

OAK LODGE WATER SERVICES DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING



November 16, 2021

“Enhancing Our Community’s Water Environment”



REMOTE MEETING

Board Attendance by Zoom Video/Telephone

Public Attendance by Telephone Only

November 16, 2021 at 6:00 p.m.

1. Call to Order and Meeting Facilitation Protocols

2. Call for Public Comment

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

3. Monthly Update: Oak Lodge Governance Project

4. Consent Agenda

- a. September Financial Report
- b. Approval of October 19, 2021 Regular Board Meeting Minutes
- c. Approval of Preauthorization for Purchase of Skid Loader

5. Presentation of the District's new MS4 Permit

6. Consideration of Resolution No. 2021-06 Authorizing a Budget Transfer for the FY 2022 Adopted Budget

7. Business from the Board

8. Department Reports

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

9. Call for Public Comment

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

10. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	November 16, 2021

Summary

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

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

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

Submission information

Form: [Public Comment](#) ^[1]
Submitted by Visitor (not verified)
Mon, 10/25/2021 - 2:40pm
73.96.21.236

Identifying Information

First Name

Cherry

Last Name

Hedin

Group or Organization Affiliation**Address**

16238 SE Rayna Ct

Phone Number

5036525188

Public Comment

An Oak Lodge worker came to advise we could have a water leak. I just have to say this was the most polite, sincere, caring person I have had the pleasure on seeing in a very long time. As my husband has just had amputation surgery I am handling everything and this representative was so helpful and Oak Lodge can be proud to have him represent them. I believe his name was Tony. Made my day,

Source URL: <https://www.oaklodgewaterservices.org/node/5791/submission/22331>

Links

[1] <https://www.oaklodgewaterservices.org/bc/webform/public-comment>



AGENDA ITEM

Title	Monthly Update: Oak Lodge Governance Project
Item No.	3
Date	November 16, 2021

Summary

The Board of Directors has extended an invitation to the Oak Lodge Governance Project for a monthly update to assure the availability of current and accurate information to the District's customers.



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 4
Date November 16, 2021

Summary

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

The Consent Agenda includes:

- a. **September Financial Report**
- b. **Approval of October 19, 2021 Regular Board Meeting Minutes**
- c. **Approval of Preauthorization for Purchase of Skid Loader**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	September 2021 Financial Reports
Item No.	4a
Date	November 9, 2021, for November 16, 2021 Meeting

Reports

- September 2021 Monthly Overview (Including Cash and Investment Balances)
- September 2021 Budget to Actual Report
- September 2021 Budget Account Roll Up Report

**Oak Lodge Water Services
Monthly Overview
September 2021**

This report summarizes the revenues and expenditures for September 2021. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

Cash and Investments

Account Balances As of:		
September 30, 2021	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552	0.25%	\$ 1,610,459
LGIP	0.55%	\$ 13,786,212
Total		\$ 15,396,672

The District’s checks, electronic withdrawals, and bank drafts total \$1.1 million for September 2021.

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.

<u>GL Account</u>	<u>Service Charge</u>	<u>Budget Estimate</u>	<u>Period Amount</u>	<u>Year-to-Date Amount</u>	<u>Percentage of Budget</u>
10-00-4211	Water sales	4,120,000	443,145	1,288,147	31.27%
20-00-4212	Wastewater charges	8,459,000	673,785	2,076,104	24.54%
30-00-4213	Watershed protection	1,566,000	129,669	393,102	25.10%
	Subtotal	\$ 14,145,000	\$ 1,246,600	\$ 3,757,353	26.56%

The percentage of budget is calculated by dividing the ending balance by the budget.

With respect to revenues, the percentage of budget is affected by seasonal variations. The expectation is that the District would recognize a greater percentage of revenue in the first half of the fiscal year than in the second half.

With respect to expenditures, at the end of September expenditures are overall 13.4% of budget. When excluding Contingencies, expenditures are 18.0% of budget, with 25.0% of the fiscal year completed.

Review of expenditure lines that are above 30.0% of budget:

1. **5270 Workers Compensation** is at 38.1% of budget. Once yearly expense.

2. **6180 Dues & Subscriptions** is at 56.6% of budget. Annual Regional Water Providers Consortium fee paid once annually. This specific annual fee is 42.6% of this budget line.
3. **6320 Building & Grounds** is at 35.6% of budget. Includes cost of storm damage to trees at both water reservoir sites.
4. **6525 Chemicals** is at 67.9% of budget. A budget transfer is requested for this account due to higher product cost and supply chain challenges.
5. **6540 Safety Supplies** is at 34.2% of budget. All three AED machines were replaced this year and additional costs due to new OSHA rules in relation to Heat Safety requirements.
6. **6560 Uniforms** is at 34.0% of budget. Annual purchase of inclement weather gear received in July contributing to the continued overage.
7. **6710 Purchased Water** is at 35.8% of the budget. This account trends higher in the first quarter of the fiscal year.

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 exceeded 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 5/8" Water Meter and 6 CCF of water consumption per month.

Total Number of Accounts	Discount	Cap per Policy	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
114	Low Income Rate Relief	\$ 70,725	\$ (4,776)	\$ 13,915	19.68%

General Ledger
Budget to Actual



User: Gail
Printed: 11/9/2021 11:25:38 AM
Period 03 - 03
Fiscal Year 2022

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund balance	978,000.00	0.00	1,241,470.41	0.00	126.94
	<i>Beginning Fund Balance</i>	<i>978,000.00</i>	<i>0.00</i>	<i>1,241,470.41</i>	<i>0.00</i>	<i>126.94</i>
	NonDivisional	978,000.00	0.00	1,241,470.41	0.00	126.94
	Fund Balance	978,000.00	0.00	1,241,470.41	0.00	126.94
	NonDivisional					
	<i>Revenue</i>					
05-00-4230	Contracted Services Revenue	57,400.00	17,400.00	17,400.00	0.00	30.31
05-00-4610	Investment revenue	3,000.00	461.74	1,014.14	0.00	33.80
05-00-4630	Miscellaneous revenues	1,000.00	1,575.00	4,525.00	0.00	452.50
	<i>Revenue</i>	<i>61,400.00</i>	<i>19,436.74</i>	<i>22,939.14</i>	<i>0.00</i>	<i>37.36</i>
	NonDivisional	61,400.00	19,436.74	22,939.14	0.00	37.36
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,500,000.00	125,000.00	375,000.00	0.00	25.00
05-29-4920	Transfer in from Fund 20	1,899,000.00	158,250.00	474,750.00	0.00	25.00
05-29-4930	Transfer in from Fund 30	1,008,000.00	84,000.00	252,000.00	0.00	25.00
	<i>Revenue</i>	<i>4,407,000.00</i>	<i>367,250.00</i>	<i>1,101,750.00</i>	<i>0.00</i>	<i>25.00</i>
	Transfers & Contingencies	4,407,000.00	367,250.00	1,101,750.00	0.00	25.00
	Revenue	4,468,400.00	386,686.74	1,124,689.14	0.00	25.17
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	657,000.00	51,082.35	129,422.45	0.00	19.70
05-01-5130	Overtime	5,000.00	170.78	997.14	0.00	19.94
05-01-5210	Healthdental insurance	127,000.00	10,069.90	21,565.81	0.00	16.98
05-01-5230	Social security	51,000.00	3,825.59	9,483.80	0.00	18.60
05-01-5240	Retirement	128,000.00	9,674.07	23,623.84	0.00	18.46
05-01-5250	TrimetWBF	6,000.00	402.07	996.03	0.00	16.60
05-01-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers compensation	1,000.00	0.00	337.73	0.00	33.77
05-01-5290	Other employee benefits	2,000.00	30.50	91.50	0.00	4.58
	<i>Personnel Services</i>	<i>982,000.00</i>	<i>75,255.26</i>	<i>186,518.30</i>	<i>0.00</i>	<i>18.99</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	375,000.00	20,860.00	50,545.25	0.00	13.48
05-01-6120	Accounting and audit services	50,000.00	0.00	12,390.00	0.00	24.78
05-01-6155	Contracted Services	188,000.00	23,867.51	66,291.58	13,297.50	35.26
05-01-6180	Dues and subscriptions	42,000.00	2,095.00	23,763.00	0.00	56.58
05-01-6220	Electricity	14,000.00	1,031.88	3,509.44	0.00	25.07
05-01-6240	Natural gas	4,000.00	87.98	253.52	0.00	6.34
05-01-6290	Other utilities	10,000.00	205.47	829.63	0.00	8.30
05-01-6310	Janitorial services	15,000.00	1,224.24	3,672.72	0.00	24.48

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6320	Buildings and grounds maint	20,000.00	863.54	7,588.52	0.00	37.94
05-01-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	12,000.00	-507.00	50.00	0.00	0.42
05-01-6510	Office supplies	32,000.00	2,074.85	7,986.68	0.00	24.96
05-01-6730	Communications	2,000.00	0.00	1,174.50	0.00	58.73
05-01-6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	5,000.00	574.32	1,173.75	0.00	23.48
05-01-6770	Bank charges	140,000.00	12,716.11	39,377.84	0.00	28.13
05-01-6780	Taxes, Fees, Permits	3,000.00	210.00	210.00	0.00	7.00
05-01-6785	ECAP Payments	76,000.00	2,828.47	12,827.15	0.00	16.88
05-01-6900	Miscellaneous expense	1,000.00	539.90	539.90	0.00	53.99
	<i>Materials & Services</i>	<i>991,000.00</i>	<i>68,672.27</i>	<i>232,183.48</i>	<i>13,297.50</i>	<i>23.43</i>
	AdminFinance	1,973,000.00	143,927.53	418,701.78	13,297.50	21.22
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	188,000.00	17,247.58	43,803.90	0.00	23.30
05-02-5130	Overtime	5,000.00	-8.85	796.51	0.00	15.93
05-02-5210	Healthdental insurance	27,000.00	2,436.18	5,110.18	0.00	18.93
05-02-5230	Social security	15,000.00	1,291.86	3,347.47	0.00	22.32
05-02-5240	Retirement	34,000.00	3,311.57	8,567.74	0.00	25.20
05-02-5250	TrimetWBF	2,000.00	136.18	352.85	0.00	17.64
05-02-5270	Workers compensation	1,000.00	0.00	103.31	0.00	10.33
05-02-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>273,000.00</i>	<i>24,414.52</i>	<i>62,081.96</i>	<i>0.00</i>	<i>22.74</i>
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	16,000.00	0.00	0.00	0.00	0.00
05-02-6175	Records Management	8,000.00	364.50	1,093.50	0.00	13.67
05-02-6230	Telephone	57,000.00	2,379.74	12,490.48	0.00	21.91
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	12,000.00	0.00	508.00	0.00	4.23
05-02-6440	Board Expense	7,000.00	0.00	553.97	0.00	7.91
05-02-6510	Office supplies	1,000.00	0.00	0.00	0.00	0.00
05-02-6540	Safety Supplies	1,000.00	166.22	855.68	0.00	85.57
05-02-6560	Uniforms	36,000.00	1,868.71	15,163.64	0.00	42.12
05-02-6610	Board Compensation	2,500.00	7.16	15.51	0.00	0.62
05-02-6720	Insurance-General	270,000.00	121.00	121.00	0.00	0.04
05-02-6730	Communications	4,000.00	73.73	200.12	0.00	5.00
05-02-6740	Advertising	5,500.00	716.44	966.46	0.00	17.57
05-02-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>422,000.00</i>	<i>5,697.50</i>	<i>31,968.36</i>	<i>0.00</i>	<i>7.58</i>
	Human Resources	695,000.00	30,112.02	94,050.32	0.00	13.53
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	622,000.00	62,686.71	153,894.17	0.00	24.74
05-03-5130	Overtime	5,000.00	97.64	376.92	0.00	7.54
05-03-5210	Healthdental Insurance	93,000.00	9,192.66	18,854.65	0.00	20.27
05-03-5230	Social security	49,000.00	4,737.37	11,658.72	0.00	23.79
05-03-5240	Retirement	119,000.00	12,882.32	31,508.58	0.00	26.48
05-03-5250	TrimetWBF	5,000.00	496.35	1,223.38	0.00	24.47
05-03-5270	Workers compensation	1,000.00	0.00	319.74	0.00	31.97
05-03-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>896,000.00</i>	<i>90,093.05</i>	<i>217,836.16</i>	<i>0.00</i>	<i>24.31</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	165,500.00	4,565.00	7,752.56	40,535.58	4.68
05-03-6180	Dues and subscriptions	0.00	0.00	0.00	0.00	0.00
05-03-6350	Computer maintenance	318,000.00	11,782.86	73,946.34	56,530.00	23.25
05-03-6410	Mileage	3,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	15,000.00	1,876.35	2,726.35	0.00	18.18
05-03-6430	Certifications	500.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	0.00	357.02	1,313.05	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6530	Small tools and equipment	6,000.00	0.00	2,328.00	0.00	38.80
05-03-6540	Safety supplies	2,500.00	494.68	1,181.68	0.00	47.27
05-03-6730	Communications	119,000.00	4,017.91	5,055.85	34,417.09	4.25
05-03-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>630,500.00</i>	<i>23,093.82</i>	<i>94,303.83</i>	<i>131,482.67</i>	<i>14.96</i>
	Technical Services	1,526,500.00	113,186.87	312,139.99	131,482.67	20.45
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicle/equipment maintenance	50,000.00	9,325.91	15,204.78	3,500.00	30.41
05-04-6520	Fuels and Oils	71,000.00	2,699.94	8,199.32	0.00	11.55
	<i>Materials & Services</i>	<i>121,000.00</i>	<i>12,025.85</i>	<i>23,404.10</i>	<i>3,500.00</i>	<i>19.34</i>
	<i>Capital Outlay</i>					
05-04-7540	Vehicles	35,000.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>35,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Vehicle Services	156,000.00	12,025.85	23,404.10	3,500.00	15.00
	Special Payments					
	<i>Special Payments</i>					
05-25-6990	Special Payments - PERS	550,000.00	0.00	0.00	0.00	0.00
	<i>Special Payments</i>	<i>550,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Special Payments	550,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	545,900.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>545,900.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	545,900.00	0.00	0.00	0.00	0.00
05	Expense	5,446,400.00	299,252.27	848,296.19	148,280.17	15.58
	Administrative Services	0.00	87,434.47	1,517,863.36	-148,280.17	0.00
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,086,000.00	0.00	1,264,860.38	0.00	116.47
	<i>Beginning Fund Balance</i>	<i>1,086,000.00</i>	<i>0.00</i>	<i>1,264,860.38</i>	<i>0.00</i>	<i>116.47</i>
	NonDivisional	1,086,000.00	0.00	1,264,860.38	0.00	116.47
	Fund Balance	1,086,000.00	0.00	1,264,860.38	0.00	116.47
	NonDivisional Revenue					
10-00-4210	Water Sales - CRW	30,000.00	0.00	9,319.41	0.00	31.06
10-00-4211	Water sales	4,120,000.00	443,145.42	1,288,147.17	0.00	31.27
10-00-4215	Penalties and late charges	10,000.00	2,519.28	5,336.24	0.00	53.36
10-00-4220	System development charges	0.00	5,304.00	101,929.00	0.00	0.00
10-00-4240	Service installations	10,000.00	454.00	10,425.00	0.00	104.25
10-00-4280	Rents & leases	200,000.00	15,603.68	23,405.52	0.00	11.70
10-00-4290	Other charges for services	10,000.00	50.00	5,925.00	0.00	59.25
10-00-4610	Investment revenue	7,000.00	281.39	885.79	0.00	12.65
10-00-4630	Miscellaneous revenues	25,000.00	4,674.60	14,425.90	0.00	57.70
	<i>Revenue</i>	<i>4,412,000.00</i>	<i>472,032.37</i>	<i>1,459,799.03</i>	<i>0.00</i>	<i>33.09</i>
	NonDivisional	4,412,000.00	472,032.37	1,459,799.03	0.00	33.09
	Revenue	4,412,000.00	472,032.37	1,459,799.03	0.00	33.09

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	677,000.00	66,724.12	164,374.80	0.00	24.28
10-20-5130	Overtime	29,000.00	4,799.33	7,901.32	0.00	27.25
10-20-5210	Healthdental insurance	134,000.00	11,623.25	24,630.42	0.00	18.38
10-20-5230	Social Security	53,000.00	5,383.51	12,983.79	0.00	24.50
10-20-5240	Retirement	127,000.00	14,501.31	35,025.44	0.00	27.58
10-20-5250	TrimetWBF	6,000.00	568.05	1,369.54	0.00	22.83
10-20-5270	Workers compensation	19,000.00	0.00	6,851.46	0.00	36.06
10-20-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,050,000.00</i>	<i>103,599.57</i>	<i>253,136.77</i>	<i>0.00</i>	<i>24.11</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	66,000.00	4,246.40	13,186.60	46,813.40	19.98
10-20-6220	Electricity	32,000.00	3,168.04	10,732.04	0.00	33.54
10-20-6240	Natural gas	3,000.00	202.62	603.89	0.00	20.13
10-20-6290	Other utilities	3,000.00	283.60	850.80	0.00	28.36
10-20-6320	Buildings & grounds	10,000.00	5,400.00	5,400.00	25,000.00	54.00
10-20-6340	Distribution system maint	250,000.00	23,419.20	56,698.88	57,829.51	22.68
10-20-6420	Staff training	15,000.00	717.49	733.22	0.00	4.89
10-20-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
10-20-6530	Small tools & equipment	9,000.00	156.00	1,689.31	2,350.00	18.77
10-20-6540	Safety supplies	10,000.00	1,911.55	4,069.48	0.00	40.69
10-20-6550	Operational Supplies	7,000.00	394.99	1,536.73	0.00	21.95
10-20-6560	Uniforms	0.00	0.00	-1,241.47	0.00	0.00
10-20-6710	Purchased water	1,117,000.00	-59,941.57	399,496.08	0.00	35.77
10-20-6715	Water quality program	12,000.00	0.00	1,848.00	5,500.00	15.40
10-20-6760	Equipment Rental	3,000.00	0.00	735.16	0.00	24.51
10-20-6780	Taxes, Fees, Permits	12,000.00	0.00	4,500.00	0.00	37.50
10-20-6900	Miscellaneous expense	1,000.00	14.50	241.80	0.00	24.18
	<i>Materials & Services</i>	<i>1,552,000.00</i>	<i>-20,027.18</i>	<i>501,080.52</i>	<i>137,492.91</i>	<i>32.29</i>
	Drinking Water	2,602,000.00	83,572.39	754,217.29	137,492.91	28.99
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank loan-principal	183,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank loan-interest	26,000.00	0.00	12,992.70	0.00	49.97
	<i>Materials & Services</i>	<i>209,000.00</i>	<i>0.00</i>	<i>12,992.70</i>	<i>0.00</i>	<i>6.22</i>
	Debt Service	209,000.00	0.00	12,992.70	0.00	6.22
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers out to Fund 05	1,500,000.00	125,000.00	375,000.00	0.00	25.00
10-29-8171	Transfers out to Fund 71	500,000.00	41,667.00	125,001.00	0.00	25.00
10-29-9000	Contingency	687,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>2,687,000.00</i>	<i>166,667.00</i>	<i>500,001.00</i>	<i>0.00</i>	<i>18.61</i>
	Transfers & Contingencies	2,687,000.00	166,667.00	500,001.00	0.00	18.61
	Expense	5,498,000.00	250,239.39	1,267,210.99	137,492.91	23.05
10	Drinking Water	0.00	221,792.98	1,457,448.42	-137,492.91	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	834,900.00	0.00	929,019.94	0.00	111.27
	<i>Beginning Fund Balance</i>	<i>834,900.00</i>	<i>0.00</i>	<i>929,019.94</i>	<i>0.00</i>	<i>111.27</i>
	NonDivisional	834,900.00	0.00	929,019.94	0.00	111.27
	Fund Balance	834,900.00	0.00	929,019.94	0.00	111.27
	NonDivisional					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Revenue</i>					
20-00-4212	Wastewater charges	8,459,000.00	643,784.83	2,076,103.51	0.00	24.54
20-00-4215	Penalties & late charges	10,000.00	1,060.00	1,820.86	0.00	18.21
20-00-4220	System development charges	125,000.00	0.00	30,990.00	0.00	24.79
20-00-4290	Other charges for services	20,000.00	0.00	2,620.00	0.00	13.10
20-00-4610	Investment revenue	2,000.00	12.77	40.05	0.00	2.00
20-00-4630	Miscellaneous revenues	8,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>8,624,000.00</i>	<i>644,857.60</i>	<i>2,111,574.42</i>	<i>0.00</i>	<i>24.48</i>
	NonDivisional	8,624,000.00	644,857.60	2,111,574.42	0.00	24.48
	Transfers & Contingencies					
	<i>Revenue</i>					
20-29-4940	Transfers in from Fund 40	623,800.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>623,800.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	623,800.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	9,247,800.00	644,857.60	2,111,574.42	0.00	22.83
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular employees	704,000.00	54,678.17	162,119.23	0.00	23.03
20-21-5130	Overtime	40,000.00	2,070.45	6,394.81	0.00	15.99
20-21-5210	Healthdental insurance	185,000.00	15,147.60	35,972.88	0.00	19.44
20-21-5230	Social security	55,000.00	4,228.70	12,621.35	0.00	22.95
20-21-5240	Retirement	127,000.00	9,756.82	29,362.35	0.00	23.12
20-21-5250	TrimetWBF	6,000.00	444.93	1,326.69	0.00	22.11
20-21-5270	Workers compensation	18,000.00	0.00	7,108.06	0.00	39.49
20-21-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,140,000.00</i>	<i>86,326.67</i>	<i>254,905.37</i>	<i>0.00</i>	<i>22.36</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	163,000.00	12,164.11	53,882.39	162,423.88	33.06
20-21-6220	Electricity	276,000.00	24,768.45	74,620.96	0.00	27.04
20-21-6240	Natural gas	2,000.00	22.64	69.17	0.00	3.46
20-21-6250	Solid waste disposal	82,000.00	1,031.96	4,877.71	23,692.82	5.95
20-21-6290	Other utilities	2,000.00	38.38	115.14	0.00	5.76
20-21-6310	Janitorial services	10,000.00	824.25	2,472.75	0.00	24.73
20-21-6320	Buildings & grounds	58,000.00	4,936.45	18,671.47	2,550.00	32.19
20-21-6342	WRF system maintenance	270,000.00	6,019.25	14,891.43	10,021.91	5.52
20-21-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	9,000.00	36.00	36.00	0.00	0.40
20-21-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
20-21-6525	Chemicals	30,000.00	9,307.95	20,354.37	11,670.92	67.85
20-21-6530	Small tools & equipment	10,000.00	1,827.41	1,845.68	0.00	18.46
20-21-6540	Safety supplies	20,000.00	1,576.27	2,923.12	0.00	14.62
20-21-6550	Operational supplies	14,000.00	0.00	1,113.45	0.00	7.95
20-21-6560	Uniforms	0.00	611.00	-630.47	0.00	0.00
20-21-6590	Other supplies	10,000.00	0.00	993.46	0.00	9.93
20-21-6740	Advertising	1,000.00	0.00	125.00	0.00	12.50
20-21-6750	Other purchased services	0.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes, Fees, Permits	72,900.00	1,051.51	10,781.28	0.00	14.79
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,033,900.00</i>	<i>64,215.63</i>	<i>207,142.91</i>	<i>210,359.53</i>	<i>20.04</i>
	Wastewater-Plant	2,173,900.00	150,542.30	462,048.28	210,359.53	21.25
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	488,000.00	34,808.89	91,666.11	0.00	18.78
20-22-5120	Temporaryseasonal employees	0.00	1,676.57	1,676.57	0.00	0.00
20-22-5130	Overtime	11,000.00	917.35	1,412.52	0.00	12.84

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-22-5210	Healthdental insurance	109,000.00	10,007.00	21,755.96	0.00	19.96
20-22-5230	Social security	38,000.00	2,854.43	7,232.12	0.00	19.03
20-22-5240	Retirement	63,000.00	6,810.00	17,975.75	0.00	28.53
20-22-5250	TrimetWBF	4,000.00	302.31	765.11	0.00	19.13
20-22-5270	Workers compensation	11,000.00	0.00	4,927.18	0.00	44.79
20-22-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>729,000.00</i>	<i>57,376.55</i>	<i>147,411.32</i>	<i>0.00</i>	<i>20.22</i>
	<i>Materials & Services</i>					
20-22-6320	Buildings & grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection system maint.	50,000.00	3,599.81	8,301.94	3,548.00	16.60
20-22-6390	Other repairs & maintenance	5,000.00	0.00	0.00	0.00	0.00
20-22-6410	Mileage	0.00	107.52	107.52	0.00	0.00
20-22-6420	Staff training	8,000.00	618.49	634.23	0.00	7.93
20-22-6430	Certifications	2,000.00	0.00	240.00	0.00	12.00
20-22-6530	Small tools & equipment	15,000.00	1,272.54	4,470.00	1,212.50	29.80
20-22-6540	Safety supplies	4,000.00	1,316.05	4,146.40	0.00	103.66
20-22-6550	Operational supplies	5,000.00	527.95	874.40	0.00	17.49
20-22-6560	Uniforms	0.00	0.00	-1,065.47	0.00	0.00
20-22-6750	Other purchased services	0.00	0.00	0.00	0.00	0.00
20-22-6780	Taxes, Fees, Permits	14,500.00	729.60	2,188.80	0.00	15.10
20-22-6900	Miscellaneous expense	1,000.00	14.50	84.05	0.00	8.41
	<i>Materials & Services</i>	<i>105,500.00</i>	<i>8,186.46</i>	<i>19,981.87</i>	<i>4,760.50</i>	<i>18.94</i>
	Wastewater-Collections	834,500.00	65,563.01	167,393.19	4,760.50	20.06
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	1,899,000.00	158,250.00	474,750.00	0.00	25.00
20-29-8150	Transfers out to Fund 50	3,412,000.00	0.00	587,000.00	0.00	17.20
20-29-8172	Transfers out to Fund 72	1,000,000.00	83,333.00	249,999.00	0.00	25.00
20-29-9000	Contingency	763,300.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>7,074,300.00</i>	<i>241,583.00</i>	<i>1,311,749.00</i>	<i>0.00</i>	<i>18.54</i>
	Transfers & Contingencies	7,074,300.00	241,583.00	1,311,749.00	0.00	18.54
20	Expense	10,082,700.00	457,688.31	1,941,190.47	215,120.03	19.25
	Wastewater Reclam.	0.00	187,169.29	1,099,403.89	-215,120.03	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	659,000.00	0.00	677,232.52	0.00	102.77
	<i>Beginning Fund Balance</i>	<i>659,000.00</i>	<i>0.00</i>	<i>677,232.52</i>	<i>0.00</i>	<i>102.77</i>
	NonDivisional	659,000.00	0.00	677,232.52	0.00	102.77
	Fund Balance	659,000.00	0.00	677,232.52	0.00	102.77
	NonDivisional Revenue					
30-00-4213	Watershed protection fees	1,566,000.00	129,669.32	393,101.88	0.00	25.10
30-00-4215	Penalties & late charges	1,000.00	291.07	558.73	0.00	55.87
30-00-4290	Other charges for services	25,000.00	1,020.00	5,970.00	0.00	23.88
30-00-4610	Investment revenue	2,000.00	188.03	591.89	0.00	29.59
30-00-4630	Miscellaneous revenues	1,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,595,000.00</i>	<i>131,168.42</i>	<i>400,222.50</i>	<i>0.00</i>	<i>25.09</i>
	NonDivisional	1,595,000.00	131,168.42	400,222.50	0.00	25.09
	Revenue	1,595,000.00	131,168.42	400,222.50	0.00	25.09
	Watershed Protection Personnel Services					
30-23-5110	Regular employees	92,000.00	8,616.50	22,878.10	0.00	24.87

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	Healthdental insurance	30,000.00	3,389.30	7,393.30	0.00	24.64
30-23-5230	Social Security	8,000.00	634.33	1,690.61	0.00	21.13
30-23-5240	Retirement	17,000.00	1,655.23	4,394.88	0.00	25.85
30-23-5250	TrimetWBF	1,000.00	67.20	178.80	0.00	17.88
30-23-5270	Workers compensation	3,000.00	0.00	928.89	0.00	30.96
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>153,000.00</i>	<i>14,362.56</i>	<i>37,464.58</i>	<i>0.00</i>	<i>24.49</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	134,000.00	15,585.60	16,586.40	21,161.10	12.38
30-23-6340	System maintenance	150,000.00	0.00	261.00	0.00	0.17
30-23-6420	Staff training	3,000.00	12.00	12.00	0.00	0.40
30-23-6530	Small tools & equipment	6,000.00	0.00	112.14	0.00	1.87
30-23-6540	Safety supplies	1,000.00	0.00	0.00	0.00	0.00
30-23-6780	Taxes, Fees, Permits	4,100.00	0.00	0.00	0.00	0.00
30-23-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>299,100.00</i>	<i>15,597.60</i>	<i>16,971.54</i>	<i>21,161.10</i>	<i>5.67</i>
	Watershed Protection	452,100.00	29,960.16	54,436.12	21,161.10	12.04
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	57,000.00	56,229.12	56,229.12	0.00	98.65
30-24-6824	Interest Paid-KS Statebank	7,000.00	6,328.49	6,328.49	0.00	90.41
	<i>Materials & Services</i>	<i>64,000.00</i>	<i>62,557.61</i>	<i>62,557.61</i>	<i>0.00</i>	<i>97.75</i>
	Debt Service	64,000.00	62,557.61	62,557.61	0.00	97.75
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	252,000.00	0.00	25.00
30-29-8173	Transfers out to Fund 73	480,000.00	40,000.00	120,000.00	0.00	25.00
30-29-9000	Contingency	249,900.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,737,900.00</i>	<i>124,000.00</i>	<i>372,000.00</i>	<i>0.00</i>	<i>21.41</i>
	Transfers & Contingencies	1,737,900.00	124,000.00	372,000.00	0.00	21.41
30	Expense	2,254,000.00	216,517.77	488,993.73	21,161.10	21.69
	Watershed Protection	0.00	-85,349.35	588,461.29	-21,161.10	0.00
40	WW GO Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
40-00-3500	Fund balance	623,800.00	0.00	623,763.59	0.00	99.99
	<i>Beginning Fund Balance</i>	<i>623,800.00</i>	<i>0.00</i>	<i>623,763.59</i>	<i>0.00</i>	<i>99.99</i>
	NonDivisional	623,800.00	0.00	623,763.59	0.00	99.99
	Fund Balance	623,800.00	0.00	623,763.59	0.00	99.99
	NonDivisional					
	<i>Revenue</i>					
40-00-4610	Investment revenue	0.00	282.25	888.53	0.00	0.00
	<i>Revenue</i>	<i>0.00</i>	<i>282.25</i>	<i>888.53</i>	<i>0.00</i>	<i>0.00</i>
	NonDivisional	0.00	282.25	888.53	0.00	0.00
	Revenue	0.00	282.25	888.53	0.00	0.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
40-29-8120	Transfers out to Fund 20	623,800.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>623,800.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies	623,800.00	0.00	0.00	0.00	0.00
40	Expense WW GO Debt Service	623,800.00 0.00	0.00 282.25	0.00 624,652.12	0.00 0.00	0.00 0.00
50	WW Revenue Bond Debt Service NonDivisional					
50-00-3500	<i>Beginning Fund Balance</i> Fund balance <i>Beginning Fund Balance</i>	587,000.00 587,000.00	0.00 0.00	514,742.94 514,742.94	0.00 0.00	87.69 87.69
	NonDivisional	587,000.00	0.00	514,742.94	0.00	87.69
	Fund Balance NonDivisional	587,000.00	0.00	514,742.94	0.00	87.69
50-00-4610	<i>Revenue</i> Investment revenue <i>Revenue</i>	6,000.00 6,000.00	43.99 43.99	425.00 425.00	0.00 0.00	7.08 7.08
	NonDivisional	6,000.00	43.99	425.00	0.00	7.08
	Transfers & Contingencies					
50-29-4920	<i>Revenue</i> Transfer in from Fund 20 <i>Revenue</i>	3,412,000.00 3,412,000.00	0.00 0.00	587,000.00 587,000.00	0.00 0.00	17.20 17.20
	Transfers & Contingencies	3,412,000.00	0.00	587,000.00	0.00	17.20
	Revenue Debt Service	3,418,000.00	43.99	587,425.00	0.00	17.19
50-24-6810	<i>Materials & Services</i> 2010 SRF Loan Principal	928,171.00	0.00	461,854.00	0.00	49.76
50-24-6811	2021 IFA Loan Principal	307,409.00	0.00	0.00	0.00	0.00
50-24-6813	JPM Bank Loan Principal	1,385,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	305,740.00	0.00	125,144.00	0.00	40.93
50-24-6822	2021 IFA Loan Interest	144,809.00	0.00	0.00	0.00	0.00
50-24-6823	JPM Bank Loan Interest <i>Materials & Services</i>	340,676.00 3,411,805.00	0.00 0.00	0.00 586,998.00	0.00 0.00	0.00 17.20
	Debt Service	3,411,805.00	0.00	586,998.00	0.00	17.20
50	Expense WW Revenue Bond Debt Service	3,411,805.00 593,195.00	0.00 43.99	586,998.00 515,169.94	0.00 0.00	17.20 86.85
71	Drinking Water Capital NonDivisional					
71-00-3500	<i>Beginning Fund Balance</i> Fund balance <i>Beginning Fund Balance</i>	4,135,000.00 4,135,000.00	0.00 0.00	4,537,966.26 4,537,966.26	0.00 0.00	109.75 109.75
	NonDivisional	4,135,000.00	0.00	4,537,966.26	0.00	109.75
	Fund Balance NonDivisional	4,135,000.00	0.00	4,537,966.26	0.00	109.75
71-00-4221	<i>Revenue</i> System Development-Reimburse	100,000.00	0.00	0.00	0.00	0.00
71-00-4225	System Development-Improvement	100,000.00	0.00	0.00	0.00	0.00
71-00-4610	Investment revenue	40,000.00	2,009.90	6,327.19	0.00	15.82

