and regulations and coordinate with relevant Federal agencies to make sure they are apprised of OLWS' interest.
- **Communication with the Congressional Delegation** – TRP will engage in communication with OLWS' Congressional delegation and staff. TRP will work to establish new Congressional and Federal agency relationships for OLWS. TRP will correspond between your Congressional delegation and other relevant members of Congress to ensure your viewpoint and suggestions are heard regarding legislation that affects OLWS.
- **Arrange meetings for OLWS personnel with Congressional members, staff, and Federal agency officials** – TRP will schedule meetings for OLWS with members of Congress, Congressional staff, and Federal agency officials prior to official trips to Washington, D.C. TRP will work with OLWS in advance to ensure that those attending the meeting are knowledgeable about the topics and equipped with documents to supplement the conversation. A member of OLWS' TRP client team will accompany officials to all meetings. After the meetings, TRP will complete any follow-up needed from the meetings and build upon the progress made during the trip.
- **Timely communication with OLWS** – TRP will maintain a constant dialogue to regularly update OLWS on our work as well as assess priorities. Apart from personal engagement, OLWS will receive the *TRP Tip Sheet* daily, which is a morning summary of Capitol Hill activity, political insight, notable news stories, and links to relevant TRP memos and reports. TRP will also provide written items, such as:
 - Analyses of budget requests and forecasts for policies and programs;

- Reports of, and testimonies from, relevant committee hearings and markups;
- Memos on pertinent federal initiatives or topics;
- Federal agency and departmental regulations, guidelines, directives, and other instruments of administrative policy;
- Copies of proposed legislation and associated reports;
- “White papers” and materials geared toward elected officials and their staffs that justify OLWS’ objectives in simple and straightforward language, providing Congress and the Executive Branch with the information they need to be successful on your behalf;
- Support or request letters for Congressional sponsors to use with relevant committees or federal agencies; and
- Any necessary forms for appropriations or authorizations requests.

State Scope

- **Assist OLWS to Develop a State level Government Relations Strategy** – TRP will work with OLWS to develop a strategic government relations strategy that results in direct funding over the next several biennia. This includes both “in-session” strategies as well as an interim strategy.
- **Raise Profile of OLWS in State Capitol** – TRP will assist OLWS in introduce and strengthen its “brand” at the State Capitol, including education of both legislators and strategic allies and interested stakeholders.
- **Monitor Legislation and Budget proposals for OLWS** – TRP will track and help analyze bills and executive proposals that affect OLWS and provide opportunities for state funding. Engage both the Legislative and Executive Branch in the state budget process to strategically place OLWS in a successful position for funding.
- **Provide Advice and Counsel to OLWS** – TRP will provide strategic advice and political strategy. The firm will provide “eyes and ears” in committees, stakeholder meetings and other relevant events.
- **Represent OLWS in the Oregon Legislature and before Executive Branch** – TRP will represent OLWS interests on relevant proposals and funding requests and help OLWS to identify organizations with allied interests, and participate in relevant advocacy coalitions active in the Capitol.

STAFF REPORT

To Board of Directors
From Brad Albert, Public Works Director/District Engineer
 Gail Stevens, Finance Director
Title Presentation of Quarterly Capital Project Status Report
Item No. 7
Date May 21, 2024

Summary

The Board has requested quarterly updates on the status of the Capital Improvement Plan (CIP). This report provides high level status of the projects and the budget spent to date. This is to inform the Board whether the projects are progressing on time and budget, or if adjustments have been made to accommodate unforeseen issues.

Capital Improvement Projects Status

Oak Lodge Water Services
 Capital Outlay Reporting
 FY 2024 - July 2023 through March 2024

	Adopted Budget	FY 2024 Actuals	FY 2024 Projections	Spend FY 2024	% of Budget	Variance
Drinking Water Capital	3,200,000	1,120,843	754,138	1,874,981	59%	1,325,019
Wastewater Capital						
Wastewater Treatment Plant	1,744,824	1,132,282	612,542	1,744,824	100%	0
Wastewater Collections System	3,840,176	1,510,723	476,781	1,987,504	52%	1,852,672
Watershed Protection Capital	300,000	-	50,000	50,000	17%	250,000
Totals	9,085,000	3,763,848	1,893,462	5,657,310	62%	3,427,691
Combined Contingency	901,834					
Appropriation	9,986,834					

Drinking Water

28th Avenue Water Main

- New water main is installed and services have been switched over to the new line.
- Final paving on McLoughlin set for May (weather permitting).

Milwaukie-OLWS Intertie Pump Station

- Received the final report after comments from the November Board meeting were incorporated.
- Next steps are to negotiate an intergovernmental agreement with Milwaukie and jointly seek grant funding for the project.

Valley View Reservoir Fall Protection

- Project started in February 2024.
- Installation of safety railing was completed at the beginning of May.

McLoughlin and Jennings Water Main Replacement

- Staff have been working with ODOT regarding signal upgrades.
- The project cuts through signal detection loops, ODOT's standard upgrade is to install radar detection on one signal leg.
- OLWS is currently seeking a contract for design and construction plans.

Oatfield Water Main Replacement

- Design of the water main replacement along Oatfield Rd started this winter.
- 60% plans are expected by the end of June.
- Construction is still anticipated for late fall/winter.

Wastewater Projects

Tertiary Filtration Project

- 100% plans were completed in April.
- State allocated \$3 million in funding for this project.
- Anticipated start of construction is Spring 2025.

Secondary Clarifiers 1 and 2 Refurbishment

- 100% draft plans are currently being reviewed by staff.
- Completed plans are expected in June.
- Construction is anticipated to start in the coming fiscal years depending on capital funding.

Infiltration and Inflow Reduction Lift Station 5 Basin

- 30% plans were reviewed by staff in April.
- 60% plans are expected in May.
- Bidding should take place in the Summer of 2024.
- Construction to take place in FY 25 and take two years to complete.

Lift Station 2 Rebuild

- Contractor back onsite beginning February 2024
- Contractor is remaining onsite until project completion.
- Bypass pumping was set up to continue service while Lift Station was taken offline.
- 1 year lead times for variable frequency drives (VFD's) for pumps. Were ordered last summer.
- Project slated for completion in July 2024.

Aeration Blower Replacement

- New blower was delivered in April.
- Demolition of the old blower and installation is anticipated for late May/ early June.
- Blower start-up will commence in August due to subcontractor scheduling.

Boardman Sewer Line Replacement

- Design plans are 90% complete.
- Negotiation with Public Storage for an easement.
- Project will fix a sagged wastewater main and run a more direct route.
- The project will be constructed next fiscal year.

Attachments

1. Capital Outlay Tracker

Drinking Water Capital Fund
Fund 71
FY 2024 - July 2023 through March 2024

		Current Phase	FY 2024 CIP Budget	Re-assign	Re-Assigned Budget	Projected FY 2024	Variance	Estimated Phase Completion
Drinking Water								
71-20-7200	Infrastructure		500,000	(9,000)	491,000	377,260	113,740	
71-20-7300	Buildings and Improvements		25,000	-	25,000	16,071	8,929	
71-20-7400	Improvement other than Bldgs		-	9,000	9,000	9,000	-	
71-20-7520	Equipment		200,000	-	200,000	15,666	184,334	
71-20-7530	Information Technology		75,000	-	75,000	-	75,000	
71-20-7600	Capital Improvement Projects		2,400,000	-	2,400,000	1,456,984	943,016	
2020-W06	28th Ave Loop Water Main	Construction	2,000,000	(589,018)	1,410,983	1,087,744	323,238	Jun 24
2020-W05	Aldercrest Watermain	Complete	-	778	778	778	-	Complete
2024-DW01	Water Main McLoughlin @ Jennings	Design	250,000	-	250,000	-	250,000	FY 2025
2020-W02	Milwaukie-OLWS Intertie Pump Station	Design	150,000	-	150,000	30,222	119,778	On-going
2021-W01	OLWS Water Pump Station @ CRW Generator	Design	-	-	-	-	-	On Hold
2024-DW02	Oatfield Rd Water Main Replacement	Design	-	588,240	588,240	338,240	250,000	Oct 24
	Total Drinking Water		3,200,000	-	3,200,000	1,874,981	1,325,019	
	Contingency		370,000	-	370,000		370,000	
	Total Appropriation		3,570,000	-	3,570,000	1,874,981	1,695,019	

