



**Oak Lodge Water District Office  
14496 SE River Road  
Oak Grove, OR 97267  
December 19, 2017 at 6:00 p.m.**

Call to Order and Flag Salute

1. Call for Public Testimony

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

2. Consent Agenda

- November 21, 2017 Board Meeting Minutes

3. Insurance Placement for Property and Liability

4. Process for Appointing Board and Officer Vacancies; Officer Election for Board Secretary and Treasurer Positions

5. Attorney Appointment for North Clackamas County Water Commission Intergovernmental Agreement Work

6. Designating Budget Officer and Establish Budget Committee - Resolution 17-16

7. Budget Calendar Adoption

8. Budget Overview

9. Department Reports

- Finance
- Field Operations
- Plant Operations
- Technical Services

10. Call for Public Comment
11. Business from the Board
12. Recess to Executive Session

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

13. Adjourn Executive Session – Board may take action if necessary

Adjourn



## AGENDA ITEM

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**Agenda Item:** Call for Public Testimony  
**Item No.:** 1  
**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.



## CONSENT AGENDA

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**To:** Board of Directors  
**From:** Sarah Jo Chaplen, General Manager  
**Agenda Item:** Consent Agenda  
**Item No.:** 2  
**Date:** December 19, 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:

- November 21, 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 \_\_\_\_\_

# OAK LODGE

WATER SERVICES

OAK LODGE WATER SERVICES  
Minutes  
Board of Directors – Regular Meeting  
November 21, 2017

Board of Directors - Members Present:

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

Board of Directors - Members Absent:

Lynn Fisher, Director,

Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen, General Manager  
Jason Rice, District Engineer  
Kelly Stacey, Finance Director  
David Mendenhall, Plant Superintendent  
Todd Knapp, Field Operations Superintendent  
Laura Maffei, Cable Huston LLP, District Counsel,

Visitors Present:

Paul Gornick OLWS Budget Committee  
Terry Gibson OLWS Budget Committee  
John Klum OLWS Budget Committee  
Greg Wenneson Local Resident  
Steven Cade OLWS Budget Committee  
Tom Foeller Local Resident  
Paul Savas Clackamas County Commissioner  
Mike Bezner Clackamas County Staff  
Kathleen Meligan Local Resident  
Jack Meligan Local Resident  
Eric Hofield Local Resident  
Eugene Whitley OLWS Budget Committee  
Thelma Haggemiller Local Resident  
Greg Jones Former OLWS Contract Staff  
Grover Local Resident  
Carl Sander Local Resident  
Vernon Emami Local Resident.

## REGULAR MEETING

### 1. Call to Order and Flag Salute

Board Chair Jim Martin called the regular meeting to order at 6:00 p.m. and Director Nancy Gibson led the pledge of allegiance.

**2. Call for Public Testimony**

After the pledge, Chair Martin called for public testimony. There was none.

**3. Consent Agenda:**

- **October 2017 Financial Reports**
  - i. **Approval of October 2017 Check Run**
- **October 17, 2017 Board Meeting Minutes**

Director Williams requested follow up about the Papé Handling cost of over \$13,000 from the last month's expenses – Finance Director Kelly Stacey responded that the charge was due to an equipment charge of a breaker attachment for the water backhoe.

Director Keil arrived at the meeting.

**Director Williams moved to approve the consent agenda with the corrections as noted. Director Gibson seconded the motion.**

**Ayes: 4**

**Nays: None**

**Motion carried: 4-0**

**4. Budget Schedule FY 2018/2019**

Finance Director Kelly Stacey proposed the budget schedule starting the week of March 20 before the board meeting. As this date does not work for some Budget Committee members, they will possibly move it to the next week or to Thursdays. The group will confirm date of change based on Kelly Stacey's rework of the budget schedule next month. Budget Committee will have a few opportunities to meet and go over certain allowable information before the official schedule of budget review begins. No other comments or questions. No action taken.

**5. Janitorial and Landscaping Services Contract**

District Engineer Jason Rice presented an updated contract from Relay Resources, which is a State of Oregon Qualified Rehabilitation Facility (QRF) that provides janitorial and landscaping services to the district. The new contract will add the water building and is priced at \$50,836.32, which is in line with other providers. Price includes janitorial services for three buildings and landscaping for the treatment plant and sanitary administration building. With the sale of the sanitary building, contract will be amended to reduce the overall cost and would be less for the renewal in 2019. Director Williams asked about contract language and Jason Rice confirmed that the language was within a standard legal framework.

**Director Keil moved to approve the General Manager to sign a contract with Relay Resources for Janitorial and Landscaping services in the amount of \$50,836.32 for the calendar year beginning January 1, 2018. Director Williams seconded the motion.**

**Ayes: 4**

**Nays: None**

**Motion carried: 4-0**

**6. First Reading of the OLWSD Rules and Regulations – Ordinance 01**

District Engineer Jason Rice presented the new OLWS Rules and Regulations and introduced District Counsel Laura Maffei representing Cable Huston LLP. Jason Rice mentioned that Greg Jones supported this project during his temporary employment with OLWS last year and without his work we would not be ready to present the document. He took the three codes from Water/Sewer/Storm and put them into one document, separating out the District Design and Construction Standards, which the Board reviewed in September. After further revision, the presented product contains the final code. Issues for discussion are flagged and include: who owns the sewer laterals; SDC's and EDU's as they relate to accessory dwelling units and RV hookups; how the District provides assistance for low income households and families in the OLWS budget; and whether renters can qualify for the low-income program even if the owner would not qualify.

Questions from the Board: Director Gibson asked how many OLWS accounts are low income that also are rental units? Staff responded about 100 accounts are on the program, and they will follow up on how many are also low income. Vice Chair Keil asked about how the program will work for multi-family and staff responded that we could pull together a bill from the water meter plus the number of EDU's divided into the equation. Director Gibson mentioned the importance of SDC charges for ADU's. The consensus of the Board is to charge SDC's for ADU's – one SDC per Accessory Dwelling Unit.

Director Williams asked whether the budget cap was high enough for the low-income program in relation to the number of sewer accounts that were certified in 2016. Staff responded these accounts would receive a call in early December and the low-income program would be presented as an option. There is a good chance that more will sign up for the program and staff will track the numbers in case the budget cap needs to be increased. Vice Chair Keil requested staff provide more information on the number of certified sewer accounts for senior citizens who were also using qualified state support for the certified sewer bill through property tax assistance. Director Gibson reinforced the importance of the payment plan opportunity for households that need additional time.

Chair Martin asked when the Board would need to provide feedback and staff responded we are shooting for a second public reading of the document in January. Vice Chair Keil asked about how many laterals are crushed annually and what is the average cost of those laterals. Staff responded that OLWS usually finds out about damaged laterals during a house sale and if the lateral needs to be replaced the District usually pays for about 50% of the cost. In the last 2 years the District has paid for 4 or 5 laterals to be replaced up to the main, costing anywhere from \$6,000 up to \$15,000. There are some special cases such as laterals that need repairs based on Fats Oils and Grease put down the drain. Director Gibson compared the challenge of drawing lines on lateral ownership with the water equivalent of the meter or backflow device. Director Williams received confirmation that the District has lateral launch capability for its T.V. camera. Vice Chair Keil suggested bringing together the District's ability to protect the system through set standards like prohibiting substances in the pipe, cost recovery as under the FOG program, and dictating what homeowners would be allowed to plant near the laterals. The complication in this area

would be that homeowners would have to learn they owned their lateral and would be responsible for it and any repairs. Board made no decision on this topic, staff will bring back more information.

Vice Chair Keil asked about the ability of the District to charge a monthly Watershed Protection surcharge of 1.5 times total fee and staff replied that currently we have a few customers set up this way and that this would allow for other accounts to choose to have the District inspect and maintain the private stormwater facilities annually. Director Gibson asked about adding a System Development Charge for Watershed Protection and staff responded the District would also be able to apply SDC's under this document.

Chair Martin will email his comments. Vice Chair Keil pointed out a duplicative section and asked about the FOG section with regards to grease interceptors. Staff responded that currently the District is aware of when grease interceptors are required but they are inspected by the Clackamas County plumbing officials and not by the District. OLWS currently investigates mains that have issues with FOG but more often OLWS gets called when an issue arises because of a blockage. The OLWS inspector works with accounts to ensure they are cleaned regularly enough to avoid blockage as well as to identify the drains which have/need grease interceptors for the accounts. Education and voluntary compliance is important, and the District works with customers to get them to do the right thing before code enforcement comes up.

Director Gibson asked about Table 10.19 and staff replied the habitat buffers could be changed and this needs to be reflected as part of the stormwater and watershed protection conversation with Clackamas County. Chair Martin brought up the question about seasonal water turn offs and the fee charged for this service (from page 25). OLWS charges if the water is turned off more than once within a 30-day period. This issue will be looked at to confirm costs and District policy goal. If the Board makes substantive changes to the document, it will mean that the first reading would be pushed off until the changes could be reviewed by the public. Motion was tabled until further review. Typos and any other questions will be sent to Jason Rice for follow up.

## **7. River Road/Walta Vista Bridge Project Update**

Chair Martin requested public comment. Local Resident Vernon Emami recently purchased 17206 SE River Road and spoke in favor of adding the Walta Vista bridge to the stormwater system.

District Engineer Jason Rice presented the two bridges project for the River Road and Walta Vista Bridge, which is at 30% design moving to 100% design with costs funded in partnership with Clackamas County. Jason Rice explained the table showing Options 1-6 with the impacts of various scenarios in regard to recouping the costs of the project and in relation to the timing of the Boardman Wetlands Complex Project. Mike Bezner, Clackamas County's Assistant Director of Transportation, stated that funding for construction had never been planned and the County's commitment is \$800,000 towards design. Construction would be funded by OLWS rates and additional grants, and the County would like commitment from OLWS before proceeding. Jason Rice asked for input from the Board.



Vice Chair Keil asked for how either project could cut costs and whether the public understood the costs. Chair Martin was at the meeting and shared the committee was charged to make the best decision for the community and this was their proposal. Mike Brezner responded that doing a culvert compared with a bridge would save about a million dollars out of 3.5 million for the two bridges together and suggested just doing the River Road project as a culvert. Jason Rice mentioned that the bridge was presented as both fish and wildlife passage and that a culvert would be flood control.

Director Gibson asked for confirmation that one of the reasons for Boardman was originally to focus on retention upstream and staff responded that Boardman would affect this area minimally. Director asked about how many fish friendly culverts were in place and reminded the group that salmonids used to be present in the Boardman basin. As a water quality agency, where does that put OLWS? Laura Maffei responded that the OLWS is responsible for the MS4 permit and that the Stormwater Management Plan influences these decisions.

Local Resident Carl Sander from 3131 SE Walta Vista Court addressed the Board, stating that he has been waiting for years for a final decision about what he can/should do with his property in relation to the project and has felt hamstrung by the extended delay.

Paul Savaas, Clackamas County Commissioner addressed the Board, stating that he was involved in the former OLWD and OLSD when the Jennings Lodge culvert and Stringfield Park bridge passage and park projects. He stated that the Walta Vista project was an OLSD goal set over many retreats to help with water quality and flooding in the basin back to 2009. More information was shared. He reiterated his support for the project on behalf of historical knowledge from Clackamas County's perspective, and shared that if OLWS was no longer interested in the project the choice would be amicable to the County.

Chair Martin asked for clarification of responsibility for the project. Commissioner Paul Savaas responded that if the road fails, the County is responsible for the road and right-of-way; this project is an opportunity for partnership and to upgrade a facility that will need to be upgraded in time. Vice Chair Keil reiterated the question from the perspective of water quality as compared with water quantity and made the point that OLWS should stay on the "quality" side in our investment of money from ratepayers. Commissioner Savaas pointed out that he originally joined the OLSD Board to represent both quality and quantity and that the County does not collect money for either quality or quantity in the District. He stated that previously OLSD did both quality and quantity.

Local Resident Tom Foeller from 2949 SE Walta Vista Court addressed the Board stating that he originally got involved with OLSD to help support both water quantity and quality and that relations with Clackamas County had improved over time. He mentioned that the Boardman Basin was identified as an important place to start with regards to improving "pinch points" in the District and because of the Metro superfund remediation money through the Nature in Neighborhoods capital grants program. He reminded the group of the importance of habitat restoration for the Boardman project along with water quality and quantity; and that there is a lot of history behind this work as was represented in the OLSD strategic plans as well as the Stormwater Management Plan.

Local Resident Terry Gibson mentioned that OWEB might be a potential funder through the Clackamas Partnership. OWEB will not fund anything that the County is required to do by law (culverts must be replaced up to the level of fish passage) but would fund project enhancements. Vice Chair Keil stated that OLWS was generally supportive of the project but the increased expense might be prohibitive at this time unless the project was scaled back. She asked again if we could address both water quality and quantity if we scale back part of another project in order to afford the bridge project. Jason Rice stated that removing the boardwalk from the Boardman Wetlands project would save a substantial amount, but many community residents are in favor of public access to the project.

