



**Oak Lodge Water District Office
14496 SE River Road
Oak Grove, OR 97267**

September 17th, 2019 at 6:00 p.m.

1. Call to Order and Flag Salute
2. Call for Public Testimony
Members of the public are welcome to testify for a maximum of three minutes on each agenda item.
3. Consent Agenda
 - August 2019 Financial Reports
 - Approval of July 2019 Check Run
 - August 20, 2019 Board Meeting Minutes
4. Boardman Wetland Complex – Park Naming Recommendation
5. Human Resources Policy Workshop
6. Department Reports
 - Finance
 - Field Operations
 - Plant Operations
 - Technical Services
7. Call for Public Comment
8. Business from the Board

Adjourn



AGENDA ITEM

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

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

To: Board of Directors
From: Sarah Jo Chaplen, General Manager
Agenda Item: Consent Agenda
Item No.: 3
Date: September 17, 2019

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:

- 1. August 2019 Financial Reports**
 - a. Approval of August 2019 Check Run**
- 2. August 20, 2019 Board Meeting Minutes**

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

Options for Consideration:

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

Recommendation:

Approve the items listed under the Consent Agenda.

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

Approved _____

Date _____



MONTHLY FINANCIAL REPORT

To: Board Directors
From: Kelly Stacey, Finance Director
Agenda Item: August 2019 Financial Reports
Item No.: 3a
Date: September 17, 2019

Reports:

- August 2019 Monthly Overview
- August 2019 Monthly Cash and Investment Balances Report
- August 2019 Budget to Actual Report
- August 2019 Budget Account Roll Up Report
- August 2019 Monthly Checks and Electronic Withdrawals Staff Report
- August 2019 Monthly Checks and Electronic Withdrawals System Report

**Oak Lodge Water Services
Monthly Overview
August 2019**

This report summarizes the revenues and expenditures for August 2019. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

The District's liquid cash and investment assets equal \$14,024,944.41 as of the end of August 2019; consisting of \$593,528.68 in checking, and \$13,431,415.73 in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals and bank drafts total \$877,918.08 for August 2019.

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4210	Water sales-CRW	\$ 32,000	\$ 4,247	\$ 4,247	13.27%
10-00-4211	Water sales	4,265,000	420,356	776,035	18.20%
20-00-4212	Wastewater charges	8,200,000	743,497	1,366,702	16.67%
30-00-4213	Watershed protection	1,530,000	130,092	256,934	16.79%
	Subtotal	\$ 14,027,000	\$ 1,298,192	\$ 2,403,919	17.14%

The % of budget is calculated by taking the ending balance and dividing it by the budget. At the end of August, the % of budget spent or billed should be around 16.67%. Note for budget law purposes, Wastewater Plant and Wastewater Collection are added together. Certain line items are spent all at once, such as Worker's Compensation, which we pay one time a year in August.

Low Income Rate Relief Program Overview

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

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

Number of Accounts	Discount	Budget	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
61	Low Income Rate Relief	\$ 70,135	\$ 5,090	\$ 10,018	14.28%

Oak Lodge Water Services District

Account Balances As of:

August 31, 2019

Interest Rate

Account

Wells Fargo Bank Checking-3552	0.00%	\$	593,528.68
LGIP 5289 Water General	2.60%	\$	4,947,534.36
LGIP 5790 Watershed Protection General	2.60%	\$	1,943,433.78
LGIP 3968 Sanitary GO Bond Debt Svc	2.60%	\$	663,988.43
LGIP 3869 Sanitary Revenue Bond Debt Svc	2.60%	\$	792,149.19
LGIP 5002 Sanitary General	2.60%	\$	5,084,309.97

Total \$ 14,024,944.41

General Ledger
Budget to Actual



User: kelly
Printed: 9/11/2019 11:44:51 AM
Period 01 - 02
Fiscal Year 2020

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional Revenue					
05-00-4630	Miscellaneous revenues	2,500.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>2,500.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	NonDivisional	2,500.00	0.00	0.00	0.00	0.00
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	638,000.00	51,184.82	101,914.26	0.00	15.97
05-01-5120	Temporaryseasonal employees	10,000.00	0.00	0.00	0.00	0.00
05-01-5130	Overtime	5,000.00	561.63	722.52	0.00	14.45
05-01-5210	Healthdental insurance	94,000.00	7,438.20	14,876.40	0.00	15.83
05-01-5230	Social security	50,000.00	3,853.59	7,641.69	0.00	15.28
05-01-5240	Retirement	134,000.00	10,726.54	21,279.19	0.00	15.88
05-01-5250	TrimetWBF	6,000.00	395.59	784.50	0.00	13.08
05-01-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers compensation	9,000.00	0.00	7,698.20	0.00	85.54
05-01-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>956,000.00</i>	<i>74,160.37</i>	<i>154,916.76</i>	<i>0.00</i>	<i>16.20</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	400,000.00	9,172.50	9,172.50	0.00	2.29
05-01-6120	Accounting and audit services	40,000.00	12,800.00	15,300.00	0.00	38.25
05-01-6155	Contracted services	150,000.00	13,031.43	14,065.09	0.00	9.38
05-01-6180	Dues and subscriptions	38,000.00	17,927.00	37,291.00	0.00	98.13
05-01-6220	Electricity	8,000.00	564.53	564.53	0.00	7.06
05-01-6240	Natural gas	2,000.00	31.44	31.44	0.00	1.57
05-01-6290	Other utilities	16,000.00	13,546.80	13,546.80	0.00	84.67
05-01-6310	Janitorial services	25,000.00	2,039.87	2,074.87	0.00	8.30
05-01-6320	Buildings and grounds maint	6,000.00	911.23	911.23	0.00	15.19
05-01-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	23,000.00	0.00	827.04	0.00	3.60
05-01-6440	Board expense	5,000.00	0.00	7.50	0.00	0.15
05-01-6510	Office supplies	15,000.00	69.31	1,646.83	0.00	10.98
05-01-6530	Small tools and equipment	1,000.00	0.00	0.00	0.00	0.00
05-01-6560	Uniforms	1,000.00	820.87	820.87	0.00	82.09
05-01-6610	Board compensation	1,000.00	0.00	0.00	0.00	0.00
05-01-6730	Communications	5,000.00	26.33	362.14	0.00	7.24
05-01-6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	3,000.00	0.00	0.00	0.00	0.00
05-01-6770	Bank charges	125,000.00	11,674.39	22,861.46	0.00	18.29
05-01-6780	Taxes, fees, and other charges	1,000.00	0.00	108.00	0.00	10.80
05-01-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>869,000.00</i>	<i>82,615.70</i>	<i>119,591.30</i>	<i>0.00</i>	<i>13.76</i>
	AdminFinance	1,825,000.00	156,776.07	274,508.06	0.00	15.04

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
Human Resources						
<i>Personnel Services</i>						
05-02-5110	Regular employees	154,000.00	7,056.98	15,002.54	0.00	9.74
05-02-5210	Healthdental insurance	35,000.00	64.69	129.38	0.00	0.37
05-02-5230	Social security	12,000.00	536.65	1,141.27	0.00	9.51
05-02-5240	Retirement	31,000.00	1,245.53	2,647.96	0.00	8.54
05-02-5250	TrimetWBF	2,000.00	55.14	117.39	0.00	5.87
05-02-5260	Unemployment	2,000.00	0.00	0.00	0.00	0.00
05-02-5270	Workers compensation	3,000.00	0.00	2,581.43	0.00	86.05
05-02-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	241,000.00	8,958.99	21,619.97	0.00	8.97
<i>Materials & Services</i>						
05-02-6180	Dues and subscriptions	1,000.00	0.00	0.00	0.00	0.00
05-02-6230	Telephone	56,100.00	5,158.74	6,784.48	0.00	12.09
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	14,000.00	404.64	404.64	0.00	2.89
05-02-6510	Office supplies	1,000.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	173,000.00	0.00	0.00	0.00	0.00
05-02-6740	Advertising	5,000.00	400.00	608.66	0.00	12.17
	<i>Materials & Services</i>	251,100.00	5,963.38	7,797.78	0.00	3.11
Human Resources		492,100.00	14,922.37	29,417.75	0.00	5.98
Technical Services						
<i>Personnel Services</i>						
05-03-5110	Regular employees	583,000.00	40,403.12	81,482.66	0.00	13.98
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	Healthdental insurance	119,000.00	7,941.75	15,883.50	0.00	13.35
05-03-5230	Social security	45,000.00	3,029.11	6,109.96	0.00	13.58
05-03-5240	Retirement	115,000.00	7,560.80	15,240.98	0.00	13.25
05-03-5250	TrimetWBF	5,000.00	311.42	626.59	0.00	12.53
05-03-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
05-03-5270	Workers compensation	9,000.00	0.00	7,698.20	0.00	85.54
05-03-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	891,000.00	59,246.20	127,041.89	0.00	14.26
<i>Materials & Services</i>						
05-03-6155	Contracted services	212,000.00	703.75	5,088.93	89,771.25	2.40
05-03-6180	Dues and subscriptions	3,000.00	480.00	1,790.00	0.00	59.67
05-03-6350	Computer maintenance	291,300.00	7,911.25	50,694.55	0.00	17.40
05-03-6390	Other repairs and maintenance	4,000.00	0.00	0.00	0.00	0.00
05-03-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	16,000.00	0.00	0.00	0.00	0.00
05-03-6430	Certifications	500.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	13,000.00	0.00	2,913.91	0.00	22.41
05-03-6540	Safety supplies	1,000.00	180.00	180.00	0.00	18.00
05-03-6560	Uniforms	500.00	0.00	0.00	0.00	0.00
05-03-6730	Communications	117,100.00	0.00	0.00	25,525.00	0.00
	<i>Materials & Services</i>	659,400.00	9,275.00	60,667.39	115,296.25	9.20
Technical Services		1,550,400.00	68,521.20	187,709.28	115,296.25	12.11
Vehicle Services						
<i>Materials & Services</i>						
05-04-6330	Vehicleequipment maintenance	61,500.00	1,009.53	1,727.24	0.00	2.81
05-04-6520	Fuels and oils	70,800.00	2,416.85	3,533.32	0.00	4.99
	<i>Materials & Services</i>	132,300.00	3,426.38	5,260.56	0.00	3.98
Vehicle Services		132,300.00	3,426.38	5,260.56	0.00	3.98
Transfers & Contingencies						

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	503,700.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>503,700.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	503,700.00	0.00	0.00	0.00	0.00
05	Administrative Services	-4,501,000.00	-243,646.02	-496,895.65	-115,296.25	11.04
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	-1,801,651.00	0.00	-2,450,463.60	0.00	136.01
	<i>Beginning Fund Balance</i>	<i>-1,801,651.00</i>	<i>0.00</i>	<i>-2,450,463.60</i>	<i>0.00</i>	<i>136.01</i>
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	32,000.00	0.00	4,247.49	0.00	13.27
10-00-4211	Water sales	4,265,000.00	420,356.15	776,035.17	0.00	18.20
10-00-4215	Penalties and late charges	25,000.00	1,626.61	3,604.65	0.00	14.42
10-00-4220	System development charges	100,000.00	38,880.00	60,290.00	0.00	60.29
10-00-4230	Contract services	53,000.00	4,000.00	8,000.00	0.00	15.09
10-00-4240	Service installations	15,000.00	6,124.77	11,779.77	0.00	78.53
10-00-4280	Rents & leases	160,000.00	9,828.02	42,999.24	0.00	26.87
10-00-4290	Other charges for services	20,000.00	250.00	300.00	0.00	1.50
10-00-4610	Investment revenue	500.00	252.60	4,163.73	0.00	832.75
10-00-4630	Miscellaneous revenues	15,000.00	6,668.90	11,848.16	0.00	78.99
	<i>Revenue</i>	<i>4,685,500.00</i>	<i>487,987.05</i>	<i>923,268.21</i>	<i>0.00</i>	<i>19.70</i>
	NonDivisional	6,487,151.00	487,987.05	3,373,731.81	0.00	52.01
	Drinking Water Personnel Services					
10-20-5110	Regular employees	599,000.00	44,344.68	89,023.14	0.00	14.86
10-20-5120	Temporaryseasonal employees	30,000.00	0.00	0.00	0.00	0.00
10-20-5130	Overtime	42,000.00	137.95	809.29	0.00	1.93
10-20-5210	Healthdental insurance	147,000.00	7,962.44	15,924.87	0.00	10.83
10-20-5230	Social Security	52,000.00	3,334.39	6,735.10	0.00	12.95
10-20-5240	Retirement	144,000.00	9,636.05	19,487.42	0.00	13.53
10-20-5250	TrimetWBF	6,000.00	343.11	694.14	0.00	11.57
10-20-5260	Unemployment	8,000.00	0.00	0.00	0.00	0.00
10-20-5270	Workers compensation	11,000.00	0.00	9,403.78	0.00	85.49
10-20-5290	Other employee benefits	5,000.00	0.00	36.40	0.00	0.73
	<i>Personnel Services</i>	<i>1,044,000.00</i>	<i>65,758.62</i>	<i>142,114.14</i>	<i>0.00</i>	<i>13.61</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	0.00	-4,219.00	0.00	0.00	0.00
10-20-6180	Dues & subscriptions	0.00	0.00	0.00	0.00	0.00
10-20-6220	Electricity	40,000.00	2,657.48	5,391.97	0.00	13.48
10-20-6230	Telephone	4,200.00	0.00	0.00	0.00	0.00
10-20-6240	Natural gas	2,000.00	0.00	265.38	0.00	13.27
10-20-6290	Other utilities	2,000.00	190.74	344.41	0.00	17.22
10-20-6310	Janitorial services	1,000.00	88.97	88.97	0.00	8.90
10-20-6320	Buildings & grounds	10,000.00	125.38	173.20	0.00	1.73
10-20-6330	Vehicle & equipment maint.	0.00	-186.53	0.00	0.00	0.00
10-20-6340	Distribution system maint	220,000.00	9,301.59	14,653.22	11,850.07	6.66
10-20-6350	Computer maintenance	0.00	0.00	0.00	0.00	0.00
10-20-6390	Other repairs &	50,000.00	215.00	735.00	0.00	1.47

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	maintenance					
10-20-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
10-20-6420	Staff training	8,000.00	0.00	0.00	0.00	0.00
10-20-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
10-20-6510	Office supplies	0.00	0.00	36.98	0.00	0.00
10-20-6520	Fuel & oils	0.00	0.00	0.00	0.00	0.00
10-20-6530	Small tools & equipment	22,000.00	0.00	0.00	0.00	0.00
10-20-6540	Safety supplies	16,000.00	316.70	2,289.55	0.00	14.31
10-20-6550	Operational Supplies	2,000.00	0.00	673.71	0.00	33.69
10-20-6710	Purchased water	1,150,000.00	120,463.96	120,463.96	0.00	10.48
10-20-6715	Water quality program	0.00	0.00	0.00	0.00	0.00
10-20-6760	Equipment Rental	5,000.00	0.00	0.00	0.00	0.00
10-20-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes & fees	20,000.00	0.00	0.00	0.00	0.00
10-20-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,555,200.00</i>	<i>128,954.29</i>	<i>145,116.35</i>	<i>11,850.07</i>	<i>9.33</i>
	Drinking Water	2,599,200.00	194,712.91	287,230.49	11,850.07	11.05
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank loan-principal	175,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank loan-interest	34,522.00	0.00	16,767.66	0.00	48.57
	<i>Materials & Services</i>	<i>209,522.00</i>	<i>0.00</i>	<i>16,767.66</i>	<i>0.00</i>	<i>8.00</i>
	Debt Service	209,522.00	0.00	16,767.66	0.00	8.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfer out - Fund 05	1,444,000.00	120,333.33	240,666.66	0.00	16.67
10-29-8171	Transfers out to Fund 71	1,675,000.00	0.00	1,675,000.00	0.00	100.00
10-29-9000	Contingency	559,429.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,678,429.00</i>	<i>120,333.33</i>	<i>1,915,666.66</i>	<i>0.00</i>	<i>52.08</i>
	Transfers & Contingencies	3,678,429.00	120,333.33	1,915,666.66	0.00	52.08
10	Drinking Water	0.00	172,940.81	1,154,067.00	-11,850.07	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	-789,178.00	0.00	-1,199,000.60	0.00	151.93
	<i>Beginning Fund Balance</i>	<i>-789,178.00</i>	<i>0.00</i>	<i>-1,199,000.60</i>	<i>0.00</i>	<i>151.93</i>
	<i>Revenue</i>					
20-00-4212	Wastewater charges	8,200,000.00	743,497.08	1,366,701.96	0.00	16.67
20-00-4215	Penalties & late charges	25,000.00	909.15	1,709.13	0.00	6.84
20-00-4220	System development charges	125,000.00	103,300.00	153,405.85	0.00	122.72
20-00-4240	Service installations	40,000.00	4,310.00	8,220.75	0.00	20.55
20-00-4290	Other charges for services	15,000.00	0.00	0.00	0.00	0.00
20-00-4610	Investment revenue	0.00	185.34	185.34	0.00	0.00
20-00-4630	Miscellaneous revenues	15,000.00	773.75	1,501.07	0.00	10.01
	<i>Revenue</i>	<i>8,420,000.00</i>	<i>852,975.32</i>	<i>1,531,724.10</i>	<i>0.00</i>	<i>18.19</i>
	NonDivisional	9,209,178.00	852,975.32	2,730,724.70	0.00	29.65
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular employees	622,000.00	55,375.80	111,431.04	0.00	17.91