Wastewater Capital Fund
Fund 72
FY 2024 - July 2023 through March 2024

		FY 2024		Re-Assigned	Projected		Estimated
Wastewater Treatment		CIP Budget	Re-assign	Budget	FY 2024	Variance	Phase Completion
	Current Phase						
72-21-7300	Buildings and Improvements	60,000	38,613	98,613	98,613	-	On-Hold May 2024 May 2024
72-21-7520	Equipment	655,000	25,536	680,536	680,536	-	
72-21-7530	Information Technology	115,000	(23,774)	91,226	91,226	-	
72-21-7600	Capital Improvement Projects	900,000	(25,551)	874,449	874,449	-	
2020-SS06	Wastewater Master Plan 2022 (50%)		110	110	110	-	
2021-SS03	Secondary Clarifiers 1&2 Rehabilitation	150,000	45,435	195,435	195,435	-	
2023-WW06	Tertiary Filtration Facility	750,000	(71,096)	678,904	678,904	-	
	Total Treatment	1,730,000	14,824	1,744,824	1,744,824	-	
Wastewater Collections							
72-22-7200	Infrastructure	225,000	(14,824)	210,176	119,820	90,356	
72-22-7520	Equipment	30,000	-	30,000	5,492	24,508	
72-22-7530	Information Technology	-	-	-	-	-	
72-22-7600	Capital Improvement Projects	3,600,000	-	3,600,000	1,862,192	1,737,807	
2020-SS06	Wastewater Master Plan 2022 (50%)	50,000	-	50,000	110	49,890	
2024-WW01	Lift Station #3 Rebuild	50,000	-	50,000	5,000	45,000	
2022-SS01	Lift Station #2 Rebuild	1,100,000	186,194	1,286,194	871,194	415,000	
2023-WW03	Infiltration and Inflow Reduction Lift Station 5 Basin	1,500,000	(79,323)	1,420,677	272,870	1,147,807	
2024-WW04	Infiltration and Inflow Reduction Lift Station 2 Basin	200,000	(100,061)	99,939	19,939	80,000	
2020-SS05	Hillside Sewer Line Replacement	700,000	(33,331)	666,669	666,559	110	
	Boardman Sewer Line Replacement	-	26,521	26,521	26,521	-	
	Total Collections	3,855,000	(14,824)	3,840,176	1,987,504	1,852,671	
	Total Capital Outlay	5,585,000	-	5,585,000	3,732,328	1,852,671	
	Contingency	481,834	-	481,834		481,834	
	Total Appropriation	6,066,834		6,066,834	3,732,328	2,334,505	

Watershed Protection Capital Fund
Fund 73
FY 2024 - July 2023 through March 2024

				FY 2024	Adjusted	FY 2024	Variance	Estimated
Drinking Water	Current Phase	Staff	FY 2024	Budget	Budget	FY 2024	Variance	Phase
			CIP Budget	Re-assign				Completion
73-23-7520	Equipment		-	-	-	-	-	
73-23-7600	Capital Improvement Projects		300,000	-	300,000	50,000	250,000	
	Boardman & Arista Flooding	Design-Prelim Brad A	300,000	-	300,000	50,000	250,000	
	Total Drinking Water		300,000	-	300,000	50,000	250,000	
	Contingency		50,000	-	50,000		50,000	
	Total Appropriation		350,000	-	350,000	50,000	300,000	

STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Consideration of Resolution No. 2024-0028 Approving a FY 2023-2024 Budget Transfer
Item No. 8
Date May 21, 2024

Summary

A budget transfer is necessary to transfer appropriations within the fiscal year 2023-2024 adopted budget and provide for compliance with Oregon Local Budget Law. The budget amendment resolution is proposed to address budget line items variances. Appropriations will only be transferred from contingency, where noted below, within the respective funds to offset identified additional costs.

Fiscal year to date expenditures have been reviewed to determine accounts that are projected higher than the current budget. For accounts projected higher, either:

1. Funds will be redistributed between budget lines within the Fund and Division, with no impact to Contingency.
2. Funds will be transferred from Contingency within the same Fund. This is only for under-budgeted accounts, unanticipated cost increases or unplanned costs.

The following amended line items included in this request are:

Fund	Account	Account Name	Description	Requested Budget	Current Budget	Transfer Amount	Amount from Contingency
<u>Administrative Services Fund</u>							
05.01.	5110	Regular Employees	Retirement - Vacation payout	870,000	812,000		58,000
05.01.	5230	Social Security	Retirement - Vacation payout	65,000	63,000		2,000
05.01.	5240	Retirement	Retirement - Vacation payout	167,000	162,000		5,000
05.02.	5120	Temporary/Seasonal employees	Payroll coverage during HR Manager recruiting	15,000	-	15,000	
05.02.	5110	Regular Employees	HR Manager position vacancy	289,000	304,000	(15,000)	
05.01.	6220	Electricity	PGE actual rate increase average of 29.8%	17,500	16,000	1,500	
05.01.	6310	Janitorial Services	Relay Resources contract increase higher than budget	21,000	20,000	1,000	
05.01.	6770	Bank Charges	Higher fees due to rate increase, % of transaction amount	181,000	165,000	16,000	
05.01.	6780	Taxes, Permits and Fees	Slightly higher annual costs	2,000	1,000	1,000	
05.01.	6120	Accounting & Audit Services	Trending below budget- redistribute	68,500	76,000	(7,500)	
05.01.	6155	Contracted Services	Trending below budget- redistribute	190,000	200,000	(10,000)	
05.01.	6410	Mileage	Trending below budget- redistribute	500	1,000	(500)	
05.01.	6420	Staff Training	Trending below budget- redistribute	9,000	10,000	(1,000)	
05.01.	6730	Communications	Trending below budget- redistribute	500	1,000	(500)	
05.03.	6540	Safety Supplies	Outfitting of new staff	6,000	5,000	1,000	
05.03.	6550	Operational Supplies	Trending below budget- redistribute	2,000	3,000	(1,000)	

Fund	Account	Account Name	Description	Requested Budget	Current Budget	Transfer Amount	Amount from Contingency
<u>Drinking Water Fund</u>							
10.20.	6220	Electricity	PGE actual rate increase average of 29.8%	42,000	41,000	1,000	
10.20.	6290	Other Utilities	Added dumpster for project waste	6,000	5,000	1,000	
10.20.	6430	Certifications	Costs vary year to year based on expiration dates	3,000	2,000	1,000	
10.20.	6530	Small Tools & Equipment	Replacement and additions of small equipment	13,000	10,000	3,000	
10.20.	6780	Taxes, Permits and Fees	Slightly higher monthly ROW fees to Gladstone	19,000	18,000	1,000	
10.20.	6320	Buildings & Grounds	Trending below budget- redistribute	2,000	7,000	(5,000)	
10.20.	6420	Staff Training	Trending below budget- redistribute	10,500	12,500	(2,000)	
<u>Wastewater Reclamation Fund</u>							
20.21.	6240	Natural Gas	NW Natural Gas rate increase	2,000	1,000	1,000	
20.21.	6290	Other Utilities	Slightly higher monthly utility fees to Gladstone	2,200	1,500	700	
20.21.	6530	Small Tools & Equipment	Replacement and additions of small equipment	10,000	5,000	5,000	
20.21.	6540	Safety Supplies	Replacement and addition of necessary safety items	22,000	20,000	2,000	
20.21.	6155	Contracted Services	Trending below budget- redistribute	212,800	216,500	(3,700)	
20.21.	6420	Staff Training	Trending below budget- redistribute	5,000	10,000	(5,000)	
20.22.	6780	Taxes, Permits and Fees	Higher monthly ROW fees to Gladstone than budgeted	28,000	24,000	4,000	
20.22.	6420	Staff Training	Trending below budget- redistribute	14,000	18,000	(4,000)	
<u>Watershed Protection Fund</u>							
30.23.	6155	Contracted Services	Additional scope for MS4 & Development Code Services	174,000	163,000	11,000	
30.23.	6730	Communications	Additional unbudgetted classroom program	61,000	55,000	6,000	
30.23.	6340	System Maintenance	Trending below budget- redistribute	30,000	45,000	(15,000)	
30.23.	6550	Operational Supplies	Trending below budget- redistribute	6,000	7,000	(1,000)	
30.23.	6790	Miscellaneous Expense	Trending below budget- redistribute	-	1,000	(1,000)	
<u>Drinking Water Capital Fund</u>							
71.20.	7400	Improvements other than Buildings	Upgrade to Administrative Building and yard Lighting	9,000	-	9,000	
71.20.	7200	Infrastructure	Projects below budget for fiscal year - redistribute	491,000	500,000	(9,000)	
<u>Waterwater Capital Fund</u>							
72.21.	7300	Buildings & Improvements	Solids Building Safety Grating and Records Storage	98,600	60,000	38,600	
72.21.	7520	Equipment	Forklift Replacement due to current unit critical failure	680,500	655,000	25,500	
72.21.	7530	Information Technology	Projects below budget for fiscal year - redistribute	91,200	115,000	(23,800)	
72.21.	7600	Capital Improvement Projects	Projects below budget for fiscal year - redistribute	874,500	900,000	(25,500)	
72.22.	7200	Infrastructure	Projects below budget for fiscal year - redistribute	210,200	225,000	(14,800)	

Background

Total appropriations within the OLWS' adopted budget will remain the same; however, to comply with Oregon Local Budget Law, a resolution is needed to transfer between categories (ORS294.463(1)). The attached resolution will transfer appropriations between contingency, personnel services, materials and services and capital outlay within the identified funds.

