



**Oak Lodge Water District Office  
14496 SE River Road  
Oak Grove, OR 97267  
June 20, 2017 at 5:30 p.m.**

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

1. Call to Order and Flag Salute
2. Recess to Executive Session  
  
Convene Executive Session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.
3. Adjourn Executive Session – Board may take action if necessary
4. Call for Public Testimony
5. Sanitary Sewer Bond Refunding Conversation
6. Recess to Executive Session  
  
Convene Executive Session under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.
7. Adjourn Executive Session – Board may take action if necessary
8. Resolution 2017-09 Approving Interim General Manager to Sign Collective Bargaining Agreement for Ratification
9. Resolutions 2017-10 and 2017-11 Adoption of FY 2018 Budget and Fee Schedule

10. Resolution 2017-12 Approving Certification of outstanding Sanitary Customers
11. Consent Agenda
  - May 2017 Financial Reports
    - Approval of Sanitary May 2017 Check Run
    - Approval of Water May and April 2017 Check Run
  - May 16, 2017 Board Meeting Minutes
12. Department Reports
  - Finance
  - Sanitary Operations
  - Water Operations
  - Technical Services
13. Call for Public Comment
14. Business from the Board
15. Adjourn



## AGENDA ITEM

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**Agenda Item:** Executive Session  
**Item No.:** 2  
**Presenters:** Board Members

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### **Background:**

Convene Executive Session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.



## AGENDA ITEM

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**Agenda Item:** Adjourn Executive Session  
**Item No.:** 3  
**Presenters:** Board Members

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**Background:**

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



## AGENDA ITEM

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**Agenda Item:** Call for Public Testimony  
**Item No.:** 4  
**Presenters:** N/A

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### **Background:**

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

## STAFF REPORT

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**To:** Board of Directors  
**From:** Jason Rice, Interim General Manager  
**Agenda Item:** Sanitary Sewer Bond Refunding Conversation  
**Item No.:** 5  
**Date:** June 14, 2017

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### Background:

The Oak Lodge Sanitary District sold General Obligation (GO) Bonds in 2010 as part of the financing package for the Water Reclamation Facility. In a recent meeting with Wells Fargo, it was suggested the Wells Fargo could help the District either pay back it's GO Bond Debt at a lower rate on the existing schedule, or potentially pay off the debt sooner at an even greater savings to our rate payers.

As a result of these meetings, Staff requested Wells Fargo analyze a few different options for the Board to consider. Below is a table of Wells Fargo's proposal:

Option	Initial Term (years)	Amortization (years)	Interest Rate	Savings from Current Payment Schedule
1	7	10	2.02%	\$1,087,730.39
2	10	10	2.17%	\$894,525.88
3	10	13	2.28%	\$754,570.41

### Staff Recommendation

If the Board is interested in pursuing one of the options above, direct the General Manager to move forward with Wells Fargo, understanding that Staff would likely be bringing final documents before the Board before finalizing any contracts. This may be at the July Board Meeting or potentially a Special Meeting depending on the urgency of closing in on a desirable interest rate

### Attached:

1. Term Sheet (Wells Fargo)
2. Estimated Refunding Draft 7 Year Initial Term/10 Year Amortization (Wells Fargo)
3. Estimated Refunding Draft 10 Year Initial Term/10 Year Amortization (Wells Fargo)
4. Estimated Refunding Draft 10 Year Initial Term/13 Year Amortization (Wells Fargo)



June 14, 2017  
Jason Rice, Deputy Manager  
Oak Lodge Water Services District  
14496 SE River Road  
Oak Grove, OR 97267

Dear Mr. Rice:

We are pleased to express our interest in considering the credit accommodation described below. This letter is not intended to constitute a commitment or offer to lend on the part of Wells Fargo Bank, National Association, but only to summarize, for discussion purposes, the credit accommodation we are interested in considering at this time.

**Issuer/Borrower:** Oak Lodge Water Services District, OR (the “Issuer” or the “District”).

**Purchaser:** Wells Fargo Municipal Capital Strategies, LLC, a wholly owned subsidiary of Wells Fargo Bank, N.A, Wells Fargo Bank, N.A., or any other wholly owned subsidiary of Wells Fargo Bank, N.A. (“Wells Fargo” or the “Bank”).

**Par Amount:** Up to \$18,900,000 in principal.

**Structure:** The Bank will purchase General Obligation Refunding Bonds, Series 2017 (the “Bonds”) that bear interest at a fixed rate determined as provided below.

**Purpose:** Bond proceeds will be used to refund \$17,545,000 of outstanding Oak Lodge Sanitary District General Obligation Bonds, Series 2010A.

**Term:** The Bonds will have a final maturity date of:

- **Option 1:** May 1, 2027, 7 year initial term\*/10 year amortization
- **Option 2:** May 1, 2027, 10 year initial term/10 year amortization
- **Option 3:** May 1, 2030, 10 year initial term\*/13 year amortization

\*The Bonds will be subject to a mandatory tender to the Borrower at the end of the initial term on the Mandatory Tender Date. Regularly scheduled principal redemptions of the Bonds will also be required.

**Amortization:** Bonds will be subject to amortization. Principal due dates are May 1 of each year, beginning May 1, 2018, as detailed in the attached refunding analyses. Interest will be due semiannually on May 1 and November 1 of each year, beginning November 1, 2018.



**Security:**

The Bonds are general obligations of the Issuer and will benefit from a pledge its full faith and credit to pay the Bonds. The Issuer is obligated to pay the Bonds from any and all of the District's legally available funds. Additionally, the District will covenant to levy annually, as necessary, in addition to its other ad valorem property taxes, and outside of the limitations of Sections 11 and 11b of Article IX of the Oregon Constitution, a direct ad valorem tax upon all taxable property within its geographic boundaries in an amount sufficient, after considering other legally available resources of the District, and discounts taken and delinquencies that may occur in the payment of taxes, to pay the Bonds promptly as they mature.

The Bank understands the District expects to pay the Bonds from revenues of its sanitary system and that the District has not pledged its sanitary sewer system revenues to pay the Bonds.

**Interest Rate:**

**Term Option 1:** 2.02%\*

**Term Option 2:** 2.17%\*

**Term Option 3:** 2.28%\*

The rates assume tax-exempt, non-bank qualified status of the Bonds. Terms, conditions, and pricing are subject to change if closing occurs after July 14, 2017 or if it is determined that the Bonds are ineligible for tax-exempt or bank qualified treatment.

\*Please note that these are indicative rates only, as of June 9, 2017 market close. The Bank Cost of Funds will adjust based on movements in the LIBOR swap market while the Spread to Bank Cost of Funds may increase or decrease to neutralize the Bank's return based on movements in the LIBOR swap market. The actual fixed rate shall be determined on the Rate Set Date.

**Rate Set Date:**

The fixed rate will be set 2-3 business days prior to the Closing Date.

The Fixed Rate is subject to adjustment upon the occurrence of an event of taxability as a result of District's acts and/or omissions.

**Tax Treatment:**

Interest on the Bonds shall be excludable from gross income for federal income tax purposes. The District shall take all steps necessary to maintain such tax exempt status for the Bonds. The Bank shall be provided an opinion of tax counsel satisfactory to the Bank which concludes that interest on the Bonds excludable from gross income for federal income tax purposes.



**Closing Fee:** 0.25% of the Par Amount payable at closing.

**Other Fees:** Usual and customary for this type of financing, including amendment fees, and attorney’s fees (Bond and Bank Counsel).

Bond Counsel	At Cost, estimated at \$20,000
Bank Counsel	At Cost, estimated at \$10,000
Escrow Agent	At Cost
Verification Agent	At Cost

**Optional Redemption/ Conversion:** The Bonds are subject to optional redemption at any time at a “make whole” price.

**Base Rate:** Greatest of (i) the Bank’s Prime Rate plus 1.00%, (ii) the Federal Funds Rate plus 2.00%, or (iii) 7.00%.

**Default Rate:** Base Rate plus 3.00%.

**Conditions Precedent to Considering Credit Accommodation:** Usual and customary for this type of financing and materially consistent with the Resolution.

**Loan Treatment:** The Bank’s purchase of the Bonds is conditioned on its ability to treat the Bonds as a loan for accounting purposes. To achieve this treatment, the following conditions must be met:

1. No rating can be assigned to the Bonds
2. The Bonds must be delivered in physical form
3. The physical Bonds must carry a legend referencing the transfer restrictions
4. The Bank’s ability to transfer is limited to affiliates, certain custodial arrangements and certain commercial bank Qualified Institutional Buyers
5. The Bonds must have minimum denominations of not less than \$250,000
6. No placement agent shall be involved in the financing or, if the District requires the involvement of a placement agent, any placement agreement shall be in form and substance satisfactory to the Bank.
7. Non-DTC registered CUSIP

**Taxability:** Upon a determination of taxability subsequent to the delivery of the Bonds, the rate on the Bonds will automatically adjust to a rate equal to the current rate on the Bonds multiplied by a Tax-Exempt Factor currently estimated at 1.55. The District shall also

pay any other expenses incurred by the Bank as a result of the determination of taxability.

**Reps and Warranties:**

Usual and customary for this type of financing.

**Principal Financial Covenants:**

Usual and customary for this type of financing, including the following:

- **Rate Covenant:** The District shall establish rents, rates, fees, and charges for the use of the Sanitary System sufficient to yield Net Revenues in each Fiscal year at least equal to 1.0 times the aggregate Debt Service Requirements for such Fiscal Year.

**Definitions:**

For the purposes of calculating the Rate Covenant, the following definitions shall apply:

- **Net Revenues:** Net Revenues for any period means the rents, rates, fees, and charges for the use of the Sanitary System collected during such period, plus interest earnings during such period on moneys in any of the District's funds or accounts established under the Resolution minus the sum of (a) Operating Expenses incurred during such period and (b) the amounts, if any, transferred to other District funds unavailable for the payment of debt service.
- **Operating Expenses:** Operating Expenses for any period means all costs and expenses of the Sanitary System necessary and appropriate to operate and maintain the System in good operating condition, and shall include, without limitation, salaries and wages, purchases of services by contract, costs of materials, supplies and expendable equipment, maintenance costs, costs of any property or the replacement thereof or for any work or project, related to the System, which is not properly chargeable to property, plant, and equipment, pension and welfare plan and worker's compensation requirements, provisions for claims, refunds and uncollectible receivables, all in accordance with generally accepted accounting principles consistently applied. Operating Expenses shall exclude depreciation, amortization, interest, and sinking fund charges.

**Other Covenants:**

In addition to the financial covenants set forth herein and contained in the District's existing financing documents, the Bank shall receive the benefit of all subsequent covenants, defaults and remedies agreed to by the District with any other lender, liquidity provider or credit provider supporting parity obligations of the District.

**Reporting Requirements:**

Usual and customary for this type of financing, including but not limited to:

- Annual Audited Financial Statements within 240 days of FYE.
- Annual Budget and other financial forecasts (if applicable) within 30 days of FYE.
- Timely delivery of any Material Adverse Event Notices.

**Events of Default:**

Usual and customary for this type of financing.

**Remedies Upon Event of Default:**

The Bank may direct acceleration of the Bonds (to the extent permitted by the financing documents), pursue rights with respect to any collateral, or exercise any other rights or remedies available by law or under contract. The Bonds and all other amounts owed under the financing documents shall bear interest at the Default Rate.

**EMMA and Rating Agency Disclosure:**

To maintain transparency with its existing bondholders and the rating agencies, Wells Fargo requests that the District a) post the financing documents and the Continuing Covenant Agreement on the MSRB's EMMA site following the closing of the transaction, provided that pricing and certain other information contained therein, as directed by the Bank, shall be redacted prior to such posting and b) deliver relevant financing documents to the rating agencies.

Instructions on EMMA posting can be found at:

<http://msrb.org/msrb1/EMMA/pdfs/CDSubmissions.pdf>

**Transfer Provisions:**

While the Bank is purchasing the Bonds for its own account without a current intention to transfer them, the Bank reserves the right in its sole discretion to sell the Bonds or assign, pledge or participate interests in the Bonds without the consent of the District.

**Confidentiality:**

This Term Sheet is confidential and proprietary, and terms herein may not be disclosed without our prior written consent, except to your professional advisors in connection with this Financing who agree to be bound by such confidentiality requirements, or as may be required by law.

Notwithstanding anything herein to the contrary, any party hereto may disclose to any and all persons, without limitation of any kind the tax treatment or tax structure of this transaction. Furthermore, the parties to this transaction may disclose, as

required by federal or state laws, any information as required to comply with such federal or state laws.

This expression of interest is not intended to be, and should not be construed as, a commitment to enter into a direct purchase of bonds, nor should it be construed as an attempt to establish all of the terms and conditions relating to such an accommodation. It is intended only to be indicative of certain terms and conditions around which credit approval may be sought, and if approved, how the operative documents might be structured, and not to preclude negotiations within the general scope of these terms and conditions. The execution versions of agreements containing final terms and conditions, if any, would be subject to approval by Issuer and Bank.

Unless this term sheet is earlier rescinded, it shall expire automatically without further action or notice by the Bank 30 days from the date thereof.

Please be advised that the transaction described herein between Wells Fargo and you is a bank-purchased bond transaction ("Direct Purchase") and a product offering of Wells Fargo Bank, N.A. ("WFBNA") or Wells Fargo Municipal Capital Strategies, LLC, a subsidiary of WFBNA ("WFMCS"), as purchaser/investor ("Purchaser"). Wells Fargo Securities will not participate in any manner in any Direct Purchase transaction between you and Purchaser, and Wells Fargo employees involved with a Direct Purchase transaction are not acting on behalf of or as representatives of Wells Fargo Securities. Information contained in this document or provided to you regarding Direct Purchase is for discussion purposes only in anticipation of engaging in arm's length commercial transactions with you in which Purchaser would be acting solely as a principal to purchase securities from you or a conduit issuer (in the case of a conduit transaction), and not as a municipal advisor, financial advisor or fiduciary to you or any other person or entity regardless of whether Purchaser, or an affiliate has or is currently acting as such on a separate transaction. Additionally, Purchaser has financial and other interests that differ from your interests. Any information relating to a Direct Purchase transaction is being provided to you pursuant to and in reliance on the bank exemption under the municipal advisor rules ("Muni Advisor Rules") of the Securities and Exchange Commission ("SEC") or the SEC's guidance in its Registration of Municipal Advisors Frequently Asked Questions and Answers dated May 19, 2014 and the general information exclusion to advice under the Muni Advisor Rules. Purchaser will not have any duty or liability to any person or entity in connection with the information provided herein.

The contents of this proposal and any subsequent discussions between us, including any and all information and analysis with respect to product is provided to you in reliance upon your compliance with the guidance of the staff of the SEC's office of Municipal Securities in order for a request for proposal to be consistent with the exemption for responses to requests for proposals or qualifications provided under the municipal advisor rules (the "Muni Advisor Rules") of the Securities and Exchange Commission (the "SEC") (240 CFR 15Ba1-1 et seq.).

In submitting this proposal (a) Wells Fargo Municipal Capital Strategies, LLC or Wells Fargo Bank, N.A. ("Wells Fargo") is not acting as an advisor to the Issuer ("you") and does not owe a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934 to you with respect to the information and material contained in this proposal; (b) Wells Fargo is acting for its own interests; and (c) you should discuss any information and material contained in this proposal with any and all internal or external advisors and experts that you deem appropriate before acting on this information or material.

Best Regards,

Andrea Pennick  
Relationship Manager  
Wells Fargo Bank, N.A.  
1300 SW Fifth Ave., Suite 500  
Portland, OR 97201  
Tel: (503) 378-1114

CC:  
John H. Self  
Director, Wells Fargo Securities  
Public Finance - Municipal Placements  
1700 Lincoln Street, Floor 21  
Denver, CO 80203

**Attachments:**  
Refunding Analyses

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**TABLE OF CONTENTS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
7 Year Initial Term/10 Year Amortization**

<b>Report</b>	<b>Page</b>
Sources and Uses of Funds . . . . .	1
Bond Summary Statistics . . . . .	2
Bond Debt Service . . . . .	3
Savings . . . . .	4
Summary of Refunding Results . . . . .	5
Summary of Bonds Refunded . . . . .	6
Prior Bond Debt Service . . . . .	7
Escrow Requirements and Call Report . . . . .	8
Escrow Descriptions . . . . .	9
Escrow Statistics . . . . .	10
Important Disclosures . . . . .	11

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**SOURCES AND USES OF FUNDS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
7 Year Initial Term/10 Year Amortization**

Dated Date	07/01/2017
Delivery Date	07/01/2017

**Sources:**

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Bond Proceeds:	
Par Amount	18,798,346.34
Other Sources of Funds:	
Debt Service Fund	115,241.67
	<hr/>
	18,913,588.01

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**Uses:**

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Refunding Escrow Deposits:	
Cash Deposit	0.32
SLGS Purchases	<u>18,831,991.00</u>
	18,831,991.32
Cost of Issuance:	
Bond Counsel	20,000.00
Bank Counsel	10,000.00
Escrow Agent	6,000.00
Verification Agent	3,000.00
Closing Fee	37,596.69
Miscellaneous	<u>5,000.00</u>
	81,596.69
	<hr/>
	18,913,588.01

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Note: Cost of Issuance estimated for illustration purposes



**BOND SUMMARY STATISTICS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
7 Year Initial Term/10 Year Amortization**

Dated Date	07/01/2017
Delivery Date	07/01/2017
Last Maturity	05/01/2027
Arbitrage Yield	2.020217%
True Interest Cost (TIC)	2.020217%
Net Interest Cost (NIC)	2.020000%
All-In TIC	2.104434%
Average Coupon	2.020000%
Average Life (years)	5.569
Duration of Issue (years)	5.222
Par Amount	18,798,346.34
Bond Proceeds	18,798,346.34
Total Interest	2,114,711.07
Net Interest	2,114,711.07
Total Debt Service	20,913,057.41
Maximum Annual Debt Service	2,126,751.60
Average Annual Debt Service	2,126,751.60
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	
Total Underwriter's Discount	
Bid Price	100.000000

<b>Bond Component</b>	<b>Par Value</b>	<b>Price</b>	<b>Average Coupon</b>	<b>Average Life</b>
Bond Component	18,798,346.34	100.000	2.020%	5.569
	18,798,346.34			5.569

	<b>TIC</b>	<b>All-In TIC</b>	<b>Arbitrage Yield</b>
Par Value	18,798,346.34	18,798,346.34	18,798,346.34
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense		-81,596.69	
- Other Amounts			
Target Value	18,798,346.34	18,716,749.65	18,798,346.34
Target Date	07/01/2017	07/01/2017	07/01/2017
Yield	2.020217%	2.104434%	2.020217%

**BOND DEBT SERVICE**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
7 Year Initial Term/10 Year Amortization**

Dated Date                   07/01/2017  
Delivery Date               07/01/2017

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>	<b>Bond Balance</b>	<b>Total Bond Value</b>
07/01/2017						18,798,346.34	18,798,346.34
11/01/2017			126,575.53	126,575.53		18,798,346.34	18,798,346.34
05/01/2018	1,455,854.17	2.020%	189,863.30	1,645,717.47	1,772,293.00	17,342,492.17	17,342,492.17
11/01/2018			175,159.17	175,159.17		17,342,492.17	17,342,492.17
05/01/2019	1,776,433.26	2.020%	175,159.17	1,951,592.43	2,126,751.60	15,566,058.91	15,566,058.91
11/01/2019			157,217.19	157,217.19		15,566,058.91	15,566,058.91
05/01/2020	1,812,317.21	2.020%	157,217.19	1,969,534.41	2,126,751.60	13,753,741.70	13,753,741.70
11/01/2020			138,912.79	138,912.79		13,753,741.70	13,753,741.70
05/01/2021	1,848,926.02	2.020%	138,912.79	1,987,838.81	2,126,751.60	11,904,815.68	11,904,815.68
11/01/2021			120,238.64	120,238.64		11,904,815.68	11,904,815.68
05/01/2022	1,886,274.32	2.020%	120,238.64	2,006,512.96	2,126,751.60	10,018,541.35	10,018,541.35
11/01/2022			101,187.27	101,187.27		10,018,541.35	10,018,541.35
05/01/2023	1,924,377.07	2.020%	101,187.27	2,025,564.33	2,126,751.60	8,094,164.29	8,094,164.29
11/01/2023			81,751.06	81,751.06		8,094,164.29	8,094,164.29
05/01/2024	1,963,249.48	2.020%	81,751.06	2,045,000.54	2,126,751.60	6,130,914.80	6,130,914.80
11/01/2024			61,922.24	61,922.24		6,130,914.80	6,130,914.80
05/01/2025	2,002,907.12	2.020%	61,922.24	2,064,829.36	2,126,751.60	4,128,007.68	4,128,007.68
11/01/2025			41,692.88	41,692.88		4,128,007.68	4,128,007.68
05/01/2026	2,043,365.85	2.020%	41,692.88	2,085,058.72	2,126,751.60	2,084,641.84	2,084,641.84
11/01/2026			21,054.88	21,054.88		2,084,641.84	2,084,641.84
05/01/2027	2,084,641.84	2.020%	21,054.88	2,105,696.72	2,126,751.60		
	18,798,346.34		2,114,711.07	20,913,057.41	20,913,057.41		

Note: 2.02% (7 Year Term/10 Year Amortization Indicative rate as of 6/14/2017)

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**SAVINGS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
7 Year Initial Term/10 Year Amortization**

<b>Date</b>	<b>Prior Debt Service</b>	<b>Prior Receipts</b>	<b>Prior Net Cash Flow</b>	<b>Refunding Debt Service</b>	<b>Savings @</b>	<b>Present Value to 07/01/2017 @ 2.0202168%</b>
05/01/2018	1,726,450.00	115,241.67	1,611,208.33	1,772,293.00	-161,084.67	-158,146.29
05/01/2019	1,740,400.00		1,740,400.00	2,126,751.60	-386,351.60	-370,863.69
05/01/2020	1,737,200.00		1,737,200.00	2,126,751.60	-389,551.60	-366,541.20
05/01/2021	1,737,400.00		1,737,400.00	2,126,751.60	-389,351.60	-359,100.11
05/01/2022	1,735,800.00		1,735,800.00	2,126,751.60	-390,951.60	-353,448.24
05/01/2023	1,737,400.00		1,737,400.00	2,126,751.60	-389,351.60	-345,037.84
05/01/2024	1,737,000.00		1,737,000.00	2,126,751.60	-389,751.60	-338,570.95
05/01/2025	1,749,600.00		1,749,600.00	2,126,751.60	-377,151.60	-321,123.97
05/01/2026	1,764,600.00		1,764,600.00	2,126,751.60	-362,151.60	-302,235.35
05/01/2027	1,781,800.00		1,781,800.00	2,126,751.60	-344,951.60	-282,174.12
05/01/2028	1,796,000.00		1,796,000.00		1,796,000.00	1,445,374.10
05/01/2029	1,812,200.00		1,812,200.00		1,812,200.00	1,429,127.61
05/01/2030	1,825,200.00		1,825,200.00		1,825,200.00	1,410,470.45
	22,881,050.00	115,241.67	22,765,808.33	20,913,057.41	1,852,750.92	1,087,730.39

**Savings Summary**

PV of savings from cash flow	1,087,730.39
Net PV Savings	1,087,730.39

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**SUMMARY OF REFUNDING RESULTS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
7 Year Initial Term/10 Year Amortization**

Dated Date	07/01/2017
Delivery Date	07/01/2017
Arbitrage yield	2.020217%
Escrow yield	1.406455%
Value of Negative Arbitrage	288,382.36
Bond Par Amount	18,798,346.34
True Interest Cost	2.020217%
Net Interest Cost	2.020000%
Average Coupon	2.020000%
Average Life	5.569
Par amount of refunded bonds	17,545,000.00
Average coupon of refunded bonds	3.993403%
Average life of refunded bonds	7.451
PV of prior debt to 07/01/2017 @ 2.020217%	20,001,318.40
Net PV Savings	1,087,730.39
Percentage savings of refunding bonds	5.786309%

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**SUMMARY OF BONDS REFUNDED**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
7 Year Initial Term/10 Year Amortization**

<b>Bond</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Par Amount</b>	<b>Call Date</b>	<b>Call Price</b>
General Obligation Bonds, Series 2010A:					
BOND	05/01/2018	3.000%	1,035,000.00		
	05/01/2019	4.000%	1,080,000.00		
	05/01/2020	4.000%	1,120,000.00		
	05/01/2021	4.000%	1,165,000.00	05/01/2020	100.000
	05/01/2022	4.000%	1,210,000.00	05/01/2020	100.000
	05/01/2023	4.000%	1,260,000.00	05/01/2020	100.000
	05/01/2024	4.000%	1,310,000.00	05/01/2020	100.000
	05/01/2025	4.000%	1,375,000.00	05/01/2020	100.000
	05/01/2026	4.000%	1,445,000.00	05/01/2020	100.000
	05/01/2027	4.000%	1,520,000.00	05/01/2020	100.000
TERM30	05/01/2028	4.000%	1,595,000.00	05/01/2020	100.000
	05/01/2029	4.000%	1,675,000.00	05/01/2020	100.000
	05/01/2030	4.000%	1,755,000.00	05/01/2020	100.000
			17,545,000.00		

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**PRIOR BOND DEBT SERVICE**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
7 Year Initial Term/10 Year Amortization**

**General Obligation Bonds, Series 2010A**

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>	<b>Bond Balance</b>	<b>Total Bond Value</b>
07/01/2017						17,545,000	17,545,000
11/01/2017			345,725	345,725		17,545,000	17,545,000
05/01/2018	1,035,000	3.000%	345,725	1,380,725	1,726,450	16,510,000	16,510,000
11/01/2018			330,200	330,200		16,510,000	16,510,000
05/01/2019	1,080,000	4.000%	330,200	1,410,200	1,740,400	15,430,000	15,430,000
11/01/2019			308,600	308,600		15,430,000	15,430,000
05/01/2020	1,120,000	4.000%	308,600	1,428,600	1,737,200	14,310,000	14,310,000
11/01/2020			286,200	286,200		14,310,000	14,310,000
05/01/2021	1,165,000	4.000%	286,200	1,451,200	1,737,400	13,145,000	13,145,000
11/01/2021			262,900	262,900		13,145,000	13,145,000
05/01/2022	1,210,000	4.000%	262,900	1,472,900	1,735,800	11,935,000	11,935,000
11/01/2022			238,700	238,700		11,935,000	11,935,000
05/01/2023	1,260,000	4.000%	238,700	1,498,700	1,737,400	10,675,000	10,675,000
11/01/2023			213,500	213,500		10,675,000	10,675,000
05/01/2024	1,310,000	4.000%	213,500	1,523,500	1,737,000	9,365,000	9,365,000
11/01/2024			187,300	187,300		9,365,000	9,365,000
05/01/2025	1,375,000	4.000%	187,300	1,562,300	1,749,600	7,990,000	7,990,000
11/01/2025			159,800	159,800		7,990,000	7,990,000
05/01/2026	1,445,000	4.000%	159,800	1,604,800	1,764,600	6,545,000	6,545,000
11/01/2026			130,900	130,900		6,545,000	6,545,000
05/01/2027	1,520,000	4.000%	130,900	1,650,900	1,781,800	5,025,000	5,025,000
11/01/2027			100,500	100,500		5,025,000	5,025,000
05/01/2028	1,595,000	4.000%	100,500	1,695,500	1,796,000	3,430,000	3,430,000
11/01/2028			68,600	68,600		3,430,000	3,430,000
05/01/2029	1,675,000	4.000%	68,600	1,743,600	1,812,200	1,755,000	1,755,000
11/01/2029			35,100	35,100		1,755,000	1,755,000
05/01/2030	1,755,000	4.000%	35,100	1,790,100	1,825,200		
	17,545,000		5,336,050	22,881,050	22,881,050		

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**ESCROW REQUIREMENTS AND CALL REPORT**

Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
7 Year Initial Term/10 Year Amortization

<b>Date</b>	<b>Non-Called Principal to be Refunded</b>	<b>Redeemed Principal</b>	<b>Interest to be Refunded</b>	<b>Escrow Requirement</b>
11/01/2017			345,725.00	345,725.00
05/01/2018	1,035,000.00		345,725.00	1,380,725.00
11/01/2018			330,200.00	330,200.00
05/01/2019	1,080,000.00		330,200.00	1,410,200.00
11/01/2019			308,600.00	308,600.00
05/01/2020	1,120,000.00	14,310,000.00	308,600.00	15,738,600.00
	3,235,000.00	14,310,000.00	1,969,050.00	19,514,050.00

**Calls Performed**

<b>Date</b>	<b>Redeemed Principal</b>
05/01/2020	14,310,000.00
	14,310,000.00

**ESCROW DESCRIPTIONS**

Oak Lodge Sanitary District, Oregon  
 General Obligation DRAFT Refunding, Series 2017  
 Estimated Refunding DRAFT  
 7 Year Initial Term/10 Year Amortization

	<b>Type of Security</b>	<b>Type of SLGS</b>	<b>Maturity Date</b>	<b>First Int Pmt Date</b>	<b>Par Amount</b>	<b>Rate</b>	<b>Max Rate</b>	<b>Total Cost</b>
Jul 1, 2017:	SLGS	Certificate	11/01/2017	11/01/2017	263,328	1.040%	1.040%	263,328.00
	SLGS	Certificate	05/01/2018	05/01/2018	1,246,800	1.160%	1.160%	1,246,800.00
	SLGS	Note	11/01/2018	11/01/2017	208,320	1.220%	1.220%	208,320.00
	SLGS	Note	05/01/2019	11/01/2017	1,289,591	1.290%	1.290%	1,289,591.00
	SLGS	Note	11/01/2019	11/01/2017	196,309	1.360%	1.360%	196,309.00
	SLGS	Note	05/01/2020	11/01/2017	15,627,643	1.420%	1.420%	15,627,643.00
					18,831,991			18,831,991.00

SLGS Summary

SLGS Rates File	14JUN17
Total Certificates of Indebtedness	1,510,128.00
Total Notes	17,321,863.00
	<hr/>
Total original SLGS	18,831,991.00



**ESCROW STATISTICS**

Oak Lodge Sanitary District, Oregon  
 General Obligation DRAFT Refunding, Series 2017  
 Estimated Refunding DRAFT  
 7 Year Initial Term/10 Year Amortization

<b>Escrow</b>	<b>Total Escrow Cost</b>	<b>Modified Duration (years)</b>	<b>Yield to Receipt Date</b>	<b>Yield to Disbursement Date</b>	<b>Perfect Escrow Cost</b>	<b>Value of Negative Arbitrage</b>	<b>Cost of Dead Time</b>
DSF	115,241.67	0.332	1.052314%	1.052314%	114,873.28	368.38	0.01
BP	18,716,749.65	2.532	1.406455%	1.406455%	18,428,735.64	288,013.98	0.03
	18,831,991.32				18,543,608.92	288,382.36	0.04

Delivery date 07/01/2017  
 Arbitrage yield 2.020217%

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***IMPORTANT DISCLOSURES***

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
7 Year Initial Term/10 Year Amortization**

In the event that the Materials include information related to a bank-purchased bond transaction ("Direct Purchase"), please be advised that Direct Purchase is a product offering of Wells Fargo Bank, N.A. or a subsidiary thereof ("Purchaser") as purchaser/investor. Wells Fargo Securities will not participate in any manner in any Direct Purchase transaction between you and Purchaser, and Wells Fargo employees involved with a Direct Purchase transaction are not acting on behalf of or as representatives of Wells Fargo Securities. The information contained herein regarding Purchaser's Direct Purchase is being provided to you by Wells Fargo Securities only for purposes of providing you financing alternatives that may be available to you from Wells Fargo & Company and its affiliates. Information contained in this document regarding Direct Purchase is for discussion purposes only in anticipation of engaging in arm's length commercial transactions with you in which Purchaser would be acting solely as a principal to purchase securities from you or a conduit issuer, and not as a municipal advisor, financial advisor or fiduciary to you or any other person or entity regardless of whether Purchaser, or an affiliate has or is currently acting as such on a separate transaction. Additionally, Purchaser has financial and other interests that differ from your interests. Purchaser's sole role would be to purchase securities from you (or the issuer in case of a conduit transaction). Wells Fargo Securities will not have any duties or liability to any person or entity in connection with the information being provided herein. The information provided is not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934.