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	49,000.00	2,854.94	7,349.30	0.00	15.00
20-21-5210	Healthdental insurance	155,000.00	12,114.51	24,228.99	0.00	15.63
20-21-5230	Social security	54,000.00	4,348.79	8,874.95	0.00	16.44
20-21-5240	Retirement	134,000.00	10,896.69	22,218.89	0.00	16.58
20-21-5250	TrimetWBF	6,000.00	450.82	917.93	0.00	15.30
20-21-5260	Unemployment	9,000.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	12,000.00	0.00	10,233.53	0.00	85.28
20-21-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,080,000.00</i>	<i>86,041.55</i>	<i>185,254.63</i>	<i>0.00</i>	<i>17.15</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted services	5,000.00	12,119.00	15,250.00	2,876.88	305.00
20-21-6180	Dues & subscriptions	15,000.00	0.00	0.00	0.00	0.00
20-21-6220	Electricity	250,000.00	20,262.99	20,358.53	0.00	8.14
20-21-6230	Telephone	2,400.00	0.00	0.00	0.00	0.00
20-21-6240	Natural gas	1,000.00	24.28	24.28	0.00	2.43
20-21-6250	Solid waste disposal	75,000.00	1,914.64	1,914.64	0.00	2.55
20-21-6290	Other utilities	1,000.00	0.00	0.00	0.00	0.00
20-21-6310	Janitorial services	10,000.00	0.00	0.00	0.00	0.00
20-21-6320	Buildings & grounds	20,000.00	3,096.84	3,148.68	3,240.00	15.74
20-21-6342	WRF system maintenance	240,000.00	20,654.62	30,387.22	50,117.27	12.66
20-21-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	7,000.00	0.00	0.00	0.00	0.00
20-21-6430	Certifications	3,000.00	0.00	0.00	0.00	0.00
20-21-6510	Office supplies	3,000.00	0.00	0.00	0.00	0.00
20-21-6520	Fuel & oils	0.00	0.00	0.00	0.00	0.00
20-21-6525	Chemicals	25,000.00	2,235.50	4,258.10	0.00	17.03
20-21-6530	Small tools & equipment	20,200.00	1,470.00	1,470.00	0.00	7.28
20-21-6540	Safety supplies	20,100.00	510.23	607.72	2,000.00	3.02
20-21-6550	Operational supplies	20,000.00	1,198.55	1,803.71	235.00	9.02
20-21-6560	Uniforms	15,000.00	2,044.11	3,248.26	1.00	21.66
20-21-6590	Other supplies	20,000.00	159.01	473.38	0.00	2.37
20-21-6750	Other purchased services	15,000.00	1,328.60	1,328.60	0.00	8.86
20-21-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes & fees	71,000.00	1,080.00	1,957.07	0.00	2.76
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>841,700.00</i>	<i>68,098.37</i>	<i>86,230.19</i>	<i>58,470.15</i>	<i>10.24</i>
	Wastewater-Plant	1,921,700.00	154,139.92	271,484.82	58,470.15	14.13
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	427,000.00	32,002.52	64,502.14	0.00	15.11
20-22-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-22-5130	Overtime	49,000.00	449.04	974.70	0.00	1.99
20-22-5210	Healthdental insurance	110,000.00	6,630.41	13,260.86	0.00	12.06
20-22-5230	Social security	40,000.00	2,480.29	5,004.50	0.00	12.51
20-22-5240	Retirement	112,000.00	6,225.25	12,551.77	0.00	11.21
20-22-5250	TrimetWBF	5,000.00	257.62	518.72	0.00	10.37
20-22-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	8,000.00	0.00	6,822.35	0.00	85.28
20-22-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>796,000.00</i>	<i>48,045.13</i>	<i>103,635.04</i>	<i>0.00</i>	<i>13.02</i>
	<i>Materials & Services</i>					
20-22-6180	Dues & subscriptions	0.00	-831.75	0.00	0.00	0.00
20-22-6230	Telephone	10,000.00	0.00	0.00	0.00	0.00
20-22-6290	Other utilities	0.00	-7,219.06	0.00	0.00	0.00
20-22-6310	Janitorial services	2,000.00	0.00	0.00	0.00	0.00
20-22-6320	Buildings & grounds	3,000.00	200.43	442.99	0.00	14.77
20-22-6342	Collection system maint.	50,000.00	750.00	750.00	4,750.00	1.50
20-22-6390	Other repairs & maintenance	6,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-22-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
20-22-6420	Staff training	4,000.00	0.00	0.00	0.00	0.00
20-22-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
20-22-6510	Office supplies	6,000.00	0.00	119.99	0.00	2.00
20-22-6530	Small tools & equipment	28,000.00	0.00	0.00	0.00	0.00
20-22-6540	Safety supplies	4,000.00	97.74	408.45	0.00	10.21
20-22-6550	Operational supplies	6,000.00	11.29	89.85	0.00	1.50
20-22-6560	Uniforms	8,000.00	197.83	338.64	0.00	4.23
20-22-6750	Other purchased services	4,000.00	307.41	307.41	0.00	7.69
20-22-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
20-22-6780	Taxes & fees	6,000.00	0.00	0.00	0.00	0.00
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>141,000.00</i>	<i>-6,486.11</i>	<i>2,457.33</i>	<i>4,750.00</i>	<i>1.74</i>
	Wastewater-Collections	937,000.00	41,559.02	106,092.37	4,750.00	11.32
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	2,028,000.00	169,000.00	338,000.00	0.00	16.67
20-29-8140	Transfers out to Fund 40	1,350,500.00	0.00	0.00	0.00	0.00
20-29-8150	Transfers out to Fund 50	1,100,000.00	0.00	0.00	0.00	0.00
20-29-8172	Transfers out to Fund 72	1,300,000.00	98,484.85	216,666.67	0.00	16.67
20-29-9000	Contingency	571,978.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>6,350,478.00</i>	<i>267,484.85</i>	<i>554,666.67</i>	<i>0.00</i>	<i>8.73</i>
	Transfers & Contingencies	6,350,478.00	267,484.85	554,666.67	0.00	8.73
20	Wastewater Reclam.	0.00	389,791.53	1,798,480.84	-63,220.15	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	-307,986.00	0.00	-465,068.03	0.00	151.00
	<i>Beginning Fund Balance</i>	<i>-307,986.00</i>	<i>0.00</i>	<i>-465,068.03</i>	<i>0.00</i>	<i>151.00</i>
	<i>Revenue</i>					
30-00-4213	Watershed protection fees	1,530,000.00	130,091.53	256,933.94	0.00	16.79
30-00-4215	Penalties & late charges	2,000.00	261.75	475.56	0.00	23.78
30-00-4240	Service installations	20,000.00	5,610.00	12,164.05	0.00	60.82
30-00-4290	Other charges for services	5,000.00	0.00	0.00	0.00	0.00
30-00-4610	Investment revenue	0.00	10.04	10.04	0.00	0.00
30-00-4630	Miscellaneous revenues	2,000.00	140.25	272.09	0.00	13.60
	<i>Revenue</i>	<i>1,559,000.00</i>	<i>136,113.57</i>	<i>269,855.68</i>	<i>0.00</i>	<i>17.31</i>
	NonDivisional	1,866,986.00	136,113.57	734,923.71	0.00	39.36
	Watershed Protection Personnel Services					
	<i>Personnel Services</i>					
30-23-5110	Regular employees	108,000.00	10,000.00	17,922.77	0.00	16.60
30-23-5210	Healthdental insurance	30,000.00	0.00	2,056.03	0.00	6.85
30-23-5230	Social Security	9,000.00	765.00	1,405.24	0.00	15.61
30-23-5240	Retirement	26,000.00	0.00	1,839.67	0.00	7.08
30-23-5250	TrimetWBF	1,000.00	76.37	142.15	0.00	14.22
30-23-5260	Unemployment	1,000.00	0.00	0.00	0.00	0.00
30-23-5270	Workers compensation	2,000.00	0.00	1,659.49	0.00	82.97
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>178,000.00</i>	<i>10,841.37</i>	<i>25,025.35</i>	<i>0.00</i>	<i>14.06</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	40,000.00	0.00	1,377.00	0.00	3.44

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-23-6180	Dues & subscriptions	0.00	0.00	99.00	0.00	0.00
30-23-6320	Buildings & grounds	0.00	32.83	65.01	0.00	0.00
30-23-6340	System maintenance	0.00	0.00	0.00	0.00	0.00
30-23-6390	Other repairs & maintenance	0.00	245.00	245.00	0.00	0.00
30-23-6420	Staff training	1,000.00	0.00	650.00	0.00	65.00
30-23-6540	Safety supplies	0.00	161.23	221.76	0.00	0.00
30-23-6560	Uniforms	500.00	1,055.03	1,081.83	0.00	216.37
30-23-6730	Communications	42,000.00	0.00	0.00	0.00	0.00
30-23-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>83,500.00</i>	<i>1,494.09</i>	<i>3,739.60</i>	<i>0.00</i>	<i>4.48</i>
	Watershed Protection	261,500.00	12,335.46	28,764.95	0.00	11.00
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	52,308.00	0.00	0.00	0.00	0.00
30-24-6824	Interest Paid-KS Statebank	10,249.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>62,557.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Debt Service	62,557.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers out to Fund 05	1,029,000.00	85,750.00	171,500.00	0.00	16.67
30-29-8173	Transfers out to Fund 73	430,000.00	32,575.76	71,666.67	0.00	16.67
30-29-9000	Contingency	83,928.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,542,928.00</i>	<i>118,325.76</i>	<i>243,166.67</i>	<i>0.00</i>	<i>15.76</i>
	Transfers & Contingencies	1,542,928.00	118,325.76	243,166.67	0.00	15.76
30	Watershed Protection	1.00	5,452.35	462,992.09	0.00	46,299,209.00
71	Drinking Water Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	-2,703,013.00	0.00	-3,236,047.66	0.00	119.72
	<i>Beginning Fund Balance</i>	<i>-2,703,013.00</i>	<i>0.00</i>	<i>-3,236,047.66</i>	<i>0.00</i>	<i>119.72</i>
	<i>Revenue</i>					
71-00-4610	Investment revenue	50,000.00	10,809.44	18,401.15	0.00	36.80
	<i>Revenue</i>	<i>50,000.00</i>	<i>10,809.44</i>	<i>18,401.15</i>	<i>0.00</i>	<i>36.80</i>
	NonDivisional	2,753,013.00	10,809.44	3,254,448.81	0.00	118.21
	Drinking Water Capital Outlay					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	0.00	0.00	0.00	0.00	0.00
71-20-7300	Buildings & improvements	330,000.00	2,046.95	2,046.95	0.00	0.62
71-20-7600	Capital Improvement Projects	4,098,013.00	198,000.00	198,000.00	0.00	4.83
	<i>Capital Outlay</i>	<i>4,428,013.00</i>	<i>200,046.95</i>	<i>200,046.95</i>	<i>0.00</i>	<i>4.52</i>
	Drinking Water	4,428,013.00	200,046.95	200,046.95	0.00	4.52
71	Drinking Water Capital	-1,675,000.00	-189,237.51	3,054,401.86	0.00	-182.35

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
72	Wastewater Reclamation Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund balance	-3,754,027.00	0.00	-4,220,098.11	0.00	112.42
	<i>Beginning Fund Balance</i>	-3,754,027.00	0.00	-4,220,098.11	0.00	112.42
	<i>Revenue</i>					
72-00-4610	Investment revenue	75,000.00	9,454.79	19,285.61	0.00	25.71
	<i>Revenue</i>	75,000.00	9,454.79	19,285.61	0.00	25.71
	NonDivisional	3,829,027.00	9,454.79	4,239,383.72	0.00	110.72
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & improvements	75,000.00	0.00	0.00	0.00	0.00
72-21-7520	Equipment	60,000.00	0.00	0.00	0.00	0.00
72-21-7600	Capital Improvement Projects	4,784,027.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	4,919,027.00	0.00	0.00	0.00	0.00
	Wastewater-Plant	4,919,027.00	0.00	0.00	0.00	0.00
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7300	Buildings and improvements	210,000.00	1,767.82	1,767.82	0.00	0.84
	<i>Capital Outlay</i>	210,000.00	1,767.82	1,767.82	0.00	0.84
	Wastewater-Collections	210,000.00	1,767.82	1,767.82	0.00	0.84
72	Wastewater Reclamation Capital	-1,300,000.00	7,686.97	4,237,615.90	0.00	-325.97
73	Watershed Protection Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	-1,681,715.00	0.00	-1,816,319.98	0.00	108.00
	<i>Beginning Fund Balance</i>	-1,681,715.00	0.00	-1,816,319.98	0.00	108.00
	<i>Revenue</i>					
73-00-4610	Investment revenue	40,000.00	4,337.01	8,857.30	0.00	22.14
	<i>Revenue</i>	40,000.00	4,337.01	8,857.30	0.00	22.14
	NonDivisional	1,721,715.00	4,337.01	1,825,177.28	0.00	106.01
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7300	Buildings & improvements	135,000.00	837.38	837.38	0.00	0.62
73-23-7540	Vehicles	30,000.00	0.00	0.00	0.00	0.00
73-23-7600	Capital Improvement Projects	1,986,715.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	2,151,715.00	837.38	837.38	0.00	0.04
	Watershed Protection	2,151,715.00	837.38	837.38	0.00	0.04
73	Watershed Protection Capital	-430,000.00	3,499.63	1,824,339.90	0.00	-424.27

General Ledger
Account Roll up



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Period 01 - 02
Fiscal Year 2020

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal%	ExpendCollect
Revenue	Revenue					
4210	Water Sales - CRW	-32,000.00	0.00	0.00	-4,247.49	13.27
4211	Water sales	-4,265,000.00	0.00	-420,356.15	-776,035.17	18.20
4212	Wastewater Charges	-8,200,000.00	0.00	-743,497.08	-1,366,701.96	16.67
4213	Watershed protection fees	-1,530,000.00	0.00	-130,091.53	-256,933.94	16.79
4215	Penalties & late charges	-52,000.00	0.00	-2,797.51	-5,789.34	11.13
4220	System development charges	-225,000.00	0.00	-142,180.00	-213,695.85	94.98
4230	Contract services	-53,000.00	0.00	-4,000.00	-8,000.00	15.09
4240	Service installations	-75,000.00	0.00	-16,044.77	-32,164.57	42.89
4280	Rents & leases	-160,000.00	0.00	-9,828.02	-42,999.24	26.87
4290	Other charges for services	-40,000.00	0.00	-250.00	-300.00	0.75
4610	Investment revenue	-190,300.00	0.00	-28,304.95	-58,912.18	30.96
4630	Miscellaneous revenues	-34,500.00	0.00	-7,582.90	-13,621.32	39.48
4701	Interest Subsidy	-115,000.00	0.00	0.00	0.00	0.00
4910	Transfer in from Fund 10	-3,119,000.00	0.00	-120,333.33	-1,915,666.66	61.42
4920	Transfer in from Fund 20	-5,778,500.00	0.00	-267,484.85	-554,666.67	9.60
4930	Transfer in from Fund 30	-1,459,000.00	0.00	-118,325.76	-243,166.67	16.67
Revenue	Revenue	25,328,300.00	0.00	2,011,076.85	5,492,901.06	21.69
Expense	Expense					
5110	Regular employees	3,131,000.00	0.00	240,367.92	481,278.55	15.37
5120	Temporary/Seasonal employees	110,000.00	0.00	0.00	0.00	0.00
5130	Overtime	150,000.00	0.00	4,003.56	9,855.81	6.57
5210	Employee Ins	690,000.00	0.00	42,152.00	86,360.03	12.52
5230	Social Security	262,000.00	0.00	18,347.82	36,912.71	14.09
5240	Retirement	696,000.00	0.00	46,290.86	95,265.88	13.69
5250	Trimet	31,000.00	0.00	1,890.07	3,801.42	12.26
5260	Unemployment	38,000.00	0.00	0.00	0.00	0.00
5270	Workers compensation	54,000.00	0.00	0.00	46,096.98	85.36
5290	Other employee benefits	24,000.00	0.00	0.00	36.40	0.15
6110	Legal services	400,000.00	0.00	9,172.50	9,172.50	2.29
6120	Accounting & audit services	40,000.00	0.00	12,800.00	15,300.00	38.25
6155	Contracted Services	407,000.00	0.00	21,635.18	35,781.02	8.79
6180	Dues & subscriptions	57,000.00	0.00	17,575.25	39,180.00	68.74
6220	Electricity	298,000.00	0.00	23,485.00	26,315.03	8.83
6230	Telephone	72,700.00	0.00	5,158.74	6,784.48	9.33
6240	Natural gas	5,000.00	0.00	55.72	321.10	6.42
6250	Solid waste disposal	75,000.00	0.00	1,914.64	1,914.64	2.55
6290	Other utilities	19,000.00	0.00	6,518.48	13,891.21	73.11
6310	Janitorial services	38,000.00	0.00	2,128.84	2,163.84	5.69
6320	Buildings & grounds	39,000.00	0.00	4,366.71	4,741.11	12.16
6330	Vehicle & equipment maint.	61,500.00	0.00	823.00	1,727.24	2.81
6340	Distribution system maint	220,000.00	0.00	9,301.59	14,653.22	6.66
6342	Collection system maint.	290,000.00	0.00	21,404.62	31,137.22	10.74
6350	Computer maintenance	291,300.00	0.00	7,911.25	50,694.55	17.40
6390	Other repairs & maintenance	60,000.00	0.00	460.00	980.00	1.63
6410	Mileage	9,000.00	0.00	0.00	0.00	0.00
6420	Staff training	73,000.00	0.00	404.64	1,881.68	2.58
6430	Certifications	5,500.00	0.00	0.00	0.00	0.00
6440	Board travel & training	5,000.00	0.00	0.00	7.50	0.15
6510	Office supplies	38,000.00	0.00	69.31	4,717.71	12.42
6520	Fuel & oils	70,800.00	0.00	2,416.85	3,533.32	4.99
6525	Chemicals	25,000.00	0.00	2,235.50	4,258.10	17.03
6530	Small tools & equipment	71,200.00	0.00	1,470.00	1,470.00	2.06