Recommendation

It is recommended the Board approve Resolution No. 2024-0028 Amending Fiscal Year 2023-2024 Adopted Budget.

Suggested Board Motion

"I move to adopt Resolution No. 2024-0025 amending the Fiscal Year 2023-2024 Adopted Budget as presented."

Attachments

1. Resolution No. 2024-0028

OAK LODGE WATER SERVICES

RESOLUTION NO. 2024-0028

A RESOLUTION AUTHORIZING A BUDGET TRANSFER IN THE FISCAL YEAR 2023-2024 ADOPTED BUDGET.

WHEREAS, the Oak Lodge Water Services Authority (the “Authority”) Board of Directors (the “Board”) serves as the governing body of the Authority;

WHEREAS, the Authority Board of Directors adopted and made appropriations for the Fiscal Year 2023-2024 Budget; and

WHEREAS, subsequent to budget adoption, either costs exceeded budget, or the account was missing necessary and appropriate budget on the lines within the fund; and

WHEREAS, budgeted contingency in OLWS’ Administrative Services, Drinking Water, Wastewater Reclamation, Watershed Protection, Wastewater Capital, and Watershed Protection Capital funds exists in amounts sufficient to cover the additional costs; and

WHEREAS, ORS 294.463 allows the Board of Directors to authorize a transfer of appropriations within funds by resolution, so long as the contingency appropriation transfers in aggregate are less than 15% of the total appropriations of the fund containing the original adopted budget.

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

Section 1. The Board of Directors of the Oak Lodge Water Services Authority authorizes the following budget transfers and revisions to the Fiscal Year 2023-2024 Adopted Budget as follows:

FUND	Adopted Budget	Q1 Transfer from Contingency	Amended Budget 09/2023	Q2 Transfer from Contingency	Amended Budget 12/2023	Q3 Transfer from Contingency	Amended Budget 3/2024
05 Administrative Services Fund							
Personnel Services	2,602,000	2,500	2,604,500	-	2,604,500	65,000	2,669,500
Materials & Services	2,436,200	-	2,436,200	40,000	2,476,200	-	2,476,200
Contingency	677,092	(2,500)	674,592	(40,000)	634,592	(65,000)	569,592
Total Appropriation	5,715,292	-	5,715,292	-	5,715,292	-	5,715,292
10 Drinking Water Fund							
Personnel Services	1,096,000	-	1,096,000	-	1,096,000	-	1,096,000
Materials & Services	1,819,400	-	1,819,400	-	1,819,400	-	1,819,400
Debt Service	209,100	-	209,100	-	209,100	-	209,100
Transfers	2,569,000	-	2,569,000	-	2,569,000	-	2,569,000
Contingency	657,259	-	657,259	-	657,259	-	657,259
Total Appropriation	6,350,759	-	6,350,759	-	6,350,759	-	6,350,759

FUND	Adopted Budget	Q1 Transfer from Contingency	Amended Budget 09/2023	Q2 Transfer from Contingency	Amended Budget 12/2023	Q3 Transfer from Contingency	Amended Budget 3/2024
20	Wastewater Reclamation Fund						
	Personnel Services- Treatment	1,876,000	13,500	1,889,500	-	1,889,500	- 1,889,500
	Materials & Services-Collections	1,313,600	15,000	1,328,600	-	1,328,600	- 1,328,600
	Transfers	8,712,000	-	8,712,000	-	8,712,000	- 8,712,000
	Contingency	693,588	(28,500)	665,088	-	665,088	- 665,088
	Total Appropriation	12,595,188	-	12,595,188	-	12,595,188	- 12,595,188
30	Watershed Protection Fund						
	Personnel Services	186,000		186,000		186,000	- 186,000
	Material & Services	218,400		218,400		218,400	- 218,400
	Debt Service	-		-		-	- -
	Transfers	1,223,600		1,223,600		1,223,600	- 1,223,600
	Contingency	138,874		138,874		138,874	- 138,874
	Total Appropriation	1,766,874	-	1,766,874	-	1,766,874	- 1,766,874
71	Drinking Water Capital Fund						
	Capital Outlay	3,200,000		3,200,000		3,200,000	- 3,200,000
	Contingency	370,000		370,000		370,000	- 370,000
	Total Appropriation	3,570,000	-	3,570,000	-	3,570,000	- 3,570,000
72	Wastewater Reclamation Capital Fund						
	Capital Outlay	5,585,000	-	5,585,000		5,585,000	- 5,585,000
	Contingency	653,800		653,800		653,800	- 653,800
	Total Appropriation	6,238,800	-	6,238,800	-	6,238,800	- 6,238,800
73	Watershed Protection Capital Fund						
	Capital Outlay	300,000	-	300,000		300,000	- 300,000
	Contingency	50,000		50,000		50,000	- 50,000
	Total Appropriation	350,000	-	350,000	-	350,000	- 350,000
	Change in contingency		(31,000)		(40,000)		(65,000)

INTRODUCED AND ADOPTED THIS 21ST DAY OF MAY 2024.

OAK LODGE WATER SERVICES

By _____ By _____
 Susan Keil, Chair Kevin Williams, Vice Chair



AGENDA ITEM

Title	Business from the Board
Item No.	9
Date	May 21, 2024

Summary

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

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

Business from the Board may include:

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

**OAK LODGE WATER SERVICES
2024 BOARD LIAISON ASSIGNMENTS**

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

Business from the Board

Paul Gornick's Liaison Report – May 2024

April 24, 2024 – Sunrise Water Authority Board Meeting (hybrid meeting)

- Board held budget meeting prior to regular meeting, ultimately approving the FY2024-2025 budget for consideration of adoption after public budget hearing in May.
- As part of the consent agenda, board approved resolution transferring funds from General Fund to the Construction (SDC) Fund to cover costs of projects in excess of budgeted amounts. Board also approved a resolution closing the Revenue Bond Debt Fund on June 30, 2024 since the 2014 Series Bond Debt will be retired before the end of the fiscal year. Remaining funds at end of FY2024 to be transferred back to the General Fund.
- General manager Wade Hathhorn's report included the following:
- Snowpack on Mt Hood remains below historic medians, but there is more snow forecast for the latter part of April into May.
- An offer has been made for the SE Maple Lane property west of 172nd that may be used for a future reservoir. Staff is performing due diligence, and barring any concerns, plans to close sale prior to June 30, 2024.
- Staff is working on updating of procurement rules to match new procurement thresholds in State statute.

May 2, 2024 – C4 Meeting (Remote Meeting)

- C4 committee discussed a working agenda for June 14-15 retreat to be held at Mt Hood Oregon Resort. Friday will include sessions related to Transportation issues, and Saturday morning will be devoted to housing, housing production, and C4 priorities for the coming year.
- Trent Wilson from ClackCo Government Affairs led a discussion on the recent history of housing production and industry investment related to the CHIPS Act. This discussion was a preliminary effort to inform sessions to be held at the C4 Retreat.
- C4 Agenda Packet can be found here: [8d7c5056-edf9-4afe-bc8a-90e90e1cb2dd \(clackamas.us\)](https://clackamas.us/8d7c5056-edf9-4afe-bc8a-90e90e1cb2dd)

Public Policy Meeting

May 6th, 2024

Speaker(s): Jamie Stasny, Sunrise Corridor Community Visioning Project

Sunrise Corridor Community Visioning Project:

- Overview
 - Effort aims to build meaningful partnerships with people who utilize the area to develop an equitable, community-supported vision for the future of the community.
- Visioning efforts:
 - Focus on community voices and cultural history and identify community values.
 - Analyze health impacts, economic opportunities, and accessible safe infrastructure for the area.
 - The County is collaborating with the city of Happy Valley, ODOT and Metro
- Public Engagement
 - Learn more about needs and opportunities.
 - Hear strategies and ideas for the future.
 - Update project needs and opportunities as needed.
 - Gather ideas for scenario development.
- Activities
 - Steering Committee
 - Open house and online survey
 - Focus group
 - Equity framework workshops
 - Leadership cohort
- Jobs and Economy
 - 14k jobs
 - Major industries: Manufacturing, wholesaling, warehousing, and transportation
 - Growth in the services sector
 - Commercial and industrial businesses have low vacancies and increasing rents.
 - Aging properties and limited development area due to infrastructure, wetlands, and conflicting land uses
 - Well-trained regional workforce, through long average commute time
- Housing and Community
 - Population growth 80% from 2011-2021
 - Median income up 53% to 60k in ten years
 - Single/Multi family housing makes up 19%.
 - 25% is residential.