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Revenue	240,000.00	2,009.90	6,327.19	0.00	2.64
	NonDivisional	240,000.00	2,009.90	6,327.19	0.00	2.64
	Transfers & Contingencies					
	Revenue					
71-29-4910	Transfer in from Fund 10	500,000.00	41,667.00	125,001.00	0.00	25.00
	Revenue	500,000.00	41,667.00	125,001.00	0.00	25.00
	Transfers & Contingencies	500,000.00	41,667.00	125,001.00	0.00	25.00
	Revenue	740,000.00	43,676.90	131,328.19	0.00	17.75
	Drinking Water					
	Capital Outlay					
71-20-7200	Infrastructure	1,555,000.00	0.00	0.00	0.00	0.00
71-20-7300	Buildings & improvements	0.00	0.00	23,156.00	0.00	0.00
71-20-7530	Software	25,000.00	0.00	0.00	0.00	0.00
71-20-7540	Vehicles	35,000.00	0.00	1,405.00	35,896.29	4.01
71-20-7600	Capital Improvement Projects	370,000.00	17,693.75	20,157.03	564,590.83	5.45
	Capital Outlay	1,985,000.00	17,693.75	44,718.03	600,487.12	2.25
	Drinking Water	1,985,000.00	17,693.75	44,718.03	600,487.12	2.25
	Transfers & Contingencies					
	Transfers & Contingencies					
71-29-9000	Contingency	2,890,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	2,890,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	2,890,000.00	0.00	0.00	0.00	0.00
	Expense	4,875,000.00	17,693.75	44,718.03	600,487.12	0.92
71	Drinking Water Capital	0.00	25,983.15	4,624,576.42	-600,487.12	0.00
72	Wastewater Reclamation Capital					
	NonDivisional					
	Beginning Fund Balance					
72-00-3500	Fund balance	4,535,000.00	0.00	5,019,995.06	0.00	110.69
	Beginning Fund Balance	4,535,000.00	0.00	5,019,995.06	0.00	110.69
	NonDivisional	4,535,000.00	0.00	5,019,995.06	0.00	110.69
	Fund Balance	4,535,000.00	0.00	5,019,995.06	0.00	110.69
	NonDivisional					
	Revenue					
72-00-4610	Investment revenue	50,000.00	2,262.96	7,123.84	0.00	14.25
	Revenue	50,000.00	2,262.96	7,123.84	0.00	14.25
	NonDivisional	50,000.00	2,262.96	7,123.84	0.00	14.25
	Transfers & Contingencies					
	Revenue					
72-29-4920	Transfer in from Fund 20	1,000,000.00	83,333.00	249,999.00	0.00	25.00
	Revenue	1,000,000.00	83,333.00	249,999.00	0.00	25.00
	Transfers & Contingencies	1,000,000.00	83,333.00	249,999.00	0.00	25.00
	Revenue	1,050,000.00	85,595.96	257,122.84	0.00	24.49
	Wastewater-Plant					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Capital Outlay</i>					
72-21-7520	Equipment	177,000.00	0.00	0.00	14,100.00	0.00
72-21-7600	Capital Improvement Projects	660,000.00	46,595.75	116,292.09	1,026,372.21	17.62
	<i>Capital Outlay</i>	<i>837,000.00</i>	<i>46,595.75</i>	<i>116,292.09</i>	<i>1,040,472.21</i>	<i>13.89</i>
	Wastewater-Plant	837,000.00	46,595.75	116,292.09	1,040,472.21	13.89
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7600	Capital Improvement Projects	1,624,000.00	36,223.36	60,696.50	73,798.26	3.74
	<i>Capital Outlay</i>	<i>1,624,000.00</i>	<i>36,223.36</i>	<i>60,696.50</i>	<i>73,798.26</i>	<i>3.74</i>
	Wastewater-Collections	1,624,000.00	36,223.36	60,696.50	73,798.26	3.74
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	3,124,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,124,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	3,124,000.00	0.00	0.00	0.00	0.00
	Expense					
72	Wastewater Reclamation Capital	5,585,000.00	82,819.11	176,988.59	1,114,270.47	3.17
		0.00	2,776.85	5,100,129.31	-1,114,270.47	0.00
73	Watershed Protection Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	1,687,000.00	0.00	1,683,263.62	0.00	99.78
	<i>Beginning Fund Balance</i>	<i>1,687,000.00</i>	<i>0.00</i>	<i>1,683,263.62</i>	<i>0.00</i>	<i>99.78</i>
	NonDivisional	1,687,000.00	0.00	1,683,263.62	0.00	99.78
	Fund Balance NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment revenue	15,000.00	686.25	2,160.32	0.00	14.40
	<i>Revenue</i>	<i>15,000.00</i>	<i>686.25</i>	<i>2,160.32</i>	<i>0.00</i>	<i>14.40</i>
	NonDivisional	15,000.00	686.25	2,160.32	0.00	14.40
	Transfers & Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer in from Fund 30	480,000.00	40,000.00	120,000.00	0.00	25.00
	<i>Revenue</i>	<i>480,000.00</i>	<i>40,000.00</i>	<i>120,000.00</i>	<i>0.00</i>	<i>25.00</i>
	Transfers & Contingencies	480,000.00	40,000.00	120,000.00	0.00	25.00
	Revenue					
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7600	Capital Improvement Projects	300,000.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>300,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Watershed Protection	300,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>Encumbered</u>	<u>% of Budget</u>
73-29-9000	<i>Transfers & Contingencies</i>					
	Contingency	1,882,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,882,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	1,882,000.00	0.00	0.00	0.00	0.00
73	Expense	2,182,000.00	0.00	0.00	0.00	0.00
	Watershed Protection	0.00	40,686.25	1,805,423.94	0.00	0.00
	Capital					
Revenue Total		25,426,200.00	1,805,030.48	6,195,209.97	0.00	0.2437
Expense Total		39,958,705.00	1,324,210.60	5,354,396.00	2,236,811.80	0.134

General Ledger
Account Roll up



User: Gail
Printed: 11/9/2021 11:24:25 AM
Period 03 - 03
Fiscal Year 2022

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue				
4210	Water Sales - CRW	30,000.00	0.00	9,319.41	31.06
4211	Water sales	4,120,000.00	443,145.42	1,288,147.17	31.27
4212	Wastewater Charges	8,459,000.00	643,784.83	2,076,103.51	24.54
4213	Watershed protection fees	1,566,000.00	129,669.32	393,101.88	25.10
4215	Penalties & late charges	21,000.00	3,870.35	7,715.83	36.74
4220	System development charges	125,000.00	5,304.00	132,919.00	106.34
4221	System Development-Reimburse	100,000.00	0.00	0.00	0.00
4225	System Development-Improvement	100,000.00	0.00	0.00	0.00
4230	Contract services	57,400.00	17,400.00	17,400.00	30.31
4240	Service installations	10,000.00	454.00	10,425.00	104.25
4280	Rents & leases	200,000.00	15,603.68	23,405.52	11.70
4290	Other charges for services	55,000.00	1,070.00	14,515.00	26.39
4610	Investment revenue	125,000.00	6,229.28	19,456.75	15.57
4630	Miscellaneous revenues	35,000.00	6,249.60	18,950.90	54.15
4910	Transfer in from Fund 10	2,000,000.00	166,667.00	500,001.00	25.00
4920	Transfer in from Fund 20	6,311,000.00	241,583.00	1,311,749.00	20.79
4930	Transfer in from Fund 30	1,488,000.00	124,000.00	372,000.00	25.00
4940	Transfer in from Fund 40	623,800.00	0.00	0.00	0.00
		25,426,200.00	1,805,030.48	6,195,209.97	24.37
Revenue	Revenue				
Expense	Expense				
5110	Regular employees	3,428,000.00	295,844.32	768,158.76	22.41
5120	Temporary/Seasonal employees	0.00	1,676.57	1,676.57	0.00
5130	Overtime	96,000.00	8,046.70	17,879.22	18.62
5210	Employee Ins	705,000.00	61,865.89	135,283.20	19.19
5230	Social Security	269,000.00	22,955.79	59,017.86	21.94
5240	Retirement	615,000.00	58,591.32	150,458.58	24.46
5250	Trimet	30,000.00	2,417.09	6,212.40	20.71
5260	Unemployment	5,000.00	0.00	0.00	0.00
5270	Workers compensation	54,000.00	0.00	20,576.37	38.10
5290	Other employee benefits	21,000.00	30.50	91.50	0.44
6110	Legal services	375,000.00	20,860.00	50,545.25	13.48
6120	Accounting & audit services	50,000.00	0.00	12,390.00	24.78
6155	Contracted Services	732,500.00	60,428.62	157,699.53	21.53
6175	Records Management	8,000.00	364.50	1,093.50	13.67
6180	Dues & subscriptions	42,000.00	2,095.00	23,763.00	56.58
6220	Electricity	322,000.00	28,968.37	88,862.44	27.60
6230	Telephone	57,000.00	2,379.74	12,490.48	21.91
6240	Natural gas	9,000.00	313.24	926.58	10.30
6250	Solid waste disposal	82,000.00	1,031.96	4,877.71	5.95
6290	Other utilities	15,000.00	527.45	1,795.57	11.97
6310	Janitorial services	25,000.00	2,048.49	6,145.47	24.58
6320	Buildings & grounds	89,000.00	11,199.99	31,659.99	35.57
6330	Vehicle & equipment maint.	50,000.00	9,325.91	15,204.78	30.41
6340	Distribution system maint	400,000.00	23,419.20	56,959.88	14.24
6342	Collection system maint.	320,000.00	9,619.06	23,193.37	7.25
6350	Computer maintenance	318,000.00	11,782.86	73,946.34	23.25
6390	Other repairs & maintenance	5,000.00	0.00	0.00	0.00
6410	Mileage	6,000.00	107.52	107.52	1.79
6420	Staff training	74,000.00	2,753.33	4,699.80	6.35

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6430	Certifications	6,500.00	0.00	240.00	3.69
6440	Board travel & training	7,000.00	0.00	553.97	7.91
6510	Office supplies	33,000.00	2,431.87	9,299.73	28.18
6520	Fuel & oils	71,000.00	2,699.94	8,199.32	11.55
6525	Chemicals	30,000.00	9,307.95	20,354.37	67.85
6530	Small tools & equipment	46,000.00	3,255.95	10,445.13	22.71
6540	Safety supplies	38,500.00	5,464.77	13,176.36	34.22
6550	Operational Supplies	26,000.00	922.94	3,524.58	13.56
6560	Uniforms	36,000.00	2,479.71	12,226.23	33.96
6590	Other supplies	10,000.00	0.00	993.46	9.93
6610	Board compensation	2,500.00	7.16	15.51	0.62
6710	Purchased water	1,117,000.00	-59,941.57	399,496.08	35.77
6715	Water quality program	12,000.00	0.00	1,848.00	15.40
6720	Insurance	270,000.00	121.00	121.00	0.04
6730	Communications	125,000.00	4,091.64	6,430.47	5.14
6740	Advertising	7,500.00	716.44	1,091.46	14.55
6750	Other purchased services	0.00	0.00	0.00	0.00
6760	Equipment Rental	8,000.00	574.32	1,908.91	23.86
6770	Bank charges	140,000.00	12,716.11	39,377.84	28.13
6780	Taxes & fees	106,500.00	1,991.11	17,680.08	16.60
6785	ECAP Payments	76,000.00	2,828.47	12,827.15	16.88
6810	2010 SRF Loan Principal	928,171.00	0.00	461,854.00	49.76
6811	2010 IFA Loan Principal	307,409.00	0.00	0.00	0.00
6813	JPM Bank Loan Principal	1,385,000.00	0.00	0.00	0.00
6814	Principal Payment-KS Statebank	57,000.00	56,229.12	56,229.12	98.65
6815	Zions Bank loan-principal	183,000.00	0.00	0.00	0.00
6820	2010 SRF Loan Interest	305,740.00	0.00	125,144.00	40.93
6822	2010 IFA Loan Interest	144,809.00	0.00	0.00	0.00
6823	JPM Bank Loan Interest	340,676.00	0.00	0.00	0.00
6824	Interest Paid-KS Statebank	7,000.00	6,328.49	6,328.49	90.41
6825	Zions Bank loan-interest	26,000.00	0.00	12,992.70	49.97
6900	Miscellaneous expense	7,000.00	568.90	865.75	12.37
6990	Special Payments	550,000.00	0.00	0.00	0.00
7200	Infrastructure	1,555,000.00	0.00	0.00	0.00
7300	Buildings & improvements	0.00	0.00	23,156.00	0.00
7520	Equipment	177,000.00	0.00	0.00	0.00
7530	Software	25,000.00	0.00	0.00	0.00
7540	Vehicles	70,000.00	0.00	1,405.00	2.01
7600	Capital Improvement Projects	2,954,000.00	100,512.86	197,145.62	6.67
8105	Transfers out to Fund 05	4,407,000.00	367,250.00	1,101,750.00	25.00
8120	Transfers out - Fund 20	623,800.00	0.00	0.00	0.00
8150	Transfers out - Fund 50	3,412,000.00	0.00	587,000.00	17.20
8171	Transfers out - Fund 71	500,000.00	41,667.00	125,001.00	25.00
8172	Transfers out - Fund 72	1,000,000.00	83,333.00	249,999.00	25.00
8173	Transfers out - Fund 73	480,000.00	40,000.00	120,000.00	25.00
9000	Contingency	10,142,100.00	0.00	0.00	0.00
Expense	Expense	39,958,705.00	1,324,210.60	5,354,396.00	13.40
Revenue Total		25,426,200.00	1,805,030.48	6,195,209.97	0.2437
Expense Total		39,958,705.00	1,324,210.60	5,354,396.00	0.134
Grand Total		-14,532,505.00	480,819.88	840,813.97	-0.0579



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	4b
Date	November 16, 2021

Summary of Minutes for Approval

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

Attachments

1. October 19, 2021 Regular Board Meeting Minutes



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
OCTOBER 19, 2021**

Board of Directors – Members Present via Zoom:

Paul Gornick	President
Ginny Van Loo	Secretary/Vice President
Kevin Williams	Director

Board of Directors – Members Absent:

Mark Knudson	Treasurer
Susan Keil	Director

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Interim Plant Operations Superintendent
Jeff Page	Utility Operations Director
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder
Lara Christensen	Water Quality Coordinator
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives – Present via Zoom:

Tommy Brooks	Cable Huston
Jane Civiletti	Oak Lodge Governance Project Steering Committee
Valerie Chapman	Oak Lodge Governance Project Steering Committee
Joseph Edge	Oak Lodge Governance Project Steering Committee

1. Call to Order & Meeting Facilitation Protocols

President Gornick called the meeting to order at 6:00 p.m.

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

General Manager Chaplen also introduced guests attending in an official capacity:

- Sherry French, President of the Clackamas River Water Board of Commissioners.
- Chris Hawes, Chair of the Sunrise Water Authority.

General Manager Chaplen overviewed the general protocols of a virtual meeting.

2. Call for Public Comment

President Gornick asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there was one. General Manager Chaplen overviewed the public comment and Staff communication with the customer.

President Gornick asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there was one.

There were no comments.

3. Monthly Update: Oak Lodge Governance Project

Oak Lodge Governance Project (OLGP) Steering Committee members Jane Civiletti, Valerie Chapman, and Joseph Edge presented a summary of the OLGP Report, and community outreach and engagement. The presentation highlighted the Report's local governance options and outlined several parameters of the Report, including boundary, special districts, stormwater management.

The Board asked clarifying questions and thanked the OLGP representatives for their presentation.

4. Presentation on the Future of Water Supply for the North Clackamas County Water Commission

Wade Hathhorn, the North Clackamas County Water Commission (NCCWC) General Manager, presented on water supply, overviewing water provider partnerships, the current and future service intertie structure, and the future of the Clackamas River.

The Board and meeting participants asked clarifying questions related to pump power considerations and Clackamas River flows. President Gornick thanked Mr. Hathhorn for the presentation.

5. Consent Agenda

Items on the Consent Agenda include:

- The August Financial Report,
- The September 21, 2021 regular meeting minutes,
- Approval of VeloDyne liquid emulsion polymer pumps, and
- On-call agreements for Field Operations construction services.

Director Williams moved to approve the Consent Agenda. Secretary/Vice President Van Loo seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice President Van Loo; Director Williams.

MOTION CARRIED

6. Business from the Board

There were no comments or questions related to the written reports.

7. Departments Reports

The Board provided comments on the Finance Department Report and thanked Staff for the photos included in the Department Reports.

8. Call for Public Comment

President Gornick asked District Recorder Casey if there were any members of the public still in attendance. District Recorder Casey confirmed there was one.

Thelma Haggemiller reported that her opinion piece regarding the District would be published in the Clackamas Review.

9. Adjourn Meeting

President Gornick adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Paul Gornick
President, Board of Directors

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: _____

Date: _____



STAFF REPORT

To Board of Directors
From David Hawkins, Interim Plant Superintendent
Title Approval of Pre-Authorization for Purchase of Skid Loader
Item No. 4c
Date November 16, 2021

Summary

Staff requests approval from the Board of Directors to authorize the General Manager to sign for up to \$100,000 for the purchase of a used skid loader.

Background

A skid loader is used for moving and loading biosolids into the District's short-term, onsite storage facility and then onto contractor-owned trucks for off-site disposal. The current loader at the Water Reclamation Facility lacks the pin height to load biosolids onto the trucks without the use of a temporary gravel ramp and has limited capacity for loading. District staff has recommended the purchase of a larger skid loader, which would address the pin height deficiency and reduce the number of loads needed to fill the trucks.

The District's procurement rules allow for the direct purchase of used goods by the General Manager, if the goods are suitable for the District's needs and may be purchased for a lower cost than substantially similar new goods, considering the life-cycle cost of the property over the period for which it will be used.

Staff has set forth the specifications needed for the next skid loader and believes a used loader will meet the District's needs for a lower cost than a new loader. However, there is a limited supply of used loaders on the market, and the supply that becomes available is quickly sold. Due to the specificity of the needed loader, and the limited time these loaders are on the market, Staff is requesting pre-authorization for the General Manager to make the purchase as soon as a suitable loader becomes available.

Past Board Actions

May 2021 Board adopted the FY 2021-22 Budget, which appropriated funds in Fund 72 Wastewater Reclamation Capital Fund. Included within the appropriated amount is the purchase of a used skid loader in the amount of \$100,000.

Budget

There is no additional budget impact with this purchase.

Concurrence

Staff has worked with the District's legal counsel in this procurement process and has consulted the Finance Director regarding Budgetary considerations.

Recommendation

Staff requests approval for the General Manager to sign for the purchase of a used loader up to \$100,000.

Alternatives to Recommendation

The Board may take no action and direct Staff to request board approval before purchase of the equipment.

Suggested Board Motion

"I move to authorize the General Manager to purchase a used skid loader meeting the District's specifications in an amount up to \$100,000."



STAFF REPORT

To Board of Directors
From Lara Christensen, Water Quality Coordinator
Title Presentation of the District's new MS4 Permit
Item No. 5
Date November 3 for November 16, 2021

Summary

This staff report provides an overview of the newly issued Municipal Separate Storm Sewer System Permit (MS4).

Background

In Oak Lodge, the storm system flows separately from the wastewater sewer. Because of this, the Department of Environmental Quality requires protections for the Waters of the United States. In our area, that entity is the Clackamas Group, a collection of small and medium sized agencies responsible for protecting the water quality through programs and activities designed to educate and engage the public to protect water quality.

On October 1, 2021 the Oregon Department of Environmental Quality issued a new Municipal Separate Storm Sewer System (MS4) Permit (see attachment). Because of the size of the District and the population of the area, Oak Lodge Water Services shares a Phase I permit with 11 other entities, together named the Clackamas Group. The agencies that comprise the Clackamas Group are the cities of Happy Valley, Lake Oswego, Oregon City, West Linn, Gladstone, Johnson City, Milwaukie, Rivergrove, and Wilsonville; along with Clackamas County, Oak Lodge Water Services and Water Environment Services.

The MS4 permit regulates water quality for Waters of the United States, and OLWS implements the requirements of the permit in our area. To share resources and leverage the work required by the MS4 permit, OLWS partners with the Clackamas Group on various aspects of the permit.

The permit requires a number of updates to programs managed by the District. A timeline of these updates is listed here:

- Dec 1, 2022:
 - Updated Monitoring Plan
 - Updated Stormwater Management Plan (SWMP)

- Updated MS4 Maps
- Include summary of Winter Maintenance activities in the annual report
- Design Mercury Minimization Plan as required in the Willamette Basin TMDL
- Dec 1, 2023:
 - Low Impact Development/Green Infrastructure Strategy / Program Description
 - Strategy for Industrial and Commercial Facilities must be included in SWMP
 - Hydromodification Assessment and Retrofit Strategy reports
 - Updated prioritization criteria for Dry Weather Field Screening
 - Escalating enforcement for construction
- Dec 1, 2024:
 - Adopt, update and maintain adequate Legal Authority
 - Develop and implement enforceable Post Construction Program (in ordinance or other regulatory mechanism)
 - Escalating enforcement for construction
- April 3, 2026 (180 days prior to permit expiration):
 - Submit Permit Renewal Package, which includes:
 - PLRE,
 - Benchmarks, and
 - 303d evaluation.
 - Permit states that mercury pollutant load reduction evaluations, benchmarks, and WLAAA are not required in the first permit cycle after the TMDL is finalized.

Past Board Actions

The Board typically reviews high level changes to the MS4 Permit programs, including providing Authority for the permit requirements.

Recommendation

Staff requests the Board review the updated MS4 Permit to familiarize themselves with the new permit and program requirements.

Attachments

1. 2021-2026 NPDES MS4 Permit Clackamas Group
2. “MS4 Permit Update” Presentation



State of Oregon
Department of
Environmental
Quality

www.oregon.gov/DEQ; Search "MS4"

Individual Permit

National Pollutant Discharge Elimination System Municipal Separate Storm Sewer Systems Phase I Individual Permit

Oregon Department of Environmental Quality
Stormwater Program
700 NE Multnomah St., Suite 600
Portland, OR 97232

Issued pursuant to Oregon Revised Statute 468B.050 and Section 402 of the Federal Clean Water Act

Issued to:	Clackamas County	City of Gladstone	Permit No.: 101348
	City of Happy Valley	City of Johnson City	File No.: 108016
	City of Lake Oswego	City of Milwaukie	
	City of Oregon City	City of Rivergrove	
	City of West Linn	City of Wilsonville	
	Oak Lodge Water Services District	Water Environment Services	

Major Receiving Streams:

Basins Willamette River
Sub-basins Lower Willamette River, Clackamas River, Tualatin River
Streams Abernathy Creek, Barlow Creek, Beaver Creek, Boardman Creek, Carli Creek, Clackamas River, Cow Creek, Deer Creek, Fanno Creek, Johnson Creek, Kellogg Creek, Livesay Creek, Mt. Scott Creek, Newell Creek, Oswego Lake, Park Place Creek, Pecan Creek, Phillips Creek, Richardson Creek, River Forest Creek, Rock Creek, Sieben Creek, Springbrook Creek, Tanner Creek, Trillium Creek, Tryon Creek, Tualatin River, Willamette River, and other creeks and tributaries, named and unnamed, to which the co-permittees' MS4s discharge.

Wasteload Allocations (if any):

A Total Maximum Daily Load (TMDL) that includes waste load allocations (WLAs) for urban stormwater has been established for the Willamette River Basin, including the Lower Willamette River, Clackamas River and Tualatin River subbasins, Springbrook Creek, and Oswego Lake. Waste load allocations are listed on the next page and addressed in Schedule D of this permit.

Sources Covered By This Permit

This permit covers all existing and new discharges of stormwater from the Municipal Separate Storm Sewer Systems (MS4s) within the services boundaries of the incorporated cities or within the service areas of Water Environment Services (WES), and Oak Lodge Water Services District that are within the Portland Metro Area's Urban Growth Boundary (UGB), in accordance with the requirements, limitations and conditions set forth.


 Christine Svetkovich
 Water Quality Manager

September 15, 2021
 Issuance Date:

October 1, 2021
 Effective Date:

WLAs Per Co-Permittee Under This Permit

DMA/Permittee Name	Final Revised Willamette Basin Mercury TMDL/WQMP (2019-DEQ)	TMDL for Mercury in the Willamette Basin, OR (2019-EPA)	Willamette Basin Mainstem Bacteria TMDL (2006)	Willamette Basin TMDL: Lower Willamette Subbasin (2006)	Tualatin TMDL (2012)	Sandy Basin TMDL (2005)
Gladstone	Total mercury	Total mercury	E.coli	E.coli		
Johnson City	Total mercury	Total mercury	E.coli	E.coli		
Lake Oswego	Total mercury	Total mercury	E.coli	E.coli	Bacteria, Chlorophyll a (Total Phosphorous), Dissolved Oxygen, pH	
Milwaukie	Total mercury	Total mercury	E.coli	E.coli, DDT		
Oak Lodge Water Services District	Total mercury	Total mercury	E.coli	E.coli		
Oregon City	Total mercury	Total mercury	E.coli	E.coli		
Rivergrove (WES)	Total mercury	Total mercury			Bacteria, Chlorophyll a (Total Phosphorous), Dissolved Oxygen, pH	
Clackamas County	Total mercury	Total mercury	E.coli	E.coli, DDT		E.coli
Happy Valley	Total mercury	Total mercury	E.coli	E.coli, DDT		
Water Environment Services	Total mercury	Total mercury	E.coli	E.coli		
West Linn	Total mercury	Total mercury	E.coli		Bacteria, Chlorophyll a (Total Phosphorous), Dissolved Oxygen, pH	
Wilsonville	Total mercury	Total mercury	E.coli			

More information on TMDLs in Oregon is available at <https://www.oregon.gov/deq/wq/tmdls/Pages/default.aspx>

PERMITTED ACTIVITIES

Until this permit expires, is modified or revoked, the co-permittees are authorized to discharge municipal stormwater to surface waters of the state only in conformance with the requirements, limitations and conditions set forth in the following schedules. Where conflict exists between specific conditions (found in Schedules A-D) and general conditions (Schedule F), the specific conditions supersede the general conditions.

Unless specifically authorized by this permit, another National Pollutant Discharge Elimination System permit, or other applicable state or federal permit, any other direct or indirect discharges to waters of the state is prohibited, including discharges to an underground injection control system.

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SCHEDULE A - CONDITIONS FOR MUNICIPAL STORMWATER DISCHARGES

1. Authorized Discharges

Subject to the terms and conditions of this permit, the co-permittees are authorized to discharge municipal stormwater to surface waters of the state from their MS4, within the defined permit coverage area.

This permit also conditionally authorizes discharges from the co-permittees' MS4s, which are categorized as allowable non-stormwater discharges in Schedule A.1.d.

a. Requirement to Reduce the Discharge of Pollutants

The co-permittees must continue to implement, adaptively manage, and enforce a Stormwater Management Program (SWMP) designed to reduce pollutants from the MS4 to the maximum extent practicable, to protect water quality and to satisfy the appropriate water quality requirements of the Clean Water Act. Compliance with this permit and implementation of the DEQ-approved SWMP Document in accordance with Schedule A.2, establishes the MEP requirement, unless DEQ modifies the permit as provided in Oregon Administrative Rule (OAR) 340-045-0055 to require additional controls.

The co-permittees are responsible for compliance within their respective jurisdictions as identified in this permit, and are not responsible for compliance outside of their jurisdictions.

b. Water Quality Standards

Compliance with all permit requirements constitutes compliance with applicable water quality standards as established in OAR 340-041.

If a co-permittee or DEQ determines that a pollutant in a co-permittee's MS4 discharge is causing or contributing to an exceedance of an applicable water quality standard based on site-specific credible evidence, the co-permittees must take the following corrective actions:

- i. Within 48 hours of becoming aware of or being notified of the exceedance, the co-permittee must begin to investigate the cause of the exceedance;
- ii. Within 30 days of becoming aware of the exceedance, the co-permittee must notify DEQ in writing of the exceedance (for on-going or continuing exceedances, a single written notification will fulfill this requirement); and
- iii. Within 60 days of becoming aware of or being notified of the exceedance, the co-permittee must submit a report to DEQ that documents the following:
 - (A) The results of the investigation, including the date the exceedance was discovered or the date that the co-permittee was notified by DEQ;
 - (B) A description of the conditions that are known or suspected to have caused or contributed to the exceedance; and
 - (C) Corrective actions taken or planned, if any, including the date corrective action was completed or is expected to be completed.

DEQ will review the report submitted and either approve it or require modifications. The co-permittees must implement the corrective action(s) in accordance with the schedule approved by DEQ. DEQ may require a timeline and enforceable milestones for completion of the corrective actions. The details of all corrective actions implemented associated with Schedule A.1.b.iii must be included in the subsequent annual report.

If the exceedance is due to an illicit discharge and the co-permittee confirms that the required response per Schedule A.3.c has occurred, the requirements listed in Schedule A.1.b.i., ii, and iii are not required, though the details of the illicit discharge and response must be included in the subsequent annual report in the illicit discharge section.

If the co-permittee determines that the exceedance is already being addressed by actions associated with implementation of a DEQ-approved Total Maximum Daily Load (TMDL) Implementation Plan, the co-permittee shall submit a report to DEQ with the next annual report that documents the following:

- iv. The results of the investigation, including the date the exceedance was discovered;
- v. A description of the conditions that are known or suspected to have caused or contributed to the exceedance; and
- vi. The applicable actions of the co-permittee's DEQ-approved TMDL Implementation Plan that were or are being implemented.

c. Limitations of Coverage

The permit does not authorize:

- i. Stormwater discharges associated with industrial activities [as defined in 40 CFR §122.26(b)(14)] or stormwater associated with construction activities [as defined in 40 CFR §122.26(b)(14)(x) and (b)(15)]. Such discharges are regulated through DEQ's NPDES Industrial Stormwater General Permits and DEQ's NPDES Construction Stormwater General Permits; or another appropriate NPDES permit.
- ii. Stormwater discharges to underground injection control (UIC) systems.

d. Allowable Non-Stormwater Discharges

The co-permittees must effectively prohibit non-stormwater discharges into the MS4s unless such discharges are otherwise permitted under this subsection, another NPDES permit or other applicable state or federal permit, or are otherwise exempted or authorized by DEQ. The permit does not authorize the discharge of non-stormwater from the MS4, except where such discharges satisfy one of the following conditions:

- i. The non-stormwater discharge is regulated under a separate NPDES permit.
- ii. The non-stormwater discharge is categorized as an authorized or allowable non-stormwater discharge listed below:
 - (A) Uncontaminated water line flushing.
 - (B) Landscape irrigation. For co-permittee owned or operated areas landscape irrigation will be considered allowable only if pesticides and fertilizers are applied in accordance with manufacturer's instructions.
 - (C) Diverted stream flows.
 - (D) Uncontaminated groundwater infiltration (as defined at 40 CFR § 35.2005(20)) to separate storm sewers.
 - (E) Rising groundwaters.
 - (F) Uncontaminated pumped ground water.
 - (G) Potable water sources (including potable groundwater monitoring wells and draining and flushing of municipal potable water storage reservoirs).
 - (H) Startup flushing of groundwater wells.
 - (I) Foundation, footing and crawlspace drains (where flows are not contaminated).
 - (J) Uncontaminated air conditioning or compressor condensate.
 - (K) Irrigation water.

- (L) Springs.
- (M) Lawn watering.
- (N) Individual residential car washing.
- (O) Charity car washing (provided that steam, and heated water are not used, and that washing is restricted to the outside of the vehicle with no rinsing or washing of engines, transmissions, or undercarriages). Co-permittees should consider requiring that only phosphate-free soaps/detergents are used and provide educational materials on the harmful effects that other chemicals, soaps, detergents, and heated water or steam can cause.
- (P) Flows from riparian habitats and wetlands.
- (Q) Dechlorinated swimming pool discharges including hot tubs (heated water must be cooled for at least 12 hours prior to discharge). Swimming pool and hot tub discharges with other pollutants such as bromine and copper may not be discharged to the MS4.
- (R) Fire hydrant flushing and emergency firefighting activities.
- (S) Street and pavement washwaters, including for bridges or pedestrian bridges (provided that chemicals, soaps, detergents, steam, or heated water are not used). Co-/permittees should also consider requiring that areas to be washed first be swept prior to washing, and sweepings collected for proper disposal outside the MS4 system.
- (T) Routine external building wash-down (provided that chemicals, soaps, detergents, steam or heated water are not used).
- (U) Water associated with dye testing activity.
- (V) Discharges of treated water from investigation, removal and remedial actions selected or approved by DEQ pursuant to Oregon Revised Statute (ORS) Chapter 465.
- (W) Any other discharge deemed as *de minimis* by DEQ.

If any of these allowable non-stormwater discharges are or becomes a significant source of pollutants, the co-permittee must prohibit that discharge or require implementation of appropriate best management practices (BMPs) to reduce the discharge of pollutants associated with the source before discharge to the MS4.

2. Permittee's Responsibilities

Each co-permittee is responsible for permit compliance related to its permit coverage area, or where this permit requires the specific co-permittees to take an action.

a. Coordination Among Other Public Entities and Joint Agreements

- i. A co-permittee may work with or delegate implementation of one or more stormwater management program control measure to other regulated MS4's or entities. The co-permittees are responsible for compliance with any permit conditions that another entity fails to implement.
- ii. If a co-permittee elects to work with or delegate implementation of one or more SWMP control measures to another co-permittee or entity, there must be a written agreement between the co-permittee and the other entity memorializing the delegation. This agreement must be made available to DEQ upon request.

b. Maintain Adequate Legal Authority

No later than December 1, 2024 the co-permittees must adopt, update, and maintain adequate legal authority through ordinance(s), code(s), interagency agreement(s), contract(s), and/or other mechanisms to control pollutant discharges into and discharges from its MS4 and to implement and enforce the conditions of this permit, to the extent allowable pursuant to the respective authority granted under state law.

If existing ordinances or regulatory mechanisms are insufficient to meet the criteria required by this permit, the co-permittees must adopt new ordinances. If a co-permittee does not have the authority to adopt ordinances, the co-permittee must utilize all relevant regulatory mechanisms available to it as allowed pursuant to applicable state law.

c. SWMP Document

The co-permittees must develop and maintain written Stormwater Management Program Documents (referred to as SWMP Documents), which describe in detail how the co-permittees implement the required control measures in this permit and reduce the discharge of pollutants. The SWMP Document (whether shared by co-permittees or separate) must be maintained over the course of the permit term and must describe programs and BMPs or refer to publicly available documents detailing the co-permittees' schedules for implementation of any control measure components to be developed during the term of this permit. The SWMP Document is subject to approval by DEQ, and is a requirement of this permit.

Documentation of the actions or activities required by this Permit or described in the SWMP Document must be submitted to DEQ upon request. If any requirement of this permit is being fulfilled by an agreement with another entity in accordance with Schedule A.2.a, the SWMP Document must describe how the requirement is being fulfilled and refer to or include any written agreements describing each party's role.

The co-permittees must make the first iteration of the SWMP Document(s) available for public review prior to submission to DEQ, by at a minimum, posting to the publicly accessible website required in Schedule A.3.b.i. The SWMP Document is due to DEQ on December 1, 2022, after which DEQ will review and approve the submission or require modification(s) of it. The final approved version of the SWMP Document must thereafter be made available to the public through the co-permittees' websites. If DEQ notifies a co-permittee that changes to the SWMP Document are necessary pursuant to Schedule A.2.c or A.2.f, the notification will offer the co-permittees an opportunity to propose alternative program changes to meet the objectives of the requested modification. The co-permittees must implement the approved SWMP Document(s).

The DEQ-approved Stormwater Management Plan currently in effect at the time of this permit renewal should continue to be implemented until the SWMP Document has been approved by DEQ.

d. SWMP Information and Metrics

The co-permittees must track activities and document program implementation of the SWMP control measures (e.g., the number of inspections, enforcement actions, and/or types of public education actions, etc.), and cite relevant information and metrics, reflecting the specific reporting period, in each Annual Report. These metrics should be used by the co-permittees for adaptive management purposes, and where they indicate a trend of reduced effectiveness or performance (e.g., fewer citizens engaged by outreach efforts) the co-permittees are required to consider whether programmatic improvements can be made to reverse the trend.

e. SWMP Resources

Each co-permittee must provide adequate finances, staff, equipment, and other support capabilities to implement the control measures and other requirements outlined in this permit.

f. Review and Modification of the SWMP Document

The co-permittees must continue to follow an adaptive management approach developed under the previous permit iteration in order to assess and modify, as necessary, any or all existing SWMP components and adopt new or revised SWMP components to achieve reductions in

stormwater pollutants to the MEP. In addition to elements required on particular schedules by this permit (i.e., Schedules A.3.c.v, A.3.d.v, and A.3.e.ii) co-permittees may update actions and/or activities described in the approved SWMP Document for adaptive management purposes in accordance with the following procedures:

- i. Modifications that add elements to the approved SWMP Document may be made by the co-permittees at any time. A description of any modifications shall be included in the Annual Report for that year.
- ii. Modifications to delete, adjust, or replace elements in the approved SWMP Document with an alternate action or activity may be made by the co-permittees at any time. Modification must be supported by documentation to be submitted to DEQ with the subsequent annual report, which must include:
 - (A) An analysis of why the new action is an appropriate alternative from the standpoint of effectiveness, feasibility and/or cost; and,
 - (B) Expectations on the effectiveness of the replacement action or activity.

3. Stormwater Management Program Control Measures

Until the SWMP Document required per Schedule A.2.c. is approved by DEQ, the co-permittees must continue to implement all existing SWMP control measures appropriate to their jurisdictions, and, after the effective date of the permit, must begin to revise their SWMP control measures, as needed, in order to implement any new control measure components required by this permit.