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**TABLE OF CONTENTS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Fully Amortizing**

<b>Report</b>	<b>Page</b>
Sources and Uses of Funds . . . . .	1
Bond Summary Statistics . . . . .	2
Bond Debt Service . . . . .	3
Savings . . . . .	4
Summary of Refunding Results . . . . .	5
Summary of Bonds Refunded . . . . .	6
Prior Bond Debt Service . . . . .	7
Escrow Requirements and Call Report . . . . .	8
Escrow Descriptions . . . . .	9
Escrow Statistics . . . . .	10
Important Disclosures . . . . .	11

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**SOURCES AND USES OF FUNDS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Fully Amortizing**

Dated Date	07/01/2017
Delivery Date	07/01/2017

**Sources:**

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Bond Proceeds:	
Par Amount	18,798,346.34
Other Sources of Funds:	
Debt Service Fund	115,241.67
	<hr/> 18,913,588.01 <hr/> <hr/>

**Uses:**

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Refunding Escrow Deposits:	
Cash Deposit	0.32
SLGS Purchases	<u>18,831,991.00</u>
	18,831,991.32
Cost of Issuance:	
Bond Counsel	20,000.00
Bank Counsel	10,000.00
Escrow Agent	6,000.00
Verification Agent	3,000.00
Closing Fee	37,596.69
Miscellaneous	<u>5,000.00</u>
	81,596.69
	<hr/> 18,913,588.01 <hr/> <hr/>

Note: Cost of Issuance estimated for illustration purposes

**BOND SUMMARY STATISTICS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Fully Amortizing**

Dated Date	07/01/2017
Delivery Date	07/01/2017
Last Maturity	05/01/2027
Arbitrage Yield	2.170251%
True Interest Cost (TIC)	2.170251%
Net Interest Cost (NIC)	2.170000%
All-In TIC	2.254754%
Average Coupon	2.170000%
Average Life (years)	5.581
Duration of Issue (years)	5.208
Par Amount	18,798,346.34
Bond Proceeds	18,798,346.34
Total Interest	2,276,515.80
Net Interest	2,276,515.80
Total Debt Service	21,074,862.14
Maximum Annual Debt Service	2,143,206.32
Average Annual Debt Service	2,143,206.32
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	
Total Underwriter's Discount	
Bid Price	100.000000

<b>Bond Component</b>	<b>Par Value</b>	<b>Price</b>	<b>Average Coupon</b>	<b>Average Life</b>
Bond Component	18,798,346.34	100.000	2.170%	5.581
	18,798,346.34			5.581

	<b>TIC</b>	<b>All-In TIC</b>	<b>Arbitrage Yield</b>
Par Value	18,798,346.34	18,798,346.34	18,798,346.34
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense		-81,596.69	
- Other Amounts			
Target Value	18,798,346.34	18,716,749.65	18,798,346.34
Target Date	07/01/2017	07/01/2017	07/01/2017
Yield	2.170251%	2.254754%	2.170251%

**BOND DEBT SERVICE**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Fully Amortizing**

Dated Date                   07/01/2017  
Delivery Date               07/01/2017

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>	<b>Bond Balance</b>	<b>Total Bond Value</b>
07/01/2017						18,798,346.34	18,798,346.34
11/01/2017			135,974.71	135,974.71		18,798,346.34	18,798,346.34
05/01/2018	1,446,068.50	2.170%	203,962.06	1,650,030.56	1,786,005.27	17,352,277.84	17,352,277.84
11/01/2018			188,272.21	188,272.21		17,352,277.84	17,352,277.84
05/01/2019	1,766,661.89	2.170%	188,272.21	1,954,934.10	2,143,206.32	15,585,615.95	15,585,615.95
11/01/2019			169,103.93	169,103.93		15,585,615.95	15,585,615.95
05/01/2020	1,804,998.45	2.170%	169,103.93	1,974,102.39	2,143,206.32	13,780,617.49	13,780,617.49
11/01/2020			149,519.70	149,519.70		13,780,617.49	13,780,617.49
05/01/2021	1,844,166.92	2.170%	149,519.70	1,993,686.62	2,143,206.32	11,936,450.57	11,936,450.57
11/01/2021			129,510.49	129,510.49		11,936,450.57	11,936,450.57
05/01/2022	1,884,185.34	2.170%	129,510.49	2,013,695.83	2,143,206.32	10,052,265.23	10,052,265.23
11/01/2022			109,067.08	109,067.08		10,052,265.23	10,052,265.23
05/01/2023	1,925,072.16	2.170%	109,067.08	2,034,139.24	2,143,206.32	8,127,193.07	8,127,193.07
11/01/2023			88,180.04	88,180.04		8,127,193.07	8,127,193.07
05/01/2024	1,966,846.23	2.170%	88,180.04	2,055,026.27	2,143,206.32	6,160,346.84	6,160,346.84
11/01/2024			66,839.76	66,839.76		6,160,346.84	6,160,346.84
05/01/2025	2,009,526.79	2.170%	66,839.76	2,076,366.56	2,143,206.32	4,150,820.05	4,150,820.05
11/01/2025			45,036.40	45,036.40		4,150,820.05	4,150,820.05
05/01/2026	2,053,133.52	2.170%	45,036.40	2,098,169.92	2,143,206.32	2,097,686.52	2,097,686.52
11/01/2026			22,759.90	22,759.90		2,097,686.52	2,097,686.52
05/01/2027	2,097,686.52	2.170%	22,759.90	2,120,446.42	2,143,206.32		
	18,798,346.34		2,276,515.80	21,074,862.14	21,074,862.14		

Note: 2.17% (10 Year Term/10 Year Amortization Indicative rate as of 6/14/2017)

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**SAVINGS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Fully Amortizing**

<b>Date</b>	<b>Prior Debt Service</b>	<b>Prior Receipts</b>	<b>Prior Net Cash Flow</b>	<b>Refunding Debt Service</b>	<b>Savings @</b>	<b>Present Value to 07/01/2017 @ 2.1702508%</b>
05/01/2018	1,726,450.00	115,241.67	1,611,208.33	1,786,005.27	-174,796.94	-171,499.76
05/01/2019	1,740,400.00		1,740,400.00	2,143,206.32	-402,806.32	-385,696.77
05/01/2020	1,737,200.00		1,737,200.00	2,143,206.32	-406,006.32	-380,495.47
05/01/2021	1,737,400.00		1,737,400.00	2,143,206.32	-405,806.32	-372,214.26
05/01/2022	1,735,800.00		1,735,800.00	2,143,206.32	-407,406.32	-365,739.54
05/01/2023	1,737,400.00		1,737,400.00	2,143,206.32	-405,806.32	-356,554.67
05/01/2024	1,737,000.00		1,737,000.00	2,143,206.32	-406,206.32	-349,326.22
05/01/2025	1,749,600.00		1,749,600.00	2,143,206.32	-393,606.32	-331,271.25
05/01/2026	1,764,600.00		1,764,600.00	2,143,206.32	-378,606.32	-311,852.22
05/01/2027	1,781,800.00		1,781,800.00	2,143,206.32	-361,406.32	-291,340.37
05/01/2028	1,796,000.00		1,796,000.00		1,796,000.00	1,422,370.66
05/01/2029	1,812,200.00		1,812,200.00		1,812,200.00	1,404,277.05
05/01/2030	1,825,200.00		1,825,200.00		1,825,200.00	1,383,868.69
	22,881,050.00	115,241.67	22,765,808.33	21,074,862.14	1,690,946.19	894,525.88

**Savings Summary**

PV of savings from cash flow	894,525.88
Net PV Savings	894,525.88

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**SUMMARY OF REFUNDING RESULTS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Fully Amortizing**

Dated Date	07/01/2017
Delivery Date	07/01/2017
Arbitrage yield	2.170251%
Escrow yield	1.406455%
Value of Negative Arbitrage	357,993.99
Bond Par Amount	18,798,346.34
True Interest Cost	2.170251%
Net Interest Cost	2.170000%
Average Coupon	2.170000%
Average Life	5.581
Par amount of refunded bonds	17,545,000.00
Average coupon of refunded bonds	3.993403%
Average life of refunded bonds	7.451
PV of prior debt to 07/01/2017 @ 2.170251%	19,808,113.89
Net PV Savings	894,525.88
Percentage savings of refunding bonds	4.758535%



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**SUMMARY OF BONDS REFUNDED**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Fully Amortizing**

<b>Bond</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Par Amount</b>	<b>Call Date</b>	<b>Call Price</b>
General Obligation Bonds, Series 2010A:					
BOND	05/01/2018	3.000%	1,035,000.00		
	05/01/2019	4.000%	1,080,000.00		
	05/01/2020	4.000%	1,120,000.00		
	05/01/2021	4.000%	1,165,000.00	05/01/2020	100.000
	05/01/2022	4.000%	1,210,000.00	05/01/2020	100.000
	05/01/2023	4.000%	1,260,000.00	05/01/2020	100.000
	05/01/2024	4.000%	1,310,000.00	05/01/2020	100.000
	05/01/2025	4.000%	1,375,000.00	05/01/2020	100.000
	05/01/2026	4.000%	1,445,000.00	05/01/2020	100.000
	05/01/2027	4.000%	1,520,000.00	05/01/2020	100.000
TERM30	05/01/2028	4.000%	1,595,000.00	05/01/2020	100.000
	05/01/2029	4.000%	1,675,000.00	05/01/2020	100.000
	05/01/2030	4.000%	1,755,000.00	05/01/2020	100.000
			17,545,000.00		

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**PRIOR BOND DEBT SERVICE**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Fully Amortizing**

**General Obligation Bonds, Series 2010A**

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>	<b>Bond Balance</b>	<b>Total Bond Value</b>
07/01/2017						17,545,000	17,545,000
11/01/2017			345,725	345,725		17,545,000	17,545,000
05/01/2018	1,035,000	3.000%	345,725	1,380,725	1,726,450	16,510,000	16,510,000
11/01/2018			330,200	330,200		16,510,000	16,510,000
05/01/2019	1,080,000	4.000%	330,200	1,410,200	1,740,400	15,430,000	15,430,000
11/01/2019			308,600	308,600		15,430,000	15,430,000
05/01/2020	1,120,000	4.000%	308,600	1,428,600	1,737,200	14,310,000	14,310,000
11/01/2020			286,200	286,200		14,310,000	14,310,000
05/01/2021	1,165,000	4.000%	286,200	1,451,200	1,737,400	13,145,000	13,145,000
11/01/2021			262,900	262,900		13,145,000	13,145,000
05/01/2022	1,210,000	4.000%	262,900	1,472,900	1,735,800	11,935,000	11,935,000
11/01/2022			238,700	238,700		11,935,000	11,935,000
05/01/2023	1,260,000	4.000%	238,700	1,498,700	1,737,400	10,675,000	10,675,000
11/01/2023			213,500	213,500		10,675,000	10,675,000
05/01/2024	1,310,000	4.000%	213,500	1,523,500	1,737,000	9,365,000	9,365,000
11/01/2024			187,300	187,300		9,365,000	9,365,000
05/01/2025	1,375,000	4.000%	187,300	1,562,300	1,749,600	7,990,000	7,990,000
11/01/2025			159,800	159,800		7,990,000	7,990,000
05/01/2026	1,445,000	4.000%	159,800	1,604,800	1,764,600	6,545,000	6,545,000
11/01/2026			130,900	130,900		6,545,000	6,545,000
05/01/2027	1,520,000	4.000%	130,900	1,650,900	1,781,800	5,025,000	5,025,000
11/01/2027			100,500	100,500		5,025,000	5,025,000
05/01/2028	1,595,000	4.000%	100,500	1,695,500	1,796,000	3,430,000	3,430,000
11/01/2028			68,600	68,600		3,430,000	3,430,000
05/01/2029	1,675,000	4.000%	68,600	1,743,600	1,812,200	1,755,000	1,755,000
11/01/2029			35,100	35,100		1,755,000	1,755,000
05/01/2030	1,755,000	4.000%	35,100	1,790,100	1,825,200		
	17,545,000		5,336,050	22,881,050	22,881,050		

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**ESCROW REQUIREMENTS AND CALL REPORT**

Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Fully Amortizing

<b>Date</b>	<b>Non-Called Principal to be Refunded</b>	<b>Redeemed Principal</b>	<b>Interest to be Refunded</b>	<b>Escrow Requirement</b>
11/01/2017			345,725.00	345,725.00
05/01/2018	1,035,000.00		345,725.00	1,380,725.00
11/01/2018			330,200.00	330,200.00
05/01/2019	1,080,000.00		330,200.00	1,410,200.00
11/01/2019			308,600.00	308,600.00
05/01/2020	1,120,000.00	14,310,000.00	308,600.00	15,738,600.00
	3,235,000.00	14,310,000.00	1,969,050.00	19,514,050.00

**Calls Performed**

<b>Date</b>	<b>Redeemed Principal</b>
05/01/2020	14,310,000.00
	14,310,000.00

**ESCROW DESCRIPTIONS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Fully Amortizing**

	<b>Type of Security</b>	<b>Type of SLGS</b>	<b>Maturity Date</b>	<b>First Int Pmt Date</b>	<b>Par Amount</b>	<b>Rate</b>	<b>Max Rate</b>	<b>Total Cost</b>
Jul 1, 2017:	SLGS	Certificate	11/01/2017	11/01/2017	263,328	1.040%	1.040%	263,328.00
	SLGS	Certificate	05/01/2018	05/01/2018	1,246,800	1.160%	1.160%	1,246,800.00
	SLGS	Note	11/01/2018	11/01/2017	208,320	1.220%	1.220%	208,320.00
	SLGS	Note	05/01/2019	11/01/2017	1,289,591	1.290%	1.290%	1,289,591.00
	SLGS	Note	11/01/2019	11/01/2017	196,309	1.360%	1.360%	196,309.00
	SLGS	Note	05/01/2020	11/01/2017	15,627,643	1.420%	1.420%	15,627,643.00
					18,831,991			18,831,991.00

**SLGS Summary**

SLGS Rates File	14JUN17
Total Certificates of Indebtedness	1,510,128.00
Total Notes	17,321,863.00
	<hr/>
Total original SLGS	18,831,991.00

**ESCROW STATISTICS**

Oak Lodge Sanitary District, Oregon  
 General Obligation DRAFT Refunding, Series 2017  
 Estimated Refunding DRAFT  
 10 Year Fully Amortizing

<b>Escrow</b>	<b>Total Escrow Cost</b>	<b>Modified Duration (years)</b>	<b>Yield to Receipt Date</b>	<b>Yield to Disbursement Date</b>	<b>Perfect Escrow Cost</b>	<b>Value of Negative Arbitrage</b>	<b>Cost of Dead Time</b>
DSF	115,241.67	0.332	1.052314%	1.052314%	114,816.44	425.22	0.01
BP	18,716,749.65	2.532	1.406455%	1.406455%	18,359,180.85	357,568.77	0.03
	18,831,991.32				18,473,997.29	357,993.99	0.04

Delivery date 07/01/2017  
 Arbitrage yield 2.170251%

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***IMPORTANT DISCLOSURES***

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Fully Amortizing**

In the event that the Materials include information related to a bank-purchased bond transaction ("Direct Purchase"), please be advised that Direct Purchase is a product offering of Wells Fargo Bank, N.A. or a subsidiary thereof ("Purchaser") as purchaser/investor. Wells Fargo Securities will not participate in any manner in any Direct Purchase transaction between you and Purchaser, and Wells Fargo employees involved with a Direct Purchase transaction are not acting on behalf of or as representatives of Wells Fargo Securities. The information contained herein regarding Purchaser's Direct Purchase is being provided to you by Wells Fargo Securities only for purposes of providing you financing alternatives that may be available to you from Wells Fargo & Company and its affiliates. Information contained in this document regarding Direct Purchase is for discussion purposes only in anticipation of engaging in arm's length commercial transactions with you in which Purchaser would be acting solely as a principal to purchase securities from you or a conduit issuer, and not as a municipal advisor, financial advisor or fiduciary to you or any other person or entity regardless of whether Purchaser, or an affiliate has or is currently acting as such on a separate transaction. Additionally, Purchaser has financial and other interests that differ from your interests. Purchaser's sole role would be to purchase securities from you (or the issuer in case of a conduit transaction). Wells Fargo Securities will not have any duties or liability to any person or entity in connection with the information being provided herein. The information provided is not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934.

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**TABLE OF CONTENTS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Initial Term/13 Year Amortization**

<b>Report</b>	<b>Page</b>
Sources and Uses of Funds . . . . .	1
Bond Summary Statistics . . . . .	2
Bond Debt Service . . . . .	3
Savings . . . . .	4
Summary of Refunding Results . . . . .	5
Summary of Bonds Refunded . . . . .	6
Prior Bond Debt Service . . . . .	7
Escrow Requirements and Call Report . . . . .	8
Escrow Descriptions . . . . .	9
Escrow Statistics . . . . .	10
Important Disclosures . . . . .	11

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**SOURCES AND USES OF FUNDS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Initial Term/13 Year Amortization**

Dated Date	07/01/2017
Delivery Date	07/01/2017

**Sources:**

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Bond Proceeds:	
Par Amount	18,798,346.34
Other Sources of Funds:	
Debt Service Fund	115,241.67
	<hr/>
	18,913,588.01

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**Uses:**

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Refunding Escrow Deposits:	
Cash Deposit	0.32
SLGS Purchases	<u>18,831,991.00</u>
	18,831,991.32
Cost of Issuance:	
Bond Counsel	20,000.00
Bank Counsel	10,000.00
Escrow Agent	6,000.00
Verification Agent	3,000.00
Closing Fee	37,596.69
Miscellaneous	<u>5,000.00</u>
	81,596.69
	<hr/>
	18,913,588.01

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Note: Cost of Issuance estimated for illustration purposes



**BOND SUMMARY STATISTICS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Initial Term/13 Year Amortization**

Dated Date	07/01/2017
Delivery Date	07/01/2017
Last Maturity	05/01/2030
Arbitrage Yield	2.280231%
True Interest Cost (TIC)	2.280231%
Net Interest Cost (NIC)	2.280000%
All-In TIC	2.350648%
Average Coupon	2.280000%
Average Life (years)	6.850
Duration of Issue (years)	6.254
Par Amount	18,798,346.34
Bond Proceeds	18,798,346.34
Total Interest	2,935,938.69
Net Interest	2,935,938.69
Total Debt Service	21,734,285.03
Maximum Annual Debt Service	1,812,200.00
Average Annual Debt Service	1,693,580.65
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	
Total Underwriter's Discount	
Bid Price	100.000000

<b>Bond Component</b>	<b>Par Value</b>	<b>Price</b>	<b>Average Coupon</b>	<b>Average Life</b>
Bond Component	18,798,346.34	100.000	2.280%	6.850
	18,798,346.34			6.850

	<b>TIC</b>	<b>All-In TIC</b>	<b>Arbitrage Yield</b>
Par Value	18,798,346.34	18,798,346.34	18,798,346.34
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense		-81,596.69	
- Other Amounts			
Target Value	18,798,346.34	18,716,749.65	18,798,346.34
Target Date	07/01/2017	07/01/2017	07/01/2017
Yield	2.280231%	2.350648%	2.280231%

**BOND DEBT SERVICE**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Initial Term/13 Year Amortization**

Dated Date                   07/01/2017  
Delivery Date               07/01/2017

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>	<b>Bond Balance</b>	<b>Total Bond Value</b>
07/01/2017						18,798,346.34	18,798,346.34
11/01/2017			142,867.43	142,867.43		18,798,346.34	18,798,346.34
05/01/2018	1,369,281.42	2.280%	214,301.15	1,583,582.57	1,726,450.00	17,429,064.92	17,429,064.92
11/01/2018			198,691.34	198,691.34		17,429,064.92	17,429,064.92
05/01/2019	1,343,017.32	2.280%	198,691.34	1,541,708.66	1,740,400.00	16,086,047.60	16,086,047.60
11/01/2019			183,380.94	183,380.94		16,086,047.60	16,086,047.60
05/01/2020	1,370,438.11	2.280%	183,380.94	1,553,819.06	1,737,200.00	14,715,609.49	14,715,609.49
11/01/2020			167,757.95	167,757.95		14,715,609.49	14,715,609.49
05/01/2021	1,401,884.10	2.280%	167,757.95	1,569,642.05	1,737,400.00	13,313,725.38	13,313,725.38
11/01/2021			151,776.47	151,776.47		13,313,725.38	13,313,725.38
05/01/2022	1,432,247.06	2.280%	151,776.47	1,584,023.53	1,735,800.00	11,881,478.32	11,881,478.32
11/01/2022			135,448.85	135,448.85		11,881,478.32	11,881,478.32
05/01/2023	1,466,502.29	2.280%	135,448.85	1,601,951.15	1,737,400.00	10,414,976.03	10,414,976.03
11/01/2023			118,730.73	118,730.73		10,414,976.03	10,414,976.03
05/01/2024	1,499,538.55	2.280%	118,730.73	1,618,269.27	1,737,000.00	8,915,437.48	8,915,437.48
11/01/2024			101,635.99	101,635.99		8,915,437.48	8,915,437.48
05/01/2025	1,546,328.03	2.280%	101,635.99	1,647,964.01	1,749,600.00	7,369,109.45	7,369,109.45
11/01/2025			84,007.85	84,007.85		7,369,109.45	7,369,109.45
05/01/2026	1,596,584.30	2.280%	84,007.85	1,680,592.15	1,764,600.00	5,772,525.15	5,772,525.15
11/01/2026			65,806.79	65,806.79		5,772,525.15	5,772,525.15
05/01/2027	1,650,186.43	2.280%	65,806.79	1,715,993.21	1,781,800.00	4,122,338.72	4,122,338.72
11/01/2027			46,994.66	46,994.66		4,122,338.72	4,122,338.72
05/01/2028	1,702,010.68	2.280%	46,994.66	1,749,005.34	1,796,000.00	2,420,328.05	2,420,328.05
11/01/2028			27,591.74	27,591.74		2,420,328.05	2,420,328.05
05/01/2029	1,757,016.52	2.280%	27,591.74	1,784,608.26	1,812,200.00	663,311.53	663,311.53
11/01/2029			7,561.75	7,561.75		663,311.53	663,311.53
05/01/2030	663,311.53	2.280%	7,561.75	670,873.28	678,435.03		
	18,798,346.34		2,935,938.69	21,734,285.03	21,734,285.03		

Note: 2.28% (10 Year Term/13 Year Amortization Indicative rate as of 6/14/2017)

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**SAVINGS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Initial Term/13 Year Amortization**

<b>Date</b>	<b>Prior Debt Service</b>	<b>Prior Receipts</b>	<b>Prior Net Cash Flow</b>	<b>Refunding Debt Service</b>	<b>Savings @</b>	<b>Present Value to 07/01/2017 @ 2.2802306%</b>
05/01/2018	1,726,450.00	115,241.67	1,611,208.33	1,726,450.00	-115,241.67	-112,972.15
05/01/2019	1,740,400.00		1,740,400.00	1,740,400.00		1,438.30
05/01/2020	1,737,200.00		1,737,200.00	1,737,200.00		1,338.81
05/01/2021	1,737,400.00		1,737,400.00	1,737,400.00		1,237.96
05/01/2022	1,735,800.00		1,735,800.00	1,735,800.00		1,135.43
05/01/2023	1,737,400.00		1,737,400.00	1,737,400.00		1,031.34
05/01/2024	1,737,000.00		1,737,000.00	1,737,000.00		925.40
05/01/2025	1,749,600.00		1,749,600.00	1,749,600.00		817.74
05/01/2026	1,764,600.00		1,764,600.00	1,764,600.00		707.28
05/01/2027	1,781,800.00		1,781,800.00	1,781,800.00		593.82
05/01/2028	1,796,000.00		1,796,000.00	1,796,000.00		477.17
05/01/2029	1,812,200.00		1,812,200.00	1,812,200.00		357.52
05/01/2030	1,825,200.00		1,825,200.00	678,435.03	1,146,764.97	857,481.78
	22,881,050.00	115,241.67	22,765,808.33	21,734,285.03	1,031,523.30	754,570.41

**Savings Summary**

PV of savings from cash flow	754,570.41
Net PV Savings	754,570.41

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**SUMMARY OF REFUNDING RESULTS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Initial Term/13 Year Amortization**

Dated Date	07/01/2017
Delivery Date	07/01/2017
Arbitrage yield	2.280231%
Escrow yield	1.406455%
Value of Negative Arbitrage	408,811.63
Bond Par Amount	18,798,346.34
True Interest Cost	2.280231%
Net Interest Cost	2.280000%
Average Coupon	2.280000%
Average Life	6.850
Par amount of refunded bonds	17,545,000.00
Average coupon of refunded bonds	3.993403%
Average life of refunded bonds	7.451
PV of prior debt to 07/01/2017 @ 2.280231%	19,668,158.42
Net PV Savings	754,570.41
Percentage savings of refunding bonds	4.014025%

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**SUMMARY OF BONDS REFUNDED**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Initial Term/13 Year Amortization**

<b>Bond</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Par Amount</b>	<b>Call Date</b>	<b>Call Price</b>
General Obligation Bonds, Series 2010A:					
BOND	05/01/2018	3.000%	1,035,000.00		
	05/01/2019	4.000%	1,080,000.00		
	05/01/2020	4.000%	1,120,000.00		
	05/01/2021	4.000%	1,165,000.00	05/01/2020	100.000
	05/01/2022	4.000%	1,210,000.00	05/01/2020	100.000
	05/01/2023	4.000%	1,260,000.00	05/01/2020	100.000
	05/01/2024	4.000%	1,310,000.00	05/01/2020	100.000
	05/01/2025	4.000%	1,375,000.00	05/01/2020	100.000
	05/01/2026	4.000%	1,445,000.00	05/01/2020	100.000
	05/01/2027	4.000%	1,520,000.00	05/01/2020	100.000
TERM30	05/01/2028	4.000%	1,595,000.00	05/01/2020	100.000
	05/01/2029	4.000%	1,675,000.00	05/01/2020	100.000
	05/01/2030	4.000%	1,755,000.00	05/01/2020	100.000
			17,545,000.00		

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**PRIOR BOND DEBT SERVICE**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Initial Term/13 Year Amortization**

**General Obligation Bonds, Series 2010A**

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>	<b>Bond Balance</b>	<b>Total Bond Value</b>
07/01/2017						17,545,000	17,545,000
11/01/2017			345,725	345,725		17,545,000	17,545,000
05/01/2018	1,035,000	3.000%	345,725	1,380,725	1,726,450	16,510,000	16,510,000
11/01/2018			330,200	330,200		16,510,000	16,510,000
05/01/2019	1,080,000	4.000%	330,200	1,410,200	1,740,400	15,430,000	15,430,000
11/01/2019			308,600	308,600		15,430,000	15,430,000
05/01/2020	1,120,000	4.000%	308,600	1,428,600	1,737,200	14,310,000	14,310,000
11/01/2020			286,200	286,200		14,310,000	14,310,000
05/01/2021	1,165,000	4.000%	286,200	1,451,200	1,737,400	13,145,000	13,145,000
11/01/2021			262,900	262,900		13,145,000	13,145,000
05/01/2022	1,210,000	4.000%	262,900	1,472,900	1,735,800	11,935,000	11,935,000
11/01/2022			238,700	238,700		11,935,000	11,935,000
05/01/2023	1,260,000	4.000%	238,700	1,498,700	1,737,400	10,675,000	10,675,000
11/01/2023			213,500	213,500		10,675,000	10,675,000
05/01/2024	1,310,000	4.000%	213,500	1,523,500	1,737,000	9,365,000	9,365,000
11/01/2024			187,300	187,300		9,365,000	9,365,000
05/01/2025	1,375,000	4.000%	187,300	1,562,300	1,749,600	7,990,000	7,990,000
11/01/2025			159,800	159,800		7,990,000	7,990,000
05/01/2026	1,445,000	4.000%	159,800	1,604,800	1,764,600	6,545,000	6,545,000
11/01/2026			130,900	130,900		6,545,000	6,545,000
05/01/2027	1,520,000	4.000%	130,900	1,650,900	1,781,800	5,025,000	5,025,000
11/01/2027			100,500	100,500		5,025,000	5,025,000
05/01/2028	1,595,000	4.000%	100,500	1,695,500	1,796,000	3,430,000	3,430,000
11/01/2028			68,600	68,600		3,430,000	3,430,000
05/01/2029	1,675,000	4.000%	68,600	1,743,600	1,812,200	1,755,000	1,755,000
11/01/2029			35,100	35,100		1,755,000	1,755,000
05/01/2030	1,755,000	4.000%	35,100	1,790,100	1,825,200		
	17,545,000		5,336,050	22,881,050	22,881,050		

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**ESCROW REQUIREMENTS AND CALL REPORT**

Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Initial Term/13 Year Amortization

<b>Date</b>	<b>Non-Called Principal to be Refunded</b>	<b>Redeemed Principal</b>	<b>Interest to be Refunded</b>	<b>Escrow Requirement</b>
11/01/2017			345,725.00	345,725.00
05/01/2018	1,035,000.00		345,725.00	1,380,725.00
11/01/2018			330,200.00	330,200.00
05/01/2019	1,080,000.00		330,200.00	1,410,200.00
11/01/2019			308,600.00	308,600.00
05/01/2020	1,120,000.00	14,310,000.00	308,600.00	15,738,600.00
	3,235,000.00	14,310,000.00	1,969,050.00	19,514,050.00

**Calls Performed**

<b>Date</b>	<b>Redeemed Principal</b>
05/01/2020	14,310,000.00
	14,310,000.00

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**ESCROW DESCRIPTIONS**

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Initial Term/13 Year Amortization**

	<b>Type of Security</b>	<b>Type of SLGS</b>	<b>Maturity Date</b>	<b>First Int Pmt Date</b>	<b>Par Amount</b>	<b>Rate</b>	<b>Max Rate</b>	<b>Total Cost</b>
Jul 1, 2017:								
	SLGS	Certificate	11/01/2017	11/01/2017	263,328	1.040%	1.040%	263,328.00
	SLGS	Certificate	05/01/2018	05/01/2018	1,246,800	1.160%	1.160%	1,246,800.00
	SLGS	Note	11/01/2018	11/01/2017	208,320	1.220%	1.220%	208,320.00
	SLGS	Note	05/01/2019	11/01/2017	1,289,591	1.290%	1.290%	1,289,591.00
	SLGS	Note	11/01/2019	11/01/2017	196,309	1.360%	1.360%	196,309.00
	SLGS	Note	05/01/2020	11/01/2017	15,627,643	1.420%	1.420%	15,627,643.00
					18,831,991			18,831,991.00

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**SLGS Summary**

SLGS Rates File	14JUN17
Total Certificates of Indebtedness	1,510,128.00
Total Notes	17,321,863.00
	<hr/>
Total original SLGS	18,831,991.00



**ESCROW STATISTICS**

Oak Lodge Sanitary District, Oregon  
 General Obligation DRAFT Refunding, Series 2017  
 Estimated Refunding DRAFT  
 10 Year Initial Term/13 Year Amortization

<b>Escrow</b>	<b>Total Escrow Cost</b>	<b>Modified Duration (years)</b>	<b>Yield to Receipt Date</b>	<b>Yield to Disbursement Date</b>	<b>Perfect Escrow Cost</b>	<b>Value of Negative Arbitrage</b>	<b>Cost of Dead Time</b>
DSF	115,241.67	0.332	1.052314%	1.052314%	114,774.82	466.85	
BP	18,716,749.65	2.532	1.406455%	1.406455%	18,308,404.84	408,344.78	0.03
	18,831,991.32				18,423,179.66	408,811.63	0.03

Delivery date 07/01/2017  
 Arbitrage yield 2.280231%

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***IMPORTANT DISCLOSURES***

**Oak Lodge Sanitary District, Oregon  
General Obligation DRAFT Refunding, Series 2017  
Estimated Refunding DRAFT  
10 Year Initial Term/13 Year Amortization**

In the event that the Materials include information related to a bank-purchased bond transaction ("Direct Purchase"), please be advised that Direct Purchase is a product offering of Wells Fargo Bank, N.A. or a subsidiary thereof ("Purchaser") as purchaser/investor. Wells Fargo Securities will not participate in any manner in any Direct Purchase transaction between you and Purchaser, and Wells Fargo employees involved with a Direct Purchase transaction are not acting on behalf of or as representatives of Wells Fargo Securities. The information contained herein regarding Purchaser's Direct Purchase is being provided to you by Wells Fargo Securities only for purposes of providing you financing alternatives that may be available to you from Wells Fargo & Company and its affiliates. Information contained in this document regarding Direct Purchase is for discussion purposes only in anticipation of engaging in arm's length commercial transactions with you in which Purchaser would be acting solely as a principal to purchase securities from you or a conduit issuer, and not as a municipal advisor, financial advisor or fiduciary to you or any other person or entity regardless of whether Purchaser, or an affiliate has or is currently acting as such on a separate transaction. Additionally, Purchaser has financial and other interests that differ from your interests. Purchaser's sole role would be to purchase securities from you (or the issuer in case of a conduit transaction). Wells Fargo Securities will not have any duties or liability to any person or entity in connection with the information being provided herein. The information provided is not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934.