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal	% Expend	Collect
6540	Safety supplies	41,100.00	0.00	1,265.90	3,707.48		9.02
6550	Operational Supplies	28,000.00	0.00	1,209.84	2,567.27		9.17
6560	Uniforms	25,000.00	0.00	4,117.84	5,489.60		21.96
6590	Other supplies	20,000.00	0.00	159.01	473.38		2.37
6610	Board compensation	1,000.00	0.00	0.00	0.00		0.00
6710	Purchased water	1,150,000.00	0.00	120,463.96	120,463.96		10.48
6715	Water quality program	0.00	0.00	0.00	0.00		0.00
6720	Insurance	173,000.00	0.00	0.00	0.00		0.00
6730	Communications	164,100.00	0.00	26.33	362.14		0.22
6740	Advertising	6,000.00	0.00	400.00	608.66		10.14
6750	Other purchased services	19,000.00	0.00	1,636.01	1,636.01		8.61
6760	Equipment Rental	8,000.00	0.00	0.00	0.00		0.00
6770	Bank charges	125,000.00	0.00	11,674.39	22,861.46		18.29
6780	Taxes & fees	98,000.00	0.00	1,080.00	2,065.07		2.11
6810	2010 SRF Loan Principal	893,387.00	0.00	444,576.00	444,576.00		49.76
6811	2010 IFA Loan Principal	368,036.00	0.00	0.00	0.00		0.00
6812	2010 GO Bond Principal	1,120,000.00	0.00	0.00	0.00		0.00
6813	JPM Bank Loan Principal	190,000.00	0.00	0.00	0.00		0.00
6814	Principal Payment-KS Statebank	52,308.00	0.00	0.00	0.00		0.00
6815	Zions Bank loan-principal	175,000.00	0.00	0.00	0.00		0.00
6820	2010 SRF Loan Interest	349,630.00	0.00	142,422.00	142,422.00		40.74
6821	2010 GO Bond Interest	44,800.00	0.00	0.00	0.00		0.00
6822	2010 IFA Loan Interest	277,012.00	0.00	0.00	0.00		0.00
6823	JPM Bank Loan Interest	379,326.00	0.00	0.00	0.00		0.00
6824	Interest Paid-KS Statebank	10,249.00	0.00	0.00	0.00		0.00
6825	Zions Bank loan-interest	34,522.00	0.00	0.00	16,767.66		48.57
6900	Miscellaneous expense	4,000.00	0.00	0.00	0.00		0.00
6910	Cash overshoot	0.00	0.00	0.00	-0.51		0.00
7200	Infrastructure	0.00	0.00	0.00	0.00		0.00
7300	Buildings & improvements	750,000.00	0.00	4,652.15	4,652.15		0.62
7520	Equipment	60,000.00	0.00	0.00	0.00		0.00
7540	Vehicles	30,000.00	0.00	0.00	0.00		0.00
7600	Capital Improvement Projects	10,868,755.00	0.00	198,000.00	198,000.00		1.82
8105	Transfers out to Fund 05	4,501,000.00	0.00	375,083.33	750,166.66		16.67
8140	Transfers out - Fund 40	1,350,500.00	0.00	0.00	0.00		0.00
8150	Transfers out - Fund 50	1,100,000.00	0.00	0.00	0.00		0.00
8171	Transfers out - Fund 71	1,675,000.00	0.00	0.00	1,675,000.00		100.00
8172	Transfers out - Fund 72	1,300,000.00	0.00	98,484.85	216,666.67		16.67
8173	Transfers out - Fund 73	430,000.00	0.00	32,575.76	71,666.67		16.67
9000	Contingency	1,719,035.00	0.00	0.00	0.00		0.00
Expense	Expense	37,397,760.00	0.00	1,942,187.42	4,710,385.58		12.60
Grand Total		-12,069,460.00	0.00	68,889.43	782,515.48		-0.0648
Fund Balance		0.00	0.00	0.00	0.00		0
Total							
Revenue Total		25,328,300.00	0.00	2,011,076.85	5,492,901.06		0.2169
Expense Total		37,397,760.00	0.00	1,942,187.42	4,710,385.58		0.126



STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Checks for August 2019
Item No.: 3_aiv
Date: September 17, 2019

Background

Auditors have requested formal approval of checks by the Board of Directors

Issue

The District needs formal authorization of August checks numbered 42874 through 42990 which include accounts payable and payroll checks as well as electronic withdrawals totaling \$877,918.08. Attached you will find a report showing all checks and electronic withdrawals for August 2019. There was one (1) voided check for the month.

Recommendations

It is recommended to the Board that checks numbered 42874 through 42990 and electronic withdrawals be formally approved by the Board.

Background

The District pays expenditures throughout the month.

Facts and Findings

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

Attachments

1. Accela Checks by Date Report for August 2019

Bank Reconciliation

Checks by Date

User: jeff

Printed: 09/03/2019 - 1:50PM

Cleared and Not Cleared Checks

Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	7/11/2019	Wells Fargo Bank		AP	Void		4,299.20
0	8/2/2019	Check Commerce		AP		8/ 2/2019	162.50
0	8/9/2019	TSYS		AP		8/12/2019	8,448.93
0	8/9/2019	TSYS		AP		8/12/2019	12.00
0	8/9/2019	Wells Fargo Remittance Center		AP		8/ 9/2019	13,162.60
15400810	8/9/2019	Wells Fargo Remittance Center	Credit Card Adjustment	BRX		8/ 9/2019	-135.00
15400811	8/9/2019	Wells Fargo Remittance Center	Credit Card Adjustment	BRX			135.00
0	8/12/2019	Wells Fargo Bank		AP		8/12/2019	2,563.64
14180812	8/12/2019	Public Employees	PERS Adjustment	BRX		8/12/2019	-0.02
0	8/15/2019		DD 00001.08.2019	PR		8/15/2019	68,747.53
15360819	8/19/2019	Wells Fargo Bank	Direct Deposit ACH Return	BRX		8/19/2019	-2,688.73
0	8/20/2019	IRS Dept of The Treasury		AP		8/16/2019	31,371.98
0	8/20/2019	Public Employees		AP		8/27/2019	30,044.42
0	8/20/2019	VALIC c/o JP Morgan Chase		AP		8/16/2019	2,858.61
0	8/20/2019	OR Dept of Justice, Div of Child Support		AP		8/20/2019	150.00
0	8/20/2019	Oregon DOR - State Transit Tax		AP		8/19/2019	112.58
0	8/20/2019	Nationwide Retirement Solutions		AP		8/16/2019	1,921.70
0	8/20/2019	Oregon Department Of Revenue		AP		8/19/2019	8,441.73
14180827	8/27/2019	Public Employees	PERS Adjustment	BRX		8/27/2019	-0.03
0	8/30/2019	VALIC c/o JP Morgan Chase		AP		9/ 5/2019	2,867.51
0	8/30/2019	OR Dept of Justice, Div of Child Support		AP			150.00
0	8/30/2019	Public Employees		AP			31,390.91
0	8/30/2019	Oregon DOR - State Transit Tax		AP		9/ 5/2019	107.86
0	8/30/2019	Nationwide Retirement Solutions		AP		9/ 5/2019	1,921.70
0	8/30/2019	IRS Dept of The Treasury		AP		9/ 4/2019	31,782.71
0	8/30/2019	Oregon Department Of Revenue		AP		9/ 5/2019	8,870.88
13660830	8/30/2019	Oregon Department Of Revenue	OR DOR Adjustment	BRX		9/ 5/2019	-422.12
13660831	8/30/2019	Oregon Department Of Revenue	OR DOR Adjustment	BRX			422.12
14180830	8/30/2019	Public Employees	PERS Adjustment	BRX			-1,082.15
14180831	8/30/2019	Public Employees	PERS Adjustment	BRX			1,082.15
15800830	8/30/2019	IRS Dept of The Treasury	IRS Adjustment	BRX		9/ 4/2019	-1,421.43
15800831	8/30/2019	IRS Dept of The Treasury	IRS Adjustment	BRX			1,421.43
16980830	8/30/2019	Oregon DOR - State Transit Tax	OR DOR Adjustment	BRX		9/ 5/2019	-4.22
16980831	8/30/2019	Oregon DOR - State Transit Tax	OR DOR Adjustment	BRX			4.22
0	8/31/2019		DD 00002.08.2019	PR		8/30/2019	66,961.76
ACH Disbursement Activity Subtotal							313,661.97
Voided ACH Activity							4,299.20
Adjusted ACH Disbursement Activity Subtotal							309,362.77

Paper Check Disbursement Activity

42874	8/5/2019	Customer Refund		AP		8/27/2019	1,500.00
42875	8/7/2019	Employee Paycheck		PR		8/26/2019	9,225.00
42876	8/15/2019	Employee Paycheck		PR		8/23/2019	551.19
42877	8/15/2019	Employee Paycheck		PR		8/15/2019	1,046.20
42878	8/15/2019	Employee Paycheck		PR		8/16/2019	2,117.62
42879	8/19/2019	Employee Paycheck		PR		8/19/2019	2,688.73
42880	8/20/2019	A and A Drilling Service, Inc		AP		8/23/2019	208.50
42881	8/20/2019	Ace Hardware #11075		AP		8/28/2019	175.75
42882	8/20/2019	AFLAC		AP		8/26/2019	946.82
42883	8/20/2019	AFSCME Council 75		AP		8/23/2019	835.65
42884	8/20/2019	AnswerNet		AP		8/26/2019	93.00
42885	8/20/2019	Apex Labs		AP		8/27/2019	3,924.00
42886	8/20/2019	Bend Mailing Services LLC		AP		8/23/2019	4,002.38
42887	8/20/2019	Customer Refund		AP		8/22/2019	40.91
42888	8/20/2019	Cintas Corporation		AP		8/23/2019	337.46
42889	8/20/2019	City Of Gladstone		AP		8/28/2019	190.74
42890	8/20/2019	City Of Milwaukie		AP		8/23/2019	1,484.36
42891	8/20/2019	Comcast Cable		AP		8/29/2019	730.60

Bank Reconciliation

Checks by Date

User: jeff

Printed: 09/03/2019 - 1:50PM

Cleared and Not Cleared Checks

Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
42892	8/20/2019	Consolidated Supply Co.		AP		8/22/2019	198,237.57
42893	8/20/2019	Curt Rardin Signs		AP		8/27/2019	500.00
42894	8/20/2019	D&H Flagging Inc.		AP		8/23/2019	1,654.00
42895	8/20/2019	Delta Industries, Inc		AP		8/23/2019	6,968.64
42896	8/20/2019	Detemple Company, Inc.		AP		8/22/2019	298.50
42897	8/20/2019	Factory Reps Company Inc		AP		8/23/2019	88.97
42898	8/20/2019	Flashnews		AP		8/26/2019	168.00
42899	8/20/2019	GovernmentJobs		AP			400.00
42900	8/20/2019	Grainger, Inc.		AP		8/23/2019	577.34
42901	8/20/2019	Hach Company		AP		8/26/2019	545.07
42902	8/20/2019	HDR Engineering, Inc.		AP		8/23/2019	3,189.11
42903	8/20/2019	Impressions Printing Inc		AP		8/22/2019	215.00
42904	8/20/2019	Kaiser Permanente		AP			10,200.74
42905	8/20/2019	LRS Architects		AP		8/22/2019	4,652.15
42906	8/20/2019	Madison Biosolids, Inc.		AP		8/23/2019	1,914.64
42907	8/20/2019	Customer Refund		AP		8/29/2019	16.76
42908	8/20/2019	Maverick Welding Supplies Inc		AP		8/26/2019	22.58
42909	8/20/2019	Customer Refund		AP		8/28/2019	5.47
42910	8/20/2019	Net Assets Corporation		AP		8/22/2019	450.00
42911	8/20/2019	Northwest Natural		AP		8/22/2019	55.72
42912	8/20/2019	Olson Bros. Service, Inc.		AP		8/23/2019	1,922.53
42913	8/20/2019	One Call Concepts, Inc.		AP		8/26/2019	967.26
42914	8/20/2019	Perlo Construction		AP		8/23/2019	450.00
42915	8/20/2019	Portland Engineering Inc		AP		8/22/2019	120.00
42916	8/20/2019	Portland General Electric		AP		8/22/2019	20,172.07
42917	8/20/2019	Portland Water Bureau		AP		8/27/2019	17,759.00
42918	8/20/2019	R & L Services Inc.		AP			258.05
42919	8/20/2019	Red Wing Shoe Store		AP		8/26/2019	527.97
42920	8/20/2019	Customer Refund		AP		8/27/2019	137.63
42921	8/20/2019	Reed Electric Company		AP		8/22/2019	1,236.00
42922	8/20/2019	Relay Resources		AP		8/23/2019	4,990.29
42923	8/20/2019	SDIS		AP		8/22/2019	32,765.49
42924	8/20/2019	Secure Pacific Corporation		AP		8/22/2019	213.75
42925	8/20/2019	Staples		AP		8/27/2019	53.44
42926	8/20/2019	Technology Integration Group		AP		8/23/2019	2,250.00
42927	8/20/2019	Tice Electric Company		AP		8/23/2019	406.00
42928	8/20/2019	TMG Services, Inc.		AP		8/28/2019	936.24
42929	8/20/2019	Unifirst Corporation		AP		8/26/2019	1,988.23
42930	8/20/2019	US Bank Equipment Finance		AP		8/26/2019	220.00
42931	8/20/2019	Verizon Wireless		AP		8/23/2019	1,102.86
42932	8/20/2019	Waste Management Of Oregon		AP		8/26/2019	6,327.74
42933	8/20/2019	Water Environment Services		AP		8/26/2019	151.65
42934	8/20/2019	Water Metrics West		AP		8/29/2019	105.00
42935	8/20/2019	Xerox Corporation		AP			15.87
42936	8/20/2019	Xylem Water Solutions USA Inc		AP		8/26/2019	482.40
42937	8/30/2019	Employee Paycheck		PR			345.54
42938	8/30/2019	Employee Paycheck		PR			857.25
42939	8/30/2019	Employee Paycheck		PR		8/30/2019	2,117.62
42940	8/30/2019	Employee Paycheck		PR		8/30/2019	2,729.37
42941	8/30/2019	A and A Drilling Service, Inc		AP			3,640.00
42942	8/30/2019	Ace Hardware #11075		AP			192.25
42943	8/30/2019	AFLAC		AP			1,038.87
42944	8/30/2019	AFSCME Council 75		AP			870.50
42945	8/30/2019	AnswerNet		AP			268.87
42946	8/30/2019	Beaver Equipment, LLC		AP			11,395.00
42947	8/30/2019	BendTel Inc		AP			155.61
42948	8/30/2019	Cable Huston LLP		AP			9,172.50
42949	8/30/2019	Century Link		AP			944.54
42950	8/30/2019	Cintas Corporation - 463		AP			78.47
42951	8/30/2019	Comcast Cable		AP			424.02
42952	8/30/2019	Contractor Supply		AP			142.00
42953	8/30/2019	Convergence Networks		AP			4,489.50
42954	8/30/2019	D&H Flagging Inc.		AP			734.95