Further discussion of the bridge project with regards to the culverts and the property at the confluence. Chair Martin would like to find options that would move the projects forward. Director Williams was surprised that "Lake Jennings" would not be fixed by the Boardman Wetlands Project and mentioned that he thought the District should be supporting quantity issues including flooding along the trolley trail and that the public must be involved in making these decisions. Director Gibson reminded the Board that Jennings Lodge does not have any parks and the Boardman Wetlands Project is very important to Jennings Lodge residents because there are no other parks in their area. She added arriving at the plans for these proposed projects had involved the public in significant ways and through extensive public process. Chair Martin requested staff come back with more information and the Board suggested staff do another public poll. Clackamas County staff Mike Bezner responded that he would work to update project options for the Board.

General Manager Sarah Jo shared information about the whitepaper to clarify legal authority with regard to management of water quantity. Laura Maffei from Cable Huston LLP is reviewing current and historical documents and shared that under ORS 450 OLWS has "authority over drainage" but that "drainage" leaves a lot open for interpretation, and that the County Service District has authority over flooding. Under the MS4 permit OLWS has to control stormwater for water quality, but not necessarily for water quantity. The goal is to clarify the legal framework through the whitepaper. Tom Foeller reiterated the substantial and large amount of public input which got the District to this point, particularly with regards to the Boardman Wetlands and to honoring our partnerships. The Board will revisit this issue with more information and alternatives.

## 8. Department Reports

**Finance Report:** Finance Director Kelly Stacey shared the information as listed in her staff report of the Board packet. Director Williams asked about two recent billing issues and staff responded there were some issues with meters not registering properly in the Gladstone area, but these have been resolved. The red tag notices were misdated, and that issue was also corrected.

She mentioned the special Board meeting on December 5<sup>th</sup> in order to vote on the RFP for the financial institution to handle the refinance of a revenue bond.

They will likely be adding dividers to the main office space to provide some separation for the billing staff, and are working to bring EDEN to the front counter so all billing staff will be

able to support customers with both water and sewer/stormwater bills. There were no other questions from the Board.

**Field Operations Report:** Field Operations Superintendent Todd Knapp shared the information as listed in his staff report of the Board packet, including the installation of an earthquake valve to the Valley View reservoir project and they are nearing the end of the project. He pointed out the additional time spent on the grease in lines – 16% in the numbers. Director Williams pointed out the helpful nature of the cross training for water and sewer staff – as operations needs increase for sewer in the winter they typically decrease for water, and vice versa in the summer season. There were no questions from the Board.

**Plant Operations Report:** Operations Superintendent David Mendenhall shared the information as listed in his staff report of the Board packet. He is getting used to how the water reclamation facility reacts to bigger rain events and more groundwater. As shown on the Effluent Water Quality Report OLWS is exceeding permit in both drier conditions and also now that we have entered the wet season. District Engineer Jason Rice mentioned that staff will circle back to the public concerning Cannibal in coming months. David Mendenhall shared that because of the additional capacity of the plant we are able to have more flexibility with regards to solids movement and storage. There were no questions from the Board.

**Technical Services Report:** District Engineer Jason Rice updated the Board on the information as listed in his staff report in the Board packet. For now, he will be focusing in on issuing the RFP's for both the Water and Sewer Master Plan consultants and other tasks as outlined in his report. There were no questions from the Board.

## 9. Call for Public Comment

Jack and Kathleen Mulligan provided public comment concerning property address 19555 SE Cottonwood Street. The lot has been vacant after demolition in early 2003. They had multiple approved inherited permits with no sunset provision, and were later told that they needed to apply for a replacement dwelling permit for a replacement EDU. They were sent to other agencies because the Clackamas County Tax office had lost the records, along with water and other agencies, including sewer SDC records. Luckily his neighbor used to own the property/former house and the County accepted it as qualified replacement records. There is a clear lateral into the property going back much earlier than 2002. He requested a waiver of the SDC charge based on the District Code 207.13 Charges for Service Reconnection – an inspection and other charges may be required and 208.08 Charges for Service Changes additional SDC's may be reassigned if EDU's are added. He requested a refund for his recently paid SDC. The Board asked about whether the lateral was capped, if the SDC was likely ever paid, and whether we have a record of the connection for the property. Staff did not find record of EDU payment, but there is photo proof of the house on April 2003 and demolition soon after. Board proposed to refund the SDC charge of \$5,165.00. No further discussion.

**Director Williams moved to refund the recent System Development Charge of \$5,165.00 to Jack and Kathleen Mulligan. Vice Chair Keil seconded the motion.**

**Ayes: 4**

**Nays: None**

**Motion carried: 4-0**

Grover Jeffrey Bornefeld addressed the Board after attending the Oak Grove Public Library Board meeting. He is on the Jennings Lodge CPO Board and was concerned about the permitting and responsibility for water management on the new permit on Blanton. He mentioned the drainage issues along the Trolley Trail. He asked for enforcement, accountability and responsibility for the flooding and asked when can this issue be resolved with Clackamas County. The Board mentioned that they have updated the new OLWS General Manager on the flooding issues in the District and that OLWS is preparing a whitepaper to address the issues of stormwater responsibility. District Engineer Jason Rice stated that OLWS staff is responsible for reviewing the plans with regards to runoff and water surface issues, which are supposed to be mitigated to a higher standard than pre-development but at times OLWS is not informed of onsite changes and cannot regulate the stormwater issues. The point of the public comment was regulation of stormwater needs enforcement, and the Board agreed that regulation needs to be enforced and proposed a presumptive approach. The Board will revisit this issue in coming meetings.

#### **10. Business of the Board**

Director Gibson updated the Board on the North Clackamas County Water Commission and the new Intergovernmental Agreement. The conversation was robust and there was some consensus towards a draft IGA near the end of January. In addition, at the C4 meeting SDC's and construction excise taxes are being discussed for either County-wide or at the local city level. Clackamas County is looking at "right sizing" System Development Charges to encourage the development of affordable housing.

Director Williams updated the group on his submitted report focused on the Jennings Lodge Community Planning Organization meeting and on developments in our area. He had nothing further to add.

#### **11. Adjourn**

Chair Martin adjourned the regular meeting at 9:32 p.m.

Respectfully submitted,

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Sarah Jo Chaplen  
General Manager

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Jim Martin  
Chair, Board of Directors

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

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

**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Sarah Jo Chaplen, General Manager  
**Agenda Item:** Property and Liability Insurance Placement, January 1, 2018-December 31, 2018; Change in Agent payment method.  
**Item No.:** 3  
**Date:** December 19, 2017

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**Action Requested**

Staff seeks approval from the Board regarding placement of Property and Liability insurance and to move to a different payment methodology for the District's Agent of Record: Brown and Brown Northwest.

**Background**

Oak Lodge Water Services District currently has its Property and Liability Insurance coverage with the Special Districts Insurance Services (SDIS) Property and Liability Program. Our Agent of Record Brown and Brown has reviewed the District's options for this coverage and SDIS still provides the best level of coverage for the price.

Oak Lodge Water Services District now places more than \$100,000 worth of Property and Liability Insurance and consequently moves from a 14% commission included as part of the insurance cost to an option to negotiate a fixed fee of net premium as required by the Oregon Department of Consumer and Business Services. This fixed fee typically ranges from 10% to 12%.

The final costs for the District's insurance next year are still being finalized with our agent. Under the District's Procurement rules adopted December 6, 2016 insurance is exempted from public contracting rules. However, given the dollar amount the General Manager seeks approval from the Board.

Staff's recommendation is to authorize the General Manager to do three things:

1. Sign the Broker Services Agreement with Brown and Brown for two years at a fixed fee of \$12,250 per year with zero percent escalation for the two years. Other specialized insurances the District may need, outside of SDIS, will be paid at a different commission rate.
2. Place the Property and Liability Insurance with Special Districts Insurance Services for a sum not to exceed \$150,000.

3. Sign the Longevity Credit and Rate Lock Agreement with Special Districts Insurance Services.

**Suggested Board Motion**

*"I move that the Board authorize the General Manager to sign the Broker Services Agreement with Brown and Brown, to finalize costs for the District's insurance with SDIS for 2018, and to sign the Longevity Credit and Rate Lock Agreement with SDIS.*

**Attachments**

1. Longevity Credit and Rate Lock Agreement



# Longevity Credit and Rate Lock Agreement

## Oak Lodge Water Services

By signing this Agreement the Member agrees to remain a participant in the Special Districts Insurance Services (SDIS) Property and Liability Program from January 1, 2018 to December 31, 2019.

In return for this commitment the SDIS Trust agrees to the following:

1. Provide the Member with a Longevity Credit equal to: **\$23,946**
  - a. Amount to be mailed to the Member in January 2018: \$11,973.00
  - b. Amount to be mailed to the Member in January 2019: \$11,973.00
  
2. A maximum annual rate increase of five percent (5%) for policy year January 1, 2019 – December 31, 2019 based on the Member’s rates for the January 1, 2018 – December 31, 2018

The Member understands that breach of this agreement will require the Member to return the Longevity Credit plus interest to SDIS and will subject the Member to retroactive rate increases above the five percent (5%) maximum Rate Lock Guarantee.

*\* Total contributions assessed may increase more or less than the maximum guaranteed rate for changes in exposures such as the addition of vehicles, purchase of buildings, increase in operating budget or the addition of personnel. The rate guarantee does not apply to Excess Liability, Boiler and Machinery and Crime contributions because these are pass through costs to re-insurance carriers.*

It is so agreed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Special Districts Insurance Services

Oak Lodge Water Services

\_\_\_\_\_  
Authorized Representative (Member)

\_\_\_\_\_  
Print Name and Title

**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Sarah Jo Chaplen, General Manager  
**Agenda Item:** Process for Appointing Board and Officer Vacancies  
**Item No.:** 4  
**Date:** December 19, 2017

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**Action Requested**

Staff seeks direction from the Board regarding Oak Lodge Water Services District's preferred process for appointing individuals to fill Board and Officer vacancies, taking into account differences in general governance of the Board between Water Districts under ORS Chapter 264 and Sanitary Districts under ORS Chapter 450.

**Background**

General governance of the Board requires there be in place a process for appointing Board and Officer vacancies.

Board Members and Officers:

As a consolidated special district, Oak Lodge Water Services District (OLWSD) has the powers and authorities granted to both Water Districts and Sanitary Districts pursuant to ORS Chapter 264 and ORS Chapter 450, respectively. Each of those authorizing acts allows the district to be governed by a board of five commissioners or directors, which OLWSD has. ORS 264.480 provides that a Water District shall have a president, a secretary and a treasurer, who shall hold their offices until the first regular meeting in January, at which time officers are chosen again by the members of the Board. That statute further provides that the officers shall be members of the Board. ORS 450.055(1), governing Sanitary Districts, provides only that the Board shall appoint a president, chosen from the Board, and a secretary. That statute similarly provides that Officer elections shall occur at the first business meeting in January.

Because the consolidation of two districts gives the successor district all the powers of the constituent districts, OLWSD can make use of either of these statutes. Thus, if the Board wants to look more like a Water District or more like a Sanitary District from a governance standpoint, it appears to have the authority to do so. However, because the statutes' designation of Officers use mandatory language, but are silent on exactly what governing mechanism to use, and considering the combined authorities, the most conservative approach is for the Board to choose a governing structure that meets the



minimum requirements of both statutes by: (1) appointing Officers at least annually at the first business meeting in January; (2) having those Officers include a president, a secretary, and a treasurer; and (3) appointing those Officers from the Board.

The Board could continue to have a “vice” position to serve in the absence of the President. The role of a vice-president could be combined with any of the other Officer positions such that the person serving in that position would be the Vice-President/Secretary the Vice-President/Treasurer, or even the Vice-President/Secretary/Treasurer. Such an approach would require changing the current designation of the “Chair” to “President” and identifying other Board member(s) to fill the rest of the required Officer positions.

The President and the Secretary are required by statute to sign all ordinances. The role of a treasurer is not defined but could include reviewing any items with financial implications, having check signing authority, and performing any other tasks delegated to that position by the Board.

Vacancies:

ORS 198.320 governs filling vacancies on the Board and applies both to Water Districts and Sanitary Districts. Under that statute, the remainder of the governing body appoints a person to fill the vacancy. The person who is appointed will serve until June 30 of the year following the next regular district election. At the next regular district election, which is held in May, a new successor will be chosen. If the appointed person wants to keep the seat, they will have to run in that election. Whoever wins the May election will officially take office on July 1 following that election and fill out only the remaining years of the vacant term.

The statutes appear to be silent with respect to vacancies in a Board office. Thus, if the office of President, Secretary, or Treasurer becomes vacant, the remaining Board members would need to appoint a Board member to fill that office. This could be done at any time. Indeed, because of the silence of the statutes regarding Officers, the Board has broad authority to choose Officers as often as it deems is necessary, not just to fill vacancies.