## AGENDA ITEM

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**Agenda Item:** Executive Session  
**Item No.:** 6  
**Presenters:** Board Members

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### **Background:**

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



## AGENDA ITEM

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**Agenda Item:** Adjourn Executive Session  
**Item No.:** 7  
**Presenters:** Board Members

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**Background:**

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



## STAFF REPORT

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**To:** Board of Directors  
**From:** Jason Rice, Interim General Manager  
**Agenda Item:** Collective Bargaining Agreement Ratification  
**Item No.:** 8  
**Date:** June 13, 2017

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### Action Requested

Seeking approval via Resolution for the Interim General Manager to sign the July 1, 2017 Collective Bargaining Agreement with AFSCME Local 350-10.

### Background

In anticipation of the current Collective Bargaining Contract expiring on June 30, 2017, Management Staff along with Director Williams began meeting with a team of Union Members on February 23. After than initial meeting, that group met for an additional eight meetings. Both sides of the bargaining team focused on trying to find a balance between past practices at the Sanitary and Water Districts.

Some of the highlights of the new agreement include:

- A 3-year agreement
- Removal of two Personal Holidays in favor of two set holidays (the day after Thanksgiving and Christmas Eve)
- Implementation of a Sick Leave cap
- Increase of the vacation cap
- Elimination of Vacation sell-back
- A generous healthcare plan at a 95/5% split with the employee (saving both employees and the District money)
- Implementation of a redline strategy to bring salaries closer to market by the end of this agreement

After negotiating, both sides agreed that the Agreement was fair to both parties. The Bargaining Unit has since conducted a vote to ratify, which passed in favor of signing.

### Staff Recommendations

Staff recommends the Board approve the interim General Manager to sign the Agreement, thus solidifying staffing for the next 3 years.

## **Suggested Motion**

I move to approve Resolution 2017-09 approving Interim General Manager Jason Rice, to sign the Collective Bargaining Agreement with AFSCME Local 350-10.

**OAK LODGE WATER SERVICES  
RESOLUTION NO. 2017-09**

**A RESOLUTION APPROVING THE INTERIM GENERAL MANAGER TO SIGN THE JULY 1, 2017 COLLECTIVE BARGAINING AGREEMENT WITH AFSCME LOCAL 350-10.**

**WHEREAS**, the current Agreement with the Local Chapter 350-10 with the American Federation of State, County and Municipal Employees (AFSCME) is set to expire June 30, 2017.

**WHEREAS**, the members of both District Management and Union Staff have negotiated an updated contract through nine bargaining sessions and believe this is the best arrangement possible for both sides to agree on.

**WHEREAS**, the District members of the Union voted in favor of ratifying the Agreement on June 1, 2017.

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

That the Board of Directors of Oak Lodge Water Services District hereby authorizes Interim General Manager Jason Rice to sign the Collective Bargaining Agreement with AFSCME Local Unit 350-10.

ADOPTED by the Board of Directors of Oak Lodge Water Services District on this 20th day of June 2017.

OAK LODGE WATER SERVICES DISTRICT

By: \_\_\_\_\_  
Jim Martin, President

By: \_\_\_\_\_  
Jason Rice, Secretary

## STAFF REPORT

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**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Adoption of FY 2018 Budget and Fee Schedule  
**Item No.:** 9  
**Date:** June 13, 2017

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### Action Requested

Staff requests adoption of both the 2018 Fiscal Year Budget and the 2018 Fee Schedule.

### Background

Oregon Revised Statutes (ORS), Chapter 294, requires the District to develop and adopt a budget on an annual or biennial basis. ORS Chapter 294 prescribes the requirements for budget development and adoption including Budget Officer, Budget Committee, budget process, publication and notice requirements, and budget adoption.

The Oak Lodge Water Services Budget Committee met in April and May to discuss the proposed 2018 Fiscal Year Budget. The Budget Committee unanimously approved the budget as proposed on May 2, 2017.

### Facts and Findings

The Board can make changes to the approved budget. The Board may reduce the budget by any amount or increase it by a maximum of 10% or \$5,000 (whichever is greater) in any fund. If the Board does amend the Budget, an updated budget summary will be published and another budget hearing held.

### Public Hearing conducted by the President of the Board of Directors

*After the Public Hearing has concluded:*

### Staff Recommendations

It is recommended the Board:

1. Approve Resolution 2017-10 adopting the 2018 Fiscal Year Budget
2. Make budgetary appropriations for the 2018 Fiscal Year
3. Approve Rates, Fees, and Other Charges for Fiscal Year 2017-2018 through Resolution 2017-11.



## **Suggested Motions**

### **TO ADOPT THE BUDGET**

I move to adopt Resolution 2017-10 adopting the budget for fiscal year 2017-2018 in the amount of \$29,544,461.

### **TO MAKING APPROPRIATIONS**

I move to adopt the amounts as stated in Resolution 2017-10 for fiscal year beginning July 1, 2017 and appropriate the funds as outlined.

### **To ADOPT THE 2018 FEE SCHEDULE**

I move to adopt Resolution No. 2017-11 adopting rates, fees and other charges for Fiscal Year 2017–2018.

## OAK LODGE WATER SERVICES

### RESOLUTION NO. 2017-10

#### A RESOLUTION MAKING BUDGETARY APPROPRIATIONS FOR FISCAL YEAR 2018.

THIS MATTER came before the Board of Directors of Oak Lodge Water Services District, a Special District organized under Oregon Revised Statutes Chapter 450, regarding the making of budgetary appropriations for Fiscal Year 2018 for the necessary and proper operation of the District.

*Be it Resolved*, That the Board of Directors of Oak Lodge Water Services District hereby appropriates the following amounts, for the purposes as shown below, for the fiscal year beginning July 1, 2017:

#### Drinking Water Fund

Personal Services	\$1,570,000	
Material & Services	\$1,692,400	
Capital Outlay	\$965,000	
Contingency	\$300,000	
		<hr/>
		\$4,527,400
Reserve for Future	\$1,747,600	

#### Waste Water Reclamation

Personal Services	\$3,018,000	
Material & Services	\$1,907,000	
Capital Outlay	\$1,525,000	
Transfers	\$3,487,353	
Contingency	\$500,000	
		<hr/>
		\$10,437,353
Reserve for Future	\$3,024,647	

#### Watershed Protection

Personal Services	\$562,000	
Material & Services	\$361,850	
Capital Outlay	\$1,921,000	
Transfers	\$-	
Contingency	\$50,000	
		<hr/>
		\$2,894,850
Reserve for Future	\$1,280,450	



**OAK LODGE WATER SERVICES**

**RESOLUTION NO. 2017-11**

**A RESOLUTION ADOPTING RATES, FEES AND OTHER CHARGES RELATING TO THE OAK LODGE WATER SERVICES; DECLARING EFFECTIVE DATE, AND OTHER MATTERS RELATING THERETO.**

**WHEREAS**, the Board of Directors establishes and adopts rates, fees and charges regarding use of the District’s sanitary sewer system, for surface water management, for drinking water distribution and for services provided by the District; and

**WHEREAS**, the Board of Directors finds that it is useful to adopt rates, fees and other charges by a single resolution so that the public and Staff have the applicable charges readily available to advise users of the District’s systems as to such charges; and

**WHEREAS**, the Board of Directors now wishes to restate and adopt rates, fees and charges for the fiscal year commencing July 1, 2017 and being fully advised,

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

**Section 1.** The rates, fees and charges set forth on Exhibit 1, attached hereto and incorporated by reference, are adopted by this Resolution effective as of 12:01 A.M. on July 1, 2017. All rates, fees and charges set forth on Exhibit 1 shall continue in full force and effect until further action of the Board.

**Section 2.** Staff shall maintain a copy of this Resolution in the District’s administrative offices for public reference.

**INTRODUCED AND ADOPTED THIS 20th DAY OF JUNE, 2017**

OAK LODGE WATER SERVICES DISTRICT

By: \_\_\_\_\_  
Jim Martin, President

By: \_\_\_\_\_  
Jason Rice, Secretary



Corporate Office  
 Drinking Water Division  
 Technical Services  
 14496 SE River Rd  
 Milwaukie, OR 97267  
 Phone: (503) 654-7765  
 Fax (503) 653-1973

Wastewater Division  
 Technical Services  
 13750 SE Renton Ave  
 Milwaukie, OR 97222  
 Phone: (503) 653-1653  
 Fax (503) 654-8169

Watershed Division  
 Technical Services  
 14611 SE River Rd  
 Milwaukie, OR 97267  
 Phone: (503) 653-1653  
 Fax (503) 653-0586

## RATES, FEES, AND OTHER CHARGES SCHEDULE

Effective July 1, 2017

### A. Service Charges

#### 1. Water Service

##### a. Residential Service

i. Rate per hundred cubic feet of water (CCF <sup>1</sup> ) per month	<b>Usage Bracket</b>	<b>Rate</b>
Block 1 (Life Line)	1-10 CCF	\$ 1.08
Block 2 (Main)	11-50 CCF	\$ 1.45
Block 3 (Conservation)	51 CCF and Up	\$ 1.71
ii. Fixed rate per meter size per month	<b>Meter Size</b>	<b>Rate</b>
	(20 GPM <sup>2</sup> ) 5/8" x 3/4"	\$ 16.35
	(30 GPM <sup>2</sup> ) Full 3/4"	\$ 24.52

##### b. Large Residential, Commercial, and Industrial Service

i. Rate per hundred cubic feet of water (CCF) per month	<b>Usage Bracket</b>	<b>Rate</b>
All Service	0 CCF and Up	\$ 1.52
ii. Fixed rate per meter size per month	<b>Meter Size</b>	<b>Rate</b>
	1"	\$ 28.77
	1-1/2"	\$ 49.57
	2"	\$ 73.38
	3"	\$ 138.82
	4"	\$ 218.15
	6"	\$ 416.47
	8"	\$ 674.27
	10"	\$ 951.89

##### c. Fire Line Service

i. Fixed rate per meter size per month	<b>Meter Size</b>	<b>Rate</b>
	3/4"	\$ 16.35
	1"	\$ 22.80
	1-1/2"	\$ 32.70
	2"	\$ 45.59
	3"	\$ 78.35
	4"	\$ 119.00
	6"	\$ 222.08
	8"	\$ 337.13
	10"	\$ 483.88

<sup>1</sup> CCF = One Hundred Cubic Feet of Water Consumption

<sup>2</sup> GPM = Gallons of Water Per Minute

**Service Charges (Continued)**

2. Wastewater Collection and Treatment		
a. Fixed rate per Equivalent Dwelling Unit (EDU) per month:	\$	<b>37.28</b>
b. Rate per hundred cubic feet of average winter water consumption (CCF) <sup>3</sup> per month:	\$	<b>2.04</b>
3. Watershed Protection		
a. Fixed rate per Equivalent Service Unit (ESU) <sup>4</sup> per month:	\$	<b>8.75</b>
b. Stormwater Facility Maintenance Surcharge per ESU per month:	\$	<b>4.38</b>
4. Interest Penalty on Delinquent Utility Billing Service Charges:		<b>12.00%</b> <sup>5</sup>
5. Courtesy Billing Service Agreements (CBSA) – Account Setup Processing Fee	\$	<b>25.00</b>
6. Returned Financial Instrument (NSF Check):	\$	<b>25.00</b>
7. Certification Fee:	\$	<b>50.00</b>
8. Title Inquiry Search Fee:	\$	<b>25.00</b>
9. Records Requests or Document Copy Fee		
a. De minimis public records requests - Materials Cost Per Page Copied	\$	<b>0.10</b>
b. Non de minimis public records requests		
i. Archive Retrieval Fees		
Charge per Trip	\$	<b>75.00</b>
Charge per Box	\$	<b>3.31</b>
ii. Materials Cost Per Page Copied	\$	<b>0.10</b>
iii. Labor Rate Per Hour		<b>Varies</b>

**B. Fats, Oils, Grease Program Fees**

1. FOG Program Application/Renewal Fee:	\$	<b>500.00</b>
2. FOG Program Non-compliance Fee (annually):	\$	<b>5,000.00</b>
3. Wastewater Collection System Line Maintenance Fees:		
a. Labor Rate Per Hour (Includes Material and Services Overhead Per Hour)	\$	<b>90.79</b>
b. Utility Truck	\$	<b>30.00</b>
c. Hydrocleaner Rate Per Truck Per Hour	\$	<b>85.00</b>
d. Vactor Rate Per Truck Per Hour	\$	<b>120.00</b>
e. CCTV Van Rate Per Truck Per Hour	\$	<b>200.00</b>

**C. Industrial Wastewater Pretreatment Program Fees**

Wastewater Discharge Permit Application and Review Fee	<b>\$1,500.00</b> upon issuance, and upon each anniversary of permit issuance date
Significant Industrial User Fee (DEQ Pass through)	<b>\$537.00</b> upon issuance and upon each anniversary of permit issuance date
Monitoring and Inspection Fee	<b>\$150.00</b> + laboratory costs
Accidental Discharge Fee	<b>\$850.00</b>
Industrial Pretreatment Permit Appeal Fee	<b>\$2,000.00</b>

<sup>3</sup> Average Bi-Monthly Winter Water Consumption

<sup>4</sup> Equivalent Service Unit (ESU) = 2,500 square feet of impervious surface area (pavement, roof, driveway, etc.)

<sup>5</sup> 12.00% per annum = 1% per month

**D. Development Fees**

1. Water

a. New Connection Service Installation Charges and System Development Charges

Size of Meter Required	Number of Units to be Served*	GPM Needed	Service Installation Charge		System Development Charge	Total Deposit
5/8" x 3/4"	1	20	\$ 895	***1	\$ 3,815	\$ 4,710
5/8" x 3/4"	1	20	\$ 450	***2	\$ 3,815	\$ 4,265
5/8" x 3/4"	1	20	\$ 225	***3	\$ 3,815	\$ 4,040
Full 3/4"	1	30	\$ 930	***	\$ 5,725	\$ 6,655
1"	2-6	50	\$ 1,200	**	\$ 9,540	\$ 10,740
1-1/2"	7-15	100	\$ 1,800	**	\$ 19,080	\$ 20,880
2"	16-21	160	\$ 2,000	**	\$ 30,530	\$ 32,530
3"	22-33	320	\$ 6,000	**	\$ 61,060	\$ 67,060
4"	34-65	500	\$ 7,000	**	\$ 95,405	\$ 102,405
6"	66-130	1000	\$ 11,000	**	\$ 190,815	\$ 201,815
8"	131-240	1600	\$ 14,000	**	\$ 305,300	\$ 319,300
10"	241+	2300	\$ 15,500	**	\$ 438,870	\$ 454,370

\* Larger than 10" Service subject to Special District Review but not less than 10" Charge.  
Size of Meter Required is determined by number of living units or the gallons per minute required by the property.

\*\* Deposit Only - will be billed at actual cost.

\*\*\* Fixed Fee for 5/8" x 3/4" & Full 3/4".

- (1) \$0 Credit if District completes all work required in service installation.
- (2) \$445 Credit if District completes only digging task and customer's contractor completes paving tasks required in service installation.
- (3) \$670 Credit if customer's contractor completes all work required in service installation.

b. Firelines

i. Service Installations

Time and Materials	<b>Varies</b>
Minimum Deposit Required	<b>\$ 500.00</b>

c. Hydrants

i. Service Installations

Time and Materials	<b>Varies</b>
Permit Deposit	<b>\$ 50.00</b>
Meter Deposit	<b>\$ 500.00</b>
Wrench, Hose, and Valve Deposit	<b>\$ 400.00</b>
Hose Only Deposit	<b>\$ 50.00/ea</b>
3-Port Hydrant Deposit	<b>\$ 2,500.00</b>
Upgrade Deposit	<b>\$ 1,500.00</b>

ii. System Development Charge Per Gallons Per Minute (GPM)	<b>\$ 190.81</b>
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**Development Fees (Continued)**

d. Other		
i. Relocation Service		
Time and Materials		<b>Varies</b>
Minimum Deposit Required	<b>\$</b>	<b>500.00</b>
ii. Meter Upgrade		
5/8" x 3/4" to Full 3/4" (SDC Only)	<b>\$</b>	<b>1,910.00</b>
iii. Drive Area Box (12X14)		
With a New Service	<b>\$</b>	<b>250.00</b>
Without a New Service	<b>\$</b>	<b>300.00</b>
2. Wastewater		
a. Plan Review Fee		
i. Projects that do not add Public Infrastructure – laterals only (each connection):	<b>\$</b>	<b>200.00</b>
ii. Projects that add Public Sanitary Infrastructure (Percentage of Engineer's Initial Cost Estimate of Public Infrastructure)		<b>2.50%</b>
b. System Development Charge (SDC)		
i. Wastewater SDC for each Equivalent Dwelling Unit (EDU):	<b>\$</b>	<b>5,165.00</b>
c. Inspection Fee		
i. Projects that do not add Public Infrastructure – laterals only (each connection) (Two initial inspections and one final inspection):	<b>\$</b>	<b>286.35</b>
Excess Inspection Fee Rate per Hour:	<b>\$</b>	<b>127.27</b>
(Minimum 2 Hour Charge):	<b>\$</b>	<b>254.54</b>
Excess Inspection Fee Rate per Hour (After Hours):	<b>\$</b>	<b>159.63</b>
(Minimum 2 Hour Charge):	<b>\$</b>	<b>319.26</b>
Deposit Required	<b>\$</b>	<b>478.89</b>
ii. Projects that add Public Sanitary Infrastructure Percentage of Engineer's Final Cost Estimate:		<b>2.50%</b>



**Development Fees (Continued)**

3. Watershed Protection		
a. Storm Sewer Plan Review Fee		
i. Projects that add Public or Private Infrastructure outside of the Right-of-Way		
Percentage of Engineer's Initial Cost Estimate:		<b>2.50%</b>
b. Erosion Prevention and Sediment Control Plan Review Fee		
i. Projects greater than 250 SF but less than 1 acre (per square foot) <sup>6</sup>	\$	<b>0.01</b>
c. System Development Charge (SDC)		
i. Surface Water Management SDC per Equivalent Service Unit (ESU):	\$	<b>0.00</b>
d. Inspection Fee		
i. Single-Family Residential Inspection:	\$	<b>286.35</b>
Excess Inspection Fee Rate per Hour:	\$	<b>127.27</b>
Minimum 2 Hour Charge:	\$	<b>254.54</b>
Excess Inspection Fee Rate per Hour (After Hours):	\$	<b>159.63</b>
Minimum 2 Hour Charge:	\$	<b>319.26</b>
Deposit Required	\$	<b>478.89</b>
ii. Projects that add Public or Private Infrastructure outside of the Right-of-Way		
Percentage of Engineer's Final Cost Estimate:		<b>2.50%</b>

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<sup>6</sup> Currently any project with more than 1 acre of soil disturbance requires a 1200C Erosion Control Permit issued by the State of Oregon Department of Environmental Quality (DEQ). Within Clackamas County, DEQ has authorized Clackamas County Water Environment Services (WES) to administer those permits for them. If your project is over 1 acre in size, please contact WES at 503-353-4567 or online at [www.co.clackamas.or.us/wes](http://www.co.clackamas.or.us/wes) for erosion control information.

E. Quick Reference Tables

1. Water Quick Reference Table

EFFECTIVE 1-1-2017						
<b>ADVANCE DEPOSIT INFORMATION 2017</b>						
SIZE OF METER REQUIRED*	NUMBER OF UNITS TO BE SERVED*	GPM NEEDED	SERVICE INSTALLATION CHARGE		SYSTEM DEVELOPMENT CHARGE	TOTAL DEPOSIT
5/8 x 3/4"	1	20	\$ 895.00	***1	\$ 3,815.00	\$ 4,710.00
5/8 x 3/4"	1	20	\$ 450.00	***2	\$ 3,815.00	\$ 4,265.00
5/8 x 3/4"	1	20	\$ 225.00	***3	\$ 3,815.00	\$ 4,040.00
Full 3/4"	1	30	\$ 930.00	***	\$ 5,725.00	\$ 6,655.00
1"	2-6	50	\$ 1,200.00	**	\$ 9,540.00	\$ 10,740.00
1-1/2"	7-15	100	\$ 1,800.00	**	\$ 19,080.00	\$ 20,880.00
2"	16-21	160	\$ 2,000.00	**	\$ 30,530.00	\$ 32,530.00
3"	22-33	320	\$ 6,000.00	**	\$ 61,060.00	\$ 67,060.00
4"	34-65	500	\$ 7,000.00	**	\$ 95,405.00	\$ 102,405.00
6"	66-130	1000	\$ 11,000.00	**	\$ 190,815.00	\$ 201,815.00
8"	131-240	1600	\$ 14,000.00	**	\$ 305,300.00	\$ 319,300.00
10"	241-	2300	\$ 15,500.00	**	\$ 438,870.00	\$ 454,370.00

\*Larger than 10" Service subject to Special District Review but not less than 10" Charge.  
 Size of Meter Required is determined by number of living units or the gallons per minute required by the property.  
 \*\*Deposit Only - will be billed at actual cost.  
 \*\*\*Fixed Fee for 5/8 x 3/4. & Full 3/4

<b>OTHER INFORMATION</b>			
<b>SERVICES</b>		<b>HYDRANTS</b>	
<b>DEPOSIT :</b>		<b>DEPOSITS ON HYDRANTS</b>	
3/4" (only)	\$ 225	3-Port Hydrant:	\$ 2,500
1" to 10"	See Chart Above	Upgrade:	\$ 1,500
Relocate Service	\$ 500	Hydrant Permit:	\$ 50
<b>CREDITS:</b>		Hydrant Meter Deposit:	\$ 500
(1) District completes all work :	\$ 0	Hydrant Wrench, Hoses, Valve:	\$ 400
(2) Dig only & Pave by contractor :	\$ 445	Hydrant Hoses Only:	\$ 50 (Each)
(3) All work done by contractor :	\$ 670		
with Balance to be paid by Builder/Owner.			
<b>FIRELINES:</b>			
All monies are part of Services, No SDC.			
<b>UPGRADE METER</b>		SDC Calculation :	Per GPM \$190.81
5/8 x 3/4 TO Full 3/4 (SDC Only)	\$ 1,910.00		
<b>DRIVE AREA BOX (12X14):</b>			
With a New Service	\$ 250		
Without New Service	\$ 300		
<b>CONSTRUCTION INSPECTION DEPOSIT - \$300.00</b>			
OAK LODGE WATER DISTRICT			



## STAFF REPORT

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**To:** Board of Directors  
**From:** Jason Rice, Interim General Manager  
**Agenda Item:** Resolution No. 2017-11 Approving Certification of outstanding Sanitary Customers  
**Item No.:** 10  
**Date:** June 13, 2017

### Background:

Oak Lodge Water Services District bills its customers for sanitary sewer, Watershed Protection and Drinking Water on a bi-monthly basis. Most customers pay their accounts on time. However, there is a small percentage of customers do not pay their bills. Those customers who do not pay their bill include both residential and non-residential accounts.

Many utilities such as water, telephone, natural gas, and electric have the ability to terminate service. The threat of service termination is often sufficient incentive for customers to pay a utility bill. Sanitary sewer lines do not have valves and thus service termination is an expensive process requiring excavation. There are also potential legal liability concerns where sewer service is terminated and a health risk is created.

Recognizing the difficulties of sewer service termination, the Oregon Legislature provided a means for collection of the delinquent service charges. That collection mechanism is contained in Oregon Revised Statutes, Chapters 450 and 454. Oregon law allows sanitary districts to collect delinquent service charges through placement of a special assessment on the tax roll. The placement of delinquent service charges on the tax roll as a special assessment requires creation of the certification list. The Clackamas County Assessor also requires a resolution from the governing body prior to placement of the delinquent charges on the tax roll. The appropriate resolution is attached.

One of the benefits of consolidation is that the District can now use water service as leverage for customers to pay their utility bill. Therefore, this will be the last instance in which the certification process is used for delinquent accounts. In the case where the District does not serve the customer water service and that account becomes delinquent, the District will use a Collections Agency to attempt to receive funds. For reference, accounts will only be allowed to go up to \$175 delinquent before a water shut off notice is sent out. This number was chosen because it is just above the average District bill, with all three fees combined.

The accounts and dollar volume certified cannot be confirmed until our June 15 cutoff date. As of June 13, 2017, we have 391 delinquent accounts with a total of

\$353,019.25 in arrears. The District does not certify accounts with a balance of less than \$199. When the accounts remaining delinquent on June 15 are certified, the District adds a \$50.00 processing fee to the charges. This fee covers the cost of mailing delinquency letters and notices throughout the year and immediately prior to certification.

This year's certification list is fairly consistent with last year's delinquent accounts this time last year. As of June 15, 2015, there were 396 accounts, totaling \$354,618.45 delinquent. However, there is always a surge of payments just before June 15<sup>th</sup>, so staff expects this year to actually be less than last years, once the document is recorded with the County.

**Questions for Consideration:**

1. Shall the Board of Directors adopt Resolution No. 2017-11 directing staff to certify those accounts remaining delinquent as of June 15, 2017 for collection on the tax rolls as a special assessment?
2. Shall the Board of Directors choose not to certify delinquent accounts to the County Assessor for collection on the tax roll?

**Options for Consideration:**

1. Adopt Resolution No. 2017-11 directing staff to certify to the Clackamas County Assessor those accounts remaining delinquent as of June 15, 2017 in accordance with the provided confidential list.
2. Reject Resolution No. 2017-11 thereby allowing delinquent accounts to remain delinquent.

**Recommendation:**

Adopt Resolution No. 2017-11 providing District staff with the necessary authority to certify those accounts remaining delinquent as of June 15, 2017 for collection on the tax rolls as a special assessment.

**Sample motion:** *I move to adopt Resolution No. 2017-11 providing for certification of those accounts on the provided list remaining delinquent as of June 15, 2017.*

Approved _____	Date _____
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**OAK LODGE WATER SERVICES**

**RESOLUTION NO. 2017-12**

**A RESOLUTION APPROVING CERTIFICATION OF DELINQUENT ACCOUNTS TO THE CLACKAMAS COUNTY ASSESSOR FOR COLLECTION ON THE TAC ROLL PURSUANT TO ORS 454.225.**

**WHEREAS**, this matter came before the Board of Directors of Oak Lodge Water Services District, a district organized under Oregon Revised Statutes Chapter 450, regarding the certification of delinquent accounts to the Clackamas County Assessor for collection on the tax roll as a special assessment pursuant to ORS 454.225

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

That the Board of Directors of Oak Lodge Water Services District hereby authorizes and directs staff to certify to the Clackamas County Assessor those accounts on the attached list, denoted as Exhibit A, that remain unpaid as of June 15, 2017 for collection on the tax roll.

ADOPTED by the Board of Directors of Oak Lodge Water Services District on this 20th day of June 2017.

OAK LODGE WATER SERVICES DISTRICT

By: \_\_\_\_\_  
Jim Martin, President

By: \_\_\_\_\_  
Jason Rice, Secretary

## Exhibit A

Parcel #	Dollar Amount	Total with \$50 Certification Fee
21E01CA03400	\$ 40,508.80	\$ 40,558.80
21E01CA03700	\$ 28,855.10	\$ 28,905.10
21E13AA00500	\$ 3,023.82	\$ 3,073.82
22E18DC02601	\$ 1,719.97	\$ 1,769.97
21E13BB03200	\$ 1,664.97	\$ 1,714.97
21E12AD05501	\$ 1,591.40	\$ 1,641.40
21E12BB05000	\$ 1,576.98	\$ 1,626.98
21E01BD03200	\$ 1,571.33	\$ 1,621.33
22E07BC00300	\$ 1,530.12	\$ 1,580.12
22E07BD00800	\$ 1,515.38	\$ 1,565.38
22E18DB01500	\$ 1,454.95	\$ 1,504.95
22E18CB01100	\$ 1,380.92	\$ 1,430.92
21E11DB02701	\$ 1,344.07	\$ 1,394.07
21E02DA02700	\$ 1,317.71	\$ 1,367.71
21E13BC00900	\$ 1,306.83	\$ 1,356.83
21E01DC07100	\$ 1,305.20	\$ 1,355.20
21E01CD05500	\$ 1,260.42	\$ 1,310.42
21E12DA03701	\$ 1,191.38	\$ 1,241.38
21E11DD04901	\$ 1,186.88	\$ 1,236.88
21E12CB02100	\$ 1,158.10	\$ 1,208.10
22E07DB02400	\$ 1,149.03	\$ 1,199.03
21E11AD03802	\$ 1,137.85	\$ 1,187.85
21E12DC02900	\$ 1,137.85	\$ 1,187.85
22E18CB05800	\$ 1,115.32	\$ 1,165.32
21E13AA00500	\$ 1,113.97	\$ 1,163.97
21E01CB03901	\$ 1,109.09	\$ 1,159.09
21E11AA05000	\$ 1,064.31	\$ 1,114.31
21E12AC05502	\$ 1,064.31	\$ 1,114.31
22E07BB01900	\$ 1,058.18	\$ 1,108.18
21E01CB00400	\$ 1,047.83	\$ 1,097.83
21E12AD03400	\$ 1,027.52	\$ 1,077.52
21E02DC02800	\$ 1,025.26	\$ 1,075.26
21E01DC09809	\$ 1,021.31	\$ 1,071.31
22E19BD02800	\$ 1,015.85	\$ 1,065.85
21E01BC07300	\$ 1,015.26	\$ 1,065.26
21E12AC00400	\$ 1,015.26	\$ 1,065.26
21E13BC00193	\$ 1,012.07	\$ 1,062.07
21E12CC02601	\$ 1,007.03	\$ 1,057.03
22E17CB00359	\$ 1,001.75	\$ 1,051.75
22E18CC02501	\$ 996.62	\$ 1,046.62
21E12AB00600	\$ 989.01	\$ 1,039.01
21E02DD00200	\$ 981.29	\$ 1,031.29
21E12AD03200	\$ 978.46	\$ 1,028.46
22E19BB03400	\$ 974.03	\$ 1,024.03
22E18CA02105	\$ 970.43	\$ 1,020.43
21E13BA02001	\$ 966.20	\$ 1,016.20
21E12AD03100	\$ 966.20	\$ 1,016.20
21E12BC01300	\$ 957.41	\$ 1,007.41
21E13BB04200	\$ 954.25	\$ 1,004.25
21E02DD04300	\$ 952.39	\$ 1,002.39

21E12CC03400	\$	942.22	\$	992.22
21E01AC03400	\$	941.72	\$	991.72
22E07CA09200	\$	925.90	\$	975.90
21E12AA08400	\$	925.40	\$	975.40
21E01DC02900	\$	917.20	\$	967.20
22E18DD02418	\$	915.85	\$	965.85
22E18DA00801	\$	915.76	\$	965.76
22E18CD05001	\$	911.34	\$	961.34
21E11AB06400	\$	902.74	\$	952.74
22E17BB04002	\$	882.88	\$	932.88
22E18BD00500	\$	881.38	\$	931.38
21E01CC00900	\$	880.41	\$	930.41
21E01BA09200	\$	880.41	\$	930.41
22E19BC01900	\$	877.95	\$	927.95
22E07CB01000	\$	875.51	\$	925.51
22E07CB05400	\$	871.52	\$	921.52
22E19AB05200	\$	868.43	\$	918.43
22E18BA03902	\$	868.16	\$	918.16
21E11AC03203	\$	866.20	\$	916.20
21E12AB03700	\$	855.92	\$	905.92
22E19AB08800	\$	851.95	\$	901.95
21E11DA05409	\$	843.65	\$	893.65
21E01CB03201	\$	843.65	\$	893.65
22E18DA00700	\$	840.81	\$	890.81
22E19BA06302	\$	839.00	\$	889.00
21E11DA07800	\$	831.39	\$	881.39
22E19DB00904	\$	830.86	\$	880.86
21E13AD01001	\$	829.39	\$	879.39
22E19AB05600	\$	825.45	\$	875.45
22E19CB00300	\$	819.57	\$	869.57
21E01CC11600	\$	819.12	\$	869.12
22E19AC00606	\$	817.12	\$	867.12
21E02DD02301	\$	811.47	\$	861.47
21E01BC07100	\$	806.87	\$	856.87
21E12BB11202	\$	806.87	\$	856.87
22E18CC00402	\$	805.34	\$	855.34
21E11DA04100	\$	794.61	\$	844.61
21E11DA00900	\$	794.61	\$	844.61
21E12DC01600	\$	794.61	\$	844.61
22E18BD03904	\$	789.13	\$	839.13
22E18BA06100	\$	787.20	\$	837.20
22E18AD01500	\$	787.20	\$	837.20
21E12CB04201	\$	782.36	\$	832.36
21E12BC02700	\$	782.36	\$	832.36
21E11AD00800	\$	782.36	\$	832.36
21E01CC01500	\$	782.36	\$	832.36
21E12BB04700	\$	776.75	\$	826.75
22E18CB05200	\$	776.40	\$	826.40
22E18BD01106	\$	776.40	\$	826.40
22E18DC02500	\$	774.92	\$	824.92
22E07BD00400	\$	772.95	\$	822.95
21E12CD01402	\$	772.82	\$	822.82
21E02DC03800	\$	770.10	\$	820.10
21E11DD04900	\$	770.10	\$	820.10
21E01CC05401	\$	770.10	\$	820.10