Table 1 identifies required due dates for new program control measures. DEQ may extend the due date(s) or implementation date(s) for any individual stormwater management plan control measure in the event of any extraordinary circumstances including but not limited to pandemic, wildfire, earthquake, flood or other natural disaster provided that the co-permittee requests an extension in advance and provides all documentation available regarding the specific impacts as to why the deadline cannot be met. In that circumstance, DEQ will respond to the extension request and will document any revised due date(s) when applicable.

a. Public Education and Outreach

The co-permittees must continue to implement a documented public education and outreach strategy to inform the public about the impacts of stormwater discharges on receiving waterbodies and the actions that they can take to reduce pollutants in stormwater runoff. The education and outreach strategy must identify pollutants of concern, the priority audience(s), specific education and/or activities, the entity or individual responsible for implementation, and be designed to address pollution from municipal stormwater within the co-permittees' communities. The strategy may incorporate elements of cooperative efforts undertaken with other regulated MS4s or efforts by other groups or organizations and must be included in the SWMP Document directly or by reference and be prepared to initiate implementation upon DEQ's approval of the SWMP Document.

i. Education and Outreach Program

The co-permittees' public education and outreach programs must include educational materials, activities and/or actions for the community. At a minimum, educational efforts should prioritize and focus on audience groups listed in Schedule A.3.a.iii, as applicable to the co-permittees' community and water quality concerns. The goal of the education and outreach program is to change the behaviors and practices by the public and the business community that cause or contribute to adverse stormwater impacts on receiving waters and

to identify and remove barriers to adopting alternative behaviors and practices, if possible. The program should promote information and specific actions to:

- (A) Increase audience understanding of specific stormwater quality issues in the waterways of the community and which pollutants, products, and behaviors contribute to the problems;
- (B) Communicate and demonstrate how to reduce pollutant discharges in stormwater runoff;
- (C) Encourage participation by the public in the protection and enhancement of local waterways and wildlife, as well as responsibility in behaviors to prevent illicit discharge from entering the MS4 or impacting receiving waters; and,
- (D) Promote, publicize, and facilitate reporting of illicit discharges.

To be considered adequate, the public education and outreach program must at a minimum include the activities in Schedule A.3.a.ii-iv below.

ii. Stormwater Education Activities

The co-permittees must contribute to, distribute, or offer educational messages and/or activities to or for the public at similar levels of effort as those associated with the previous permit.

Educational messages or activities may include printed materials (e.g., brochures or newsletters); electronic materials (e.g., social media, websites, or e-newsletters); mass media (e.g., utility bill inserts, transit advertisements or signage in highly trafficked corridors, newspaper articles or public service announcements); workshops, or other educational events or formats.

The co-permittees may use existing materials if applicable. Giving consideration to the community's overall demographics and the prioritized audiences' demographics, the co-permittees must consider delivering messages in other languages and using other culturally relevant information and techniques to ensure diversity, equity, and inclusion, as applicable.

iii. Priority Audiences and Topics

The co-permittees must at minimum, conduct, participate in, and/or contribute to education and outreach to the priority audiences identified below, as applicable to the community and water quality concerns. The co-permittees must focus efforts on conveying relevant messages using the priority topics identified below or stormwater issues of significance in their community.

- (A) Priority Audiences:
 - 1. General public (e.g., renters, homeowners, homeowner associations, youth, and other groups);
 - 2. Local elected officials, land use planners, engineers, developers, and/or employees of the co-permittees responsible for implementing the SWMP, as appropriate;
 - 3. Construction site operators (See Schedule A.3.iii.B.10 below);
 - 4. Businesses (including industrial and commercial facilities); and,
 - 5. Any other groups/entities as appropriate.
- (B) Pollution Reduction Topics:
 - 1. Impacts of illicit discharges on receiving waters and how to report them.
 - 2. Appropriate practices or techniques to avoid adverse water quality impacts due to impervious surfaces.
 - 3. BMPs for proper use, application, storage, and disposal of pesticides, herbicides, fertilizers, and other household chemicals.

4. BMPs to avoid or reduce discharge of litter and trash to the MS4 or surface waters.
5. BMPs for recycling programs.
6. BMPs to avoid discharges from power washing, carpet cleaning, and auto repair and maintenance.
7. Low-impact development and green infrastructure approaches.
8. Watershed awareness education, including how storm drains lead to local creeks and rivers, and potential impacts to fish and other wildlife.
9. Operation & Maintenance practices for privately owned stormwater quality management facilities.
10. Construction site control measures and BMPs, including information on where in-depth training on erosion prevention and sediment control can be obtained
11. Stormwater issues of significance identified by co-permittees.

iv. Tracking and Assessment

The co-permittees must describe the program in the SWMP Document and document implementation of the Public Education and Outreach requirements in each Annual Report. In each Annual Report, the co-permittees must summarize or report on metrics and/or tracking measures related to their implementation of the program (e.g., estimated number of members of each priority audience reached with each educational activity or type of educational activity, measurable goals reached, etc.), and plans for the following year.

b. Public Involvement and Participation

The co-permittees must continue to implement a public involvement and participation program that provides opportunities for effective public participation in the maintenance, further development, and/or adaptive management of each co-permittee's stormwater program. The co-permittees must comply with their public notice requirements, if any, when implementing a public involvement participation process.

i. Publicly Accessible Website

The co-permittees must each maintain and promote a publicly accessible website with information on the co-permittee's SWMP implementation, the SWMP Document, contact information, and educational materials. The website must be maintained with current information, and be reviewed for accuracy at least annually and kept updated. The co-permittee's website must incorporate the following:

- (A) Illicit discharge complaint or report requirements (see Schedule A.3.c.v).
- (B) Drafts of documents listed in this permit as requiring public comment (i.e., the SWMP Document in Schedule A.2.c, the Industrial/Commercial Facilities Strategy in Schedule A.3.g.ii, and the Monitoring Plan in Schedule B.1.c) must be posted and available for public comment for a minimum of 30 days, and comments must be considered prior to final issuance. Final reports, plans and other documents relevant to the MS4 programs must also be posted, as appropriate.
- (C) Links to ordinances, policies and/or guidance documents related to the construction, post-construction, and commercial/industrial stormwater management control programs, including education, training, licensing, and permitting.
- (D) Contact information for relevant staff, including phone numbers, mailing addresses and email addresses.

ii. Stewardship Opportunity

The co-permittees must continue to create or partner in the development and/or implementation of stewardship opportunities to foster public involvement. The co-permittees shall provide at least one of the following stewardship opportunities or develop a more locally relevant equivalent:

- (A) Community watershed restoration or cleanup activities,
- (B) Storm drain marking or stenciling,
- (C) Volunteer monitoring,
- (D) Riparian plantings/facility enhancement,
- (E) Neighborhood low-impact development activities,
- (F) Adopt-A-Road or similar programs aimed at green infrastructure vegetation management,
- (G) Clean up events associated with waterways,
- (H) Community advisory committee, or
- (I) Other locally relevant opportunities.

iii. Tracking and Assessment

The co-permittees must describe the programs in the SWMP Document(s) and document implementation in each Annual Report. In each corresponding Annual Report, the co-permittees must summarize or report on metrics or tracking measures related to implementation of the program.

c. Illicit Discharge Detection and Elimination

The co-permittees must continue to implement and enforce a comprehensive program to detect and eliminate illicit discharges into the MS4, to the extent allowable by state laws. In addition, co-permittees must continue to implement procedures to prevent, contain, and respond to spills, as well as seepage from sanitary sewer system, which may discharge into the MS4 in accordance with all applicable federal and state laws, including proper notification to the Oregon Emergency Response System (OERS). An illicit discharge is any discharge to an MS4 that is not composed entirely of stormwater. Conditional exceptions are identified in Schedule A.1.d. Procedures and processes required below must be documented or referenced in the SWMP Document.

i. MS4 Map

(A) MS4 Map and Digital Inventory

The co-permittees must continue to maintain and update a current map of their MS4. The MS4 map may be in the form of a web-based or digital inventory, and must include the location of outfalls and an outfall inventory, conveyance system and structural stormwater control locations, and chronic illicit discharges as applicable (see Schedule A.3.c.i.B-D, below), as well as annual dry-weather priority screening sites as designated under Schedule A.3.c.v (Dry Weather Screening Program). The co-permittees must delineate their MS4s by storm sewer drainage basin or catchment area, as appropriate, and identify the location and characteristics of any ongoing dry weather flows.

(B) Outfall Inventory

The co-permittees must maintain inventories of all the known outfall locations, owned or operated by the co-permittees. The outfall location must include a unique identifier (e.g., alphanumeric code identifier), any geographic information (e.g., streets,

manholes, or milepost markers) necessary to locate these outfalls in the field, and the name(s) of the receiving water(s). To the extent data are available, co-permittees should include outfall characteristics such as presence of dry weather flows and details of the collection area for each (e.g., approximate acreage and relative proportions of land uses contributing to the outfall, impervious area contributing stormwater, tree cover, etc.).

(C) Conveyance System and Stormwater Control Locations

The co-permittees must continue to maintain maps of the MS4 collection system and all known structural stormwater controls. Where applicable, features must include a unique identifier (e.g., alphanumeric code identifier) and any geographic information (e.g., streets, manholes, or milepost markers) necessary to locate these features in the field.

(D) Chronic Illicit Discharges

The co-permittees must include the location(s) of any known chronic illicit discharge(s), as necessary for ongoing investigations or repeat/recurring issues in dense areas or commercial districts, for example, as applicable.

Co-permittees must submit or provide access to their updated MS4 map that includes the appropriate descriptions with the initial SWMP Document No later than December 1, 2022, and thereafter must make map(s) and digital inventories available to DEQ upon request.

ii. Ordinance and/or Other Regulatory Mechanisms

The co-permittees must continue to prohibit non-stormwater discharges into the MS4 (except those conditionally allowed by Schedule A.1.d) through enforcement of an ordinance or other regulatory mechanism, to the extent allowable under state law. The co-permittees must implement appropriate enforcement procedures and actions to ensure compliance.

iii. Enforcement Procedures

The co-permittees must continue to implement their enforcement and response procedures as developed under the previous permit. The SWMP Document must describe or reference the enforcement and response procedures. The procedures should describe how repeat violations are addressed; the timelines for compliance; specifically address commercial and industrial facilities or activities as described in Schedule A.3.g of this permit; and consider factors such as the amount and type of pollutant discharged, and whether the discharge was intentional or accidental, if known, and whether the discharge could have been prevented.

iv. Program to Detect and Eliminate Illicit Discharges

At a minimum, the co-permittees' programs to detect and eliminate illicit discharges must include the following activities:

(A) Illicit Discharge Complaints or Reports

The co-permittees must publicize a phone number, webpage, and/or other communication channel that the public can use to report illicit discharges. The complaint/reporting communication channel must be answered or responded to by trained staff during normal business hours and must include a system to record or capture incoming complaints or reports during non-business hours.

(B) Response to Complaints or Reports

The co-permittees must respond to all complaints or reports of illicit discharges that have the potential to impact receiving waters through the MS4s. For discharges, including spills, which constitute a threat to human health, welfare, or the

environment, the co-permittees must respond within 24 hours or as soon as possible after becoming aware of it if notified during weekends or after hours. Spills, or other illicit discharges, that may endanger human health or the environment must be reported in accordance with all applicable federal and state laws, including notification to the OERS (at 800-452-0311). For all other reports of illicit discharges, the co-permittees must respond within an average of two working days, and no greater than four working days.

The co-permittees' complaint response and the associated investigation must at minimum, use the following timelines:

1. Initial Investigation or Evaluation

Conduct an initial investigation or evaluation within five working days or refer the complaint to the appropriate agency.

2. Ongoing Illicit Discharges

If the elimination of the illicit discharge will take more than 15 working days due to technical, logistical, or other reasonable issues, the co-permittees must, within 20 working days of source identification, develop and begin implementation of an action plan to eliminate the illicit discharge in an expeditious manner.

Upon confirmation of an illicit connection, the co-permittees must use the Enforcement Procedures in a documented effort to eliminate the illicit connection within six months, unless otherwise approved by DEQ, to the extent allowable under state law. All known illicit connections to the MS4 must be eliminated.

3. Ongoing Illicit Discharges involving Capital Improvements

If the elimination of the illicit discharge involves the repair or replacement of the co-permittees' wastewater or storm sewer conveyance systems or other capital improvements, the co-permittee must remove the source of the illicit discharge within three years of the date of its identification.

(C) Notification of Other Authorities

If the illicit discharge originates from or discharges to outside the co-permittees' jurisdictional authority, the co-permittee must notify the proper jurisdictional authority as soon as practicable, and at least within one working day of becoming aware of the illicit discharge.

(D) Complaints Tracking

The co-permittees must continue to maintain a procedure or system to document all complaints or reports of illicit discharges into and from the MS4, and all associated investigation activities. The tracking system must be described in the SWMP Document, and complaint tracking information from each prior year must be summarized in each Annual Report.

v. Dry Weather Screening Program

At a minimum, the co-permittees must continue to implement a Dry Weather Screening Program at priority MS4 locations. The co-permittees must review and update the prioritization criteria for dry weather screening locations as described below by the due date of the Annual Report for the 2022-2023 reporting year (December 1, 2023). If necessary, as specified in Schedule A.2.f, changes to criteria and procedures must be reported on in an update to the SWMP Document. The annual field screening must include a portion or all of the co-permittees' identified priority locations and include a process for information sharing with maintenance staff responsible for the programs required under Schedule A.3.f.iii

(Pollution Prevention and Good Housekeeping for Municipal Operations: Inspection, Maintenance, and Cleaning of the MS4 System).

The dry-weather field screening activities should occur after an antecedent dry period of at least 72-hours. The dry-weather field screening activities must be documented and include:

(A) Annual Field Screening of Priority Locations

Priority locations must, when possible, be located at an accessible location downstream of any source of suspected illegal or illicit activity or location as identified by the co-permittees. Priority location designations must be based on analyses of risk of potential for illicit discharge(s), accounting for factors such as hydrological conditions, percent of impervious surface area, total drainage area of the location, population density of the location, infrastructure access density, traffic density, development age (age of the infrastructure and structures or buildings in the area), history of the area, land use types, personnel safety, accessibility, historical complaints or other appropriate factors as identified by the co-permittees. Priority field screening locations must also be identified on the MS4 mapping and digital inventory when the assessment is complete, and may change based on the above criteria if new information comes to light or if a new analysis is conducted.

(B) General Observations

General observations must include visual presence of flow, turbidity, oil sheen, trash, debris or scum, condition of conveyance system or outfall, color, odor, and any other relevant observations related to the potential presence of non-storm water or illicit discharges.

(C) Field Screening and Analysis

If flow is observed, and the source is unknown, a field investigation must be conducted to determine the cause of the dry-weather flow. The field investigation procedures must consider sampling for pollutant parameters that are likely to be found based upon the suspected source of discharge or by other effective investigatory approaches or means to identify the source or cause of the suspected illicit discharge. Field screening pollutant parameter action levels, identified by the co-permittees in response to previous permit requirements and updated as necessary, must be considered where appropriate.

(D) Pollutant Parameter Action Levels

The co-permittees must continue to utilize pollutant parameter action levels as part of the field screening. The pollutant parameter action levels and rationale must be documented in an enforcement response plan (or similar document) and included or linked/referred to in the SWMP Document. Indicator constituents used by the co-permittees' procedures may include but need not be limited to the following: pH, total chlorine, turbidity, temperature, conductivity, easily tested-for indicators of human waste, and sensory indicators (odor, color, sheen, visible suds or other floatables, etc.).

The co-permittees must include the Pollutant Parameter Action levels or associated Monitoring Plan by inclusion or reference in the SWMP Document.

(E) Laboratory Analysis

If general observations and field screening indicate an illicit discharge and the presence of a suspected illicit discharge cannot be identified through other investigatory methods, co-permittees must collect a water quality sample for laboratory analyses for ongoing discharges. The water quality sample must be analyzed for pollutant parameters or identifiers that will aid in the determination of the

source of the illicit discharge. The types of pollutant parameters or identifiers may include, but are not limited to genetic markers, industry-specific toxic pollutants, or other pollutant parameters that may be specifically associated with a source type.

vi. Illicit Discharge Detection and Elimination Training and Education

The co-permittees must ensure that all persons responsible for investigating and eliminating illicit discharges and illicit connections into the MS4 are appropriately trained to conduct such activities. All staff directly responsible for conducting dry weather screening activities or responding to reports of illicit discharges and spills into the MS4 must be properly trained to conduct such activities, and training strategies and frequencies for staff must be documented and described or referenced in the SWMP Document.

vii. Tracking and Assessment

The co-permittees must track implementation of the IDDE program requirements. In each corresponding Annual Report, the co-permittees must summarize or report on metrics or tracking measures related to implementation of the program. The Annual Report should include updates regarding any capital improvements needed or implemented associated with the IDDE program.

d. Construction Site Runoff Control

The co-permittees must continue to implement and enforce a construction site runoff control program to reduce discharges of pollutants from construction sites in its coverage area. The co-permittees must continue to implement their existing construction site runoff program as the new requirements are developed and implemented.

i. Ordinance and/or Other Regulatory Mechanism

Through ordinance or other regulatory mechanism, and to the extent allowable under state law, the co-permittees must continue to require erosion, sediment, and waste materials management controls to be used and maintained at all qualifying construction projects from initial clearing through final stabilization to reduce pollutants in stormwater discharges to the MS4 from construction sites.

The co-permittees must require construction site operators to document site specific erosion and sediment controls for construction project sites that results in a minimum land disturbance of equal to or greater than 1,000 square feet.

The co-permittees must use appropriate enforcement procedures and actions to ensure compliance with Schedule A.3.d.ii-vi, below.

ii. Erosion and Sediment Control Plans (ESCPs)

The co-permittees must continue to maintain written specifications that address the proper installation and maintenance of erosion and sediment controls during all phases of construction activity occurring in their coverage area. The written specifications must include an ESCP template, worksheet, checklist, or similar document for construction site operators to document how erosion, sediment, and waste material management controls for non-stormwater wastes (e.g., discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste) will be implemented and maintained at the construction project site. At a minimum, through ordinance or other regulatory mechanism the co-permittees must:

- (A) Require construction site operator to complete a site-specific Erosion and Sediment Control Plan or other documentation of site-specific controls prior to beginning construction/land disturbance;

- (B) Require the Erosion and Sediment Control Plan be maintained and updated as site conditions change, or as specified by the co-permittees;
- (C) Require Erosion and Sediment Control Plans to be kept on site and made available for review by the co-permittees, DEQ, or another administrating entity during site inspections or upon request; and,
- (D) Continue to ensure that ESCPs for construction sites disturbing one acre or greater are consistent with the substantive requirements of the State of Oregon's 1200-C NPDES permit ESCPs.

Co-permittees may require or issue a simplified ESCP or a list of expected outcomes with prescribed BMPs for small or low-risk construction sites, provided that the co-permittees' criteria and specifications are clear and documented or referenced in the SWMP Document, and provided that construction operators are required to meet expectations and keep documentation of how they meet those expectations on site for reference during operations, maintenance activities, and inspections. The co-permittees must include or refer to a description of all Erosion and Sediment Control Plan requirements in the SWMP Document.

iii. Erosion and Sediment Control Plans Review

At a minimum, the co-permittees must continue to implement procedures to review Erosion and Sediment Control Plans from construction projects that will result in land disturbance of equal to or greater than 1,000 square feet using a checklist or similar document to determine compliance with the ordinance or other regulatory mechanism required.

Erosion and Sediment Control Plan review procedures must include consideration of the construction activities' potential water quality impacts, and remain in accordance with applicable state and local public notice requirements.

iv. Construction Site Inspections

The co-permittees must continue to perform inspections of construction sites to ensure that the approved ESCP or other documented set of controls is properly implemented. The SWMP Document must describe or reference procedures, including:

(A) Minimum Triggers for Inspection

At a minimum, the co-permittees must inspect construction sites if:

1. Sediment and/or turbidity is visible in reported stormwater discharge or dewatering activities from the construction site;
2. A complaint or report is received; or
3. A site meets any other minimum triggers established under the co-permittees' already established inspection program.

(B) Minimum Inspection & Documentation Requirements

Co-permittee inspections of construction sites must follow standardized procedures for inspection and documentation of inspections. Procedures and requirements for inspection and documentation must be detailed in a manual referenced or linked to in the SWMP Document, and include minimum required outcomes, criteria, and/or BMPs for disturbed areas of the site, as well as locations of material and waste storage areas, stockpile areas, construction site entrances and exits, sensitive areas, and points of discharge to the MS4 or receiving waters. The co-permittees must include or reference in the SWMP Document a description of how the co-permittees site inspection procedures ensure, accomplish, or generate the following:

1. A review and evaluation of the ESCP or other documented set of site-specific controls and the operator's records of maintenance or operation of BMPs where

applicable, to determine if the described control measures were installed, implemented, and maintained properly.

2. An assessment of the site's compliance with the co-permittees' ordinances or requirements.
3. Documentation of visual observations and of any existing or potential non-stormwater discharges, illicit connections, and/or discharge of pollutants from the site, as well as of recommendations to the construction site operator for follow-up.
4. A written or electronic inspection report, with photographs as necessary, including documentation of all necessary follow-up actions (e.g., re-inspection, enforcement) to ensure compliance with their applicable requirements.
5. Follow up to verify proper implementation of corrective measures in cases where a co-permittee-employed or contracted inspector finds evidence of erosion or of deficiencies in BMP maintenance or in adherence to ordinances or other regulations, as well as documentation of the corrective action.

v. Enforcement Procedures

The co-permittees must continue to implement and maintain a written escalating enforcement and response procedure for all qualifying construction sites and summarize or reference in the SWMP Document. The procedure must address repeat violations through progressively stricter response, as needed, to achieve compliance. The escalating enforcement and response procedure must describe how the co-permittees will use enforcement techniques to ensure compliance. The enforcement procedures must include timelines for compliance and, when formulating response procedures and penalties should consider factors (or multipliers) such as the type and severity of pollutant discharge, and whether the discharge was intentional or accidental. If the escalating enforcement procedure already in place does not meet these requirements, a revision or update may be submitted with the Annual Report due December 1, 2023, and, if necessary as specified under Schedule A.2.f, added to the SWMP Document at that time.

vi. Construction Runoff Control Training and Education

The co-permittees must ensure that all staff responsible for ESCP reviews, site inspections, and enforcement of the co-permittees' requirements are trained or otherwise qualified to conduct such activities, and training strategies and frequencies must be described or referenced in the SWMP Document.

vii. Tracking and Assessment

The co-permittees must routinely or continuously track all construction sites that result in a total land disturbance of equal to or greater than 1,000 square feet. The inventory must include relevant contact information for each project (e.g., name, address, phone, etc.), the size of the project including area and/or volume of disturbance, the date the co-permittees approved the ESCP in accordance with Schedule A.4.d.iii or in accordance with coverage under the 1200-CN permit as applicable, and whether any complaints have been received or inspections made.

The co-permittees must also track implementation of activities required by the Construction Site Runoff program. In each corresponding Annual Report, the co-permittees must summarize metrics or tracking measures related to implementation of the program, which may include but is not limited to number of regulated construction projects, number of inspections, and number of enforcement actions.

e. Post-Construction Site Runoff for New Development and Redevelopment

The co-permittees must continue to implement their post-construction stormwater pollutant and runoff control program as they develop, implement, and enforce the requirements of Schedule A.3.e to control stormwater runoff from new development and redevelopment project sites in its coverage area and reduce the discharge of pollutants. The co-permittees must describe or refer to full documentation of its programs in the SWMP Document.

i. Ordinance and/or Other Regulatory Mechanism

Through ordinance or other regulatory mechanism, to the extent allowable under state law and within the constraints of land use and zoning regulations, the co-permittees must require the following for project sites discharging stormwater to the MS4 that create or replace impervious surface area at or above the threshold area indicated for each co-permittee in Table 1:

- (A) The use of stormwater controls at all qualifying sites.
- (B) A site-specific stormwater management approach that targets natural surface or predevelopment hydrological function through the installation and long-term operation and maintenance of stormwater controls, with focus on management of quantity and quality of stormwater discharge.
- (C) Long-term operation and maintenance of stormwater controls at project sites that are under the ownership of a private entity.

The co-permittees must use appropriate enforcement procedures and actions to ensure compliance with Schedule A.3.e.v. The local ordinance or other regulatory mechanism adopted must meet the requirements of Schedule A.3.e.ii-vi.

Table 1. Clackamas Group Co-Permittee Post-Construction Thresholds

Co-Permittee	Project Threshold (ft²)
Clackamas County	5,000
Water Environment Services	5,000
City of Gladstone	5,000
City of Happy Valley	5,000
City of Johnson City	5,000
City of Lake Oswego	3,000
City of Milwaukie	1,000
City of Oregon City	5,000
City of River Grove	5,000
City of West Linn	1,000
City of Wilsonville	5,000
Oak Lodge Water Services District	1,000

ii. Prioritization of Low Impact Development & Green Infrastructure

The co-permittees must, by December 1, 2023, review and update or develop and begin implementation of a strategy to require to the maximum extent feasible, the use of Low Impact Development and Green Infrastructure (LID/GI) design, planning, and engineering strategies intended to minimize effective impervious area or surfaces, and reduce the volume of stormwater discharge and the discharge of pollutants in stormwater runoff from development and redevelopment projects. This LID/GI strategy must be documented in the subsequent Annual Report and incorporated into or referenced in the SWMP Document after completion and DEQ approval. In development of this strategy, the co-permittees must review ordinance and development code for opportunities to reduce the volume of discharge by design, engineering, and planning methods that prioritize onsite retention, infiltration, and evapotranspiration and the option of reuse where feasible, in order to make LID/GI the preferred and commonly used approach to site development. The co-permittees may include evapotranspiration and reuse of stormwater in accounting for retention volumes but are not required to exhaust those options prior to allowing treatment or offsite options as described below. Where LID/GI controls that infiltrate or otherwise retain stormwater onsite are infeasible, extended filtration shall be required.

iii. Post-Construction Stormwater Management Requirements

The co-permittees must by December 1, 2024 develop and implement enforceable post-construction stormwater management requirements in ordinance or other regulatory mechanism that, at a minimum, prioritize onsite retention of stormwater and pollutant removal, and include technical standards according to either of the following options:

(A) Numeric Stormwater Retention Requirement Site Performance & Treatment Standards

If this option is selected, the co-permittee must establish a site performance standard with a Numeric Stormwater Retention Requirement (NSRR) that retains stormwater onsite and minimizes the offsite discharge of pollutants in runoff by utilizing stormwater controls that infiltrate and facilitate evapotranspiration. The NSRR volume must be determined using one of the following methods:

1. Volume-based method (e.g., retain volume created from the first inch of rainfall).
2. Storm event percentile-based method (e.g., retain the 95th percentile storm event-95% of the time the data is below this value).
3. Annual average runoff-based method (e.g., retain 85% of annual average runoff).

The NSRR is met when the NSRR runoff volume (as determined by the method chosen above) from new and/or replaced impervious surfaces is managed by one or more structural stormwater controls with sufficient capacity to retain the stormwater runoff onsite without adversely impacting groundwater quality per DEQ's groundwater protection requirements (OAR 340-40). Permittees may require retention or detention in excess of the NSRR in order to prevent hydromodification or other capacity issues that might result from stormwater runoff discharging from the site.

The first priority of this option is onsite retention, but at sites where the NSRR cannot be met due to technical infeasibility and/or site constraints (including zoning or land use regulations), the co-permittee must require treatment of the runoff volume up to a specified water quality design storm, or at least 80% of average annual runoff, in structural or extended filtration stormwater control prior to discharge. The evaluation of technical infeasibility or site constraints should be based on justification provided in the site plan (see Schedule A.3.e.iv and v.).

The procedures for allowing treatment of a portion of the NSRR (as opposed to 100% retention of the NSRR, in situations where 100% retention of the NSRR is infeasible or impracticable) should include a description of allowable structural stormwater

controls that are designed to target the removal of TSS. The description of allowable structural stormwater controls must include site-specific design requirements, design requirements that do not inhibit maintenance, conditions where each control applies, and the operation and maintenance standards for each type of control. The co-permittee may include an upper and lower bound on the effluent TSS concentration that reflects the practical limitation of an engineered control (e.g., 80% removal of TSS for typical influent concentrations ranging from 20 mg/L to greater than 200 mg/L). The co-permittee must give priority to implementing green infrastructure before considering hardscaped structural stormwater controls (such as concrete vaults and piping, proprietary technologies, or other static non-GI facilities) for stormwater treatment. The co-permittee may adopt specifications created by another entity that comply with these requirements.

All stormwater discharged offsite from new and/or replaced impervious surfaces, at least up to the NSRR volume must target natural surface or predevelopment hydrology (in terms of rate, duration, and/or volume) to minimize the potential for hydromodification impacts offsite except in circumstances where the co-permittee can demonstrate that the risk of hydromodification impacts is negligible, (e.g., large tidally-influenced waterways or flow-managed waterways). The use of treatment trains of post-construction stormwater controls should be encouraged where appropriate for treating stormwater runoff that is managed offsite before discharging to receiving waters, to improve stormwater runoff quality and reduce discharge quantity.

(B) Alternative Site Performance Standards

As an alternative or in addition to Option A in Schedule A.3.e.iii, the co-permittees may establish design requirements including site performance standards determined to generate water quality benefits comparable to the NSRR approach for new development and redevelopment. The alternative site performance standards shall be included in ordinances or other enforceable documents adopted by the co-permittee. Such local requirements and thresholds shall provide equal or similar protection of receiving waters and equal or similar levels of treatment as the NSRR approach.

Co-permittees must demonstrate how alternative compliance approaches prioritize infiltration and LID/GI, include pollutant removal performance goals, target natural surface or pre-development site hydrology, and reduce the discharge of pollutants from new and/or replaced impervious surfaces.

The co-permittees shall set requirements for site layout plans and a minimum set of specific onsite stormwater controls (collectively “site design measures”) based on the GI approach of emphasizing infiltration, evapotranspiration and/or harvesting/reuse of stormwater. Site design measures shall be used to reduce the amount of runoff, comparable to the NSRR, to the extent technically feasible and not prohibited by other constraints such as land use regulations or other state or federal regulations. Any remaining runoff from impervious drainage management areas may be directed to one or more LID/GI facilities, extended filtration facilities, or other area. Site planning procedures shall require projects to consider site layout options that optimize retention of stormwater.

At sites where retention is infeasible due to technical and/or site constraints, the co-permittees must develop a process whereby at least 80% of average annual runoff from new and/or replaced impervious surfaces, must be treated with an extended filtration stormwater control prior to discharge, to target removal of TSS. Stormwater

discharged offsite must target natural surface or predevelopment hydrology (as measured by rate, duration, and/or volume of discharge) to minimize the potential for hydromodification impacts, except in circumstances where the co-permittees can demonstrate that the risk of hydromodification impacts is negligible, (e.g., large tidally influenced waterways or flow-managed waterways).

More stringent requirements may be used, and/or certain requirements may be tailored to local circumstances through the use of sub-basin plans or other similar stormwater management planning efforts.

iv. Water Quality Benefit Offset Programs

The co-permittees may develop water quality benefit offset programs as options for sites that, under Option A of Schedule A.3.e.iii, cannot meet the NSRR and for which full treatment of the NSRR design storm event is impracticable, or for sites under Option B that require special consideration for other reasons, or for sites unable to meet other stormwater requirements established by the co-permittees. Economic considerations alone are insufficient reason for not requiring adherence to the retention or treatment standards above. The options may include, but are not limited to stormwater mitigation options, a payment-in lieu program, groundwater replenishment program, or another option that matches the water quality goals of retaining or treating stormwater at any given site. If co-permittees choose to provide one or more water quality benefit offset programs, the co-permittees must develop and document how the alternative option works and what the standards and management systems are to value, estimate, and/or account for the ecological impact of untreated stormwater at qualifying sites. All programs developed should implement mitigation or other projects in the same sub-watershed (as defined in Schedule D) as the proposed project, to the degree possible. Exceptions should be documented with appropriate rationale.

v. Post-Construction Site Runoff Plan Review

The co-permittees must have documented, standardized procedures for the review and approval of structural stormwater control plans for new development and redevelopment projects, and procedures must be detailed or referenced in the SWMP Document.

At a minimum, the co-permittees must review and approve or disapprove plans for structural stormwater control at new development and redevelopment sites that result from the creation or replacement of impervious surface equal to or greater than the co-permittee's assigned post-construction threshold in Table 1; and sites that use alternative compliance to meet the retention requirement, before construction permits are issued. The co-permittees must review plans for consistency with the ordinance/regulatory mechanism and specifications required by Schedule A.3.e.i.

The co-permittees must require and subsequently review and approve or disapprove the written technical justification to evaluate any technical infeasibility or site constraints which prevent the onsite management of the runoff amount stipulated in the NSRR or the site's ability to meet the alternative site performance standard. The written technical justification must be in the form of a site-specific hydrologic or technical analysis. The co-permittees must establish criteria or circumstances under which such analysis must be conducted, and the results of the co-permittee's review must be documented. Such infeasibility or constraint factors may include, but are not limited to, low infiltration rates, shallow bedrock, high groundwater, groundwater contamination, soil instability as documented by geotechnical analysis, or land use or zoning constraints. The determination that the NSRR or Alternative Site Performance Standard cannot be achieved at a project site must be based on documented infeasibility criteria or constraints considering multiple technical factors.

vi. Long-Term Operation and Maintenance (O&M)

The co-permittees must continue to maintain an inventory and implement a strategy to ensure that all public and private stormwater controls that discharge to the MS4 are operated and maintained to the maximum extent practicable. This strategy must, at minimum, include the following:

- (A) Legal authority allowing the co-permittees to inspect and require effective operation and maintenance of privately owned and operated stormwater controls that discharge to the MS4.
- (B) Continued maintenance of the inventory and mapping developed under the previous permit term for all public stormwater facilities, as well as private facilities which discharge to the MS4 and which have been either constructed since January 15, 2012, used to estimate pollutant load reduction as part of the TMDL benchmark evaluation, or otherwise determined by the co-permittees to be major stormwater facilities or controls.
- (C) Maintenance and inspection criteria, rationale, priorities, frequency, and procedures, and an inspection schedule ensuring compliance with the O&M requirements of each type of stormwater control operated by the co-permittees and by other private entities.
- (D) Tracking mechanism(s) for documenting inspections, as well as verification that site owners are prepared to meet the O&M requirements for private stormwater controls. The tracking mechanism(s) must document enforcement actions and compliance response. For stormwater controls that include vegetation, the O&M requirements must at minimum include requirements to remove sediment accumulation and manage the vegetation community to ensure the functionality of the control. For stormwater controls that include soils in the treatment process, O&M requirements must at minimum include requirements for practices to maintain soil permeability. For manufactured stormwater technology, O&M requirements must include, as applicable, documentation of the model number, manufacturer, or equivalent identifiers where available, information about suppliers and/or vendors, and schedules for replacement at regular intervals, as well as plans or contracts for an appropriate supply of such components to ensure proper treatment function and timely maintenance.
- (E) Required training or appropriate qualifications to inspect private stormwater facilities
- (F) Reporting requirements, where appropriate as determined by the co-permittee, for privately owned and operated stormwater controls.
- (G) The location of all public and private stormwater controls installed in compliance with this permit must be included with the MS4 Map and Digital Inventory described in Schedule A.3.c.i.

vii. Training and Education

The co-permittees must ensure that staff responsible for performing post-construction runoff site plan reviews, administering the post-construction program requirements, and performing O&M practices or evaluating compliance with long-term O&M requirements, are trained or otherwise qualified to conduct such activities, and training strategies and frequencies for staff must be described or referenced in the SWMP Document.

viii. Tracking and Assessment

The co-permittees must maintain records for activities conducted to meet the requirements of the Post-Construction Site Runoff program, and include a descriptive summary of their activities and report on metrics or tracking measures related to implementation of the program in the corresponding Annual Report.

f. Pollution Prevention and Good Housekeeping for Municipal Operations

Each co-permittee must properly operate and maintain its facilities, using pollution prevention and good housekeeping to reduce the discharge of pollutants through the MS4 to waters of the state.

i. Operation and Maintenance Strategy for Existing Controls

For existing structural stormwater controls installed or permitted by the co-permittees prior to the effective date of this permit, the co-permittees must develop and implement an operation and maintenance strategy for both co-permittee-owned controls and controls owned and operated by other non-MS4 and non-NPDES entities discharging to the MS4. The O&M strategy for stormwater controls must include, at minimum, the long-term O&M requirements in Schedule A.3.e.vi.

ii. Inspection, Maintenance, and Cleaning of the MS4

The co-permittees must develop and implement a process for the inspection, maintenance, and cleaning of their MS4 and related structures (including, but not limited to, catch basins, storm drain inlets, water quality facilities, pipes, etc.) to maximize debris and pollutant removal, and verify proper operation of all its municipal structural treatment controls designed to reduce pollutants (including floatables) in storm water discharges to or from its MS4s and related drainage structures. Operation and maintenance activities may include, but are not limited to, the following:

- (A) Inspections of the MS4 and related structures;
- (B) Cleaning of the MS4 and related structures as needed; and
- (C) Proper disposal of materials removed from cleaning of the MS4.