Staff’s recommendation is that for vacancies in an office, the remaining Board members will appoint a Board member to fill the office at the beginning of the next Business meeting. A change to the Officers could occur at any time, for any reason, by a majority vote of the Board.

## **Suggested Board Motion**

"I move that the Board:

1. Appoint new Officers at the first business meeting in January.
2. These offices will include:
  - a. i) president, ii) secretary, and iii) treasurer, or
  - b. the vice-president responsibilities will be held by either the secretary or treasurer as a Board choice made every year, or
  - c. the vice-president, secretary and treasurer role will be performed by one Board member.
3. For vacancies on the Board the remainder of the governing body appoints a person to fill the vacancy until June 30 of the year following the next regular district election. At the next regular district-election a new successor will be chosen to fill out only the remaining years of the vacant term.
4. For vacancies in an office the remainder of the governing body will appoint a Board member to fill the office at the beginning of the next Business meeting.
5. An Officer change can occur at any time for any reason with a majority vote of the governing body."

Second motion:

"I move that the Board appoint a secretary, and a treasurer at the December 19, 2017 Board meeting. At the January 16, 2018 Board meeting, in its new annual tradition, the Board will again select all Officers as required."

**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Sarah Jo Chaplen, General Manager  
**Agenda Item:** Appointing Alternative Attorney to Represent Oak Lodge Water Services District for North Clackamas County Water Commission Work  
**Item No.:** 5  
**Date:** December 19, 2017

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**Action Requested**

Staff seeks approval from the Board regarding selection of an alternative attorney to represent the Board on any issues needing Oak Lodge Water Services District specific review on items pertaining to the North Clackamas County Water Commission (NCCWC).

**Background**

There are currently three partners in the North Clackamas County Water Commission (NCCWC): Oak Lodge Water Services District, Sunrise Water Authority and the City of Gladstone. The firm of Cable Houston is Oak Lodge Water Services District's legal representative, other than in any issue involving NCCWC. Cable Houston, as a firm, has made the ethical legal decision to only represent the NCCWC Board, not its individual members on NCCWC issues. In the future, it is anticipated NCCWC will be refining and revising its Intergovernmental Agreement. There may also be other work items related to NCCWC where legal representation and advice specific to Oak Lodge Water Services District would be advantageous to the OLWSD Board and the General Manager.

Ms. Eakins has significant special district and utility experience. Furthermore, she has confirmed there are no current conflicts preventing the Law Office of Eileen Eakins, LLC from representing OLWSD on future NCCWC work.

Staff's recommendation is to authorize the General Manager to sign a letter of engagement with the Law Office of Eileen Eakins, LLC for OLWSD.

**Suggested Board Motion**

*"I move that the Board authorize the General Manager to sign a letter of engagement with the Law Office of Eileen Eakins, LLC for the Oak Lodge Water Services District."*

## **Attachments**

1. Letter of Engagement for Legal Services
2. Acknowledgement and acceptance of terms

LAW OFFICES OF EILEEN EAKINS, LLC

November 27, 2017

**BY EMAIL**

Board of Directors  
c/o Sarah Jo Chaplen, Manager  
Oak Lodge Water Services  
14496 SE River Road  
Oak Grove, OR 97267

**RE: Engagement for Legal Services**

Dear Board:

Thank you for selecting me to provide legal services to the Oak Lodge Water Services District ("District"). This letter defines the terms of our engagement.

The scope of services I will provide includes legal advice and other legal services upon request. This scope of services may be modified at any time upon our mutual agreement.

My hourly rate is \$220 per hour (including travel time), plus any expenses incurred, such as filing fees, deposition charges, copying costs, postage, mileage, and related expenses. I will bill you approximately monthly, depending on the amount of work that was done on your file during that period of time. I will also advise you before I do any work that will substantially increase the amount of fees. No fee and cost deposit will be required at this time. However, if a legal matter arises that is likely to incur substantial legal fees and costs, such as a litigation matter, I may ask for a deposit before proceeding with that matter.

Payment is due within thirty (30) days on the date of invoice. Late payments may be subject to assessment of compound interest. Continued delinquencies may result in termination of legal services.

Enclosed with this letter is a form for you to sign and return to me, indicating your acceptance of the terms described in this engagement letter. Please contact me at the address listed above, or call me on my cell phone at (503) 929-2401, at any time. I look forward to working with you.

Sincerely,



Eileen G. Eakins  
Enc.

**ACKNOWLEDGEMENT AND ACCEPTANCE OF TERMS**

I, \_\_\_\_\_, am authorized to approve agreements on behalf of the Oak Lodge Water Services District. I hereby acknowledge receipt of an engagement letter for legal services from the Law Offices of Eileen Eakins, LLC, dated November 27, 2017. I hereby accept the terms described in the Engagement Letter and authorize Eileen G. Eakins to provide legal services to the District.

\_\_\_\_\_

Title: \_\_\_\_\_

---

**PLEASE MAIL OR EMAIL SIGNED FORM TO:**

Law Offices of Eileen Eakins, LLC  
4248 SW Galewood Street Lake  
Oswego, Oregon 97035  
eileen@eakinslaw.com

**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Sarah Jo Chaplen, General Manager  
**Agenda Item:** Designating Budget Officer and Establishing Budget Committee  
**Item No.:** 6  
**Date:** December 19, 2017

---

**Action Requested**

Staff seeks a decision from the Board regarding designating a Budget Officer and establishing Oak Lodge Water Services District's preferred process for appointing individuals to fill the Budget Committee.

**Background**

The Chief Finance Officer worked with the Interim General Manager to deliver to the Board the first Budget for the Oak Lodge Water Services District last year. In recognition of her dedication to the District, the General Manager recommends the Chief Finance Officer be officially appointed as the District's Budget Officer for the second budget process of the District.

The District also needs to establish a permanent Budget Committee consistent with the requirements of the Local Budget Law. The Budget Committee terms need to be staggered as outlined in detail within the Local Budget Law to avoid the entire Budget Committee turning over at the same time. Willing Budget Committee members can be reappointed by the Board due to there being no term limits upon their service to the District.

The District has been fortunate in managing to attract more electors willing to serve than is actually required to constitute an official Budget Committee. The notion of alternate Budget Committee members was developed and executed last year. However, upon advice of the District's attorney, only individuals appointed as members of the Budget Committee may vote. Thus, if a Budget Committee member has to unexpectedly step down then an alternate would need to be appointed by the Board as an official Budget Committee member before voting. Given the Board would be already assembled as part of the Budget Committee it could do so on an emergency basis if necessary.

After adoption of the Budget Committee Process at the December 19<sup>th</sup> Board meeting the Board will be asked to appoint the specific Budget Committee members and their terms at the January 16<sup>th</sup>, 2018 Board meeting.

**Suggested Board Motion**

“I move to approve Resolution 17-16 Designating Budget Officer and Establishing Budget Committee”



## OAK LODGE WATER SERVICES

### RESOLUTION 17-16

#### **A RESOLUTION DESIGNATING A BUDGET OFFICER AND ESTABLISHING A BUDGET COMMITTEE.**

**WHEREAS**, ORS 294.305 *et seq.*, also known as the Local Budget Law, obligates units of local government like Oak Lodge Water Services District (“District”) to adhere to certain budgeting procedures;

**WHEREAS**, the Local Budget Law requires the District’s governing body to designate one person to serve as budget officer for purposes of preparing or supervising the preparation of the District’s budget document;

**WHEREAS**, the Local Budget Law requires the District’s governing body to establish a budget committee consisting of the members of the District’s governing body and an equal number of electors of the District;

**WHEREAS**, the District, after having formed from the consolidation of the former Oak Lodge Water District and Oak Lodge Sanitary District, designated certain electors to serve on a budget committee on a temporary basis to approve the District’s first budget; and

**WHEREAS**, the District desires to establish a permanent budget committee consistent with the requirements of the Local Budget Law,

**NOW THEREFORE BE IT RESOLVED**, the Board of Directors of the Oak Lodge Water Services District (“District Board”) designates the District’s Chief Finance Officer as the District’s Budget Officer and directs the Budget Officer to take all actions necessary for the preparation of the District’s budget document;

BE IT FURTHER RESOLVED, the District Board hereby establishes a Budget Committee consisting of the five members of the District Board and five electors of the District; the term of each elector shall be three years; and the terms of the five electors shall be staggered such that approximately one-third of the terms of the appointive members end each year;

BE IT FURTHER RESOLVED, the District Board directs the District’s General Manager to seek qualified persons to serve on the Budget Committee and to prepare a recommendation to the District Board for appointing the initial members of the Budget Committee, two of which will serve a three-year term, two of which will serve a two-year term, and one of which will serve a one-year term to ensure the terms are staggered as required by the Local Budget Law; and

BE IT FURTHER RESOLVED, the District Board directs the District’s General Manager to seek at least two qualified persons to serve as alternate Budget Committee members if possible. The alternate members will not serve as a voting Budget Committee

Member unless the need arises, and the District Board has appointed the alternate member to the Budget Committee.

BE IT FURTHER RESOLVED, the District Board directs the District's General Manager to present the recommendation of appointments to the District Board on a timeframe that will allow the appointments to occur and the terms to begin by February 1, 2018, and to take all actions necessary to that end.

**INTRODUCED AND ADOPTED THIS 19th DAY OF DECEMBER 2017**

OAK LODGE WATER SERVICES DISTRICT

By: \_\_\_\_\_  
Board President

By: \_\_\_\_\_  
Board Secretary

**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Budget Schedule 2018/2019  
**Item No.:** 7  
**Date:** December 19, 2017

---

**Action Requested**

Approval of the budget schedule for the preparation of the fiscal year 2018/2019 budget.

**Background**

Oregon Budget Law suggests the approval of a budget schedule to allow for public notice and participation. The proposed budget schedule allows opportunity for public participation. It also provides adequate time for budget committee meetings. It is recommended that the Board approve the proposed schedule for the FY 2018/2019 budget.

**Suggested Board Motion**

*"I move to approve the proposed budget schedule for the fiscal year 2018/2019 budget."*

**Attachments**

1. OLWS Budget Calendar 18-19



## 2018-2019 BUDGET CALENDAR

- December 19, 2017 - Budget Committee Member Appointments  
(Regular Board Meeting) - Appoint Budget Officer  
- Approve Budget Calendar  
- Pre-Budget meeting/Orientation
- March 14, 2018 - Publish notice of Budget Committee Meeting (5-30 days prior)  
- Publish in the Clackamas Review  
- Post on website
- Tuesday, March 20, 2018 - Budget Committee Meeting - Introduction and overview  
(@5:30-Prior to regular board meeting) - Proposed Budget given to Budget Committee
- Tuesday, April 03, 2018 - Budget Committee Meeting
- Thursday, April 05, 2018 - Budget Committee Meeting (if necessary)
- Tuesday, April 10, 2018 - Budget Committee Meeting (if necessary)
- June 6, 2018 - Publish Notice and Summary of Budget Adoption Hearing
- Tuesday, June 19, 2018 - Budget Adoption

\*\*All meetings held in the Oak Lodge Water Services Boardroom beginning @ 6:00 unless otherwise stated



## **STAFF REPORT**

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**To:** Board of Directors  
**From:** Kelly Stacey  
**Agenda Item:** Budget Overview  
**Item No.:** 8  
**Date:** December 19, 2017

---

### **Background**

Kelly will be giving a presentation to orient budget committee and public on the District organization, structure, process and philosophy. Presentation slides will be handed out at the meeting.



## Budget Overview and Strategy for 2018/2019

December 19, 2017

### Budget Committee Orientation / Budget Development Philosophy

- AGENDA
  - Budget Calendar Overview
  - Budget Committee Purpose and Process
  - District Organization and Structure
  - District Services and Programs
  - Fund Structure
  - Debt Service
  - FY 18 Budget Highlights and Status
  - Rates
  - FY 19 Budget Strategy Discussion



## Budget Calendar Summary

- Budget Committee Orientation 12/19/17
- Budget Committee Meeting & Kickoff 3/20/18
  - Budget Document Distributed
- Budget Committee Meetings (continuing) 4/03/18
- Approve Proposed Budget Document 4/10/18
- Budget Hearing by Board 6/19/18



## Budget Committee & Purpose

- Budget Committee:
  - 11 individuals with staggered terms
    - 5 Board members (4 year terms)
    - 5 Citizens who are customers of the District (3 year terms)
    - 1 Citizen alternate (no voting authority unless officially appointed)
- Duties & Functions of the Budget Committee:
  - Required under ORS 294.414 (Local Budget Law)
  - Review – and if necessary, revise – the budget document;
  - Hear testimony from the public;
  - Make a recommendation to the Board of Directors which is responsible for adopting the budget.



## About Oak Lodge Water Services

- Officially formed January 1, 2017
- One Board of Directors combined of members from both prior water and sanitary boards
  - Hiring a new General Manager
  - Approving Combined or New Policies
  - Help Negotiate New Labor Agreement
  - Overseeing the district's merging of processes and systems.