21E13AD01007	\$	765.57	\$	815.57
21E13DA02600	\$	760.19	\$	810.19
21E01CB01808	\$	757.84	\$	807.84
21E01BC02200	\$	757.84	\$	807.84
21E02AA03300	\$	757.84	\$	807.84
21E13BA02202	\$	757.84	\$	807.84
22E07CB02400	\$	757.84	\$	807.84
22E18AC01029	\$	753.78	\$	803.78
22E18BD03500	\$	750.37	\$	800.37
22E18AC00919	\$	749.89	\$	799.89
21E12BD03101	\$	747.60	\$	797.60
21E02DB01100	\$	745.57	\$	795.57
21E11AD02002	\$	745.57	\$	795.57
21E11AD07000	\$	745.57	\$	795.57
21E01BC01201	\$	745.57	\$	795.57
21E02DD07100	\$	744.27	\$	794.27
22E17BB03905	\$	743.52	\$	793.52
22E17BC02000	\$	739.57	\$	789.57
22E18DB00109	\$	737.63	\$	787.63
21E13DA02000	\$	735.68	\$	785.68
21E12BB15400	\$	734.35	\$	784.35
21E11DB06300	\$	733.31	\$	783.31
21E12BB15000	\$	733.31	\$	783.31
21E01CC07500	\$	733.31	\$	783.31
21E01BC07100	\$	733.31	\$	783.31
21E12CD01200	\$	733.31	\$	783.31
22E07BC04500	\$	733.31	\$	783.31
22E19AC05400	\$	733.22	\$	783.22
22E18BA02004	\$	731.24	\$	781.24
21E02AA05600	\$	730.63	\$	780.63
22E07CA06600	\$	729.26	\$	779.26
21E13BD00800	\$	729.26	\$	779.26
22E18AD01400	\$	729.26	\$	779.26
21E12AA04700	\$	728.57	\$	778.57
21E01BB08801	\$	727.37	\$	777.37
22E18BC00210	\$	726.83	\$	776.83
21E01BA02500	\$	725.38	\$	775.38
22E18CD00502	\$	725.38	\$	775.38
21E11AB01400	\$	723.41	\$	773.41
22E19BD04200	\$	723.40	\$	773.40
22E18BD03400	\$	723.40	\$	773.40
22E18BA04200	\$	723.21	\$	773.21
22E07CD05800	\$	722.92	\$	772.92
22E18DA02907	\$	722.92	\$	772.92
22E18DB04200	\$	722.00	\$	772.00
21E11AB05400	\$	721.05	\$	771.05
21E02DC01001	\$	721.05	\$	771.05
21E11DA02200	\$	721.05	\$	771.05
21E11DA02801	\$	721.05	\$	771.05
21E01CC02600	\$	721.05	\$	771.05
21E01CC03601	\$	721.05	\$	771.05
21E01CC06300	\$	721.05	\$	771.05
21E12DB04100	\$	721.05	\$	771.05
21E12AC01300	\$	721.05	\$	771.05
22E07BC04900	\$	721.05	\$	771.05



22E19AA00207	\$	721.01	\$	771.01
21E01CC00400	\$	719.25	\$	769.25
22E19BA00600	\$	718.97	\$	768.97
22E07CD05000	\$	715.07	\$	765.07
22E19AC00400	\$	713.09	\$	763.09
22E07CC08000	\$	712.62	\$	762.62
22E07CC04100	\$	711.13	\$	761.13
21E11DA05411	\$	708.79	\$	758.79
21E11AD05900	\$	708.79	\$	758.79
21E11AC00504	\$	708.79	\$	758.79
21E11AB04200	\$	708.79	\$	758.79
21E01CB02800	\$	708.79	\$	758.79
21E01BB10701	\$	708.79	\$	758.79
21E01CC00400	\$	708.79	\$	758.79
21E12AB01000	\$	708.79	\$	758.79
21E12AA07900	\$	708.79	\$	758.79
21E01DB07200	\$	708.79	\$	758.79
21E11AD03703	\$	708.67	\$	758.67
21E13DA01600	\$	708.67	\$	758.67
22E18BD02400	\$	708.51	\$	758.51
22E19BA01390	\$	704.76	\$	754.76
22E18CC01301	\$	701.29	\$	751.29
21E01BB06400	\$	700.82	\$	750.82
21E13DD01400	\$	700.82	\$	750.82
21E12AA07400	\$	699.21	\$	749.21
22E18AD00200	\$	698.84	\$	748.84
21E12BC09900	\$	697.98	\$	747.98
22E18BD01601	\$	696.92	\$	746.92
21E11AC04918	\$	696.56	\$	746.56
21E02DC06004	\$	696.56	\$	746.56
21E12BC05200	\$	696.56	\$	746.56
21E02AA03500	\$	696.56	\$	746.56
21E01BC04600	\$	696.56	\$	746.56
21E01AC04100	\$	696.56	\$	746.56
22E07CC06800	\$	696.09	\$	746.09
21E11DA08100	\$	694.68	\$	744.68
22E07CC00601	\$	694.46	\$	744.46
22E19AC04300	\$	694.46	\$	744.46
22E18CD05801	\$	692.48	\$	742.48
22E19DB00901	\$	688.54	\$	738.54
22E18DB03300	\$	686.61	\$	736.61
21E13AB07400	\$	684.60	\$	734.60
21E11BD06000	\$	684.30	\$	734.30
21E12CB05500	\$	684.30	\$	734.30
21E01CC09300	\$	684.30	\$	734.30
21E02DA04400	\$	684.30	\$	734.30
21E02AA04402	\$	684.30	\$	734.30
21E13BA01400	\$	684.30	\$	734.30
21E01BA08300	\$	684.30	\$	734.30
21E01DC09824	\$	684.30	\$	734.30
21E01DC08300	\$	684.30	\$	734.30
22E18BC00202	\$	684.15	\$	734.15
21E13DB04400	\$	683.66	\$	733.66
21E13DA01300	\$	680.69	\$	730.69
21E11AB01605	\$	680.37	\$	730.37

22E18DC00300	\$	679.74	\$	729.74
22E18DC01102	\$	678.24	\$	728.24
22E18DB00106	\$	672.36	\$	722.36
21E02DC00600	\$	672.03	\$	722.03
21E12BB10301	\$	672.03	\$	722.03
21E13BA00408	\$	672.03	\$	722.03
21E12BC09200	\$	672.03	\$	722.03
21E01AC08200	\$	672.03	\$	722.03
21E12AB00500	\$	672.03	\$	722.03
21E12AC00901	\$	670.04	\$	720.04
22E18DB00125	\$	667.03	\$	717.03
22E18DC00209	\$	666.48	\$	716.48
21E12BC00804	\$	664.96	\$	714.96
22E19BB04401	\$	662.06	\$	712.06
22E18DA00800	\$	662.06	\$	712.06
22E18CC04100	\$	660.08	\$	710.08
21E11AB04800	\$	659.76	\$	709.76
21E02DC05602	\$	659.76	\$	709.76
21E11DD05100	\$	659.76	\$	709.76
21E12BB01501	\$	659.76	\$	709.76
21E02DD00600	\$	659.76	\$	709.76
21E02AD04100	\$	659.76	\$	709.76
21E01BC07100	\$	659.76	\$	709.76
21E13BA07800	\$	659.76	\$	709.76
21E12AA08200	\$	659.76	\$	709.76
22E18BA02904	\$	658.13	\$	708.13
22E18DD00401	\$	658.01	\$	708.01
21E13AB01700	\$	657.79	\$	707.79
21E01DC06100	\$	653.80	\$	703.80
21E13DA00600	\$	651.74	\$	701.74
22E18DA02701	\$	650.67	\$	700.67
21E13DB04900	\$	650.03	\$	700.03
22E19BD01701	\$	649.77	\$	699.77
22E18CD03900	\$	649.42	\$	699.42
21E11DB01200	\$	647.50	\$	697.50
21E11AA02800	\$	647.50	\$	697.50
21E12CC05500	\$	647.50	\$	697.50
21E11DA07400	\$	647.50	\$	697.50
21E01BC07200	\$	647.50	\$	697.50
21E12DC01900	\$	647.50	\$	697.50
21E12AB01602	\$	647.50	\$	697.50
21E12AD04800	\$	647.50	\$	697.50
22E18AB04500	\$	639.47	\$	689.47
21E12CC00800	\$	637.96	\$	687.96
22E07DC01214	\$	637.52	\$	687.52
21E01BB04600	\$	636.95	\$	686.95
21E02DC03700	\$	635.24	\$	685.24
21E02AD04900	\$	635.24	\$	685.24
21E12DB02400	\$	635.24	\$	685.24
22E07BC03900	\$	635.24	\$	685.24
22E19BA04300	\$	634.09	\$	684.09
22E07BD08000	\$	627.25	\$	677.25
21E13AB04500	\$	627.25	\$	677.25
21E12CD01005	\$	626.99	\$	676.99
22E17CB00357	\$	623.26	\$	673.26

21E12BC06401	\$	622.98	\$	672.98
21E12BB03700	\$	622.98	\$	672.98
21E01CC08900	\$	622.98	\$	672.98
22E18DB03600	\$	617.42	\$	667.42
21E13DB00300	\$	616.96	\$	666.96
22E07CD09101	\$	616.43	\$	666.43
22E07CB07200	\$	614.98	\$	664.98
22E19CA00133	\$	614.98	\$	664.98
22E18DC00100	\$	614.98	\$	664.98
21E11BA06000	\$	610.71	\$	660.71
21E02DD08601	\$	610.71	\$	660.71
21E13BA07300	\$	610.71	\$	660.71
21E12CB01500	\$	607.73	\$	657.73
21E12BD04201	\$	607.34	\$	657.34
21E11DA05404	\$	606.69	\$	656.69
22E18CA02703	\$	602.70	\$	652.70
22E07CC07600	\$	602.21	\$	652.21
21E02DC04300	\$	598.49	\$	648.49
21E02DC05800	\$	598.49	\$	648.49
21E12BB02601	\$	598.49	\$	648.49
21E01BA03002	\$	598.49	\$	648.49
21E12AC05501	\$	598.49	\$	648.49
22E18CC02800	\$	596.33	\$	646.33
21E01BB03000	\$	596.13	\$	646.13
22E07CB04902	\$	588.34	\$	638.34
21E02AD05600	\$	586.94	\$	636.94
21E11AB02600	\$	586.23	\$	636.23
21E01CD02900	\$	585.47	\$	635.47
21E12CD02641	\$	579.27	\$	629.27
22E07CB02100	\$	579.09	\$	629.09
21E13AB01100	\$	578.91	\$	628.91
22E18AC01007	\$	578.07	\$	628.07
21E01CD04900	\$	573.97	\$	623.97
21E01CC08300	\$	573.97	\$	623.97
21E12DD00201	\$	573.97	\$	623.97
21E13AA00500	\$	572.07	\$	622.07
21E12AD02701	\$	570.02	\$	620.02
21E01BB10100	\$	566.02	\$	616.02
21E01BB08400	\$	566.02	\$	616.02
22E07AB03500	\$	566.02	\$	616.02
22E07CC06700	\$	566.02	\$	616.02
22E18BA01800	\$	566.02	\$	616.02
22E07DB02200	\$	566.00	\$	616.00
21E11AC03000	\$	561.83	\$	611.83
21E11AD05500	\$	561.83	\$	611.83
21E02DD05100	\$	561.83	\$	611.83
21E11AA00800	\$	561.83	\$	611.83
21E12BB05300	\$	561.83	\$	611.83
21E02DD00501	\$	561.83	\$	611.83
21E02DD01301	\$	561.83	\$	611.83
21E01BC03000	\$	561.83	\$	611.83
21E01BC04100	\$	561.83	\$	611.83
21E12CC00201	\$	561.83	\$	611.83
21E12AA07700	\$	561.83	\$	611.83
21E01DC04000	\$	561.83	\$	611.83

21E01DB06405	\$	561.83	\$	611.83
21E12DA03900	\$	561.83	\$	611.83
21E12AC05500	\$	561.83	\$	611.83
21E11DB01800	\$	560.35	\$	610.35
22E18CB02800	\$	558.13	\$	608.13
21E11DB04400	\$	557.17	\$	607.17
22E17BB03700	\$	553.72	\$	603.72
22E19DB00109	\$	551.58	\$	601.58
22E18DD00501	\$	549.82	\$	599.82
21E12CD02631	\$	549.49	\$	599.49
22E18DD00402	\$	543.05	\$	593.05
21E11AD02600	\$	536.89	\$	586.89
21E11CA01500	\$	528.82	\$	578.82
21E02DC09500	\$	527.87	\$	577.87
21E11BA01800	\$	506.95	\$	556.95
22E18BD02600	\$	485.46	\$	535.46
21E12CA01503	\$	480.08	\$	530.08
22E07CC08300	\$	480.00	\$	530.00
21E13AC05002	\$	476.36	\$	526.36
21E11AD01300	\$	472.97	\$	522.97
21E02DD01501	\$	472.91	\$	522.91
21E12CA03500	\$	472.91	\$	522.91
21E12CA05109	\$	471.33	\$	521.33
21E13DB03900	\$	470.68	\$	520.68
22E17BD01514	\$	470.26	\$	520.26
22E18BC00215	\$	470.21	\$	520.21
22E07AB03400	\$	469.48	\$	519.48
22E07BD00200	\$	469.14	\$	519.14
21E01CA01600	\$	468.32	\$	518.32
22E18BD03903	\$	465.70	\$	515.70
21E11AD09000	\$	465.44	\$	515.44
21E12BB12400	\$	465.33	\$	515.33
22E18CB01900	\$	461.68	\$	511.68
22E18AC00939	\$	455.39	\$	505.39
22E19BA06101	\$	450.79	\$	500.79
22E18DA03600	\$	444.99	\$	494.99
21E12AD02804	\$	442.85	\$	492.85
21E11DB01300	\$	441.58	\$	491.58
22E07CB01200	\$	436.83	\$	486.83
21E01DC09701	\$	429.33	\$	479.33
21E01DC07200	\$	426.18	\$	476.18
22E07CD06700	\$	418.36	\$	468.36
21E11AB02005	\$	410.36	\$	460.36
21E11DD00500	\$	396.80	\$	446.80
22E07CA02400	\$	396.47	\$	446.47
21E01DC09822	\$	393.83	\$	443.83
22E18CD03702	\$	392.16	\$	442.16
21E11BA01000	\$	388.23	\$	438.23
22E18AC00714	\$	376.46	\$	426.46
22E18DB00800	\$	365.11	\$	415.11
21E13DD01200	\$	354.13	\$	404.13
22E07CC01700	\$	352.14	\$	402.14
21E02CD02900	\$	350.81	\$	400.81
22E07CB06900	\$	345.43	\$	395.43
22E07BD05700	\$	341.86	\$	391.86

21E13DB00700	\$	337.83	\$	387.83
21E13AA00500	\$	337.57	\$	387.57
21E11AD07700	\$	335.86	\$	385.86
22E19BA04200	\$	328.02	\$	378.02
22E19BA00900	\$	315.04	\$	365.04
22E17CB00500	\$	303.67	\$	353.67
21E12BB07500	\$	298.81	\$	348.81
22E07BA03000	\$	280.28	\$	330.28
22E18CB03100	\$	273.83	\$	323.83
22E17CB00414	\$	250.16	\$	300.16
22E07BC08900	\$	234.24	\$	284.24
Total	\$	349,122.62	\$	368,672.62



## STAFF REPORT

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**To:** Board of Directors  
**From:** Jason Rice, Interim General Manager  
**Agenda Item:** Consent Agenda  
**Item No.:** 11  
**Date:** June 12, 2017

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### **Background:**

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

The Consent Agenda includes:

- May 2017 Financial Reports
  - Approval of Sanitary May 2017 Check Run
  - Approval of Water May 2017 Check Run
- May 16, 2017 Board Meeting Minutes

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

### **Options for Consideration:**

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

### **Recommendation:**

Approve the items listed under the Consent Agenda.

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

Approved \_\_\_\_\_

Date \_\_\_\_\_



## MONTHLY FINANCIAL REPORT

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**To:** Board Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** May 2017 Financial Reports  
**Item No.:** 11a  
**Date:** June 20, 2017

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### **Water Division**

#### **Reports:**

- Monthly Overview
- Retail Water Sales Fiscal Year Comparison (Graph)
- Detailed Monthly Finance Report
- Monthly Checks and Electronic Withdrawals
- Bank Reconciliation/Statement - Wells Fargo Checking Account
- Bank Reconciliation – LGIP
- Cash and Investments Account Balances

### **Waste Water/Watershed Protection Division**

#### **Reports:**

- Cash Disbursement Activity Summary
- Invoice History
- Bank Reconciliations – Wells Fargo Checking Account & LGIP
- Expenditure Status Report

### **OTHER**

- Consolidation costs/savings

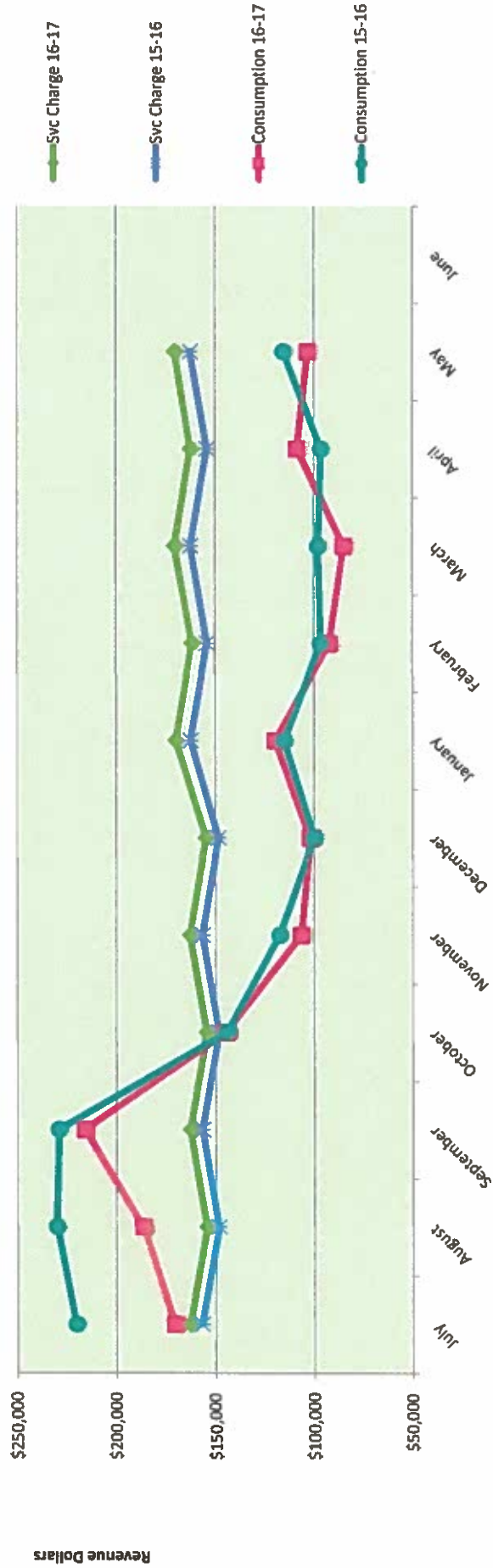
# Oak Lodge Water District July - Dec/Oak Lodge Water Services Jan-June

## Retail Water Sales Fiscal Year with Service Base and Consumption

	July	August	September	October	November	December	January	February	March	April	May	June	Total
<b>Svc Charge 15-16</b>	\$ 156,854	\$ 148,351	\$ 156,535	\$ 148,272	\$ 156,480	\$ 148,401	\$ 162,391	\$ 154,099	\$ 162,430	\$ 154,110	\$ 162,581	\$ 162,581	\$ 1,710,504
<b>Svc Charge 16-17</b>	\$ 162,724	\$ 154,362	\$ 162,714	\$ 154,449	\$ 162,807	\$ 154,565	\$ 169,883	\$ 161,671	\$ 170,526	\$ 162,409	\$ 170,418	\$ 170,418	\$ 1,786,527
<b>Consumption 15-16</b>	\$ 220,470	\$ 230,241	\$ 229,209	\$ 144,092	\$ 117,480	\$ 99,854	\$ 115,237	\$ 96,533	\$ 98,111	\$ 96,484	\$ 115,483	\$ 115,483	\$ 1,563,293
<b>Consumption 16-17</b>	\$ 170,420	\$ 186,670	\$ 216,040	\$ 144,702	\$ 106,560	\$ 102,046	\$ 119,711	\$ 92,234	\$ 85,017	\$ 108,578	\$ 103,124	\$ 103,124	\$ 1,435,101

**GRAPH:**

**Base rate vs. Consumption  
with New Service Base and Consumption**





# Oak Lodge Water District

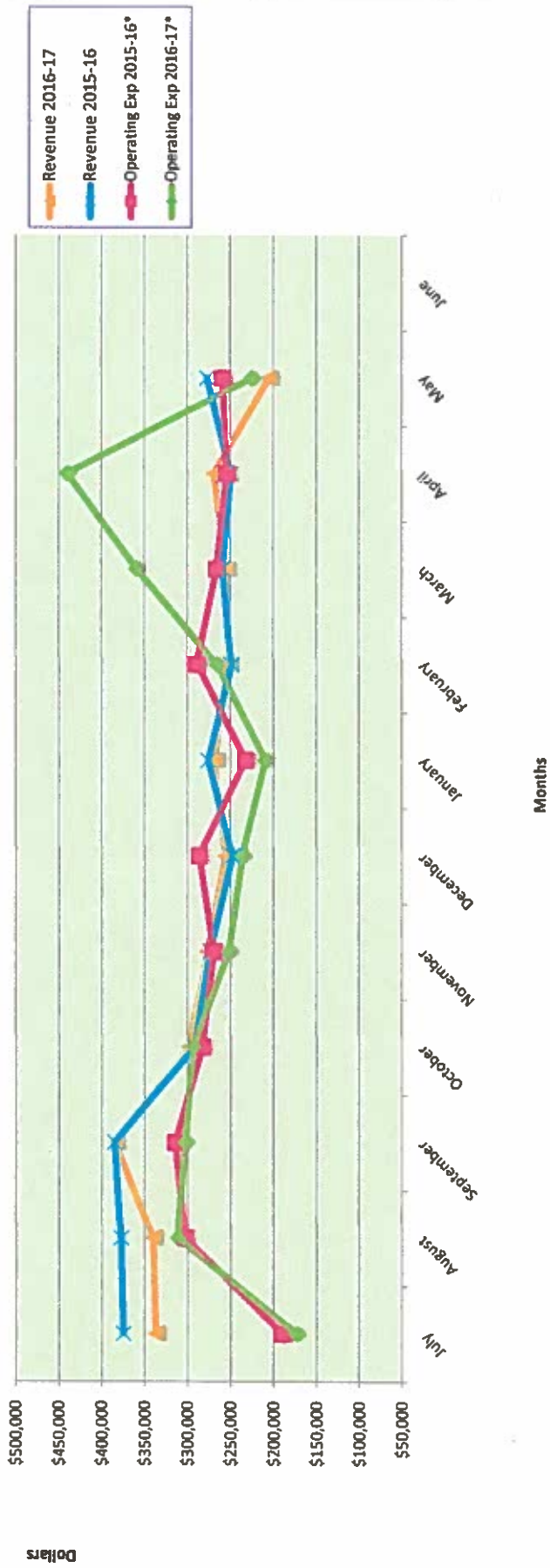
## Retail Water Sales Fiscal Year

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Revenue 2015-16	\$ 375,067	\$ 378,354	\$ 385,271	\$ 291,814	\$ 273,716	\$ 247,986	\$ 275,969	\$ 248,876	\$ 259,072	\$ 249,553	\$ 277,233		\$ 3,262,911
Revenue 2016-17	\$ 337,145	\$ 340,493	\$ 385,163	\$ 298,482	\$ 277,148	\$ 256,086	\$ 268,357	\$ 253,234	\$ 255,021	\$ 269,504	\$ 204,866		\$ 3,145,499
Operating Exp 2015-16*	\$ 189,322	\$ 303,029	\$ 314,480	\$ 282,916	\$ 269,527	\$ 286,733	\$ 232,181	\$ 288,754	\$ 266,118	\$ 253,983	\$ 258,819		\$ 2,945,862
Operating Exp 2016-17*	\$ 173,076	\$ 311,766	\$ 303,105	\$ 293,445	\$ 251,829	\$ 236,333	\$ 209,142	\$ 265,778	\$ 359,449	\$ 440,746	\$ 225,170		\$ 3,088,839

\*Does not include capital or debt service

High due to payout to retiring GM

### Retail Water Sales/Operating Expenses





Oak Lodge Water District

# My Budget Report

## Account Summary

For Fiscal: 2016-2017 Period Ending: 05/31/2017

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 10 - General</b>						
<b>Revenue</b>						
<b>Category: 000 - No Category</b>						
<u>10.3999</u>	Beginning Working Capital	1,257,282.00	1,257,282.00	0.00	0.00	-1,257,282.00 0.00%
<u>10.4000</u>	Water Sales	3,000,000.00	3,000,000.00	254,449.16	3,145,499.02	145,499.02 104.85%
<u>10.4001</u>	CRW Water Sales	25,000.00	25,000.00	3,472.47	31,200.57	6,200.57 124.80%
<u>10.4005</u>	Penalty Charges	35,000.00	35,000.00	2,397.00	24,515.00	-10,485.00 70.04%
<u>10.4006</u>	Service Installations	15,000.00	15,000.00	1,795.00	24,498.50	9,498.50 163.32%
<u>10.4100</u>	Interest	500.00	500.00	928.24	7,556.78	7,056.78 1,511.36%
<u>10.4110</u>	Delinquent Taxes	0.00	0.00	0.00	193.96	193.96 0.00%
<u>10.4200</u>	Rents and Leases	235,000.00	235,000.00	11,123.26	87,720.56	-147,279.44 37.33%
<u>10.4300</u>	Contract Services	40,000.00	40,000.00	2,415.24	49,281.90	9,281.90 123.20%
<u>10.4400</u>	Miscellaneous Income	15,000.00	15,000.00	0.00	20,792.72	5,792.72 138.62%
	<b>Category: 000 - No Category Total:</b>	<b>4,622,782.00</b>	<b>4,622,782.00</b>	<b>276,580.37</b>	<b>3,391,259.01</b>	<b>-1,231,522.99 73.36 %</b>
	<b>Revenue Total:</b>	<b>4,622,782.00</b>	<b>4,622,782.00</b>	<b>276,580.37</b>	<b>3,391,259.01</b>	<b>-1,231,522.99 73.36 %</b>
<b>Expense</b>						
<b>Category: 460 - Personnel</b>						
<u>10.5600</u>	Salary & Wages - Office	510,000.00	510,000.00	25,885.02	528,966.88	-18,966.88 103.72%
<u>10.5621</u>	Temporary / Summer	20,000.00	20,000.00	8,970.00	44,197.50	-24,197.50 220.99%
<u>10.5700</u>	Salary & Wages - Field	612,000.00	612,000.00	48,235.28	497,035.06	114,964.94 81.21%
<u>10.5780</u>	Overtime & Standby	35,000.00	35,000.00	1,822.56	24,472.89	10,527.11 69.92%
	<b>Category: 460 - Personnel Total:</b>	<b>1,177,000.00</b>	<b>1,177,000.00</b>	<b>84,912.86</b>	<b>1,094,672.33</b>	<b>82,327.67 93.01 %</b>
<b>Category: 470 - Payroll Expenses</b>						
<u>10.5800</u>	Public Retirement (PERS)	225,000.00	225,000.00	12,988.78	189,734.26	35,265.74 84.33%
<u>10.5810</u>	Social Security	65,000.00	65,000.00	5,280.23	65,489.89	-489.89 100.75%
<u>10.5820</u>	Medicare	18,000.00	18,000.00	1,234.90	15,876.42	2,123.58 88.20%
<u>10.5830</u>	TriMet Tax	9,000.00	9,000.00	633.37	8,100.51	899.49 90.01%
<u>10.5840</u>	Workers Compensation	40,000.00	40,000.00	33.64	10,542.25	29,457.75 26.36%
<u>10.5850</u>	Unemployment	20,000.00	20,000.00	0.00	0.00	20,000.00 0.00%
<u>10.5860</u>	Medical Insurance	225,000.00	225,000.00	13,948.98	152,844.18	72,155.82 67.93%
<u>10.5870</u>	Dental Insurance	25,000.00	25,000.00	899.31	9,849.61	15,150.39 39.40%
<u>10.5880</u>	Other Personal Services	30,000.00	30,000.00	1,453.64	26,515.00	3,485.00 88.38%
	<b>Category: 470 - Payroll Expenses Total:</b>	<b>657,000.00</b>	<b>657,000.00</b>	<b>36,472.85</b>	<b>478,952.12</b>	<b>178,047.88 72.90 %</b>
<b>Category: 550 - Materials and Services</b>						
<u>10.6000</u>	Uniforms	4,000.00	4,000.00	0.00	1,699.61	2,300.39 42.49%
<u>10.6005</u>	Training and Travel	33,000.00	33,000.00	1,840.75	18,327.48	14,672.52 55.54%
<u>10.6010</u>	Safety Program	12,000.00	12,000.00	3,286.13	15,005.55	-3,005.55 125.05%
<u>10.6015</u>	Board Training & Travel	25,400.00	25,400.00	703.61	1,652.30	23,747.70 6.51%
<u>10.6020</u>	Board Compensation	12,000.00	12,000.00	650.00	7,472.83	4,527.17 62.27%
<u>10.6025</u>	Telephone	14,000.00	14,000.00	953.15	9,091.86	4,908.14 64.94%
<u>10.6030</u>	Office Supplies	15,000.00	15,000.00	1,035.75	10,215.88	4,784.12 68.11%
<u>10.6035</u>	Postage	2,000.00	2,000.00	0.00	1,736.02	263.98 86.80%
<u>10.6040</u>	Dues & Subscriptions	36,700.00	36,700.00	1,413.19	26,354.24	10,345.76 71.81%
<u>10.6045</u>	Audit	17,000.00	17,000.00	0.00	8,730.00	8,270.00 51.35%
<u>10.6050</u>	Technical Services	10,000.00	10,000.00	3,741.36	7,903.86	2,096.14 79.04%
<u>10.6055</u>	Legal	25,000.00	25,000.00	26,740.35	87,127.41	-62,127.41 348.51%
<u>10.6065</u>	Elections Expense	5,000.00	5,000.00	0.00	0.00	5,000.00 0.00%
<u>10.6075</u>	Administrative Fees & Taxes	42,800.00	42,800.00	3,024.37	44,636.37	-1,836.37 104.29%
<u>10.6080</u>	Computer and Technology	25,000.00	25,000.00	3,544.61	29,284.34	-4,284.34 117.14%
<u>10.6085</u>	Service & Maintenance Contract	95,400.00	95,400.00	16,760.72	124,265.67	-28,865.67 130.26%
<u>10.6090</u>	Water Purchases	750,000.00	750,000.00	0.00	746,727.76	3,272.24 99.56%