The co-permittees must maintain records of inspection and cleaning activities to facilitate adaptive management, including but not limited to such metrics as an estimated volume of debris removed during O&M activities as a total or by category or type of activity, if known, number of structures of each category inspected, number of structures of each category cleaned, and linear feet of pipe cleaned.

The inspection, maintenance, and cleaning schedule must ensure inspection of the co-permittee-owned or operated catch basins and inlets within the MS4 at least once every five years, unless an alternate schedule is established in the SWMP Document and approved by DEQ, and take all appropriate maintenance or cleaning action based on those inspections to ensure the catch basins and inlets continue to function as designed. The co-permittees may establish an inspection prioritization system for its catch basins and other structural MS4 elements, and adjust inspection frequency as needed for adaptive management, provided the co-permittee describes all relevant factors it uses to prioritize its inspections to specific geographic or land use areas of the MS4 in the SWMP Document or another document cited/referenced therein.

iii. Pollution Prevention in Facilities and Operations

The co-permittees must continue to conduct municipal O&M activities in a manner that reduces the discharge of pollutants through the MS4 to protect water quality. The co-permittees must review and update existing procedures and schedules for inspection and maintenance of the MS4, and describe or reference in the SWMP Document pollution prevention and good housekeeping related to:

- (A) Operation and maintenance of public streets, roads, and highways, and associated stormwater controls, ditches, and pipes over which the co-permittee has authority;

- (B) Operation, repair, and maintenance of bridges or other over-water infrastructure over which the co-permittee has authority
 - (C) Control and minimization of the use and application of pesticides, herbicides, and fertilizers on co-permittee-owned properties and facilities;
 - (D) Control or minimization of stormwater runoff from municipal facilities that treat, store or transport municipal waste, such as yard waste or other municipal waste and are not already covered under an NPDES permit, a DEQ solid waste, or other permit designed to reduce the discharge of pollutants;
 - (E) Control measures to limit or eliminate infiltration of seepage from the municipal sanitary sewer system to the MS4; and
 - (F) Management practices that prevent or control the release of materials related to fire-fighting training activities.
- iv. Co-permittee-owned NPDES Industrial Stormwater Permit Facilities
- Co-permittee-owned or operated facilities with industrial activity as defined in 40 CFR §122.26(b)(14) discharging stormwater to the waters of the state must continue to maintain coverage under DEQ's NPDES Industrial Stormwater General Permit. The co-permittees may use the actions required in the NPDES Industrial Stormwater Permit to address the applicable facility requirements in Schedule A.3.f.viii.
- v. Winter Operations and Maintenance Program
- The co-permittees must document and include with or reference in the SWMP Document the jurisdiction's Winter Maintenance and Operations Program that limits impacts to water quality to the degree practicable.
- (A) Winter Management Materials
- The co-permittees must ensure that all winter materials utilized by the co-permittees on roads for anti-icing and de-icing purposes (e.g., abrasives, sand, deicers including but not limited to MgCl₂, solid salt, etc.) are utilized and stored properly, according to most updated and accepted practices.
- (B) Winter Maintenance Strategy
- The co-permittees must provide or reference a Winter Maintenance Strategy with the SWMP Document. This document must describe how the co-permittees manage rights-of-way owned or operated by the co-permittees during inclement weather and what Best Management Practices are implemented.
- (C) Winter Maintenance Tracking and Reporting
- Winter Maintenance activities for streets and roads must be included as an element of the MS4 Annual Report required by this permit beginning in the Annual Report due December 1, 2022, or no later than upon DEQ's approval of the SWMP Document. The information for each year must include but need not be limited to: a list of materials used, number of winter weather events where winter maintenance materials are used, quantities and general location of each material used in relation to distance (e.g., pounds per mile), and any other actions taken to protect waters of the state for areas where that data is available or becomes available during the permit term.
- The co-permittees must implement these requirements in accordance with the O&M strategy for stormwater controls.
- vi. Requirements for Pesticide and Fertilizer Applications

Each co-permittee must develop or continue to implement practices based on integrated pest management principles to the extent practicable in order to reduce the discharge of pollutants to the MS4 associated with the application and storage of pesticides and fertilizers. At a minimum, such areas include the co-permittees' public rights-of-way, parks, recreational facilities, golf courses, and any other publicly owned landscaped areas owned or managed by the co-permittee. All employees or contractors of the co-permittees applying pesticides must follow all label requirements, including those regarding application methods, rates, number of applications allowed, and disposal of the pesticide, fertilizer and rinsate.

vii. Litter Control

The co-permittees must continue to implement methods to reduce litter within their jurisdictions. The co-permittees must work cooperatively with other departments, organizations, and/or other entities to control litter on a regular basis and after major public events, in order to reduce the discharge of pollutants and litter to the MS4.

viii. Materials Disposal

All collected material or pollutants removed in the course of maintenance, treatment, control of stormwater, or other wastewaters must be managed and disposed of in a manner such as to prevent such pollutants from entering the waters of the state in accordance with state regulations.

ix. Flood Control, Transportation, and Other Infrastructure

The co-permittees must continue to assess flood control, transportation, and other infrastructure projects during planning stages in order to identify and mitigate potential negative impacts on or to enhance benefits for the water quality of receiving water bodies. This permit does not require co-permittees to take action with respect to flood control itself and does not seek to impose flood control responsibility on any co-permittee.

x. Operations & Maintenance Staff Training

The co-permittees must continue to ensure that staff responsible for evaluating O&M practices, evaluating compliance with long-term O&M requirements, or ensuring pollution prevention at facilities and during operations are trained or otherwise qualified to conduct such activities. Training strategies and frequencies for staff must be described in the SWMP Document.

xi. Tracking and Assessment

The co-permittees must maintain records for activities undertaken to meet the requirements of the Pollution Prevention for Municipal Operations program requirements and include a descriptive summary of their activities in the corresponding Annual Report, as well as relevant metrics or tracking measures.

g. Industrial and Commercial Facilities

The co-permittees must continue to implement a program to reduce pollutants in stormwater discharges to the MS4 from industrial and commercial facilities including, at a minimum: sites the co-permittees have identified as being subject to the DEQ-issued 1200-Z industrial stormwater NPDES general permit; hazardous waste treatment, disposal and recovery facilities; industrial facilities that are subject to section 313 of title III of the Superfund Amendments and Reauthorization Act of 1986; facilities subject to Section 313 of the Emergency Planning and Community Right-to-Know Act, 42 U.S.C. 11023; sites flagged by a pretreatment program or Industrial User Survey as potentially contributing, or housing activities that may contribute, pollutants to the MS4; and facilities or activities that have been identified by the co-permittee as potentially contributing a significant pollutant load to the MS4. Screening for industrial and

commercial sites and activities may be conducted in conjunction with industrial pretreatment program activities or a business licensure program as long as stormwater and MS4 considerations are added to the Industrial User Survey or other questionnaire, or may be conducted separately under a program developed solely for MS4 purposes.

i. Screening for Industrial Stormwater Permitting

The co-permittees must continue to screen existing and new industrial facilities to assess whether they may be subject to the DEQ-issued 1200-Z industrial stormwater NPDES general permit or have the potential to contribute a significant pollutant load to the MS4. The screening must be done on a routine basis, and in no case may screening for new facilities take place less often than once a year. Within 30 days after determining a facility may be subject to a DEQ-issued industrial stormwater permit, the co-permittees must notify the industrial facility and DEQ.

ii. Strategy to Reduce Pollutants from Industrial and Commercial Facilities

The co-permittees must by December 1, 2023, at minimum, review and update as appropriate the Industrial/Commercial Facilities Strategy developed under the previous permit term and include it in the SWMP Document directly or by reference. The Strategy must be posted on the co-permittees' websites for public comment for a minimum of 30 days prior to submission to DEQ for approval and incorporation into the SWMP Document. If the Strategy Document is completed early, wholly incorporated into the SWMP Document, and submitted to public review with the initial SWMP Document, this suffices for the public review requirement. The Strategy document must include, at a minimum:

- (A) The facility types or activities, rationale, and priorities for entities that the co-permittee has determined may have high potential to discharge pollutants of concern to the MS4,
- (B) Inspection procedures, documentation standards, and frequency of inspections; and
- (C) Description of the assessment and tracking of compliance with municipal ordinances related to discharges to the MS4 at industrial and commercial facilities that are potential sources of pollutants in stormwater runoff.

iii. Commercial & Industrial Facility Inspection Staff Training

The co-permittees must ensure that staff responsible for inspecting and evaluating Commercial and Industrial facilities, evaluating compliance with municipal ordinances related to discharges to the MS4, or ensuring pollution prevention at facilities through inspections and/or provision of educational materials on stormwater management, are trained or otherwise qualified to conduct such activities, and training strategies, and frequencies for staff must be described in the SWMP Document.

iv. Tracking and Assessment

The co-permittees must maintain records of activities conducted to meet the requirements of the Commercial & Industrial Facilities program requirements and include a descriptive summary of their activities in the corresponding Annual Report, as well as relevant metrics or tracking measures. Each annual report should include a list of entities referred to DEQ based on co-permittee screening activities, a list of categories of facilities inspected, and an overview of the results of inspections.

h. Infrastructure Retrofit and Hydromodification Assessment Update

The co-permittees must continue to consider the impacts of policy, capital improvements, and retrofit projects on MS4 discharges to receiving waters, considering the goals and proposed

actions described in the previous permit’s Hydromodification Assessment and Stormwater Retrofit Strategy reports.

i. Documentation

The co-permittees are required to include in the third Annual Report of this permit term, an assessment of any outcomes related to the Hydromodification Assessment and Stormwater Retrofit Strategy reports. This update may be an appendix or a subsection of the report, and must include, at a minimum:

- (A) An assessment of how the Hydromodification Assessment and Stormwater Retrofit Strategy have been used, considered, or implemented since the time the reports were completed;
- (B) Progress toward or completion of projects identified in the Retrofit Strategy priority list, and a qualitative assessment of the benefits of those projects;
- (C) Description of any further actions taken as a result of the Hydromodification Assessment, and a rationale for those actions since the writing of the reports;
- (D) Narrative describing progress toward addressing gaps in hydromodification information or data related to waterbodies within the co-permittees' jurisdiction as identified in the Hydromodification Assessment; and,
- (E) New goals, tools, priorities, and planned or potential projects for addressing ongoing hydromodification and/or water quality impacts resulting from historical development/infrastructure, and for improving retrofit planning, considering information gathered in the time since the completion of the reports.

i. Summary of SWMP Document Requirements and Deadlines

The following Table 2 summarizes the elements required to be included in, or documented elsewhere and referenced in, the SWMP Document, and may serve as an outline for the SWMP document. Table 2 also includes deadlines for completion of each element, unless a later date is approved in writing by DEQ as outlined in Schedule A.3.

Table 2. SWMP Document Requirements and Schedule A Implementation Deadlines

PERMIT CONDITION	SUMMARY OF REQUIRED ELEMENTS	DUE DATE
A.2.b – Legal Authority	Adopt or update all ordinances as necessary to fulfill the requirements of the permit.	December 1, 2024
A.2.c – SWMP Document	Submit SWMP Document	December 1, 2022
A.3.a – Education & Outreach	Continue to implement and develop as required by Schedule A.3.a, and fully describe or reference in the SWMP Document, an Education & Outreach Program, including: <ul style="list-style-type: none"> • Program description for education & outreach activities • Priority Audiences & Topics • Tracking & Assessment 	Complete description of proposed program no later than December 1, 2022
A.3.b – Public Involvement & Participation	Continue to implement and develop as required by Schedule A.3.b, and fully describe or reference in the SWMP Document, a Public Involvement & Participation Program, including: <ul style="list-style-type: none"> • Publicly Accessible Website <ul style="list-style-type: none"> ○ IDDE Reporting 	Complete description of proposed program no later than December 1, 2022

PERMIT CONDITION	SUMMARY OF REQUIRED ELEMENTS	DUE DATE
	<ul style="list-style-type: none"> ○ Draft Documents posted for public comment ○ Links to ordinances, policies, and guidance documents ○ Contact info for relevant staff ● Stewardship Opportunity ● Tracking & Assessment procedures/goals/metrics 	
A.3.c – Illicit Discharge Detection & Elimination	<p>Continue to implement and develop as required by Schedule A.3.c, and fully describe or reference in the SWMP Document, an Illicit Discharge Detection & Elimination Program, including:</p> <ul style="list-style-type: none"> ● Ordinance or other regulatory mechanism updated as necessary and referred to or included in SWMP Document ● MS4 Map with: <ul style="list-style-type: none"> ○ Outfall Inventory ○ Conveyance system and stormwater control facility locations ○ Any known chronic illicit discharges ○ Dry-Weather Priority Screening Sites mapped per Schedule A.3.c.v ● Established, documented enforcement procedures ● Program to detect and eliminate Illicit Discharges, including procedures for tracking and investigation of complaints and reports and reporting to other authorities ● Dry Weather Screening Program including: <ul style="list-style-type: none"> ○ Designation of field screening priority locations ○ Criteria for general observations ○ Field screening & analysis guidelines ○ Pollutant parameter action levels ○ Laboratory analysis procedures ● Training program strategy for all staff involved in IDDE, as appropriate ● Tracking & Assessment procedures/goals/metrics 	Complete description of proposed program no later than December 1, 2022
Schedule A.3.d – Construction Site Runoff Control	<p>Continue to implement and develop as required by Schedule A.3.d, and describe or reference in the SWMP Document, a program to prevent & control construction site runoff, including:</p> <ul style="list-style-type: none"> ● Ordinance or other regulatory mechanism updated as necessary and referred to or included in SWMP Document ● ESCP guidelines and requirements for construction site operators ● ESCP plan review procedures ● Construction site inspection triggers, guidelines, documentation requirements, and follow-up procedures ● Enforcement procedures ● Training program strategy for all staff involved in construction site runoff control, as appropriate 	Complete description of proposed program no later than December 1, 2022

PERMIT CONDITION	SUMMARY OF REQUIRED ELEMENTS	DUE DATE
Schedule A.3.e – Post-Construction Site Runoff Control	<p>Continue to implement and develop as required by Schedule A.3.e, and fully describe or reference in the SWMP Document, a program to control post-construction site runoff, including:</p> <ul style="list-style-type: none"> • Ordinance or other regulatory mechanism updated as necessary and referred to or included in SWMP Document • LID/GI Prioritization Strategy • Development of technical Post-Construction Stormwater Management Requirements (Site Performance Standards, Treatment Standards, and alternative compliance options) • Plan Review procedures update • Long Term O&M requirements • Training program strategy for all staff involved in post-construction runoff control, as appropriate • Tracking & Assessment procedures/goals/metrics 	LID/GI Strategy and program description by December 1, 2023, ordinance as needed to support program no later than December 1, 2024
Schedule A.3.f – Pollution Prevention and Good Housekeeping for Municipal Operations	<p>Continue to implement and develop as required by Schedule A.3.f, and fully describe or reference in the SWMP Document, a program to control pollution from municipal operations, including:</p> <ul style="list-style-type: none"> • O&M strategy for existing publicly owned stormwater controls • Inspection, Maintenance, and Cleaning program for MS4 systems and structures • Pollution prevention program for facilities & operations • Winter Operations & Maintenance Program • Controls for pesticide & fertilizer application on public land • Litter controls • Materials disposal • Stormwater quality related adjustments as relevant to flood control facilities, transportation, & other infrastructure projects • Training program schedule for all staff involved in pollution prevention for municipal operations, as appropriate • Tracking & Assessment procedures/goals/metrics 	Complete description of proposed program no later than December 1, 2022
Schedule A.3.g – Industrial & Commercial Facilities	<p>Continue to implement and develop as required by Schedule A.3.g, and fully describe or reference in the SWMP Document, a program to control pollution in stormwater from industrial & commercial facilities, including:</p> <ul style="list-style-type: none"> • Designation, inventory, and inspection of businesses with potentially significant stormwater pollutant sources not already permitted and inspected by DEQ, and enforcement actions per IDDE procedures where necessary • Provision of education for operators of commercial and industrial facilities • Screening & notification for industrial sites that may require an industrial NPDES permit 	Complete description of proposed program no later than December 1, 2022, updated Strategy document by December 1, 2023

PERMIT CONDITION	SUMMARY OF REQUIRED ELEMENTS	DUE DATE
	<ul style="list-style-type: none"> • Training program schedule for all staff involved in the above program areas, as appropriate • Tracking & Assessment procedures/goals/metrics 	
Schedule A.3.h – Infrastructure Retrofit and Hydromodification Assessment Update	Report on progress related to the Hydromodification Assessment and Retrofit Strategy reports submitted during the previous permit term	Submission in or attached to Annual Report due December 1, 2023

SCHEDULE B - MONITORING AND REPORTING REQUIREMENTS

1. Monitoring Program

The co-permittees must continue to implement a monitoring program to support adaptive stormwater management and the evaluation of stormwater management program effectiveness in reducing the discharge of pollutants from the MS4.

a. Monitoring Objectives

The monitoring program must incorporate the following objectives:

- i. Evaluate the source(s) of and means for reducing the pollutants of concern applicable to the co-permittees' permit area, including 2018/2020 303(d) listed pollutants, as applicable;
- ii. Evaluate the effectiveness of Best Management Practices (BMPs) in order to help determine BMP implementation priorities;
- iii. Characterize stormwater based on land use type, seasonality, geography, or other catchment characteristics;
- iv. Evaluate status and long-term trends in receiving waters associated with MS4 stormwater discharges;
- v. Assess the chemical, biological, and physical effects of MS4 stormwater discharges on receiving waters; and,
- vi. Assess progress towards reducing TMDL pollutant loads.

b. Monitoring Requirements Table

The monitoring program must incorporate the requirements identified in Table 3. The requirements in Table 3 become effective no later than 60 days after the approval of the Monitoring Plan by DEQ in accordance with Schedule B.1.c.

Table 3. Clackamas Group Environmental Monitoring Requirements

Monitoring Type	Monitoring Location(s)	Monitoring Frequency	Pollutant Parameter Analyte(s)
Clackamas Group Collective Mercury Monitoring Requirement			
Instream Mercury Monitoring	Two (2) Locations in the Lower Willamette Basin	Four (4) events/year	Mercury (Total Recoverable)
	Two (2) locations in the Middle Willamette Basin		
	Two (2) Location in the Tualatin River Basin		
	Two (2) Locations in the Clackamas River Basin		
Stormwater Mercury Monitoring	Four (4) sites	Three (3) events/year	Mercury (Total Recoverable)

Monitoring Type	Monitoring Location(s)	Monitoring Frequency	Pollutant Parameter Analyte(s)
Gladstone			
Instream Monitoring	One (1) site	Three (3) events/year	Field; Conventional; Metals; Nutrients
Instream Biological Monitoring	Conduct or contribute to an instream biological monitoring project/task.		
Johnson City			
Instream Monitoring	One (1) Site	Five (5) events/permit term	Field; Conventional; Metals; Nutrients
Lake Oswego			
Instream Monitoring	Six (6) monitoring sites	Twelve (12) events/year	Field; Conventional; Metals; Nutrients
Stormwater Monitoring – Wet Weather	Two (2) sites	Two (2) events/year	Field; Conventional; Metals; Pesticides; Nutrients; Flow
Instream Biological Monitoring	Ten (10) monitoring sites	One (1) event/permit term	N/A
Milwaukie			
Instream Monitoring	One (1) site	Four (4) events/year	Field; Conventional; Metals; Nutrients
Continuous Instream Monitoring	One (1) monitoring station	Ongoing	Temperature Conductivity Dissolved Oxygen Total Dissolved Solids pH
Stormwater Monitoring – Wet Weather	One (1) site	Three (3) events/year	Field; Conventional; Metals; Pesticides; Nutrients
Instream Biological Monitoring	Conduct or contribute to an instream biological monitoring project/task.		
Oregon City			
Instream Monitoring	Six (6) Sites	Four (4) events/year	Field; Conventional; Metals; Nutrients
Stormwater Monitoring – Wet Weather	Two (2) sites	Three (3) events/year	Field; Conventional; Metals; Pesticides; Nutrients;

Monitoring Type	Monitoring Location(s)	Monitoring Frequency	Pollutant Parameter Analyte(s)
Instream Biological Monitoring	Conduct or contribute to an instream biological monitoring project/task.		
West Linn			
Instream Monitoring	Three (3) sites	Five (5) events/year	Field; Conventional; Metals; Nutrients
Stormwater Monitoring – Wet Weather	One (1) site	Three (3) events/year	Field; Conventional; Metals; Pesticides; Nutrients
Instream Biological Monitoring	Conduct or contribute to an instream biological monitoring project/task.		
Wilsonville			
Instream Monitoring	Two (2) sites	Four (4) events/year	Field; Conventional; Metals; Nutrients
Stormwater Monitoring – Wet Weather	One (1) site	Three (3) events/year	Field; Conventional; Metals; Pesticides; Nutrients
Instream Biological Monitoring	Conduct or contribute to an instream biological monitoring project/task.		
Clackamas County, Water Environment Services, City of Happy Valley, and City of Rivergrove			
Instream Monitoring	Four (4) sites	Nine (9) events/year	Field; Conventional; Metals; Nutrients
Instream Biological Monitoring	Eight (8) sites	One (1) event/permit term	N/A
Stormwater Monitoring – Wet Weather	Five (5) sites	Three (3) events/year	Field; Conventional; Metals; Pesticides; Nutrients; flow or rainfall
Oak Lodge Water Services District			
Instream Monitoring	Three (3) sites	Four (4) events/year	Field; Conventional; Metals; Nutrients
Stormwater Monitoring – Wet Weather	One (1) site	Three (3) events/year	Field; Conventional; Metals; Pesticides; Nutrients
Instream Biological Monitoring	Conduct or contribute to an instream biological monitoring project/task.		

Monitoring Type	Monitoring Location(s)	Monitoring Frequency	Pollutant Parameter Analyte(s)
Special Conditions:			
1) The monitoring frequency reflects the number of required sample events per monitoring location. 2) If after 18 Instream Monitoring events at a given sampling location a pollutant parameter analyte value is reported as a non-detect greater than 90% of the samples, or was during the previous permit term, the pollutant parameter analyte may be eliminated from routine monitoring there. 3) If after 9 Stormwater Monitoring events at a given sampling location a pollutant parameter analyte value is reported as a non-detect greater than 90% of the samples, or was during the previous permit term, the pollutant parameter analyte may be eliminated from routine monitoring there. 4) Field pollutant parameters for Stormwater Monitoring activities include flow rate or rainfall data. 5) Pesticide pollutant parameters that must be considered for purposes of the pesticide monitoring requirement include any pesticides used by the co-permittees within their jurisdictions, and the following: <u>Insecticides</u> : Bifenthrin, Chlorpyrifos, Imidacloprid, Fipronil; <u>Herbicides</u> : Atrazine, Simazine, Sulfometuron methyl, Diuron, 2,4-D, Glyphosate & degradate (AMPA), and 2,6-dichlorobenzamide (dichlobenil degradate). Legacy pesticide monitoring (DDT, Dieldrin) must be conducted for streams where an established TMDL requires it. 6) The Macroinvertebrate monitoring must follow a generally accepted macroinvertebrate monitoring methodology (e.g., DEQ Benthic Macroinvertebrate Protocol for Wadeable Rivers and Streams). The methodology must be documented in the monitoring plan. 7) Monitoring and analysis for Mercury (Total Recoverable) must be conducted in accordance with US EPA method 1631E, with a quantitation limit of 0.5 ng/L. EPA Method 1669 ultra clean sampling protocol is to be used to collect samples, unless another method is approved by DEQ per Schedule B.1.d.iii. Total Mercury sampling is required per the requirements of the Willamette Basin Mercury TMDL, and must be paired with TSS sampling.			
Pollutant parameter(s) identified in each analyte category in Table 3 are as follows:			
Field Dissolved Oxygen pH Temperature Conductivity	Conventional <i>Escherichia coli</i> (E. coli) Hardness Total Alkalinity Dissolved Organic Carbon (DOC) Total Suspended Solids (TSS)	Nutrients Nitrate (NO ₃) Ammonia Nitrogen (NH ₃ -N) Total Phosphorus (TP) Ortho-Phosphorus (O-PO ₄)	Metals (Total Recoverable & Dissolved) Copper Lead Zinc

c. Monitoring Plan

The co-permittees must update their monitoring plan(s) by December 1, 2022 and begin implementation within 60 days of notification of approval by DEQ. Prior to submission of the monitoring plan to DEQ, the co-permittees must provide an opportunity to receive comments from the public by posting to the publicly accessible website(s) required in Schedule A.3.b.i for a minimum of 30 days. The monitoring plan(s) may be prepared by a collective group of co-permittees and/or by individual co-permittees, in accordance with Schedule B.1.e. The monitoring plan(s) must incorporate the following elements:

- i. Identifies how each monitoring objective identified in Schedule B.1.a is addressed and the sources of information used. The co-permittees may use Stormwater Management Plan measurable goals, environmental monitoring activities, historical monitoring data, stormwater modeling, national stormwater monitoring data, stormwater research, or other applicable information to address the monitoring objectives.
- ii. Describes the role of the monitoring program in the adaptive management of the storm water program.
- iii. Describes the relationship between environmental monitoring and a long-term monitoring program strategy.
- iv. Describes in detail or includes by reference to external documents the following information for each environmental monitoring project/task:

- (A) Project/task organization
 - (B) Monitoring objectives, including monitoring question and background, data analysis methodology and quality criteria, and assumptions and rationale;
 - (C) Documentation and record-keeping procedures;
 - (D) Monitoring process/study design, including monitoring location, description of sampling event or storm selection criteria, monitoring frequency and duration, and responsible sampling coordinator;
 - (E) Sample collection methods and handling/custody procedures;
 - (F) Analytical methods for each water quality parameter to be analyzed;
 - (G) Quality control procedures, including quality assurance, the testing, inspection, maintenance, calibration of instrumentation and equipment; and,
 - (H) Data management, review, validation, and verification.
- v. The monitoring plan may be modified without prior DEQ approval if the following conditions (A) or (B) are met. For conditions not covered in this section, the co-permittees must provide DEQ with the proposed modification to the monitoring plan, and receive written approval from DEQ prior to implementation of the proposed modification. The conditions are as follows:
- (A) The modification does not reduce the minimum number of data points, which is a product of the number of monitoring locations, frequency, duration, and pollutant parameters identified in Table 3; or,
 - (B) The modification is the result of including elements of another permit, such as a WPCF UIC permit.
- vi. Modifications to the monitoring plan in accordance with Schedule B.1.c.v. must be documented in the subsequent annual report by describing the rationale for the modification, and how the modification will allow the monitoring program to remain compliant with the permit conditions.

d. Sampling and Analysis

The co-permittees must continue to exercise due diligence in collecting and analyzing all environmental monitoring samples required by this permit. All monitoring must be conducted in accordance with the design and procedures identified in Schedule B.1.c.iv. If the co-permittees are unable to collect or analyze any sample, pollutant parameter, or information due to circumstances beyond the co-permittees' reasonable control, DEQ must be notified in writing with the submission of the data. These circumstances may include, but are not limited to, abnormal climatic conditions, unsafe or impracticable sampling conditions, equipment vandalism or equipment failures that occur despite proper operations and maintenance.

- i. In-stream monitoring:
 - (A) A minimum of 50 percent of the water quality sample events must be collected during the wet season (September 1 to April 30),
 - (B) Each unique sample event must occur at a minimum of 72 hours apart.
- ii. Stormwater and Structural BMP Monitoring
 - (A) All water quality samples must be collected during a storm event that is predicted to be greater than 0.1 inch of rainfall
 - (B) When possible, samples should be collected after an antecedent dry period of a minimum of 12 hours.

- (C) Precautions must be taken to avoid the collection of samples lacking stormwater runoff, as when the intra-event dry period of a storm exceeds 6 hours, and exceptions must be documented with a rationale for the deviation (e.g., a 24-hr flow-weighted composite sample collection method was employed to compensate).
- (D) Sample Collection Method: Samples must be collected during stormwater runoff producing events that represent the local or regional rainfall frequency and intensity, including event types that may be expected to yield high pollutant loads/concentrations. The sample collection method (e.g., flow-weighted composite, grab sample, etc.) and rationale shall be described in the monitoring plan.
- (E) Flow or rainfall data must be collected, estimated, or modeled for each stormwater monitoring event. If flow or rainfall is modeled or estimated, the procedure shall be described in the monitoring plan.

iii. Sampling Procedures & Analytical Methods

Samples must be analyzed in accordance with EPA approved methods listed in the most recent publication of 40 CFR 136 unless otherwise approved in advance by DEQ. The analysis must utilize appropriate Quality Assurance/Quality Control protocols, such as routinely analyzing replicates, blanks, laboratory control samples and spiked samples, and quantitation limits appropriate for the sampling objective. Field analytical kits are acceptable if the kits use a method approved under 40 CFR 136. This requirement does not apply to illicit detection and discharge elimination field screening activities conducted by the co-permittees as required by Schedule A.3.c.v. Use of alternative test procedures must be done in accordance with 40 CFR 136.

If an approved sampling procedure or analytical method is not identified in 40 CFR 136, or if a co-permittee wishes to deviate from sampling or analytical methods prescribed in 40 CFR 136 or in this permit for other reasons, the co-permittee may propose a suitable procedure or analytical method if the method is described in the monitoring plan, and submitted to DEQ with a justification for review and approval prior to use, or an alternative testing procedure is already approved by the EPA under 40 CFR 136.

iv. Preservation, Transportation, & Holding Times

Analyzed samples must comply with preservation, transportation and holding time recommendations cited in 40 CFR 136, in the most recent edition of Standard Methods for the Examination of Water and Wastewater, or as applicable to the analytical method if no approved analytical method in 40 CFR 136 or the most recent edition of Standard Methods for the Examination of Water and Wastewater exists.

v. Data Submission

Analytical data must be submitted annually to DEQ in the DEQ-provided template, with the corresponding annual report.

e. Coordinated Environmental Monitoring

Environmental monitoring conducted to meet a permit condition in Table 3 may be coordinated among co-permittees or conducted on behalf of a co-permittee by a third party. Co-permittees are responsible for environmental monitoring in accordance with Schedule B requirements. Each co-permittee may utilize data collected by another co-permittee, a third party, or in another co-permittee's jurisdiction to meet a permit condition in Table 3 provided the co-permittee establishes an agreement prior to conducting coordinated environmental monitoring.

2. Compliance Evaluation

At least once per year, the co-permittees must evaluate their compliance with the requirements of this permit with an Annual Report. This self-evaluation includes assessment of progress toward implementing the SWMP control measures in Schedule A, and implementation of actions to comply with any additional requirements in or identified pursuant to Schedules B and D.

3. Annual Report

No later than December 1 each year, beginning in 2021, the co-permittees must submit Annual Reports to DEQ in paper and electronic format until DEQ requires the co-permittees to submit it electronically only via EDMS/Your DEQ Online. The reporting period for the Annual Report is from July 1 of the previous calendar year through June 30 of the current year (for example, July 1, 2021 through June 30, 2022). Reporting periods for subsequent Annual Reports are specified in Table 4 below. The co-permittees must make all Annual Reports available to the public, including any required documents attached to the Annual Report through the co-permittees' maintained website.

DEQ may extend the due date for the annual report in the event of extraordinary circumstances including, but not limited to, pandemic, wildfire, earthquake, flood, or other natural disaster provided the co-permittee requests an extension in writing and provides all documentation available regarding the specific impacts as to why the December 1 deadline cannot be met. In that circumstance, DEQ will respond to the extension request in writing and will document any revised annual report due date when applicable.

The Stormwater Management Plan(s) approved by DEQ under the previous iteration of the permit shall provide the framework, measurable goals, tracking measures, and reporting metrics for annual reporting until the SWMP Document required by this permit is approved by DEQ.

Table 4. Annual Report Deadlines

Annual Report	Reporting Period	Due Date
1st Year Annual Report	July 1, 2020 - June 30, 2021	Dec. 1, 2021
2nd Year Annual Report	July 1, 2021 - June 30, 2022	Dec. 1, 2022
3rd Year Annual Report	July 1, 2022 - June 30, 2023	Dec. 1, 2023
4th Year Annual Report	July 1, 2023 - June 30, 2024	Dec. 1, 2024
5th Year Annual Report	July 1, 2024 - June 30, 2025	Dec. 1, 2025

In addition to the compliance evaluation of Schedule B.2, the annual reporting will be required to include, at a minimum, the following:

- a. The status of implementing the stormwater management program and each control measure program element in Schedule A.3, including progress in meeting measurable goals and program tracking and assessment metrics identified in the SWMP Document as well as additional annual reporting requirements identified in each section, or, prior to SWMP Document approval by DEQ, measurable goals and tracking metrics approved under the previous permit's approved Stormwater Management Plan(s).
- b. A summary of the adaptive management implementation and any changes or updates to programs made during the reporting year, including rationales for any proposed changes to the stormwater management program (e.g., new BMPs), and review of related new and historical monitoring data. This summary should also include discussion of the implications of or any findings related to recent years' adaptive management and/or changes made to the SWMP Document, based on data from tracking measures, measurable goals, and/or any monitoring

- related to the change.
- c. Any proposed changes to SWMP program elements that are designed to reduce TMDL pollutants.
 - d. A summary of education & outreach and public involvement activities, progress toward or achievement of measurable goals, and any relevant assessment of those activities. This should include planned adaptive management or other program enhancements to occur in the following years.
 - e. A summary describing the number and nature of enforcement actions, inspections, and public education programs, including results of ongoing field screening and follow-up activities related to illicit discharges.
 - f. A list of entities referred to DEQ for possible 1200-Z NPDES general permit coverage based on co-permittee screening activities, a list of categories of facilities inspected, and an overview of the results of inspections of commercial and industrial facilities.
 - g. A summary of total stormwater program expenditures and funding sources over the reporting fiscal year, and those anticipated in the next fiscal year
 - h. A summary of monitoring program results, including monitoring data that are accumulated throughout the reporting year submitted in the DEQ-approved Data Submission Template, and any assessments or evaluations of that data completed by the co-permittees or an authorized third party.
 - i. Any proposed modifications to the monitoring plan that are necessary to ensure that adequate data and information are collected to conduct stormwater program assessments.
 - j. An overview, as related to MS4 discharges, of concept planning, land use changes and new development activities (including the number of new post-construction permits issued) that occurred within the Urban Growth Boundary (UGB) expansion areas during the reporting year, and those forecast for the following year, where such data is available.
 - k. The details of all corrective actions implemented associated with Schedule A.1.b.iii during the reporting year.
 - l. Additional Annual Report requirements found in these sections of the permit shall also be complied with:
 - Schedule A.3.c.vii – IDDE
 - Schedule A.3.d.vii – Construction
 - Schedule A.3.e – Post-Construction Site Runoff Program
 - Schedule A.3.f.v.c – Winter Maintenance
 - Schedule A.3.h.i – Hydromodification Assessment and Stormwater Retrofit Strategy Updates
 - Schedule D.3.b – Mercury Minimization Assessment

4. MS4 Permit Renewal Application Package

No later than 180 days prior to permit expiration, the co-permittees must submit a permit renewal application package to support proposed modifications to their programs and stormwater control measures, if any. An electronic copy must also be made available on the co-permittees' websites. The application package must include an evaluation of the adequacy of the co-permittees' programs and stormwater control measures in reducing pollutants in discharges from the MS4 to MEP, and the conclusions of the annual adaptive management process developed under this permit. The application package must contain:

- a. The permit renewal documentation must be submitted through DEQ's EDMS/Your DEQ Online system if it has been implemented for MS4 permittees by that time;

- b. Any proposed program modifications or new areas of focus for the coming permit term, including the modification, addition, or removal of BMPs incorporated into the SWMP Document, and associated measurable goals;
- c. The information and analysis necessary to support DEQ's independent assessment that the co-permittees' stormwater management programs address the requirements of this permit. The co-permittees must describe how the proposed management practices, control techniques, and other provisions implemented as part of the stormwater program were evaluated using a co-permittee-defined and standardized set of objective criteria relative to the following MEP general evaluation factors:
 - i. Effectiveness – program elements effectively address stormwater pollutants
 - ii. Local Applicability – technically feasible considering local soils, geography, etc.
 - iii. Program Resources – program elements are being implemented considering availability to resources and the co-permittees' stormwater management program priorities.
- d. If applicable, the established TMDL pollutant load reduction benchmarks, pollutant load reduction evaluation, and 303d pollutant evaluation, as required in Schedule D, as well as an updated estimate of total annual stormwater pollutant loads for applicable TMDL pollutants or applicable surrogate parameters, and the following pollutant parameters: nitrate, total phosphorus, ortho-phosphorus, copper, lead, and zinc. The estimates must be accompanied by a description of the procedures for estimating pollutant loads and concentrations, including any modeling, data analysis and calculation method;
- e. A description of proposed changes to the monitoring plan in the form of a monitoring objectives matrix with accompanying narrative describing the rationales supporting such changes, to be developed based on ongoing discussions with DEQ over the course of the permit term regarding the monitoring needs for the next permit;
- f. A description of any service area expansions that are anticipated to occur during the following permit term and a finding as to whether the expansion is expected to result in a substantial increase in area, intensity, or pollutant loads;
- g. A fiscal evaluation of program expenditures for the current permit cycle and projected program allocations for next permit cycle; and,
- h. Updated MS4 maps, including the service boundary of the MS4, projected changes in land use and population densities, projected future growth, location of co-permittee-owned operations, facilities, or properties with storm sewer systems, and the location of facilities issued an industrial NPDES permit that discharge to the MS4.