Bank Reconciliation

Checks by Date

User: jeff

Printed: 09/03/2019 - 1:50PM

Cleared and Not Cleared Checks

Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
42955	8/30/2019	Detemple Company, Inc.		AP			1,100.00
42956	8/30/2019	Dr. Lance F. Harris D.C.		AP			180.00
42957	8/30/2019	FLO-Analytics		AP			703.75
42958	8/30/2019	Customer Refund		AP			409.79
42959	8/30/2019	Grainger, Inc.		AP			61.17
42960	8/30/2019	H.D. Fowler Company		AP			1,452.80
42961	8/30/2019	Hach Company		AP			7,385.00
42962	8/30/2019	Customer Refund		AP			2.54
42963	8/30/2019	John Crane, Inc.		AP			753.04
42964	8/30/2019	Merina & Company, LLP		AP			1,927.50
42965	8/30/2019	Metereaders, LLC		AP			1,465.29
42966	8/30/2019	Metro		AP			480.00
42967	8/30/2019	Moss Adams LLP		AP			12,800.00
42968	8/30/2019	NCCWC		AP			120,463.96
42969	8/30/2019	Northstar Chemical, Inc.		AP			548.75
42970	8/30/2019	Customer Refund		AP			13.23
42971	8/30/2019	OCD Automation, Inc.		AP			6,112.00
42972	8/30/2019	Olson Bros. Service, Inc.		AP			494.32
42973	8/30/2019	Oregon DEQ		AP			1,080.00
42974	8/30/2019	Owen Equipment		AP			140.00
42975	8/30/2019	Pamplin Media Group		AP			26.33
42976	8/30/2019	Polydyne, Inc.		AP			2,235.50
42977	8/30/2019	Portland General Electric		AP			3,312.93
42978	8/30/2019	E C Company Power Systems West		AP			1,406.30
42979	8/30/2019	Quality Control Services		AP			810.00
42980	8/30/2019	R & L Services Inc.		AP			64.95
42981	8/30/2019	Customer Refund		AP			239.42
42982	8/30/2019	Tice Electric Company		AP			348.00
42983	8/30/2019	Traver's Cleaning Service Inc.		AP			340.00
42984	8/30/2019	Unifirst Corporation		AP			1,459.84
42985	8/30/2019	US Crane & Hoist, Inc		AP			671.00
42986	8/30/2019	Verizon Wireless		AP			1,439.24
42987	8/30/2019	Loyd J Webert		AP			820.87
42988	8/30/2019	Employee Reimbursement		AP			404.64
42989	8/30/2019	Western Exterminator Company		AP			282.65
42990	8/30/2019	WW Machine Shop Inc		AP			1,705.00
Paper Check Disbursement Activity Subtotal							568,555.31
Voided Paper Check Disbursement Activity							0.00
Adjusted Paper Check Disbursement Activity Subtotal							568,555.31
Total Void Check Count:							1
Total Void Check Amount:							4,299.20
Total Valid Check Count:							151
Total Valid Check Amount:							877,918.08
Total Check Count:							152
Total Check Amount:							882,217.28



OAK LODGE WATER SERVICES
Minutes
Board of Directors – Regular Meeting 6:00 p.m.
August 20, 2019

Board of Directors - Members Present:

Susan Keil,	President/Chair
Kevin Williams,	Secretary/Vice President
Lynn Fisher,	Treasurer
Paul Gornick,	Director
Mark Knudson,	Director,

Board of Directors - Members Absent:

None,

Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen,	General Manager
Aleah Binkowski-Burk,	Human Resources and Payroll Manager
Jason Rice,	District Engineer
David Mendenhall,	Plant Superintendent
Kelly Stacey,	Finance Director
Todd Knapp,	Field Operations Superintendent,

Visitors and Consultants Present:

Laura Westermeyer,	District Attorney, Cable Huston LLP
Jim Martin,	Surface Water Committee
Eric Hofeld,	Sunrise Water Authority
Fred Swingle,	Budget Committee
Michael Gradt,	Local Resident
Libby Barg Bakke	Principal, Barney & Worth, Inc.
Neil Schulman,	Executive Director, North Clackamas Watersheds Council.

Regular Board of Directors Meeting

1. Call to Order and Flag Salute

President Susan Keil called the meeting to order at 6:00 p.m. and led the pledge of allegiance.

2. Call for Public Comment

President Susan Keil requested public comment. There were no initial public comments.

3. Consent Agenda

- July 2019 Financial Reports
 - Approval of July 2019 Check Run
- July 8, 2019 Special Board Meeting Minutes
- July 16, 2019 Board Meeting Minutes

President Susan Keil requested a motion to adopt the consent agenda. A motion and a second were made. Discussion included the following questions: The Board asked what the check for the Sidwell Company was for and staff responded it supports implementation of Accela, the software program that helps manage the online digital OLWS permitting process. The Board asked about the check to Zions Bank and staff responded it was for our debt service. The Board asked about why OLWS is already shows a significant shortage in wastewater charges in the first month of the new fiscal year and staff responded it may be because there are two billing cycles, one of which is larger than the second cycle. This effects billing income but should work out throughout the year. Staff will watch and check this issue and if next month is still off, Kelly will make a note to discuss the issue. Staff added this month included only half of the new rate increase in the bill which also should work out by the end of the year. The Board asked about a customer refund that was over \$12,000 and staff responded there was a large customer account's refund, which was overbilled for just one month. Finance Director Kelly Stacey will email details of this refund to the Board before the next meeting. There were no further questions.

Director Gornick moved to adopt the consent agenda. Vice President Williams seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

4. Platinum Award – Water Reclamation Facility

Plant Superintendent David Mendenhall announced to the Board the National Association of Clean Water Agencies (NACWA) awarded OLWS the Platinum Peak Performance Award for 6 consecutive years of Wastewater Permit Compliance, also known as the "Platinum 6 Award". He displayed the award to the Board, who congratulated him for the work of the team. He mentioned the award is for calendar year 2018. He described the changes to the plant operations and maintenance staff during a challenging year and commended the team for their hard work and dedication to permit compliance and excellence. He also thanked the utility workers on the collections system for their contributions to permit compliance through maintenance and upkeep of the collection pipes. He thanked the Administrative, Technical Services teams, and Board for their support of the District's work. He pointed out several local wastewater treatment plants in the region with longtime Platinum Awards. The Board asked where the awards are posted, and staff replied at the Water Reclamation Facility and on the website.

5. Finance Policies Workshop

Finance Director Kelly Stacey presented the Board of Directors Compensation/Expense Policy for review and comment. The Board commented on the phrase "such compensation shall not be deemed lucrative" from Page 1, and asked District Counsel, Tommy Brooks if this is standard and how it is defined. Tommy replied it is standard practice and is defined as significantly more than \$50 per meeting and is intended to make sure that if a representative holds more than one office it does not add up to a significant amount. The Board asked about why "Alcoholic Beverages" Item C from Page 4, is excluded from reimbursement. The Board responded it is

truly discretionary. After several other comments the outcome was to leave it as is. The Board supported the requirement to present a report out of the event/meeting if a Board member requests per diem for the event/meeting. The Board asked about how we reimburse for "out of area travel" and suggested it should be made explicit that within reason costs for travel should be kept to a minimum. The Board discussed the importance of leaving the reasonable reimbursement with the requirement of having two Board members sign off on the all requests for compensation. The Board suggested limiting the compensation request to \$50 per event or conference (not per day), and that internal meetings should not be reimbursable. The Board mentioned all compensation is taxable. The Board supported the policy overall with the changes proposed and reinforced the concept of the Board business including subcommittee meetings should be considered as "volunteer" work.

Staff will bring the final policy back before the Board. Staff will not share this policy with the Union because it does not change the terms and conditions of the Union contract.

6. Watershed Protection Survey Review

District Engineer Jason Rice described the recent work of the Watershed Protection/Stormwater Committee and the goal to learn more about public interest in watershed protection. A survey was sent out in every customer bill (both electronic and paper), an additional 5,000 customers with emails on file were sent an email invitation to participate in the survey. He introduced strategic consultant Libby Barg Bakke from Barney & Worth who provided an overview of the survey. The survey was similar to a survey given to District customers in 2010. For this survey, 385 customers responded out of 8,700 customers (4-5%). Libby described in detail the results from the survey as presented in the Board packet (reference packet). The Board asked about the perception of rate increases as compared with rates going down and how we could address this perception. The feedback about rates is different from the stormwater survey but reflects some confusion on the basic addition of the water and sewer bills together. The Board discussed how we could tell the story better and suggested putting it again more prominently onto the website. General Manager Chaplen mentioned some communities are returning to monthly billing in order to help with both the perception of higher cost per bill as well as for household budgeting.

The group discussed the cost savings achieved through the consolidation of the two districts and how long you can focus on the past from both the decision-making process as well as the cost savings analysis pinned to a particular place in time. Libby commented on the normal level and type of customer complaints.

The Board brought up the ongoing challenge of having Clackamas County push off responsibility for fixing the storm system onto OLWS. Jason commented on the possibility of having the District decide to NOT take on the responsibility of the storm system infrastructure. He shared the subcommittee had stated their goal of pushing for more services, paid for either through ratepayers and/or in part by Clackamas County. He highlighted the recommendations in the packet (reference Board Packet) and pointed out the lack of staffing resources (FTE). He stated that management of the inventory of green infrastructure will grow and need maintenance. The District will need more staff to inventory and then care for these resources. This would benefit water quality and the survey showed that people support rate increases for this change.

The second recommendation by the subcommittee is for the District to perform a full Stormwater Master Plan on the CCDTD Stormwater System. Until this information is analyzed, the District can not make any suggestions about how to move forward in relation to caring for the stormwater system. President Keil asked for the public to comment and a question was asked about the total number of survey responses, staff responded 4-5% of customers responded. President Keil asked if there were discussion points or responses to the recommendations. The Board commented on wanting to see more information about inventory, proposals about management, and a cost analysis. The Board asked for clarification of the two recommended possibilities and staff described the differences between them. The first recommendation deals more directly and only with water quality and the second would require an analysis of the whole system with recommendations on how to manage it. The Board reiterated a need to see a full cost analysis of either recommendation and what implications those costs would have on rates before moving forward.

The Board spoke up and commented on how some of the facilities have money set aside for maintenance, but part of the problem is whether homeowners choose to spend the money on upkeep and maintenance of their stormwater facilities. Jason commented on how many homeowners do not know they have responsibility for the green infrastructure attached to their subdivision. While this is not our responsibility, it tends to become our issue when we have to educate homeowners about and enforce maintenance of a facility that the homeowners sometimes have no knowledge of. They commented on how Homeowner Associations (HOA's) are not a viable option for taking on this type of work in perpetuity. The Board commented on how some people do not see value in or notice benefit from water quality, and do not want to pay for maintenance and infrastructure that help water quality. The public is concerned about flooding, particularly on or near their own property.

The Board commented on the challenge of taking on Clackamas County responsibilities without transferring funds they have collected for that work. The Board struggled with the challenge of taking on maintenance of private facilities and how would those benefits be applied to the whole community. The Board stated they and the public would need to be presented with a cost/benefit analysis of both recommendations before any decisions could be made.

Neil Schulman, Executive Director of the North Clackamas Watersheds Council, spoke up to highlight the strong margin of support (60%) for increased public services focused on water quality as shown in the survey. He also pointed out the large percentage increase in interest for watershed protection and protection of water quality. Neil encouraged the group to look at the whole of the outcomes from the survey. He stated the importance of public education about water quality and suggested from a watershed council perspective there needs to be more investment in watershed protection services as well water quality infrastructure.

Jim Martin, former OLWS Board member and Stormwater Committee member, stated he supports the recommendations made in the Board packet, which will help bring more information to the table for decision making. He agreed with the comments that were made earlier.

The Board suggested having a roadmap level plan focused on the existing public and private infrastructure presented first (at 90%), and then coming back with a 60-70% plan for the CCDTD Stormwater System in order to support conversations with Clackamas County. President Keil commented on finding the best solution possible for the most serious issues and she believes

we will need to have a series of challenging conversations with Clackamas County. Conversation continued about whether Clackamas County is fulfilling their obligations to the District and how to get these services to be successfully carried out or to get the relationship to change. The level of service can be negotiated and still be in compliance. The Board asked legal counsel if there is any remedy to the difference in desire for level of service for water quality and flooding that we could use to enforce our needs. District Attorney stated the Department of Environmental Quality's Municipal Separate Storm Sewer System (MS4) permit is the instrument we have to enforce their share of the permit.

The Board asked if the District's surface water master plan is up to date and Libby responded OLWS has a current strategic plan developed from the previous survey in 2009. She emphasized the conversation has been ongoing and similar over the past decade. She encouraged the District to learn about the implications of investment through a more comprehensive master plan. General Manager Chaplen stated it is not just money that is a concern, the customers have additional concerns about higher service levels that can address flooding, proper maintenance of facilities, and water quality concerns. President Keil emphasized Clackamas County should be held to the same standards to which independent contractors are held. Jason will follow up with two mini master plans and will come back to the Board with the plan, including the costs. He clarified the MOU does need to be updated but we will do so after these questions are answered.

7. Department Reports

- **General Manager's Report:**

General Manager Chaplen updated the Board on the Public Employee Retirement System (PERS) employee incentive fund grant process. The first round of applications opens September 3rd and will cover entities where the unfunded actuarial liability exceeds 200% of their payroll. There is a finite amount of money set aside for first come, first served applicants who are ready with their match money. The second round opens December 1st, 2019 for any other entities if there is funding still available. There may be a second and third round of funding through the legislature. OLWS is not on the initial list because our analysis of 2017 actuarial data being at 170% unfunded liability. The City of Clatskanie is first on the list at over 600%. The list also includes schools, municipalities and special districts. We will be able to do side accounts even without a match which may save us money for when we are able to participate in the grant process. It will be important for the District to get into the queue when it is possible. The Board asked about the size of the fund and staff responded with information about the revenue streams and will follow up with the initial dollar amount of funding.

- **Finance Report:**

Finance Director Kelly Stacey presented the FY 2019-2020 Budget to the Board as posted to the website and the hard copy is ready for distribution. She outlined her Board report including information about the Audit, the lockbox service, and staffing changes. Elaine Murray will be taking the Asset Resource Specialist position and the District is working hard to fill her customer service position. There were over 350 applicants with excellent candidates and a very tight turnaround on hiring. Existing staff are backing Elaine's responsibilities in the interim. The last of the Springbrook conversion clean up is in process. Kelly will be taking some vacation time in the next few weeks.

- **Field Operations Report:**

Field Operations Superintendent Todd Knapp presented information from his report, describing the main break on Vista Sunrise Court, the status of the backflow prevention program, and the status of water consumption, which has decreased. Other water providers have reported similar lower consumption due to cooler weather.

- **Plant Operations Report:**

Plant Superintendent David Mendenhall updated the Board on his report as provided in the Board Packet. He commented on continued plant stability with good settling, compaction and wasting. Staff took aerobic Digester #4 out of use for maintenance and cleaning. There is good dewatering and digestion with the dryness of solids at 17%. This allows us just one hauling of biosolids per week. This will increase as precipitation goes up. He closely described the rest of his report as presented in the Board Packet (refer to Packet), including the Rainfall-Flow graph.

- **Technical Services Report:**

District Engineer Jason Rice presented information from his staff Board report, highlighting the decision by the Concord Oaks HOA to remove themselves from the District's Stormwater Maintenance Program. He encouraged the Board to attend the upcoming Oak Grove Trolley Trail Festival on August 24th from 11 a.m.-4 p.m. and to stop by the OLWS booth.

Jason announced the September 25th tour date for the Boardman Wetland, in partnership with the North Clackamas Parks and Recreation District (NCPRD) and along with the Clackamas County Commissioners. He stated that NCPRD is requesting an official recommendation for a name for the park. He will write up a staff report for the next meeting and encouraged the Board to consider naming options and ideas. This will push the grand opening out to April 20, 2020. The Board mentioned how Jennings Lodge neighborhood is underserved for parks and it would be good to consider Jennings Lodge in the naming.

He outlined details of the Capital Project Tracker and the Development Review Status Tracker. The Board asked to see the total spent of the project budgets within the current year's budget and spending goals per year along with the total spent of the overall project budgets spanning fiscal years. Staff will follow up.

8. Call for Public Comment

Neil Schulman from NCWC spoke, encouraging the Board to move forward with the planning process for the stormwater/watershed protection plans.

There were no additional comments from the public.

9. Business from the Board

President Keil requested the Board discuss Liaison Assignments to partner agencies and organizations. There were a number of changes to the assignments. Paul Gornick relinquished his assignment to the Regional Water Providers Consortium. Mark Knudson volunteered to

serve as the primary and Paul will continue on as alternate. Kevin Williams asked to be removed as the alternate to the Metro Policy Advisory Committee (MPAC), which is primarily transportation focused. OLWS is currently the representative for special districts from Clackamas County but it is possible that a fire district would have greater interest in serving in that capacity. The fire district representative is serving as the special district representative on the Executive Committee of the Clackamas County Coordinating Committee (C4). OLWS is not required to be on the C4 Executive Committee, which has about 6 members. There are about 25 members on the full C4, which has a sanitary district position on the full committee and is filled by OLWS. C4 is focused primarily transportation and housing, about which OLWS is less interested. Paul Gornick will continue to serve as the primary for C4, representing a sanitary district. Kevin Williams requested an alternate for Jennings Lodge. Paul Gornick volunteered for the role.

There was a discussion about the purpose of OLWS attending the Clackamas River Basin Council (CRBC) meetings. The CRBC is the watershed council for the entire Clackamas basin, from which OLWS gets its water. Dick Jones, from the former water district board, used to be heavily involved in the group. Currently no one participates in these meetings. There was a comment that it makes more sense for the Clackamas River Water Providers to pay attention to the CRBC. The Board asked for staff to follow up on whether it is important for OLWS to attend.