- Community Health
 - Higher level of
 - Low level residents and communities of color
 - Seniors and people with disabilities
 - Adults with depression and poor mental health
 - People with poor health/asthma
 - Exposure to
 - Air/noise pollution
 - Extreme heat due to limited tree coverage
- Land Use
 - Multiple jurisdictions
 - Industrial – 40% of all land
 - Some conflicting land use, Industrial next to residential
- Local Mobility
 - Bicycle walking safety is a concern and barrier.
 - Mobility is limited by gaps in the walking and biking paths.
 - Transit use is limited to 30–60-minute frequency and employment shuttle.
 - Industrial facility driveways present conflicts between people driving, biking, and walking.
- Sunrise Project (OR-212)
 - 2011: Sunrise Project Final Environment Impact Statement (FEIS) published
 - 2016: Sunrise Phase 1 constructed from 1-205 and SE 122nd Ave
 - 2020: DRAFT Sunrise Gateway Corridor/Hwy 212 concepts
 - 2024: Sunrise Corridor Community Visioning (Current)
- Gateway Concept
 - Meets the original project (FEIS) safety and congestion goals.
 - Lowers environmental and property impacts.
 - Reduce cost
 - The concept will be brought forward for partner agency and public feedback in fall of 2024.
- Committee Timeline
 - Analysis:
 - 2023: Planning & Kick off
 - 2024:
 - Corridor History and Existing Conditions
 - Scenario Development and Evaluation
 - Preferred Scenario Selection
 - 2025: Final Report & Recommendations
 - Engagement
 - Phase 1: Introduce & Learn
 - Phase 2: Explore & Refine
 - Phase 3: Vision & Action

- Vision Goals
 - Create a safe and resilient transportation network for everyone that improves travel opportunities for pedestrians, bicyclists, transit riders and drivers.
 - Support economic development.
 - Preserve and enhance local identity, including historical and cultural assets.
 - Promote complete communities to meet the basic needs of all residents.
 - Enhance health, wellbeing, and sustainability.
 - Create lasting improvements through agency coordination and partnership.
- What you can do
 - Check the website: <https://www.clackamas.us/sunrise>
 - Take the survey – open on website until May 10th
 - Sign up for mailing list.
 - Join the Business Focus Group
 - May 23rd, 3:30-5:30pm
 - May 24th, 2-4pm
 - Watch next steering committee meeting – Happy Valley City Hall – June 5th, 5:30-7:30pm
- The committee will look to meet with the trucking committee to get their voice on project concepts.
- The Chamber will reach out to members within the effected area about being part of the process and inclusive engagement.
- The concept ideal has been given the ability to be phased for construction and broken into segments.



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 10b
Date May 21, 2024

Summary

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

Highlights of the Month

- The Accounts Receivable balance decreased by (0.90%), the average delinquent balance decreased by (\$23.70), and the number of delinquent accounts decreased by 10.
- Utility bill payments in April were more than the March 31st billed amounts.
- Financial Assistance Utility Rate Relief program, through April 30, 2024, is 82.4% utilized, at the updated approved 0.75% funding cap.
- Monthly Billing Statements will begin in July. Check <https://www.oaklodgewaterservices.org/monthly-billing> for more information.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of April 30, 2024, compared to March 31, 2024, decreased by (0.90%). These are the findings:

1. A/R Balance owed to OLWS has decreased by (\$14,538), after accounting for the delta between billing cycles.

A/R Balance	2/29/2024	3/31/2024	4/30/2024
Bi-Monthly Residential	\$ 1,261,239	\$ 998,249	\$ 1,238,506
Large Meters	630,775	618,596	614,151
Total	1,892,013	1,616,844	1,852,657
Variance	182,918	(275,169)	235,813
Billing Cycle Variance	(170,140)	214,922	(250,351)
	12,778	(60,248)	(14,538)
	0.75%	-3.18%	-0.90%

2. The total number of delinquent accounts decreased by 10 accounts as of April 30, 2024, compared to March 31, 2024. The average balance per account decreased by (6.7%) or (\$23.70).

Delinquent Accounts	2/29/2024	3/31/2024	4/30/2024
Over 60 Days	\$ 198,874	\$ 192,070	\$ 175,840
Number of Accounts	604	546	536
Average Balance per Acct.	\$ 329	\$ 352	\$ 328
	3.6%	6.8%	-6.7%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has increased by 0.32% compared to the prior month. The shift is mainly to the current category from the 30-60 Day Grace, delinquent and credit balance categories.

Account %	2/29/2024	3/31/2024	4/30/2024
Current	89.44%	86.54%	86.86%
30-60 Day Grace	0.90%	4.51%	4.41%
Delinquent	6.66%	6.03%	5.92%
Credit Balance	2.99%	2.92%	2.82%

Each month, OLWS hangs red tags for accounts in delinquent status, over 60 days past due, and with a balance over \$350. The red tag process allows 7 days for the customer to provide payment. If payment/a payment plan is not received/created, water is then shut off.

	Jan 2024	Feb 2024	Mar 2024	Apr 2024
Cycle	Cycle 1	Cycle 2	Cycle 1	Cycle 2
# Red Tags	74	66	85	68
Minimum Delinquent Balance	\$ 350	\$ 350	\$ 350	\$ 350
# Shut off Service Requests	2	3	6	3

Billing Payment Rate

In April 2024, OLWS received \$16,962 more in payments than was billed on March 31, 2024.

	Jan 2024	Feb 2024	Mar 2024	Apr 2024
Utility Billing Sales	\$ 1,586,442	\$ 1,420,301	\$ 1,590,441	\$ 1,375,519
Cash Receipts	1,611,343	1,461,192	1,640,112	1,392,481
% Collected	101.60%	102.90%	103.10%	101.20%

Financial Assistance Utility Rate Relief Program (FAURRP)

OLWS' FAURRP provides eligible customers with a discounted rate on a portion of their bill. As approved by the Board of Directors on March 19, 2024, the program cap is established at 0.75% of budgeted utility revenues, an increase from 0.50%.

The total number of customers enrolled in FAURRP is split between the two billing cycles and can vary in total by utility.

	Budget	Budget Year-to-Date April 2024	Actual Year-to-Date April 2024	% Spent
FAURR Program Cap	\$ 143,498	119,582	100,683	84.2%
	# of Customers Current Month	Discount Provided	Fiscal Year to Date	
Drinking Water	111	\$ 2,606	\$ 23,064	
Wastewater	110	7,861	67,648	
Watershed Protection	110	1,168	9,971	
		11,636	100,683	

Attachments

1. Checks by Date Report for April 2024

Bank Reconciliation
 Checks by Date
 User: antonio@olwsd.org
 Printed: 05/07/2024 - 12:14PM
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	4/3/2024	Check Commerce		AP			49.90
0	4/5/2024	Internal Revenue Service		AP			34,836.54
0	4/5/2024	Nationwide Retirement Solutions		AP			1,153.00
0	4/5/2024	Oregon Department Of Revenue		AP			11,285.56
0	4/5/2024	State of Oregon Savings Growth Plan		AP			2,766.84
0	4/5/2024	VALIC c/o JP Morgan Chase		AP			1,590.41
0	4/5/2024	Payroll Direct Deposit	DD 00001.04.2024	PR			90,239.39
0	4/10/2024	ORR Inc		AP			46,835.00
0	4/11/2024	Wells Fargo Bank		AP			61.71
0	4/19/2024	Internal Revenue Service		AP			36,117.13
0	4/19/2024	Nationwide Retirement Solutions		AP			1,153.00
0	4/19/2024	Oregon Department Of Revenue		AP			11,579.16
0	4/19/2024	State of Oregon Savings Growth Plan		AP			2,744.20
0	4/19/2024	VALIC c/o JP Morgan Chase		AP			1,588.10
0	4/19/2024	Payroll Direct Deposit	DD 00002.04.2024	PR			93,155.19
0	4/20/2024	Portland General Electric		AP			38,319.30
0	4/30/2024	TSYS		AP			14,401.96