## About Oak Lodge Water Services





## About Oak Lodge Water Services

- Customer service billing staff, and general administration located in former water building.
- Permits and technical service staff located in former sanitary office.
- Busy year for staff
  - Producing first combined budget
  - Implementing new financial and billing software
  - Adjusting to new workspaces



## District 2017 Organizational Chart



## Administrative Services

- Customer Services
- Human Resources
- Financial Management
- Board Support
- District Events
- Public/Educational Outreach



## Wastewater Plant Operations

### Priorities

#### NPDES Permit Compliance

Existing Permit – Mixing Zone Study,  
Wastewater Characterization  
New Permit – 10 mg/l BOD/ TSS Effluent and  
other new requirements

#### Costs

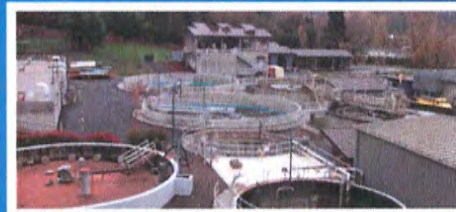
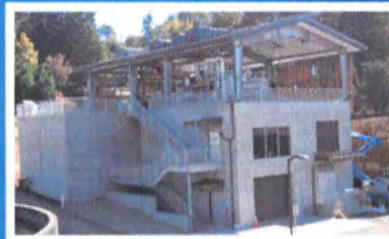
Best Effluent Quality for lowest cost  
Lowest Biosolids/solid waste disposal costs  
Consider total cost of Operations (Staffing  
and energy costs)

#### Being a good neighbor;

Odors, Noise, Traffic

#### Efficient Biosolids Program

503 Compliance  
Volume Reduction



## Wastewater Field Operations

### Priorities

Continuous flow from Approximately  
7,200 sewer connections

### 100 miles of sewer mains

Line cleaning and CCTV inspections to  
ensure proper operation

### 2273 sewer manholes

Manhole inspection program for finding  
and repairing problems like root  
intrusion or I&I

### 5 wastewater pump stations

Convey wastewater to the reclamation  
facility for treatment



## Drinking Water Field Operations

### QUALITY

The District exceeds all state and federal water quality standards  
Maintains a vigorous water quality program  
Regular monitoring

### Water Connections

The District repairs and maintains the water assets  
8,740 Water services  
3 pressure zones  
4 Water storage tanks  
Total storage capacity 15,600,000 gallons  
107.4 Miles of pipe  
2 Pumping stations  
3 million gallons per day average demand

### Customer Service 24 Hours-A-Day

Water is a vital resource, closely linked with the community's health and safety  
24-hour emergency assistance due to a water outage or temporary interruption of service.  
After regular business hours, an answering service will relay calls to our standby staff who are  
available to help you.



## Technical Services

### Six Staff Members and their responsibilities...

- Outreach and Program Specialist
  - Outreach and Education in Stormwater which is required via the District's Municipal Stormwater (MS4) Permit
  - Outreach and Education in Wastewater which helps keep rates down by educating homes and businesses on what shouldn't be flushed
  - Backup to many Departmental Functions
- Development Review Specialist
  - Reviews and issues the District's Construction Permits
- (2) Pollution Prevent Specialists
  - Inspect District Construction Permits
  - Administer the District's 1200Z Permit, FOG Program, and Industrial Pre-treatment Program
- Technical Services Coordinator
  - Manages the District's GIS (Mapping) Database
  - Manages Technical Projects such phone contracts and server maintenance
- Technical Services Manager
  - Manages the Technical Services Team and the Capital Improvement Program



## Debt Service

### WRF Financing - \$51 million:

- \$24 million GO Bond
- \$ 8 million IFA Loan
- \$14 million CWSRF
- \$ 5 million CWSRF (Interest free)

### FY18 Debt Service Payments (per budget)

2010 GO Bond	\$1,726,450
2010 IFA Bonds	\$ 657,460
2010 DEQ Bonds	<u>\$1,251,784</u>
Total 2018 budgeted Debt Service	\$3,635,694
Bond Refunding Savings	
(less cost of issuance)	<u>\$ 75,415</u>
 New 2018 Debt Service Payments	 <u>\$3,560,279</u>



## FY 2018 Budget Highlights

- Blending of two budgets
- New general ledger Chart of accounts
- Naming convention – to keep in line with “Water” services
  - Three Revenue Funds
    - Drinking Water
    - Wastewater Reclamation
    - Watershed Protection
  - Two Debt Service Funds
    - Wastewater GO Debt Service
    - Wastewater Revenue Bond Debt Service
- SDCs and Capital within the Fund
- Administration – Allocated various methods
- Personnel – 34 FTE
- Materials and Services – Day-to-day activities
- Capital – Repair, replace, or add
- Debt – Currently only related to WRF



## Resources

- Revenues:
  - Fiscal Year Carryover
  - Fee for Services
    - Monthly service charges/Late fees & interest
    - Other fees: Inspection, tapping, plan review
  - Interest on Investments
  - Systems Development Charges (SDC)
  - Contracted Services/Intergovernmental Agreements
  - Bonds/Loans
  - Grants
  - Surplus Disposal



## FY 2018 Rates

### DRINKING WATER (Sample of rates):

- **Water Service (per month)**
  - Fixed Rate (Varies by meter size)
    - 5/8" x 3/4"                      \$16.35
    - Full 3/4"                            \$24.52
    - 1" to 10"                          \$28.77 to \$951.89
- **Water Consumption charges**
  - Rates per cubic feet of water (CCF)
    - Block 1                      1-10 ccf            \$1.08
    - Block 2                      11-50 ccf          \$1.45
    - Block 3                      51+ CCF            \$1.71



## FY 2018 Rates

### WASTEWATER(Sample of rates):

#### Wastewater collection & treatment(per month)

- Fixed Rate per Equivalent Dwelling Unit (EDU)
  - Monthly                              \$37.28
- Rate per hundred ccf of average winter water consumption
  - Monthly                              \$ 2.04

#### Watershed Protection Fee (monthly)

- Rate per equivalent service unit    \$8.75
- Stormwater Facility Maintenance
  - Surcharge per ESU                  \$4.28



## FY 2018 Rates

### Other fees and charges

- System development charges (SDCs)
  - Water varies depending on meter size
    - Installation charges also varies
  - Wastewater
    - Based on EDUs
  - Watershed protection
    - No SDCs
- Plan review
  - Wastewater
    - Based on project
  - Watershed protection
    - Varies fees
- Inspection Fees
  - Wastewater
    - Based on project
  - Watershed Protection
    - Hourly rate



## FY 2019 Budget Strategy

### Drinking Water Services

Will there be a water rate increase?

### Wastewater Services

Financial Model shows 3.3%

Debt coverage requirement will be driver

### Watershed Protection

What projects do we want to do?

(All three revenue Rates are near the middle for the metropolitan market)



## FY 2019 Budget Strategy Discussion

- Where can the budget be influenced?

### Can't Influence

- Debt Service
- Interfund Transfers
- Reserves for Future
- Unappropriated Balance
- Materials & Services

### Can Influence

- Personnel Services
- Materials & Services
- Capital Outlay
- Contingency



## FY 2019 Budget Strategy Discussion

- Areas that cannot be influenced:
  - Utilities & chemicals
  - Labor contract requirements
  - State fees including PERS rates
  - Debt Service
  - Interfund Transfers
  - Reserve for Future Expenditures
  - Unappropriated Ending Fund Balance
- Areas that can be Influenced:
  - Staffing levels
  - Professional services (some)
  - Repair & Maintenance
  - Capital Improvement Plan
  - Materials and Services (some)





## FY 2019 Budget Strategy Discussion

### Where can the budget be influenced?

#### Can Influence

- Personnel Services
  - How:
    - Reduce staff
  - Consequences:
    - Eliminate programs
    - Increased response time to customers
- Materials & Services
  - How:
    - Reduce Professional Services
    - Reduce Training & Professional Development
    - Reduce Association Memberships
    - Reduce Tools and Supplies
  - Consequences:
    - Stop projects
    - Stop staff professional development
      - Required certifications not maintained
    - Increase risk



## FY 2019 Budget Strategy Discussion

### Where can the budget be influenced?

#### Can Influence

- Capital Outlay
  - How:
    - Reduce future capital projects
    - Extend timeframes for projects
  - Consequences:
    - Increase risk of system failures
    - Increase risk of permit violations
    - Assets degrade
    - Repairs become reactive instead of proactive
- Contingency
  - How:
    - Eliminate contingency accounts
  - Consequences:
    - No money for emergencies
    - Not following Reserves Policy
    - Affects coverage requirement



## Oak Lodge Water Services

As a budget committee member, what information would you like?

What information is needed to perform your duties?

What data is helpful for you in your decision making?

Thank you for your participation!



**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

---

**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Finance Department Report  
**Item No.:** 9a  
**Date:** December 19, 2017

---

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

**Accela implementation:**

Last week we went live with the payroll. There were a few things to work out, but overall it went really well. We are still finishing up getting history from the general ledger of the two legacy systems into Accela. With payroll complete, we plan to finish up this month.

We had the set up for Utility Billing at the end of November and the staff are diligently working on getting their homework from that session done in preparation of a parallel processing run in January. We are still on target to hit the March 1 goal for the first joint billing.

**Audit update:**

We have preliminary numbers from the auditors and I am finishing up some final analysis of the report. We will be done by the end of the week. You can look for the final document for your acceptance at the January 2018 meeting.

**Bond Refunding:**

I have been reviewing documents and preparing for the closing of the bond refinancing. By meeting time, I will have signed all the documents for closing which is scheduled for December 20, 2017. There was a net present savings of \$787, 946.83 as outlined on page 2 of the attached bond savings document. A special thanks to Kieu-Oanh Nguyen, Gulgun Mersereau and their teams for all their work in pulling this all together so quickly.

**Attachments**

1. Bond savings document

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JPMorgan Chase Bank, NA  
Option B: 2.50%, optional prepayment on 5/1/2027**

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**SOURCES AND USES OF FUNDS**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

Dated Date	12/20/2017
Delivery Date	12/20/2017

**Sources:**

<hr/>	
Bond Proceeds:	
Par Amount	15,173,000.00
<hr/>	
	15,173,000.00
<hr/> <hr/>	

**Uses:**

<hr/>	
Refunding Escrow Deposits:	
Cash Deposit	0.02
SLGS Purchases	15,103,541.00
	<hr/> 15,103,541.02
Delivery Date Expenses:	
Cost of Issuance	62,617.00
Underwriter's Discount	6,000.00
	<hr/> 68,617.00
Other Uses of Funds:	
Additional Proceeds	841.98
	<hr/> 15,173,000.00
<hr/> <hr/>	

**SAVINGS**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

Date	Prior Debt Service	Refunding Debt Service	Savings	Present Value to 12/20/2017 @ 2.5002151%
06/30/2018	286,200.00	138,032.15	148,167.85	146,834.21
06/30/2019	572,400.00	379,325.00	193,075.00	187,808.16
06/30/2020	572,400.00	569,325.00	3,075.00	4,037.57
06/30/2021	1,737,400.00	1,730,575.00	6,825.00	7,415.10
06/30/2022	1,735,800.00	1,725,675.00	10,125.00	10,122.80
06/30/2023	1,737,400.00	1,726,050.00	11,350.00	10,871.16
06/30/2024	1,737,000.00	1,720,550.00	16,450.00	14,878.95
06/30/2025	1,749,600.00	1,724,300.00	25,300.00	21,799.95
06/30/2026	1,764,600.00	1,724,050.00	40,550.00	33,563.23
06/30/2027	1,781,800.00	1,701,875.00	79,925.00	63,843.81
06/30/2028	1,796,000.00	1,701,300.00	94,700.00	73,590.29
06/30/2029	1,812,200.00	1,701,775.00	110,425.00	83,526.58
06/30/2030	1,825,200.00	1,650,250.00	174,950.00	128,813.05
	19,108,000.00	18,193,082.15	914,917.85	787,104.85

**Savings Summary**

PV of savings from cash flow	787,104.85
Plus: Refunding funds on hand	841.98
Net PV Savings	787,946.83

**SUMMARY OF REFUNDING RESULTS**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

Dated Date	12/20/2017
Delivery Date	12/20/2017
Arbitrage yield	2.500215%
Escrow yield	1.827983%
Value of Negative Arbitrage	226,313.20
Bond Par Amount	15,173,000.00
True Interest Cost	2.505792%
Net Interest Cost	2.504967%
Average Coupon	2.500000%
Average Life	7.962
Par amount of refunded bonds	14,310,000.00
Average coupon of refunded bonds	4.000000%
Average life of refunded bonds	8.246
PV of prior debt to 12/20/2017 @ 2.500215%	15,960,104.85
Net PV Savings	787,946.83
Percentage savings of refunded bonds	5.506267%
Percentage savings of refunding bonds	5.193085%
Percentage savings of refunding proceeds	5.193085%