Mark Knudson volunteered to be the alternate for the North Clackamas County Water Commission, on which OLWS has two seats. Staff stated the next meeting is the fourth Thursday in September at 5:30 p.m. at the drinking water treatment plant.

Susan Keil clarified the Regional Water Providers Consortium Board holds three Board meetings per year. Mark is the OLWS Board member filling the primary position. There will be an additional Executive Committee position opening and Mark will consider it.

Director Gornick updated the group on the Sunrise Water Authority meeting, which was held on July 24th. They had Clackamas County Commissioner Ken Humberston swear in the new Commissioners. They elected officers with Ernie Platt as President, Chris Haas as Vice President and Eric Hofeld as Secretary. They passed a second reading of an ordinance requiring a 1-year, 25% maintenance bond when another public agency builds water infrastructure that is transferred to SWA. They held the general manager's performance review in open session with a 3.5% salary increase and a \$5,000 bonus. Director Gornick went over the other items listed on his Board Packet notes.

Treasurer Fisher did not attend the Clackamas River Water Commissioners meeting. He attended the Oak Grove Community Council meeting and heard from Clackamas County's transportation planner Steven Williams about the placement of the Oak Grove-Lake Oswego pedestrian bridge. There were a number of people against the bridge placement discussion, particularly the people who are closest to the landings. The policy advisory group is supportive of the bridge placement proposal. There is a fast timeline because Metro may add funding for the bridge to their 2020 bond measure. The estimated price tag is 20-40 million dollars. There was a short presentation from Annette Guarriello from Main Street America who talked about

downtown Oak Grove and a big push for the Oak Grove Trolley Trail Festival. They reenacted the District Advisory Board (DAB) for the Park District, for which they barely had a quorum. When an additional member joins the DAB the County Commissioner serving on the committee will step down.

Vice President Williams attended Jennings Lodge Community Planning Organization picnic and so had nothing else to report.

Director Knudson had nothing to report for this meeting.

President Keil attended the Chamber of Commerce Public Policy Committee and heard a presentation on the mandatory retirement savings program through the state for any business that does not have a retirement program. Employers must join this program if they do not provide another option, although employees may opt out. Smaller employers who must participate were worried about the administrative costs of running the program. Another savings program was discussed for people with disabilities. This program includes a variety of savings possibilities and is administered by the same state entity as the first program.

There was no further Board business.

10. Adjourn Regular Board Meeting

President Keil adjourned the regular Board meeting at 8:47 p.m.

Respectfully submitted,

Susan Keil
President, Board of Directors

Kevin Williams
Secretary, Board of Directors

Date: _____

Date: _____



STAFF REPORT

To: Board of Directors
From: Aleah Binkowski-Burk
Agenda Item: Review changes to the Oak Lodge Water Services Harassment Policy
Item No.: 5
Date: September 17, 2019

Overview

In response to the most recent Oregon Legislative Session several of our Handbook policies need to be updated to be compliant with the new employment laws. The biggest changes are to our existing Harassment Policy.

Background

Senate Bill 726 also known as the Oregon Workplace Fairness Act applies to all employers in Oregon and covers discrimination and harassment based on all protected classes under Oregon state law. The law outlines items that must be contained within the Harassment Policy.

The policy must:

- Provide a process for harassment reporting
- Include the name or job title of one person and one alternate for reporting
- Include the relevant statute of limitation provisions which has changed from one year to five years
- Make clear that an employer cannot require an NDA
- Policy states that an employee may voluntarily enter into an NDA and revoke the agreement within 7 days
- Advise employees to document incidents of harassment and assault

Employers must:

- Make the policy available
- Provide the policy to new hires
- Give employees a written copy when they bring sexual assault/harassment/discrimination allegations

House Bill 2341 provides greater protections for pregnant employees. House Bill 2589 changed the language of Oregon's anti-discrimination law to sexual orientation and gender identity from homosexuality and bisexuality. It clarifies that sexual orientation and gender identity are not a disability. Because of these changes and others, it has been recommended by our legal counsel to change the wording whenever OLWS lists protected classes in the handbook. It is suggested that OLWS change the wording from:

“Including but not limited to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws.”

To:

“Including but not limited to: race, color, religion, gender, sex, sexual orientation (including gender identity or expression), pregnancy, parental status, national origin, marital status, disability, injured worker status, age, family medical history or genetic information, political affiliation, veteran status or military service, expunged juvenile record or any other legally protected status in accordance with applicable federal, state, and local laws.”

Besides the attached harassment policy this language is contained in the following policies:

- Equal Employment
- Non-Discrimination
- Violence in the Workplace
- Selection and Placement

Instead of bringing each of these policies before the Board again, staff suggests that when the Harassment policy is approved, the Board approves the substitution of the updated protected class in each of the relevant policies.

Recommendation

No action is required. This month will be for discussion. The policy attached will be finalized with any Board input and brought back during the next Board meeting for approval once the Union has been given an opportunity to review the policies.

Attachments

1. Oak Lodge Water Services Harassment Policy with redlined changes
2. Draft policy with accepted changes



**OAK LODGE WATER SERVICES DISTRICT
EMPLOYMENT POLICY & PRACTICE (EPP)**

**EPP #5
DATE: April 2018**

HARASSMENT

PURPOSE:

To establish a policy prohibiting harassment in the workplace.

SCOPE:

This policy applies to all Oak Lodge Water Services District employees and applicants for employment.

POLICY STATEMENT:

Oak Lodge Water Services District is committed to maintaining a work environment that is free from all forms of unlawful discrimination, including harassment, on the basis of any legally protected class or characteristic, including but not limited to: race, color, religion, gender, sex, sexual orientation (including gender identity or expression), pregnancy, parental status, national origin, marital status, disability, injured worker status, age, family medical history or genetic information, political affiliation, veteran status or military service, expunged juvenile record or any other ally protected status. ~~race, color, age, religion, sex, sexual orientation, gender, gender identity, marital status, disability, national origin, genetic information, status as a covered veteran, protected status in accordance~~ legally protected status in accordance with applicable federal, state and local laws. This policy applies to all District personnel and non-employees. Employees will not engage in harassment, sexual harassment, or retaliation as defined in this policy. Failure to adhere to this policy will result in disciplinary action up to and including dismissal.

Supervisors and Managers have an affirmative duty to notify the HR Manager and the General Manager of all reports of harassment.

HARASSMENT (HOSTILE WORK ENVIRONMENT)

Harassment is defined as verbal or physical conduct that is derogatory, demeaning, or shows hostility towards an employee because of race, color, religion, gender, sex, sexual orientation (including gender identity or expression), pregnancy, parental status, national origin, marital status, disability, injured worker status, age, family medical history or genetic information, political affiliation, veteran status or military service, expunged juvenile record or any other legally protected status in accordance with applicable federal, state and local laws; and (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) otherwise substantially and adversely affects an employee's employment opportunities.

Harassing conduct includes, but is not limited to, the following: (1) epithets, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, sex, sexual orientation (including gender identity or expression), pregnancy, parental status, national origin, marital status, disability, injured worker status, age, family medical history or genetic information, political affiliation, veteran status or military service, expunged juvenile record or any other legally protected status in accordance with applicable federal, state and local laws; and (2) written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, sexual orientation (including gender identity or expression), pregnancy, parental status, national origin, marital status, disability, injured worker status, age, family medical history or genetic information, political affiliation, veteran status or military service, expunged juvenile record or any other legally protected status in accordance with applicable federal, state and local laws; and that is placed on walls, bulletin boards, computers or elsewhere on the employer's premises, or circulated in the workplace.

SEXUAL HARASSMENT

Sexual harassment is a form of gender discrimination. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when: (1) submission to the conduct is either an explicit or implicit term or condition of an employee's employment; (2) submission or rejection of such conduct is used as a basis for employment decisions affecting that employee; or (3) the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited sexual harassment may include, but is not limited to, sexual jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or towards another employee; sexually suggestive comments; inappropriate use of District communications include e-mail and telephone, unwelcome touching or physical contact; punishment or favoritism on the basis of an employee's sex; sexual slurs; negative sexual stereotyping.

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. The District recognizes that sexual harassment may also occur between people of the same sex. Anyone, including employees of the District, clients, customers, casual workers, contractors or visitors who the District in good-faith determines to have sexually harassed another will be reprimanded or disciplined in accordance with this internal policy. All sexual harassment is prohibited whether it takes place within the District's premises or outside, including at social events, business trips, training sessions or conferences sponsored by the District. If you believe that you have been sexually harassed, follow the reporting procedures outlined below.

PROCEDURE:

Any employee who feels that he or she has been the subject of harassment (or who has reason to believe that someone else has been the subject of harassment) must immediately notify the HR Manager or the General Manager. If the complaint is in regard to an alleged violation of this policy by the General Manager, the complaint may be directed to the HR Manager or any member of the District's Board of Directors. Reports of harassment will be investigated promptly and fairly. The District will attempt

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~~to maintain confidentiality, consistent with the District's need to conduct an adequate investigation and will take prompt corrective action in response to any harassment or retaliation.~~

Reports of discrimination, harassment or retaliation of any kind will be investigated promptly and fairly. When a designated person receives a complaint, he/she will:

- ~~Immediately record the dates, times and facts of the incident(s);~~
- ~~Ask the reporting employee or employee who may have suffered harassment what outcome he/she wants;~~
- Ensure that the reporting employee understands the District's procedures for addressing the complaint;
- Provide a copy of this policy to the reporting employee;
- ~~ensure that the victim understands the company's procedures for dealing with the complaint;~~
- Discuss next steps with the reporting employee;
- Arrange for an investigation of the complaint; and
- ~~Inform the reporting employee that they can lodge a complaint outside of the District through the relevant administrative agencies or in court.~~

The District will attempt to maintain confidentiality of the report, consistent with the District's need to conduct an adequate investigation and will take prompt corrective action in response to any harassment or retaliation. Any supervisor or other employee found in violation of this policy will be subject to discipline up to and including dismissal.

The District will make this policy available at all workplaces and provide a copy to employees: (1) when hired; and (2) when an employee makes a complaint about prohibited discrimination or harassment.

Additionally, under Oregon law, employees who have been discriminated against and/or harassed have a five (5)-year statute of limitation to bring a claim of discrimination and/or harassment. Also, the District will only enter into a non-disclosure, non-disparagement, or no-rehire provision under this policy when the aggrieved employee voluntarily requests to sign such an agreement (with a seven (7)-day revocation period). The District may enter into a no-rehire agreement with an employee it determines in good faith has violated this policy.

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Supervisors and Managers have an affirmative duty to notify the HR Manager and the General Manager of all reports of harassment.

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PROCEDURE:

OLWSD, EPP #5
Harassment

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Reports of discrimination, harassment or retaliation of any kind will be investigated promptly and fairly. When a designated person receives a complaint, he/she will:

- Immediately record the dates, times and facts of the incident(s);
- Ask the reporting employee or employee who may have suffered harassment what outcome he/she wants;
- Ensure that the reporting employee understands the District's procedures for addressing the complaint;
- Provide a copy of this policy to the reporting employee;
- Discuss next steps with the reporting employee;
- Arrange for an investigation of the complaint; and
- Inform the reporting employee that they can lodge a complaint outside of the District through the relevant administrative agencies or in court.

The District will attempt to maintain confidentiality of the report, consistent with the District's need to conduct an adequate investigation and will take prompt corrective action in response to any harassment or retaliation. Any supervisor or other employee found in violation of this policy will be subject to discipline up to and including dismissal.

The District will make this policy available at all workplaces and provide a copy to employees: (1) when hired; and (2) when an employee makes a complaint about prohibited discrimination or harassment.

Additionally, under Oregon law, employees who have been discriminated against and/or harassed have a five (5)-year statute of limitation to bring a claim of discrimination and/or harassment. Also, the District will only enter into a non-disclosure, non-disparagement, or no-rehire provision under this policy when the aggrieved employee voluntarily requests to sign such an agreement (with a seven (7)-day revocation period). The District may enter into a no-rehire agreement with an employee it determines in good faith has violated this policy.

RETALIATION

It is a violation of the law and District policy to harass someone based on their filing a complaint.



STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Finance Department Report
Item No.: 6a
Date: September 17, 2019

Below is an update of various efforts of the Finance/Administration department for August 2019:

Budget

We sometimes think of a certain time of year as “budget time,” but in reality, it is budget time all year. The management team will be reviewing the various items budgeted as we make our way through the current year and budget for the coming year. This is an exciting time for OLWS. With many of the major consolidation projects complete, we begin to look at what the new District has accomplished, to the projects coming this year and to projects in future years. As we look at master plans, PERS changes, the administration building project and other items on the horizon I am putting together multiple scenarios using the forecast model to begin the budget process anew. I am talking with other districts and cities to develop processes that will aid future Finance staff for years to come. Stay tuned.

Audit

Moss Adams has been a great firm to work with and we appreciated their in-depth learning of the District. Finance staff continued reconciling and gathering information for the final field work in September. Jeff Voreis has been instrumental in getting the audit documents prepared and uploaded to the audit portal. Jeff will prepare the financial statements for OLWS and NCCWC this year with Moss Adams reviewing them. Jeff has been working on a template to aid in the process for years to come. I appreciate his knowledge and dedication to OLWS.

One of the items identified by Moss Adams in their interim audit field work was that the new consumption rate for some of the large meters were not updated in July 2018. This is a small portion of the District; however, it did result some of the large meter accounts being underbilled. Our review found OLWS underbilled \$14,187.13 for fiscal year 2019 or .3% of the total water sales for 2019. Because of this oversight, the Finance Department has implemented a new system for

updating rates that includes a second review. Since this was the District's error, customers will not be back billed.

Other Items

OLWS has concluded the recruitment process for the Administrative Specialist position vacated by Elaine Murray. Baillie Foxworthy will be joining the administrative/finance team beginning September 23, 2019. Baillie comes to us with exceptional customer service experience, including being a 911 operator. We are certain she will be a great addition to the OLWS family. A HUGE thank you to Aleah for pushing this recruitment through so quickly!

Our own internal utility billing audit continues with a review of all commercial accounts to be certain they have property owners listed on the account. This make the collection process much easier in the event of nonpayment.

There was a Board question at the last Board meeting regarding less revenue received than anticipated in the OLWS budget for sanitary revenue. I have reviewed the data and an update on the sanitary revenue shows that with the August billing we are on track with the budget for Wastewater Charges.

STAFF REPORT

To: Board of Directors
From: Todd Knapp, Operations Manager Field
Agenda Item: Field Operations Report
Item No.: 6b
Date: September 17, 2019

Background

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

Operations Administration

If you may recall in my last report water crews responded to and repaired a main leak on Vista Sunrise Ct., (photo on the left)

Staff has since then replaced the faulty main with 8" PVC. (photo on the right)





This photo shows the final tie-in, where the new and the old mains were connected. A new sectional valve was added to help in future isolations and the total replacement length was 200 Feet.

The below photos show a service near Oak Grove Lake that had developed a hole in the copper. The pressure in this area is close to 130 PSI and the water had practically dug the hole needed to complete the repair. Both the water and collections crews worked together to finish the repair.



Water and collections crews were also busy again repairing a very unusual main break that eyewitnesses say "was hit by lightning" it was during the strange lightning storm we had late August. When crews arrived, residents came out and said "lightning hit the ground and then a few minutes later water started coming up." The main was later dug up and repaired, it did appear to have strange pit marks, but it was hard to definitely say it was caused by lightning.