ACH Disbursement Activity Subtotal	387,876.39
Voided ACH Activity	0.00
Adjusted ACH Disbursement Activity Subtotal	387,876.39

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
51782	3/22/2024	Staples Contract & Commercial LLC		AP	Void		332.60
51790	4/5/2024	2KG Contractors, Inc		AP			84,393.24
51791	4/5/2024	Advance Auto Parts		AP			60.46
51792	4/5/2024	Aerzen USA Corp		AP			578.73
51793	4/5/2024	Customer Refund		AP			154.22
51794	4/5/2024	AFLAC		AP			1,943.46
51795	4/5/2024	AFSCME Council 75		AP			1,026.90
51796	4/5/2024	AGB Seismic		AP			4,059.73
51797	4/5/2024	Airgas, Inc		AP			604.90
51798	4/5/2024	Aks Engineering & Forestry		AP			116,304.56
51799	4/5/2024	Employee Business Expense Reimbursement		AP			78.93
51800	4/5/2024	AnswerNet		AP			758.42
51801	4/5/2024	Apex Labs		AP			3,600.00
51802	4/5/2024	BMS Technologies		AP			3,840.30
51803	4/5/2024	Brown and Caldwell		AP			7,270.00
51804	4/5/2024	Buels Impressions Printing		AP			395.00
51805	4/5/2024	Customer Refund		AP			726.50
51806	4/5/2024	Cable Huston LLP		AP			9,554.66
51807	4/5/2024	CenturyLink		AP			612.28
51808	4/5/2024	CenturyLink		AP			44.87
51809	4/5/2024	Cintas Corporation		AP			479.81
51810	4/5/2024	Cintas Corporation - 463		AP			86.11
51811	4/5/2024	City Of Gladstone		AP			260.97
51812	4/5/2024	City Of Milwaukie		AP			1,870.57
51813	4/5/2024	CJ Embroidery		AP			297.00
51814	4/5/2024	Clackamas County Dept of Trans and Dev		AP			3,748.97
51815	4/5/2024	Cochran Inc.		AP			1,400.00
51816	4/5/2024	Consolidated Supply Co.		AP			15,229.30
51817	4/5/2024	Conсор North America, Inc.		AP			35,049.90
51818	4/5/2024	Contractor Supply, Inc.		AP			322.00
51819	4/5/2024	Cooperative Public Works Agencies of Washington Co		AP			100.00
51820	4/5/2024	Creative Financial Staffing, LLC		AP			7,907.90
51821	4/5/2024	Customer Refund		AP			459.00
51822	4/5/2024	Equipment Depot Northwest, Inc		AP			3,085.85
51823	4/5/2024	Ferguson US Holdings, Inc		AP			7,220.00
51824	4/5/2024	Gills Point S Tire		AP			1,904.42
51825	4/5/2024	Grainger, Inc.		AP			484.99
51826	4/5/2024	Hartford Fire Insurance Company		AP			4,848.00
51827	4/5/2024	HealthEquity		AP			44.30

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

Printed: 05/07/2024 - 12:14PM

Cleared and Not Cleared Checks

Print Void Checks

51828	4/5/2024	Customer Refund	AP	514.43
51829	4/5/2024	Hi-Line Inc	AP	377.50
51830	4/5/2024	Horner Enterprises, Inc.	AP	8,194.46
51831	4/5/2024	IntelliCorp Records, Inc.	AP	20.00
51832	4/5/2024	Kaiser Permanente	AP	16,832.01
51833	4/5/2024	Lance Harris	AP	200.00
51834	4/5/2024	LinkedIn Corporation	AP	3,950.00
51835	4/5/2024	Madison Biosolids, Inc.	AP	2,019.56
51836	4/5/2024	Modern Machinery Inc.	AP	1,813.43
51837	4/5/2024	Multiquip, Inc.	AP	5,491.58
51838	4/5/2024	Napa Auto Parts	AP	45.99
51839	4/5/2024	NCCWC	AP	70,258.49
51840	4/5/2024	Net Assets Corporation	AP	335.00
51841	4/5/2024	North Clackamas Urban Watershed Council	AP	5,491.94
51842	4/5/2024	Northstar Chemical, Inc.	AP	905.00
51843	4/5/2024	OCD Automation, Inc.	AP	8,525.00
51844	4/5/2024	One Call Concepts, Inc.	AP	617.07
51845	4/5/2024	Owen Equipment	AP	2,014.12
51846	4/5/2024	Portland Engineering Inc	AP	300.00
51847	4/5/2024	Customer Refund	AP	212.04
51848	4/5/2024	Relay Resources	AP	8,526.90
51849	4/5/2024	RH2 Engineering, Inc.	AP	111.21
51850	4/5/2024	Seattle Ace Hardware	AP	19.98
51851	4/5/2024	Secure Pacific Corporation	AP	374.70
51852	4/5/2024	Staples Contract & Commercial LLC	AP	282.00
51853	4/5/2024	Thorn Run Partners, LLC	AP	10,000.00
51854	4/5/2024	USABLUEBOOK	AP	603.20
51855	4/5/2024	Verizon Wireless	AP	2,908.91
51856	4/5/2024	Water Systems Consulting, Inc.	AP	2,558.60
51857	4/5/2024	Workplace Results LLC	AP	8,443.75
51858	4/12/2024	A Worksafe Service, Inc.	AP	134.00
51859	4/12/2024	Airgas, Inc	AP	79.66
51860	4/12/2024	Brown and Caldwell	AP	3,344.00
51861	4/12/2024	CDR Labor Law, LLC	AP	73.00
51862	4/12/2024	City Of Gladstone	AP	7,088.00
51863	4/12/2024	City Of Milwaukie	AP	333.60
51864	4/12/2024	Comcast	AP	579.65
51865	4/12/2024	Contractor Supply, Inc.	AP	134.92
51866	4/12/2024	Craig Blackman Trucking	AP	2,017.74
51867	4/12/2024	Creative Financial Staffing, LLC	AP	4,480.61
51868	4/12/2024	Ferguson US Holdings, Inc	AP	945.14
51869	4/12/2024	H.D. Fowler Company	AP	10,529.89
51870	4/12/2024	HealthEquity	AP	50.20
51871	4/12/2024	Jacobs Engineering Group Inc	AP	9,338.83
51872	4/12/2024	Les Schwab	AP	159.29
51873	4/12/2024	Madison Biosolids, Inc.	AP	2,543.48
51874	4/12/2024	McGuire Bearing Company	AP	48.12
51875	4/12/2024	Northstar Chemical, Inc.	AP	928.52
51876	4/12/2024	Northwest Natural	AP	930.97
51877	4/12/2024	Oregonian Media Group	AP	281.99
51878	4/12/2024	SDIS	AP	40,080.75
51879	4/12/2024	Thorn Run Partners, LLC	AP	10,000.00
51880	4/12/2024	Top Industrial Supply	AP	228.22
51881	4/12/2024	TruGrit Traction Inc	AP	3,150.00
51882	4/12/2024	USABLUEBOOK	AP	318.37
51883	4/12/2024	Wallis Engineering PLLC	AP	1,142.80
51884	4/12/2024	Waste Management Of Oregon	AP	291.62
51885	4/12/2024	William H. Reilly & Co	AP	3,430.00
51886	4/19/2024	AFSCME Council 75	AP	1,026.90
51887	4/19/2024	BendTel, Inc	AP	279.68
51888	4/19/2024	Brown and Caldwell	AP	11,282.25
51889	4/19/2024	Byrne Software Technologies, Inc	AP	3,255.00
51890	4/19/2024	Cable Huston LLP	AP	24,380.40
51891	4/19/2024	CDW LLC	AP	552.83
51892	4/19/2024	Cintas Corporation	AP	455.10
51893	4/19/2024	Cintas Corporation - 463	AP	86.11

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org
 Printed: 05/07/2024 - 12:14PM
 Cleared and Not Cleared Checks
 Print Void Checks