**BOND DEBT SERVICE**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

Dated Date                   12/20/2017  
Delivery Date               12/20/2017

Period Ending	Principal	Coupon	Interest	Debt Service
06/30/2018			138,032.15	138,032.15
06/30/2019			379,325.00	379,325.00
06/30/2020	190,000	2.500%	379,325.00	569,325.00
06/30/2021	1,356,000	2.500%	374,575.00	1,730,575.00
06/30/2022	1,385,000	2.500%	340,675.00	1,725,675.00
06/30/2023	1,420,000	2.500%	306,050.00	1,726,050.00
06/30/2024	1,450,000	2.500%	270,550.00	1,720,550.00
06/30/2025	1,490,000	2.500%	234,300.00	1,724,300.00
06/30/2026	1,527,000	2.500%	197,050.00	1,724,050.00
06/30/2027	1,543,000	2.500%	158,875.00	1,701,875.00
06/30/2028	1,581,000	2.500%	120,300.00	1,701,300.00
06/30/2029	1,621,000	2.500%	80,775.00	1,701,775.00
06/30/2030	1,610,000	2.500%	40,250.00	1,650,250.00
	15,173,000		3,020,082.15	18,193,082.15



**BOND DEBT SERVICE**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

Dated Date                   12/20/2017  
Delivery Date               12/20/2017

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
05/01/2018			138,032.15	138,032.15	138,032.15
11/01/2018			189,662.50	189,662.50	
05/01/2019			189,662.50	189,662.50	379,325.00
11/01/2019			189,662.50	189,662.50	
05/01/2020	190,000	2.500%	189,662.50	379,662.50	569,325.00
11/01/2020			187,287.50	187,287.50	
05/01/2021	1,356,000	2.500%	187,287.50	1,543,287.50	1,730,575.00
11/01/2021			170,337.50	170,337.50	
05/01/2022	1,385,000	2.500%	170,337.50	1,555,337.50	1,725,675.00
11/01/2022			153,025.00	153,025.00	
05/01/2023	1,420,000	2.500%	153,025.00	1,573,025.00	1,726,050.00
11/01/2023			135,275.00	135,275.00	
05/01/2024	1,450,000	2.500%	135,275.00	1,585,275.00	1,720,550.00
11/01/2024			117,150.00	117,150.00	
05/01/2025	1,490,000	2.500%	117,150.00	1,607,150.00	1,724,300.00
11/01/2025			98,525.00	98,525.00	
05/01/2026	1,527,000	2.500%	98,525.00	1,625,525.00	1,724,050.00
11/01/2026			79,437.50	79,437.50	
05/01/2027	1,543,000	2.500%	79,437.50	1,622,437.50	1,701,875.00
11/01/2027			60,150.00	60,150.00	
05/01/2028	1,581,000	2.500%	60,150.00	1,641,150.00	1,701,300.00
11/01/2028			40,387.50	40,387.50	
05/01/2029	1,621,000	2.500%	40,387.50	1,661,387.50	1,701,775.00
11/01/2029			20,125.00	20,125.00	
05/01/2030	1,610,000	2.500%	20,125.00	1,630,125.00	1,650,250.00
	15,173,000		3,020,082.15	18,193,082.15	18,193,082.15

**AGGREGATE DEBT SERVICE**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

<b>Date</b>	<b>Sewer Revenue Refunding Bonds, Series 2017</b>	<b>Unrefunded Bonds</b>	<b>Aggregate Debt Service</b>	<b>Annual Aggregate D/S</b>
05/01/2018	138,032.15	1,094,525	1,232,557.15	1,232,557.15
11/01/2018	189,662.50	44,000	233,662.50	
05/01/2019	189,662.50	1,124,000	1,313,662.50	1,547,325.00
11/01/2019	189,662.50	22,400	212,062.50	
05/01/2020	379,662.50	1,142,400	1,522,062.50	1,734,125.00
11/01/2020	187,287.50		187,287.50	
05/01/2021	1,543,287.50		1,543,287.50	1,730,575.00
11/01/2021	170,337.50		170,337.50	
05/01/2022	1,555,337.50		1,555,337.50	1,725,675.00
11/01/2022	153,025.00		153,025.00	
05/01/2023	1,573,025.00		1,573,025.00	1,726,050.00
11/01/2023	135,275.00		135,275.00	
05/01/2024	1,585,275.00		1,585,275.00	1,720,550.00
11/01/2024	117,150.00		117,150.00	
05/01/2025	1,607,150.00		1,607,150.00	1,724,300.00
11/01/2025	98,525.00		98,525.00	
05/01/2026	1,625,525.00		1,625,525.00	1,724,050.00
11/01/2026	79,437.50		79,437.50	
05/01/2027	1,622,437.50		1,622,437.50	1,701,875.00
11/01/2027	60,150.00		60,150.00	
05/01/2028	1,641,150.00		1,641,150.00	1,701,300.00
11/01/2028	40,387.50		40,387.50	
05/01/2029	1,661,387.50		1,661,387.50	1,701,775.00
11/01/2029	20,125.00		20,125.00	
05/01/2030	1,630,125.00		1,630,125.00	1,650,250.00
	<b>18,193,082.15</b>	<b>3,427,325</b>	<b>21,620,407.15</b>	<b>21,620,407.15</b>

**BOND PRICING**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Bond Component:					
	05/01/2018		2.500%	2.500%	100.000
	05/01/2019		2.500%	2.500%	100.000
	05/01/2020	190,000	2.500%	2.500%	100.000
	05/01/2021	1,356,000	2.500%	2.500%	100.000
	05/01/2022	1,385,000	2.500%	2.500%	100.000
	05/01/2023	1,420,000	2.500%	2.500%	100.000
	05/01/2024	1,450,000	2.500%	2.500%	100.000
	05/01/2025	1,490,000	2.500%	2.500%	100.000
	05/01/2026	1,527,000	2.500%	2.500%	100.000
	05/01/2027	1,543,000	2.500%	2.500%	100.000
	05/01/2028	1,581,000	2.500%	2.500%	100.000
	05/01/2029	1,621,000	2.500%	2.500%	100.000
	05/01/2030	1,610,000	2.500%	2.500%	100.000
		15,173,000			

Dated Date	12/20/2017	
Delivery Date	12/20/2017	
First Coupon	05/01/2018	
Par Amount	15,173,000.00	
Original Issue Discount		
Production	15,173,000.00	100.000000%
Underwriter's Discount	-6,000.00	-0.039544%
Purchase Price	15,167,000.00	99.960456%
Accrued Interest		
Net Proceeds	15,167,000.00	

**BOND SUMMARY STATISTICS**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

Dated Date	12/20/2017
Delivery Date	12/20/2017
First Coupon	05/01/2018
Last Maturity	05/01/2030
Arbitrage Yield	2.500215%
True Interest Cost (TIC)	2.505792%
Net Interest Cost (NIC)	2.504967%
All-In TIC	2.564164%
Average Coupon	2.500000%
Average Life (years)	7.962
Weighted Average Maturity (years)	7.962
Duration of Issue (years)	7.180
Par Amount	15,173,000.00
Bond Proceeds	15,173,000.00
Total Interest	3,020,082.15
Net Interest	3,026,082.15
Bond Years from Dated Date	120,803,286.11
Bond Years from Delivery Date	120,803,286.11
Total Debt Service	18,193,082.15
Maximum Annual Debt Service	1,730,575.00
Average Annual Debt Service	1,471,469.24
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	0.395439
Total Underwriter's Discount	0.395439
Bid Price	99.960456

Bond Component	Par Value	Price	Average Coupon	Average Life	Average Maturity Date	PV of 1 bp change
Bond Component	15,173,000.00	100.000	2.500%	7.962	12/06/2025	10,769.10
	15,173,000.00			7.962		10,769.10

	TIC	All-In TIC	Arbitrage Yield
Par Value	15,173,000.00	15,173,000.00	15,173,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount	-6,000.00	-6,000.00	
- Cost of Issuance Expense		-62,617.00	
- Other Amounts			
Target Value	15,167,000.00	15,104,383.00	15,173,000.00
Target Date	12/20/2017	12/20/2017	12/20/2017
Yield	2.505792%	2.564164%	2.500215%

**SUMMARY OF BONDS REFUNDED**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

<b>Bond</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Par Amount</b>	<b>Call Date</b>	<b>Call Price</b>
GO Bonds, Series 2010A, 2010A:					
BOND	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
TERM	05/01/2030	4.000%	5,025,000.00	05/01/2020	100.000
			14,310,000.00		

**PRIOR BOND DEBT SERVICE**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>
06/30/2018			286,200	286,200
06/30/2019			572,400	572,400
06/30/2020			572,400	572,400
06/30/2021	1,165,000	4.000%	572,400	1,737,400
06/30/2022	1,210,000	4.000%	525,800	1,735,800
06/30/2023	1,260,000	4.000%	477,400	1,737,400
06/30/2024	1,310,000	4.000%	427,000	1,737,000
06/30/2025	1,375,000	4.000%	374,600	1,749,600
06/30/2026	1,445,000	4.000%	319,600	1,764,600
06/30/2027	1,520,000	4.000%	261,800	1,781,800
06/30/2028	1,595,000	4.000%	201,000	1,796,000
06/30/2029	1,675,000	4.000%	137,200	1,812,200
06/30/2030	1,755,000	4.000%	70,200	1,825,200
	14,310,000		4,798,000	19,108,000

**ESCROW REQUIREMENTS**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

<b>Period Ending</b>	<b>Interest</b>	<b>Principal Redeemed</b>	<b>Total</b>
05/01/2018	286,200.00		286,200.00
11/01/2018	286,200.00		286,200.00
05/01/2019	286,200.00		286,200.00
11/01/2019	286,200.00		286,200.00
05/01/2020	286,200.00	14,310,000.00	14,596,200.00
	1,431,000.00	14,310,000.00	15,741,000.00

**ESCROW DESCRIPTIONS**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

	<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>
Dec 20, 2017:							
	SLGS	Certificate	05/01/2018	05/01/2018	186,845	1.350%	1.350%
	SLGS	Certificate	11/01/2018	11/01/2018	149,122	1.620%	1.620%
	SLGS	Note	05/01/2019	05/01/2018	151,213	1.710%	1.710%
	SLGS	Note	11/01/2019	05/01/2018	152,506	1.770%	1.770%
	SLGS	Note	05/01/2020	05/01/2018	14,463,855	1.830%	1.830%
					15,103,541		

**SLGS Summary**

SLGS Rates File	06DEC17
Total Certificates of Indebtedness	335,967.00
Total Notes	14,767,574.00
Total original SLGS	15,103,541.00



**ESCROW COST**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

Type of Security	Maturity Date	Par Amount	Rate	Total Cost
SLGS	05/01/2018	186,845	1.350%	186,845.00
SLGS	11/01/2018	149,122	1.620%	149,122.00
SLGS	05/01/2019	151,213	1.710%	151,213.00
SLGS	11/01/2019	152,506	1.770%	152,506.00
SLGS	05/01/2020	14,463,855	1.830%	14,463,855.00
		15,103,541		15,103,541.00

Purchase Date	Cost of Securities	Cash Deposit	Total Escrow Cost	Yield
12/20/2017	15,103,541	0.02	15,103,541.02	1.827983%
	15,103,541	0.02	15,103,541.02	

**ESCROW CASH FLOW**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

<b>Date</b>	<b>Principal</b>	<b>Interest</b>	<b>Net Escrow Receipts</b>	<b>PV Factor</b>	<b>Present Value to 12/20/2017 @ 1.8279831%</b>
05/01/2018	186,845.00	99,355.65	286,200.65	0.993400262	284,311.80
11/01/2018	149,122.00	137,078.29	286,200.29	0.984402902	281,736.40
05/01/2019	151,213.00	134,986.82	286,199.82	0.975487033	279,184.21
11/01/2019	152,506.00	133,693.95	286,199.95	0.966651916	276,655.73
05/01/2020	14,463,855.00	132,344.27	14,596,199.27	0.957896820	13,981,652.86
	15,103,541.00	637,458.98	15,740,999.98		15,103,541.00

**Escrow Cost Summary**

Purchase date	12/20/2017
Purchase cost of securities	15,103,541.00
Target for yield calculation	15,103,541.00

**ESCROW SUFFICIENCY**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

<b>Date</b>	<b>Escrow Requirement</b>	<b>Net Escrow Receipts</b>	<b>Excess Receipts</b>	<b>Excess Balance</b>
12/20/2017		0.02	0.02	0.02
05/01/2018	286,200.00	286,200.65	0.65	0.67
11/01/2018	286,200.00	286,200.29	0.29	0.96
05/01/2019	286,200.00	286,199.82	-0.18	0.78
11/01/2019	286,200.00	286,199.95	-0.05	0.73
05/01/2020	14,596,200.00	14,596,199.27	-0.73	
	15,741,000.00	15,741,000.00	0.00	

**ESCROW STATISTICS**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

<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>
15,103,541.02	2.250	1.827983%	1.827983%	14,877,227.78	226,313.20	0.04
15,103,541.02				14,877,227.78	226,313.20	0.04