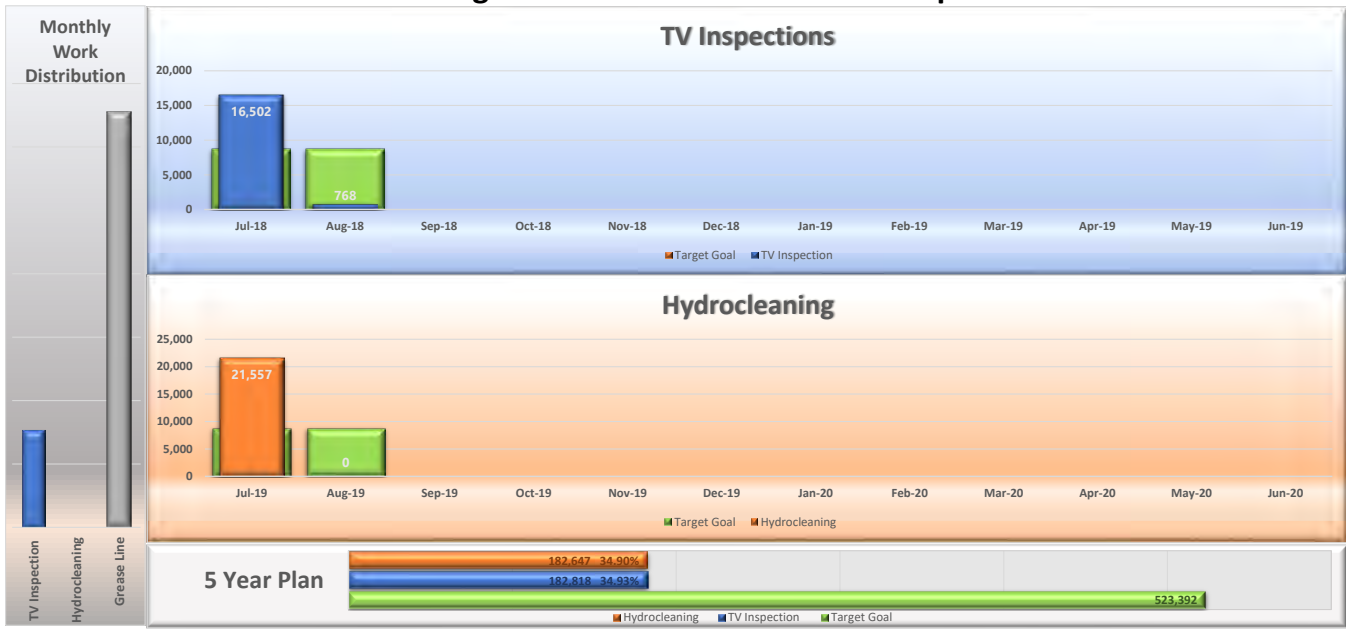
Collection crews are still in a holding pattern, waiting for ODOT to issue permits to be on Mcloughlin in order to TV and clean. The latest news is there have been fatalities associated with ODOT because of traffic plans they have approved; this has caused them to be hypersensitive and take a slow methodical look at all plans they approve now and in the future. Unfortunately, it has been nearly a six-week delay, but luckily the water crews have had plenty of work that needed their support in completing.

Field Operations Monthly Report from August 2019

Highlights for the month:

- Meters replaced, new services added, and leaks repaired (See chart)
- Crews from both sides helped complete main installation
- Main and service leaks repaired
- Water consumption for **August: 132,181,000 Gallons** (below the 10-year average of 143,291,600) (See metered monthly consumption chart)

Oak Lodge Water Services Collections Report



FY 2017-2018

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

FY 2018-2019

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

FY 2019-2020

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection	16,502	768											8.80%	17,270	16.50%	34.93%	340,574
Hydrocleaning	21,557	0											0.00%	21,557	20.59%	34.90%	340,745
Target Goal	8,723	8,723											100.00%	17,446	16.67%	43.33%	296,589
Actual to Goal	10,306	-8,339												1,967			
Grease Line	1,480	3,276												4,756			

FY 2020-2021

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

FY 2021-2022

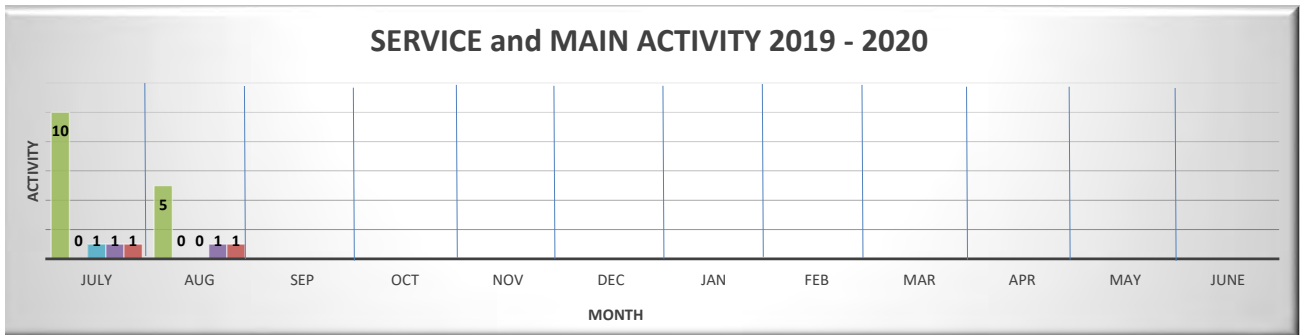
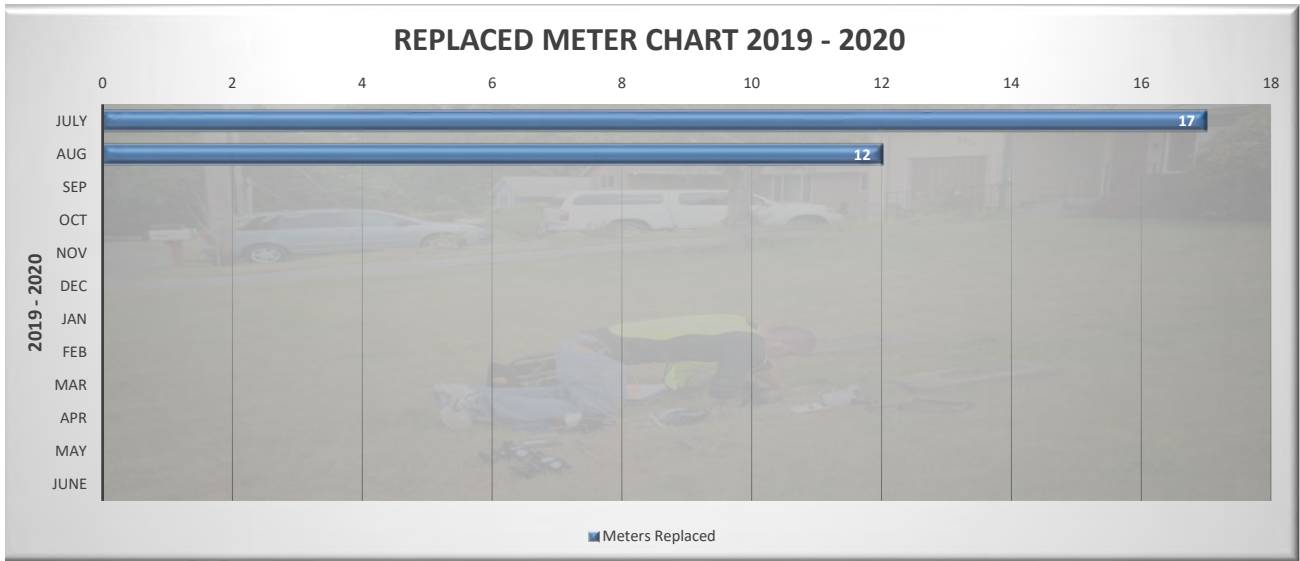
Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection																	0
Hydrocleaning																	0
New Target Goal																	0
Grease Line																100.00%	0

	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	8,723	8,723			
Actual Per Year TV	78,372	87,176	17,270			340,574
Actual Per Year Hyd	78,697	82,393	21,557			340,745
Make up	-26,144	-19,894	-85,265			
Percent Completed	75%	81%	19%	0%	0%	35%



Current Basin: B

Oak Lodge Water Services Water Report



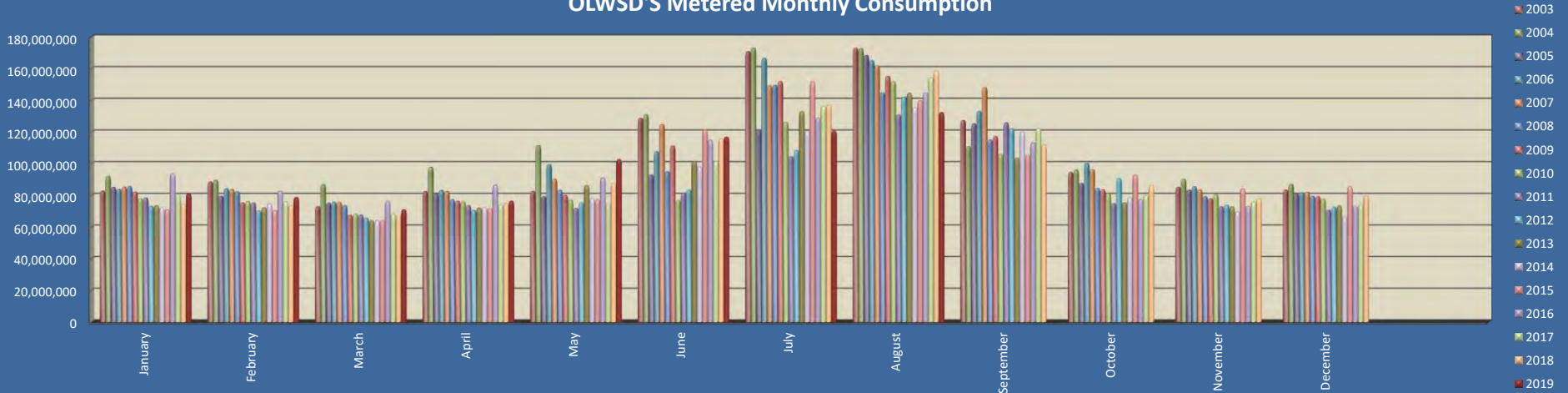
Fiscal Year	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2019	July	17	10	0	1	1	1
2019	Aug	12	5	0	0	1	1
2019	Sep	0	0	0	0	0	0
2019	Oct	0	0	0	0	0	0
2019	Nov	0	0	0	0	0	0
2019	Dec	0	0	0	0	0	0
2020	Jan	0	0	0	0	0	0
2020	Feb	0	0	0	0	0	0
2020	Mar	0	0	0	0	0	0
2020	Apr	0	0	0	0	0	0
2020	May	0	0	0	0	0	0
2020	June	0	0	0	0	0	0
Yearly Total		29	15	0	1	2	2

Backflow Program Update for the Month of August					
Customers Signed up	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination
491	12	4	6	2	0
List of Backflow Letters					
Letter 1	Notice of Non-Compliance			District made aware (30 days to respond)	
Letter 2	Notice of Violation			Customer has final 30 days to correct	
Letter 3	Notice of Termination of water service			Customer has 5 days til water shut off	

Consumption By Year

Year	Month												Total Yearly Con	Average Daily Demand	10 Year % Ave	
	January	February	March	April	May	June	July	August	September	October	November	December				
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	75,580,333	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	1,264,853,000	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	104.63%	
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	105.39%	
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	97.87%	
2011	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	104,328,000	130,684,000	125,733,000	74,646,000	72,657,000	70,555,000	1,025,401,000	2.81	93.47%	
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	121,981,000	90,545,000	73,672,000	72,454,000	1,046,341,000	2.87	95.38%	
2013	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	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	97.54%	
2014	72,052,000	74,566,000	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	95.55%	
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	1,133,780,857	3.11	103.35%	
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	105.16%	
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	73,584,000	1,115,381,000	3.06	101.67%	
2018	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	1,142,723,000	3.13	104.16%	
2019	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000	120,368,000	132,181,000								
2020																
10 Year Average	77,436,786	74,831,400	67,087,500	74,637,700	82,009,700	100,983,067	126,577,533	143,291,600	114,666,800	81,907,300	75,687,700	75,049,214		10 Year ADD	Winter Ave	
														3.01	75,772,467	
																Summer Ave
																128,178,644

OLWSD'S Metered Monthly Consumption





Staff Report

To: Board of Directors
From: David Mendenhall, Plant Superintendent
Agenda Item: Plant Operations
Item No.: 6c
Date: September 17, 2019

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

From an Operator's perspective, August was a nice, calm month. There were no rain events that had any impact and all the process measures remain stable. Wasting is at 2,000 pounds per day and the solids levels are being maintained at last month's levels. Turbidity is still good, and all permit parameters were met. There has been a challenge in the solids dewatering area. Even with #4 digester out of service, the aerobic digestion is very thorough due to the reduced loading still allowing a lot of digestion time. This led to a low pH of about 3.5 in the final digester. The low pH affects the polymer performance and so the sludge behavior on the belt press is not as good; it is more watery overall. But with adjustments to the speed of the belt and polymer dose, we are still getting good product at the end. Operations has lowered the air to the first two digesters and further reduced the time that the air is on to digester #3 to an hour per day to try to get the pH to increase. The low pH is also hard on equipment so we will continue that effort. On a related note, we did kick off the aerobic digester piping project and the aeration alterations project. Both projects, when complete will have a positive impact on aerobic digestion and the activated sludge process. The piping changes will allow Operations to drain one digester at a time and leave individual digesters out of service to match loading. The aeration project will provide redundancy in blower configuration for the digesters and allow a much more efficient use of the air for the aeration basins. Elaine Murray started as our Asset Resource Specialist this month. She has been on several tours of our facilities and the water treatment plant and has been meeting with Gary Floyd for some training and has been training with Lucity resources. We are very happy she is on board.

Our biggest maintenance event in August revolved around trying to verify where certain drain pipes are located in the area where the portable belt filter press will go and make sure they drain. A cast of Utility Workers from Collections and Water with some help

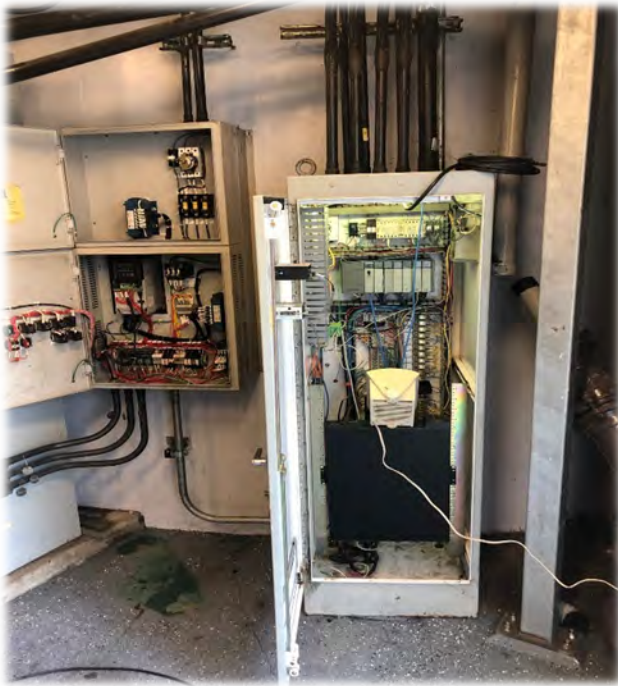
from Jayson Kahler spent several sessions over several days, pot holing, televising and cleaning the lines. They also marked and identified the lines to verify the drawings used for design. In the drain line from the main catch basin, they were able to remove an old piece of concrete from a long-ago demolition and get that line free flowing. However, one stubborn line labelled Emergency Overflow #3 would not give up its secrets easily. The line at the head of the drain was full of water but the end could not be found to flush it backwards. A plan was hatched to drain the line at a connection inside the digester pump room and try to flush it forward. Jayson loosened the connection to let a small stream of water flow out to drain it. Unfortunately, this connection later shifted and let a large gush of water out at once. Fortunately, no one was in this room when this happened. The water splashed onto an electrical cabinet which was supposed to be sealed. The water that got into the cabinet let us know that it was not sealed on top where the conduits come in. Consequently, a power supply unit was damaged, and a PLC unit was tripped out. The power supply is a small cost item. The Programmable Logic Controller (PLC) needs to be replaced. It is an older model and not up to date with the rest of the plant PLCs. Replacing it with a matching new PLC and updating the programming and getting it talking with the Supervisory Control and Data Acquisition (SCADA) will cost less than replacing it with an old model. Parts are on order and our SCADA contractor, OCD, will do the programming. With the plant equipment redundancy, we can run the other pumps in the room and keep the digester in service, so it is not a rush or emergency repair. The line in question at the beginning of all this could not be unclogged. After more reviewing of the drawings and talking to plant historians, the theory is that this line which ran under the new Building 75 was either abandoned and plugged off or crushed in place during construction. A work around is being considered.

In other news, the Flygt pumps with remachined flanges came back on the 27th and the electrical work resumed. We had the backup generator serviced at Pump Station #2 and had a problem with a grinder there as well. The grinder will need to be hoisted out and repaired. We have a spare part. We had our semi-annual flow meter and level detector calibrations completed. And John Krogstad did cottonwood filter cleaning and trimmed back blackberry vines where they were intruding through our fence.