5. Submissions

The co-permittees must provide DEQ with one hard copy and one electronic copy of the Annual Report and any supplemental information required by the due date in Table 4, above until EDMS/Your DEQ Online is set up for the co-permittees. DEQ will provide instructions to the co-permittees when electronic reporting will be required to begin. Once the co-permittees are required to submit electronically, the co-permittees will no longer be required to submit such materials to DEQ in hardcopy.

All hardcopy Annual Reports, attachments, and other required submittals must be sent to DEQ at the following address:

Oregon Department of Environmental Quality
MS4 Stormwater Program, Attention: 7th Floor
700 NE Multnomah St., Suite 600
Portland, OR 97232
Email: MS4Stormwater@deq.state.or.us

6. Recordkeeping

a. Records Retention

The co-permittees must retain records and copies of all information (e.g., all monitoring, calibration, and maintenance records; all original strip chart recordings for any continuous monitoring instrumentation; copies of all reports required by this permit; annual reports; a copy of the NPDES permit; and, records of all data or information used in the development and implementation of the SWMP) for a period of at least five years from the permit compliance action date or for the term of this permit, whichever is longer. This period may be extended at the request of DEQ at any time.

b. Availability of Records

The co-permittees must submit records to DEQ when requested. The co-permittees must also make all records described in this permit available to the public, in accordance with Oregon public records laws.

SCHEDULE C - COMPLIANCE CONDITIONS AND DATES

Compliance conditions and dates are not included at this time.

SCHEDULE D - SPECIAL CONDITIONS

1. Legal Authority

The co-permittees must maintain adequate legal authority through ordinance(s), interagency agreement(s), or other means to implement and enforce the provisions of this permit.

2. 303(d) Listed Pollutants

a. Applicability

The requirements of this section apply to receiving waters listed as impaired on the 303(d) list without established TMDL waste load allocations to which the co-permittees' MS4 discharges. The co-permittees must:

- i. Review the applicable pollutants that are on the 2018/2020 Integrated Report's 303(d) list, or the most recent USEPA list if approved within three years of the issuance date of this permit, that are relevant to the co-permittees' MS4 discharges with the MS4 Permit Renewal Application Package. Based on a review of the most current 303(d) list at the time, evaluate whether there is a reasonable likelihood for stormwater from the MS4 to cause or contribute to water quality degradation of receiving waters.
- ii. Evaluate whether the BMPs in the existing SWMP Document are effective in addressing and reducing the 303(d) pollutants. If a co-permittee determines that the BMPs in the existing SWMP Document are ineffective in addressing and reducing the applicable 303(d) pollutants, the co-permittee must describe how the SWMP will be modified or updated to address and reduce these pollutants to the MEP.
- iii. Submit a report with the MS4 Permit Renewal Application Package summarizing the results of the review and evaluation, and identify any modifications or updates to the SWMP Document that are necessary to reduce applicable 303(d) pollutants to the MEP.

3. Total Maximum Daily Loads (TMDLs)

a. Applicability

DEQ incorporated performance measures in Schedule A.3.c, d, e, and f to address water quality impairments and EPA-approved or issued TMDL allocations to date. Compliance with the permit's terms and conditions is presumed to be in compliance with TMDL Waste Load Allocations (WLAs) issued before the effective date of this permit, unless specified below.

The requirements of this section apply to the co-permittees' MS4 discharges to receiving waters with established TMDLs or to receiving waters with new or modified TMDLs approved or issued by EPA within three years of the issuance date of this permit. Established TMDLs are noted on page 1 of this permit. Pollutant discharges for those parameters listed in the TMDL with applicable WLAs must be reduced to the maximum extent practicable through the implementation of BMPs and an adaptive management process.

b. Willamette Basin Mercury TMDL

Each co-permittee is responsible for the applicable WLAs included in the Total Maximum Daily Load (TMDL) for Mercury in the Willamette Basin and the implementation requirements associated Water Quality Management Plan issued by EPA on December 30, 2019 and reissued with modification on +February 4, 2021. These requirements include:

- i. Develop and submit a mercury minimization assessment with the annual report due December 1, 2022, that documents the current actions, such as BMPs implemented, that reduce the amount of solids discharged into and from the permitted MS4 system (similar to

the actions currently required in Schedule A). If the assessment indicates that mercury and sediment reducing BMPs are fully incorporated into the SWMP Document, a report documenting the results as such is sufficient.

- ii. Continued implementation of the BMPs and other actions described in the mercury minimization assessment that are effective for mercury reduction, along with documentation of implementation in each subsequent annual report.
- iii. An analysis of the effectiveness of the best management practices and any other actions taken and qualitative pollutant load reductions achieved in the MS4 Permit Renewal Application Package. Due to data limitations, mercury benchmarks are not applicable in the first permit cycle after the TMDL is finalized.
- iv. Collection of paired total mercury and total suspended solids samples, as described in Schedule B.
- v. Submittal of paired mercury and total suspended solids monitoring data in the appropriate DEQ data submission template. Given the lack of sufficient mercury data, pollutant load reduction evaluations, benchmarks, and waste load allocation attainment analyses for mercury will not be required in this permit cycle.

c. TMDL Pollutant Load Reduction Evaluation

Progress towards reducing TMDL pollutant loads must be evaluated by the co-permittees through the use of a pollutant load reduction empirical model, water quality status and trend analysis, and other appropriate qualitative or quantitative evaluation approaches identified by the co-permittees. The results of this TMDL pollutant load reduction evaluation must be described in a report and submitted to DEQ with the MS4 Permit Renewal Application Package, in accordance with Schedule B.4. As indicated above in Schedule D.3.b.v, this exercise does not need to include mercury due to insufficient data volume. The report must contain the following:

- i. The rationale and methodology used to evaluate progress towards reducing TMDL pollutant loads.
- ii. An estimate of current pollutant loadings without considering BMP implementation, and an estimate of current pollutant loadings considering BMP implementation for each TMDL parameter with an established WLA. The difference between these two estimated loads is the pollutant load reduction.
- iii. A comparison of the estimated pollutant loading with and without BMP implementation to the applicable TMDL WLA.
- iv. A comparison of the estimated pollutant load reduction to the estimated TMDL pollutant load reduction benchmark established for the permit term, if applicable.
- v. A description of the estimated effectiveness of structural BMPs.
- vi. A description of the estimated effectiveness of non-structural BMPs, if applicable, and the rationale for the selected approach.
- vii. A water quality trend analysis, as sufficient data are available, and the relationship to stormwater discharges for receiving waterbodies within the co-permittees' jurisdictional area with an approved TMDL. If sufficient data to conduct a water quality trend analysis is unavailable for a receiving waterbody, the co-permittees must describe the data limitations. The collection of sufficient data must be prioritized and reflected as part of the monitoring project/task proposal required in Schedule B.4.e.
- viii. A narrative summarizing progress towards the applicable TMDL WLAs and existing TMDL benchmarks, if applicable. If a co-permittee estimates that an existing TMDL benchmark was not achieved during the permit term, the co-permittee must apply their adaptive

management process to reassess the SWMP and current BMP implementation in order to address TMDL pollutant load reduction over the next permit term; and,

- ix. If a co-permittee estimates that TMDL WLAs are achieved with existing BMP implementation, the co-permittee must provide a statement supporting this conclusion.

d. Establishment of TMDL Pollutant Reduction Benchmarks

A TMDL pollutant reduction benchmark must be developed for each applicable TMDL parameter where existing BMP implementation is not achieving the WLA. DEQ recognizes that not enough data may have been collected in the permit term to allow Benchmark development for mercury in stormwater, because it is a new parameter resulting from a new TMDL, so mercury is exempted from this requirement. The TMDL pollutant reduction benchmarks must be submitted with the MS4 Permit Renewal Application Package, as follows:

- i. The TMDL pollutant load reduction benchmark must reflect:
 - (A) Additional pollutant load reduction necessary to achieve the benchmark estimated for the permit term, if not achieved per Schedule D.3.c.iv.; and,
 - (B) The pollutant load reduction proposed to achieve additional progress towards the TMDL WLA during the next permit term.
- ii. The TMDL pollutant load reduction benchmark submittal must include the following:
 - (A) An explanation of the relationship between the TMDL waste load allocations and the TMDL benchmark for each applicable TMDL parameter;
 - (B) A description of how SWMP implementation contributes to the overall reduction of the TMDL pollutants during the next permit term;
 - (C) Identification of additional or modified BMPs that will result in further reductions in the discharge of the applicable TMDL pollutants, including the rationale for proposing the BMPs; and,
 - (D) An estimate of current pollutant loadings that reflect the implementation of the current BMPs and the BMPs proposed to be implemented during the next permit term.

4. Definitions:

- a. **Adaptive Management** is a structured, iterative process designed to refine and improve stormwater programs over time by evaluating results and adjusting actions based on what has been learned.
- b. **Antecedent Dry Period** is the period of dry time between precipitation events that include less than 0.1 inch of precipitation.
- c. **Best Management Practices (BMPs)** means schedules of activities, prohibition of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the state. BMPs are also treatment requirements operating procedures, and practices to control runoff, spillage, or leaks, sludge, or waste disposal, or drainage from raw material storages. See 40 CFR § 122.2 and 122.44(k). For the purposes of this permit, BMPs are synonymous with structural and non-structural stormwater controls and include the schedule of activities, controls, prohibition of practices, maintenance procedures and other management practices designed to prevent or reduce pollution.
- d. **CFR** means the Code of Federal Regulations, which is the official annual compilation of all regulations and rules promulgated during the previous year by the agencies of the United States

government, combined with all the previously issued regulations and rules of those agencies that are still in effect.

- e. **Chronic Illicit Discharges** are continuous or repeated illicit discharges to an MS4 potentially resulting from sanitary/wastewater connections to an MS4, sanitary/wastewater inflows into an MS4, unpermitted industrial wastewater discharges to the MS4, or other types of illegal dumping or poor housekeeping practices upstream from an outfall where irregular flows, color, smell, or other monitoring parameters indicate an issue that may need repeat investigations over time to ensure cross connections or illegal dumping are remedied. Chronic illicit discharges may not be long-term and ongoing as in the case of illicit connections that can be stopped easily. Chronic illicit discharges may be defined by inconclusive findings of outfall investigations indicating pollutant discharge or repeated reports by members of the public that have not been traced back to a definite source.
- f. **Clean Water Act (CWA)** refers to what was formally called the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972) Public Law 92-500, as amended by Public Law 95-217, Public Law 95-576, Public Law 96-483, and Public Law 97-117, 33 U.S.C. § 1251 et seq. [40 CFR §122.2].
- g. **Construction activity** includes, but is not limited to, clearing, grading, excavation, and other site preparation or ground disturbing work related to the construction of residential buildings and non-residential buildings, and heavy construction (e.g., highways, streets, bridges, tunnels, pipelines, transmission lines and industrial non-building structures).
- h. **Control Measure**, as used in this permit, refers to any action, activity, Best Management Practice, or other method used to control the discharge of pollutants in MS4 discharges.
- i. **Discharge** of a pollutant means any addition of any “pollutant” or combination of pollutants to “waters of the state” from any “point source,” or any addition of any pollutant or combination of pollutants to the waters of the “contiguous zone” or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation. This definition includes additions of pollutants into waters of the state from surface runoff, which is collected or channeled by humans; discharges through pipes, sewers, or other conveyances owned by a State, municipality, or other person, which do not lead to a treatment works; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works. This term does not include an addition of pollutants by any “indirect discharger” [40 CFR §122.2].
- j. **Effective Impervious Area** is defined as the subset of the total impervious area often hydrologically connected to stream networks via stormwater infrastructure. Many methods of calculating effective impervious area have been developed, and its importance in runoff modeling and watershed health has been well established in stormwater related academic and scientific literature, making it a governing characteristic of urban watersheds.
- k. **Erosion** is the process of carrying away soil particles by the action of water, wind, or other process.
- l. **Erosion and Sediment Control Plan** is a site-specific plan, map, or document that illustrates and/or lists erosion and sediment control measures that are implemented by type and location on a construction site, that for operators and inspectors alike: (1) identifies potential sources of stormwater pollution at the construction site; (2) describes stormwater controls to prevent pollutants in stormwater discharges from the construction site; (3) tracks or records updates and

corrective actions implemented as site conditions or needs change; and (4) identifies procedures the operator will implement to comply with the terms and conditions of this general permit.

- m. **Evaporate** is rainfall that is changed or converted into a vapor.
- n. **Evapotranspiration** is the sum of evaporation and transpiration of water from the earth's surface to the atmosphere. It includes evaporation of liquid or solid water plus the transpiration from plants.
- o. **Extended Filtration** is the technique of using stormwater facilities designed to promote stormwater runoff filtration through natural or engineered media. The runoff is treated through physical, biological, and chemical processes as it filters through the media of the facility. Filtration is promoted by constructing the facility with media of an appropriate infiltration rate and typically includes an underlying aggregate rock reservoir or other engineered flow-through and filtration media, with an underdrain to convey to a discharge location.
- p. **Final Stabilization** is determined by satisfying the following criteria: (1) there is no reasonable potential for discharge of a significant amount of construction related sediment or turbidity to surface waters; (2) construction materials and waste have been removed and disposed of properly. This includes any sediment that was being retained by the temporary erosion and sediment controls; (3) all temporary erosion and sediment controls have been removed and disposed of properly, unless doing so conflicts with local requirements; (4) all soil disturbance activities have stopped and all stormwater discharges from construction activities that are authorized by this permit have ceased; (5) all disturbed or exposed areas of the site are covered by either final vegetative stabilization or permanent stabilization measures. However, temporary or permanent stabilization measures are not required for areas that are intended to be left unvegetated or unstabilized following construction (such as dirt access roads, utility pole pads, areas being used for storage of vehicles, equipment, or materials), provided that measures are in place to eliminate or minimize erosion.
- q. **Green Infrastructure (GI)** is a specific type of stormwater control using vegetation, soils, and natural processes to manage stormwater. At the scale of a neighborhood or site, green infrastructure refers to stormwater management systems designed to mimic nature by reducing and/or storing stormwater through infiltration, evaporation, and transpiration. At the site level, such measures may include the use of plant or soil systems, permeable pavement or other pervious surfaces or substrates, stormwater harvest and reuse, or landscaping to store, infiltrate, or evapotranspire stormwater and reduce flows to sewer systems or to surface waters. At the scale of city or county, green infrastructure refers to the patchwork of natural areas that provides flood protection and natural processes that remove pollutants from stormwater.
- r. **Impaired Water** means any waterbody that does not meet applicable water quality standards for one or more parameters as identified on Oregon's 303(d) list.
- s. **Infiltration** is the process by which storm water penetrates into soil.
- t. **Illicit Connections** include, but are not limited to, pipes, drains, open channels, or other conveyances that are connected to the MS4 but were constructed for or are currently being used to convey non-stormwater discharges to the public stormwater system or waters of the state and are controlled under the permittee's IDDE program.
- u. **Illicit Discharge** is any discharge to a municipal separate storm sewer system that is not composed entirely of stormwater except discharges authorized under Section A.4.a.xii., discharges permitted by a NPDES permit or other state or federal permit, or otherwise authorized by DEQ.
- v. **Impervious Surface** is any surface resulting from development activities that prevents the infiltration of water or results in more runoff than in the undeveloped condition. Common impervious surfaces may include but are not limited to building roofs, traditional concrete or

- asphalt paving on walkways, driveways, parking lots, gravel lots and roads, and packed earthen materials.
- w. **Integrated Pest Management** is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant plant varieties.
 - x. **Low Impact Development (LID)** is a stormwater management approach that seeks to mitigate the impacts of increased runoff and stormwater pollution using a set of planning, design and construction approaches and stormwater management practices that promote the use of natural systems, green infrastructure, and other techniques for infiltration, filtration, evapotranspiration, and reuse of rainwater, and can occur at a wide range of landscape scales (e.g., regional, community and site). Low impact development is a comprehensive land planning and engineering design approach to stormwater management with a goal of mimicking the pre-development hydrologic regime of urban and developing watersheds.
 - y. **Maximum Extent Practicable (MEP)** is the technology-based discharge standard for municipal separate storm sewer systems to reduce pollutants in storm water discharges that was established by Section 402(p)(3)(B)(iii) of the Clean Water Act [33 U.S.C §1342(p)(3)(B)(iii)].
 - z. **Minimize** means to reduce and/or eliminate to the extent achievable using control measures (including BMPs) that are technologically available, economically practicable, and achievable in light of best industry or municipal practices.
 - aa. **Municipal Separate Storm Sewer System (MS4)** is defined in 40 CFR §122.26(b) and means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains): (i) Owned or operated by a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under Section 208 of the Clean Water Act that discharges to waters of the United States; (ii) Designed or used for collecting or conveying storm water; (iii) Which is not a combined sewer; and (iv) Which is not part of a Publicly Owned Treatment Works as defined at 40 CFR §122.2.
 - bb. **Municipality** means a city, town, borough, county, parish, district, association, or other public body created by or under state law and having jurisdiction over disposal of sewage, industrial wastes, or other wastes, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under Section 208 of the Clean Water Act.
 - cc. **National Pollutant Discharge Elimination System (NPDES)** is the national program for issuing, modifying, revoking and reissuing, terminating, monitoring, and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of Clean Water Act [40 CFR §122.2].
 - dd. **Non-structural Stormwater Controls** or **BMPs** are stormwater controls in the form of development standards or other regulatory mechanisms intended to minimize and treat stormwater by minimizing impervious surfaces and by using soil infiltration, evaporation, and transpiration. These controls may also take the form of procedural practices to prevent pollutants from contaminating stormwater. The use of this term in this Permit is consistent with the discussion of non-structural stormwater BMPs in 64 Federal Register 68760 (December 9, 1999) which encompasses preventative actions that involve management and source controls such as: (1) policies and ordinances that provide requirements and standards to direct growth to identified areas, protect sensitive areas such as wetlands and riparian areas, maintain and/or increase open

space (including a dedicated funding source for open space acquisition), provide buffers along sensitive waterbodies, minimize impervious surfaces, and minimize disturbance of soils and vegetation; (2) policies or ordinances that encourage infill development in higher density urban areas, and areas with existing storm sewer infrastructure; (3) education programs for developers and the public about project designs or stormwater design standards that minimize water quality impacts; and (4) other measures such as minimization of the percentage of impervious area after development, use of measures to minimize directly connected impervious areas, and other source control measures such as good housekeeping, street sweeping, preventive maintenance, spill prevention, and public education and outreach.

- ee. **Outfall** is defined as a point source at the point where a municipal separate storm sewer discharges to waters of the State, and does not include open conveyances connecting two municipal separate storm sewers or pipes, tunnels, or other conveyances which connect segments of the same stream or other waters of the State and are used to convey waters of the State.
- ff. **Owner or Operator** is the owner or operator of any “facility or activity” subject to regulation under the NPDES program.
- gg. **Pesticide** as used in this Permit carries the same definition as used in the Federal Insecticide, Fungicide, and Rodenticide Act and is any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest. Under FIFRA, pest is any insect, rodent, nematode, fungus, weed, or any other form of terrestrial or aquatic plant or animal life or virus, bacteria, or other micro-organism
- hh. **Pollutant** is dredged spoil; solid waste; incinerator residue; sewage; garbage; sewerage sludge; munitions; chemical wastes; biological materials; radioactive materials; heat; wrecked or discarded equipment; rock; sand; cellar dirt; and industrial, municipal, and agricultural waste discharged into water. [40 CFR §122.2]
- ii. **Pollutants of Concern** are defined in NPDES permitting as 1) pollutants with applicable Technology Based Effluent Limitations (TBELs) defined in an NPDES permit based on national or state standards or on a case by case basis, 2) pollutants for which a wasteload allocation (WLA) has been assigned to a discharge through a TMDL, 3) those pollutants identified in a previous iteration of the discharger’s permit as needing Water Quality Based Effluent Limitations (WQBELs), 4) pollutants identified through monitoring as present in the effluent or stormwater discharges, or 5) pollutants not in any of the previous categories but otherwise expected to be present in the discharge. For this permit, use of the term is intended to focus on pollutants known by the co-/permittee to be present in stormwater per categories 4) and 5), and prioritized for reduction via stormwater controls identified in this permit.
- jj. **Post-Construction Site Runoff Plan** is a plan developed by a site owner or operator and/or their designer to demonstrate compliance with the post-construction stormwater management and long-term operation and maintenance requirements of this permit.
- kk. **Predevelopment Hydrologic Function** is the hydrology of a site reflecting the local rainfall patterns, soil characteristics, land cover, evapotranspiration, and topography. The term predevelopment as used in predevelopment hydrologic function is consistent with the term predevelopment as discussed in Federal Register Volume 64, Number 235 and refers to the runoff conditions that exist onsite immediately before the planned development activities occur. Predevelopment is not intended to be interpreted as the period before any human-induced land disturbance activity has occurred.
- ll. **Redevelopment** is a project on a previously developed site that results in the addition or replacement of impervious surface.
- mm. **Replace or Replacement:** in the context of this permit, these words will usually refer to the removal of an impervious surface that exposes soil followed by the placement of an impervious

surface. Replacement does not include repair or maintenance activities on structures or facilities taken to prevent decline, lapse, or cessation in the use of the existing structures, facilities, or impervious surface, as long as no additional hydrologic impact results from the repair or maintenance activity.

- nn. **Stormwater** or **stormwater runoff** includes snow melt runoff, and surface runoff and drainage, and is defined in 40 CFR §122.26(b)(13). “Stormwater” means that portion of precipitation that does not naturally percolate into the ground or evaporate, but flows via overland flow, interflow, channels, or pipes into a defined surface water channel or a constructed stormwater control or infiltration facility.
- oo. **Stormwater Control** refers to non-structural, structural stormwater controls and/or BMPs.
- pp. **Stormwater Management Program (SWMP)** refers to a comprehensive program that includes legal authority, permitting and stormwater control and facility design standards, capital projects and retrofits, monitoring and a stormwater management plan that collectively manages the quality of stormwater discharged from the municipal separate storm sewer system. For the purposes of this permit, the SWMP consists of the actions and activities conducted by the co-permittees as required by the permit and described in the co-/permittees’ SWMP Document.
- qq. A **SWMP Document** is the written summary that describes the comprehensive management practices, structural and non-structural controls or BMPs, techniques, systems, and design and engineering methods employed to reduce the discharge of pollutants from the MS4 to the MEP in accordance with the terms of the permit. A SWMP Document includes or references stormwater plans, manuals, documents, or code/ordinances, as applicable, describing the unique and/or cooperative means by which an individual co-/permittee or entity implements the specific stormwater management control measures required by the permit.
- rr. **Stormwater Mitigation Bank Program** is a program for offsite compliance that establishes a market with an entity that tracks the life cycle of an offsite mitigation credit by certifying the credit, issuing a tradable credit to the seller, transferring the ownership of the credit from the seller to the buyer, and use or retirement of the credit to receive a benefit when buyer of the credit is unable to meet a retention requirement on their site.
- ss. **Stormwater Payment-in-Lieu Program** is a program for offsite compliance where the co-/permittee or site owner/operator pays a fee in lieu of full compliance with Schedule A.3.e.iii on the development site with this fee based on volume ratios (e.g., volume of stormwater to be retained onsite to the volume to be retained at the mitigation site) or impervious area unavailable for infiltration, at a rate or rates specified by the co-/permittee. The co-/permittee(s) can aggregate fees and apply them to a public stormwater structural or non-structural control at a later point in time.
- tt. **Structural Stormwater Controls** or **BMPs** are stormwater controls that are physically designed, installed, and maintained to prevent or reduce the discharge of pollutants in stormwater to minimize the impacts of stormwater on waterbodies. As noted in the 64 Federal Register 68760 (December 9, 1999), examples of structural stormwater controls or BMPs include: (1) storage practices such as wet ponds and extended-detention outlet structures; (2)

filtration practices such as grassed swales, sand filters and filter strips; and, (3) infiltration practices such as infiltration basins and infiltration trenches.

- uu. **Subwatershed** is a subdivision of a Watershed and is the sixth-level, 12-digit unit of the hydrologic unit hierarchy as defined by the National Watershed Boundary Dataset (USGS et al. 2013)
- vv. **Total Maximum Daily Load (TMDL) or applicable TMDL** is any TMDL, which has been issued or approved by EPA on or before the issuance date of this permit.
- ww. **TMDL Pollutant Load Reduction Benchmark (TMDL benchmark):** An estimated total pollutant load reduction target for each parameter or surrogate, where applicable, for waste load allocations established under an EPA-approved or EPA-issued TMDL. A benchmark is the anticipated pollutant load reduction goal to be achieved during the permit cycle through the implementation of the stormwater management program and BMPs identified in the SWMP Document. A benchmark is used to measure the effectiveness of the stormwater management program in making progress toward the waste load allocation, and is a tool for guiding adaptive management. A benchmark is not a numeric effluent limit; rather it is an estimated pollutant reduction target that is subject to the MEP standard. Benchmarks may be stated as a pollutant load range based upon the results of a pollutant reduction empirical model.
- xx. **Transpiration** means to release water vapor into the atmosphere through plant stomata or pores.
- yy. **Uncontaminated**, for the purposes of this Permit, means that the MS4 discharge does not: result in the discharge of a reportable quantity for which notification is or was required pursuant to 40 CFR 117.21 or 40 CFR 302.6 at any time since November 16, 1987; or result in the discharge of a reportable quantity for which notification is or was required pursuant to 40 CFR 110.6 at any time since November 16, 1987; or contribute to a violation or exceedance of an applicable Oregon water quality standard.
- zz. **Waters of the State** means Lakes, bays, ponds, impounding reservoirs, springs, wells, rivers, streams, creeks, estuaries, marshes, inlets, canals, the Pacific Ocean within the territorial limits of the State of Oregon, and all other bodies of surface or underground waters, natural or artificial, inland or coastal, fresh or salt, public or private (except those private waters that do not combine or effect a junction with natural surface or underground waters) that are located wholly or partially within or bordering the state, or within its jurisdiction.

SCHEDULE F - NPDES PERMIT GENERAL (MS4)

Revision Date, October 1, 2015

The general conditions in this schedule apply only to the extent they do not conflict with the requirements contained in Schedules A through E. If the permit requirements in Schedule A through D conflict with these general conditions, the permit requirements in Schedule A through D will control.

SECTION A. STANDARD CONDITIONS

A1. Duty to Comply with Permit

The permittee must comply with all conditions of this permit. Failure to comply with any permit condition is a violation of Oregon Revised Statutes (ORS) 468B.025 and the federal Clean Water Act and is grounds for an enforcement action. Failure to comply is also grounds for DEQ to terminate, modify and reissue, revoke, or deny renewal of a permit.

A2. Penalties for Water Pollution and Permit Condition Violations

The permit is enforceable by DEQ or EPA, and in some circumstances also by third parties under the citizen suit provisions of 33 USC § 1365. DEQ enforcement is generally based on provisions of state statutes and Environmental Quality Commission (EQC) rules, and EPA enforcement is generally based on provisions of federal statutes and EPA regulations.

ORS 468.140 allows DEQ to impose civil penalties up to \$25,000 per day for violation of a term, condition, or requirement of a permit. The federal Clean Water Act provides for civil penalties not to exceed \$25,000 per day for each violation of any condition or limitation of this permit.

Under ORS 468.943, unlawful water pollution in the second degree, is a Class A misdemeanor and is punishable by a fine of up to \$25,000, imprisonment for not more than one year, or both. Each day on which a violation occurs or continues is a separately punishable offense. The federal Clean Water Act provides for criminal penalties of not more than \$50,000 per day of violation, or imprisonment of not more than 2 years, or both for second or subsequent negligent violations of this permit.

Under ORS 468.946, unlawful water pollution in the first degree is a Class B felony and is punishable by a fine up to \$250,000, imprisonment for not more than 10 years or both. The federal Clean Water Act provides for criminal penalties of \$5,000 to \$50,000 per day of violation, or imprisonment of not more than 3 years, or both for knowing violations of the permit. In the case of a second or subsequent conviction for knowing violation, a person is subject to criminal penalties of not more than \$100,000 per day of violation, or imprisonment of not more than 6 years, or both.

A3. Duty to Mitigate

The permittee must take all reasonable steps to minimize or prevent any discharge or sludge use or disposal in violation of this permit. In addition, upon request of DEQ, the permittee must correct any adverse impact on the environment or human health resulting from noncompliance with this permit, including such accelerated or additional monitoring as necessary to determine the nature and impact of the noncomplying discharge.

A4. Duty to Reapply

If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee must apply for and have the permit renewed. The application must be submitted at least 180 days before the expiration date of this permit.

DEQ may grant permission to submit an application less than 180 days in advance but no later than the permit expiration date.

A5. Permit Actions

This permit may be modified, revoked and reissued, or terminated for cause including, but not limited to, the following:

- a. Violation of any term, condition, or requirement of this permit, a rule, or a statute.
- b. Obtaining this permit by misrepresentation or failure to disclose fully all material facts.
- c. A change in any condition that requires either a temporary or permanent reduction or elimination of the authorized discharge.
- d. The permittee is identified as a Designated Management Agency or allocated a wasteload under a total maximum daily load (TMDL).
- e. New information or regulations.
- f. Modification of compliance schedules.
- g. Requirements of permit reopener conditions.
- h. Correction of technical mistakes made in determining permit conditions.
- i. Determination that the permitted activity endangers human health or the environment.
- j. Other causes as specified in 40 CFR § 122.62, 122.64, and 124.5.

The filing of a request by the permittee for a permit modification, revocation or reissuance, termination, or a notification of planned changes or anticipated noncompliance does not stay any permit condition.

A6. Toxic Pollutants

The permittee must comply with any applicable effluent standards or prohibitions established under Oregon Administrative Rules (OAR) 340-041-0033 and 307(a) of the federal Clean Water Act for toxic pollutants and with standards for sewage sludge use or disposal established under section 405(d) of the federal Clean Water Act within the time provided in the regulations that establish those standards or prohibitions, even if the permit has not yet been modified to incorporate the requirement.

A7. Property Rights and Other Legal Requirements

The issuance of this permit does not convey any property rights of any sort, or any exclusive privilege, or authorize any injury to persons or property or invasion of any other private rights, or any infringement of federal, tribal, state, or local laws or regulations.

A8. Permit References

Except for effluent standards or prohibitions established under section 307(a) of the federal Clean Water Act and OAR 340-041-0033 for toxic pollutants, and standards for sewage sludge use or disposal established under section 405(d) of the federal Clean Water Act, all rules and statutes referred to in this permit are those in effect on the date this permit is issued.

A9. Permit Fees

The permittee must pay the fees required by OAR.

SECTION B. OPERATION AND MAINTENANCE OF POLLUTION CONTROLS

B1. Proper Operation and Maintenance

The permittee must at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) that are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems that are installed by a permittee only when the operation is necessary to achieve compliance with the conditions of the permit.

B2. Need to Halt or Reduce Activity Not a Defense

For industrial or commercial facilities, upon reduction, loss, or failure of the treatment facility, the permittee must, to the extent necessary to maintain compliance with its permit, control production or all discharges or both until the facility is restored or an alternative method of treatment is provided. This requirement applies, for example, when the primary source of power of the treatment facility fails or is reduced or lost. It is not a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

B3. Bypass of Treatment Facilities

a. Definitions

- (1) "Bypass" means intentional diversion of waste streams from any portion of the treatment facility. The permittee may allow any bypass to occur which does not cause effluent limitations to be exceeded, provided the diversion is to allow essential maintenance to assure efficient operation. These bypasses are not subject to the provisions of paragraphs b and c of this section.
- (2) "Severe property damage" means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources that can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.

b. Prohibition of bypass.

- (1) Bypass is prohibited and DEQ may take enforcement action against a permittee for bypass unless:
 - i. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - ii. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate backup equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass that occurred during normal periods of equipment downtime or preventative maintenance; and
 - iii. The permittee submitted notices and requests as required under General Condition B3.c.

- (2) DEQ may approve an anticipated bypass, after considering its adverse effects and any alternatives to bypassing, when DEQ determines that it will meet the three conditions listed above in General Condition B3.b(1).
- c. Notice and request for bypass.
 - (1) Anticipated bypass. If the permittee knows in advance of the need for a bypass, a written notice must be submitted to DEQ at least ten days before the date of the bypass.
 - (2) Unanticipated bypass. The permittee must submit notice of an unanticipated bypass as required in General Condition D5.

B4. Upset

- a. Definition. "Upset" means an exceptional incident in which there is unintentional and temporary noncompliance with technology based permit effluent limitations because of factors beyond the reasonable control of the permittee. An upset does not include noncompliance to the extent caused by operation error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventative maintenance, or careless or improper operation.
- b. Effect of an upset. An upset constitutes an affirmative defense to an action brought for noncompliance with such technology-based permit effluent limitations if the requirements of General Condition B4.c are met. No determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is final administrative action subject to judicial review.
- c. Conditions necessary for a demonstration of upset. A permittee who wishes to establish the affirmative defense of upset must demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - (1) An upset occurred and that the permittee can identify the causes(s) of the upset;
 - (2) The permitted facility was at the time being properly operated;
 - (3) The permittee submitted notice of the upset as required in General Condition D5, hereof (24-hour notice); and
 - (4) The permittee complied with any remedial measures required under General Condition A3 hereof.
- d. Burden of proof. In any enforcement proceeding the permittee seeking to establish the occurrence of an upset has the burden of proof.