51894	4/19/2024	Clackamas Community College	AP	2,925.00
51895	4/19/2024	Clackamas County Sheriff	AP	25.00
51896	4/19/2024	Clackamas Landscape	AP	60.00
51897	4/19/2024	Customer Refund	AP	1.56
51898	4/19/2024	Contractor Supply, Inc.	AP	579.79
51899	4/19/2024	Creative Financial Staffing, LLC	AP	3,761.71
51900	4/19/2024	CTX-Xerox	AP	834.20
51901	4/19/2024	D&H Flagging, Inc.	AP	1,635.00
51902	4/19/2024	Customer Refund	AP	1.56
51903	4/19/2024	Equipment Depot Northwest, Inc	AP	1,346.00
51904	4/19/2024	Ferguson US Holdings, Inc	AP	636.82
51905	4/19/2024	GG Telecommunication Co	AP	164.85
51906	4/19/2024	Grainger, Inc.	AP	166.06
51907	4/19/2024	H.D. Fowler Company	AP	7,980.07
51908	4/19/2024	Historic Downtown Oak Grove	AP	1,000.00
51909	4/19/2024	J. Thayer Company	AP	112.37
51910	4/19/2024	Kaiser Permanente	AP	18,842.78
51911	4/19/2024	Lance Harris	AP	100.00
51912	4/19/2024	North Clackamas Urban Watershed Council	AP	13,750.00
51913	4/19/2024	Oregon Department Of Revenue	AP	128.99
51914	4/19/2024	Pacific Northwest Pollution Prevention Resource Ce	AP	1,375.00
51915	4/19/2024	LINDSEY KANGISER PETTY CASH CUSTODIAN	AP	205.86
51916	4/19/2024	Schmidt Excavating Inc	AP	119.84
51917	4/19/2024	Staples Contract & Commercial LLC	AP	572.21
51918	4/19/2024	Trench Line Excavation, Inc.	AP	247,242.71
51919	4/19/2024	Verizon Wireless	AP	61.24
51920	4/19/2024	Waste Connections	AP	124.10
51921	4/19/2024	Waste Management Of Oregon	AP	742.83
51922	4/19/2024	Western Exterminator Company	AP	407.85
51923	4/19/2024	Zoro	AP	4,679.92
51924	4/26/2024	A and A Drilling Service, Inc	AP	504.00
51925	4/26/2024	Aks Engineering & Forestry	AP	36,395.00
51926	4/26/2024	AnswerNet	AP	758.42
51927	4/26/2024	BSK Associates	AP	725.00
51928	4/26/2024	Buels Impressions Printing	AP	315.00
51929	4/26/2024	CenturyLink	AP	408.35
51930	4/26/2024	CenturyLink	AP	44.45
51931	4/26/2024	Clackamas Landscape	AP	57.00
51932	4/26/2024	Colvin Oil I LLC	AP	473.30
51933	4/26/2024	Consolidated Supply Co.	AP	9,641.63
51934	4/26/2024	Ferguson US Holdings, Inc	AP	158.91
51935	4/26/2024	Ferguson US Holdings, Inc	AP	1,219.15
51936	4/26/2024	H.D. Fowler Company	AP	21,119.32
51937	4/26/2024	Hall Tool Company	AP	205.40
51938	4/26/2024	Hasco Stations, LLC	AP	1,207.11
51939	4/26/2024	Customer Refund	AP	3.42
51940	4/26/2024	JB Cereghino Construction	AP	2,000.00
51941	4/26/2024	NCCWC	AP	67,198.92
51942	4/26/2024	OCD Automation, Inc.	AP	1,050.00
51943	4/26/2024	Oregon City School District No 62	AP	6,000.00
51944	4/26/2024	Owen Equipment	AP	15.45
51945	4/26/2024	Red Wing Shoe Store	AP	260.99
51946	4/26/2024	RH2 Engineering, Inc.	AP	358.75
51947	4/26/2024	Ritz Safety LLC	AP	165.00
51948	4/26/2024	S-2 Contractors, Inc.	AP	7,600.00
51949	4/26/2024	Seattle Ace Hardware	AP	104.15
51950	4/26/2024	Staples Contract & Commercial LLC	AP	332.60
51951	4/26/2024	Tice Electric Company	AP	2,818.00
51952	4/26/2024	Trench Line Excavation, Inc.	AP	22,368.65
51953	4/26/2024	W.C. Winks Hardware	AP	2,212.00
51954	4/26/2024	Xerox Corporation	AP	13.30
51955	4/26/2024	Zoro	AP	1,003.98

Paper Check Disbursement Activity Subtotal	1,123,387.93
Voided Paper Check Disbursement Activity	332.60
Adjusted Paper Check Disbursement Activity Subtotal	1,123,055.33

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

Printed: 05/07/2024 - 12:14PM

Cleared and Not Cleared Checks

Print Void Checks

Total Void Check Count:	1
Total Void Check Amount:	332.60
Total Valid Check Count:	183
Total Valid Check Amount:	1,510,931.72
Total Check Count:	184
Total Check Amount:	1,511,264.32



STAFF REPORT

To Board of Directors
From Brad Albert, Interim General Manager
Chad Martinez, Wastewater Collections Supervisor
Ryan Hunter, Water Distribution Supervisor
Title Public Works Monthly Report
Item No. 10c
Date May 21, 2024

Summary

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

Watershed Protection

OLWS continues with updating the Design and Construction Standards as required by the Municipal Separate Storm Sewer (MS4) Permit under the Post-Construction Site Runoff for New Development and Redevelopment (A.3.e.), due by December 1st, 2024. Public review for the updates will be available on the OLWS website by or before November 1, 2024.

Columbia Drain, Inc. completed the FY24 MS4 Permit Zone Cleaning Program, which includes performing the catch basin cleanings for Zone 2. OLWS Water Quality Staff is now in the process of inspecting the private stormwater facilities as part of the MS4 Permit's Best Management Practices for making sure storm water receives some level of treatment in passing through soils as a filtration for roadway runoff.

The EcoBiz Program partnership reported on their annual deliverables, and their one-page report is included here. The EcoBiz partnership formed in 2019 and has been instrumental in outreach to automotive businesses throughout OLWS. There is still more to do, but the partnership is gaining traction in helping spread the word about keeping automotive detailing and wash water out of the creeks and catch basins. Their final report is attached to this report.

If you have any questions about this report, please feel free to contact Lara at: lara.christensen@olws.org.

Wastewater Collection Work

Collections started off the month of April with a blocked line into lift station 4, the new trash pump was used to bypass flow from the surcharged MH structure to the lift station wetwell while the crew worked on clearing the blockage. Clearing the blockage completely took multiple days, as the 8" pipe flowing into the wetwell necks down to a 4" line along with a couple 90° elbows before dropping into the wetwell, causing a blockage of any large material.

Along with the main tasks, the Collection crew had 5 more Manhole Structures repaired due to Infiltration and Inflow. MH I&I issues are added to the list for contracted repairs currently scheduled out monthly.

The month of April was finished off with CCTV and cleaning of the ODOT area of McLoughlin within basin 2A along with fully servicing the Cues Truck.



Trash Pump Bybass



Wetwell work



Powder Lime Application

Water Distribution System Work



In April, the Water Team stayed busy making repairs, installing water services, performing billing and customer service activities, and locating underground facilities. Below are some of the highlights:

- 20 meters replaced.
- Installed 2 new 1" services.
- Ongoing maintenance, repair, and replacement of 13 fire hydrants
- Ongoing flushing of our dead-end water mains to improve system chlorine residuals.
- Ongoing leak detection efforts.

Non-Revenue Water

The total water purchased in April was 66.562 million gallons. Non-revenue water totaled 3.796 million gallons with 1.283 million gallons in apparent losses, 2.225 million gallons in real losses, and 288,000 gallons for unbilled authorized consumption. The trailing twelve month (TTM) non-revenue water trend indicates the average non-revenue water over the past 12 months is 10.177 million gallons.