My Budget Report

For Fiscal: 2016-2017 Period Ending: 05/31/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>10.6095</u>	PGE	42,000.00	42,000.00	2,442.75	31,465.35	10,534.65	74.92%
<u>10.6096</u>	NW Natural	4,000.00	4,000.00	288.36	515.29	3,484.71	12.88%
<u>10.6097</u>	Other Utilities	10,000.00	10,000.00	0.00	7,682.66	2,317.34	76.83%
<u>10.6100</u>	Fuel and Oils	20,000.00	20,000.00	1,058.47	11,048.15	8,951.85	55.24%
<u>10.6101</u>	Vehicle Equipment Maintenance	24,000.00	24,000.00	1,983.94	11,670.38	12,329.62	48.63%
<u>10.6111</u>	Distribution System Maint.	200,000.00	200,000.00	12,109.80	153,509.32	46,490.68	76.75%
<u>10.6120</u>	Building and Grounds	10,000.00	10,000.00	1,295.14	10,562.75	-562.75	105.63%
<u>10.6130</u>	Water Quality Program	13,000.00	13,000.00	3,067.00	10,207.82	2,792.18	78.52%
<u>10.6135</u>	Public Information	6,000.00	6,000.00	0.00	146.86	5,853.14	2.45%
<u>10.6145</u>	Contractual Services	10,000.00	10,000.00	0.00	2,657.16	7,342.84	26.57%
<u>10.6146</u>	Contract Meter Reading	36,000.00	36,000.00	3,102.82	30,368.86	5,631.14	84.36%
<u>10.6150</u>	Insurance	52,000.00	52,000.00	0.00	74,209.00	-22,209.00	142.71%
<u>10.6155</u>	Consolidation	40,000.00	40,000.00	14,512.63	33,231.19	6,768.81	83.08%
<u>10.6900</u>	Miscellaneous	4,000.00	4,000.00	229.00	876.16	3,123.84	21.90%
<b>Category: 550 - Materials and Services Total:</b>		<b>1,595,300.00</b>	<b>1,595,300.00</b>	<b>103,783.90</b>	<b>1,518,382.13</b>	<b>76,917.87</b>	<b>95.18 %</b>
<b>Category: 650 - Capital Outlay</b>							
<u>10.6500</u>	Water System Capital Outlay	200,000.00	200,000.00	0.00	184,358.00	15,642.00	92.18%
<u>10.6505</u>	Operational Maint. & Equipment	17,000.00	17,000.00	0.00	20,046.45	-3,046.45	117.92%
<u>10.6510</u>	Vehicle & Equipment	65,000.00	65,000.00	0.00	13,667.00	51,333.00	21.03%
<u>10.6515</u>	Building & Sites	2,000.00	2,000.00	0.00	349.00	1,651.00	17.45%
<u>10.6525</u>	Office Equipment/Furniture	165,000.00	165,000.00	0.00	0.00	165,000.00	0.00%
<b>Category: 650 - Capital Outlay Total:</b>		<b>449,000.00</b>	<b>449,000.00</b>	<b>0.00</b>	<b>218,420.45</b>	<b>230,579.55</b>	<b>48.65 %</b>
<b>Category: 700 - Transfers</b>							
<u>10.7005</u>	Transfer Out	500,000.00	500,000.00	0.00	0.00	500,000.00	0.00%
<b>Category: 700 - Transfers Total:</b>		<b>500,000.00</b>	<b>500,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500,000.00</b>	<b>0.00 %</b>
<b>Category: 800 - Contingency</b>							
<u>10.8000</u>	Contingency	244,482.00	244,482.00	0.00	0.00	244,482.00	0.00%
<b>Category: 800 - Contingency Total:</b>		<b>244,482.00</b>	<b>244,482.00</b>	<b>0.00</b>	<b>0.00</b>	<b>244,482.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>		<b>4,622,782.00</b>	<b>4,622,782.00</b>	<b>225,169.61</b>	<b>3,310,427.03</b>	<b>1,312,354.97</b>	<b>71.61 %</b>
<b>Fund: 10 - General Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>51,410.76</b>	<b>80,831.98</b>	<b>80,831.98</b>	<b>0.00 %</b>
<b>Fund: 40 - System Development</b>							
<b>Revenue</b>							
<b>Category: 000 - No Category</b>							
<u>40.3999</u>	Beginning Working Capital	129,354.00	129,354.00	0.00	0.00	-129,354.00	0.00%
<u>40.4040</u>	SDC Reimbursement	50,000.00	50,000.00	21,160.00	213,415.00	163,415.00	426.83%
<u>40.4100</u>	Interest	500.00	500.00	93.83	842.41	342.41	168.48%
<b>Category: 000 - No Category Total:</b>		<b>179,854.00</b>	<b>179,854.00</b>	<b>21,253.83</b>	<b>214,257.41</b>	<b>34,403.41</b>	<b>119.13 %</b>
<b>Revenue Total:</b>		<b>179,854.00</b>	<b>179,854.00</b>	<b>21,253.83</b>	<b>214,257.41</b>	<b>34,403.41</b>	<b>119.13 %</b>
<b>Expense</b>							
<b>Category: 700 - Transfers</b>							
<u>40.7006</u>	Transfer Out	170,000.00	170,000.00	0.00	0.00	170,000.00	0.00%
<b>Category: 700 - Transfers Total:</b>		<b>170,000.00</b>	<b>170,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>170,000.00</b>	<b>0.00 %</b>
<b>Category: 800 - Contingency</b>							
<u>40.8000</u>	Contingency	9,854.00	9,854.00	0.00	0.00	9,854.00	0.00%
<b>Category: 800 - Contingency Total:</b>		<b>9,854.00</b>	<b>9,854.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,854.00</b>	<b>0.00 %</b>
<b>Expense Total:</b>		<b>179,854.00</b>	<b>179,854.00</b>	<b>0.00</b>	<b>0.00</b>	<b>179,854.00</b>	<b>0.00 %</b>
<b>Fund: 40 - System Development Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>21,253.83</b>	<b>214,257.41</b>	<b>214,257.41</b>	<b>0.00 %</b>
<b>Fund: 50 - CIP</b>							
<b>Revenue</b>							
<b>Category: 000 - No Category</b>							
<u>50.3999</u>	Beginning Working Capital	581,861.00	581,861.00	0.00	0.00	-581,861.00	0.00%
<u>50.4100</u>	Interest	0.00	0.00	1,349.57	12,116.18	12,116.18	0.00%

My Budget Report

For Fiscal: 2016-2017 Period Ending: 05/31/2017

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<u>50.4900</u>	Fund Transfer	670,000.00	670,000.00	0.00	0.00	-670,000.00	0.00%
	<b>Category: 000 - No Category Total:</b>	<b>1,251,861.00</b>	<b>1,251,861.00</b>	<b>1,349.57</b>	<b>12,116.18</b>	<b>-1,239,744.82</b>	<b>0.97 %</b>
	<b>Revenue Total:</b>	<b>1,251,861.00</b>	<b>1,251,861.00</b>	<b>1,349.57</b>	<b>12,116.18</b>	<b>-1,239,744.82</b>	<b>0.97 %</b>
	<b>Expense</b>						
	<b>Category: 650 - Capital Outlay</b>						
<u>50.5100</u>	Replacement & Renewal	1,000,000.00	1,000,000.00	122,285.01	305,652.36	694,347.64	30.57%
	<b>Category: 650 - Capital Outlay Total:</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>122,285.01</b>	<b>305,652.36</b>	<b>694,347.64</b>	<b>30.57 %</b>
	<b>Category: 800 - Contingency</b>						
<u>50.8000</u>	Contingency	251,861.00	251,861.00	0.00	0.00	251,861.00	0.00%
	<b>Category: 800 - Contingency Total:</b>	<b>251,861.00</b>	<b>251,861.00</b>	<b>0.00</b>	<b>0.00</b>	<b>251,861.00</b>	<b>0.00 %</b>
	<b>Expense Total:</b>	<b>1,251,861.00</b>	<b>1,251,861.00</b>	<b>122,285.01</b>	<b>305,652.36</b>	<b>946,208.64</b>	<b>24.42 %</b>
	<b>Fund: 50 - CIP Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-120,935.44</b>	<b>-293,536.18</b>	<b>-293,536.18</b>	<b>0.00 %</b>
<b>Fund: 70 - Reserve</b>							
	<b>Revenue</b>						
	<b>Category: 000 - No Category</b>						
<u>70.3999</u>	Beginning Working Capital	629,783.00	629,783.00	0.00	0.00	-629,783.00	0.00%
<u>70.4100</u>	Interest	4,000.00	4,000.00	699.87	6,283.36	2,283.36	157.08%
	<b>Category: 000 - No Category Total:</b>	<b>633,783.00</b>	<b>633,783.00</b>	<b>699.87</b>	<b>6,283.36</b>	<b>-627,499.64</b>	<b>0.99 %</b>
	<b>Revenue Total:</b>	<b>633,783.00</b>	<b>633,783.00</b>	<b>699.87</b>	<b>6,283.36</b>	<b>-627,499.64</b>	<b>0.99 %</b>
	<b>Expense</b>						
	<b>Category: 800 - Contingency</b>						
<u>70.8000</u>	Contingency	576,283.00	576,283.00	0.00	0.00	576,283.00	0.00%
	<b>Category: 800 - Contingency Total:</b>	<b>576,283.00</b>	<b>576,283.00</b>	<b>0.00</b>	<b>0.00</b>	<b>576,283.00</b>	<b>0.00 %</b>
	<b>Expense Total:</b>	<b>576,283.00</b>	<b>576,283.00</b>	<b>0.00</b>	<b>0.00</b>	<b>576,283.00</b>	<b>0.00 %</b>
	<b>Fund: 70 - Reserve Surplus (Deficit):</b>	<b>57,500.00</b>	<b>57,500.00</b>	<b>699.87</b>	<b>6,283.36</b>	<b>-51,216.64</b>	<b>10.93 %</b>
	<b>Report Surplus (Deficit):</b>	<b>57,500.00</b>	<b>57,500.00</b>	<b>-47,570.98</b>	<b>7,836.57</b>	<b>-49,663.43</b>	<b>13.63 %</b>

**For OLWS Board Meeting of: June 20, 2017**

**To:** Oak Lodge Water Services Directors

**From:** Kelly Stacey, Finance Director

**Issue**

The District needs formal authorization of the May 2017 checks numbered 39044 through 39120, which include accounts payable and payroll checks as well as all electronic withdrawals and bank drafts, totaling \$489,105.78. There were no voided checks. Attached you will find a report showing all checks and electronic withdrawals for May 2017.

**Recommendations**

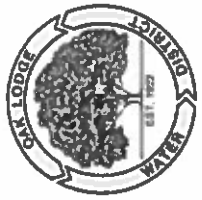
It is recommended to the Board that checks numbered 39044 through 39120 and electronic withdrawals be formally approved by the Board.

**Background**

The District pays expenditures throughout the month.

**Facts and Findings**

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



Oak Lodge Water District

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 05/01/2017 - 05/31/2017

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Bank Account: 2908192046 - OAK LODGE WATER DISTRICT							
05/05/2017	05/31/2017	39044	A and A Drilling Service, Inc	Accounts Payable	Pending Clear	Check	-562.50
05/05/2017	05/31/2017	39045	Aflac	Accounts Payable	Pending Clear	Check	-399.84
05/05/2017	05/31/2017	39046	ASSET SYSTEMS INC	Accounts Payable	Pending Clear	Check	-296.47
05/05/2017	05/31/2017	39047	Brad W Lyon	Accounts Payable	Pending Clear	Check	-162.64
05/05/2017	05/31/2017	39048	Cable Huston	Accounts Payable	Pending Clear	Check	-3,875.00
05/05/2017	05/31/2017	39049	Cintas Corporation	Accounts Payable	Pending Clear	Check	-107.32
05/05/2017	05/31/2017	39050	Cintas Corporation - 463	Accounts Payable	Pending Clear	Check	-73.37
05/05/2017	05/31/2017	39051	Clackamas Comm. Federal CU	Accounts Payable	Pending Clear	Check	-128.00
05/05/2017	05/31/2017	39052	Community Newspapers	Accounts Payable	Pending Clear	Check	-57.35
05/05/2017	05/31/2017	39053	Convergence Northwest, Inc	Accounts Payable	Pending Clear	Check	-6,095.17
05/05/2017	05/31/2017	39054	CTX-Xerox	Accounts Payable	Pending Clear	Check	-197.96
05/05/2017	05/31/2017	39055	Dan Bradley	Accounts Payable	Pending Clear	Check	-50.00
05/05/2017	05/31/2017	39056	J. Thayer Company	Accounts Payable	Pending Clear	Check	-911.34
05/05/2017	05/31/2017	39057	Keller Supply Company	Accounts Payable	Pending Clear	Check	-35.32
05/05/2017	05/31/2017	39058	Meterreaders, LLC	Accounts Payable	Pending Clear	Check	-2,254.04
05/05/2017	05/31/2017	39059	Nancy Gibson Comp	Accounts Payable	Pending Clear	Check	-400.00
05/05/2017	05/31/2017	39060	Nancy Gibson Expense	Accounts Payable	Pending Clear	Check	-9.45
05/05/2017	05/31/2017	39061	NCCWC	Accounts Payable	Pending Clear	Check	-60,960.86
05/05/2017	05/31/2017	39062	NW Natural	Accounts Payable	Pending Clear	Check	-357.76
05/05/2017	05/31/2017	39063	Oak Lodge Sanitary District	Accounts Payable	Pending Clear	Check	-150.40
05/05/2017	05/31/2017	39064	Oregon AFSCME Council 75	Accounts Payable	Pending Clear	Check	-249.02
05/05/2017	05/31/2017	39065	Oregon Dept of Revenue	Accounts Payable	Pending Clear	Check	-7,578.86
05/05/2017	05/31/2017	39066	Oregon Dept. of Consumer & Business	Accounts Payable	Pending Clear	Check	-44.80
05/05/2017	05/31/2017	39067	Pape' Machinery Exchange	Accounts Payable	Pending Clear	Check	-1,298.00
05/05/2017	05/31/2017	39068	PECK RUBANOFF & HATFIELD	Accounts Payable	Pending Clear	Check	-1,115.50
05/05/2017	05/31/2017	39069	Peterson IV, Inc.	Accounts Payable	Pending Clear	Check	-34.49
05/05/2017	05/31/2017	39070	Petty Cash Custodian Kelly Stacey	Accounts Payable	Pending Clear	Check	-233.03
05/05/2017	05/31/2017	39071	Portland Engineering Inc	Accounts Payable	Pending Clear	Check	-120.00
05/05/2017	05/31/2017	39072	Portland General Electric	Accounts Payable	Pending Clear	Check	-2,495.70
05/05/2017	05/31/2017	39073	RH2 Engineering, Inc.	Accounts Payable	Pending Clear	Check	-12,566.40
05/05/2017	05/31/2017	39074	Traver's Cleaning Service Inc.	Accounts Payable	Pending Clear	Check	-35.00
05/05/2017	05/31/2017	39075	Tyler Technologies, Inc.	Accounts Payable	Pending Clear	Check	-260.00
05/05/2017	05/31/2017	39076	US BANK EQUIPMENT FINANCE	Accounts Payable	Pending Clear	Check	-220.00
05/05/2017	05/31/2017	39077	Webert, Loyd J.	Accounts Payable	Pending Clear	Check	-437.00
05/05/2017	05/31/2017	39078	Wright Imaging	Accounts Payable	Pending Clear	Check	-2,619.99
05/15/2017	05/31/2017	39079	Sexton, Timothy J	Payroll	Pending Clear	Check	-1,266.36

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/15/2017	05/31/2017	39080	Yohn, Clay B	Payroll	Pending Clear	Check	-661.40
05/15/2017	05/31/2017	39081	KROGSTAD, JOHN	Payroll	Pending Clear	Check	-2,016.61
05/15/2017	05/31/2017	39082	A Worksafe Service, Inc.	Accounts Payable	Pending Clear	Check	-95.00
05/15/2017	05/31/2017	39083	Ace Hardware #11075	Accounts Payable	Pending Clear	Check	-116.02
05/15/2017	05/31/2017	39084	Aflac	Accounts Payable	Pending Clear	Check	-399.84
05/15/2017	05/31/2017	39085	Alexin Analytical Laboratories	Accounts Payable	Pending Clear	Check	-3,067.00
05/15/2017	05/31/2017	39086	ASSET SYSTEMS INC	Accounts Payable	Pending Clear	Check	-296.47
05/15/2017	05/31/2017	39087	CALPORTLAND COMPANY	Accounts Payable	Pending Clear	Check	-463.50
05/15/2017	05/31/2017	39088	Cintas Corporation - 463	Accounts Payable	Pending Clear	Check	-73.37
05/15/2017	05/31/2017	39089	Clackamas Comm. Federal CU	Accounts Payable	Pending Clear	Check	-128.00
05/15/2017	05/31/2017	39090	Clackamas Landscape	Accounts Payable	Pending Clear	Check	-280.00
05/15/2017	05/31/2017	39091	Consolidated Supply Co.	Accounts Payable	Pending Clear	Check	-3,109.29
05/15/2017	05/31/2017	39092	Convergence Northwest, Inc	Accounts Payable	Pending Clear	Check	-9,551.99
05/15/2017	05/31/2017	39093	Costco Wholesale	Accounts Payable	Pending Clear	Check	-337.82
05/15/2017	05/31/2017	39094	Craig Blackman Trucking	Accounts Payable	Outstanding	Check	-948.50
05/15/2017	05/31/2017	39095	Dave Seifert	Accounts Payable	Pending Clear	Check	-233.44
05/15/2017	05/31/2017	39096	Ed's Mower & Saw Shoppe	Accounts Payable	Pending Clear	Check	-11.90
05/15/2017	05/31/2017	39097	Entrance Door & Glass Co	Accounts Payable	Pending Clear	Check	-807.00
05/15/2017	05/31/2017	39098	H.D. Fowler Company	Accounts Payable	Pending Clear	Check	-3,536.62
05/15/2017	05/31/2017	39099	Heather Formis	Accounts Payable	Pending Clear	Check	-235.74
05/15/2017	05/31/2017	39100	Housing Authority	Accounts Payable	Pending Clear	Check	-730.80
05/15/2017	05/31/2017	39101	J. Thayer Company	Accounts Payable	Pending Clear	Check	-306.07
05/15/2017	05/31/2017	39102	Jackson Group NW	Accounts Payable	Pending Clear	Check	-2,150.00
05/15/2017	05/31/2017	39103	Kelly Stacey	Accounts Payable	Pending Clear	Check	-239.40
05/15/2017	05/31/2017	39104	Kriston Miller	Accounts Payable	Pending Clear	Check	-35.17
05/15/2017	05/31/2017	39105	Nancy Gibson Comp	Accounts Payable	Pending Clear	Check	-350.00
05/15/2017	05/31/2017	39106	North Clackamas Co. Chamber of Commerce	Accounts Payable	Pending Clear	Check	-1,000.00
05/15/2017	05/31/2017	39107	Olson Bros Service Inc	Accounts Payable	Pending Clear	Check	-1,058.47
05/15/2017	05/31/2017	39108	Oregon AFSCME Council 75	Accounts Payable	Pending Clear	Check	-249.02
05/15/2017	05/31/2017	39109	Oregon Dept of Revenue	Accounts Payable	Pending Clear	Check	-8,244.26
05/15/2017	05/31/2017	39110	PECK RUBANOFF & HATFIELD	Accounts Payable	Pending Clear	Check	-145.00
05/15/2017	05/31/2017	39111	Peterson IV, Inc.	Accounts Payable	Pending Clear	Check	-121.95
05/15/2017	05/31/2017	39112	PLAN B CONSULTANCY	Accounts Payable	Pending Clear	Check	-3,375.00
05/15/2017	05/31/2017	39113	Special Distr. Assoc. OR	Accounts Payable	Outstanding	Check	-229.00
05/15/2017	05/31/2017	39114	Todd Knapp	Accounts Payable	Pending Clear	Check	-131.97
05/15/2017	05/31/2017	39115	Total Building Maintenance	Accounts Payable	Pending Clear	Check	-348.00
05/15/2017	05/31/2017	39116	TRAFFIC SAFETY SUPPLY CO INC	Accounts Payable	Pending Clear	Check	-2,442.00
05/15/2017	05/31/2017	39117	Verizon Wireless	Accounts Payable	Pending Clear	Check	-606.16
05/31/2017	05/31/2017	39118	Sexton, Timothy J	Payroll	Pending Clear	Check	-995.32
05/31/2017	05/31/2017	39119	Yohn, Clay B	Payroll	Outstanding	Check	-583.52
05/31/2017	05/31/2017	39120	KROGSTAD, JOHN	Payroll	Pending Clear	Check	-2,016.67
05/15/2017	05/31/2017	DFT0000273	Payroll EFT	Payroll	Pending Clear	EFT	-23,795.88
05/15/2017	05/31/2017	DFT0000274	Payroll EFT	Payroll	Pending Clear	EFT	-44,512.34

Bank Transaction Report

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/31/2017	05/31/2017	DFT0000275	Payroll EFT	Payroll	Pending Clear	EFT	-25,808.51
05/31/2017	05/31/2017	DFT0000276	Payroll EFT	Payroll	Pending Clear	EFT	-43,367.94
05/31/2017	05/31/2017	DFT0000277	Wells Fargo Remittance Center	Accounts Payable	Outstanding	Bank Draft	-7,499.22
05/31/2017	05/31/2017	DFT0000278	Wells Fargo Remittance Center	Accounts Payable	Pending Clear	Bank Draft Reversal	538.22
05/12/2017	05/31/2017	EFT0000895	4/12/17 PERS PAYMENT	General Ledger	Pending Clear	EFT	-117,408.23
05/15/2017	05/31/2017	EFT0000896	5/15/17 PAYROLL TAXES	General Ledger	Pending Clear	EFT	-31,866.66
05/15/2017	05/31/2017	EFT0000897	5/15/17 VALIC DEF COMP	General Ledger	Pending Clear	EFT	-2,392.12
05/15/2017	05/31/2017	EFT0000898	5/15/17 NATIONWIDE DEF COMP	General Ledger	Pending Clear	EFT	-150.00
05/31/2017	05/31/2017	EFT0000899	5/31/17 PAYROLL TAXES	General Ledger	Outstanding	EFT	-30,971.41
05/31/2017	05/31/2017	EFT0000900	5/31/17 VALIC DEF COMP	General Ledger	Outstanding	EFT	-2,335.46
05/31/2017	05/31/2017	EFT0000901	5/31/17 VALIC DEF COMP	General Ledger	Outstanding	EFT	-150.00
<b>Bank Account 2908192046 Total: (90)</b>							<b>-489,105.78</b>
<b>Report Total: (90)</b>							<b>-489,105.78</b>



# Summary

Bank Account  
2908192046 DAK LODGE WATER DISTRICT

Count	Amount
90	-489,105.78
<b>Report Total:</b>	<b>-489,105.78</b>

Cash Account  
99 99.1000 Wells Fargo

Count	Amount
90	-489,105.78
<b>Report Total:</b>	<b>-489,105.78</b>

Transaction Type	Count	Amount
Bank Draft	1	-7,499.22
Bank Draft Reversal	1	538.22
Check	77	-159,386.23
EFT	11	-322,758.55
<b>Report Total:</b>	<b>90</b>	<b>-489,105.78</b>



Oak Lodge Water District

# Bank Statement Register

OAK LODGE WATER DISTRICT

Period 5/1/2017 - 5/31/2017

## Bank Statement

Beginning Balance	372,460.10
Plus Debits	476,276.13
Less Credits	626,328.79
Adjustments	-
Ending Balance	222,407.44

## General Ledger

Account Balance	216,343.36
Less Outstanding Debits	41,240.50
Plus Outstanding Credits	47,304.58
Adjustments	-
Adjusted Account Balance	222,407.44

Statement Ending Balance	244,226.10
Bank Difference	(21,818.66)
General Ledger Difference	0

**Reconciliation in  
process**

**Oak Lodge Water District  
 LGIP RECONCILIATION  
 As of May 31, 2017**

<b>Fund Type: 5289</b>	<b>General</b>	<b>SDC Improv</b>	<b>Capital</b>	<b>Reserve</b>	<b>Totals</b>
<b>Fund And G/L #:</b>	<b>10.1005</b>	<b>40.1005</b>	<b>50.1005</b>	<b>70.1005</b>	
As of APRIL 30, 2017	843,450.50	85,261.45	1,226,293.51	635,945.38	2,790,950.84
Deposits	-	-	-	-	-
Interest/Fees	928.24	93.83	1,349.57	699.87	3,071.51
Transfer of Funds	-	-	-	-	-
Transfer to WF Savings	-	-	-	-	-
Rounding Adjustment	-	-	-	-	-
<b>As of May 31, 2017</b>	<b>844,378.74</b>	<b>85,355.28</b>	<b>1,227,643.08</b>	<b>636,645.25</b>	<b>2,794,022.35</b>
<b>LGIP Statements</b>	<b>#5289</b>				
LGIP Stmt Beginning Balance					2,790,950.84
Deposits					
Interest/Fees					3,071.51
Transfer from Checking	-				-
Transfer Funds - SDC's	-				-
<b>Ending Statement Bal.</b>	<b>-</b>				<b>2,794,022.35</b>
<b>DIFF IN G/L &amp; BANK BALANCE</b>					<b>-</b>

**Oak Lodge Water District**

<b>Account Balances As of:</b>		
<b>May 31, 2017</b>	<b>Interest Rate</b>	
<b>Account</b>		
Wells Fargo Bank Checking	0.00%	\$244,226.10
Local Government Investment Pool	1.300%	\$2,794,022.35
	<b>Total</b>	<b><u>\$ 3,038,248.45</u></b>

**OAK LODGE WATER SERVICES**  
**Board of Directors' Cash Disbursement Approval Report**  
**For the Month of May 2017**

**CASH DISBURSEMENT ACTIVITY SUMMARY**

<b>Expenditures:</b>	
Capital Items	174,652.39
Materials & Services	79,370.00
Subtotal	<u>254,022.39</u>
Personnel Services	207,900.06
Debt Service	<u>1,355,650.00</u>
<b>Total Expenditures</b>	<b>1,817,572.45</b>
<b>Other:</b>	
Transfers & Investments	11,191.11
Customer Refunds	9,145.21
Customer Returned Items	<u>335.32</u>
<b>Total Cash Disbursements</b>	<b>1,838,244.09</b>
Checkbook Register Control	<u>1,838,244.09</u>
Variance	-

**ACCOUNTS PAYABLE CASH DISBURSEMENT ACTIVITY RECONCILIATION**

Grand Total A/P Cash Disbursements Per A/P Check History Listing	1,818,443.20
<b>Less:</b>	
Customer Refunds	(870.75)
Debt Service	(1,355,650.00)
Payroll Expenses Processed through Accounts Payable	<u>(207,900.06)</u>
Adjusted Grand Total A/P Cash Disbursements	254,022.39
Cash Disbursement Activity Summary Control	254,022.39
Variance	-

**PERSONNEL SERVICES CASH DISBURSEMENT ACTIVITY RECONCILIATION**

Personnel Expenses	207,161.09
Uniforms & Safety Footwear	640.15
Breakroom Refreshments & Other Items	98.82
<b>Total Personnel Services Cash Disbursements</b>	<b>207,900.06</b>
Cash Disbursement Activity Summary Control	<u>207,900.06</u>
Variance	-

Check Transfer	Check Transfer Date	Vendor #	Vendor Name	Invoice #	Invoice Date	Description	Total Amount
<input type="checkbox"/> Vendor Name : ACF WEST INC., GEOSYNTHETIC PRODUCTS (Count: 1)							
117533	5/12/2017	002021	ACF WEST INC., GEOSYNTHETIC PRODUCTS	30247804	4/28/2017	5-GAL-SPILL KIT	175.00
<input type="checkbox"/> Vendor Name : ACWA (Count: 1)							
1095	5/9/2017	000084	ACWA	20175197125-309683 5	5/2/2017	ACWA 2017 CONFERENCE REGISTRATION	950.00
<input type="checkbox"/> Vendor Name : AFSCME COUNCIL 75 (Count: 1)							
117534	5/12/2017	002943	AFSCME COUNCIL 75	2017-04	4/30/2017	UNION DUES AND PEOPLE CONTRIBUTIONS	1,142.66
<input type="checkbox"/> Vendor Name : APEX LABS (Count: 3)							
117558	5/15/2017	002279	APEX LABS	17E536	5/12/2017	OUTFALL 8 STORMWATER LABORATORY TESTING	75.00
117535	5/12/2017	002279	APEX LABS	17E0136	5/2/2017	NPDES (3 X WEEKLY) LAB TESTING	1,560.00
117535	5/12/2017	002279	APEX LABS	17E0138	5/2/2017	MS4 LAB TESTING	1,332.00
<input type="checkbox"/> Vendor Name : APPLIED INDUSTRIAL TECHNOLOGIE (Count: 1)							
117536	5/12/2017	000066	APPLIED INDUSTRIAL TECHNOLOGIE	7010353832	4/20/2017	AIR MAKE UP UNITS	109.00
<input type="checkbox"/> Vendor Name : AUTHORIZE.NET (Count: 1)							
1107	5/31/2017	002687	AUTHORIZE.NET	2017-05-31 AN	5/31/2017	WELLS FARGO E-CHECK WEB FEE	114.51
<input type="checkbox"/> Vendor Name : BATTERIES PLUS (Count: 2)							
1094	5/9/2017	001594	BATTERIES PLUS	213-109552-01	12/23/2016	MICROSCOPE BULBS	47.32
1094	5/9/2017	001594	BATTERIES PLUS	213-109552-01	12/23/2016	MICROSCOPE BULBS	47.32
Count: 103							
<Filter is Empty>							

Invoice History Browse  
Oak Lodge Sanitary District

Check Transfer	Vendor #	Vendor Name	Invoice #	Invoice Date	Description	Total Amount
Vendor Name : BROWN AND CALDWELL (Count: 1)						
<input type="checkbox"/>	117559	5/15/2017 000161 BROWN AND CALDWELL	53290495	4/26/2017	TASK ORDER 4: MS4 PERMIT RENEWAL	3,440.90
Vendor Name : CABLE HUSTON BENEDICT ET AL (Count: 2)						
<input type="checkbox"/>	117560	5/15/2017 000202 CABLE HUSTON BENEDICT ET AL	375194	4/21/2017	LEGAL SERVICES - BOARDMAN CREEK PROJECT	1,262.50
<input type="checkbox"/>	117560	5/15/2017 000202 CABLE HUSTON BENEDICT ET AL	375195	4/21/2017	LEGAL SERVICES - SIEMENS	1,025.00
Vendor Name : CARSON OIL COMPANY (Count: 1)						
<input type="checkbox"/>	1097	5/11/2017 000191 CARSON OIL COMPANY	JN-105380	4/12/2017	GENERATOR FUEL	1,448.70
Vendor Name : CHEVRON U.S.A. INC. (Count: 2)						
<input type="checkbox"/>	1106	5/25/2017 000219 CHEVRON U.S.A. INC.	653906	5/7/2017	FUEL FOR VEHICLES	196.58
<input type="checkbox"/>	1106	5/25/2017 000219 CHEVRON U.S.A. INC.	49865729	2/7/2017	FUEL FOR VEHICLES	0.01
Vendor Name : CHRISTENSEN, LARA (Count: 1)						
<input type="checkbox"/>	117537	5/12/2017 002861 CHRISTENSEN, LARA	2017-04-29	4/29/2017	BUSINESS MILEAGE EXPENSE REIMBURSEMENT	67.95
Vendor Name : CINTAS CORPORATION (Count: 1)						
<input type="checkbox"/>	117538	5/12/2017 000283 CINTAS CORPORATION	5007477899	3/28/2017	FIRST AID CABINET/INVENTORY	321.83
Vendor Name : CITY OF GLADSTONE (Count: 1)						
<input type="checkbox"/>	117539	5/12/2017 000532 CITY OF GLADSTONE	2017-04-30	4/30/2017	5% CITY OF GLADSTONE RIGHT-OF-WAY FEES	4,773.85
Vendor Name : CITY OF MILWAUKIE (Count: 1)						
<b>Count: 103</b>						
<Filter is Empty>						