B5. Treatment of Single Operational Upset

For purposes of this permit, a single operational upset that leads to simultaneous violations of more than one pollutant parameter will be treated as a single violation. A single operational upset is an exceptional incident that causes simultaneous, unintentional, unknowing (not the result of a knowing act or omission), temporary noncompliance with more than one federal Clean Water Act effluent discharge pollutant parameter. A single operational upset does not include federal Clean Water Act violations involving discharge without a NPDES permit or noncompliance to the extent caused by improperly designed or inadequate treatment facilities. Each day of a single operational upset is a violation.

B6. Public Notification of Effluent Violation

If effluent limitations specified in this permit are exceeded or an overflow occurs that threatens public health, the permittee must take such steps as are necessary to alert the public, health agencies and other affected entities (for example, public water systems) about the extent and nature of the discharge in accordance with the notification procedures developed under General Condition B7. Such steps may include, but are not limited to, posting of the river at access points and other places, news releases, and paid announcements on radio and television.

B7. Emergency Response and Public Notification Plan

The permittee must develop and implement an emergency response and public notification plan that identifies measures to protect public health from bypasses or upsets that may endanger public health. At a minimum the plan must include mechanisms to:

- a. Ensure that the permittee is aware (to the greatest extent possible) of such events;
- b. Ensure notification of appropriate personnel and ensure that they are immediately dispatched for investigation and response;
- c. Ensure immediate notification to the public, health agencies, and other affected entities (including public water systems). The response plan must identify the public health and other officials that will receive immediate notification;
- d. Ensure that appropriate personnel are aware of and follow the plan and are appropriately trained;
- e. Provide emergency operations; and
- f. Ensure that DEQ is notified of the public notification steps taken.

B8. Removed Substances

Solids, sludges, filter backwash, or other pollutants removed in the course of treatment or control of wastewaters must be disposed of in such a manner as to prevent any pollutant from such materials from entering waters of the state, causing nuisance conditions, or creating a public health hazard.

SECTION C. MONITORING AND RECORDS

C1. Representative Sampling

Sampling and measurements taken as required herein must be representative of the volume and nature of the monitored discharge. All samples must be taken at the monitoring points specified in this permit, and must be taken, unless otherwise specified, before the effluent joins or is diluted by any other waste stream, body of water, or substance. Monitoring points must not be changed without notification to and the approval of DEQ. Samples must be collected in accordance with requirements in 40 CFR part 122.21 and 40 CFR part 403 Appendix E.

C2. Flow Measurements

Appropriate flow measurement devices and methods consistent with accepted scientific practices must be selected and used to ensure the accuracy and reliability of measurements of the volume of monitored discharges. The devices must be installed, calibrated and maintained to insure that the accuracy of the measurements is consistent with the accepted capability of that type of device. Devices selected must be capable of measuring flows with a maximum deviation of less than ± 10 percent from true discharge rates throughout the range of expected discharge volumes.

C3. Monitoring Procedures

Monitoring must be conducted according to test procedures approved under 40 CFR part 136 or, in the case of sludge (biosolids) use and disposal, approved under 40 CFR part 503 unless other test procedures have been specified in this permit.

For monitoring of recycled water with no discharge to waters of the state, monitoring must be conducted according to test procedures approved under 40 CFR part 136 or as specified in the most recent edition of Standard Methods for the Examination of Water and Wastewater unless other test procedures have been specified in this permit or approved in writing by DEQ.

C4. Penalties for Tampering

The federal Clean Water Act provides that any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required to be maintained under this permit may, upon conviction, be punished by a fine of not more than \$10,000 per violation, imprisonment for not more than two years, or both. If a conviction of a person is for a violation committed after a first conviction of such person, punishment is a fine not more than \$20,000 per day of violation, or by imprisonment of not more than four years, or both.

C5. Reporting of Monitoring Results

Monitoring results must be summarized each month on a discharge monitoring report form approved by DEQ. The reports must be submitted monthly and are to be mailed, delivered or otherwise transmitted by the 15th day of the following month unless specifically approved otherwise in Schedule B of this permit.

C6. Additional Monitoring by the Permittee

If the permittee monitors any pollutant more frequently than required by this permit, using test procedures approved under 40 CFR part 136 or, in the case of sludge (biosolids) use and disposal, approved under 40 CFR part 503 or as specified in this permit, the results of this monitoring must be included in the calculation and reporting of the data submitted in the discharge monitoring report. Such increased frequency must also be indicated. For a pollutant parameter that may be sampled more than once per day (for example, total residual chlorine), only the average daily value must be recorded unless otherwise specified in this permit.

C7. Averaging of Measurements

Calculations for all limitations that require averaging of measurements must utilize an arithmetic mean, except for bacteria which must be averaged as specified in this permit.

C8. Retention of Records

Records of monitoring information required by this permit related to the permittee's sewage sludge use and disposal activities must be retained for a period of at least 5 years (or longer as required by 40 CFR part 503). Records of all monitoring information including all calibration and maintenance records, all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this permit and records of all data used to complete the application for this permit must be retained for a period of at least 3 years from the date of the sample, measurement, report, or application. This period may be extended by request of DEQ at any time.

C9. Records Contents

Records of monitoring information must include:

- a. The date, exact place, time, and methods of sampling or measurements;
- b. The individual(s) who performed the sampling or measurements;
- c. The date(s) analyses were performed;
- d. The individual(s) who performed the analyses;
- e. The analytical techniques or methods used; and
- f. The results of such analyses.

C10. Inspection and Entry

The permittee must allow DEQ or EPA upon the presentation of credentials to:

- a. Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this permit;
- b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit;
- c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and
- d. Sample or monitor at reasonable times, for the purpose of assuring permit compliance or as otherwise authorized by state law, any substances or parameters at any location.

C11. Confidentiality of Information

Any information relating to this permit that is submitted to or obtained by DEQ is available to the public unless classified as confidential by the Director of DEQ under ORS 468.095. The permittee may request that information be classified as confidential if it is a trade secret as defined by that statute. The name and address of the permittee, permit applications, permits, effluent data, and information required by NPDES application forms under 40 CFR § 122.21 are not classified as confidential [40 CFR § 122.7(b)].

SECTION D. REPORTING REQUIREMENTS

D1. Planned Changes

The permittee must comply with OAR 340-052, "Review of Plans and Specifications" and 40 CFR § 122.41(l)(1). Except where exempted under OAR 340-052, no construction, installation, or modification involving disposal systems, treatment works, sewerage systems, or common sewers may be commenced until the plans and specifications are submitted to and approved by DEQ. The permittee must give notice to DEQ as soon as possible of any planned physical alternations or additions to the permitted facility.

D2. Anticipated Noncompliance

The permittee must give advance notice to DEQ of any planned changes in the permitted facility or activity that may result in noncompliance with permit requirements.

D3. Transfers

This permit may be transferred to a new permittee provided the transferee acquires a property interest in the permitted activity and agrees in writing to fully comply with all the terms and conditions of the permit and EQC rules. No permit may be transferred to a third party without prior written approval from DEQ. DEQ may require modification or revocation and reissuance of the permit to change the name of the permittee and incorporate such other requirements as may be necessary under 40 CFR § 122.61. The permittee must notify DEQ when a transfer of property interest takes place.

D4. Compliance Schedule

Reports of compliance or noncompliance with, or any progress reports on interim and final requirements contained in any compliance schedule of this permit must be submitted no later than 14 days following each schedule date. Any reports of noncompliance must include the cause of noncompliance, any remedial actions taken, and the probability of meeting the next scheduled requirements.

D5. Twenty-Four Hour Reporting

The permittee must report any noncompliance that may endanger health or the environment. Any information must be provided orally (by telephone) within 24 hours from the time the permittee becomes aware of the circumstances, unless a shorter time is specified in the permit. During normal business hours, the DEQ regional office must be called. Outside of normal business hours, DEQ must be contacted at 1-800-452-0311 (Oregon Emergency Response System).

The following must be included as information that must be reported within 24 hours under this paragraph:

- a. Any unanticipated bypass that exceeds any effluent limitation in this permit;
- b. Any upset that exceeds any effluent limitation in this permit;
- c. Violation of maximum daily discharge limitation for any of the pollutants listed by DEQ in this permit; and
- d. Any noncompliance that may endanger human health or the environment.

A written submission must also be provided within 5 days of the time the permittee becomes aware of the circumstances. The written submission must contain:

- e. A description of noncompliance and its cause;
- f. The period of noncompliance, including exact dates and times;
- g. The estimated time noncompliance is expected to continue if it has not been corrected;
- h. Steps taken or planned to reduce, eliminate and prevent reoccurrence of the noncompliance; and
- i. Public notification steps taken, pursuant to General Condition B7.

DEQ may waive the written report on a case-by-case basis if the oral report has been received within 24 hours.

D6. Other Noncompliance

The permittee must report all instances of noncompliance not reported under General Condition D4 or D5, at the time monitoring reports are submitted. The reports must contain:

- a. A description of the noncompliance and its cause;
- b. The period of noncompliance, including exact dates and times;
- c. The estimated time noncompliance is expected to continue if it has not been corrected; and
- d. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

D7. Duty to Provide Information

The permittee must furnish to DEQ within a reasonable time any information that DEQ may request to determine compliance with the permit or to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit. The permittee must also furnish to DEQ, upon request, copies of records required to be kept by this permit.

Other Information: When the permittee becomes aware that it has failed to submit any relevant facts or has submitted incorrect information in a permit application or any report to DEQ, it must promptly submit such facts or information.

D8. Signatory Requirements

All applications, reports or information submitted to DEQ must be signed and certified in accordance with 40 CFR § 122.22.

D9. Falsification of Information

Under ORS 468.953, any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this permit, including monitoring reports or reports of compliance or noncompliance, is subject to a Class C felony punishable by a fine not to exceed \$125,000 per violation and up to 5 years in prison per ORS chapter 161. Additionally, according to 40 CFR § 122.41(k)(2), any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this permit including monitoring reports or reports of compliance or non-compliance will, upon conviction, be punished by a federal civil penalty not to exceed \$10,000 per violation, or by imprisonment for not more than 6 months per violation, or by both.

D10. Changes to Discharges of Toxic Pollutant

The permittee must notify DEQ as soon as it knows or has reason to believe the following:

- a. That any activity has occurred or will occur that would result in the discharge, on a routine or frequent basis, of any toxic pollutant that is not limited in the permit, if that discharge will exceed the highest of the following “notification levels”:
 - (1) One hundred micrograms per liter (100 µg/l);
 - (2) Two hundred micrograms per liter (200 µg/l) for acrolein and acrylonitrile; five hundred micrograms per liter (500 µg/l) for 2,4-dinitrophenol and for 2-methyl-4,6-dinitrophenol; and one milligram per liter (1 mg/l) for antimony;
 - (3) Five (5) times the maximum concentration value reported for that pollutant in the permit application in accordance with 40 CFR § 122.21(g)(7); or
 - (4) The level established by DEQ in accordance with 40 CFR § 122.44(f).
- b. That any activity has occurred or will occur that would result in any discharge, on a non-routine or infrequent basis, of a toxic pollutant that is not limited in the permit, if that discharge will exceed the highest of the following “notification levels”:
 - (1) Five hundred micrograms per liter (500 µg/l);
 - (2) One milligram per liter (1 mg/l) for antimony;
 - (3) Ten (10) times the maximum concentration value reported for that pollutant in the permit application in accordance with 40 CFR § 122.21(g)(7); or
 - (4) The level established by DEQ in accordance with 40 CFR § 122.44(f).

SECTION E. DEFINITIONS

- E1. *BOD* or *BOD₅* means five-day biochemical oxygen demand.
- E2. *CBOD* or *CBOD₅* means five-day carbonaceous biochemical oxygen demand.
- E3. *TSS* means total suspended solids.
- E4. *Bacteria* means but is not limited to fecal coliform bacteria, total coliform bacteria, *Escherichia coli* (*E. coli*) bacteria, and *Enterococcus* bacteria.
- E5. *FC* means fecal coliform bacteria.
- E6. *Total residual chlorine* means combined chlorine forms plus free residual chlorine
- E7. *Technology based permit effluent limitations* means technology-based treatment requirements as defined in 40 CFR § 125.3, and concentration and mass load effluent limitations that are based on minimum design criteria specified in OAR 340-041.
- E8. *mg/l* means milligrams per liter.
- E9. *µg/l* means microgram per liter.
- E10. *kg* means kilograms.
- E11. *m³/d* means cubic meters per day.
- E12. *MGD* means million gallons per day.

- E13. *Average monthly effluent limitation* as defined at 40 CFR § 122.2 means the highest allowable average of daily discharges over a calendar month, calculated as the sum of all daily discharges measured during a calendar month divided by the number of daily discharges measured during that month.
- E14. *Average weekly effluent limitation* as defined at 40 CFR § 122.2 means the highest allowable average of daily discharges over a calendar week, calculated as the sum of all daily discharges measured during a calendar week divided by the number of daily discharges measured during that week.
- E15. *Daily discharge* as defined at 40 CFR § 122.2 means the discharge of a pollutant measured during a calendar day or any 24-hour period that reasonably represents the calendar day for purposes of sampling. For pollutants with limitations expressed in units of mass, the daily discharge must be calculated as the total mass of the pollutant discharged over the day. For pollutants with limitations expressed in other units of measurement, the daily discharge must be calculated as the average measurement of the pollutant over the day.
- E16. *24-hour composite sample* means a sample formed by collecting and mixing discrete samples taken periodically and based on time or flow.
- E17. *Grab sample* means an individual discrete sample collected over a period of time not to exceed 15 minutes.
- E18. *Quarter* means January through March, April through June, July through September, or October through December.
- E19. *Month* means calendar month.
- E20. *Week* means a calendar week of Sunday through Saturday.



MS4 Permit Update

Lara Christensen

November 4, 2021

Presentation Goals

- ▶ What is the MS4 Program and where did it come from?
- ▶ What does the MS4 Permit mean to OLWS?
- ▶ What are the new requirements of this permit?
- ▶ Preview of Board Actions required by the new permit.

What is the MS4 Program and where did it come from?

- A stormwater permit issued pursuant to Oregon Revised Statute 468B.050 and the Federal Clean Water Act.
- DEQ issues MS4 Permits when storm water flows separate from wastewater.
- Responsible parties must protect the Waters of the United States
- Issued October 1, 2021, the new permit expires September 30, 2026
- OLWS works together with 11 other agencies to fulfill requirements called the Clackamas Group:
 - Clackamas County
 - City of Gladstone
 - City of Happy Valley
 - City of Johnson City
 - City of Lake Oswego
 - City of Milwaukie
 - City of Oregon City
 - City of Rivergrove
 - City of West Linn
 - City of Wilsonville
 - Oak Lodge Water Services District
 - Water Environment Services

What does the MS4 Permit mean to OLWS?

Co-permittees are authorized to discharge municipal stormwater to waters of the State in conformance with the requirements and conditions set forth in the MS4.

The goal is to reduce pollutants entering water bodies of the state. Some examples of pollutants are:

- Sediment
- Sewage
- Medicines
- Oil and other petroleum-based products
- Copper and other metals
- High temperatures

To limit these pollutants entering our streams, the District participates in educational programs, constructs water quality facilities (private and public) and monitors for code enforcement in extreme cases.

What are the new requirements of this permit?

Dec 1, 2022:

- Updated Monitoring Plan
- Updated Stormwater Management Plan (SWMP)
- Updated MS4 Maps
- Winter Maintenance activities are to be summarized in the annual report
- Mercury Minimization Plan as required in the Willamette Basin TMDL

Dec 1, 2023:

- LID/GI Strategy and Program Description
- Strategy for Industrial and Commercial Facilities must be included in SWMP (directly or by reference)
- Hydromodification Assessment and Retrofit Strategy reports
- Updated prioritization criteria for Dry Weather Field Screening
- Escalating enforcement for construction

What are the new requirements of this permit?

Dec 1, 2024:

- Adopt, update and maintain adequate Legal Authority
- Develop and implement enforceable Post Construction Program (in ordinance or other regulatory mechanism)

April 3, 2026 (180 days prior to permit expiration):

- Permit Renewal Package which includes:
 - PLRE,
 - Benchmarks, and
 - 303d evaluation.

(Permit states that mercury pollutant load reduction evaluations, benchmarks, and WLAAA are not required in the first permit cycle after the TMDL is finalized.)

Preview of Board Actions required by the new permit.

2022 (Calendar Year)

- Staff will prepare an update to the District's Stormwater Management Plan to address the requirements contained within this new MS4 Permit. Staff will be seeking the Board's (and public's) review of the changes prior to submitting the updated document to DEQ by December 1, 2022.

Each Year

- Consider the MS4 and its requirements when approving Budget
- Review the Annual Report in October

Questions?



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Consideration of Resolution No. 2021-06 Authorizing a Budget Transfer in the Adopted Fiscal Year 2021-22 Budget
Item No. 6
Date November 9, 2021, for November 16, 2021

Summary

A budget transfer is necessary to transfer appropriations within the fiscal year 2021-22 adopted budget and provide for compliance with Oregon Local Budget Law. The budget amendment resolution is proposed to address budget line items that were either under-budgeted or costs have exceeded budget for explainable reasons. Appropriations will be transferred from contingency, where noted below, within the respective funds to offset additional costs identified.

Existing appropriation has been redistributed within Wastewater Reclamation Fund within Treatment Materials & Services to cover 1) higher costs for polymer and sodium hypochloride, and 2) cost of hauling at current level:

6155 – Contracted Services	15,000
6250 – Solid Waste Disposal	(40,000)
6252 – Chemicals	25,000

For the following accounts, the budget has been moved between funds, resulting in offsetting transfers to and from contingency:

- Property Tax budgeted expense moves from Administrative Services Fund to Drinking Water Fund for the property associated with the cell tower lease revenue.

6780 – Taxes, Fees and Permits	1,500
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- Vehicle replacement budget for vehicle #2 2010 Chevy truck is moved to vehicle #8 2010 Chevy truck due to higher maintenance costs, moving the budget from Administrative Services Fund to Wastewater Reclamation Capital Fund.

7540 – Vehicles	35,000
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The recommended budget transfers from contingencies are for the following funds and accounts:

- Drinking Water Fund – New OHA Water System Permit.

6780 – Taxes, Fees and Permits	4,500
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- Drinking Water Fund – Tree damage work because of the February ice storm not completed by June 30, 2021.

6320 – Building and Grounds	30,000
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- Wastewater Reclamation Capital Fund – Annual inspection of overhead crane at plant identified required capital repairs.

7520 Equipment	14,000
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Background

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

Recommendation

Approval of the Budget Transfer Resolution as presented.

Suggested Board Motion

“I move to adopt Resolution No. 2021-06 Amending FY 2021-22 Budget.”

Attachments

1. Resolution No. 2021-06

OAK LODGE WATER SERVICES DISTRICT

RESOLUTION NO. 2021-06

A RESOLUTION AUTHORIZING A BUDGET TRANSFER IN THE ADOPTED FISCAL YEAR 2021-22 BUDGET.

This matter comes before the Board of Directors of Oak Lodge Water Services District, a special district organized under Oregon Revised Statutes Chapters 450 and 264, regarding a budget transfer in the fiscal year 2021-22 adopted budget.

WHEREAS, the Oak Lodge Water District Board of Directors adopted the 2021-22 budget and made appropriations for the 2021-22 fiscal year; and

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

WHEREAS, budgeted contingency in the District’s Administrative Services, Drinking Water, Wastewater Reclamation, and Wastewater Reclamation Capital Funds exists in amounts sufficient to cover the additional costs; and

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

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

Section 1. The Board of Directors of the Oak Lodge Water Services District authorizes the following budget transfers and revisions to the FY 2021-22 Adopted Budget as follows:

	Adopted Budget	Change	Amended Budget 9/2021
Administrative Services Fund			
Materials & Services	2,164,500	(1,500)	2,163,000
Capital Outlay	35,000	(35,000)	-0-
Contingency	545,900	36,500	582,400
Drinking Water Fund			
Materials & Services	1,552,000	36,000	1,588,000
Contingency	687,000	(36,000)	651,000
Wastewater Reclamation Fund			
Materials & Services – Treatment	1,033,900	-0-	1,033,900
Contingency	763,300	-0-	763,300

Wastewater Reclamation Capital Fund

Capital Outlay – Treatment	837,000	14,000	851,000
Capital Outlay – Collections	1,624,000	35,000	1,659,000
Contingency	3,124,000	(49,000)	3,075,000

INTRODUCED AND ADOPTED THIS 16th DAY OF NOVEMBER 2021.

OAK LODGE WATER SERVICES DISTRICT

By _____
Paul Gornick, President

By _____
Ginny Van Loo, Secretary/Vice President



AGENDA ITEM

Title Business from the Board
Item No. 7
Date November 16, 2021

Summary

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

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

Business from The Board Items Include:

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

Date Added	Item	Work Update
8/13/2019	OLWSD/Gladstone IGA	OLWSD and Gladstone have begun negotiations of the full draft IGA.

**Oak Lodge Water Services
2021 OLWS Board Member Liaison Assignments**

Board/Committee	Current Primary	Current Alternate	Meeting Schedule
Clackamas River Water	Kevin Williams	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	Mark Knudson	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	Ginny Van Loo	Susan Keil	Monthly - Third Wednesdays, 11:45 a.m.-1:15 p.m.
New Concord Task Force	Ginny Van Loo		Quarterly
Healthy Watersheds	Kevin Williams		
OGLO Bike-Ped Bridge Advisory Group	OPEN	None needed	Task Force will dissolve after project decision
Water Research Foundation	Mark Knudson	None needed	

Business from the Board

Paul Gornick's Meeting Reports - November 2021

October 27, 2021 - Sunrise Water Board Meeting (remote meeting)

- A presentation from the City of Happy Valley and their engineering consultant for the 129th/King Rd roundabout was done. This was followed by approval from the Board for right-of-way, temporary and permanent easements adjacent to the current SWA administration building.
- Board reviewed a possible change to the SWA rules/regulations for staff level approval of leak adjustments, which would have ended appeals to the board for same. Board decided to maintain current policy that allows a staff level reduction of 40% of the bill for leaks, but still allows appeal to the board in addition to staff level decisions.
- Discussion of Low Income Assistance Program, which utilized \$9650 of the \$25,000 allotted in the past year. Despite potential state grant money for bill assistance, board decided to maintain current system with Clackamas County for this program, subject to later review.
- Board convened as Contract Review Board to approve change orders for site earthwork changes. Wet conditions due to rain required significant earth removal and rock placement for building foundation, and some items anticipated for the building contract phase were moved to sitework phase.
- Board held executive session to discuss cybersecurity policy issues.

November 4, 2021 – C4 Retreat (remote meeting)

- The Clackamas County Housing team (Rodney Cook, Vahid Brown, Devin Ellin) did a 40 minute presentation on the status of supportive housing services as well as the progress in the planning and construction of remodeled and new facilities utilizing Metro bond proceeds. This was followed by a Q and A period with C4 members.
- Trent Wilson of County staff led a discussion of future C4 agenda planning. The December C4 meeting will feature a presentation from ODOT on the status of the tolling project. There will no doubt be a spirited discussion about likely traffic diversion onto local roads.
- To read the informational meeting packet, go here: [d7e58048-6c22-42c3-9c20-658261e140c2 \(clackamas.us\)](https://www.clackamas.us/d7e58048-6c22-42c3-9c20-658261e140c2)
- A video of the meeting can be found here: [Clackamas County Coordinating Committee \(C4\) - Nov. 4, 2021 - YouTube](#)

Meetings Attended During the Past Month

1. October 27, 2021 – Oak Grove Community Council meeting (agenda attached)
 - a. Members approved Danielle Lohmann as Board Secretary
 - b. Oak Lodge Governance Project Phase 1 Study – Mitra Anoushiravani, Nathan Breitenfeldt, Tom Civiletti, and Eleanor Hunter
 - i. Reprise of presentation that was made during informational session on 10/9/21
 - ii. More presentations anticipated in the future
 - iii. Two PSU students working on possible next steps including evaluation of Gladstone annexation option
 - c. LUART – Joseph Edge & Tori Simons
 - i. Whipple Subdivision (16305 SE Oatfield Rd)
 1. Several of OGCC's recommendations included in the CC staff report
 2. Neighbors have suggested converting to a land trust; owner has indicated they would entertain offers; request for OGCC to sign on to letter
 3. Proposal to send additional letter in support of land trust acquisition
 - ii. G.G.'s Diner redevelopment (15775 SE McLoughlin Blvd)
 1. Proposal to redevelop as bank and drive-thru restaurant (Chase Bank and Chipotle)
 - iii. Housing Strategies Project – hearing by BCC on Nov 4 on affordable housing bonus program
 - d. Committee Reports
 - i. Oak Lodge Water Services – Mark Knudson
 1. Recap of meeting with BCC on 10/12/21
 2. Additional outreach scheduled including Nov/Dec Customer Newsletter
 3. More complete update scheduled for Dec 1 meeting of OGCC
 - ii. Oak Lodge Community Emergency Response Team (CERT) – Rich Nepon
 1. Decentralized
 2. Received \$1,250 grant for GRMS radio repeater
 - iii. CPO Summit – Rich Nepon
 - iv. Economic Development Commission – Valorie Chapman
 1. High demand for employees; one job available for each person looking for work but not good alignment with available skills in workforce
 2. Low interest in returning to work: because they don't need to because of working spouse or can't because of child/elder care needs
 3. Manufacturing has been slow to return; 50% of pre-covid capacity
 - v. HDOG – Suzanne Wolf
 1. Meeting Thurs, Nov 18 on program goals and priorities
 - vi. NCPRD District Advisory Committee – Anatta Blackmarr
 1. Attended Milwaukie Parks program to understand scope of their program
 2. Dept of State Lands has initiated enforcement action to remove chain link fence into the Willamette River near RR trestle
 - vii. North Clackamas Watershed Council – Joseph Edge
 1. Oil spill into Kellogg Lake from fire that ruptured 350 gallons of oil on Oct 13
 - viii. Ped-Bike Advisory Committee
 1. Grant funded bike rack is available (12 bikes in space of 1 car parking spot)
 - e. Next meeting: December 1, 2021

Oak Lodge Water Services – November 16, 2021

Business from the Board – Report by Mark Knudson

Page 2 of 2

Meetings Scheduled for the Next Month

1. November 13, 2021 – OLGP Information Session (“The Land We Live On”)
2. November 16, 2021 – OLWSD Board of Directors
3. December 1, 2021 – Oak Grove Community Council meeting
4. December 3, 2021 – Business Oregon Infrastructure Finance Authority Board meeting
5. December 8, 2021 – Regional Water Providers Consortium Exec Committee meeting



Oak Grove Community Council

Oak Grove Community Council

Regular Council Business Meeting

October 27th, 2021

Agenda

What: Regular Council Business Meeting

When: Wednesday, October 27, 2021 - 7:00 p.m. to 8:30 p.m.

Social time - After conclusion of business meeting

Where: Zoom - <https://us02web.zoom.us/j/89301304485>

Meeting ID: [893 0130 4485](https://us02web.zoom.us/j/89301304485)

Passcode: OakGroveCC

6:50 - 7:00 Connect to Zoom

7:00 Welcome, Introductions, and Officer reports

- September 22nd regular meeting attendance
- Treasurer's update
- Election for vacant secretary position: **nominee: Danielle Lohmann**

7:10 Program:

- Oak Lodge Governance Project Phase 1 Study
 - *Nathan Breitenfeldt, Tom Civiletti, and Eleanore Hunter, OLGP Steering Committee*
- Land Use Application Review Team
 - UPDATE: Whipple Subdivision - Z0334-21-SL - 16305 SE OATFIELD RD
 - Request for OGCC to sign on to letter to Land Trusts - Tori Simons
 - G.G.'s Diner redevelopment - Z0400-21-D - 15775 SE MCLOUGHLIN BLVD

8:10 Committee updates

- Oak Lodge Water Services District - Mark Knudson
- Community Emergency Response Team - Rich Nepon
- Concord School - Mark Elliott
- CPO Summit - Rich Nepon
- CRFAC - Danielle Lohmann
- Economic Development Commission - Valerie Chapman
- North Clackamas Parks & Recreation District Advisory Committee - Anatta Blackmarr, Ryan Stee
- North Clackamas Watersheds Council - Joseph Edge
- Pedestrian-Bikeway Advisory Committee - Joseph Edge

8:20 Announcements

8:25 Schedule review:

- Future OGCC Meetings - 7 pm at Zoom: Dec 1, Jan 26 2022, Feb 23
- Future OGCC Board Meetings - 6:45 pm at Zoom: Jan 3, 2022, Mar 7

8:30 Adjourn/Social time

Board Report by Ginny Van Loo and Susan Keil

November 8, 2021

North Clackamas Chamber of Commerce Meeting
31 participants involved in the Noon Visual Meeting

A program was presented by Vahid Brown and Devin Ellin speakers from the Clackamas County Housing Authority, talking about both the capital and services measures approved by voters in the Metro region.

Vahid led off stating that the Housing Authority has 445 units in rental housing, they also do affordable housing using tax credits and a refurbish of Hillside Apartments in Milwaukie.

Residents Services team delivers food etc. There is a lot going on with these services and due to the Metro Bond Project- the money is not coming as anticipated so the County is looking for funding in their budget and other places to back fill what they anticipated getting by this past June. The Metro Bond Project funds capital costs by percent of property taxes. The \$653 million Bond approved in 2018 gives those percentages as 45% Multnomah County, 34% Washington County and 21% to Clackamas County. All Bond resources go through the Housing Authority.

An update is that there are 414 units in process in Happy Valley, Oregon City and Unincorporated Clackamas County in Round 1 which totals \$43 million in January of 2020. Round 2 is \$23 million. 406 units are underway.

Vahid Brown reported that Clackamas County received 21.3% of the tax collections. Their Local Implementation Plan in Spring of 2021 and disbursements included.

Funds are meant to be used for homeless populations with the idea that they will stay with the Supportive Housing Services, hopefully to end chronic homelessness. They can get long term rental assistance. There is short-term rental assistance as well. In addition, housing navigation and placement services. There is also eviction prevention.

The funds are spread with 75% goes to serving the extremely low-income Population A and Population B which is 25% and will go to households that are at risk of homelessness, will receive 25%.

The timelines are fast and moving forward. There is a Task Force made of county commissioners and the Administrator who follow the money.

There are ongoing negotiations with Metro by all three counties to agree to an IGA with a 10-year duration.

People outside of Clackamas can apply for assistance so 13,000 have applied and the County could only take 2,000. The waitlisted time is 2 years. If a client has ongoing health conditions, they move them up in priority.

They are hiring and training help as fast as they can to create a new workforce to take care of this population.

Both County Commissioners Schrader and Savas were in attendance and both stated that the money isn't coming in yet. So far, the County has only received \$712,000. \$14.2 million should be received by July of 2022, but it was slated to have been here by June 2021.

Also, they both said that they have not stopped the process because of the money, they are looking at borrowing money or whatever it takes to keep these programs going and taking care of the homeless populations along with the low-income individuals in Clackamas County.

Director Kevin Williams

Meetings attended in- late October to November Board Meeting. Agendas attached for each of the meetings.

1. Clackamas River Water Board work session/October 25th, 2021

The C.R.W. Board received some Board Training from Jeff Griffin at W.H.A. insurance. The training was centered around Board duties and expectations of behavior as Board members. This was a good refresher for them and myself. We may benefit from doing some refresher training?

The Capital Improvement Project report was of some interest to me. Their Chief Engineer and Engineering Manager went through the list detailing their projects. They spent most of their Bi- Annum C.I.P. budget for 2019-2021. For the 2021-2023 Bi-Annum C.I.P. they already have 7 of 12 projects encumbered and are deep into the planning/build process.

The G.M. update was the next item covered. Todd informed the Board that C.R.W. had assisted West Linn with some lab services during their recent short term boiling order.

Don Bunyard, C.R.W. retired Emergency Manager has won the Special District Employee of the year and will be honored at the annual convention in February.

2. The November Board meeting will occur on November 10th. I have included the agenda for that meeting and will be prepared at our November meeting to answer any questions you may have since this report precedes that meeting.

CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
WORK SESSION



October 25, 2021 at 6:00pm

THIS MEETING WILL HAVE REMOTE ACCESS VIA ZOOM*

AGENDA

16770 SE 82nd Drive, Clackamas, OR 97015

To protect the health of our customers, staff, and commissioners, CRW's Board of Commissioners and staff will attend this meeting through an online Zoom meeting. Anyone who wishes to attend the meeting may do so by internet at <https://us02web.zoom.us/j/88619228887> or by calling the following number [12532158782](tel:12532158782) and join meeting 88619228887 #. Passcode: **077961**

Work Session @ 6:00pm

Call to Order, Roll Call

1. **Board Training-** *Jeff Griffin, WHA Insurance*
2. **Capital Improvement Project (CIP) Update-** *Adam Bjornstedt, Chief Engineer & Joe Eskew, Engineering Manager*
3. **Commissioner Communications-** *CRW Board of Commissioners*
4. **General Manager Update-** *Todd Heidgerken, General Manager*

Public Comment

Adjourn Work Session

Work Session Reminders:

- a. Work Session – audio only
- b. No decisions will be made by the CRW Board
- c. Staff may get direction or a sense of the board on key issues
- d. Members of the public are allowed to attend but not participate (*public comment provided at the end of the session*)

The meeting location is accessible to persons with disabilities. A request for accommodations for persons with disabilities should be made at least 48 hours before the meeting to Adora Campbell (503) 722-9226.

CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
REGULAR MEETING



THIS MEETING WILL HAVE REMOTE ACCESS VIA ZOOM*

Held at 16770 SE 82nd Dr. Clackamas, OR 97015

November 10, 2021 at 6:00pm

AGENDA

Public Comment: If there is a member of the public that wishes to address the Board are encouraged to submit a request through email to kholzgang@crwater.com no later than 4pm the day of the meeting.

Members of the public are welcome to speak for a maximum of three minutes, citizens must state their name, address, if they are a customer or not for the record. Public comment provided at the *beginning* of the agenda will be reserved for comment on agenda items, special presentations, letters and complaints. Public comment as listed at the *end* of the agenda will be for the purpose of “wrapping up” any remaining concerns.

To protect the health of our customers, staff, and commissioners, CRW’s Board of Commissioners and most of its staff will attend this meeting through an online Zoom meeting. Anyone who wishes to attend the meeting may do so by internet at <https://us02web.zoom.us/j/83788225969> or by calling the following number 1-253-215-8782 and join meeting /83788225969#. **Passcode:** 083306

REGULAR MEETING @ 600pm

Call to Order and Roll Call – *Sherry French, President*

a. Approval of the Agenda

Public Comment (*see blue box at the top of the agenda*)

Action Items

1. **Consider Approval of Contract for Utility Bill Printing With Bend Mailing Services, LLC-** *Carol Bryck, Chief Financial Officer*
2. **Resolution 04-2022 Authorizing CRW to Pursue Grant Funding for Waterline Replacements: I-205 Crossings Project-** *Adam Bjornstedt, Chief Engineer*

Consent Agenda

CA-1: **Gross Payroll and Accounts Paid: October 2021–** *Carol Bryck, Chief Financial Officer*

CA-2: **Cash Position and Transfers: October 2021–** *Carol Bryck, Chief Financial Officer*

Informational Reports

3. Quarterly Report- *Carol Bryck, Chief Financial Officer*
4. Management Report – *Todd Heidgerken, General Manager*
5. Public Comment (*see blue box at the top of the agenda*)

Next Page

Commissioner Business

6. Commissioner Reports and Reimbursements
 - Review the 2022 Board Calendar dates requiring change

Adjourn regular meeting

The meeting location is accessible to persons with disabilities. A request for accommodations for persons with disabilities should be made at least 48 hours before the meeting to Adora Campbell (503) 722-9226.