Delivery date	12/20/2017
Arbitrage yield	2.500215%

**PROOF OF COMPOSITE ESCROW YIELD**

**Oak Lodge  
Sewer Revenue Refunding Bonds, Series 2017  
JPMorgan Chase Bank, NA  
Option B: 2.50%, optional prepayment on 5/1/2027**

**All restricted escrows funded by bond proceeds**

Date	Security Receipts	PV Factor	Present Value to 12/20/2017 @ 1.8279831386%
05/01/2018	286,200.65	0.993400262	284,311.80
11/01/2018	286,200.29	0.984402902	281,736.40
05/01/2019	286,199.82	0.975487033	279,184.21
11/01/2019	286,199.95	0.966651916	276,655.73
05/01/2020	14,596,199.27	0.957896820	13,981,652.86
	15,740,999.98		15,103,541.00

**Escrow Cost Summary**

Purchase date	12/20/2017
Purchase cost of securities	15,103,541.00
Target for yield calculation	15,103,541.00

**PROOF OF ARBITRAGE YIELD**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

Date	Debt Service	PV Factor	Present Value to 12/20/2017 @ 2.5002151369%
05/01/2018	138,032.15	0.990999145	136,789.74
11/01/2018	189,662.50	0.978763548	185,634.74
05/01/2019	189,662.50	0.966679020	183,342.76
11/01/2019	189,662.50	0.954743697	181,079.08
05/01/2020	379,662.50	0.942955736	358,004.93
11/01/2020	187,287.50	0.931313318	174,423.34
05/01/2021	1,543,287.50	0.919814645	1,419,538.44
11/01/2021	170,337.50	0.908457944	154,744.46
05/01/2022	1,555,337.50	0.897241461	1,395,513.29
11/01/2022	153,025.00	0.886163464	135,605.16
05/01/2023	1,573,025.00	0.875222244	1,376,746.47
11/01/2023	135,275.00	0.864416113	116,933.89
05/01/2024	1,585,275.00	0.853743402	1,353,418.07
11/01/2024	117,150.00	0.843202464	98,781.17
05/01/2025	1,607,150.00	0.832791673	1,338,421.14
11/01/2025	98,525.00	0.822509420	81,037.74
05/01/2026	1,625,525.00	0.812354120	1,320,501.93
11/01/2026	79,437.50	0.802324204	63,734.63
05/01/2027	1,622,437.50	0.792418125	1,285,648.88
11/01/2027	60,150.00	0.782634354	47,075.46
05/01/2028	1,641,150.00	0.772971380	1,268,561.98
11/01/2028	40,387.50	0.763427713	30,832.94
05/01/2029	1,661,387.50	0.754001878	1,252,689.30
11/01/2029	20,125.00	0.744692422	14,986.93
05/01/2030	1,630,125.00	0.735497907	1,198,953.53
	18,193,082.15		15,173,000.00

**Proceeds Summary**

Delivery date	12/20/2017
Par Value	15,173,000.00
Target for yield calculation	15,173,000.00

**FORM 8038 STATISTICS**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

Dated Date                    12/20/2017  
Delivery Date                12/20/2017

Bond Component	Date	Principal	Coupon	Price	Issue Price	Redemption at Maturity
Bond Component:						
	05/01/2018		2.500%	100.000		
	05/01/2019		2.500%	100.000		
	05/01/2020	190,000.00	2.500%	100.000	190,000.00	190,000.00
	05/01/2021	1,356,000.00	2.500%	100.000	1,356,000.00	1,356,000.00
	05/01/2022	1,385,000.00	2.500%	100.000	1,385,000.00	1,385,000.00
	05/01/2023	1,420,000.00	2.500%	100.000	1,420,000.00	1,420,000.00
	05/01/2024	1,450,000.00	2.500%	100.000	1,450,000.00	1,450,000.00
	05/01/2025	1,490,000.00	2.500%	100.000	1,490,000.00	1,490,000.00
	05/01/2026	1,527,000.00	2.500%	100.000	1,527,000.00	1,527,000.00
	05/01/2027	1,543,000.00	2.500%	100.000	1,543,000.00	1,543,000.00
	05/01/2028	1,581,000.00	2.500%	100.000	1,581,000.00	1,581,000.00
	05/01/2029	1,621,000.00	2.500%	100.000	1,621,000.00	1,621,000.00
	05/01/2030	1,610,000.00	2.500%	100.000	1,610,000.00	1,610,000.00
		15,173,000.00			15,173,000.00	15,173,000.00

	Maturity Date	Interest Rate	Issue Price	Stated Redemption at Maturity	Weighted Average Maturity	Yield
Final Maturity	05/01/2030	2.500%	1,610,000.00	1,610,000.00		
Entire Issue			15,173,000.00	15,173,000.00	7.9617	2.5002%

Proceeds used for accrued interest	0.00
Proceeds used for bond issuance costs (including underwriters' discount)	68,617.00
Proceeds used for credit enhancement	0.00
Proceeds allocated to reasonably required reserve or replacement fund	0.00
Proceeds used to currently refund prior issues	0.00
Proceeds used to advance refund prior issues	15,103,541.02
Remaining weighted average maturity of the bonds to be currently refunded	0.0000
Remaining weighted average maturity of the bonds to be advance refunded	8.2014

**FORM 8038 STATISTICS**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

**Refunded Bonds**

<b>Bond Component</b>	<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Price</b>	<b>Issue Price</b>
GO Bonds, Series 2010A:					
BOND	05/01/2021	1,165,000.00	4.000%	104.175	1,213,638.75
BOND	05/01/2022	1,210,000.00	4.000%	103.239	1,249,191.90
BOND	05/01/2023	1,260,000.00	4.000%	102.480	1,291,248.00
BOND	05/01/2024	1,310,000.00	4.000%	101.811	1,333,724.10
BOND	05/01/2025	1,375,000.00	4.000%	101.230	1,391,912.50
BOND	05/01/2026	1,445,000.00	4.000%	100.818	1,456,820.10
BOND	05/01/2027	1,520,000.00	4.000%	100.000	1,520,000.00
TERM	05/01/2028	1,595,000.00	4.000%	99.318	1,584,122.10
TERM	05/01/2029	1,675,000.00	4.000%	99.318	1,663,576.50
TERM	05/01/2030	1,755,000.00	4.000%	99.318	1,743,030.90
		14,310,000.00			14,447,264.85
<hr/>					
			<b>Last Call Date</b>	<b>Issue Date</b>	<b>Remaining Weighted Average Maturity</b>
GO Bonds, Series 2010A			05/01/2020	05/13/2010	8.2014
All Refunded Issues			05/01/2020		8.2014



**COST OF ISSUANCE**

**Oak Lodge**  
**Sewer Revenue Refunding Bonds, Series 2017**  
**JPMorgan Chase Bank, NA**  
**Option B: 2.50%, optional prepayment on 5/1/2027**

<b>Cost of Issuance</b>	<b>\$/1000</b>	<b>Amount</b>
Bond Counsel	1.97720	30,000.00
Municipal Advisor	1.64766	25,000.00
MDAC	0.09998	1,517.00
Advanced Refunding Plan Application	0.01318	200.00
Advanced Refunding Fee	0.15818	2,400.00
Verification Agent	0.16477	2,500.00
Escrow Agent	0.06591	1,000.00
	4.12687	62,617.00



## STAFF REPORT

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**To:** Board of Directors  
**From:** Todd Knapp, Field Superintendent  
**Agenda Item:** Field Operations Report  
**Item No.:** 9b  
**Date:** December 19, 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**

Valley View reservoir project update-- The Seismic shut off valve with sensor has been installed and tested, both reservoirs are back on line, all water quality testing is complete, things should be all wrapped up soon which includes a final cleanup and a few cosmetic touchups.

TV Inspections and Hydro cleaning both fell a bit below the monthly target, but we are still on track for the year.

Grease line quarterly cleaning took place and as you can see by the chart it consumed a majority of the crew's time, there were also 1,732 feet of warranty TV inspections that were conducted, the crew was shown a demo of a portable hose reel on tracks that extends the range of cleaning for remote and inaccessible manholes primarily located on easements, it was later determined that the city of Milwaukie had purchased one and that perhaps in the rare occasion it was needed, we could borrow theirs.

The water crew was shown a demo of an asphalt milling attachment for the backhoe, unfortunately the demo was not very successful, the vendor forgot to take a closer look at the specs and it was determined our backhoe did not meet the minimum hydraulic flow requirements, it was also the feeling of the crew that this particular attachment would not meet the needs of the District and that perhaps another demo of a different style would be in order.



## Field Operations Monthly Report for December 2017

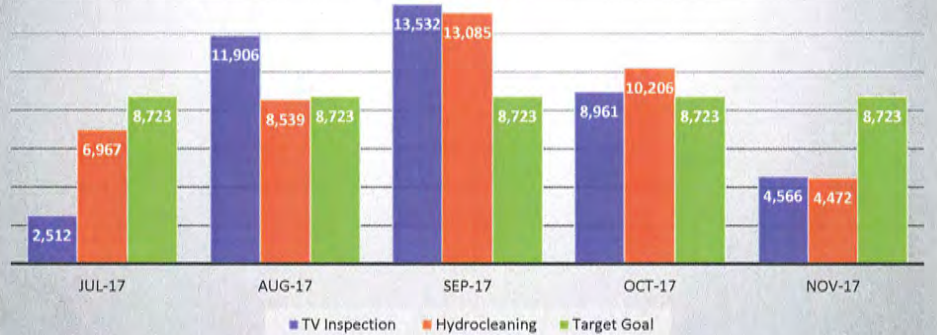
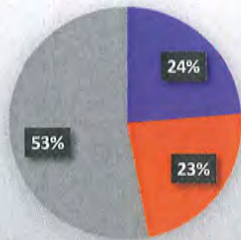
### Highlights for the month:

- Valley View Reservoir project: all reservoirs back on line
- No Main breaks to report for the month of November
- Sewer Crew Demo
- Water Crew Demo
- 6 new water services installed
- Meters replaced, services and leaks (See chart)
- Collections team on track for the year
- Water consumption for **November 75,718,000 Gallons** (right at the 10-year average) (See metered monthly consumption chart)

# Oak Lodge Water Services Collections Report

## Current Month

■ TV Inspection ■ Hydrocleaning ■ Grease Line



Month	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	To Date Totals	Monthly %	Yearly %	5 Year %
TV Inspection	2,512	11,906	13,532	8,961	4,566								41,477	52.34%	39.62%	7.92%
Hydrocleaning	6,967	8,539	13,085	10,206	4,472								43,269	51.27%	41.34%	8.27%
Target Goal	8,723	8,723	8,723	8,723	8,723								43,616	100.00%	41.67%	8.33%
Grease Line	3,625	5,105	3,276	3,625	10,227								25,858			