Check Transfer	Check Transfer Date	Vendor #	Vendor Name	Invoice #	Invoice Date	Description	Total Amount
117540	5/12/2017	000800	CITY OF MILWAUKIE	32-1210-00	4/30/2017	SERVICE CHARGES TO OTHERS	1,322.25
<input type="checkbox"/> Vendor Name : COMCAST CABLE (Count: 1)							
1096	5/9/2017	001854	COMCAST CABLE	8778 10 899 0000634	4/9/2017	DATA LINES (INTERNET)	714.10
<input type="checkbox"/> Vendor Name : CORPORATE TRUST SERVICES (Count: 2)							
117561	5/15/2017	001374	CORPORATE TRUST SERVICES	1437237	5/1/2017	GO BOND SERIES 2010A PAYING AGENT FEE	400.00
1092	5/1/2017	001374	CORPORATE TRUST SERVICES	OAKLODSAG010	5/1/2017	GENERAL OBLIGATION BOND DEBT SERVICE	1,355,650.00
<input type="checkbox"/> Vendor Name : CORRECT EQUIPMENT, INC. (Count: 1)							
117541	5/12/2017	001540	CORRECT EQUIPMENT, INC.	35007	4/13/2017	NITRATE PROBES FOR PROCESS MONITORING	41,759.23
<input type="checkbox"/> Vendor Name : CRYSTAL GREENS LANDSCAPE, INC. (Count: 1)							
117562	5/15/2017	002847	CRYSTAL GREENS LANDSCAPE, INC.	77380	4/25/2017	ADMIN LANDSCAPING	342.00
<input type="checkbox"/> Vendor Name : FIELD & STREAM (Count: 1)							
1096	5/9/2017	002958	FIELD & STREAM	10017506966	5/25/2017	FIELD WORK BOOTS	134.99
<input type="checkbox"/> Vendor Name : FRED MEYER (Count: 1)							
1094	5/9/2017	000485	FRED MEYER	2017-04-13	4/13/2017	OPERATIONS BREAKROOM REFRESHMENTS	98.82
<input type="checkbox"/> Vendor Name : GRAINGER, INC. (Count: 2)							
117542	5/12/2017	001346	GRAINGER, INC.	9419815403	4/19/2017	PARTS AND SUPPLIES	140.96
117542	5/12/2017	001346	GRAINGER, INC.	9419830691	4/19/2017	PARTS AND SUPPLIES	25.50
<b>Count: 103</b>							
<Filter is Empty>							



Check Transfer	Invoice #	Vendor Name	Invoice Date	Description	Total Amount
<input type="checkbox"/> Vendor Name : H.R. ANSWERS (Count: 1)					
117563	5/15/2017	001619 H.R. ANSWERS	39870	5/9/2017 SALARY SURVEY AND JOB DESCRIPTION	204.75
<input type="checkbox"/> Vendor Name : HAWKINS DELAFIELD & WOOD LLP (Count: 1)					
117564	5/15/2017	002729 HAWKINS DELAFIELD & WOOD LLP	2017-04-20	4/20/2017 BOND COUNSEL SERVICES - GENERAL MATTERS	5,222.00
<input type="checkbox"/> Vendor Name : HDR ENGINEERING, INC. (Count: 1)					
117543	5/12/2017	001863 HDR ENGINEERING, INC.	1200049631	5/11/2017 TASK ORDER 4: BOARDMAN WETLAND COMPLEX	62,404.56
<input type="checkbox"/> Vendor Name : HOMEAWAY.COM, INC. VRBO (Count: 2)					
1095	5/9/2017	002947 HOMEAWAY.COM, INC. VRBO	HA-DV3FNF	4/12/2017 ACWA 2017 CONFERENCE ROOM BOOKING	758.84
1095	5/9/2017	002947 HOMEAWAY.COM, INC. VRBO	1021395	3/22/2017 ACWA 2017 CONFERENCE ROOM BOOKING	594.56
<input type="checkbox"/> Vendor Name : JSE LABS (Count: 1)					
117565	5/15/2017	002955 JSE LABS	32041	4/14/2017 SAMPLING OF SUSPECT ASBESTOS-CONTAINING	1,165.00
<input type="checkbox"/> Vendor Name : KRAMERS METRO MAILING SERVICE (Count: 1)					
117566	5/15/2017	000693 KRAMERS METRO MAILING SERVICE	945924A	5/2/2017 BILLING STATEMENT PREP & DELIVERY TO USPS	346.17
<input type="checkbox"/> Vendor Name : LEVEL 3 COMMUNICATIONS LLC (Count: 1)					
117544	5/12/2017	001852 LEVEL 3 COMMUNICATIONS LLC	54557027	4/24/2017 DATA LINE (T-1)	346.55
Count: 103					
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Invoice History Browse  
Oak Lodge Sanitary District

Check Transfer	Check #	Transfer Date	Vendor #	Vendor Name	Invoice #	Invoice Date	Description	Total Amount
Vendor Name : LOU'S GLOVES (Count: 1)								
<input type="checkbox"/>	117545	5/12/2017	002920	LOU'S GLOVES	017661	4/28/2017	NITRILE GLOVES	344.00
Vendor Name : MADISON BIOSOLIDS, INC (Count: 1)								
<input type="checkbox"/>	117546	5/12/2017	002069	MADISON BIOSOLIDS, INC.	0000420-IN	5/5/2017	BIOSOLID SPREADING - OVER LAND	1,756.57
Vendor Name : NATIONWIDE RETIREMENT SOLUTIONS, STANDARD CORE PAYROLL (Count: 2)								
<input type="checkbox"/>	1104	5/18/2017	001329	NATIONWIDE RETIREMENT SOLUTIONS, STANDARD CORE PAYROLL	1104	4/30/2017	457B PLAN PAYROLL DEDUCTIONS	2,153.21
<input type="checkbox"/>	1105	5/18/2017	001329	NATIONWIDE RETIREMENT SOLUTIONS, STANDARD CORE PAYROLL	1105	5/15/2017	457B PLAN PAYROLL DEDUCTIONS	2,153.21
Vendor Name : NCUWC (Count: 1)								
<input type="checkbox"/>	117567	5/15/2017	002414	NCUWC	19	4/7/2017	STREAMSIDE STEWARD PROGRAM (SSP)	11,936.73
Vendor Name : NET ASSETS CORPORATION (Count: 1)								
<input type="checkbox"/>	117568	5/15/2017	002744	NET ASSETS CORPORATION	86-201704	5/5/2017	ELECTRONIC LIEN DOCKET REPORTING SERVICE	577.00
Vendor Name : NORTHWEST NATURAL (Count: 2)								
<input type="checkbox"/>	117569	5/15/2017	000868	NORTHWEST NATURAL	47365-2	4/28/2017	ADMIN NATURAL GAS SERVICE 47365-2	84.28
<input type="checkbox"/>	117569	5/15/2017	000868	NORTHWEST NATURAL	48898-1	4/27/2017	PLANT NATURAL GAS SERVICE 48898-1	27.39
Vendor Name : OAK LODGE WATER DISTRICT (Count: 9)								
<input type="checkbox"/>	117571	5/15/2017	000895	OAK LODGE WATER DISTRICT	06-00980-001	4/30/2017	PS #2 WATER SERVICE 06-00980-001	333.42

Count: 103

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Invoice History Browse  
Oak Lodge Sanitary District

Check/Transfer	Check Transfer Date	Vendor #	Vendor Name	Invoice #	Invoice Date	Description	Total Amount
117571	5/15/2017	000895	OAK LODGE WATER DISTRICT	99-00079-000	4/30/2017	PLANT FIRE LINE SERVICE 99-00079-000	217.72
117571	5/15/2017	000895	OAK LODGE WATER DISTRICT	99-00997-000	4/30/2017	PLANT WATER SERVICE 99-00997-000	119.06
117571	5/15/2017	000895	OAK LODGE WATER DISTRICT	99-00060-001	4/30/2017	FIRE LINE WATER SERVICE 99-00060-001	116.67
117571	5/15/2017	000895	OAK LODGE WATER DISTRICT	99-00071-001	4/30/2017	ADMIN WATER SERVICE 99-00071-001	29.72
117571	5/15/2017	000895	OAK LODGE WATER DISTRICT	99-00061-001	4/30/2017	HYDRO WATER SERVICE 99-00061-001	10.64
117571	5/15/2017	000895	OAK LODGE WATER DISTRICT	99-00062-001	4/30/2017	VACTOR WATER SERVICE 99-00062-001	4.56
117570	5/15/2017	000895	OAK LODGE WATER DISTRICT	Payroll5/15/17	5/15/2017	PAYROLL	89,285.37
117547	5/12/2017	000895	OAK LODGE WATER DISTRICT	Payroll4/30/17	4/30/2017	PAYROLL	83,060.06
<input type="checkbox"/> Vendor Name : OFFICEMAX INCORPORATED (Count: 1)							
117548	5/12/2017	000150	OFFICEMAX INCORPORATED	309200	4/20/2017	OFFICE SUPPLIES (ADMIN)	77.57
<input type="checkbox"/> Vendor Name : OLSON BROS. SERVICE, INC. (Count: 5)							
117549	5/12/2017	000914	OLSON BROS. SERVICE, INC.	2017-04-30	4/30/2017	FUEL FOR VEHICLES	436.05
117549	5/12/2017	000914	OLSON BROS. SERVICE, INC.	1103785	4/13/2017	VEH12 2011 CHEVROLET COLORADO BATTERY REPLACEMENT	156.75
117549	5/12/2017	000914	OLSON BROS. SERVICE, INC.	1099671	3/10/2017	VEH#12 2011 CHEVROLET COLORADO OIL CHANGE	39.85-
117549	5/12/2017	000914	OLSON BROS. SERVICE, INC.	1097656	2/17/2017	OIL CHANGE VEH 15	43.85-
117549	5/12/2017	000914	OLSON BROS. SERVICE, INC.	1101103	3/23/2017	TIRE REPAIR/WIPER BLADES #2 REPAIRS	47.50-
<input type="checkbox"/> Vendor Name : OPENEDGE (Count: 1)							
1093	5/3/2017	002686	OPENEDGE	2017-04-30 OE	4/30/2017	OPENEDGE MERCHANT FEES	936.20
<input type="checkbox"/> Vendor Name : OPTUM BANK (Count: 1)							
1099	5/9/2017	002939	OPTUM BANK	1099	5/15/2017	HEALTH SAVINGS ACCOUNT PAYROLL DEDUCTIONS	25.00
<b>Count: 103</b>							
<Filter is Empty>							

Invoice History Browse  
Oak Lodge Sanitary District

Check/Transfer	Check/Transfer Date	Vendor #	Vendor Name	Invoice #	Invoice Date	Description	Total Amount
<input type="checkbox"/> Vendor Name : OREGON EDUCATORS BENEFIT BOARD (Count: 1)							
1100	5/9/2017	002730	OREGON EDUCATORS BENEFIT BOARD	S3990514	5/1/2017	EMPLOYEE INSURANCE	29,341.58
<input type="checkbox"/> Vendor Name : PORTLAND GENERAL ELECTRIC (Count: 7)							
117572	5/15/2017	001039	PORTLAND GENERAL ELECTRIC	0008 45162-908025 7	4/26/2017	PLANT ELECTRICITY SERVICE 45162-908025-7	20,941.03
117572	5/15/2017	001039	PORTLAND GENERAL ELECTRIC	0008 41581-346975 5	4/25/2017	PS #3 ELECTRIC SERVICE 41581-346975-5	1,726.19
117572	5/15/2017	001039	PORTLAND GENERAL ELECTRIC	0004 24643-43400 1	4/26/2017	PS #2 ELECTRIC SERVICE 24643-43400-1	1,302.25
117572	5/15/2017	001039	PORTLAND GENERAL ELECTRIC	0008 45162-641007 7	4/27/2017	ADMIN ELECTRICITY SERVICE 45162-641007-7	466.49
117572	5/15/2017	001039	PORTLAND GENERAL ELECTRIC	0008 45162-174425 6	4/27/2017	PS #5 ELECTRIC SERVICE 45162-174425-6	319.86
117572	5/15/2017	001039	PORTLAND GENERAL ELECTRIC	0008 45162-283746 3	4/24/2017	PS #6 ELECTRIC SERVICE 45162-283746-3	159.44
117572	5/15/2017	001039	PORTLAND GENERAL ELECTRIC	0008 45162-173445 5	4/27/2017	PS #4 ELECTRIC SERVICE 45162-173445-5	42.63
<input type="checkbox"/> Vendor Name : REECE, REBECCA (Count: 1)							
117550	5/12/2017	001112	REECE, REBECCA	2017-05-01	5/1/2017	BUSINESS MILEAGE EXPENSE REIMBURSEMENT	18.73
<input type="checkbox"/> Vendor Name : RITZ SAFETY LLC (Count: 1)							
117551	5/12/2017	001091	RITZ SAFETY LLC	S390351	4/12/2017	CALIBRATION GAS	289.00
<input type="checkbox"/> Vendor Name : SAFEWAY-ALBERTSONS, C/O PROKARMA-SAF III (Count: 1)							
117552	5/12/2017	002956	SAFEWAY-ALBERTSONS, C/O PROKARMA-SAF III	Ref000055589	5/4/2017	TUB ON-ACCOUNT BALANCE REFUND	822.21
Count: 103							
Filter is Empty							

Check Transfer	Check Transfer Date	Vendor #	Vendor Name	Invoice #	Invoice Date	Description	Total Amount
<input type="checkbox"/> Vendor Name : SEATTLE ACE, LLC (Count: 5)							
117553	5/12/2017	000193	SEATTLE ACE, LLC	011853/m	5/8/2017	MISC MATERIALS AND SUPPLIES	94.71
117553	5/12/2017	000193	SEATTLE ACE, LLC	011810/m	4/28/2017	MISC MATERIALS AND SUPPLIES	41.17
117553	5/12/2017	000193	SEATTLE ACE, LLC	011820/m	5/1/2017	MISC MATERIALS AND SUPPLIES	38.48
117553	5/12/2017	000193	SEATTLE ACE, LLC	011803/m	4/25/2017	JANITORIAL SUPPLIES/BLADES	31.70
117553	5/12/2017	000193	SEATTLE ACE, LLC	011826/m	5/2/2017	MISC MATERIALS AND SUPPLIES	15.10
<input type="checkbox"/> Vendor Name : SOURCE INC (Count: 1)							
117554	5/12/2017	002941	SOURCE INC	324324	4/28/2017	VERIZON INTERNET HARDWARE	682.00
<input type="checkbox"/> Vendor Name : STEIN OIL CO INC (Count: 1)							
1096	5/9/2017	001218	STEIN OIL CO INC	CL21328	4/30/2017	DIESEL FUEL FOR VEHICLES	775.70
<input type="checkbox"/> Vendor Name : SETTLER SUPPLY & CONSTRUCTION (Count: 1)							
117573	5/15/2017	001823	SETTLER SUPPLY & CONSTRUCTION	24057*01	5/10/2017	INTERCHANGE BIOREACTOR MODIFICATIONS	18,345.00
<input type="checkbox"/> Vendor Name : STONE, MONICA (Count: 1)							
1094	5/9/2017	002693	STONE, MONICA	2017-04-26	4/11/2017	BIOSOLIDS CONFERENCE EXPENSE REIMBURSEMENT	893.58
<input type="checkbox"/> Vendor Name : THOMPSON, CHERYL D (Count: 1)							
117532	5/3/2017	002952	THOMPSON, CHERYL D	Ref000055500	5/3/2017	UB ON-ACCOUNT BALANCE REFUND	48.54
<input type="checkbox"/> Vendor Name : TICE ELECTRIC COMPANY (Count: 3)							
117555	5/12/2017	001681	TICE ELECTRIC COMPANY	240369	3/29/2017	PARKING LOT LIGHT FIXTURE REPAIR	445.20
117555	5/12/2017	001681	TICE ELECTRIC COMPANY	240371	4/28/2017	STATE OF OREGON FLAG RESCUE	137.00
117555	5/12/2017	001681	TICE ELECTRIC COMPANY	240369	3/29/2017	STATE OF OREGON FLAG RESCUE	445.20
<b>Count: 103</b>							
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Invoice History Browse  
Oak Lodge Sanitary District

Check/Transfer	Vendor #	Vendor Name	Invoice #	Invoice Date	Description	Total Amount
<input type="checkbox"/> Vendor Name : UNIFIRST CORPORATION (Count: 4)						
117574	001504	UNIFIRST CORPORATION	335 2479473	5/1/2017	UNIFORMS & JANITORIAL SERVICES	354.55
117574	001504	UNIFIRST CORPORATION	335 2481692	5/8/2017	UNIFORMS & JANITORIAL SERVICES	303.15
117574	001504	UNIFIRST CORPORATION	335 2479477	4/24/2017	JANITORIAL SERVICES (ADMIN)	60.05
117574	001504	UNIFIRST CORPORATION	335 2483910	5/15/2017	JANITORIAL SERVICES (ADMIN)	60.05
<input type="checkbox"/> Vendor Name : UNITED STATES POSTAL SERVICE (Count: 3)						
1097	001300	UNITED STATES POSTAL SERVICE	538	3/29/2017	DEQ COLLECTION SYSTEM REPORT MAILING	9.55
1097	001300	UNITED STATES POSTAL SERVICE	637	4/3/2017	DISCHARGE MONITORING REPORT (DMR)	9.55
1097	001300	UNITED STATES POSTAL SERVICE	756	4/20/2017	SSO REPORT MAILING EXPENSE	9.55
<input type="checkbox"/> Vendor Name : VERIZON WIRELESS (Count: 1)						
1103	002374	VERIZON WIRELESS	9784032288	4/15/2017	CELLULAR TELEPHONE SERVICES	1,207.28
<input type="checkbox"/> Vendor Name : WASTE MANAGEMENT OF OREGON (Count: 3)						
117575	002507	WASTE MANAGEMENT OF OREGON	8658029-1574-0	5/1/2017	SOLID WASTE DISPOSAL 12-67103-23006	2,959.97
117575	002507	WASTE MANAGEMENT OF OREGON	8659531-1574-4	5/1/2017	SOLID WASTE DISPOSAL PLANT 12-67042-63001	124.97
117575	002507	WASTE MANAGEMENT OF OREGON	8659532-1574-2	5/1/2017	ADMIN SOLID WASTE DISPOSAL 12-67076-73008	39.80
<input type="checkbox"/> Vendor Name : WATER ENVIRONMENT SERVICES (Count: 1)						
117556	000261	WATER ENVIRONMENT SERVICES	03-08238-01	4/1/2017	SERVICE CHARGES TO OTHERS	135.00
<input type="checkbox"/> Vendor Name : WELLS FARGO BANK (Count: 2)						
<b>Count: 103</b>						
< Filter is Empty >						

Check Transfer	Check Date	Transfer Date	Vendor #	Vendor Name	Invoice #	Invoice Date	Description	Total Amount
1101	5/10/2017	002277	WELLS FARGO BANK	2017-04-30 WFAN	4/30/2017	WEB PAYMENT MERCHANT VOLUME FEES	2,207.93	
1102	5/10/2017	002277	WELLS FARGO BANK	2017-04-30 WFOnsite	4/30/2017	ON-SITE PAYMENT MERCHANT VOLUME FEES	177.40	
<input checked="" type="checkbox"/> Vendor Name: WELLS FARGO BANK, N.A. (182) (Count: 1)								
1098	5/11/2017	002276	WELLS FARGO BANK, N.A. (182)	2017-04-30 WFCCA	4/30/2017	COMMERCIAL CHECKING ANALYSIS SERVICE FEE	1,090.09	
<input checked="" type="checkbox"/> Vendor Name: XEROX CORPORATION (Count: 1)								
117557	5/12/2017	001400	XEROX CORPORATION	089054392	5/11/2017	PRINTER COPIES	36.70	
<input checked="" type="checkbox"/> Vendor Name: XYLEM WATER SOLUTIONS USA INC (Count: 1)								
117576	5/15/2017	002720	XYLEM WATER SOLUTIONS USA INC	3556953819	4/25/2017	REPLACEMENT PUMPS FOR WEST RAS PUMPING	50,978.60	
<b>Count: 103</b>								
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Invoice History Browse  
Oak Lodge Sanitary District

Check Tran	Check Transfer Date	Vendor #	Vendor Name	Invoice #	Invoice Date	Description	Total Amount
<input type="checkbox"/> Check Transfer # : 1092 (Count: 1)							
1092	5/1/2017	001374	CORPORATE TRUST SERVICES	OAKLODSAG010	5/1/2017	GENERAL OBLIGATION BOND DEBT SERVICE	1,355,650.00
<input type="checkbox"/> Check Transfer # : 1093 (Count: 1)							
1093	5/3/2017	002686	OPENEDGE	2017-04-30 OE	4/30/2017	OPENEDGE MERCHANT FEES	936.20
<input type="checkbox"/> Check Transfer # : 1094 (Count: 4)							
1094	5/9/2017	002693	STONE, MONICA	2017-04-26	4/11/2017	BIOSOLIDS CONFERENCE EXPENSE REIMBURSEMENT	893.58
1094	5/9/2017	000485	FRED MEYER	2017-04-13	4/13/2017	OPERATIONS BREAKROOM REFRESHMENTS	98.82
1094	5/9/2017	001594	BATTERIES PLUS	213-109552-01	12/23/2016	MICROSCOPE BULBS	47.32
1094	5/9/2017	001594	BATTERIES PLUS	213-109552-01	12/23/2016	MICROSCOPE BULBS	47.32
<input type="checkbox"/> Check Transfer # : 1095 (Count: 3)							
1095	5/9/2017	000084	ACWA	20175197125-3096835	5/2/2017	ACWA 2017 CONFERENCE REGISTRATION	950.00
1095	5/9/2017	002947	HOMEAWAY.COM, INC, VRBO	HA-DV3FNF	4/12/2017	ACWA 2017 CONFERENCE ROOM BOOKING	758.84
1095	5/9/2017	002947	HOMEAWAY.COM, INC, VRBO	1021395	3/22/2017	ACWA 2017 CONFERENCE ROOM BOOKING	594.56
<input type="checkbox"/> Check Transfer # : 1096 (Count: 3)							
1096	5/9/2017	001218	STEIN OIL CO INC	CL21328	4/30/2017	DIESEL FUEL FOR VEHICLES	775.70
1096	5/9/2017	001854	COMCAST CABLE	8778 10 899 0000634	4/9/2017	DATA LINES (INTERNET)	714.10
1096	5/9/2017	002958	FIELD & STREAM	10017506966	5/25/2017	FIELD WORK BOOTS	134.99

Counts: 27

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Invoice History Browse  
Oak Lodge Sanitary District

Check Tran	Check Transfer Date	Vendor #	Vendor Name	Invoice #	Invoice Date	Description	Total Amount
<input type="checkbox"/> Check Transfer #: 1097 (Count: 4)							
1097	5/11/2017	000191	CARSON OIL COMPANY	JN-105380	4/12/2017	GENERATOR FUEL	1,448.70
1097	5/11/2017	001300	UNITED STATES POSTAL SERVICE	538	3/29/2017	DEQ COLLECTION SYSTEM REPORT MAILING	9.55
1097	5/11/2017	001300	UNITED STATES POSTAL SERVICE	637	4/3/2017	DISCHARGE MONITORING REPORT (DMR)	9.55
1097	5/11/2017	001300	UNITED STATES POSTAL SERVICE	756	4/20/2017	SSO REPORT MAILING EXPENSE	9.55
<input type="checkbox"/> Check Transfer #: 1098 (Count: 1)							
1098	5/11/2017	002276	WELLS FARGO BANK, N.A. (182)	2017-04-30 WFCCA	4/30/2017	COMMERCIAL CHECKING ANALYSIS SERVICE FEE	1,090.09
<input type="checkbox"/> Check Transfer #: 1099 (Count: 1)							
1099	5/9/2017	002939	OPTUM BANK	1099	5/15/2017	HEALTH SAVINGS ACCOUNT PAYROLL DEDUCTIONS	25.00
<input type="checkbox"/> Check Transfer #: 1100 (Count: 1)							
1100	5/9/2017	002730	OREGON EDUCATORS BENEFIT BOARD	S3990514	5/1/2017	EMPLOYEE INSURANCE	29,341.58
<input type="checkbox"/> Check Transfer #: 1101 (Count: 1)							
1101	5/10/2017	002277	WELLS FARGO BANK	2017-04-30 WFAN	4/30/2017	WEB PAYMENT MERCHANT VOLUME FEES	2,207.93
<input type="checkbox"/> Check Transfer #: 1102 (Count: 1)							
1102	5/10/2017	002277	WELLS FARGO BANK	2017-04-30 WFOntic	4/30/2017	ON-SITE PAYMENT MERCHANT VOLUME FEES	177.40
<input type="checkbox"/> Check Transfer #: 1103 (Count: 1)							
<b>Count: 27</b>							
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Invoice History Browse  
Oak Lodge Sanitary District

Check Trn	Check Transfer Date	Vendor #	Vendor Name	Invoice #	Invoice Date	Description	Total Amount
1103	5/11/2017	002374	VERIZON WIRELESS	9784032288	4/15/2017	CELLULAR TELEPHONE SERVICES	1,207.28
<input checked="" type="checkbox"/> Check Transfer # : 1104 (Count: 1)							
1104	5/18/2017	001329	NATIONWIDE RETIREMNT SOLUTIONS, STANDARD CORE PAYROLL	1104	4/30/2017	457B PLAN PAYROLL DEDUCTIONS	2,153.21
<input checked="" type="checkbox"/> Check Transfer # : 1105 (Count: 1)							
1105	5/18/2017	001329	NATIONWIDE RETIREMNT SOLUTIONS, STANDARD CORE PAYROLL	1105	5/15/2017	457B PLAN PAYROLL DEDUCTIONS	2,153.21
<input checked="" type="checkbox"/> Check Transfer # : 1106 (Count: 2)							
1106	5/25/2017	000219	CHEVRON U.S.A. INC.	653906	5/7/2017	FUEL FOR VEHICLES	196.58
1106	5/25/2017	000219	CHEVRON U.S.A. INC.	49865729	2/7/2017	FUEL FOR VEHICLES	0.01-
<input checked="" type="checkbox"/> Check Transfer # : 1107 (Count: 1)							
1107	5/31/2017	002687	AUTHORIZE.NET	2017-05-31 AN	5/31/2017	WELLS FARGO E-CHECK WEB FEE	114.51
<b>Count: 27</b>							
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OAK LODGE SANITARY DISTRICT				
Bank Statement Reconciliation for May 31, 2017				
Wells Fargo Commercial Checking Accounts				
	Balance 30-Apr-17	Receipts	Disbursements	Balance 31-May-17
<b>Per Bank Statement</b>				
Wells Commercial Checking	1,832,840.47	803,320.26	1,842,916.27	793,244.46
Wells Commercial Sub-Account	-	-	-	-
Authorize.Net Web E-Checking	1,317.46	10,472.46	11,640.94	149.00
Authorize.Net PPI Web E-Checking	0.00	-	-	0.00
<b>Outstanding Disbursements</b>				
@ April 30, 2017	(25,666.59)		(25,666.59)	
@ May 31, 2017			9,283.85	(9,283.85)
Transfers & Other Items	-			
Payroll Items	-			
Accounts Payable Items	9,283.85			
<b>Outstanding Deposits</b>				
@ April 30, 2017	16,000.29	(16,000.29)		
@ May 31, 2017		1,505.62		1,505.62
<b>Receipts in Current Month Settled in Next Month</b>				
2017-05-31 Cash Receipts	38.52			
2017-05-31 WF First Data Credit Card Batch	107.95			
2017-05-31 WF Authorize.net Credit Card Batch	760.19			
2017-05-31 Desktop Deposit	125.00			
2017-05-31 WF Authorize.net E-Check Transfer	223.83			
2017-05-30 WF Authorize.net E-Check Batch	105.00			
2017-05-31 WF Authorize.net E-Check Batch	125.13			
<b>Bank Adjustment(s)</b>				
Authorize.Net Refund	-	178.46	178.46	-
<b>Correct Amount</b>	<u>1,824,481.63</u>	<u>799,476.63</u>	<u>1,838,362.93</u>	<u>786,616.23</u>
GL/Registrar Control	1,824,481.63	799,476.63	1,838,362.93	786,616.23
Variance	0.00	(0.00)	-	0.00

**OAK LODGE SANITARY DISTRICT**  
**Bank Statement Reconciliation for May 31, 2017**  
**Wells Fargo Commercial Checking Accounts**

	Balance 30-Apr-17	Receipts	Disbursements	Balance 31-May-17
	Beginning Balance	Debits	Credits	Ending Balance
Per Books	1,824,491.62	948,258.38	1,987,134.68	785,615.32
<b>Accounts Receivable Adjustment(s)</b>				
Miscellaneous Adjustment(s)		(108,803.76)	(108,803.76)	
2017-05-03, UB, 06-028023, 00002136, F	48.54			
2017-05-03, UB, 12-059113, 00,05193, Mispost	352.00			
2017-05-04, UB, 07-035044, 00002977, Refund	1,644.42			
2017-05-04, UB, 23-153028, 00000203, Issue Credit	213.84			
2017-05-07, 05-024025, 00011602, Mispost	140.20			
2017-05-08, UB, 19-132072, 00013508, Mispost	215.72			
2017-05-11, UB, 23-152017, 00000204, Issue Credit	5.09			
2017-05-12, 18-129009, 00007158, Mispost	851.44			
2017-05-25, Bank Deposit, Bank < Book	-	(0.09)		(0.09)
2017-05-22, UB, 03-015035, 00017287, Refund	112.78			
2017-05-22, UB, 21-143087, 00000206, Issue Credit	5.09			
2017-05-12, UB, 23-155001, 00000205, Issue Credit	12.18			
2017-05-31, UB, 09-042023, 00017461, Issue Credit	25.00			
2017-05, E-Check Transfer	(11,191.11)			
2017-05, UB On-Account Application	12,609.38			
2017-05 PM On-Account Applied	103,759.41			
<b>Accounts Payable Adjustment(s)</b>				
Credit Memos, Allowances, & Withholdings		(36,709.04)	(36,709.04)	
Ck#1068, Chevron, Mispost	0.01		0.01	
Ck#1094, Batteries Plus, Mispost	47.32			
Ck#1095, HomeAway.com, Refund	594.56			
Ck#1098, Wells Fargo, Earnings Allowance Credit	284.83			
Ck#117534, AFSCME, Mispost	7.00			
Ck#117547, OLWD, Payroll Deductions	17,722.15			
Ck#117549, Olson Brothers, Overpayment	131.20			
Ck#117555, Tice Electric, Mispost	445.20			
Ck#117570, OLWD, Payroll Deductions	17,458.50			
Ck#1108, Chevron, Mispost	38.28			
Unapplied	-	(3,268.96)	(3,268.96)	
2017-04	-	3,268.96		
<b>Correct Amount</b>	<b>1,824,491.63</b>	<b>799,476.53</b>	<b>1,838,362.93</b>	<b>785,615.23</b>
GL/Register Control	1,824,491.63	799,476.53	1,838,362.93	785,615.23
Variance	0.00	-	-	0.00
<b>Bank-Book Variance</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>-</b>	<b>(0.00)</b>
<b>Outstanding Disbursement Items</b>				
<u>Check #</u>	<u>Outstanding</u>	<u>Check #</u>	<u>Outstanding</u>	<u>Outstanding</u>
B	8,098.00	117552	822.21	603715
AN.WEB	108.84			258.80
<b>Subtotal</b>				<b>9,283.85</b>
Register Control				9,283.85
Variance				(0.00)

**OAK LODGE SANITARY DISTRICT**  
**Bank Statement Reconciliation for May 31, 2017**  
**State Pool - Account No. 3869**

	Balance 30-Apr-17	Receipts	Disbursements	Balance 31-May-17
Per Bank Statement	1,570,828.71	1,734.37	10.00	1,572,553.08
Outstanding Deposits				
@ April 30, 2017	-	-		
@ May 31, 2017	-	-		
Outstanding Disbursements				
@ April 30, 2017	-		-	
@ May 31, 2017	-		-	
Correct Amount	<u>1,570,828.71</u>	<u>1,734.37</u>	<u>10.00</u>	<u>1,572,553.08</u>
GL/Register Control	1,570,828.71	1,734.37	10.00	1,572,553.08
Variance	(0.00)	-	-	(0.00)
	<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Per Books	1,570,828.71	1,734.37	10.00	1,572,553.08
GL Adjustments				
Transfer Account Correction	-	-	-	
Interfund Transfer(s)				
GF Transfer to SSS SL DSF	-	-	-	
SSS SL DSF Transfer to GF	-	-	-	
SSS SDCF Transfer to SSS SL DSF	-	-	-	
SSS SL DSF Transfer to SSS SDCF	-	-	-	
Correct Amount	<u>1,570,828.71</u>	<u>1,734.37</u>	<u>10.00</u>	<u>1,572,553.08</u>
GL/Register Control	1,570,828.71	1,734.37	10.00	1,572,553.08
Variance	(0.00)	-	-	(0.00)