Attachments:

6C (i) – Operations Staff Report Rainfall vs Flow data correlation
February 2019 – August 2019

6C (ii) – Plant Performance BOD-SS graph February 2019 - August 2019



PLC panels damaged by water



Adapter Mount Now Fits! Ready to install

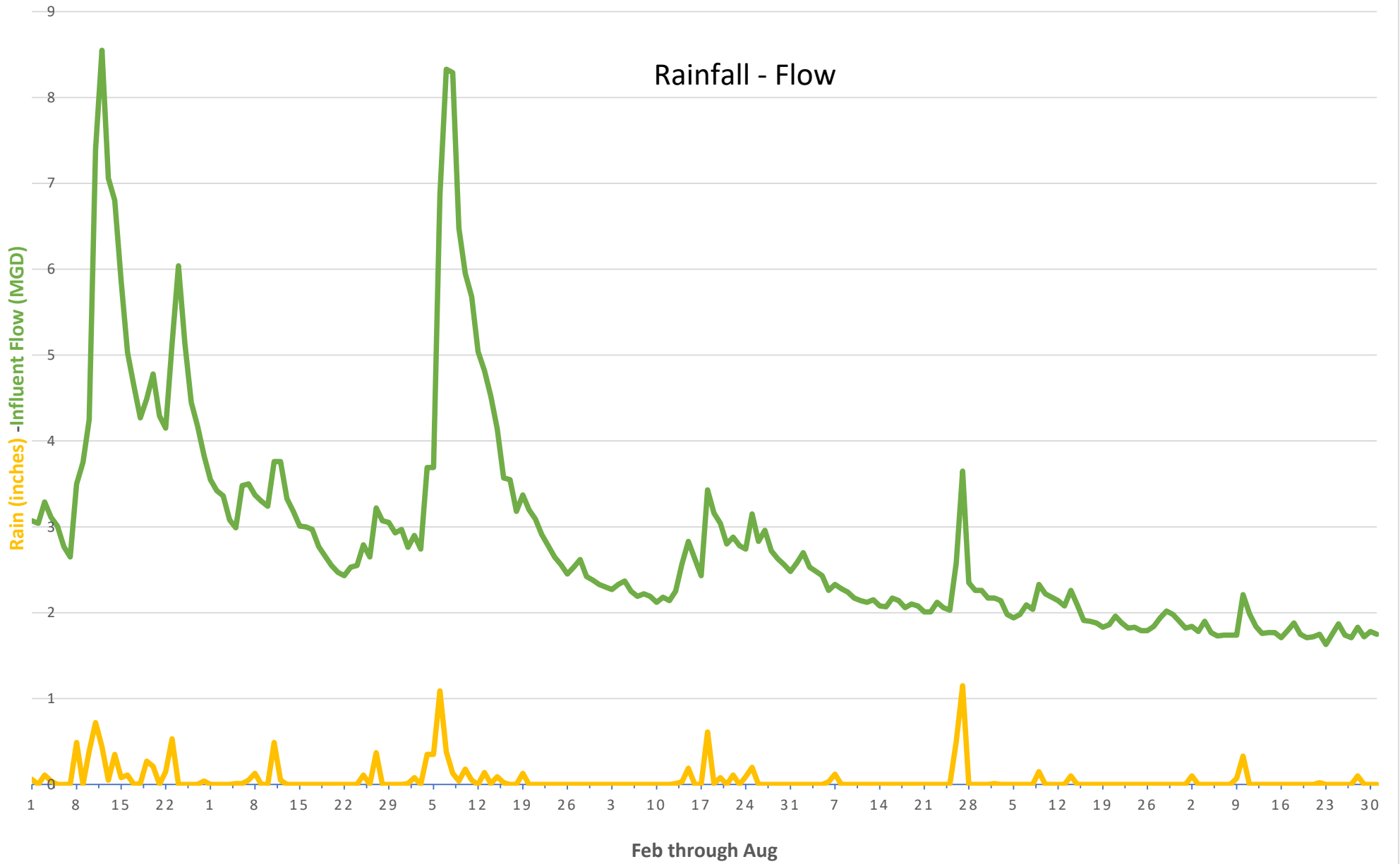


K Turbo filters prior to cleaning

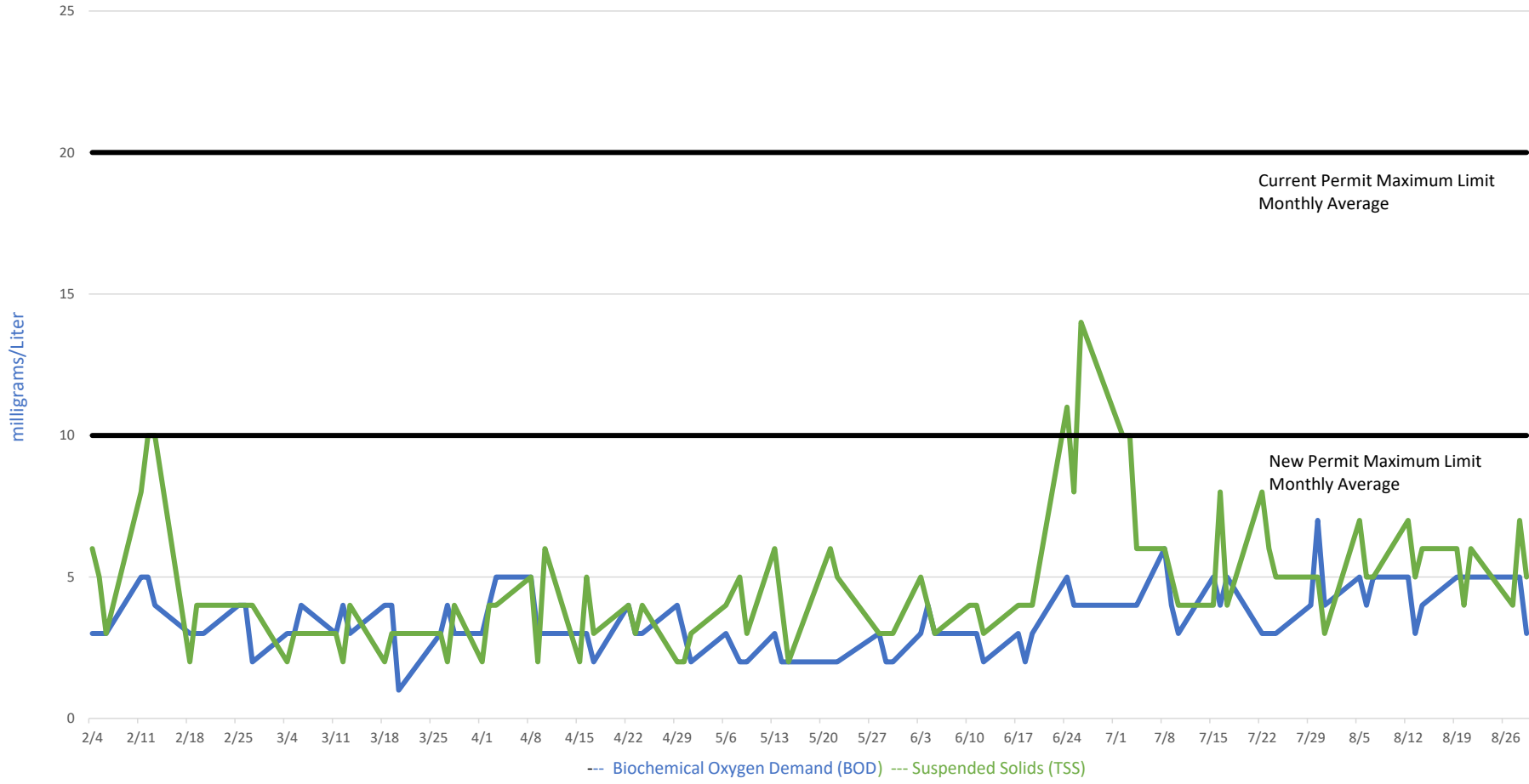


Spare Channel Monster for PS #2

Rainfall - Flow



Effluent Water Quality





STAFF REPORT

To: Board of Directors
From: Technical Services Team
Agenda Item: Technical Services Monthly Report
Item No.: 6d
Date: August 10, 2019 for September 17, 2019 Meeting

Below is an update of various Technical Services Program efforts:

DEQ Notice of Civil Penalty Assessment and Order

On May 8, 2019, the District received a Notice of Civil Penalty Assessment and Order for its handling of a water main break back on October 15, 2018. After an attempt at negotiating to participate in their Supplemental Environmental Project (SEP), it turns out that the District will end up paying the fee (\$7,800) outright. We expect that this fee will be paid within the next 30 days after notice from DEQ.

Outreach and Education

The North Clackamas Watersheds Council (NCWC) will be partnering with OLWS this year on increased surface water outreach and education. Starting with partners from the Streamside Stewards program the NCWC will be engaging stewards in more ways to care for and protect our local watersheds. As their education and outreach work gets underway, OLWS staff will share information that is developed for distribution.

The Clean Rivers Coalition Steering Committee is in middle of Phase II of developing their strategic communications plan. Phase II includes an online survey of 35 questions for 1000 participants as well as two focus groups put together from outside of the urban core. The goal is to investigate ways to successfully engage Oregonians in protecting watershed health through responsible choices with regards to herbicides, pesticides and insecticides. Resulting creative messaging will cover a statewide spectrum of community values, with ways to tailor messages to local communities. This will offer municipalities and water partners throughout Oregon a streamlined and effective way to message for healthy water.

Moving into early fall, OLWS has been sharing the message about "Fish on the Run, Irrigation Done" in partnership with the Clackamas River Water Providers. Other regional campaigns have been working to spread water conservation messaging through traditional media channels as well as social media. Even into October, please remember to encourage people to continue water conservation.

The Oak Grove Trolley Trail Festival took place on August 24 from 11 a.m. – 4 p.m. The day turned out to be warm and the event was well attended. Sarah Jo Chaplen, Lara Christensen, Jason Rice and Christine Hollenbeck (from the Clackamas River Water Providers) were there to support OLWS and share information with the public. We gave away several hundred OLWS cloth grocery bags stuffed with emergency water preparedness information, and folks had the chance to choose from a number of water conservation-related brochures to add to their packet. Questions ranged from how to lower the cost of my bill to what plants will help me to conserve water in my yard. There were at least 400 people in attendance at the event, and a large number of them stopped by the OLWS booth.



*Sarah Jo Chaplen and Christine Hollenbeck
at the OLWS Table for the Oak Grove Trolley Trail Festival*

On October 5th, the CRWP will be conducting their annual Clackamas River Watershed Tour. This year the tour will focus on the upper watershed of the Clackamas River. Invitations will go out just after Labor Day, so hopefully you have signed up for the tour if you have not previously attended one.

Permitting - August 2019 Development Activity

	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	4	3	7	3	7
Hours Spent on Development Review	40	25	65	80	170
Hours spent on Utility Permits	75	90	165	40	100
Development Permits Issued					
Utility Permits Issued	2	3	5	2	6
	12	18	30	6	14
New Sewer Connections					
New Water Services	20	18	38	6	12
	9	18	-	1	-
Active Erosion Control Permits					
Total Erosion Control Permits Inspected	73	60	133	49	94
	73	60	133	49	94
Active Construction Permits	17	15	32	27	52
Sanitary SDC Fees Received					
Water SDC Fees Received	\$103,300	\$50,106	\$153,406	\$25,825	\$36,155
	\$38,880	\$21,410	\$60,290	\$4,120	\$20,640
Plan Review Fees Received	\$7,610	\$5,455	\$13,065	\$34,147	\$40,570
Inspection Fees Received	\$2,510	\$5,010	\$7,520	\$33,985	\$40,688

Attachments

1. Capital Project Tracker
2. Development Review Status Tracker

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Warranty Period	13012 SE Oatfield	Residential Subdivision; 9 lots.	OLWSD Warranty period expires Sept. 2019	9/3/19
Closed	4281 SE Manewal Ln.	Residential Subdivision: 4 lots.	Oak Lodge Warranty period expires June 2019. Warranty bond released -	9/3/19
Closed	SE Manewal	Residential Subdivision; 4-lots	Oak Lodge Warranty period expires June 2019. Warranty bond released -	9/3/19
Warranty Period	Taxlots 2000 & 2100 located behind 15026 & 15018 SE Linden Ln. (Tilia Ln) Originally "Wanderlust Lane"	Residential Subdivision; 3 lots	Oak Lodge warranty period ends March 2019. Warranty complete awaiting asbuilts	9/3/19
Warranty Period	3817 SE Hill Rd. Garland Estates	Residential Subdivision; 8-lots	OLWSD warranty period expires March 2020.	9/3/19
Under Construction	18121 SE River Rd.	Residential Subdivision; 72-lots ; Jennings Lodge Estates	OLWSD Permit expires Sept. 2019	9/3/19
Under Construction	13715 SE River Road	Residential Care Home Expansion 28 Homes. Garden Grove and North Pocket Development	OLWSD permit expires June 2019 (6-month extension).	9/3/19
Under Construction	12705 SE River Rd.	Willamette View Riverview Dining Facility Replacement	OLWSD permit expires June 2019 (6-month extension).	9/3/19
Under Construction	SE Courtney at SE Rupert	Multi-Family Residential 10-unit apartment	Oak Lodge permit expiration October 2019	9/3/19
Under Construction	3260 SE Oak Grove Blvd	130,000 square foot mini storage facility	OLWSD permits expire May 2019 - (6-month extension to Nov.)	9/3/19
Under Construction	18107 SE Blanton	Residential Subdivision; 3-lots	OLWSD permit expires Sept. 2019	9/3/19
Under Construction	19421 SE KAY ST	Residential Subdivision; 4 lots	Oak Lodge permits expire Jan. 2020	9/3/19
Under Construction	15314 SE RUPERT DR	Residential Subdivision; 7 lots	OLWSD permits expire March 2019 - (6-month extension to Sept.)	9/3/19
Under Construction	13809 SE Linden Ln.	Replace existing single family dwelling with duplex.	OLWSD permits expire May 2019 - (6-month extension to Nov.)	9/3/19
Under Construction	16885 SE McLoughlin	Commercial Structural Alteration (Les Schwab)	OLWSD permits expire May 2019 - (6-month extension to Nov.)	9/3/19
Under Construction	13755 SE Schroeder	Residential Care Units; Rose Villa "The Oaks"	Oak Lodge permits expire June 2019 (6-month extension to Dec.)	9/3/19
Under Construction	22E07CA03003 (SE Allan Rd @ SE Worthington)	Residential subdivision: 2-lots	Oak Lodge permits expire Feb. 2020	9/3/19
Under Construction	4322 SE Pinehurst Ave	Residential Subdivision; 7 lots	Oak Lodge permits expire June 2019 (6-month extension to Dec.)	9/3/19
Under Construction	13630 SE Laurie Avenue	Residential Care Auxiliary Structure: Art Studio	Oak Lodge permits expire June 2019 (6-month extension to Dec.)	9/3/19
Under Construction	SE Torbank @ SE River Rd	CC DTD SIDEWALKS PUBLIC IMPROVEMENTS	OLWSD permits expire December 2019	9/3/19
Under Construction	SE Park Ave. @ SE River Rd	Road Improvements / CC DTD CIP	Stormwater treatment, roadway expansion, intersection realignment	9/3/19
Plan Review	15510 SE Wallace Street	Residential Subdivision; 13 lots	OLWSD Water-only. Drains to WES for SS and SWM. Oak Lodge review expires June 2019 - extended	9/3/19
Plan Review	17624 SE RIVER RD	Multi-family residential; three (3) 2-family_ dwelling units and two (2) three family dwelling units	Oak Lodge permits expire July 2019 (6-month extension to Jan. 2020)	9/3/19
Plan Review	14107 SE Lee Ave	Residential subdivision: 2 lots	Oak Lodge permits expire June 2019 (6-month extension to Dec.)	9/3/19
Plan Review	16800 SE McLoughlin	Commercial Structural Alteration	Oak Lodge permits expire June 2019 (6-month extension to Dec.)	9/3/19
Plan Review	3622 SE Pinehurst	Residential Subdivision; 7 lots	Water utility only. Oak Lodge review expires September 2019	9/3/19
Plan Review	14497 SE River Rd	Residential Subdivision; 3-lots	Land Use Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Plan Review	14868 SE LEE AVE	Land Use Comments sent to CCDTD. County land use expiration timeline.	Land Use Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Plan Review	4410 SE pinehurst	Residential Subdivision; 4 lots	Water utility only. Oak Lodge review expires August 2019	9/3/19
Plan Review	18225 Portland Ave	Residential Subdivision; unknown lots	In Gladstone and OLWSD. County land use timeline.	9/3/19
Plan Review	16518 SE River Rd.	Head Start School Additions	Land Use Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Plan Review	SE Kellogg @ SE Birch	Road Improvements / CC DTD CIP	Sidewalk, stormwater treatment	9/3/19
Plan Review	15601 SE Meadowlark Ln.	2-Parcel Partition	Land Use Comments sent to CCDTD. County land use expiration timeline.	9/3/19

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Plan Review	18725 SE Ashton Ln	Residential Subdivision	Land Use Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Plan Review	14905 SE River Forest Dr	Single Family Addition and Dock - Willamette River Greenway	Land Use Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Plan Review	SE Maple St at SE River Rd 21E11AB01100	Residential Subdivision	Land Use Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Pre-Application	14710 SE Lee Ave	DESIGN REVIEW – Nonconforming use - Residential	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Pre-Application	17025 SE Oatfield Rd	Residential Subdivision; 2-lots	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Pre-Application	14007 SE Cedar at SE Courtney	Duplex	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Pre-Application	13505 SE River Rd	Rose Villa	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Pre-Application	18013 SE Blanton St.	Zone Change: R10 to R-7	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Pre-Application	14517 SE Keuhls Way	11 apartment units	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Pre-Application	15603 SE Ruby Dr	Residential 3-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Pre-Application	13822 SE Oatfield Rd	Road Improvements / CC DTD CIP	Residential zone change from R-10 to R-7 and a 10-lot minor subdivision.	9/3/19
Pre-Application	15099 SE McLoughlin Blvd	CORPORATE HEADQUARTERS CLACKAMAS	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Pre-Application	15515 SE Wallace Rd	Residential: three-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Pre-Application	15613 SE Roethe Rd	Residential: two-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Pre-Application	3615 SE Hill Rd	CUP Alteration: add weekday K-8 school to	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Pre-Application	1901 SE Oak Grove Blvd	Alteration of a Nonconforming Use to replace a	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/3/19
Pre-Application	2718 SE Risley	Zone change and 4 - 6 lot minor subdivision with	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/3/19



AGENDA ITEM

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

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.