Permit Activity

April 2024 Development Activity

FY2023-2024	<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	3	0	10	1	17
New Erosion Control Permits	2	8	30	2	22
New Development Permits	0	0	7	1	7
New Utility Permits	2	2	46	5	54
Wastewater Connections	6	4	33	9	17
Sanitary SDC Fees Received	\$30,990	\$20,660	\$170,445.00	\$46,485	\$87,805
Water SDC Fees Received	\$37,489	\$24,992	\$547,818.00	\$16,995	\$260,581
Plan Review Fees Received	\$2,700	\$14,794	\$41,870.92	\$6,365	\$27,051
Inspection Fees Received	\$1,700	\$14,139	\$24,423.16	\$5,005	\$20,374

Attachments

1. Development Tracker
2. EcoBiz Report

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	5/1/2024
Under Construction	16305 SE Oatfield Rd.	Residential: 12-lot Subdivision	OLWS Inspections Occuring	5/1/2024
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWS Inspections Occuring	5/1/2024
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	OLWS Inspections Occuring.	5/1/2024
Under Construction	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	OLWS Inspections Occuring	5/1/2024
Under Construction	21E11AB00100 (SE River Rd. @ SE Maple St)	Residential Tri-plex	OLWS Inspections Occuring	5/1/2024
Under Construction	3811 SE Concord Rd.	Concord School Library	OLWS Inspections Occuring	5/1/2024
Under Construction	15510 SE Wallace Rd.	Residential: 15-lot Partition	Land Use conditions sent to CC DTD. County land use expiration timeline.	5/1/2024
Plan Review	17025 SE Oatfield Rd	Residential: 2-lot subdivision	Current OLWS Review	5/1/2024
Plan Review	14928 SE Oatfield Rd	Residential 4-lot Partition	Current OLWS Review	5/1/2024
Plan Review	13822 SE Oatfield Rd	Residential: 26-unit Cottages	Current OLWS Review	5/1/2024
Plan Review	14836 SE River Forest Rd	Creek Restoration	Land Use conditions sent to CC DTD. County land use expiration timeline.	5/1/2024
Pre-application	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	5/1/2024
Pre-application	5200 SE Jennings Ave	Residential: Duplex	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	5/1/2024
Pre-application	4410 SE Pinehurst Ave.	Residential: 4-lot Subdivision (Middle Housing)	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	5/1/2024
Pre-application	14014 SE Linden Ln	Residential: 30-bed Memory Care Facility	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	5/1/2024
Pre-application	15117 SE Oatfield Rd	Residential: 9 cottages (Middle Housing)	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	5/1/2024
Pre-application	13930 SE PIPER CUB WAY	Residential: 4-lot Subdivision (Middle Housing)	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	5/1/2024
Pre-application	1631 SE River Ridge Rd (Willamette View)	Residential: 8-storey Apartment	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	5/1/2024
Pre-application	4322 SE Pinehurst Ave.	Residential: 7-lot Subdivision (Middle Housing)	Upcoming: Pre-app scheduled by CCDDTD.	5/1/2024

PROJECT OVERVIEW: ECOBIZ & OAK LODGE WATER SERVICES

Pollution Prevention Resource Center (PPRC) provides outreach and technical assistance using the Eco-Logical Business Program (EcoBiz) model. EcoBiz is a voluntary, third party verified certification for businesses and public agencies that reach high standards in environmental protection. To become certified, participants must demonstrate industry best management practices to reduce and prevent air, water, and hazardous waste pollution. PPRC has worked with Oak Lodge Water Services (OLWS) since 2020, piloting the EcoBiz program and offering technical assistance and outreach to automotive businesses. During the 2023/24 fiscal year, PPRC contracted with OLWS to continue implementation of the EcoBiz Certification program within the jurisdiction.



HELP PROTECT YOUR LOCAL WATERWAYS!
EARN A \$15 GIFT CARD FOR LOCAL FOOD! HOW?

- Watch a 3-minute video with tips on how to keep soapy water out of our creeks and our river.
- Complete a 2-minute quiz and survey on the video.
- Everyone in your shop is eligible!

CONTACT US >>>

Call Us
204-352-2050
Ext. 106

Email Us
Frances Gilliland
FGilliland@pprc.org

OAK LODGE
WATER SERVICES

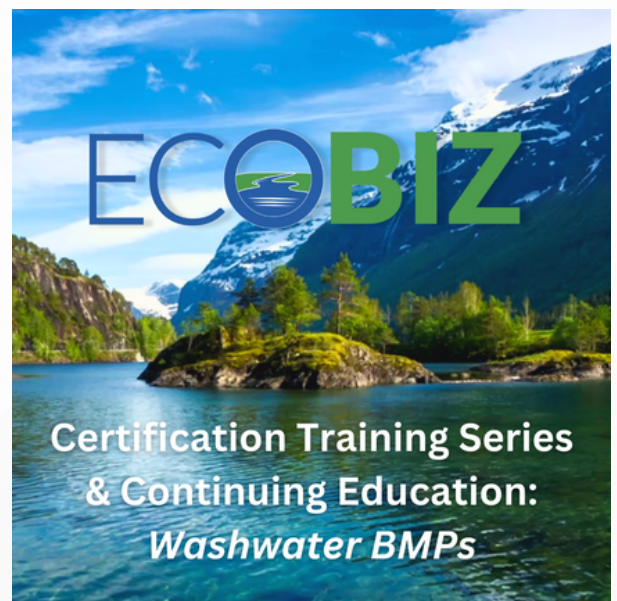
ECOBIZ

EcoBiz performed targeted outreach to auto dealerships along McLaughlin Boulevard to enlist them in piloting the Washwater BMP video we developed last fiscal year. 19 businesses were reached via email, phone calls and in person. 5 businesses agreed to have their staff people watch the video, take a corresponding quiz, and report back to us with any suggestions for improvement. As a reward, staff will be given a gift card to a local restaurant.

Over the course of the fiscal year, **EcoBiz reached out to 49 businesses in the Oak Lodge community.**

We continue to recruit businesses into the EcoBiz program and have several businesses interested and in process of certification. Offering the Washwater BMP training has proven to be a great way to introduce businesses to EcoBiz and the importance of keeping pollutants out of the waterways.

PPRC is also inviting businesses in OLWS to participate in our [Spray Efficiency Trainings](#).



Check out our [YouTube channel](#) to view the Washwater BMP video in English and Spanish.

Additional videos covering a variety of EcoBiz topics are available as well. In the coming fiscal year, PPRC will continue to produce educational videos aimed at EcoBiz participants.

STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 10d
Date May 21, 2024

Summary

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

Highlights of the Month

- Plant Status Update
- Blower Delivery
- Lift Station #2 Turn Over
- Disinfection PLC Swap
- Biosolids Loader

Wastewater Treatment Plant

April marks the last month of the winter permit for the Wastewater Treatment Plant (WWTP). Starting in May, our NPDES permit will become more stringent, dropping from a monthly average of 30 Mg/L Total Suspended Solids (TSS) and 30 mg/L Biochemical Oxygen Demand (BOD) down to a 10 mg/L TSS/BOD. As the water warms, the nitrification bacteria will begin to flourish and start what is commonly referred to as the nitrogen cycle. Bacteria will convert ammonia to nitrite then to nitrate through the aerated zones of the aeration basin. The Mixed Liquor Return (MLR) pumps will then return the flow to the front end of the aeration basin into an unaerated portion of the tank known as the anoxic zone. There, denitrifying bacteria will convert the nitrate to nitrogen gas, completing the full nitrification cycle.

Nitrification/Denitrification serves a few beneficial uses. Since the WWTP cannot really control the nitrification of the wastewater, we can control where it happens. If nitrification/denitrification were to happen in the secondary clarifiers, it would lead to floating sludge during the most stringent permitting time. By allowing favorable conditions in the aeration basins, we can avoid effluent degradation. Secondly, since the act of nitrification results in the lowering of the pH and we are permitted to keep the effluent pH above 6, We can recoup alkalinity naturally from the denitrification process.

In early April, the third of the K-Turbo Replacement blowers arrived at the WWTP. Plant staff are working with the folks up at technical services on the installation and commissioning of the new blower, and staff are hopeful that the equipment will be online and running by the end of the fiscal year.

On April 9th, staff collaborated with the contractors at Lift Station #2 (LS #2) to begin the pump around and ultimately, the handoff for the rebuild. The initial testing was for 1 week to ensure the pump around would work as designed, and to iron out any problems that might arise. Once that week was up, staff handed over LS #2 to the contractors and decommissioning and demolition of the lift station began.

One of the WWTP biggest projects of the year was a proprietary PLC swap out on the trojan disinfection system. The PLC that was to be replaced was nearing its end of life at 10 years old, and a newer, better supported PLC was to take its place. Due to supply chain issues, this project was started and planned well over 12 months ago, with the PLC finally arriving in late April. WWTP staff then worked with Trojan technologies to bring in a technician for installation. Staff are happy to report that the PLC swap went smoothly, and everything is up and running well.

After a 10 month wait, the Caterpillar 926 loader arrived on site in late April. This loader will replace the 20 plus year old backhoe that OLWS has been using to load the biosolids into the hauling trucks headed for eastern Oregon. Not only will this loader provide faster, more efficient loading, but will also eliminate the need for the gravel loading ramp that has been in place for years. The gravel ramp was put in as a temporary measure years ago but had many fallbacks like being a liability as well as tracking sludge and loose gravel around the plant. Staff are happy to report that the ramp has been removed and multiple loads have been sent out using the new loader.