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 8a
Date November 6, 2021 for November 16, 2021 Meeting

Summary

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

Highlights of the Month

- Accounts Receivable balance shows continued improvement in several areas: a decrease of (0.59%); and average delinquent balance decreased by \$18, however the number of delinquent accounts increased by 44.
- Utility bill payments exceeded October 1 billed amounts by \$35,018.
- The ECAP assisted 15 residential and 0 commercial accounts in October.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of October 31 compared to September 30 decreased by (0.59%). These are the findings:

1. A/R Balance owed to OLWSD has decreased by \$9,127, after accounting for the delta between billing cycles.

A/R Balance	8/31/2021	9/30/2021	10/31/2021
Bi-Monthly Residential	\$ 1,235,494	\$ 1,031,447	\$ 1,121,437
Large Meters	505,412	508,889	499,646
Total	1,740,908	1,540,337	1,621,083
Variance	179,208	(200,571)	80,746
Variance due to Cycles	(212,725)	175,310	(89,873)
Change in A/R	\$ (33,517)	\$ (25,261)	\$ (9,127)
	(2.15%)	(1.45%)	(0.59%)

2. The total number of delinquent accounts increased by 44 accounts as of October 31, compared to September 30, 2021. However, the average balance per account decreased by (4.1%).

Delinquent Accounts	8/31/2021	9/30/2021	10/31/2021
Over 60 Days	\$ 297,892	\$ 248,066	\$ 256,213
Number of Accounts	667	568	612
Average Balance per Acct.	\$ 447	\$ 437	\$ 419
% Change in Ave. Balance	(3.0%)	(2.2%)	(4.1%)

3. The percentage of accounts that are current, accounts paid in full within 30 days, has decreased by 0.94% compared to prior month. The shift is within delinquent and credit balances.

Account %	8/31/2021	9/30/2021	10/31/2021
Current	83.87%	82.93%	82.32%
30-60 Day Grace	4.66%	6.90%	6.49%
Delinquent	7.25%	6.16%	6.66%
Credit Balance	4.22%	4.00%	4.54%

The District returned to hanging red tags for accounts in delinquent status, over 60 days past due. To focus on the accounts with the higher balances, accounts with delinquent balances over \$250 received a red tag starting in August. The red tag process allows 7 days for the customer to provide payment. If payment is not received, water is then shut off.

	Aug. 2021	Sep. 2021	Oct. 2021
Cycle	Cycle 2	Cycle 1	Cycle 2
# Red Tags	156	142	144
Minimum Delinquent Balance	\$ 250	\$ 250	\$ 250
# Shut off Service Requests	10	9	6

Billing Payment Rate

In October, the District received \$35,018 more in payments than was billed on October 1, 2021.

	July 2021	August 2021	Sept 2021	Oct 2021
Utility Billing Sales	\$ 1,297,941	\$ 1,174,130	\$ 1,386,855	\$ 1,211,545
Cash Receipts	1,301,479	1,231,343	1,402,760	1,246,563
% Collected	100.3%	104.9%	101.1%	102.9%

Emergency Customer Assistance Program (ECAP)

In FY 2019-20, the Board approved \$97,000 for Emergency COVID Assistance Program. Since June 2020, the District has provided assistance to residential and commercial accounts that have been financially impacted by COVID-19. This program has continued through FY 2020-21 and into FY 2021-22.

	<u>Monthly Assistance</u>	<u>Balance</u>
Beginning Balance		\$97,000
June 2020	2,644	94,356
July 2020	687	93,669
August 2020	813	92,856
September 2020	1,114	91,742
October 2020	-0-	91,742
November 2020	991	90,751
December 2020	598	90,153
January 2021	1,472	88,681
February 2021	3,304	85,377
March 2021	3,134	82,243
April 2021	2,260	79,983
May 2021	2,741	77,242
June 2021	5,397	71,845
July 2021	3,591	68,254
August 2021	6,407	61,847
September 2021	2,829	59,018
October 2021	2,982	56,036
Total Assistance Provided to Date	\$ 40,964	

In October 2021, fifteen (15) residential accounts and no commercial account received assistance.

Attachments

1. Checks by Date Report for October 2021

Bank Reconciliation

Checks by Date

User: Gail

Printed: 11/06/2021 - 3:26PM

Cleared and Not Cleared Checks

Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Amount
0	10/1/2021	Pitney Bowes Global Financial Services LLC		AP		325.00
0	10/4/2021	Check Commerce		AP		199.00
0	10/8/2021	VALIC c/o JP Morgan Chase		AP		3,205.91
0	10/8/2021	Internal Revenue Service		AP		30,456.08
0	10/8/2021	Nationwide Retirement Solutions		AP		1,955.01
0	10/8/2021	State of Oregon		AP		734.75
0	10/8/2021	Oregon Department Of Revenue		AP		8,447.63
0	10/8/2021	Payroll Direct Deposit		PR		72,744.59
0	10/12/2021	TSYS		AP		10,881.37
0	10/12/2021	Wells Fargo Bank		AP		1,841.90
0	10/22/2021	Nationwide Retirement Solutions		AP		1,955.01
0	10/22/2021	Oregon Department Of Revenue		AP		8,273.22
0	10/22/2021	VALIC c/o JP Morgan Chase		AP		3,172.88
0	10/22/2021	State of Oregon		AP		734.75
0	10/22/2021	Wells Fargo Remittance Center		AP		10,777.78
0	10/22/2021	Internal Revenue Service		AP		29,371.18
0	10/22/2021	Payroll Direct Deposit		PR		72,327.63
ACH Disbursement Activity Subtotal						257,403.69
Voided ACH Activity						0.00
Adjusted ACH Disbursement Activity Subtotal						257,403.69

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Amount
42176	2/15/2019	Customer Refund		AP	Void	43.60
44062	5/29/2020	Customer Refund		AP	Void	8.99
44213	7/10/2020	Customer Refund		AP	Void	1.51
44879	12/4/2020	Customer Refund		AP	Void	34.98
45334	3/25/2021	Customer Refund		AP	Void	47.22
46206	10/1/2021	Cable Huston LLP		AP		19,042.75
46207	10/1/2021	CenturyLink		AP		529.81
46208	10/1/2021	Consolidated Supply Co.		AP		1,066.38
46209	10/1/2021	Contractor Supply, Inc.		AP		434.08
46210	10/1/2021	Convergence Networks		AP		64.20
46211	10/1/2021	D&H Flagging, Inc.		AP		561.60
46212	10/1/2021	Fackler Construction Company		AP		22,800.00
46213	10/1/2021	Ferguson Enterprises, Inc.		AP		371.53
46214	10/1/2021	Grainger, Inc.		AP		769.14
46215	10/1/2021	H.D. Fowler Company		AP		2,622.00
46216	10/1/2021	Horner Enterprises, Inc.		AP		8,959.11
46217	10/1/2021	Customer Refund		AP		134.49
46218	10/1/2021	Lord & Associates, Inc.		AP		322.00
46219	10/1/2021	murraysmith		AP		3,529.08
46220	10/1/2021	Napa Auto Parts		AP		44.54
46221	10/1/2021	NCCWC		AP		119,512.43
46222	10/1/2021	Olson Bros. Service, Inc.		AP		1,471.49
46223	10/1/2021	Portland General Electric		AP		89.25
46224	10/1/2021	R & L Services Inc.		AP		234.70
46225	10/1/2021	Employee Business Expense Reimbursement		AP		264.41
46226	10/1/2021	Seattle Ace Hardware		AP		16.77
46227	10/1/2021	TMG Services, Inc.		AP		1,350.88
46228	10/1/2021	Verizon Wireless		AP		2,205.78
46229	10/1/2021	Water Systems Consulting, Inc.		AP		13,386.28
46230	10/1/2021	Wesco Marketing		AP		891.12
46231	10/1/2021	Western Exterminator Company		AP		133.75
46232	10/6/2021	Accountemps		AP		1,580.00
46233	10/6/2021	Apex Labs		AP		4,220.00
46234	10/6/2021	AWWA		AP		242.00
46235	10/6/2021	Cable Huston LLP		AP	Void	50.00

Bank Reconciliation

Checks by Date

User: Gail

Printed: 11/06/2021 - 3:26PM

Cleared and Not Cleared Checks

Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Amount
46236	10/6/2021	Cavanaugh & Associates. PA		AP		1,012.50
46237	10/6/2021	City Of Gladstone		AP		425.58
46238	10/6/2021	Consolidated Supply Co.		AP		290.13
46239	10/6/2021	Northwest Natural		AP		18.37
46240	10/6/2021	Portland Engineering Inc		AP		540.00
46241	10/6/2021	Portland General Electric		AP		26,142.85
46242	10/6/2021	Rodda Paint Co		AP		79.28
46243	10/6/2021	Tice Electric Company		AP		302.11
46244	10/6/2021	ZOLL Medical Corporation		AP		2,852.48
46245	10/8/2021	Employee Paycheck		PR		2,037.88
46246	10/8/2021	AFLAC		AP		810.16
46247	10/8/2021	AFSCME Council 75		AP		784.81
46248	10/8/2021	AM:PM PR, LLC		AP		250.00
46249	10/8/2021	CDR Labor Law, LLC		AP		5,209.50
46250	10/8/2021	Cintas Corporation		AP		191.44
46251	10/8/2021	Cintas Corporation - 463		AP		72.66
46252	10/8/2021	Coastal Farm & Home Supply		AP		43.99
46253	10/8/2021	NCCWC		AP		8,000.00
46254	10/8/2021	Northwest Biosolids		AP		924.00
46255	10/8/2021	Northwest Natural		AP		294.87
46256	10/8/2021	Employee Business Expense Reimbursement		AP		156.72
46257	10/8/2021	SDIS		AP		121.00
46258	10/8/2021	Unifirst Corporation		AP		1,373.93
46259	10/15/2021	Accountemps		AP		1,770.21
46260	10/15/2021	Affordable Arbor Care LLC		AP		25,000.00
46261	10/15/2021	AM:PM PR, LLC		AP		2,325.00
46262	10/15/2021	Backflow Management Inc.		AP		255.00
46263	10/15/2021	Bay Valve Service LLC		AP		1,702.00
46264	10/15/2021	Cintas Corporation		AP		99.00
46265	10/15/2021	Customer Refund		AP		5.50
46266	10/15/2021	Coastal Farm & Home Supply		AP		20.00
46267	10/15/2021	Comcast		AP		1,285.24
46268	10/15/2021	Consolidated Supply Co.		AP		6,158.36
46269	10/15/2021	Contractor Supply, Inc.		AP		186.91
46270	10/15/2021	Convergence Networks		AP		1,918.00
46271	10/15/2021	Craig Blackman Trucking		AP		2,782.95
46272	10/15/2021	Cues, Inc		AP		787.50
46273	10/15/2021	D&H Flagging, Inc.		AP		731.00
46274	10/15/2021	Ditch Witch Northwest Exchange		AP		175.12
46275	10/15/2021	Ed's Mower & Saw Shoppe		AP		61.00
46276	10/15/2021	Fackler Construction Company		AP		38,000.00
46277	10/15/2021	Governmentjobs.com, Inc.		AP		2,965.59
46278	10/15/2021	Customer Refund		AP		28.28
46279	10/15/2021	J. Thayer Company		AP		434.09
46280	10/15/2021	Customer Refund		AP		176.30
46281	10/15/2021	Kaiser Permanente		AP		17,756.71
46282	10/15/2021	Lakeside Industries		AP		330.68
46283	10/15/2021	Napa Auto Parts		AP		23.99
46284	10/15/2021	Olson Bros. Service, Inc.		AP		2,364.59
46285	10/15/2021	One Call Concepts, Inc.		AP		14.92
46286	10/15/2021	O'Reilly Auto Parts		AP		17.99
46287	10/15/2021	Portland General Electric		AP		901.11
46288	10/15/2021	Customer Refund		AP		3.22
46289	10/15/2021	Relay Resources		AP		6,577.67
46290	10/15/2021	Ritz Safety LLC		AP		259.82
46291	10/15/2021	SDAO		AP		4,525.00
46292	10/15/2021	SDIS		AP		37,954.09
46293	10/15/2021	Seattle Ace Hardware		AP		166.64
46294	10/15/2021	Security Signs, Inc		AP		1,050.00
46295	10/15/2021	Springbrook Holding Company LLC		AP		718.25

Bank Reconciliation

Checks by Date

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Printed: 11/06/2021 - 3:26PM

Cleared and Not Cleared Checks

Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Amount
46296	10/15/2021	Stein Oil Co Inc		AP		298.48
46297	10/15/2021	Unifirst Corporation		AP		1,479.99
46298	10/15/2021	Verizon Wireless		AP		30.04
46299	10/15/2021	Wallis Engineering PLLC		AP		4,245.44
46300	10/15/2021	Waste Management Of Oregon		AP		995.58
46301	10/19/2021	Bendele's Window Cleaning		AP		160.00
46302	10/19/2021	BMS Technologies		AP		4,071.31
46303	10/19/2021	J. Thayer Company		AP		55.87
46304	10/19/2021	Net Assets Corporation		AP		764.00
46305	10/22/2021	Employee Paycheck		PR		2,037.78
46306	10/22/2021	ADT Security Services		AP		515.40
46307	10/22/2021	AFLAC		AP		1,620.32
46308	10/22/2021	AFSCME Council 75		AP		1,569.62
46309	10/22/2021	Aks Engineering & Forestry		AP		1,221.25
46310	10/22/2021	Customer Refund		AP		341.56
46311	10/22/2021	Customer Refund		AP		26.93
46312	10/22/2021	BTL Northwest		AP		224.14
46313	10/22/2021	CenturyLink		AP		110.34
46314	10/22/2021	Cintas Corporation - 463		AP		121.32
46315	10/22/2021	City Of Milwaukie		AP		1,781.11
46316	10/22/2021	Consolidated Supply Co.		AP		612.40
46317	10/22/2021	Convergence Networks		AP		8,215.00
46318	10/22/2021	D&H Flagging, Inc.		AP		2,737.95
46319	10/22/2021	Dr. Lance F. Harris D.C.		AP		270.00
46320	10/22/2021	H.D. Fowler Company		AP		2,018.26
46321	10/22/2021	Customer Refund		AP		203.77
46322	10/22/2021	Customer Refund		AP		47.22
46323	10/22/2021	J. Thayer Company		AP		583.80
46324	10/22/2021	Customer Refund		AP		40.00
46325	10/22/2021	Lakeside Industries		AP		1,323.60
46326	10/22/2021	League Of Oregon Cities		AP		160.00
46327	10/22/2021	Customer Refund		AP		156.65
46328	10/22/2021	Mueller Co		AP		1,969.80
46329	10/22/2021	Customer Refund		AP		144.13
46330	10/22/2021	Customer Refund		AP		43.60
46331	10/22/2021	North Clackamas Urban Watershed Council		AP		13,875.00
46332	10/22/2021	Northstar Chemical, Inc.		AP		547.40
46333	10/22/2021	Customer Refund		AP		7.94
46334	10/22/2021	One Call Concepts, Inc.		AP		864.36
46335	10/22/2021	Owens Pump & Equipment		AP		473.18
46336	10/22/2021	Pamplin Media Group		AP		57.92
46337	10/22/2021	Pitney Bowes Global Financial Services LLC		AP		295.68
46338	10/22/2021	Portland Engineering Inc		AP		120.00
46339	10/22/2021	Portland General Electric		AP		1,835.16
46340	10/22/2021	Robert Half International, Inc.		AP		3,395.60
46341	10/22/2021	Customer Refund		AP		84.16
46342	10/22/2021	Customer Refund		AP		255.48
46343	10/22/2021	Secure Pacific Corporation		AP		330.42
46344	10/22/2021	Top Industrial Supply		AP		194.80
46345	10/22/2021	United Fire, Health, & Safety		AP		1,165.12
46346	10/22/2021	Wallis Engineering PLLC		AP		23,021.49
46347	10/22/2021	Waste Management Of Oregon		AP		205.47
46348	10/22/2021	Water Systems Consulting, Inc.		AP		2,395.00
46349	10/22/2021	Customer Refund		AP		1.51
46350	10/22/2021	Xerox Corporation		AP		44.11
46351	10/29/2021	Accountemps		AP		3,528.91
46352	10/29/2021	AnswerNet		AP		884.17
46353	10/29/2021	Cable Huston LLP		AP		13,373.50
46354	10/29/2021	CenturyLink		AP		779.68
46355	10/29/2021	Cintas Corporation		AP		412.93

Bank Reconciliation

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Cleared and Not Cleared Checks

Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Amount
46356	10/29/2021	City Of Milwaukie		AP		333.60
46357	10/29/2021	Consolidated Supply Co.		AP		24,583.72
46358	10/29/2021	D&H Flagging, Inc.		AP		424.40
46359	10/29/2021	Detemple Company, Inc.		AP		6,262.75
46360	10/29/2021	Ferguson Enterprises, Inc.		AP		342.02
46361	10/29/2021	Fluid Conservation Systems Inc.		AP		1,548.08
46362	10/29/2021	Customer Refund		AP		209.53
46363	10/29/2021	Customer Refund		AP		8.99
46364	10/29/2021	Customer Refund		AP		170.60
46365	10/29/2021	Customer Refund		AP		117.61
46366	10/29/2021	J. Thayer Company		AP		208.93
46367	10/29/2021	Lakeside Industries		AP		92.46
46368	10/29/2021	Metro Overhead Door, Inc.		AP		224.00
46369	10/29/2021	Mike Patterson Plumbing Inc		AP		324.74
46370	10/29/2021	Moss Adams LLP		AP		1,260.00
46371	10/29/2021	Olson Bros. Service, Inc.		AP		63.35
46372	10/29/2021	Oregon Dept of Consumer & Business Services		AP		44.80
46373	10/29/2021	Oregon DEQ		AP		23,252.00
46374	10/29/2021	Pacific Power Group		AP		559.42
46375	10/29/2021	Polydyne, Inc.		AP		3,451.84
46376	10/29/2021	Portland General Electric		AP		109.87
46377	10/29/2021	Robert Half International, Inc.		AP		4,975.60
46378	10/29/2021	Sanitech LLC		AP		7,365.00
46379	10/29/2021	Seattle Ace Hardware		AP		471.78
46380	10/29/2021	TMG Services, Inc.		AP		132.62
46381	10/29/2021	Unifirst Corporation		AP		571.19
46382	10/29/2021	US Crane & Hoist, Inc		AP		14,294.50
46383	10/29/2021	Verizon Wireless		AP		2,226.94
46384	10/29/2021	Customer Refund		AP		34.98

Paper Check Disbursement Activity Subtotal	620,512.83
Voided Paper Check Disbursement Activity	186.30
Adjusted Paper Check Disbursement Activity Subtotal	620,326.53

Total Void Check Count:	6
Total Void Check Amount:	186.30
Total Valid Check Count:	195
Total Valid Check Amount:	877,730.22
Total Check Count:	201
Total Check Amount:	877,916.52



STAFF REPORT

To Board of Directors
From Jason Rice, District Engineer
Title Technical Services Monthly Report
Item No. 8b
Date November 3, 2021 for November 16, 2021 Board Meeting

Summary

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

Highlights

- Reconstruction of Sewage Lift Station 5 continues.
- Partridge Circle Waterline Replacement Commenced.
- Furthered design and planning on multiple capital projects including the District's Upcoming Wastewater Master Plan.
- Staff continued tracking the development of the Water Reclamation Facility's NPDES Permit.

Education and Outreach

November is National Critical Infrastructure Security and Resilience Month, a time to recognize the vital role that water infrastructure (like pipes, reservoirs, and treatment facilities) plays in keeping your water safe and available, now and in the future. To make our water system more resilient, we work together with other water providers to share resources, conduct trainings, maintain emergency contacts, and keep our region's water safe for generations to come.

To be more resilient as a region, we all need to be prepared together. While we are working with our partners, you can get prepared for emergencies with your household. Join our efforts by starting your emergency preparedness efforts with water with a free kit from the Regional Water Providers Consortium. Each kit includes a one-gallon emergency water bag, information on how to store and access emergency water, and disaster sanitation stickers. Kits are available in both English and Spanish and can be requested here: <https://bit.ly/prep-promo>

Communications

The 2022 Water Conservation Calendars are available from the Clackamas River Water Providers. If you would like a calendar, please email christine@clackamasproviders.org and she will mail you one.

This fall 15 businesses participated in the Storm drain Cleaning Assistance Program.

In the winter, cold weather comfort foods can have more fats and oils in them. Remember to dispose of excess cooking fats, oils, and grease into a can, freeze it and, throw it in the trash when it's full. If you pour fats and oils down the drain, they cool quickly and slowly clog your pipes. Avoid a costly plumber visit by freezing your grease and saving your drain. Email the word "FOG" to alexa@olwsd.org and receive a FREE grease scraper for your kitchen.

The District partners with the North Clackamas Watersheds Council who works to protect and enhance our watersheds' water quality, fish, and wildlife habitat. The North Clackamas Watersheds Council is hosting a three-part lunchtime series. In this series you will learn the next steps you can take to support wildlife on your property, and in our watersheds. Learn how flooding, weather, tree planting, and other factors all work together to shape the place we live. Each workshop will take place between 12:00 p.m. - 1:00 p.m. followed by Q&A until 1:30 pm. To receive conferencing information, RSVP at tinyurl.com/ncwatersheds

- Monday, November 8 - Get to Know North Clackamas watersheds
In the first of our three-part online workshop series, we'll get to know the North Clackamas watersheds: what and where they are. We'll explore how water and wildlife work together, how we affect watersheds and how what happens on our property affects others (and vice versa!).
- Thursday, November 11 - Wildlife in North Clackamas watersheds
In the second of our three-part online workshop series, continue getting to know the North Clackamas watersheds with an introduction to the wildlife that live here, where to spot them, and the challenges they face from urbanization and climate change. Let's bust some myths and learn how we can help and support the wildlife in our watersheds.
- Monday, November 15 - Watersheds, People, and Place
In the third of our three-part online workshop series, continue getting to know the North Clackamas watersheds by exploring the connections between human and watershed health. From birth weight to longevity, learn why canopy and nature are crucial to our shared futures.

This information was shared with customers on our website and social media.

Stormwater Program

As leaves begin falling, Oak Lodge maintains a list of problem sites needing frequent clearing of catch basins or storm grates. Staff inspect and clean this list on a weekly or bi-weekly rotation to be proactive about keeping nutrients from entering our waterways.

Customer calls have increased with the rainfall. Concerns typically include questions about drainage patterns across private property as well as requests to clean catch basins for the season. Staff responds to each concern and logs their time and equipment use. At times, the inquiry requires staff to forward the issue to Clackamas County Department of Transportation and Development.

Along with catch basin cleanings, this month the OLWS field operations crew responded to seasonal vegetation removal in River Forest Creek near the connection of SE Anspach and SE Laurie (see before, during, and after photos).



Before

During

After

Erosion Control inspections continue with a stronger seasonal focus on preventing track out and runoff. Inspections involve in person visual checks as well as follow up education with contractors to rectify issues with erosion on project sites. Contractors typically respond quickly and positively to the constructive feedback about best management practices for preventing runoff from sites. One example would be to increase the amount of straw on the open patch of soil on a construction project site.

With the increase in water levels, beaver and nutria activity is also more noticeable. Starting in November, staff will inspect for and remove dams and creek blockages on a weekly basis. The resources for this commitment will be tracked for reporting. Unfortunately, both beaver and nutria are incredibly tenacious and oftentimes rebuild their habitat overnight. Because of the labor-intensive nature of the commitment, staff are investigating the possibility of removing some of the animals in the future, specifically nutria, which are not native to the area.

Permit Activity – October 2021

FY2021-2022	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year*</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	2	2	6	1	6
New Erosion Control Permits	2	1	10	10	32
New Development Permits	0	1	7	1	2
New Utility Permits	8	4	21	12	30
Wastewater Connections	0	0	6	5	20
<hr/>					
Sanitary SDC Fees Received	\$0	\$0	\$30,990	\$25,825	\$206,857
Water SDC Fees Received	\$10,608	\$5,304	\$112,537	\$26,179	\$162,985
Plan Review Fees Received	\$600	\$400	\$8,383	\$18,630	\$44,027
Inspection Fees Received	\$310	\$620	\$6,943	\$3,080	\$25,918

Attachments

1. Development Tracker
2. Capital Project Tracker
3. Social Media Content Calendar




<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Warranty Period	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Oak Lodge warranty expires October 2021	11/2/21
Under Construction	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Oak Lodge permits expire July 2021	11/2/21
Under Construction	15099 SE McLoughlin Blvd.	Tenant Improvement: Clackamas Credit Union	Current OLWSD Review	11/2/21
Under Construction	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School (eastern structure and gym)	Oak Lodge permits expire July 2021	11/2/21
Under Construction	4828 SE View Acres Rd.	Redevelopment: View Acres Elementary School	Oak Lodge permits expire July 2021	11/2/21
Under Construction	19315 SE River Rd.	Residential: 2-lot Partition	Current OLWSD Review	11/2/21
Under Construction	16303 SE River Rd.	Redevelopment: Riverside Elementary School	Oak Lodge permits expire July 2021	11/2/21
Under Construction	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School Annex (western structure)	Oak Lodge permits expire July 2021	11/2/21
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane Elementary School	Oak Lodge permits expire July 2021	11/2/21
Under Construction	18521 SE River Rd.	Redevelopment: Jennings Lodge School	Oak Lodge permits expire July 2021	11/2/21
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	Current OLWSD review	11/2/21
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Current OLWSD review: water utility only	11/2/21
Under Construction	3024 SE Westview Ave.	Residential: 2-lot Partition	Current OLWSD review	11/2/21
Under Construction	17325 SE McLoughlin Blvd.	Lot Line Adjustment or Partition to conform to existing conditions. No development.	Land Use comments sent to CCDTD. County land use expiration timeline.	11/2/21
Plan Review	14824 SE Kellogg Rd.	Residential: 2-lot Partition	Current OLWSD Review	11/2/21
Plan Review	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Current OLWSD Review	11/2/21
Plan Review	SE Jennings Ave., SE Oatfield Rd. to SE McLoughlin Blvd.	Capital Improvement: CC DTD Jennings Ave Roadway expansion and regional stormwater treatment	Current OLWSD review	11/2/21
Plan Review	14928 SE Oatfield Rd.	Residential: 4-lot Partition	Current OLWSD review	11/2/21
Plan Review	2316 SE Courtney Ave.	Residential: 14 rowhomes or 14 apartments	Current OLWSD Review	11/2/21
Plan Review	3552 SE Westview Ave	Residential: Add One Dwelling Unit	Current OLWSD review	11/2/21
Plan Review	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	Current OLWSD Review	11/2/21
Plan Review	15303 SE Lee Ave.	Residential: 3-lot Partition	Current OLWSD review	11/2/21
Plan Review	SE Thiessen Ave. and SE Arista Dr.	Capital Improvement: CC DTD Paving Project	Current OLWSD review	11/2/21
Plan Review	15515 SE Wallace Rd.	Residential: 2-lot Partition	Current OLWSD review	11/2/21
Plan Review	18245 Portland Ave.	Residential: 4-lot Partition	Gladstone Review. Oak Lodge receives Wastewater Connection Fee.	11/2/21
Plan Review	21E11AB01100 (SE River Rd. @ SE Maple St)	Residential: 7-lot subdivision	Current OLWSD Review	11/2/21
Plan Review	16103 SE Southview Ave	Residential: 7-lot subdivision	Current OLWSD Review	11/2/21

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Land Use Application	17325 SE McLoughlin Blvd.	Residential: 2-lot Partition	Land Use comments sent to CCDDT. County land use expiration timeline.	11/2/21
Land Use Application	17821 SE Arista Dr.	Residential: 2-lot Partition	Pre-app comments sent to CCDDT. County land use expiration timeline.	11/2/21
Land Use Application	3111 SE Chestnut St	Residential: Add One Duplex Dwelling Unit	Pre-app comments sent to CCDDT. County land use expiration timeline.	11/2/21
Land Use Application	3411 SE Naef Rd.	Residential: Home Occupation	Land Use comments sent to CCDDT. County land use expiration timeline.	11/2/21
Land Use Application	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex.	Pre-app comments sent to CCDDT. County land use expiration timeline.	11/2/21
Land Use Application	2268 SE Mulberry Dr	Residential: Dock to Willamette River	Land Use comments sent to CCDDT. County land use expiration timeline.	11/2/21
Land Use Application	13100 SE Laurie Ave.	Residential Home Occupation	Land Use comments sent to CCDDT. County land use expiration timeline.	11/2/21
Land Use Application	16225 SE Sun Ave.	Residential: Home Occupation (renewal)	Land Use comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	16305 SE Oatfield Rd.	Residential: 12-lot subdivision	Pre-app Comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	3811 SE Concord Rd.	Redevelopment: Concord School	Pre-app comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	14333 SE Wagner Ln.	Residential: 3-Lot Partition	Pre-app comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	16585 SE McLoughlin Blvd.	Commercial: Auto Repair Design Review	Pre-app comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	15915 SE Harold Ave.	Residential: 3-lot Partition	Pre-app comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	16468 SE Warnock Ln.	Residential: 2-lot Partition	Pre-app comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	5212 SE Thiessen Ave.	Residential: 3-lot Partition	Pre-app comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	6609 SE Jennings Ave.	Residential: 3-lot Partition	Pre-app comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	4022 SE Aldercrest Rd.	Residential: 2-lot Partition	Pre-app comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	4309 SE Raymond St.	Residential: 3-lot Partition	Pre-app comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	18013 SE Blanton St	Residential: 3-lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	15152 SE Fair Oaks Dr.	Residential: 2-lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	12718 SE 28th Avenue	Residential: 2-lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	12633 SE Oatfield Rd	Residential: 5-lot subdivision	Pre-app Comments sent to CCDDT. County land use expiration timeline.	11/2/21
Pre-Application	12718 SE 28TH AVE	Residential: 2-lot subdivision	Pre-app Comments sent to CCDDT. County land use expiration timeline.	11/2/21



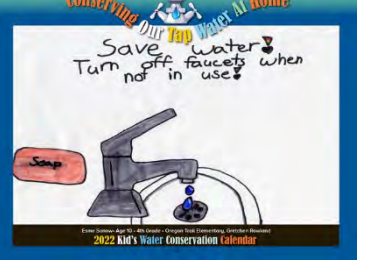
OAK LODGE

WATER SERVICES

Social Media Calendar | October 2021

<p>10.05</p>	<p>Are you ready to #ShakeOut? Join us for the world's largest earthquake drill on Thursday, Oct. 21, and get ready to drop, cover, and hold on!</p>	 <p>Get Ready to Shake Out. October 21, 2021 www.ShakeOut.org</p>
<p>10.08</p>	<p>Are you a local business? Participate in the Storm drain Cleaning Assistance Program. This program offers cleaning of parking lot drains for a discounted flat fee of \$50 per drain. Register by October 31, 2021 at oaklodgewaterservices.org/SCAP</p>	
<p>10.11</p>	<p>Thank you to all our customers who participated in the "Fish on the Run, Irrigation Done" campaign! We had a record 81 customers pledge to reduce or stop outdoor watering by mid-September to help keep water in the Clackamas River for migrating fish.</p>	

<p>10.11</p>	<p>The Board of Directors will hold a regular meeting on Tuesday, October 19 at 6:00 p.m. View the full agenda and information to attend the meeting: https://oaklodgewaterservices.org/bc/page/olwsd</p>	
<p>10.18</p>	<p>Save the date: this Thursday is Imagine a Day Without Water! Learn more about the campaign's seventh year of raising awareness about the value of water at www.imagineadaywithoutwater.org</p>	
<p>10.19</p>	<p>This year's theme for Imagine a Day Without Water is learning where your water comes from and where it goes. Start at https://bit.ly/our-h2o to learn about the region's water sources, infrastructure, and people behind your drinking water. #ValueWater</p>	
<p>10.19</p>	<p>Almost everything we do depends on water: public health, the economy, our food system, and life itself! That's why using water wisely is just the right thing to do: https://bit.ly/3F9nT0L</p>	

10.21	<p>What would your day be like if you couldn't turn on the tap and get clean drinking water, or if you flushed the toilet and wastewater didn't go anywhere? Today, we're imagining a day without water— a precious resource we sometimes take for granted. #ValueWater</p>	
10.25	<p>Join North Clackamas Watersheds Council for an online workshop series starting on November 8. RSVP at https://forms.gle/1dWD8YpNn9SWtuze7</p>	
10.27	<p>Good news! The 2022 Water Conservation Calendars are available from the Clackamas River Water Providers. If you would like a calendar, please email christine@clackamasproviders.org and she will mail you one.</p>	

Social Media Analytics

		Facebook		Twitter		
		Followers	Page Reach	Followers	Total Impressions	Profile Visits
2021	October	132	79	49	1.3 K	1.3K
	September	128	93	45	1.1 K	838
	August	120	146	43	1.8K	1.2K
	July	119	78	40	1.5K	3.5K
	June	113	794	39	2.1K	1.6K
	May	100	82	32	2.5K	1.8K
	April	93	225	30	4.1K	2.1K
	March	89	385	21	4.9K	2.4K
	February	80	488	13	4.5K	1.9K
	January	67	457	started	2.1K	1.5K
2020	December	58	150	n/a	n/a	n/a
	November	n/a	n/a	n/a	n/a	n/a



STAFF REPORT

To Board of Directors
From Jeff Page, Utility Operations Director
Title Field Operations Monthly Report
Item No. 8c
Date November 3, 2021, for November 16, 2021 Meeting

Summary

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

Highlights of the Month

- Collections Team Operations
- Water Team Operations
- Non-Revenue Water
- Clackamas River Flowrates

Collections Team Operations

The Collections Team had a busy October preparing for and executing seasonal work related to stormwater conveyance systems (Photos 1 & 2). Along with our other operational tasks, this work is captured in our asset management program, Lucity. The program helps us stay on top of routine maintenance work and those problem areas requiring more attention through seasonal self-generating work orders.

One task needed to keep the stormwater system functional is the removal of nutria and beaver dams within Boardman Creek (Photo 3). Staff and customer input indicate this season to be exceptionally high in nutria activity in our area. Work is currently underway to find a solution to the problem. Mitigation of the nutria will likely be necessary to reduce staff workload in this area.

Both operations teams worked jointly to repair a deficient sewer lateral on Fair Oaks Way (Photo 4). The repair took only a few hours to complete, and the customer now enjoys the full capacity of their service.