OAK LODGE SANITARY DISTRICT				
Bank Statement Reconciliation for May 31, 2017				
State Pool - Account No. 5002				
	Balance 30-Apr-17	Receipts	Disbursements	Balance 31-May-17
Per Bank Statement	2,721,642.83	4,520.46	10.40	2,726,162.89
<b>Outstanding Deposits</b>				
@ April 30, 2017	-	-		-
@ May 31, 2017	-	-		-
<b>Outstanding Disbursements</b>				
@ April 30, 2017	-		-	-
@ May 31, 2017	-		-	-
<b>Correct Amount</b>	<u>2,721,642.83</u>	<u>4,520.46</u>	<u>10.40</u>	<u>2,726,162.89</u>
GL/Register Control	2,721,642.83	4,520.46	10.40	2,726,162.89
Variance	0.00	-	-	0.00
	<b>Beginning Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>Ending Balance</b>
Per Books	<u>2,721,642.83</u>	<u>6,034.80</u>	<u>1,524.74</u>	<u>2,726,162.89</u>
<b>Outstanding Item(s)</b>				
Transfer to State Pool Account(s)	-	-		-
<b>GL Adjustments</b>				
Transfer Account Correction		-	-	
<b>Interfund Transfer(s)</b>				
GF Transfer to SSS CIF	1,514.34	(1,514.34)	(1,514.34)	
<b>Correct Amount</b>	<u>2,721,642.83</u>	<u>4,520.46</u>	<u>10.40</u>	<u>2,726,162.89</u>
GL/Register Control	2,721,642.83	4,520.46	10.40	2,726,162.89
Variance	(0.00)	-	0.00	(0.00)

<b>OAK LODGE SANITARY DISTRICT</b>				
<b>Bank Statement Reconciliation for May 31, 2017</b>				
<b>State Pool - Account No. 3968</b>				
	<b>Balance 30-Apr-17</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Balance 31-May-17</b>
<b>Per Bank Statement</b>	437,054.81	482.56	10.00	437,527.17
<b>Outstanding Deposits</b>				
@ April 30, 2017	-	-		-
@ May 31, 2017	-	-		-
<b>Outstanding Disbursements</b>				
@ April 30, 2017	-		-	-
@ May 31, 2017	-		-	-
<b>Correct Amount</b>	<u>437,054.81</u>	<u>482.56</u>	<u>10.00</u>	<u>437,527.17</u>
<b>GL/Register Control</b>	437,054.81	482.56	10.00	437,527.17
<b>Variance</b>	(0.00)	-	-	(0.00)
	<b>Beginning Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>Ending Balance</b>
<b>Per Books</b>	<u>437,054.81</u>	<u>482.56</u>	<u>10.00</u>	<u>437,527.17</u>
<b>GL Adjustments</b>				
Transfer Account Correction	-	-	-	
<b>Interfund Transfer(s)</b>				
SSS CIF Transfer to GF	-	-	-	
GF Transfer to SSS CIF	-	-	-	
SWM CIF Transfer to GF	-	-	-	
GF Transfer to SWM CIF	-	-	-	
<b>Correct Amount</b>	<u>437,054.81</u>	<u>482.56</u>	<u>10.00</u>	<u>437,527.17</u>
<b>GL/Register Control</b>	437,054.81	482.56	10.00	437,527.17
<b>Variance</b>	(0.00)	-	-	(0.00)

**OAK LODGE SANITARY DISTRICT**  
**Bank Statement Reconciliation for May 31, 2017**  
**State Pool - Account No. 3810**

	Balance 30-Apr-17	Receipts	Disbursements	Balance 31-May-17
<b>Per Bank Statement</b>	318,836.00	352.03	10.00	319,178.03
<b>Outstanding Deposits</b>				
@ April 30, 2017	-	-		-
@ May 31, 2017	-	-		-
<b>Outstanding Disbursements</b>				
@ April 30, 2017	-		-	-
@ May 31, 2017	-		-	-
<b>Correct Amount</b>	318,836.00	362.03	10.00	319,178.03
<b>GL/Register Control</b>	318,836.00	362.03	10.00	319,178.03
<b>Variance</b>	-	-	-	-
	<b>Beginning</b>			<b>Ending</b>
	<b>Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>Balance</b>
<b>Per Books</b>	318,836.00	352.03	10.00	319,178.03
<b>GL Adjustments</b>				
Transfer Account Correction	-	-	-	-
<b>Correct Amount</b>	318,836.00	362.03	10.00	319,178.03
<b>GL/Register Control</b>	318,836.00	362.03	10.00	319,178.03
<b>Variance</b>	-	-	-	-



<b>OAK LODGE SANITARY DISTRICT</b>				
<b>Bank Statement Reconciliation for May 31, 2017</b>				
<b>State Pool - Account No. 5790</b>				
	<b>Balance 30-Apr-17</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Balance 31-May-17</b>
<b>Per Bank Statement</b>	1,872,466.59	2,067.41	10.00	1,874,524.00
<b>Outstanding Deposits</b>				
@ April 30, 2017	-	-		
@ May 31, 2017		-		-
<b>Outstanding Disbursements</b>				
@ April 30, 2017	-		-	
@ May 31, 2017			-	-
<b>Correct Amount</b>	<u>1,872,466.59</u>	<u>2,067.41</u>	<u>10.00</u>	<u>1,874,524.00</u>
<b>GL/Registrar Control</b>	1,872,466.59	2,067.41	10.00	1,874,524.00
<b>Variance</b>	(0.00)	-	-	(0.00)
	<b>Beginning Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>Ending Balance</b>
<b>Per Books</b>	<u>1,872,466.59</u>	<u>2,067.41</u>	<u>10.00</u>	<u>1,874,524.00</u>
<b>GL Adjustments</b>				
Transfer Account Correction		-	-	
<b>Correct Amount</b>	<u>1,872,466.59</u>	<u>2,067.41</u>	<u>10.00</u>	<u>1,874,524.00</u>
<b>GL/Registrar Control</b>	1,872,466.59	2,067.41	10.00	1,874,524.00
<b>Variance</b>	(0.00)	-	-	(0.00)

expstat.rpt  
 06/14/2017 8:13AM  
 Periods: 11 through 11

400 OLWSD GENERAL FUND

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
400-000 WATER ADMINISTRATION						
400-000-5307 OFFICE SYSTEMS MAINTENANCE	0.00	0.00	57.00	0.00	-57.00	0.00
400-000-6505 SMALL TOOLS/EQUIPMENT	0.00	0.00	284.00	0.00	-284.00	0.00
Total WATER ADMINISTRATION	0.00	0.00	341.00	0.00	-341.00	0.00
400-100 ADMINISTRATION						
400-100-5101 BOARD OF DIRECTORS EXPENSE	0.00	151.95	152.80	0.00	-152.80	0.00
400-100-5102 ADMINISTRATIVE SALARIES	0.00	11,846.84	108,384.84	36,673.61	-145,058.45	0.00
400-100-5103 EMPLOYEE BENEFITS	0.00	2,831.05	23,364.06	7,872.89	-31,236.95	0.00
400-100-5104 PAYROLL TAXES & INSURANCE	0.00	1,212.12	9,705.82	3,398.78	-13,104.60	0.00
400-100-5105 PC&L INSURANCE	0.00	0.00	4,270.82	227.97	-4,498.79	0.00
400-100-5201 LEGAL AND AUDIT	0.00	0.00	9,870.00	7,000.00	-16,870.00	0.00
400-100-5202 ENGINEERING/PROFESSIONAL FEES	0.00	0.00	7,449.75	750.00	-8,199.75	0.00
400-100-5203 GOVERNMENT TAXES & FEES	0.00	10.00	10.00	0.00	-10.00	0.00
400-100-5301 MATERIALS AND SUPPLIES	0.00	5,736.52	21,358.75	3,675.42	-25,034.17	0.00
400-100-5302 DUES AND PUBLICATIONS	0.00	23.92	570.82	23.93	-594.75	0.00
400-100-5303 PUBLIC INFORMATION/PUBLIC RELATIONS	0.00	26.31	78.81	6,010.74	-6,089.55	0.00
400-100-5304 CONFERENCE AND TRAINING	0.00	475.00	2,696.61	426.00	-3,122.61	0.00
400-100-5305 BANKING SERVICES	0.00	1,541.84	20,769.48	8,670.30	-29,439.78	0.00
400-100-5306 TELECOMMUNICATION SERVICES	0.00	1,605.25	7,888.72	1,876.74	-9,765.46	0.00
400-100-5307 OFFICE SYSTEMS MAINTENANCE	0.00	233.22	2,563.30	23,497.46	-26,060.76	0.00
400-100-5502 ADMINISTRATION VEHICLE EXPENSE	0.00	0.00	308.72	0.00	-308.72	0.00
400-100-6504 UTILITIES	0.00	596.85	3,928.71	1,400.38	-5,328.09	0.00
400-100-6505 SMALL TOOLS/EQUIPMENT	0.00	0.00	2,022.63	9.00	-2,031.63	0.00
400-100-6506 REPAIR AND MAINTENANCE	0.00	578.80	1,190.02	197.45	-1,387.47	0.00
400-100-6509 CONTRACTUAL SERVICES	0.00	747.79	8,790.78	5,054.36	-13,845.14	0.00
Total ADMINISTRATION	0.00	27,617.46	235,375.44	106,765.03	-342,140.47	0.00
400-200 SANITARY SEWER SERVICE OPERATIONS						
400-200-5102 OPERATIONS SALARIES	0.00	46,703.64	401,421.23	133,984.36	-535,405.59	0.00
400-200-5103 EMPLOYEE BENEFITS	0.00	9,345.58	80,216.25	24,718.41	-104,934.66	0.00

Expenditure Status Report  
Oak Lodge Sanitary District  
5/1/2017 through 5/31/2017

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
400	OLWSD GENERAL FUND					
400-200-5104	PAYROLL TAXES & INSURANCE	3,826.97	33,165.49	10,735.31	-43,900.80	0.00
400-200-5105	PC&L INSURANCE	0.00	102,439.57	1,939.32	-104,378.89	0.00
400-200-5201	LEGAL & AUDIT SERVICES	0.00	6,347.00	0.00	-6,347.00	0.00
400-200-5202	ENGINEERING/PROFESSIONAL FEES	10,851.03	45,814.26	57,535.87	-103,350.13	0.00
400-200-5203	GOVERNMENT TAXES & FEES	0.00	16,710.28	4,949.79	-21,660.07	0.00
400-200-5301	MATERIALS AND SUPPLIES	1,565.26	17,020.30	7,542.56	-24,562.86	0.00
400-200-5302	DUES AND PUBLICATIONS	218.00	2,531.00	39.60	-2,570.60	0.00
400-200-5304	CONFERENCE AND TRAINING	237.50	4,009.40	0.00	-4,009.40	0.00
400-200-5306	TELECOMMUNICATION SERVICES	1,608.22	8,622.32	2,008.67	-10,630.99	0.00
400-200-5307	OFFICE SYSTEMS MAINTENANCE	0.00	34,702.20	11,917.95	-46,620.15	0.00
400-200-5310	SERVICE CHARGES TO OTHERS	1,457.25	7,286.25	1,457.25	-8,743.50	0.00
400-200-5502	VEHICLE OPERATIONS	1,049.09	7,851.73	592.67	-8,444.40	0.00
400-200-6503	BIOSOLIDS HANDLING EXPENSE	740.51	30,138.92	4,102.80	-34,241.72	0.00
400-200-6504	UTILITIES	26,848.66	153,565.85	11,972.51	-165,538.36	0.00
400-200-6505	SMALL TOOLS/EQUIPMENT	391.30	2,136.79	256.13	-2,392.92	0.00
400-200-6506	REPAIR AND MAINTENANCE	7,553.77	53,812.06	24,138.36	-77,950.42	0.00
400-200-6507	COLLECTION SYSTEM CORRECTION	1,750.00	34,578.00	250.00	-34,828.00	0.00
400-200-6508	CONTRACTUAL LAB SERVICES	4,255.00	13,678.44	6,544.02	-20,222.46	0.00
400-200-6509	CONTRACTUAL SERVICES	5,483.58	46,967.06	14,386.55	-61,353.61	0.00
400-200-6800	GF TRANSFER TO SSS CIF	1,514.34	185,251.34	0.00	-185,251.34	0.00
400-200-6901	TRANSFER TO GO BOND DEBT SERVICE FUND	0.00	714,535.42	0.00	-714,535.42	0.00
400-200-6902	TRANSFER TO STATE LOAN DEBT SERVICE FUND	0.00	636,218.75	0.00	-636,218.75	0.00
	Total SANITARY SEWER SERVICE OPERATIONS	125,399.70	2,639,019.91	319,072.13	-2,958,092.04	0.00
400-300	SURFACE WATER MANAGEMENT OPERATIONS					
400-300-5102	OPERATIONS SALARIES	16,670.47	128,665.09	42,558.96	-172,224.05	0.00
400-300-5103	EMPLOYEE BENEFITS	14,501.64	128,874.75	43,219.93	-173,094.68	0.00
400-300-5104	PAYROLL TAXES & INSURANCE	1,314.77	11,143.99	3,686.21	-14,830.20	0.00
400-300-5105	PC&L INSURANCE	0.00	11,791.11	104.15	-11,895.26	0.00
400-300-5201	LEGAL & AUDIT SERVICES	0.00	2,837.50	0.00	-2,837.50	0.00
400-300-5202	ENGINEERING/PROFESSIONAL FEES	2,888.45	28,178.36	17,812.08	-45,990.44	0.00
400-300-5203	GOVERNMENT TAXES & FEES	0.00	874.88	0.00	-874.88	0.00
400-300-5301	MATERIALS & SUPPLIES	87.86	776.82	397.09	-1,173.91	0.00
400-300-5302	DUES AND PUBLICATIONS	0.00	127.60	13.20	-140.80	0.00

Expenditure Status Report

Oak Lodge Sanitary District  
5/1/2017 through 5/31/2017

expstat.rpt  
06/14/2017 8:13AM  
Periods: 11 through 11

400 OLWSD GENERAL FUND

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
400-300-5303 PUBLIC INFORMATION/PUBLIC RELATIONS	0.00	312.45	566.12	1,082.49	-1,648.61	0.00
400-300-5304 CONFERENCE AND TRAINING	0.00	237.50	1,079.10	0.00	-1,079.10	0.00
400-300-5306 TELECOMMUNICATION SERVICES	0.00	217.62	1,114.99	180.54	-1,295.53	0.00
400-300-5307 OFFICE SYSTEMS MAINTENANCE	0.00	0.00	901.64	2,500.00	-3,401.64	0.00
400-300-5502 VEHICLE OPERATION	0.00	273.59	3,175.47	0.00	-3,175.47	0.00
400-300-6504 UTILITIES	0.00	516.99	2,832.92	221.70	-3,054.62	0.00
400-300-6507 SYSTEM CORRECTION	0.00	0.00	11,936.73	10,114.66	-22,051.39	0.00
400-300-6508 CONTRACT LABORATORY SVCS	0.00	1,407.00	3,345.00	0.00	-3,345.00	0.00
400-300-6800 GF TRANSFER TO SWM CIF	0.00	0.00	102,308.00	0.00	-102,308.00	0.00
Total SURFACE WATER MANAGEMENT OPERATIONS	0.00	38,428.34	442,530.07	121,891.01	-564,421.08	0.00
Total OLWSD GENERAL FUND	0.00	191,445.50	3,317,266.42	547,728.17	-3,864,994.59	0.00

Expenditure Status Report

Oak Lodge Sanitary District  
5/1/2017 through 5/31/2017

expstat.rpt  
06/14/2017 8:13AM  
Periods: 11 through 11

500 OLWSD SSS CAPITAL IMPROVEMENT FUND

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
500-100 ADMINISTRATION						
500-100-6520 OFFICE EQUIPMENT	0.00	0.00	2,658.13	0.00	-2,658.13	0.00
Total ADMINISTRATION	0.00	0.00	2,658.13	0.00	-2,658.13	0.00
500-200 SANITARY SEWER SERVICE OPERATIONS						
500-200-6532 SSS FACILITY EQUIPMENT	0.00	0.00	0.00	13,578.00	-13,578.00	0.00
500-200-6534 SSS FACILITY MODIFICATION/EXPANSION	0.00	18,345.00	119,814.99	113.98	-119,928.97	0.00
Total SANITARY SEWER SERVICE OPERATIONS	0.00	18,345.00	119,814.99	13,691.98	-133,506.97	0.00
Total OLWSD SSS CAPITAL IMPROVEMENT FUND	0.00	18,345.00	122,473.12	13,691.98	-136,165.10	0.00

**Expenditure Status Report**

Oak Lodge Sanitary District  
 5/1/2017 through 5/31/2017

**501 OLVSD SSS SYSTEM DEVELOPMENT CHARGE FUND**

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prc't Used</u>
501-200	0.00	0.00	0.00	0.00	0.00	0.00
SANITARY SEWER SERVICE OPERATIONS						
Total OLVSD SSS SYSTEM DEVELOPMENT CHARGE FUND						
	0.00	0.00	0.00	0.00	0.00	0.00

**Expenditure Status Report**  
 Oak Lodge Sanitary District  
 5/1/2017 through 5/31/2017

502 OLWSD SSS STATE LOANS DEBT SERVICE FUND

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
502-200 SANITARY SEWER SERVICE OPERATIONS	0.00	0.00	424,221.00	0.00	-424,221.00	0.00
502-200-8000 PRINCIPAL PAYMENTS - SRF LOAN	0.00	0.00	244,827.00	0.00	-244,827.00	0.00
502-200-9000 INTEREST PAYMENTS - SRF LOAN	0.00	0.00	669,048.00	0.00	-669,048.00	0.00
Total OLWSD SSS STATE LOANS DEBT SERVICE FUND						

Expenditure Status Report  
 Oak Lodge Sanitary District  
 5/1/2017 through 5/31/2017

503 OLLWSD SSS GO BOND DEBT SERVICE FUND

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
503-200 SANITARY SEWER SERVICE OPERATIONS	0.00	995,000.00	995,000.00	0.00	-995,000.00	0.00
503-200-8050 PRINCIPAL PAYMENTS - GO BONDS	0.00	360,650.00	360,650.00	0.00	-360,650.00	0.00
503-200-9050 INTEREST PAYMENTS - GO BONDS	0.00	1,355,650.00	1,355,650.00	0.00	-1,355,650.00	0.00
Total OLLWSD SSS GO BOND DEBT SERVICE FUND						



**Expenditure Status Report**  
 Oak Lodge Sanitary District  
 5/1/2017 through 5/31/2017

**600 OLLWSD SWM CAPITAL IMPROVEMENT FUND**

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
600-100 ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00
Total ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00
600-300 SURFACE WATER MANAGEMENT OPERATIONS						
600-300-6540 SWM LINE EXTENSION/REPLACEMENT	0.00	985.00	268,603.50	84,804.04	-353,407.54	0.00
Total OLLWSD SWM CAPITAL IMPROVEMENT FUND	0.00	985.00	268,603.50	84,804.04	-353,407.54	0.00
<b>Grand Total</b>	<b>0.00</b>	<b>1,566,425.50</b>	<b>5,733,041.04</b>	<b>646,224.19</b>	<b>-6,379,265.23</b>	<b>0.00</b>

**Oak Lodge Water Services**  
**Estimate of Consolidation Costs/Savings**  
**7/1/16 through 4/30/17**

**One Time Expenses 2016/2017**

Legal	\$	29,653	
Architect	\$	16,064	
Appraisal	\$	6,450	
Website	\$	8,700	
Metro Filing Fee	\$	400	
Attorney Fees	\$	77,127	Includes bargaining
IT/Phones	\$	10,274	
Consultants	\$	36,738	
<b>Costs</b>	<b>\$</b>	<b>185,406</b>	

**2017 FY Annual Savings**

Liability Insurance	\$	8,000
Telecommunications	\$	9,000
General Manager *	\$	234,810
Admin Services Manager**	\$	100,906
Plant Admin***	\$	66,000
	<b>\$</b>	<b>401,716</b>

\*Amount is reduced by final year end vacation payout of \$28,545 and premium pay

\*\*Amount reduced for Interim Admin Svc Mgr.

\*\*\*Reduced by amount paid to Temp employee performing the duties of this position

**2018 FY Annual Savings**

		<b>Budgeted Differences</b>
Liability Insurance	\$	8,000
Telecommunications	\$	9,000
Salary Increases	\$	(195,000)
2nd General Manager	\$	268,000
Admin Services Manager	\$	170,000
Plant Admin	\$	96,000
	<b>\$</b>	<b>356,000</b>

Oak Lodge Water Services District  
Minutes of Regular Meeting  
May 16, 2017

Directors Present

Jim Martin, Chair  
Susan Keil, Vice Chair  
Lynn Fisher, Director  
Kevin Williams, Director  
Nancy Gibson, Director

Staff Present

Jason Rice, Deputy General Manager  
Kelly Stacey, Finance Director  
Rich Ludlow, Interim Operations Manager  
Todd Knapp, Supervisor

Visitors

Robb Van Cleave, Salem Resident  
and staff of the Multi-Government  
Personnel Institute  
Paul Gornick, Local Resident  
Spencer Smiot, Local Resident  
Robert Bogyd, Local Resident  
Terry Gibson, OLWSD  
Eugene Whitley, Local Resident  
Thelma Haggemiller, Local Resident  
Tom Foeller, Local Resident

**Regular Meeting**

**(1) Call to Order/Pledge of Allegiance**

The Board of Directors led the pledge of allegiance.

**(2) Executive Session**

Chair Martin called the regular meeting to order at 5:00 p.m. and recessed to Executive Session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.

**(3) Adjourn Executive Session**

**(4) Watershed Health Education Program Presentation from Rex Putnam Students**

High school teacher Clarissa Buchholz and students from Rex Putnam presented on the Watershed Health Education Program, which included before and after photos at Rinearson Creek, data they collected that reflected the health of the creek, and information about the restoration work their class completed over the course of the school year. This included removal of invasive plants, and planting of natives, mulching plants, water quality sampling and tracking, and the awareness of how caring for an area can support water quality now and into the future. Board an audience asked questions about macro-invertebrate studies, tests that students completed – pH, native/non-native plant surveys – jobs in the water industry, locations of restoration with the WHEP, and share information about the history of the Rinearson Creek.

**(5) Call for Public Comment**

Robert Bogya, approached the board – Address: 13923 SE FAIROAKS AVE, MILWAUKIE, OR 97267-1015 Phone: 971-285-2404. He received letter in February about request for 1 sewer SDC charge for \$5165 after the time period that he thought that his permit process was complete. He was requesting that OLWS waive the fees based on customer usage information/meter size that he provided from four neighboring districts for the water side. Board and staff discussed fair usage in the sewer code which reflects fees for services used.

Board refused his request for a waiver but offered a staggered fee schedule for payments of up to 10 years of service. General Manager Jason Rice will follow up by having Markus Mead call the customer.

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Audience and Budget Committee member Eugene Whitley asked three questions about the Northsky Communications Bid – lump sum bid was \$21,305 – is that a “not to exceed” bid; it excludes prevailing wages, permits, aerial third-party, and make ready costs – what do these costs mean; and what line does it show up in on the budget? Supervisor Todd Knapp responded about what “make ready” costs are and that they won’t know what those costs are until the work proceeds. Finance Director Kelly Stacey responded that it comes under this fiscal year and is listed under the “Technical Services” costs in the budget.

**(6) Discussion on Desired General Manager Traits**

Robb Van Cleave from the Local Government Personnel Institute (LGPI) presented for adoption the job description and competencies for the general manager position. These have been established thru input from the subcommittee of the board and LGPI, and HR Answers. Audience and board considers the materials presented and begins commenting: board mentioned that many of the generated competencies matched the same comments as those listed by the employees; question about how detailed something should be and still remain general (Job Description is more detailed); positive comment about generally running the organization – managing the organization, not as necessary to be a technical expert in order to run things successfully; must haves include professional clean presentation of application, presentation, etc.

**Director Fisher moved to accept the job description for the General Manager as presented. Vice President Keil seconded the motion.**

**Ayes: Fisher, Gibson, Keil, Martin, Williams**

**Nays: None**

**The motion carried 5-0.**

Presentation and discussion of salary range and questions about whether it is appropriate. Response that it hits the middle and should attract a good pool including out of state applicants.

**Director Fisher moved to adopt the anticipated hiring salary range of \$150,000 – 165,000 for the General Manager’s salary. Director Williams seconded the motion.**

**Ayes: Fisher, Gibson, Keil, Martin, Williams**

**Nays: None**

**The motion carried 5-0.**

Presentation of where job will be posted and the timeline for hiring. Websites include: Oak Lodge Water Services, LGPI (this is where applications will be collected), Regional Water Providers Consortium List serve, Oregon Water Utility Council List serve, Oregon City County Municipal Association List serve, American Water Works Association NW, Oregon Association of Water Utilities, Special Districts of Oregon, League of Oregon Cities, American Public Works Association Oregon Chapter. Posted first week of June and for a month. Applicants will be accepted until posted.

## **(7) Field Operations Presentation**

Supervisor Todd Knapp presented information about the water side of the district operations. Opened with boundary map and information about where Sanitary and Water do and do not overlap. Specs include: 8700 service connections; 30,000 people; 760 fire hydrants that they take care of; 107 miles of water main (567,000

feet); 1500 gate valves; 4 reservoirs for a total of 15.6 million gallons of water storage; flows 1741 gallons per minute; dual of everything which helps with maintenance; 2 pump stations – one at Valley View, one at View Acres; 3 pressure zones (these cover differing amounts of pressure to account for variances in elevation and still getting pressurized water into homes – about 50 pounds different between zones – and three pressure-reducing valves in vaults between zones in case of needed/emergency changes in pressure); maintenance includes fire hydrants and gate valves.

OLWS provides and maintains water quality and service, including installation of residential service to draining and servicing reservoirs, hydrant-flushing and maintenance every two years, unidirectional flushing to help force water at a higher velocity and scour the main; annual extensive leak detection program throughout the entire district; install services and meters, maintenance for mains and main and leak repair, line locates, 24-hour emergency response. Current water loss less than 10%, but we've been doing a lot of hydro-flushing which throws it off a bit. The Valley View pump is just to pump up to View Acres, while the View Acres pump works 24-7 to keep those customers in water pressure. Clackamas County Fire Department does annual ISO testing to pass their tests, but if there is a problem with the water during a fire, OLWS is responsible.

Review of water provision showed three sources for water to the district: Clackamas River Water District (CRW), later added North Clackamas County Water Commission, and South Fork Treatment Plant pipeline. Valley View reservoir hub overview. Discussion of meter reading program and meter changeout goals.

Interim Operations Manager Rich Ludlow presented Sanitary Sewer Operations information. Specs include: 8600 sewer connections in district; 100 miles of sewer pipe; 2273 manholes; maintain current connections; inspect and approve new connections up to the code; cleaning and video inspection of existing pipes; goal to inspect all 100 miles of pipe over 5 years, nearing the end of that; confirm connection attributes for customers and developers; respond to blockages in the pipes, sometimes on both sides of the property lines (OLWS owns up to the customer's property line, customer is responsible for portion of line on their property). OLWS's process for responding to blockages can include staff clearing the blockage, hiring a contractor to address the issue, or splitting the cost of an issue that has been addressed by a plumber hired by a customer. Most pipe is asbestos concrete, which wears out on the bottom and that, when cracked, that roots get into the cracks and make them bigger. There are also documented minor structural defects that are catalogues for future repairs.

Map presentation showed the downhill flows of pipes that connect to the trunk lines and how the pipes get larger as they near the river. Routine cleaning of

sewer lines with a pressurized nozzle and then T.V. video to inspect lines; routine grease cleaning for “bellies” of lines that collect grease; T.V. inspections show defects and then we document them into a software program, evaluate later for maintenance and repairs. Five pump stations move the sewage back up so that gravity can assist in moving flow down to WRF—Pump station #3 moves 1/3 of the total wet flows. All five pump stations are checked weekly and alarms are redundant and checked monthly with backup communications systems for protections. On-call staff are 24-7.

Field Operations crew backup emergencies as well as support the stormwater needs of the district including cleaning 2,500 catch basins (that the CC owns), 53 miles of storm lines, 107 sedimentation manholes, 50 private detention systems (we communicate with private owners to remind them to clean), and required stormwater sampling. Five-year cycle to clean out district catch basins for our MS4 Permit. Our crews perform Utility Locates per state law – above 60 hours FTE per month.

Question about GIS – two entities have different systems but will be combined in time.

**(8) Consideration of Approval of IGA with NCCWC**

Financial Director Kelly Stacey presented the new IGA with North Clackamas County Water Commission. The new IGA cleans up the old IGA from 2004. Updated for Oak Lodge to continue with the financial and administrative services relationship, and moves the general management off of the Oak Lodge G.M. Staff will track their time and begin billing hourly. Their meetings are 4 times per year, 1 bank deposit per month, and about 10% of staff’s time. Board directs staff to weigh whether it makes sense to continue supporting NCCWC in coming years, which comes to about \$30,000 overall. Board reminded staff of historical relationship with NCCWC and also check in about this project overall and revisit.

**Director Williams moved that OLWS agrees to enter into the IGA with North Clackamas County Water Commission to provide contract financial services. Director Gibson seconded the motion.**

**Ayes: Fisher, Gibson, Keil, Martin, Williams**

**Nays: None**

**The motion carried 5-0.**

**(9) Water Building Remodel and Site Space Planning Presentation**

Acting General Manager Jason Rice presented information about the water building site and let the Board know that moving forward with the site and building

remodel makes sense. He went over the latest architectural plans. He assured the board that there will be room for staff parking and housing field staff in a building and pole barn expansion; he mentioned that the district would likely not have room for growth at this site. He also reminded the Board that we have room down at the Water Reclamation Facility for rarely used equipment. G.M. Rice also cautioned the Board about the timing of the project in relation to the market costs and that pushing to get it completed this summer/fall the cost of the project would likely be at a premium. Board recommended moving forward with readying the plans with mechanical/electrical plans to be bid ready and then get information about the best time to move forward with the next stage (Nov/Dec/Jan to get bids?).

**(10) District Health Insurance Benefits Provider Recommendation**

Acting General Manager Jason Rice shared staff recommendation to move OLWS to SDIS Health Insurance Benefits Provider Package through the District's consultant Brown and Brown. Package provides good coverage, likely at a cost savings, and most staff are likely satisfied with it.

**Director Gibson moved that the Board enable staff to enroll in health care coverage under Brown and Brown Insurance during SDIS's open enrollment period. Director Fisher seconded the motion.**

**Ayes: Fisher, Gibson, Keil, Martin, Williams**

**Nays: None**

**The motion carried 5-0.**

**(11) Consent Agenda**

- **March and April 2017 Financial Reports**
  - **Approval of Sanitary March and April 2017 Check Run**
  - **Approval of Water March and April 2017 Check Run**
- **April 18, 2017 Board Meeting Minutes**

Vice President Keil asked about page 2(b) and Dan Bradley's retirement expenses – should it all be water related or should some of it be charged to sewer/SWM? Finance Director Stacey responded that after July 1<sup>st</sup> there will be a reallocation for the 3 months that he was acting G.M. for the combined district. Her next question was about what is the "112% of Service and Maintenance" for on 6085? Finance Director Stacey responded that she will need to follow up on that question, and will email the board.

Director Fisher commented about size of packet of information seeming bigger. Finance Director Stacey added the check runs, cleared checks, bank statements,



and other financial statements because the auditors recommended it. Board commented that staff should continue to include it for now but might revisit that in the future, knowing that it is available even if not included in board books. Former Director Terry Gibson added that the chair of the OLSD board would review the individual checks on a regular basis for OLSD, and that is why the board didn't have to consider them. Under the OLWD model, the water district board was the panel who reviewed the check runs.

Comment/question about the cost of the Convergence contract for IT support being much higher than our previous provider. Staff responded that they are providing more support and different support for the issues that the consolidation has brought up. They added that costs should go down once issues slow down after consolidation is complete.

Comment/question about the permit costs of the Boardman Wetland project being substantial. Acting General Manager Rice responded that they were for three permits – two from Clackamas County for planning and engineering and one from the Army Corps of Engineers DSL permit for working in water.

**Director Gibson moved that the Board accept the consent agenda as presented. Director Williams seconded the motion.**

**Ayes: Fisher, Gibson, Keil, Martin, Williams**

**Nays: None**

**The motion carried 5-0.**

## **(12) Department Reports**

- **Sanitary Operations**

Comment/question about operations staff not making their 5-year targeted monthly goal. Interim Operations Manager Rich Ludlow shared the challenge about meeting the district's immediate needs for FTE as well as meeting the monthly targets. He said they are able to meet the targets when there aren't conflicting priorities that come up.