**Total Feet** 523,392  
**Target Per Year** 104,678  
**Target Per Month** 8,723

## Yearly Progress

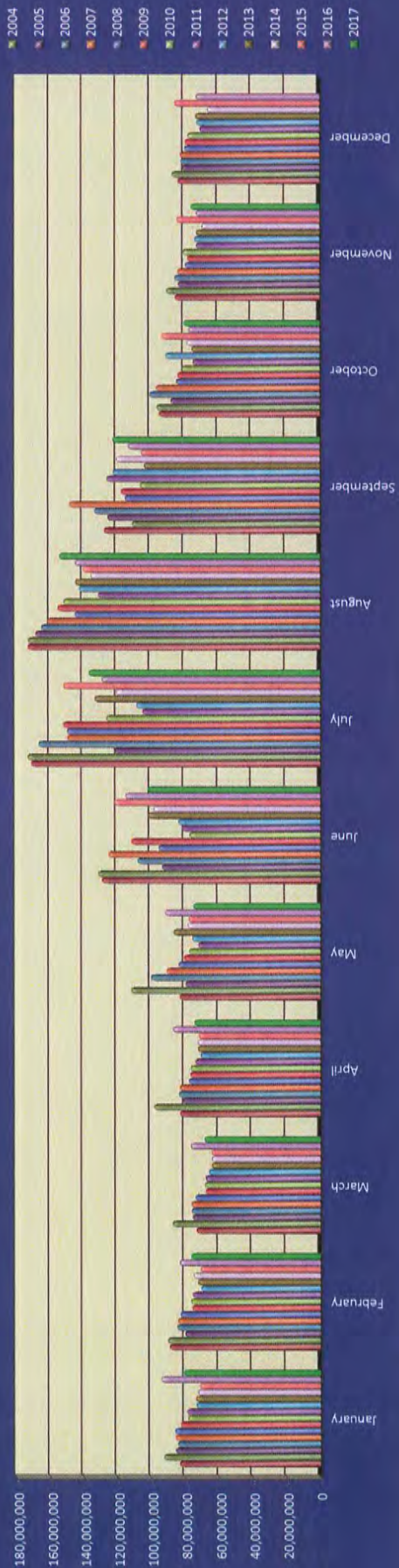


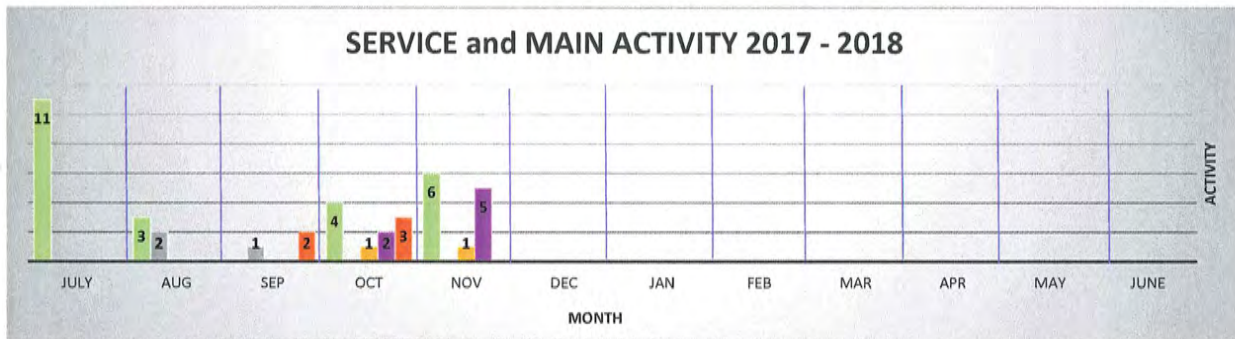
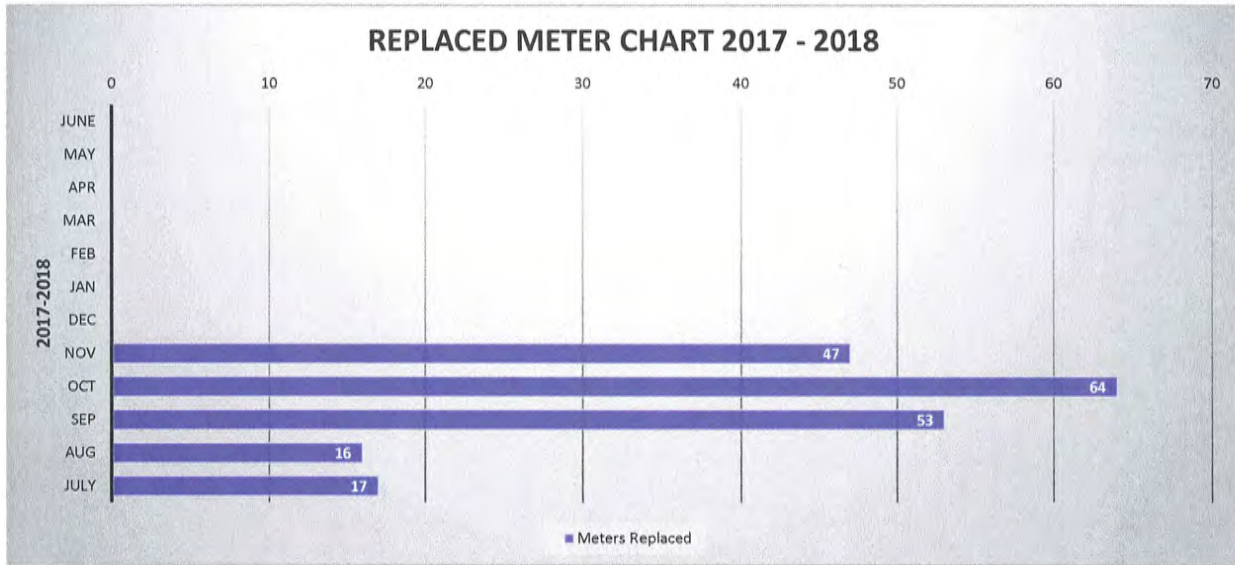
## 5 Year Plan Progress



Year	Month												Total	Average Daily Demand											
	January	February	March	April	May	June	July	August	September	October	November	December			Yearly Con										
2003	82,674,600	88,370,400	72,820,000	82,357,000	82,416,000	128,520,000	170,652,000	172,726,000	127,198,000	94,416,000	85,037,000	83,285,000	1,270,472,000	3.48											
2004	91,933,000	89,441,000	86,755,000	97,665,000	111,392,000	130,863,000	172,883,000	172,499,000	110,696,000	95,973,000	90,079,000	86,823,000	1,337,002,000	3.66											
2005	84,976,000	79,415,000	74,996,000	80,616,000	79,088,000	92,885,000	120,871,000	168,248,000	125,172,000	87,512,000	83,230,500	80,773,500	1,157,783,000	3.17											
2006	83,697,000	84,098,667	75,980,333	83,028,000	99,436,000	107,501,000	166,449,000	164,957,000	132,989,000	100,180,000	85,350,000	81,587,000	1,264,653,000	3.47											
2007	85,179,000	83,766,000	75,622,455	82,508,545	90,129,000	124,696,000	149,207,000	161,512,000	147,980,000	96,159,000	83,445,000	81,921,000	1,262,125,000	3.46											
2008	85,466,000	82,200,000	73,405,000	77,221,722	83,162,278	94,885,000	149,422,000	144,592,000	114,830,000	84,307,000	79,094,000	79,319,000	1,147,904,000	3.14											
2009	82,042,000	75,196,000	67,364,000	76,238,000	79,968,000	111,127,286	151,804,000	155,069,000	117,099,000	83,457,000	77,782,000	79,107,000	1,156,253,286	3.17											
2010	77,735,000	75,975,000	67,986,000	75,943,000	76,903,000	76,720,000	125,996,000	151,590,000	105,880,000	81,052,000	80,389,000	77,515,000	1,073,684,000	2.94											
2011	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	104,328,000	130,884,000	125,733,000	74,646,000	72,657,000	70,555,000	1,025,401,000	2.81											
2012	73,041,000	70,104,000	65,501,000	70,380,000	75,148,000	83,256,000	108,236,000	142,023,000	121,991,000	90,545,000	73,672,000	72,454,000	1,046,341,000	2.87											
2013	73,277,000	72,051,000	63,866,000	71,906,000	66,085,000	101,278,000	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	1,070,078,000	2.93											
2014	72,052,000	74,586,000	63,886,000	72,171,000	77,889,000	97,978,000	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	1,048,223,143	2.87											
2015	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	1,133,780,657	3.11											
2016	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	1,153,715,000	3.16											
2017	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000														
2018																									
2019																									
2020																									
10 Year Average													75,389,700	67,752,600	74,892,472	79,344,528	98,367,395	130,974,633	144,196,300	114,949,700	81,731,800	75,820,200	75,170,794	10 Year Average	3.05

### OLWSD'S Metered Monthly Consumption





Fiscal Year	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2018	June						
2018	May						
2018	Apr						
2018	Mar						
2018	Feb						
2018	Jan						
2017	Dec						
2017	Nov	47	6		1	5	
2017	Oct	64	4		1	2	3
2017	Sep	53		1			2
2017	Aug	16	3	2			
2017	July	17	11				
<b>Yearly Total</b>		<b>197</b>	<b>24</b>	<b>3</b>	<b>2</b>	<b>7</b>	<b>5</b>



## Staff Report

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**To:** Board of Directors  
**From:** David Mendenhall, Plant Superintendent  
**Agenda Item:** Plant Operations  
**Item No.:** 9c  
**Date:** December 11, 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.

### **Water Reclamation Facility Operations**

We have come to an agreement with Brown and Caldwell and have signed a task order to evaluate alternatives for installation of the belt filter press. The cost is \$23,958 we look forward to starting the project in the next few weeks.

The Return Activated Sludge (RAS) pump replacement project is progressing very well now. Two of the new pumps are on line and functioning very well. The demolition of the remaining two is done and we expect the last two to be on line by the end of the week. The old pumps had worn impellers, reduced capacity and a tendency to clog easily especially on leaves which we have in abundance. The new pumps have larger output capacity and non-clog impellers, giving us better redundancy and ability to handle higher flows. With the new Variable Frequency Drives (VFDs) installed we have greater control over the flow return rate as well. This is also part of our pump standardization program throughout the system including pump stations. This gives us built in back up and spares. The contractors and plant staff have used much cooperation, mutual assistance and creativity to get this all wrapped up and working well. (See photo 1 below)

We continue to enjoy and adapt to the wet season and the staff and the plant continue to be resilient and perform well. Operators have been watching the flow patterns and Figure 1. below shows how the flows change from peak to more continuous increase as the ground gets more saturated and the water table comes up in places. Inflow and infiltration is an issue as we know. With the way the plant is set up the operators are able to adjust to handle the loads and then shift back as the loading decreases. Figure 2. shows the plant output is still well within the more stringent permit season limits. The permit limits are more lenient starting November 1<sup>st</sup> due to the higher flows in the receiving river and to the plant.

The full district safety committee has met twice now. On December 5<sup>th</sup>, we did the quarterly walk through of the district facility looking for safety items that might need correcting. We will be compiling this information and creating action items to take care of the issues.

We are soliciting ideas and scope from contractors and suppliers regarding the digester modifications we want to make. There are several promising options for mixing and aerating solids that we will look at before making this into a project for next fiscal year.

### **Plant Maintenance Monthly Report**

After the leak on digester pump #1 last month we have been keeping an eye on pump #2. Sure enough, operator Kyle Mellinger noticed a leak developing on the reducer cone on the intake to pump #2 and he did a quick temporary patch. Further probing later detected two rather larger weak spots which turned into large holes with light touching. Kyle's sharp eye and operator know how averted a bigger problem. After maintenance removed the piece we could see the extent of the damage from cavitation. We also see that low pH from the extended aeration of the activated sludge aggravates this problem to the extreme. (see photos 2 and 3 below) The reducer cone has already been replaced and a new volute ordered to install as was done on pump #1. Operations has begun an on/off operation of the blowers which allows different bacterial activity to increase the pH dramatically closer to neutral pH.

The upgrade to the Variable Frequency Drives (VFDs) that control the 2 plant drain pumps and one of the influent pumps has been completed. This brings the controls into alignment with the new construction controls.

Maintenance staff worked on stuck control gates on the UV channels. They were able to free them and temporarily get them controlling the flow. New parts have been ordered and some gate adjustment will be needed to get them back in full order.





*Photo 1 The newly installed and operating Return Sludge Pump.*

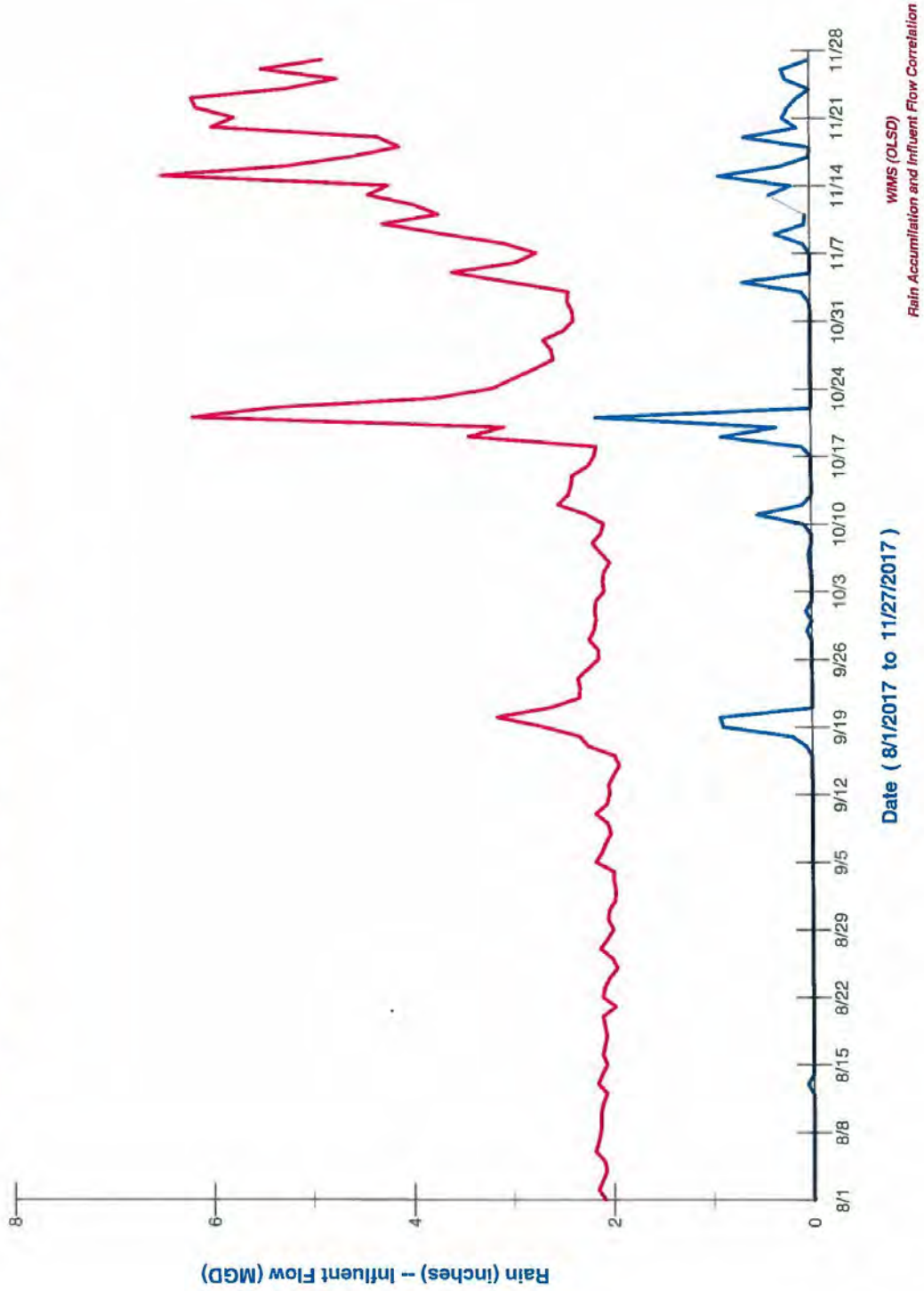


*Photo 2 The corroded cone from Digester Mixing Pump #2. When you are pumping liquids, this is not something you want to see.*



*Photo 3 The new cone installed on Digester Mixer Pump #2*

**Rain Accumulation and Influent Flow Correlation (Figure 1)**



## Effluent Water Quality Report (Figure 2)



**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Jason Rice, District Engineer  
**Agenda Item:** Technical Services Report  
**Item No.:** 9d  
**Date:** December 19, 2017

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Below is an update of various Technical Services Program efforts.