OAK LODGE
WATER SERVICES
AGENDA ITEM

Agenda Item: Business from the Board
Item No.: 8
Presenters: N/A

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.

Business from The Board Items Include:

1. Board Liaison Review
2. Individual Board Member Reports
3. Parking Lot

Date Added	Item	Work Update
6/18/2019	SDC and ADU Comparison to other Communities	Jason working to gather information
8/13/2019	OLWSD/Gladstone IGA	Sarah Jo and Jason are working with Jacque and Jim

**Oak Lodge Water Services
OLWS Board Member Liaison Assignments 2019-08-20**

Board/Committee	Current Primary	Alternate	Meeting Schedule
Clackamas River Water	Lynn Fisher	Paul Gornick	Monthly - Second Thursday, 6 p.m.
Sunrise Water Authority	Paul Gornick	Kevin Williams	Monthly - Fourth Wednesday, 6 p.m.
C-4	Paul Gornick	Susan Keil	Monthly - First Thursday, 6:45 p.m.
Regional Water Providers Consortium	Mark Knudson	Paul Gornick	Triannually - First Wednesday, 6:30 p.m.
Oak Grove Community Council	Lynn Fisher	Susan Keil	Monthly - Fourth Wednesday, 7:00 p.m.
SDAO	All		Varies
AWWA	All		Varies
Jennings Lodge CPO	Kevin Williams	Paul Gornick	Monthly - Fourth Tuesdays, 7:00 p.m.
North Clackamas County Water Commission (NCCWC)	Paul Gornick/Kevin Williams	Mark Knudson	Quarterly - Fourth Thursday in Jan/March/June/Sept, 5:30 p.m.
Chamber of Commerce	Susan Keil		Monthly - Third Wednesdays, 11:45 a.m.-1:15 p.m.
North Clackamas Parks & Recreation District	Lynn Fisher		Not currently meeting
Master Planning CAC	Lynn Fisher		Not currently meeting
New Concord Task Force	Lynn Fisher (representing DAB and parks)		Quarterly
Healthy Watersheds	Kevin Williams		
OGLO Bike-Ped Bridge Advisory Group	Lynn Fisher	None needed	Lynn Fisher on Task Force

Board of Commissioners: Regular Meeting
Wednesday, August 28, 2019 - 6:00 p.m.

AGENDA

CALL REGULAR MEETING TO ORDER

Pledge of Allegiance
Approval of Agenda

OATH OF OFFICE: ANDY COATE

Please sign the attendance sheet. Members of the public are welcome to speak for a maximum of three minutes. Public comment provided at the beginning of the agenda will be reserved for comment on special presentations, letters and complaints. Public comment related to specific agenda items must be held until the board addresses that item.

1. CONSENT AGENDA

- 1.1 Approval of Minutes
- 1.2 Acceptance of Water Mains and Related Facilities for Autumn Garden
- 1.3 Acceptance of Water Mains and Related Facilities for Morningstar Senior Living
- 1.4 Acceptance of Water Mains and Related Facilities for Vogel Elementary School
- 1.5 Adoption of Resolution 2019-11, Disposal of Surplus Property
- 1.6 Approval of Waterline Easement for 12285 SE Ridgecrest Road

2. DISCUSSION ITEMS

- 2.1 Financial Statements
- 2.2 Top 25 Users
- 2.3 Approval of Miscellaneous Fee Schedule
- 2.4 Approval of Variance for Maintenance Bond Requirement for Vogel Elementary Project
- 2.5 Request to Relocate SDC for Single Family Residence at 13601 SE 178th Ave.
- 2.6 Convene as Local Contract Review Board – Notice of Intent to Award Construction Contract for the Highway 212 Main Abandonment

3. STAFF REPORTS

- 3.1 Manager's Update
- 3.2 Engineering & Construction Reports

3.3 Operational Reports

4. BOARD BUSINESS

4.1 Board Calendar

4.2 Liaison Reports

4.3 Information Items

4.4 Future Agenda Items

5. WORK SESSION ON RATES

NO DECISIONS WILL BE MADE BY THE BOARD.

POSTED PER REQUIREMENTS, AUGUST 21, 2019. The meeting site is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired should be directed to Kim Anderson at 503-761-0220 or kanderson@sunrisewater.com at least 48-hours in advance.

Thursday, September 05, 2019
6:45 PM – 8:30 PM

Development Services Building
Main Floor Auditorium, Room 115
150 Beaver Creek Road, Oregon City, OR 97045

AGENDA

6:45 p.m. **Pledge of Allegiance**

Welcome & Introductions

Chair Jim Bernard & Mayor Brian Hodson, Co-Chairs

Housekeeping

- Approval of August 01, 2019 C4 Minutes

Page 03

6:50 p.m. **Risk of Displacement Report (from HNA)**

- Displacement Report

Page 05

7:20 p.m. **Roots of Racial Inequity Report (from HNA)**

- Invisible Walls Report

Page 07

7:50 p.m. **Housing Needs Assessment Final Report & Next Steps (Discussion)**

- HNA Final Report

Page 08

8:20 p.m. **Updates/Other Business**

- T2020 Update
- JPACT/MPAC Updates
- Other Business

8:30 p.m. **Adjourn**

**C4 Meeting
September 5, 2019
Paul Gornick's Notes**

- **Meeting was called to order by co-chair Mayor Brian Hodson of Canby.**
- **Minutes from August 1, 2019 meeting were approved with minor changes.**
- **A presentation from ECONorthwest was made related to Risk of Displacement section of the Housing Needs Assessment. The presentation focused on Manufactured Home Communities (MHCs) within unincorporated Clackamas County. There are 10,471 persons in manufactured housing in the unincorporated areas of the county, which comprises 9% of the detached dwellings. One of the risks of displacement of these residents is related to a nationwide trend of private equity firms and REITs purchasing these properties for redevelopment.**
- **A report was made by graduate students from PSU related to housing discrimination in Clackamas County, with the report citing a number of past historical issues including exclusionary language in statutes as well as exclusionary practices embedded in real estate covenants and loan practices. This report is included within the body of the Housing Needs Assessment.**
- **The Housing Needs Assessment Final Report was presented and a discussion of next steps took place. A couple of mayors indicated there were some errors in the report related to their cities that needed to be corrected before the report was presented to the County Commissioners.**
- **There were updates on T2020 and JPACT/MPAC before adjournment.**

9/11/19 Executive Committee Meeting

Knudson's Meeting Notes – Page 1



DATE: September 11, 2019
5:30 p.m. – 7:30 p.m.

LOCATION: 400 Building
400 SW 6th Avenue, 4th floor, Bull Run Conference Room
Portland, OR 97204

Introductions

- Chair Fagin called meeting to order. EC members present: Fagin (Beaverton), Duggan (TVWD), Lewis (Rockwood), Knudson (OLWSD). EC members absent: Morales (Gresham), Platt (Sunrise), Anderson (Tigard)

Approval of May 8, 2019 Meeting Summary

- Approved

Director Report – Rebecca Geisen, Managing Director

- It has been a busy summer:
 - Filled vacant staff position – Ryley Berger(?) started last week
 - Prepared after action report for “Bloom Doom” cyanotoxin table top exercise
 - Planning for emergency equipment exercise on Sept 26 at CRW – 55 signed up so far
 - RPDO concerned with lack of regional water emergency plan; will be needed for RPDO support of future funding requests (identify coordination with other water responders e.g., state & counties)
 - Drinking water advisory tool updated with new user interface and updated boundaries
 - Newberg has joined as ‘non-regional’ member (discounted membership fee with reduced benefits)

Program Updates – Bonny Cushman, Program Coordinator

- Several notable activities and accomplishments this summer:
 - The summer water conservation campaign was completed in August, including:
 - 26 video shoots resulting in 18 ads/PSAs plus 24 on-air interviews
 - YouTube video on “The Weekly Watering Number”
 - Expanded Spanish outreach with video ads (KUPN) and radio spots
 - Garden Time video on getting ready for irrigation season and now preparing spot on securing irrigation system for winter
 - Emergency preparedness outreach campaign started in September, including:
 - Spanish version emergency prep brochures to 25k households (KUPN viewers)
 - 45 king-size TriMet bus sides to “roll out” this fall
 - Ramping up “Clean Water is our Future” – joint campaign with clean water agencies
 - Working with Oregon Landscape Contractors Association on backflow prevention messages

9/11/19 Executive Committee Meeting

Knudson's Meeting Notes – Page 2



FY 2020/21 Budget and Work Plan Concepts Discussion – Rebecca Geisen, Managing Director

- Reviewed possible initiatives and priorities for FY20-21 budget
- Will present short list of initiatives & priorities to RWSP full board in October; based on board feedback, will prepare resource requirements as input to budget process in January
- Anticipate \$74k carryover from FY18-19 due to staff vacancy; may result in lower dues or capacity for expanded programs in FY20-21

Update of the Consortium Staffing IGA – Rebecca Geisen, Managing Director

- Existing Staffing IGA expires 6/30/2020
- No interest by EC in replacing Portland as managing agency for RWPC; EC recommends amending existing agreement to provide 5-year extension
- Rebecca would like to update RWPC bylaws but not a high priority at this time; will review current language related to limitations on liability of members

October Consortium Board Meeting Draft Agenda – Rebecca Geisen, Managing Director

- Potential agenda and topics for next board meeting (10/2/19) identified

Next Meeting Date/Location:

December 11, 2019

400 Building, Chinook Conference Room

Clackamas River Basin Council basic talking points:

- The Clackamas River Basin Council (CRBC) serves the Clackamas river watershed basin.
- Their mission is to foster partnerships for clean water and work to improve fish and wildlife habitat and the quality of life for those who live, work, and recreate in the watershed.
- The Board of Directors is large (with 39 possible seats) and includes a representative of Special Districts in the basin.
- Their current representative for Special Districts is Gail Shalom from Water Environment Services, who also serves as the chair.

What watershed does OLWS fall within?

- The North Clackamas Watersheds Council (NCWC) is the watershed council that serves OLWS in terms of watershed coverage.
- Although our water comes from the Clackamas River, in terms of watershed council coverage, our interests primarily fall in line with NCWC.
- NCWC and CRBC work together on some projects and NCWC keeps OLWS aware of potential partnerships with the CRBC.
- OLWS serves as an ex-officio Board member for NCWC.

Should OLWS be involved in CRBC?

- Because of this information and because of the fact that there is currently a representative for Special Districts in the Clackamas basin, OLWS staff do not recommend adding additional representatives from OLWS unless there is particular interest or a project to track.
- In the future there is a possibility that OLWS would be needed to serve a term as a representative of Special Districts in the Clackamas Basin.

Other Board members are as follows (scroll down):

Board of Directors by Representative Group

Representative Group	Name	Company
Agriculture (Non-timber)	Aaron Caldwell	J. Frank Schmidt & Sons Nursery
Agriculture (Non-timber)	Open (1 of 2 positions)	
Citizen at Large	Lowell Hanna	
Citizen at Large	Ivars Steinblums	
Citizen at Large	DAVE KLEINKE (MAILTO:DAKLEINKE@COMCAST.NET)	
Citizen-at-Large	Anh Le	
City or County	Carl Exner	Council Member, City of Sandy
Commerce	Todd Bartlett	Oregon & Idaho Conference of the United Methodist Church
Commerce	Liz Gilliam	
Commercial Wood Products	Open (1 of 2 positions)	
Commercial Woodproducts		
Education/Youth	DAVE ALBRECHT (MAILTO:DALBRECHT@CU-PORTLAND.EDU)	Concordia University
Education/Youth	Dan Bedell	Portland State University
Environmental Interests	JOHN BORDEN (MAILTO:JEBORDEN@COMCAST.NET)	
Environmental Interests	Jacqueline Tommas	Friends of Central Clear Creek
Fish and Wildlife	Dave Tenney	Trout Unlimited
Fish and Wildlife	Douglas DeHart	Coffee Creek Bioscience
Forest Service/BLM	JACK WILLIAMSON (MAILTO:JDWILLIAMSON@FS.FED.US)	U.S. Forest Service
Forest Service/BLM	BRUCE ZOELLICK (MAILTO:BZOELLICK@BLM.GOV)	Bureau of Land Management (BLM)
Forest Service/BLM	GWEN COLLIER (MAILTO:GCOLLIER@FS.FED.US)	U.S. Forest Service

Representative Group	Name	Company
Local Government Agencies	Open (2 of 2 positions)	
Local Hydropower Utility	Tim Shibahara	Portland General Electric
Local Hydropower Utility	NICK LOOS (MAILTO:NICK.LOOS@PGN.COM)	Portland General Electric
Native American Tribes and Interests	MICHAEL KARNOSH (MAILTO:MICHAEL.KARNOSH@GRANDRONDE.ORG)	Confederated Tribes of the Grand Ronde
Property Owner Tributary	Gary Guttridge	
Property Owner Tributary	Hugh Ferrar	
Property Owners/Mainstem	RIS BRADSHAW (MAILTO:CCEXLAWMAN@AOL.COM)	
Property Owners/Mainstem	BRYON BOYCE (MAILTO:BRYONY@BIRDLINK.NET)	
Recreation Interests	BILL MONROE (MAILTO:NWBILL@AOL.COM)	The Oregonian
Recreation Interests	RON BLAKE (MAILTO:MASTERGARDINER@FRONTIER.COM)	
Rural CPO	Open (1 of 2 positions)	
Rural CPO	EARLEAN MARSH (MAILTO:EARLEAN@CASCADEACCESS.COM)	Eagle Creek-Barton CPO
Small Woodlot Owners	Bill Lenon	Clackamas County Farm Forestry Association
Small Woodlot Owners	David Bugni	
Special Districts	GAIL SHALOUM (MAILTO:GSHALOUM@CO.CLACKAMAS.OR.US)	Water Environmental Services Clackamas County
State Natural Resource Agency	Open	
URBAN CPO	Open (2 of 2 positions)	
Water Providers	John Goodrich	Clackamas River Water Providers Board
Water Providers	Open (1 or 2 positions)	

Showing 1 to 39 of 39 entries

Proposal for Mark Knudson to Represent Oak Lodge Water Services on the Board of the Water Research Foundation

Oak Lodge Water Services Board Meeting
September 17, 2019

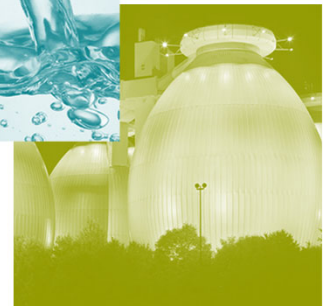
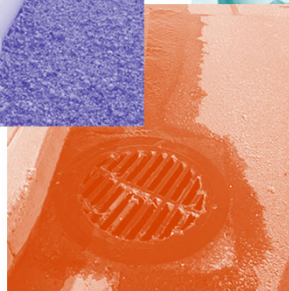
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3



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in Research

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4

Industry-Supported Research on Today's Issues Current Research Areas

- PFAS
- Integrated Water
- Intelligent Water Networks
- Waterborne Pathogens
- Cyanobacteria / Cyanotoxins
- Non-regulated DBPs
- Lead and Copper
- Energy Management
- CECs / Trace Organics
- Resource Recovery
- Treatment Intensification
- Reuse and Desalination
- Linkages in Water Quality –
Regulatory Permitting

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6

The Proposal

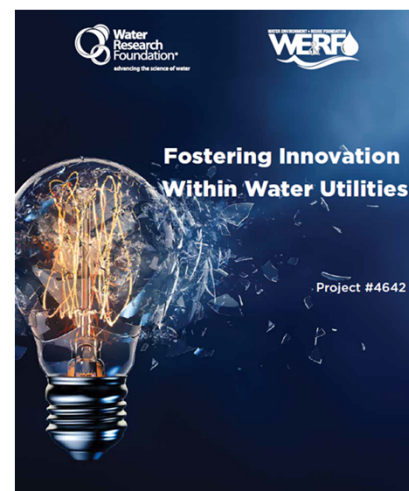
- Mark Knudson to continue to participate in WRF as a representative of Oak Lodge Water Services
 - WRF Board Member
 - Research Advisory Council Chair
 - Research Strategy Committee Co-Chair
- No obligation for OLWSD to become a WRF subscriber in 2019-20
- Mark to participate on his own time
- Travel expenses paid by WRF



7

Benefits to Oak Lodge Water Services

- OLWSD gets direct access to One Water research
 - Access to state-of-the-industry knowledge through publications and workshops
 - Expand District's knowledge base
 - Refine District practices, policies and procedures based on best practices
- Enhanced visibility of OLWSD
- Mark helps prioritize research topics of greatest interest to OLWSD
- Mark stays engaged in water industry
- No 'first year' expenses to OLWSD; option to financially participate in 20-21



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