- **Water Operations**

Water Operations Manager Todd Knapp presented information about his staff report, including updates to the Valley View project and water consumption data. One comments/question about material of piping used in a construction project, which staff replied was put in at 2" PVC. No other questions.

- **Technical Services**

Comment/question about the Boardman Wetland Complex request for extension. Acting General Manager Jason Rice explained about the timeline around costs

and bids for construction. Details (like permits) have been delayed and now is not the best time for putting out for bids. Renter is still in the property and will likely be able to stay for a while longer without feeling pushed out.

**(13) Business from the Board**

Director Fisher reported that at Oak Grove Community Council meeting – nothing unusual to report. Asked Attorney Balfour about the Clackamas County Board concerning our agreement with them and he responded that the revised version is ready to be signed.

Director Keil had no business to add.

Director Gibson reported that President Martin and she are making progress in developing the new IGA with North Clackamas County Water Commission. Issues include the City of Gladstone needing to meet their water needs and them thinking that they purchased enough originally to do that. OLWS could allow Gladstone to use some of our water allocation. They are working on how they will be able to work together with the partners can all get a favorable IGA. Gladstone also acknowledged their systemic water loss due to infrastructure problems as an issue (~30%). Issue is actually access to water as opposed to ownership, but ownership is what it is at 10% Gladstone, 42% OLWS, 48% Sunrise. Also beginning to work on rate equity.

Director Gibson reported on C4 focus on affordable housing, vehicle registration fee. CC will embark on County-wide study on affordable housing, materials address low household income level and high rent percentages paid. These materials should be reviewed as OLWS updates its low income policies. Study will be funded by local cities and OLWS will benefit from the land-use planning aspects of the study.

Former Director Terry Gibson updated the Board on the housing project at the Evangelical Retreat Center required an Army Corps of Engineering review of the project and 17 buildings were shown to be eligible for the National Historic Register, trees shown to be a part of the historical review and may be able to be listed under protection. Trees will help with the Surface Water Management of OLWS. Follow up deadline is Friday, May 26, 2017. Public is invited to email Jennings Lodge Director Karen Courtland at: [jlcpo@earthlink.net](mailto:jlcpo@earthlink.net). Letters will help.

Director Williams missed the Jennings Lodge CPO meeting because of the OLWS Budget Committee meeting. Next time the North Clackamas Parks and Rec Director will present about parks in the area.

**No other business.**

**(14) Adjourn**

Meeting is adjourned at 8:31 p.m.

Respectfully submitted,

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Jason Rice, Acting General Manager

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Jim Martin, Chair

## **Oak Lodge Water Services District General Manager Recruitment Timeline**

April 28:	Finalize Services Agreement Schedule 1st Meeting w/ Selection Committee
May 1 – 16:	Discuss Position Expectations & Competency Criteria Review Job Description, and Update as Needed Establish Hiring Compensation & Benefit Package Develop Recruitment Strategy Determine Recruitment Period Finalize List of Recruitment Outlets
May 16 – 26:	Develop & Finalize Recruitment Materials Develop Supplemental Questionnaire
May 29-June 2:	Submit Recruitment Ads - Recruitment Opens
June 2 - July 3:	Recruitment Period
June 1 - June 9:	Develop Screening Criteria & Finalize Screening Process Develop Interview Questions & Finalize Interview Process
June 13:	Adopt Screening Criteria, Finalize Screening Process Adopt Interview Questions, Finalize Interview Process
July 3–7:	First Review of Applications by LGPI
July 10-21:	Review of Applications by OLWSD
July 24:	Finalize Top Candidate Listing - Invite Candidates to Interview Send Email to Candidates not Selected for Interview
August 15:	Interview Panel Briefing Conduct Applicant Interviews Debrief Following Interviews - Select Preferred Candidate
August 21-25:	Negotiate Salary & Hiring Timeline - Present Conditional Offer
August 28 - September 8:	Conduct Pre-Employment Background Check
September 12:	Finalize Candidate Recruitment Send Regret Letters to Applicants not Selected

**Oak Lodge Water Services District  
General Manager Recruitment Posting Sites:**

Oak Lodge Website

LGPI Website (no cost)

Regional Water Providers Consortium Members – List Serve

Oregon Water Utility Council – List Serve

OCCMA – List Serve

American Water Works Association – PNW section: (\$90/90 days)

Oregon Association of Water Utilities (no cost)

Special Districts Association of Oregon:

LOC Website (\$20/month)

American Public Works Association – Oregon Chapter

**Job Title:** General Manager, Oak Lodge Water Services  
**Department:** Administration  
**FLSA:** Exempt  
**Reports To:** Board of Directors

**GENERAL PURPOSE:**

Serves as General Manager of the District, under policy direction from the Board of Directors; plans, manages, and directs the operations of the District to ensure compliance with State statues, District goals, policies, and applicable governmental regulations to support high quality, cost effective, and dependable potable water service, wastewater collection and treatment, and surface water management; implements Board of Directors' policies and procedures, and performs related duties as required.

Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive, and evaluative in nature. The work of this position involves significant accountability and decision-making responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

GENERAL

- In execution of all duties and responsibilities, works collaboratively with subordinate managers and staff.
- Develops, implements, and monitors work programs, plans, processes, systems, and procedures to achieve District mission, goals, and performance measures consistent with the Oak Lodge community's expectations for quality and service.

PERSONNEL

To carry out the District's mission, objectives, and service expectations, develops and retains highly competent, service-oriented staff:

- Exercises full authority to employ and discharge all employees; prescribes the duties and employees; provides final approval of personnel actions including hiring of new employees, formal disciplinary actions and separations in accordance with human resources policies and labor contract agreements and state and federal laws; establishes and adjusts compensation of employees with the annual salary schedule approved by the Board of OLWS.
- Evaluates the performance of managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides training, coaching, and day-to-day management practices for performance improvement and development.
- Provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
- Establishes and maintains an effective system of open communication throughout the organization; maintains visibility and direct contact with employees to ensure the development of a work environment that supports open communication, collaboration, accountability, and high productivity among employees.

Oak Lodge Water Services District  
General Manager Recruitment  
Competency Criteria Review

Reviewer Name: \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_

Competency #1: Strong financial management skills;

Score (1-5): \_\_\_\_\_

Notes/Comments:

Competency #2: Strategic leader with experience applying problem solving methods to successfully integrate diverse cultures.

Score (1-5): \_\_\_\_\_

Notes/Comments:

Competency #3: Ability to foster and maintain an environment of open, honest, ethical and transparent communications.

Score (1-5): \_\_\_\_\_

Notes/Comments:

Competency #4: Demonstrated experience in managing operations of an organization in a public-sector environment.

Score (1-5): \_\_\_\_\_

Notes/Comments:

Competency #5: Proven ability to develop and maintain effective relationships with citizens, staff, board members and representatives of other jurisdictions.

Score (1-5): \_\_\_\_\_

Notes/Comments:

General Overview:

Professional presentation of application materials:

Score (1-5): \_\_\_\_\_

Weight (1)

Notes/Comments:



## STAFF REPORT

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**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Finance Report  
**Item No.:** 12a  
**Date:** June 20, 2017

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Below is an update of various efforts of the Finance/Administration department.

### **Accela implementation:**

We are finally moving forward with the Accela implementation. We have initiated bi-weekly status calls starting this week. Here is the upcoming schedule for the general ledger implementation:

<b>June 26-30</b>	Finance Business Process Study/Chart of Accounts Consulting Session; (Accela and Oak Lodge; remote session)
<b>July 14</b>	Receive Signed Business Process Study Write-Up and Statement of Work (Oak Lodge)
<b>July 21</b>	Receive Chart of Accounts Sign-Off (Oak Lodge)
<b>July 31- August 4</b>	General Ledger and Accounts Payable Data Review and Trial Load of Data (Accela; Oak Lodge to be available if questions arise)
<b>August 7-11</b>	Set-Ups and Configuration Session (Accela and Oak Lodge; remote)
<b>August 21-25</b>	Finance Go-Live (Accela and Oak Lodge; onsite)
<b>September 18-19</b>	Financial Reporting Tools Seminar (Accela and Oak Lodge; remote half-day sessions)
<b>September 25-29</b>	Bank Reconciliation Set-Ups and Configuration (Accela and Oak Lodge; remote session - only a couple hours)
<b>October 2-6</b>	Bank Reconciliation Go-Live (Accela and Oak Lodge; remote session - only a few of hours)



Staff will be ending each status call with a task lists to stay on schedule. Staff is also working on a payroll implementation schedule some of which will run concurrent with the General Ledger schedule.

**Office Clean-up:**

We have brought in a temp from Express Personnel, to help clear out space in preparation for having the administration staff in one office. Jeanice has been busy boxing up documents to be shredded and clearing the area behind Tara. We will also have her doing some organizational duties to prepare for yearend. We may be sending her to the sanitary office for a few days to help them do some cleanup also. She has been answering the phones and doing customer service tasks to free up Elaine to train on utility billing, including uploading meter reads. This will help free up Tara to focus on her payroll and human resource duties.



## STAFF REPORT

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**To:** Board of Directors  
**From:** Rich Ludlow, Interim Operations Manager  
**Agenda Item:** Sanitary Operations Report  
**Item No.:** 12b  
**Date:** June 9, 2017

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### **Background:**

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

### **Operations Administration**

Rich Ludlow and Jason Rice met with the District's NPDES contract administrators at DEQ offices on June 1<sup>st</sup> to discuss wet weather overflows from manhole A-5557 near River Forest Lake. Our goal was to communicate the issues and their goal was to ensure we had a plan in place to correct the issues. Jason delivered the results of hydraulic analysis that considered several options. The meeting concluded with a commitment to raise the manhole elevation and install a sealed lid, install a backflow device on a nearby neighbor's lateral, and to potentially limit pumping at pump station #2 for a better controlled overflow in the interim. Longer term plans are expected to include solutions that eliminate the issues. DEQ offered resources to help us work with neighboring organizations that contribute to the issues for a unified effort.

Part time assistance from the Water Admin staff for purchasing processing is helpful and options are being explored to increase the support role to include maintaining inventory of consumable items.

### **Water Reclamation Facility Operations for May 2017**

All NPDES permit and safety compliance requirements were met for the month of May.

The treatment plant continues to perform well with excellent effluent quality. We received one odor complaint in May from a neighbor. Plant staff investigated and could not pinpoint the odor source. It is believed the odors were created by changes in sludge transfer and/or from a heavy load of screenings that was hauled out near the date of complaint. We remain vigilant to be good neighbors and the neighborhood has become accustomed to our odor-free operation.

Plant process is moving to summer mode with nitrification/denitrification for ammonia control in warmer temperatures. Staff are challenged by bringing the solids inventories down due to the increased digestion time making high quality biosolids that take longer to dewater. Samples have been sent for testing whether we meet Class 'A' biosolids which can be used as fertilizer for any crop, possible simplification of disposal.

Minor modifications are complete on IBR tank #1 with the installation of a valve and pipe that allows gravity transfer from the IBR to Aerobic Digester #2. Operators were previously running a gasoline powered pump daily to transfer sludge, this solution requires less labor and creates less noise for our neighbors.

**Field Operations Monthly Report for May 2017**

Staff Availability:

Working Hours in Month	Leave/Training/Paid Breaks	Actual Attendance/Available Hours (working hours minus leave/training)
704	168.75	535.25

Accomplishments:

	Goal	Actual	% Goal Met	Field Crew Hours	
Sewer Cleaning (linear feet)	9450	2445	26%	49	
TV Inspections (linear feet)	9450	12,753	135%	145.5	
Grease Line Cleaning		11,061	100%	48	
Sewer Line/Manhole Repair/Inspect/Install				20.75	
Utility Locates				98	
SWM Work by Line Maintenance Techs				3.5	
Fleet Support Work				12.75	
Sewer Overflow Response				0	
Plant/PS Equipment Work Orders				0	
Customer Service/Investigations				4.5	
Program Support				0	
				Total Work Order Hours	382
				Staff Time Utilized on Work Orders	71%

\*TV Inspections are short sections that require increased mobilization

Meeting/training/other details:

Total staff hours

Staff meetings

6 hours

## WRF Maintenance Monthly Report for May 2017

### Staff Availability:

Working Hours in Month	Leave/Training/Paid Breaks	Actual Attendance/Available Hours (working hours minus leave/breaks)
356	60.5	295.5

### Accomplishments:

	Count	Hours
Number of Preventive Work Orders Completed	57	61.3
Number of Repair Work Orders Completed	29	144.25
Note: Counts differ between Complete Work Orders and Time Charged because not all Work Orders are completed during the month.		
Time Charged to Preventive Works Order Count/Time	73	91.45
Time Charged to Repair Work Orders Count/Time	53	111
	Hours charged to Work Orders in month	202.45
	Staff Time Utilized on <u>all</u> Work Orders	69%
	Utilization Toward PM Work Orders	31%

### Meeting/training/other details:

### Total staff hours

Staff Meetings:

4 Staff Hours

### Maintenance work highlights for the month:

- Replaced weir brushes on Clarifier #3 and #4
- Replaced wear rings on Pump #2 and #3 at Pump Station #2
- Troubleshoot Screened Mixed Liquor (SML) pumps, replaced air release valve on SML system, the old one was plugged and broken. Found obstruction at valve
- Annual site electrical inspection
- Installed safety chains on generator enclosure doors
- Changed one bank of lamps in the UV system, new lamps, sleeves and wipers
- Repaired seized gate valve
- Replaced motor and drive on rotating bridge for Clarifier #2
- Troubleshoot and repaired communication problems at Pump Station #2
- Performed preventive maintenance on the following equipment:
  - IBR Mixers; Plant Generator Switchgear; Screw Press; Clarifier Drive; etc.

## STAFF REPORT

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**To:** Board of Directors  
**From:** Todd Knapp, Operations Manager  
**Agenda Item:** Water Operations Report  
**Item No.:** 12c  
**Date:** June 20, 2017

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### **Background**

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

### **Operations Administration**

The fiber communication line has been put temporarily on hold.

Valley View reservoir project update, work on the north tank continues, picture on the left shows one of the 50' scaffold in place and from the other photos you can see the work on the ceiling is almost complete.





## **Field Operations Monthly Report for May 2017**

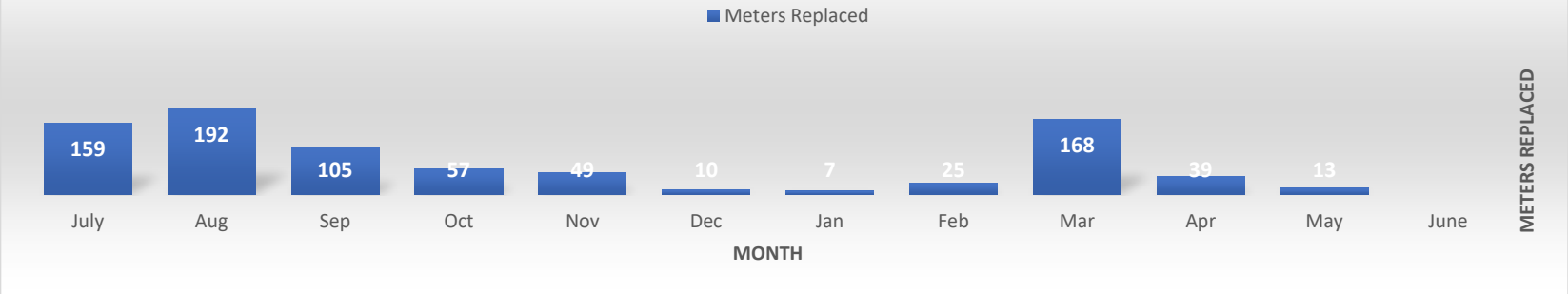
Maintenance work highlights for the month:

- A Hydrant was moved off of Risley East of River Rd
- Three services were upgraded on View Acres
- Hydrant painting has begun
- Meters replaced, services and leaks (Attachment 1)
- Water consumption for May is 74,515,000 Gallons down from the 10-year average
  - One reason this may be the case, is this year's unusual amount of rain.

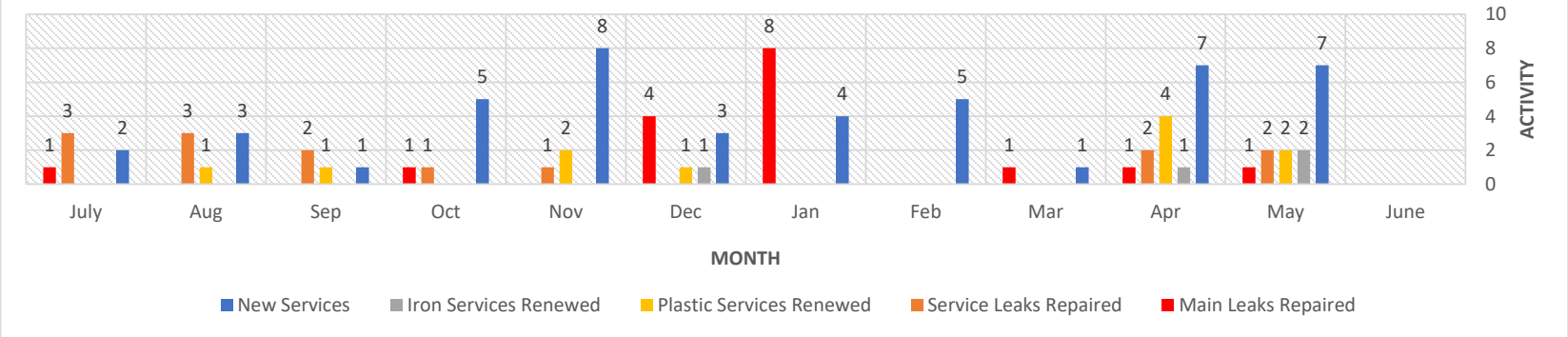
### **Attachment**

1. Water Operations Statistics

## REPLACED METER CHART 2016 - 2017



## SERVICE and MAIN ACTIVITY 2016 - 2017



Fiscal Year	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2017	June		7	2	2	2	1
2017	May	13	7	2	2	2	1
2017	Apr	39	7	1	4	2	1
2017	Mar	168	1				1
2017	Feb	25	5				
2017	Jan	7	4				8
2016	Dec	10	3	1	1		4
2016	Nov	49	8		2	1	
2016	Oct	57	5			1	1
2016	Sep	105	1		1	2	
2016	Aug	192	3		1	3	
2016	July	159	2			3	1
<b>Yearly Total</b>		<b>824</b>	<b>46</b>	<b>4</b>	<b>11</b>	<b>14</b>	<b>17</b>

## STAFF REPORT

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**To:** Board of Directors  
**From:** Jason Rice, Interim General Manager  
**Agenda Item:** Technical Services Report  
**Item No.:** 12d  
**Date:** June 13, 2017

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Below is an update of various efforts for the Technical Services Program.

### **Capital Improvement Program:**

#### Boardman Wetland Complex

- The “Briar Ridge Open Space Tract” is now under District Ownership
- The plan set is under final review, with Bid Documents follow
- While there are some final details to work through with North Clackamas Parks and Recreation District, the project is on track to bid near February 1 for construction Summer/Fall of 2018.

#### Riverforest Lake Manhole

See Wastewater Operations Report for detail on this project.

### **Other Projects:**

#### Rules and Regulations Update

With the help of Greg Jones, this document is now a complete draft and is ready for review. Once the document has been reviewed internally, it will need to be formatted and checked for cross references by a Document Content Consultant before it is ready for a Hearing by the Board. Staff’s goal is to have this document ready for Board Approval (via Ordinance) at the August and September Board Meetings.

#### Design and Construction Standards Update

Staff is in the process of combining the Sanitary, Watershed Protection and Water Design and Construction Standards. This process is taking some time to work through the differences in how Water and Sanitary Staff managed situations. Staff’s goal is to have this document ready for Board Approval at the July Board Meeting.

### **Outreach and Education**

Oak Lodge Water Services staff provided 11 educational tours over the past month, both at the Water Reclamation Facility (sanitary sewer) and the Water Treatment Plant (drinking water). Attendees included students from elementary, middle and high schools, Clackamas Community College students, and adults including several members of the OLWS Budget Committee. Tours drop off again until the fall, although we will host the “Posey Pickers Garden Club” this August.



Staff attended the Association of Clean Water’s “Stormwater Summit” event, held at Lane Community College. This event is packet with current information about water quality standards and best practices. After training events, staff are encouraged to present information to others who weren’t able to attend. This year highlights included information concerning the DEQ’s new Copper standard, Green Stormwater Infrastructure, and best practices in education and outreach programming.

As the 2017-18 budget year approaches, staff have communicated with outreach partners including: Clackamas River Water Providers, North Clackamas Urban Watershed Council, Dig In (formerly SOLVE), Schoolyard Farms, Ecology in Classrooms and the Outdoors (ECO), Portland Audubon/Columbia Land Trust, Clackamas County Sheriff, and all of the schools in the District. As shared in the May board packet, OLWS employs a partnership strategy which allows the District to meet permit requirements effectively within a streamlined program budget. By working with many partners, OLWS broadens community awareness of the importance of clean water, and our role in the process.

## Permitting

	<b>This Month</b>	<b>Last Month</b>	<b>Year-to-Date</b>	<b>This Month Last Year</b>	<b>Last Year-to-Date</b>
Building Permits Review	17	24	41	-	-
Fees Received	\$0.00	\$0.00	\$0.00	-	-
Erosion Control Permits	3	3	6	2	7
Fees Received	\$364.76	\$1,507.12	\$1,871.88	\$350.00	\$9,200.00
P/E Cost	\$613.92	\$299.81	\$913.73	-	-
Ops Cost	\$590.75	\$543.49	\$1,134.24	-	-
SS Connections (New EDUs)	4	1	5	687.16	0
SDC Fees Received	\$20,660.00	\$5,165.00	\$25,825.00	\$4.00	\$4.00
SS Permits	7	3	10	20,660	20,690
Fees Received	\$2,501.75	\$1,689.92	\$4,191.67	\$7.00	\$154,957.00
P/E Cost	\$1,267.87	\$1,311.98	\$2,579.85	-	-
SS Inspections	14	9	23	1,197	2,393
Residential	14	9	23	-	-
Commercial	0	0	0	-	-
Main	0	0	0	-	-
Staff Cost	\$294.90	\$310.97	\$605.87	\$826.00	\$911.00
Pre-applications	\$1.00	\$3.00	\$4.00		
Fees Received	\$0.00	\$0.00			
Development Review	0	1	1	-	-
Review Fees Recv'd	\$0.00	\$1,320.17	\$1,320.17	-	-
Ops Cost	\$0.00	\$0.00	\$0.00	-	-
P/E Cost	\$3,664.24	\$3,636.90	\$7,301.13	-	-
				Permit Fees Outstanding	23,206.92

## Attachments

1. “Development Review Status” tracker

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Complete	15415 SE River Rd.	3-parcel Partition (2 new homes)	Project complete. Inspections complete. Erosion Control ongoing. Awaiting asbuilts. Unknown timeline.	6/8/17
Under Construction	3127 SE Concord Rd. (Concord Oaks, formerly Concord Vineyards II)	6-acre development (32 residential lots.)	Development Inspections complete. Ongoing building permits / sanitary sewer connections (SFD). Unknown timeline.	6/8/17
Under Construction	17624 SE Rose St.	2-parcel Partition	Erosion Control inspections ongoing. Awaiting sanitary sewer permits for front SFD. OLWSD permits expired. Unknown timeline.	6/8/17
Under Construction	14400 SE Lee Ave.	Z0071-16 Duplex on existing lot. (SFR previously demolished)	Erosion Control inspections ongoing. Sanitary Sewer installed. Unknown Timeline	6/8/17
Under Construction	2009 SE Courtney Ave.	3-parcel Partition (1 new home & 1 new duplex. Existing home is on the Historical Register as a duplex.)	Erosion Control inspections ongoing. Sanitary Sewer installed. Sewer connections pending. Unknown timeline.	6/8/17
Under Construction	15448 SE East Ave. (Zetterberg Estates)	18-Unit Multi-Family	Sanitary sewer Inspections complete. Erosion Control inspetions ongoing.	6/8/17
Under Construction	2721 SE Swain Ave.	2-parcel Partition (2 new homes)	SS Inspections complete. Erosion Control inspetions continuing. Unknown timeline.	6/8/17
Under Construction	5210 SE Roethe Rd.	6-lot Subdivision (5 new homes)	Public infrastructure installed and approved. In 11-month warranty period. SFDs under construction. Warranty period ends July 2017.	6/8/17
Under Construction	14620 SE McLoughlin Blvd. (Fred Meyer)	Demo bottle return facility and construct pick-up delivery area.	Construction plans approved. Erosion control inspections ongoing.	6/8/17
Under Construction	Lot east of 18390 SE Woodcock Ave.	2-parcel partition	Plans approved. Inspections ongoing (EPSC) SS inspections complete.	6/8/17
Under Construction	14911 SE McLoughlin	Lew's Dairy Freeze Remodel to MOD Pizza	Engineering plans approved. Building permit approved. Under construction. Erosion control ongoing.	6/8/17
Under Construction	2312 SE Risley Ave	3-lot partition	Engineering plans approved. Building permits approved. Expire March 2018.	6/8/17
Under Construction	4900 SE Meldrum	2-lot partition ZPAC0181-16	Public infrastructure installed and approved. In 11-month warranty period. SFDs under construction. Warranty period ends March 20183.	6/8/17
Approved for Construction	17722 SE Rose St., 17832 SE Rose St.	Two 2-parcel partitions (2 new homes, 2 replacement homes)	Awaiting utility construction plans (sanitary sewer connection / erosion control). OLWSD permits expire July 2017.	6/8/17
Approved for Construction	19416 SE River Rd.	2-parcel partition, 2 new duplexes, Existing SFR to be demolished	Plans approved. Sanitary sewer inspections pending. Erosion control inspections ongoing. Erosion control expires June 2018	6/8/17
Approved for Construction	14824 SE Laurie Ave. 14830 SE Laurie Ave.	2-parcel Partition, 14830 SE Laurie Ave.	Awaiting building permit submittal. OLWSD permits expire May 2017	6/8/17
Approved for Construction	15026 SE Linden Ln.	3-parcel Partition	Engineering plans approved. Awaiting building permit. Expires July 2017	6/8/17
Plan Review	4150 SE ROETHE RD	Commercial Structures Relocation	Land Use Decision received. Awaiting engineering plans. County Land Use Expiration date.	6/8/17
Plan Review	14119 SE Mcloughlin Blvd	Z0260-16 Nonconforming Use - Alteration/Verification. Medical Marijuana Production	Design Review Plans Submitted. OLSD Submitted Comments. Pre-treatment analysis. Awaiting construction plans. County Land Use Expiration date.	6/8/17
Plan Review	13409 SE McLoughlin Blvd	3 New Slips Mobile Home Park	Z0430-14. Land use approved. Awaiting engineering planset. County land use expiration date.	6/8/17
Plan Review	13012 SE Oatfield	Proposed subdivision; 9 potential lots.	Engineering planset (2nd review) submitted. Revised set submitted and under review.	6/8/17
Plan Review	18122 SE McLoughlin Blvd	Z0482-16-D Commercial Design Review: Fuel Island	Engineering plans (1st review) complete. Awaiting revised plans.	#REF!
Plan Review	5790 SE McNary Rd.	2-parcel Partition. Z0312-15-M; Godfrey Partition	Final engineering approval. Sewer permits issued and installed. Erosion Control inspections ongoing. Expires December 2017	6/8/17
Plan Review	3816 SE Hill Rd	Z0428-16 8-lot subdivision	Received Engineering Plans (2nd review) comments sent. Awaiting 3rd plan submittal.	6/8/17

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Plan Review	14335 SE WAGNER LN	Carport and wall. Floodplain. Will. River Greenway	Land Use Decision received. Awaiting engineering plans. Clackamas County Land Use timeline.	6/8/17
Plan Review	6460 Glen Echo Avenue	Z0461-16_Gladstone_Glen_Echo. (OLSD Service area / out of OLSD Boundary).	Pre-app comments submitted. Awaiting Land Use Application. Expires Dec. 2017.	6/8/17
Plan Review	4281 SE Manewell Lane	A four-lot SFR minor subdivision.	Land use comments sent. Awaiting engineering plans. County expiration timeline.	6/8/17
Plan Review	17908 and 17900 SE Addie Street.	Z0200-17-D_BOARDMAN_WETLAND	Land use comments sent. Awaiting engineering plans. County timeline for expiration.	6/8/17
plan review	5215 SE Roethe Rd	2-parcel partition / 2-year extension Z0014-17. previous Z0555-12-M	Land use comments sent. Awaiting engineering plans. Land Use timeline.	6/8/17
Plan Review	19120 McLoughlin Blvd.	Z0048-17-D Design Review Tebos Restaurant Occupancy Change: Auto Sales	Land use comments sent. Awaiting building permit application. Gladstone PC Decision approval. Out of OLWSD boundary; in service area. County expiration timeline.	6/8/17
Plan Review	SE Manewal at SE Towery LN	Z0156-17_Manewal_South_Manewal_South. 2-lot partition.	Land Use / Partition under review.	6/8/17
Plan Review	SE Manewal at SE Towery LN	Z0157-17_Manewal_South	Land Use / Partition under review.	6/8/17
Plan Review	SE Courtney at SE Rupert	Z0061-17-D 10-unit apartment	Land Use Comments sent. Awaiting engineering plans. County Land Use Timeline.	6/8/17
Plan Review	15510 SE Wallace Street	Z0593-16 13 lot subdivision	Land Use Comments sent. Awaiting engineering plans. County Land Use Timeline.	6/8/17
Plan Review	13715 SE River Road	Zone Change	Rose Villa Zone Change Z0066-17	6/8/17
Pre-Application	4207 SE Hull Ave	3-5 lot subdivision	Pre-app Comment sent to County. Awaiting land use application. County pre-app timeline.	6/8/17
Pre-Application	3303 SE Concord Road	two-parcel partition	Pre-app Comment sent to County. Awaiting land use application. Expires June 2017	6/8/17
Pre-Application	18121 SE River Rd. (Jennings Lodge Estates)	62-lot Subdivision (Zone Change R-10 to R-8.5 not approved by CC. (Applicant has filed an appeal with the Land Use Board of Appeals)	Received Engineering Plans (2nd review) comments sent. Awaiting 3rd plan submittal.	6/8/17
Pre-Application	13715 SE River Road	ZPAC0136-16_Rose_Villa Redevelopment Phase II	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	6/8/17
Pre-Application	3905 SE WILLAMETTE DR	ZPAC0134-16_Willamette_Dr_Partition	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	6/8/17
Pre-Application	3901 SE NAEF RD	ZPAC0124-16 A Partition application with two existing light industrial buildings.	Pre-application comments sent. Awaiting land use / subdivision application. Expires Sept. 2017.	6/8/17
Pre-Application	18107 SE Addie Street.	ZPAC0167-16 4-plex	Pre-application comments sent. Awaiting land use / subdivision application. Expires Dec. 2017	6/8/17
Pre-Application	12811 SE Oatfield Road	4-plex Multi Family.	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	6/8/17
Pre-Application	14501 SE Laurie Ave	Z0050-17 2-lot partition	Land use comments sent. Awaiting engineering plans. County expiration timeline.	6/8/17
Pre-Application	Willamette View	Riverview Dining Facility Replacement / Expansion; ZPAC0003-17	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	6/8/17
Pre-Application	2818 SE Park Avenue	Commercial with underground parking	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	6/8/17
Pre-Application	3260 SE Oak Grove Blvd	130000+ mini storage facility	Land use comments sent. Awaiting engineering plans.	6/8/17
Pre-Application	15007 SE McLoughlin Blvd	LA Fitness TI	ZPAC0031-17.Awaiting land use/design review application.	6/8/17
Pre-Application	16005 SE River Forest Pl	two-parcel partiion	ZPAC0027-17.Awaiting land use application.	6/8/17
Pre-Application	18107 SE Blanton	3-lot partition	ZPAC0063-17 Awaiting land use application.	6/8/17



## AGENDA ITEM

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**Agenda Item:** Public Comment Period  
**Item No.:** 13  
**Presenters:** N/A

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



## AGENDA ITEM

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**Agenda Item:** Business from the Board  
**Item No.:** 14  
**Presenters:** Board Members

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### **Background:**

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

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