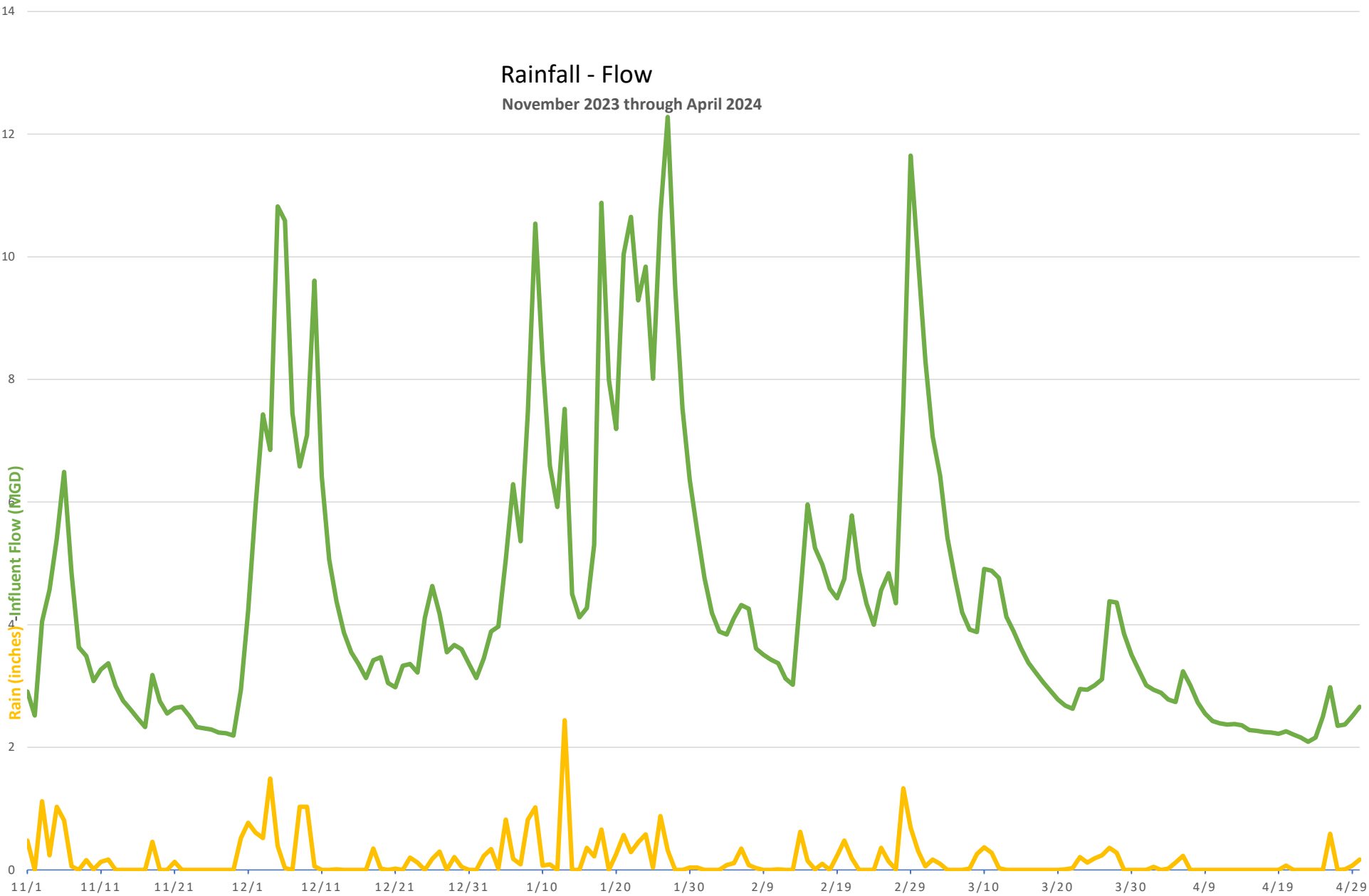


Attachments

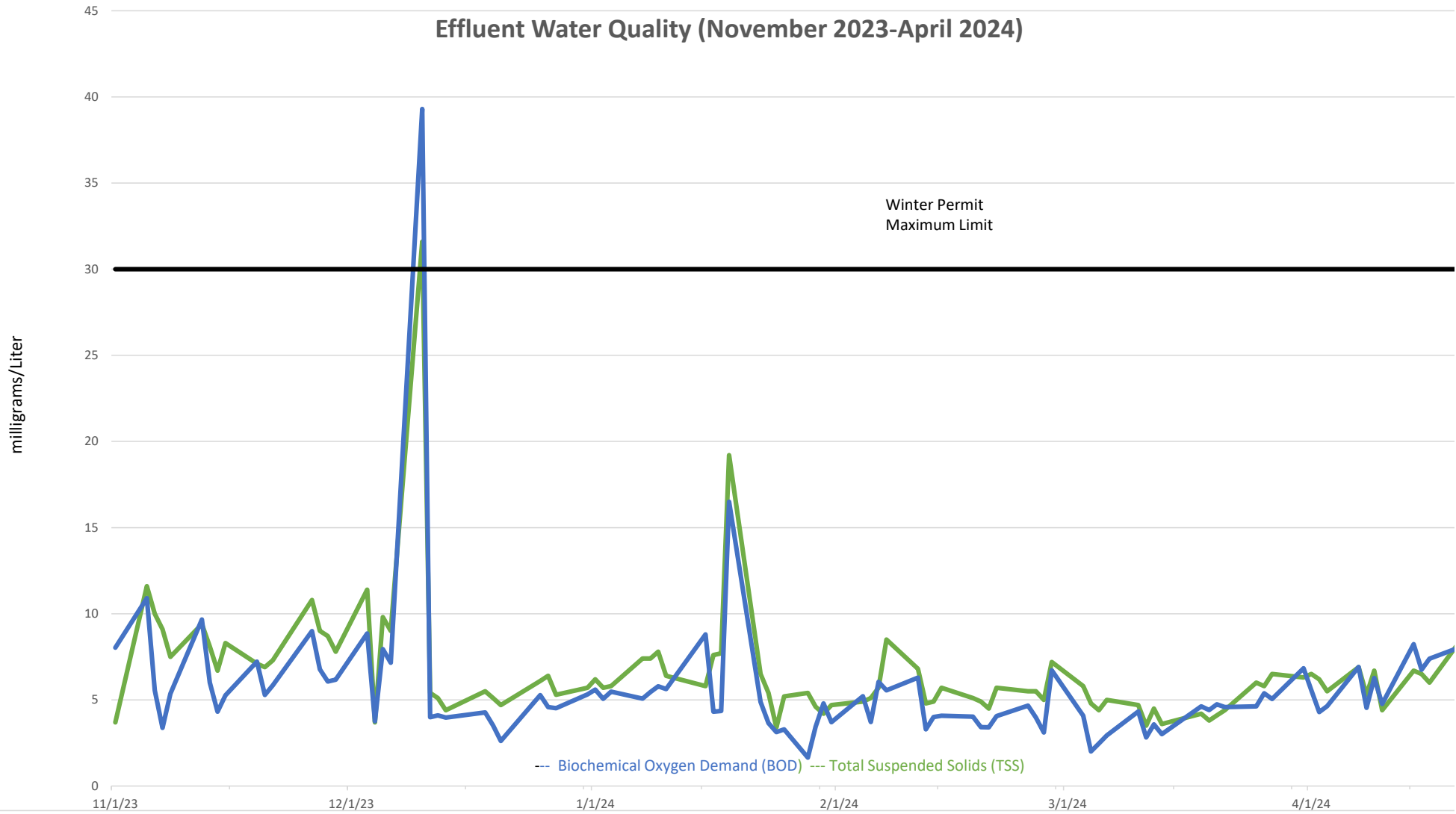
1. Rainfall vs. Flow Data Correlation for November 2023 – April 2024
2. Plant Performance BOD-TSS Graph for November 2023 – April 2024

Rainfall - Flow

November 2023 through April 2024



Effluent Water Quality (November 2023-April 2024)





AGENDA ITEM

Title	Recess to Executive Session
Item No.	11
Date	May 21, 2024

Summary

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

OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Adjourn Executive Session
Item No.	12
Date	May 21, 2024

Summary

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

OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Adjourn Meeting
Item No.	13

Summary

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