**Capital Improvement Program:**

Capital Improvement Planning (2018-2023)

Staff has begun conversations that will continue into February to build the next Capital Improvement Plan. Information gathered during this process will help inform the FY19 Budget Process.

Water Master Plan

Staff is preparing a Request for Proposals to perform an update to the Draft 2008 Water Master Plan. This plan will include:

- Satisfy the Oregon Health Division (OHD) Water Master Plan requirements as outlined in Oregon Administrative Rule (OAR) 333-61-060.
- Determine population and demand projections through 2030
- Identify system improvements required to meet projected demands through 2030 using an updated hydraulic model.
- Develop operational guidelines for the Valley View Reservoirs to ensure sufficient storage is maintained during peak day conditions.
- Conduct a condition assessment to identify required repair and replacement projects to be included in the District's Capital Improvement Plan (CIP).
- Provide OLWSD with a coordinated CIP for pipelines, pump stations, and reservoirs through a 20-year planning horizon.

OLWSD Master On-call Contract

The Sanitary District had an active contract that expires December 31, 2017. Since this contract is about to expire, staff is preparing an RFP for Master On-call

Services for OLWSD which will be released to the public January 3, 2017 and be on the Board Agenda for February.

### **Other Projects:**

#### Water Building Expansion

The plans have been advancing as new issues arise. Staff is planning to update the Board in full at the January Board Meeting.

### **Outreach and Education**

As winter approaches, outside education and outreach activities slows down while preparation for next spring begins. In particular, planning meetings for the two large school events focused on clean water have ramped up. Both events take place in March, both involve elementary and high school students, and both take place on college campuses. Hundreds of 4th and 5th graders and multiple classes of high school helpers participate in hands on programs and take in clean water messages while spending time on a college campus to involve students in a pre-college experience.

Since the last board report, OLWS Staff participated in the Clean Rivers Coalition Forum, which involved over 80 regional and statewide partners. At this forum attendees prioritized pollutants for the coming outreach campaign. Top pollutants included herbicides, pesticides, insecticides, metals, and pollutants from plastics and personal care products. The coming work will start the process of strategic planning in order to develop a message that multiple partners will be able to put into place for outreach locally. OLWS staff has been encouraged to participate at the steering committee level again in the future if time allows.

## Permitting

### November 2017 Development Activity

	<i>This Month</i>	<i>Last Month</i>	<i>Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	1	3	10	-	-
Hours Spent on Development Review	93.5	182	635	-	-
Hours spent on Utility Permits	86.95	129	380	-	-
Development Permits Issued	1	3	7	-	-
Utility Permits Issued	8	12	46	-	-
New Sewer Connections	6	29	47	-	-
New Water Services	-	-	-	-	-
Active Erosion Control Permits	32	30	116	-	-
Total Erosion Control Permits Inspected	32	30	116	-	-
Active Construction Permits	12	10	43	-	-
Sanitary SDC Fees Received	\$30,990	\$149,785	\$237,590	-	-
Water SDC Fees Received	-	-	-	-	-
Plan Review Fees Received	\$866	\$3,423	\$6,555	-	-
Inspection Fees Received	\$2,840	\$5,135	\$10,650	-	-

## 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>
Pre-Application	18107 SE Addie Street.	ZPAC0167-16 4-plex	Pre-application comments sent. Awaiting land use / subdivision application. Expires Dec. 2017	12/1/17
Pre-Application	14501 SE Laurie Ave	Z0050-17 2-lot partition	Land use comments sent. Awaiting engineering plans. County expiration timeline.	12/1/17
Pre-Application	2818 SE Park Avenue	Commercial with underground parking	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	12/1/17
Pre-Application	3260 SE Oak Grove Blvd	130000+ mini storage facility	Land use comments sent. Awaiting engineering plans.	12/1/17
Pre-Application	15007 SE McLoughlin Blvd	LA Fitness TI	ZPAC0031-17.Awaiting land use/design review application.	12/1/17
Pre-Application	16005 SE River Forest Pl	two-parcel partiion	ZPAC0027-17.Awaiting land use application.	12/1/17
Pre-Application	2615 SE VINEYARD WAY	two-parcel partition	Attended pre-app. Awaiting Land Use application. County expiration timeline.	12/1/17
Pre-Application	15314 SE RUPERT DR	7-lot subdivision Z0426-17-SS	Seven-lot minor subdivision for one existing and six new home sites. Attended pre-app. Land Use Comments Submitted. County expiration timeline.	12/1/17
Pre-Application	ZPAC0130-17 18332 SE Willamette Dr	3-lot partition	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	12/1/17
Pre-Application	ZPAC0131-17 16885 SE McLoughlin	Design Review - Les Schwab	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	12/1/17
Pre-Application	7900 SE Addie Street	ZPAC0153-17 - Park proposal at Boardman	Pre-app comments sent. Awaiting land use application. County timeline. Design review to develop a pocket park project to include sidewalk , benches, slides, playground equipment with appropriate landscaping	12/1/17
Pre-Application	16250 SE MCLOUGHLIN BLVD	Commercial with interior storage	Pre-app comments sent. Awaiting land use application. County timeline. Design Review Pre-app to add 32,246 sf commercial space (add 2 stories) to existing commercial bldg at 16250 SE McLoughlin	12/1/17
Pre-Application	22E07CA03003	Partition	A Partition of the subject property to create two parcels; one of approximately 10,259 s.f. and one of approximately 12,421 s.f. for new home sites.	12/1/17
Pre-Application	18107 SE Addie Street	Subdivision: 5 units / 6 lots	ZPAC0096-17 to build 5 units and partition 6 lots at	12/1/17
Plan Review	4281 SE Manewell Lane	A four-lot SFR minor subdivision.	Z0640-16 Land use comments sent. Awaiting engineering plans. County expiration timeline. AKS / Kustom-Built project.	12/1/17
Plan Review	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 3rd plan submittal.	12/1/17
Plan Review	3816 SE Hill Rd	Z0428-16 8-lot subdivision	Received Engineering Plans (2nd review) comments sent. Awaiting 3rd plan submittal.	12/1/17
Plan Review	13715 SE River Road	Z0399-17 Rose Villa - 28 Homes	Awaiting Engineering Plans. County expiration timeline. Also Z0066-17	12/1/17
Plan Review	17908 and 17900 SE Addie Street.	Z0200-17-D_BOARDMAN_WETLAND	Land use comments sent. Awaiting engineering plans. County timeline for expiration.	12/1/17
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.	12/1/17

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Plan Review	SE Manewal at SE Towery LN	Z0157-17_Manewal_South	Land use comments sent. Reviewed by OLWSD Counsel. Land Use / Partition Land Use Review. Z0156-17 (for original tax lot 2300) is now void. Z0157-17 for original tax lot 800 and now east one-half of 2300 is revised and is now the only Partition application for Tasso Homes on Manewal. Engineering Plans submitted Sept. 5. Awaiting land use decision.	12/1/17
Plan Review	SE Courtney at SE Rupert	Z0061-17-D 10-unit apartment	Land Use Comments sent. Awaiting engineering plans. County Land Use Timeline. Erosion control submitted. Under review.	12/1/17
Plan Review	15510 SE Wallace Street	Z0593-16 13 lot subdivision	Land Use Comments sent. Awaiting engineering plans. County Land Use Timeline.	12/1/17
plan review	18107 SE Blanton	6-lot partition	Land Use Comments sent. Awaiting engineering plans.	12/1/17
Plan Review	19421 SE KAY ST	two-parcel partition	Land use comments sent. Awaiting engineering plans. County expiration timeline.	12/1/17
Plan Review	13809 SE Linden Ln.	Replace existing home with duplex.	Z0064-17-D. Awaiting Engineering Planset. Also included is ZPAC0138-17. Erosion control issued, some construction activity - preparation only. Awaiting utility plans.	12/1/17
Plan Review	Taxlots 2000 & 2100 located behind 15026 & 15018 SE Linden Ln.	3-parcel partition	Z0305-15-M Pubic Main Line Extensio. Development approval. Sanitary inspections ongoing. Erosion inspections ongoing. Expires Oct 2018	12/1/17
Plan Review	13755_SE_Schroeder	Rose Villa Units	"The Oaks" PHASE 2B' NET ZERO ENERGY POCKET NEIGHBORHOOD Z0489-17_	12/1/17
Plan Review	18800 SE MCLOUGHLIN BLVD	Nonconforming Use - Alteration/Verification:	Land use comments submitted. Awaiting building permits. Z0542-17 Nonconforming Use - Alteration/Verification An Alteration of a Nonconforming Use, a service commercial use, a hair salon, to permit the use of one parking space for the display and sale of automobiles.	12/1/17
Plan Review	18800 SE McLoughlin	Z0542-17 Addition of one vehicle sales stall	Land use comments submitted. Awaiting engineering plans. County expiration timeline.	12/1/17
Plan Review	3016 SE COURTNEY AVE	Z0523-17 Parking lot	Land use comments submitted. Awaiting engineering plans. County expiration timeline.	12/1/17
Plan Review	17624 SE RIVER RD	Z0471-17 : attached housing	Land use comments submitted. Awaiting engineering plans. County expiration timeline.	12/1/17
Plan Review	4322 SE Pinehurst Ave	Subdivision	Water utility only. Received engineering review #1. Under review.	12/1/17
Plan Review	13630 SE Laurie Avenue	Design Review - Rose Villa	Construct Arts building as part of master plan. Received engineering review #1. Under review.	12/1/17
Under Construction	14400 SE Lee Ave.	Z0071-16 Duplex on existing lot. (SFR previously demolished)	Erosion Control inspections ongoing. Sanitary Sewer installed. Unknown Timeline	12/1/17
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 installed. SFDs under construction. Unknown timeline.	12/1/17
Under Construction	15448 SE East Ave. (Zetterberg Estates)	18-Unit Multi-Family	Sanitary sewer Inspections complete. Erosion Control inspetions ongoing. Unknown timeline.	12/1/17

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
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. Final SS inspections pending.	12/1/17
Under Construction	13012 SE Oatfield	Proposed subdivision; 9 potential lots. Z0407-16	OLWSD approved plans. Pre-con being scheduled. Sanitary inspections pending. Expires Sept. 2018	12/1/17
Under Construction	18122 SE McLoughlin Blvd	Z0482-16-D Commercial Design Review: Fuel Island	EC and Sanitary inspections ongoing. Expiration April 2018	12/1/17
Under Construction	6460 Glen Echo Avenue	Z0461-16_Gladstone_Glen_Echo. (OLSD Service area / out of OLSD Boundary).	10-lot subdivision. Gladstone Plan Review. Gladstone Inspection . OLWSD receives approved plans and asbuilts and inspection reports.	12/1/17
Under Construction	4900 SE Meldrum	2-lot partition Z0572-16	Public infrastructure installed and approved. In 11-month warranty period. SFDs under construction. Warranty period ends March 2018.	12/1/17
Under Construction	Willamette View	Riverview Dining Facility Replacement / Expansion; Z0239-17	Plans approved. Expires Oct 2018	12/1/17



## AGENDA ITEM

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**Agenda Item:** Call for Public Comment  
**Item No.:** 10  
**Presenters:** Public

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### **Background:**

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.:** 11  
**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.



## **AGENDA ITEM**

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**Agenda Item:** Executive Session  
**Item No.:** 12  
**Presenters:** Board Members

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### **Background:**

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



## AGENDA ITEM

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**Agenda Item:** Adjourn Executive Session  
**Item No.:** 13  
**Presenters:** Board Members

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**Background:**

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