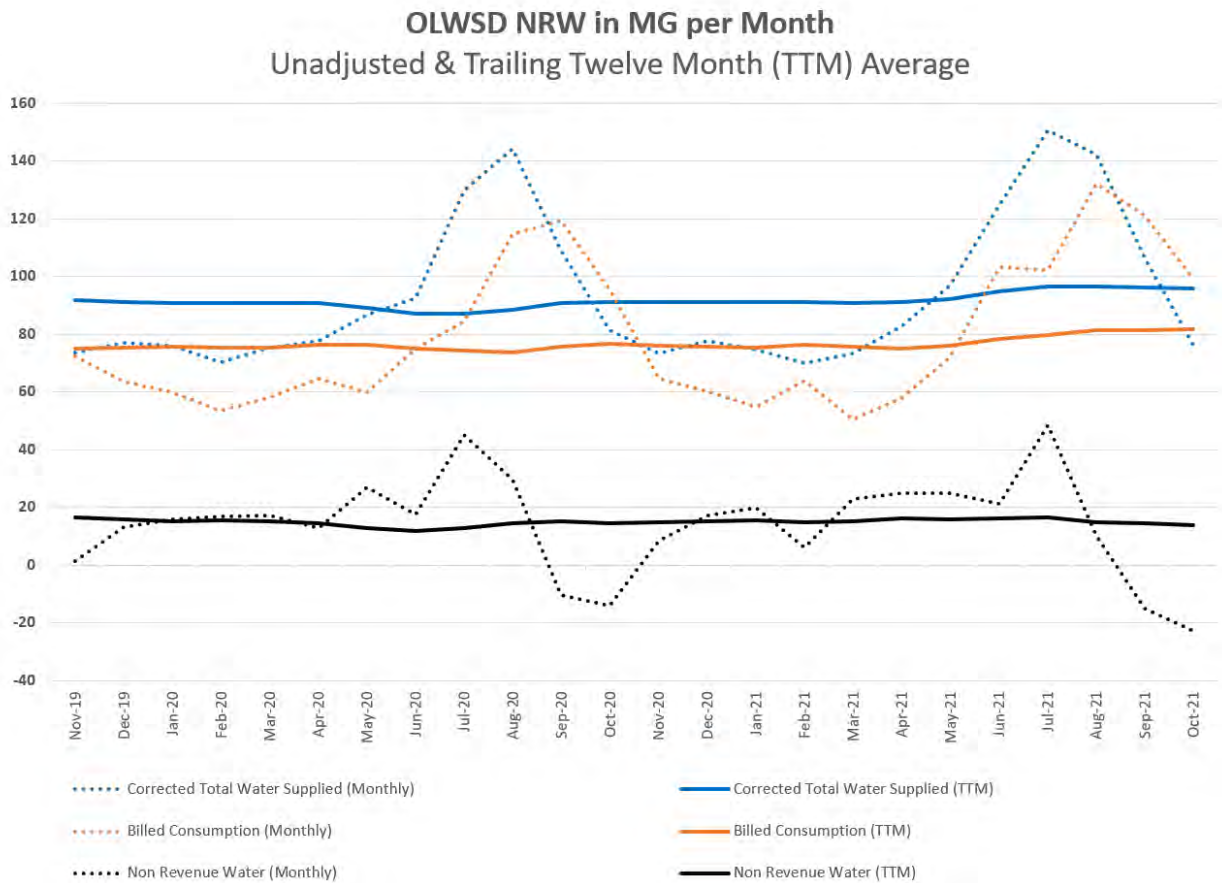
Water Team Operations

The Water Division had a variety of things going on in October. The highlights include:

- A new water service installation on Risley Ave. (Photo 5)
- An 8-inch water main offset on McLoughlin Blvd. at Hull Ave. to avoid conflicts with an ODOT bicycle/pedestrian crossing project (Photo 6)
- Replacement of the 4-inch water meter at River View Apartments (Photo 7)
- Contractor installation of an 8-inch tie-in for the new Chloe Rose subdivision located at McNary and Norma Road (Photo 8)

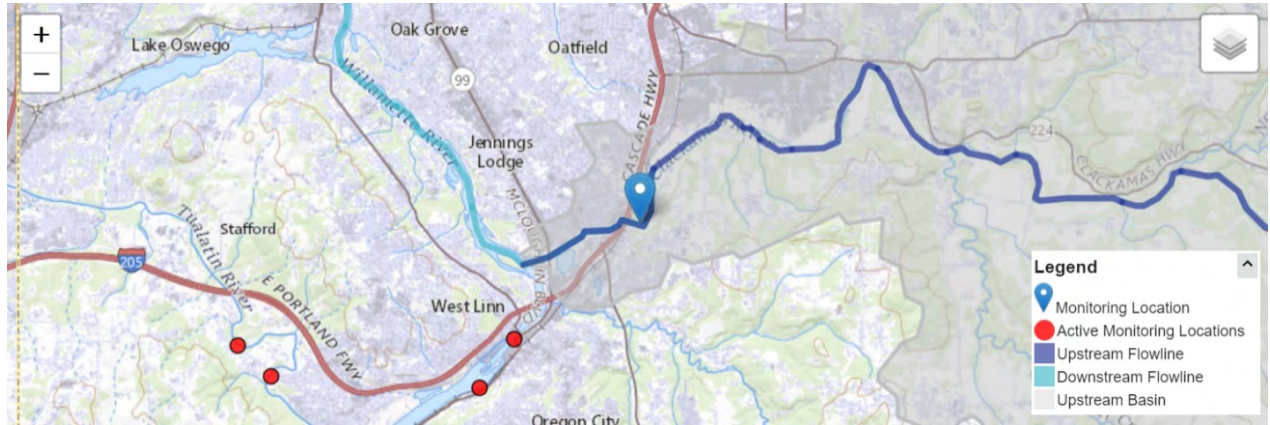
Non-Revenue Water

The water team took some time in October to check our large fire service meter vaults for leaks. Staff discovered a 6-inch valve needing new packing and promptly took care of the issue.

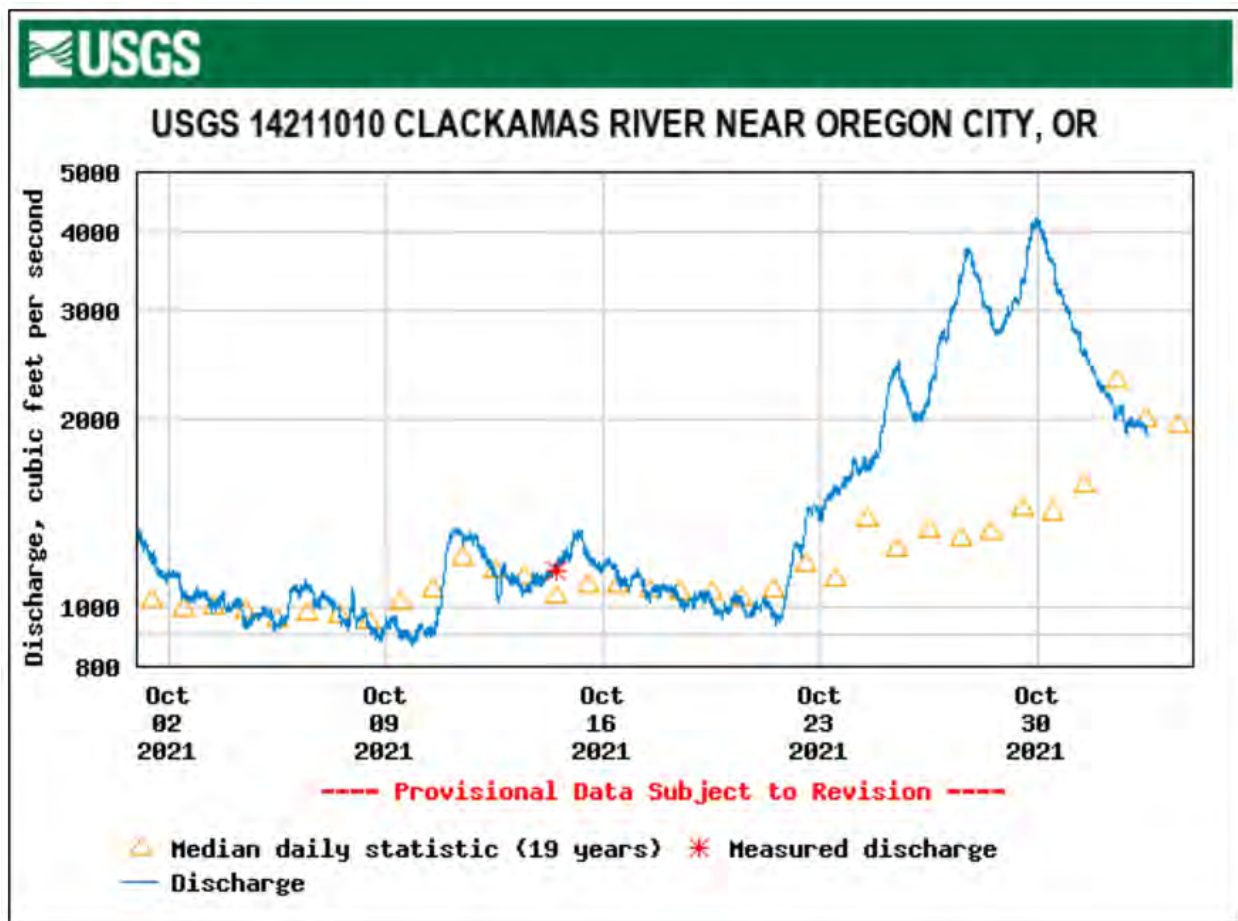


Non-revenue water remains on a seasonal downward trend like what was seen last year at this time. To help address potential apparent water losses, staff has recently met with our meter reading software vendor Mueller Systems and developed a strategy to verify that all meter information is correct within the database. The data will be sorted according to size, type, and serial numbers and reviewed for anomalies.

Clackamas River Flowrates



Location of Clackamas River flow-monitoring site.



Clackamas River daily discharge for October 2021, compared with 19-year daily median.

Attachments

1. Photo Pages of October 2021 Work
2. Water Purchased Report
3. Water Services Report
4. Collections Report

Field Operations Photo Pages of October 2021 Work



Photo 1: Drainage ditch at Laurie and Anspach pre-work



Photo 2: After ditch clearing



Photo 3: Removal of nutria dam at Stringfield Park

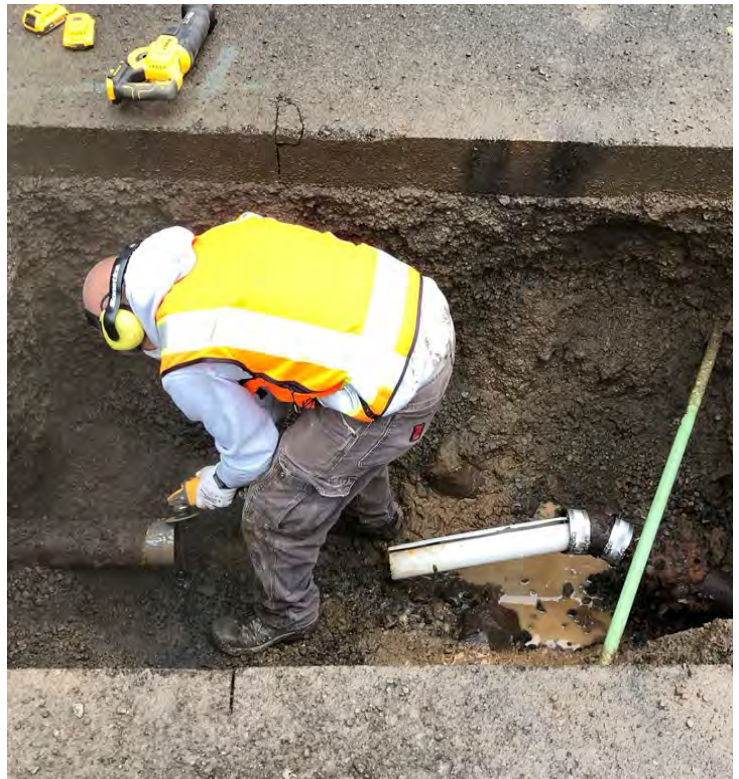


Photo 4: Repair of sewer lateral on Fair Oaks Way



Photo 5: New water service on Risley Ave.



Photo 6: Watermain offset on McLoughlin Blvd.



Photo 7: Newly installed 4-inch water meter

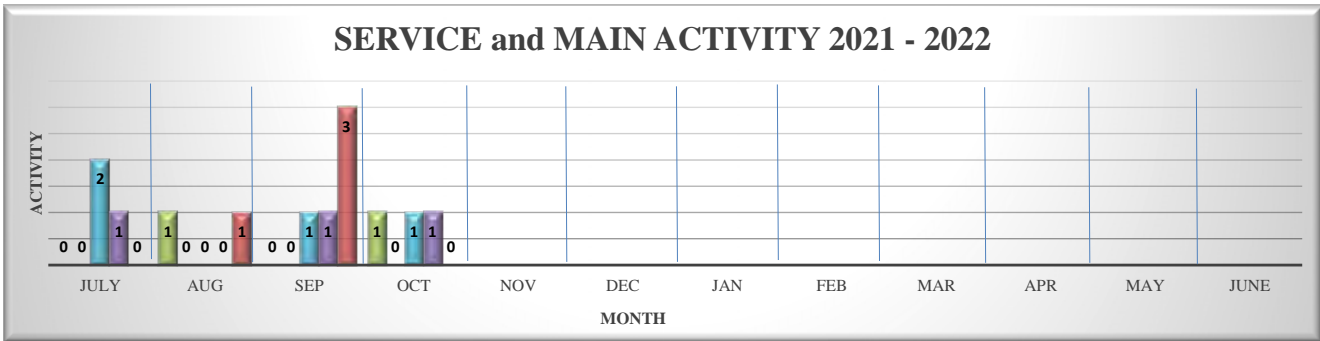
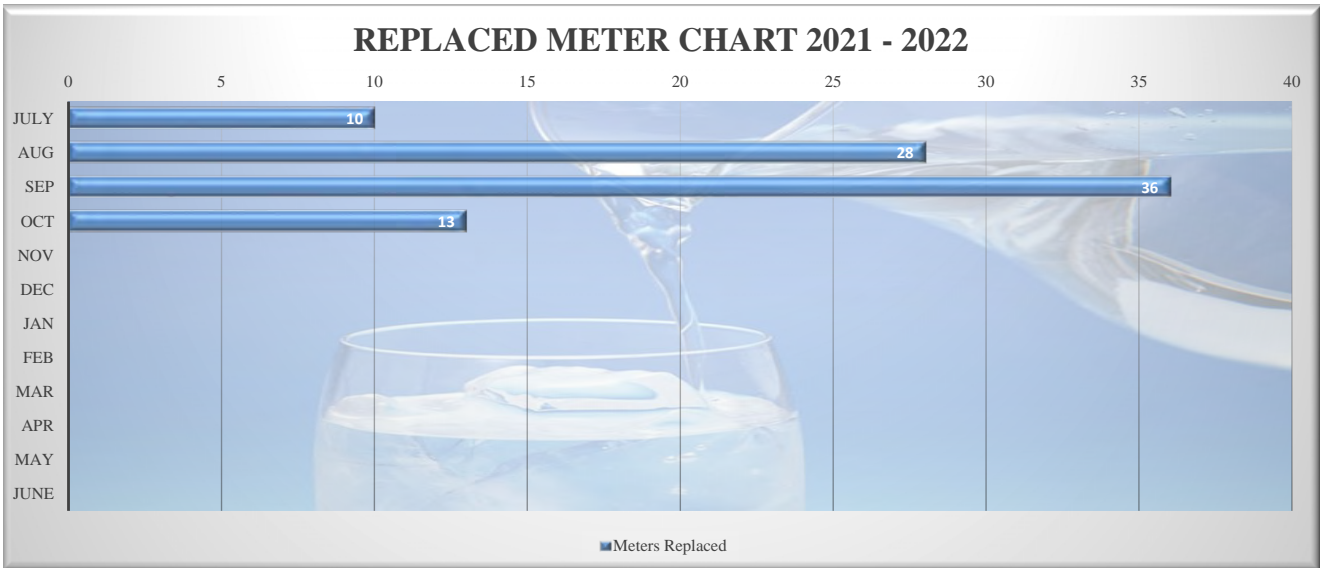


Photo 8: Tie-in for new subdivision

Water Purchased from NCCWC By Month and Year

Year	Fiscal 1st Half						Fiscal 2nd Half						Yearly Total	Percent of Average Total	Average Daily Demand
	July	August	September	October	November	December	January	February	March	April	May	June			
12/13	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	1,077,374,000	97.11%	2.95
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	1,060,157,000	95.55%	2.90
14/15	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	1,064,685,000	95.96%	2.92
15/16	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	1,203,157,667	108.44%	3.30
16/17	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	1,083,093,333	97.62%	2.97
17/18	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	1,133,503,000	102.16%	3.11
18/19	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000	1,176,610,000	106.05%	3.22
19/20	120,368,000	132,181,000	105,200,000	75,825,000	76,089,000	74,759,000	75,848,000	75,918,000	70,192,000	79,173,000	80,872,000	93,438,000	1,059,863,000	95.53%	2.90
20/21	119,901,000	146,849,000	120,624,000	80,370,000	76,317,000	73,867,000	76,249,000	77,591,000	66,772,000	79,962,000	95,224,000	113,270,000	1,126,996,000	101.58%	3.09
21/22	150,066,000	148,100,000	116,597,000	76,854,000									491,617,000		5.34
	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average Total		
	130,541,833	144,559,100	114,037,700	81,296,700	75,383,889	74,660,127	77,491,429	75,640,111	67,812,889	76,211,556	85,836,556	108,374,852	1,109,493,222		

Oak Lodge Water Services Water Report



Fiscal Year 2021 - 2022	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2021	July	10	0	0	2	1	0
2021	Aug	28	1	0	0	0	1
2021	Sep	36	0	0	1	1	3
2021	Oct	13	1	0	1	1	0
2021	Nov						
2021	Dec						
2022	Jan						
2022	Feb						
2022	Mar						
2022	Apr						
2022	May						
2022	June						
Yearly Total		87	2	0	4	3	4

Oak Lodge Water Services Collections Report

TV Inspections



Hydrocleaning



FY 2017-2018

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

FY 2018-2019

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

FY 2019-2020

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection	16,502	768	0	7,139	5,272	8,798	11,449	8,537	7,246	0	249	2,647		68,607	65.54%	44.74%	289,237
Hydrocleaning	21,557	0	0	7,709	9,405	9,493	11,164	0	9,414	0	0	0		68,742	65.67%	43.91%	293,560
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100.00%	60.00%	209,357
Actual to Goal	10,306	-8,339	-8,723	-1,299	-1,385	422	2,583	-4,455	-393	-8,723	-8,599	-7,400		-36,004			
Grease Line	1,480	3,276	3,276	1,480	9,392	3,276	3,625	3,625	3,625	0	0	5,105		38,160			

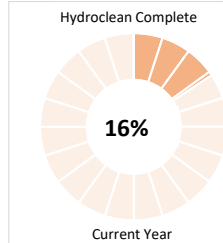
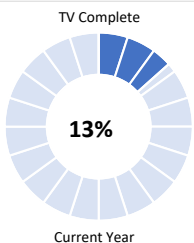
FY 2020-2021

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 4 % Complete	5 Year %	Total Feet Remaining
TV Inspection	8,953	11,292	2,624	3,632	0	0	8,280	22,402	11,251	0	8,528	7,683		84,645	81%	60.91%	204,592
Hydrocleaning	4,205	11,108	2,911	0	0	0	761	0	11,066	3,410	6,003	9,365		48,829	47%	53.24%	244,731
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%	80.00%	104,679
Actual to Goal	-2,144	2,477	-5,956	-6,907	-8,723	-8,723	-4,203	2,478	2,435	-7,018	-1,458	-199		-37,941			
Grease Line	2,169	9,084	2,963	4,757	2,192	3,616	10,863	2,891	3,267	3,054	2,824	3,680		51,360			

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 5 % Complete	5 Year %	Total Feet Remaining	
TV Inspection	9,931	2,851	0	1,251										14%	14,033	13%	63.59%	190,559
Hydrocleaning	8,999	3,846	2,945	631										7%	16,421	16%	56.38%	228,310
Target Goal	8,723	8,723	8,723	8,723										100%	34,892	100%	100.00%	69,787
Actual to Goal	742	-5,375	-7,251	-7,782											-19,665			
Grease Line	1,516	3,345	1,865	3,345											10,071			

	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	8,723	8,723	
Actual Per Year TV	78,372	87,176	68,607	84,645	14,033	190,559
Actual Per Year Hyd	78,697	82,393	68,742	48,829	16,421	228,310
Make up	-26,144	-19,894	-36,004	-37,941	-89,451	
Percent Completed	75%	81%	66%	64%	15%	60%





STAFF REPORT

To Board of Directors
From David Hawkins, Interim Plant Superintendent
Title Plant Operations Monthly Report
Item No. 8d
Date November 16, 2021

Summary

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

Highlights of the Month

- Clarifier Survey
- Accusonic Flowmeter Work
- Liquid Polymer Review
- Influent Pump Station VFD Commissioning

Water Reclamation Facility Operations and Maintenance

Survey of clarifiers 1 and 2 started this month, this is the early phases of the major upgrade to the older clarifiers that were left over after the plant upgrade. The initial site inspection back in 2014 showed that the mechanical components were sorely in need of replacement. This upgrade will add all new center columns as well as Stamford baffles, which will help with clarifier performance. Operations and Maintenance assisted in not only the surveying, but also swapping the old clarifiers and cleaning them so that engineers could enter the tanks to make their assessments.

The effluent flowmeters on the UV system have started to show their age and recently Operations had one of them start to intermittently fail. Not only does this cause inaccurate total flows for the day, but also effects our UV dose and our effluent composite sampler starts to take inaccurate samples, rendering that specific UV channel unusable. Operations contacted the manufacturer, and they were able to write us a specific Standard Operating Procedure (SOP) to be performed by an electrician to test different unused channels on the flowmeter. If the SOP did not work, the flowmeters would be beyond repair due to the chipset being obsolete. Luckily, the electrician was able to find channels that were not in use, and operations was able to limp the flowmeter along rather than having to replace it on the fly. While this is

good news, the effluent flowmeters will most likely need to be replaced in the next couple of years.

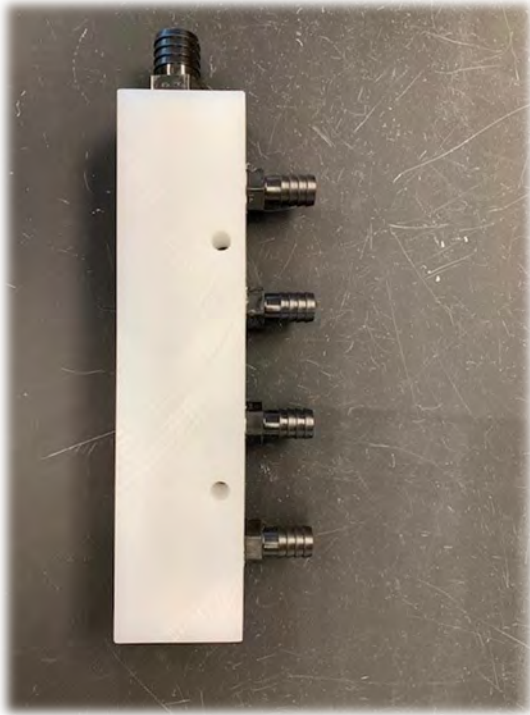
On September 23rd Operations started piloting a liquid emulsion polymer to replace the aging dry system. The pilot was ran for a total of 19 days and when averaged over the span of the pilot, the solids concentration of biosolids went from 12.8 % to nearly 15% towards the end of the study. It took staff several days to iron out all the proper belt, polymer and carrier water adjustments to see really good results. In the end, the final biosolids product was about 2% drier than the previous month when our old dry polymer was used. In anticipation of the polymer change over, staff also ordered new polymer distribution and injection headers, which will aid in mixing, and ultimately an even drier biosolids product. Operations took multiple samples throughout the testing phase as well as notes, and intern Jason Mayer put them into a spreadsheet which is attached.

One of the bigger projects Operations had on its plate this year was the Variable Frequency Drive (VFD) changeout at the Influent Pump Station (IPS). This basis of this project was to replace the aging VFD's that run the WRF's influent pumps, arguably the most important pumps Oak Lodge has on site at the treatment plant. While this project has spanned several months and a couple of Plant Superintendents, I am pleased to announce that on October 28th North Coast and Tice Electric finished up their work and commissioned the VFD's for use. These new VFD's not only give peace of mind to the operators, but also include newer technology that will make programming and remote access simpler and faster.

Attachments

1. Photo Pages of October 2021 work
2. Rainfall vs Flow Data Correlation for May 2021-October 2021
3. Plant Performance BOD-SS Graph for May 2021-October 2021
4. Work Order Summary Graph 2021
5. Biosolids Liquid Polymer Notes and Results

Plant Operations Photo Page



1. New polymer distribution header.



2. New polymer injection ring.



3. Headworks air handling screen before.



4. And after cleaning.

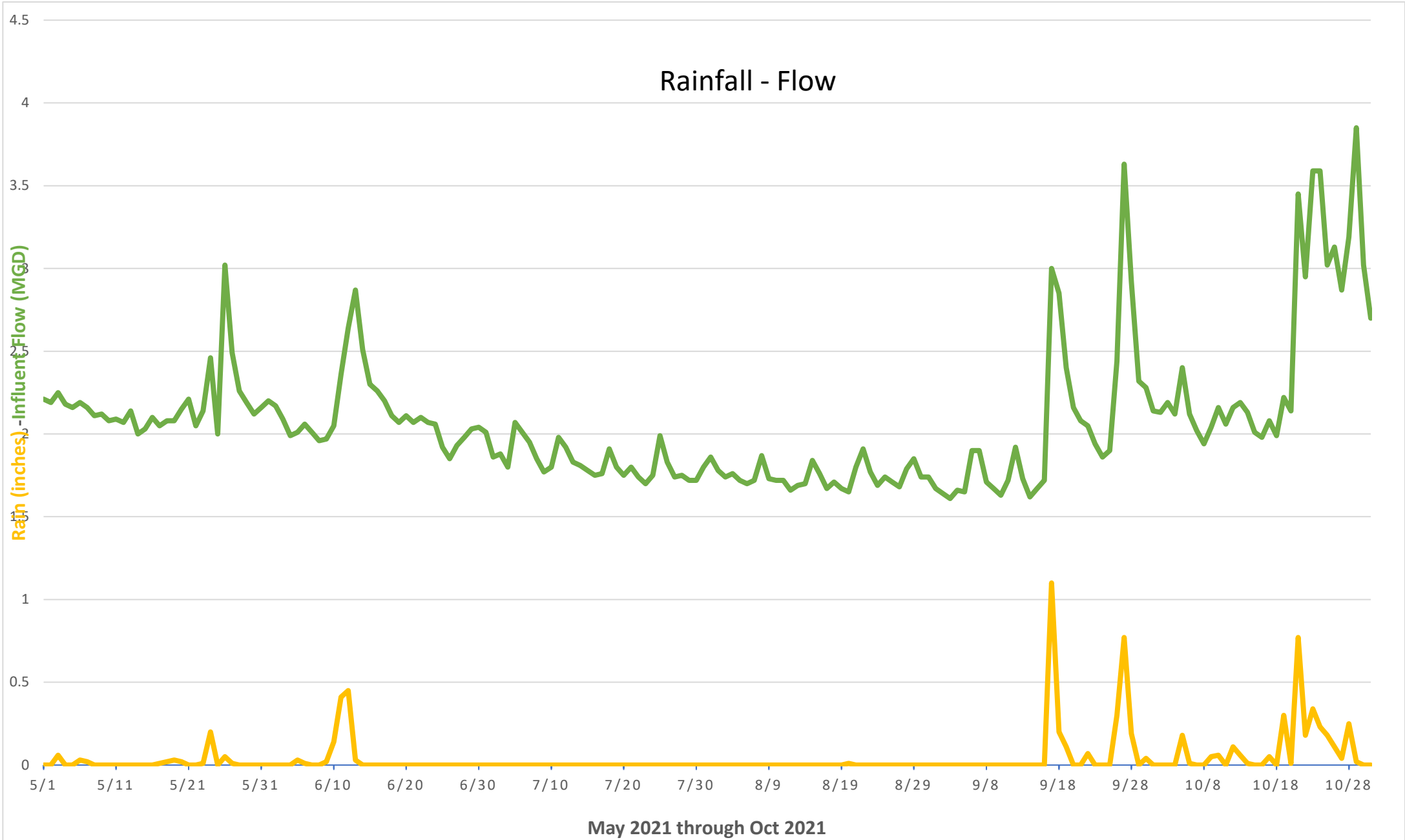


5. Tice electrician working on Influent VFD's

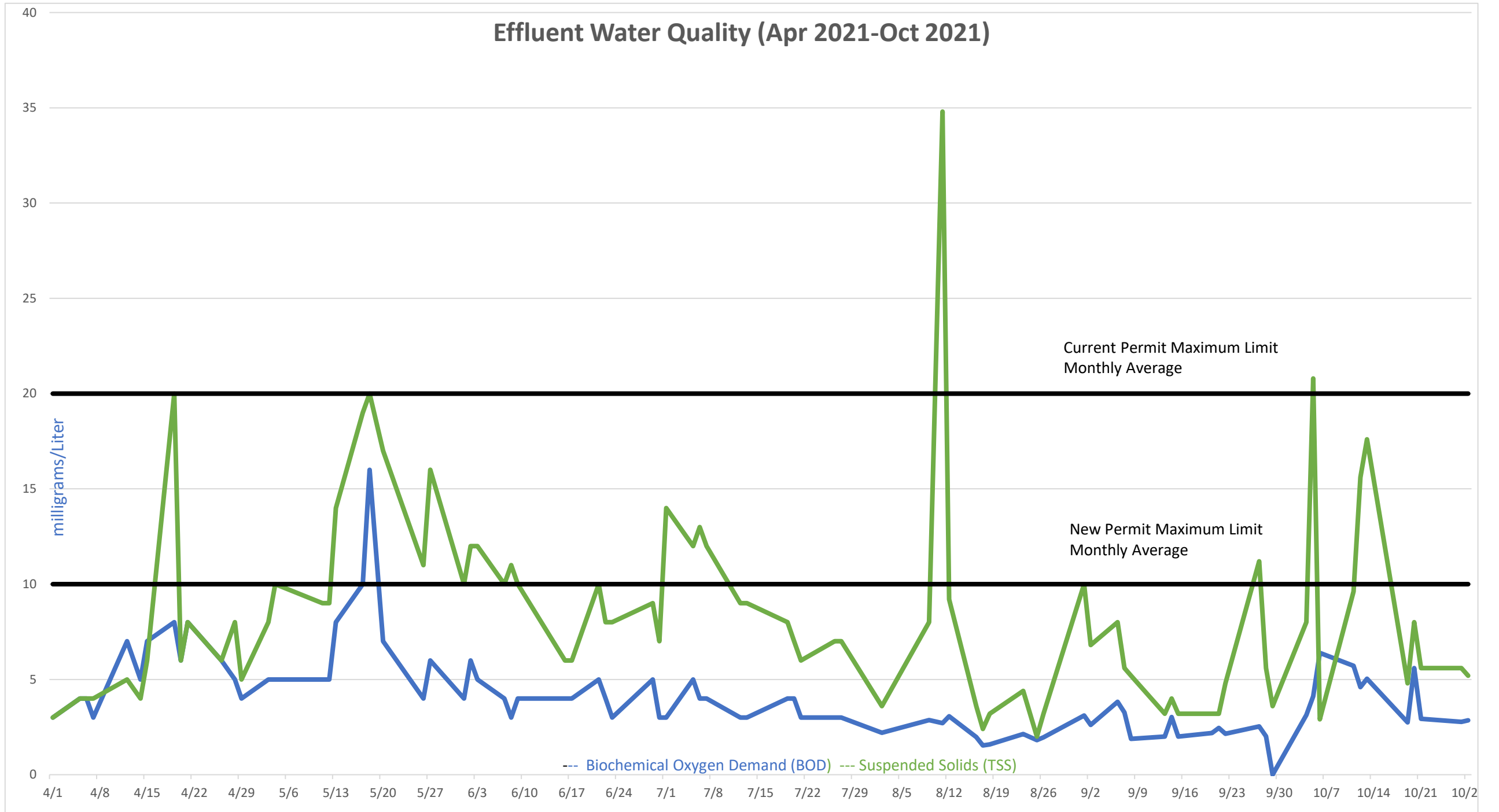


6. Finished product of VFD upgrade.

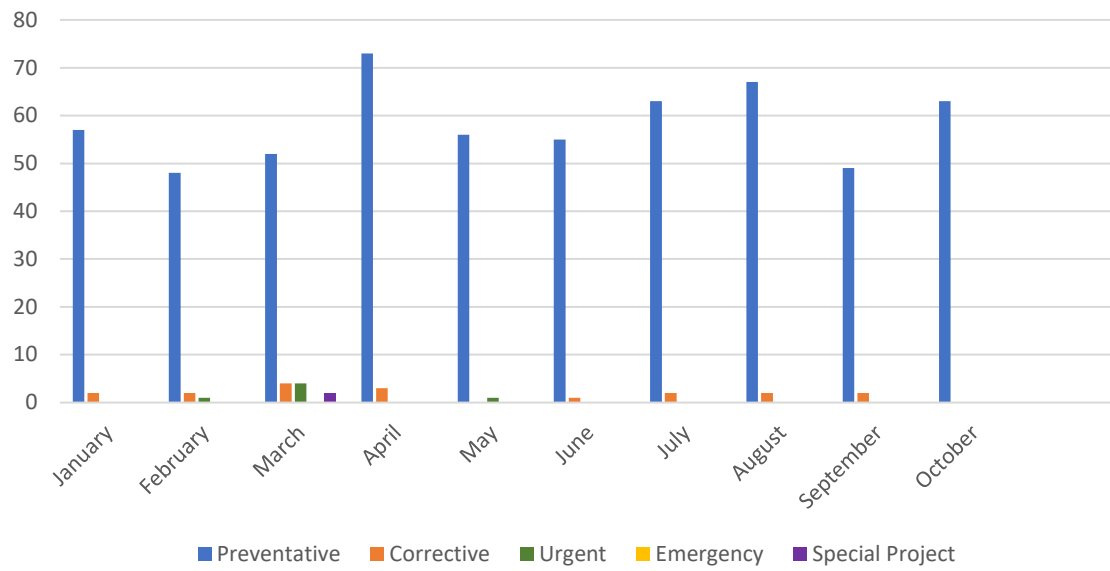
Rainfall - Flow



Effluent Water Quality (Apr 2021-Oct 2021)



Treatment Plant Work Order Summary 2021



BIOSOLIDS

Sample target weight should be less than 5

Use test: Solids

Date	Initials	Time	% Solids
9/23/2021	POW	10:30	11.89
		13:10	12.89
9/24/2021	POW	12:30	12.84
9/25/2021	POW	8:30	12.91
		9:30	13.31
		12:00	13.02
		13:30	13.58
9/27/2021	PM	9:14	12.59
		10:51	12.82
		1:20	19.6
		2:27	12.76
9/28/2021	CA	9:25	11.51
	PM	12:50	13.13
	PM	3:15	13.06
9/29/2021	POW	11:07	14.2
	PM	12:55	14.28
9/30/2021	POW	8:40	14.3
	PM	10:33	14.27
10/1/2021	PM	8:24	14.51
	PM	10:44	14.55
	POW	14:09	14.14
10/4/2021	PM	10:48	14.56
	PM	1:41	14.74
	PM	2:21	14.71
10/5/2021	PM	9:48	14.71
	PM	1:08	14.39
10/6/2021	PM	9:56	13.47
	JM	10:48	14.53
	JM	2:00	14.37
10/7/2021	JM	10:04	13.56
	JM	11:50	14.52
	JM	1:24	14.45
10/8/2021	PM	10:14	14.22

	PM	12:40	14
	PM	1:33	13.7
10/11/2021	PM	10:37	14.42
	PM	12:35	14.9
	PM	1:23	17.96
	PM	2:13	15.06
10/12/2021	PM	1:21	20.44
	PM	2:54	14.76
10/13/2021	JM	10:27AM	14.87
			15.2
	JM	1:49	14.81
10/14/2021	JM	10:00	13.87
	JM	11:20	14.21
10/15/2021	PM	11:26	15.09
	PM	1:09	14.42
10/18/2021	PM	1:18	13.71

Monthly Average	14.28183673
Standard Deviation	1.572228611

grams.

TSS mg/L	Aerobic Digester # 4 % Solids	Notes
238	1.63	10 1/4 turns on pressure differential on back
286		
253	1.62	
184	1.68	9:30 Adjusted Belt Psi to 350 Flow at 27 Hz Polymer at 1.8
134	1.64	
108		
100		Question % solids high 19.6
127		
153	1.64	
109		
95		
9	1.62	Belt psi Change
20		
10		Polymer 2.2 gph
34	1.64	Polymer 2.0 gph
23		
18	1.66	
23		Polymer 1.9 gph
30		Polymer 1.9 gph
24		Grab sample at center only Carrier water set at 9.0
19		
15		310 psi
10	1.65	Polymer 2.00 gph, 350 psi Turbidity test 9.45
8		
7		
14	1.66	Polymer 2.0 gph, 350 psi,

22		Polymer 1.90 gph
19	1.68	Polymer 1.95 gph
13		
	1.68	Polymer 1.95 gph, Ajusted from 26 HZ to 27 HZ
16	1.65	
		No Initials or time logged
48		
9		
8		
17	1.68	
15	1.68	
63.37142857	1.654	
77.76929899	0.022296701	

Average before Belt psi Change	
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% SOLIDS AVG	13.27929
TSS mg/L	162.4545

Average After Belt psi Change	
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% SOLIDS AVG	14.68286
TSS mg/L	17.95833



AGENDA ITEM

Title	Call for Public Comment
Item No.	9
Date	November 16, 2021

Summary

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

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

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